



**COMMITTEE OF THE WHOLE**  
**MONDAY, NOVEMBER 4, 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 October 7, 2013 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Hill
  - b. Personnel Committee, Alderman Kupsik
  - c. Public Works Committee, Alderman Mott
  - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hougen & Wall
  - b. Tree Board, Alderman Kupsik
  - c. Police & Fire Commission, Alderman Lyon
  - d. Plan Commission, Alderman Hougen

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

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

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

9. Adjourn

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

11/1/13 9:10AM

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
MONDAY, OCTOBER 7, 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.

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/s/ Michael D. Hawes, City Clerk

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

# FINANCE, LICENSE & REGULATION COMMITTEE MINUTES

MONDAY, OCTOBER 14, 2013 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Chair Hill called the meeting to order at 6:04pm.

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

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

Approve the Finance, License and Regulation Committee Meeting minutes of September 23, September 30, October 1 and October 3, 2013. Kupsik/Lyon motion to approve. Unanimously carried.

## LICENSES & PERMITS

Original Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by The Original Chicago Pizza Company, Inc., 150 Center St., Lake Geneva, John Regester, Agent.  
Kupsik/Lyon motion to recommend approval. Unanimously carried.

Original 2013-2014 Operator (Bartender) License applications filed by Brittney Smoger, Judith Horgen, Sarah Rowe, Julia Barbaria, David Henchel Jr., Kami Miller, Brian Monahan, Shelly Yopp, Kara Voght, Sue Spencer, Gail Gauger-Geyer, William Stephan, Jordan Levendusky, William Wright, Pierre Burgess, Jessica Cercas, Shannon McDonough, Sarai Lopez, Julie Duesterbeck, and Frances Learn.  
Kupsik/Hougen motion to recommend approval. Unanimously carried.

### **Discussion/Recommendation on renewal of a TID CD in the amount of \$142,510.11 maturing on October 21, 2013**

Kupsik/Lyon motion to recommend approval of a TID CD in the amended amount of \$1423,149.57 maturing on October 21, 2013 at the rate of .35% for a 13-month term at BMO Harris bank. Unanimously carried.

**Discussion/Recommendation on labor attorney review of draft employee handbook** (*recommended by Personnel Committee 9/26/13*) Chair Hill stressed the importance of this because all city employees no longer in the union will be working under this handbook. There is money in the budget for outside attorney fees and this review is estimated to cost \$1,000 to \$1,500.

Kupsik/Hougen motion to recommend retaining the labor attorney for review of the draft, to include that the attorney be in attendance at the meeting when the final draft is presented. Unanimously carried.

### **Resolution 13-R57 authorizing the transfer of monies from the TID discretionary account to the TID front-end loader account in the amount of \$62,450.00**

Kupsik/Lyon motion to recommend authorizing the transfer of monies from the TID discretionary account to the TID front-end loader account in the amount of \$62,450.00. Comptroller Pollitt explained that an additional \$62,450.00 will come from capital. Unanimously carried.

### **Resolution 13-R58, authorizing the transfer of monies from the TID discretionary account to the TID Main Street Waterway Enclosure Project account in the amount of \$287,942.00**

Hougen/Lyon motion to recommend authorizing the transfer of monies from the TID discretionary account to the TID Main Street Waterway Enclosure Project account in the amount of \$287,942.00. After discussion on how to finance any overage of this amount, should there be any, Alderman Lyon reminded the Committee that this vote is to approve the resolution as written. Motion carries 4 to 1, with Alderman Mott voting “no”.

**Resolution13-R59, establishing the 2014 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates (recommended by Piers, Harbors and Lakefront Committee 9/26/13)**

Mott/Lyon motion to forward this to Council without recommendation. Unanimously carried.

**Discussion/Recommendation on amended employment contract for city comptroller**

Chair Hill explained that via work of the Personnel Committee, it was learned that the City Comptroller's annual salary is not in parity with comparable positions in this area. The contract will take effect on January 1, 2014 and includes salary, vacation, and post retirement insurance at her cost.

Kupsik/Hill motion to approve with the changes noted in the contract. Unanimously carried.

**Joint and Crack Cleaning and Sealing Bid to Asphalt Service of Rochester, WI in the amount of \$20,000**

There were only two bids; the bid was awarded to Asphalt Service of Rochester, WI which is able to complete the greatest number of items for the allotted \$20,000 from Capital Improvements.

Mott/Lyon motion to approve. Unanimously carried.

**Presentation of Accounts**

Purchase Orders. None

Kupsik/Lyon motion to approve Prepaid Bills in the amount of \$20,190.81. Unanimously carried.

Kupsik/Lyon motion to approve Regular Bills in the amount of \$509,973.82. Unanimously carried.

Lyon/Hougen motion to adjourn at 6:46pm. Unanimously carried.

/s/Artis Roenspies, Deputy City Clerk

# **FINANCE, LICENSE & REGULATION COMMITTEE MINUTES BUDGET WORKSHOP**

**TUESDAY, OCTOBER 15, 2013 – 6:00 PM**

**CITY HALL, ROOM 2-A**

Chair Hill called the meeting to order at 6:03pm.

Roll Call. Present: Aldermen Kupsik, Lyon, Hougen and Hill. Absent (excused): Alderman Mott. Also Present: City Administrator Jordan, Comptroller Pollitt, Mayor Connors, Police Chief Rasmussen.

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

## **Budget Workshop/Review for 2014 Budget**

Comptroller Pollitt passed out the draft of the general fund budget and led the discussion of the 2014 Budget which included the parking fund, reorganization of front office positions, pay raises, capital projects, borrowing and other miscellaneous items.

Kupsik/Hill motion to adjourn at 7:01pm. Unanimously carried.

Transcribed from audio tape.

/s/Artis Roenspies, Deputy City Clerk

# FINANCE, LICENSE & REGULATION COMMITTEE BUDGET WORKSHOP MINUTES

WEDNESDAY, OCTOBER 23, 2013 – 8:30AM

CITY HALL, ROOM 2-A

Chair Hill called the meeting to order at 8:30am.

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

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

Approve the Finance, License and Regulation Committee Meeting minutes of September 23, September 30, October 1 and October 3, 2013. Kupsik/Lyon motion to approve. Unanimously carried.

## LICENSES & PERMITS

Original Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by The Original Chicago Pizza Company, Inc., 150 Center St., Lake Geneva, John Regester, Agent.

Kupsik/Lyon motion to recommend approval. Unanimously carried.

Original 2013-2014 Operator (Bartender) License applications filed by Brittney Smoger, Judith Horgen, Sarah Rowe, Julia Barbaria, David Henchel Jr., Kami Miller, Brian Monahan, Shelly Yopp, Kara Voght, Sue Spencer, Gail Gauger-Geyer, William Stephan, Jordan Levendusky, William Wright, Pierre Burgess, Jessica Cercas, Shannon McDonough, Sarai Lopez, Julie Duesterbeck, and Frances Learn.

Kupsik/Hougen motion to recommend approval. Unanimously carried.

### **Discussion/Recommendation on renewal of a TID CD in the amount of \$142,510.11 maturing on October 21, 2013**

Kupsik/Lyon motion to recommend approval of a TID CD in the amended amount of \$1423,149.57 maturing on October 21, 2013 at the rate of .35% for a 13-month term at BMO Harris bank. Unanimously carried.

**Discussion/Recommendation on labor attorney review of draft employee handbook** (*recommended by Personnel Committee 9/26/13*) Chair Hill stressed the importance of this because all city employees no longer in the union will be working under this handbook. There is money in the budget for outside attorney fees and this review is estimated to cost \$1,000 to \$1,500.

Kupsik/Hougen motion to recommend retaining the labor attorney for review of the draft, to include that the attorney be in attendance at the meeting when the final draft is presented. Unanimously carried.

### **Resolution 13-R57 authorizing the transfer of monies from the TID discretionary account to the TID front-end loader account in the amount of \$62,450.00**

Kupsik/Lyon motion to recommend authorizing the transfer of monies from the TID discretionary account to the TID front-end loader account in the amount of \$62,450.00. Comptroller Pollitt explained that an additional \$62,450.00 will come from capital. Unanimously carried.

### **Resolution 13-R58, authorizing the transfer of monies from the TID discretionary account to the TID Main Street Waterway Enclosure Project account in the amount of \$287,942.00**

Hougen/Lyon motion to recommend authorizing the transfer of monies from the TID discretionary account to the TID Main Street Waterway Enclosure Project account in the amount of \$287,942.00. After discussion on how to finance any overage of this amount, should there be any, Alderman Lyon reminded the Committee that this vote is to approve the resolution as written. Motion carries 4 to 1, with Alderman Mott voting “no”.

**Resolution13-R59, establishing the 2014 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates (recommended by Piers, Harbors and Lakefront Committee 9/26/13)**

Mott/Lyon motion to forward this to Council without recommendation. Unanimously carried.

**Discussion/Recommendation on amended employment contract for city comptroller**

Chair Hill explained that via work of the Personnel Committee, it was learned that the City Comptroller's annual salary is not in parity with comparable positions in this area. The contract will take effect on January 1, 2014 and includes salary, vacation, and post retirement insurance at her cost.

Kupsik/Hill motion to approve with the changes noted in the contract. Unanimously carried.

**Joint and Crack Cleaning and Sealing Bid to Asphalt Service of Rochester, WI in the amount of \$20,000**

There were only two bids; the bid was awarded to Asphalt Service of Rochester, WI which is able to complete the greatest number of items for the allotted \$20,000 from Capital Improvements.

Mott/Lyon motion to approve. Unanimously carried.

**Presentation of Accounts**

Purchase Orders. None

Kupsik/Lyon motion to approve Prepaid Bills in the amount of \$20,190.81. Unanimously carried.

Kupsik/Lyon motion to approve Regular Bills in the amount of \$509,973.82. Unanimously carried.

Lyon/Hougen motion to adjourn at 6:46pm. Unanimously carried.

/s/Artis Roenspies, Deputy City Clerk

# **FINANCE, LICENSE & REGULATION COMMITTEE MINUTES**

**MONDAY, OCTOBER 28, 2013 – 6:00 PM**

**COUNCIL CHAMBERS, CITY HALL**

Chair Hill called the meeting to order at 6:04pm.

Roll Call. Present: Aldermen Kupsik, Lyon, Hougen and Hill. Absent (excused): Alderman Mott. Also Present: City Administrator Jordan, Comptroller Pollitt and Deputy Clerk Roenspies.

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

Kupsik/Hougen motion to approve the Finance, License and Regulation Committee Meeting minutes of October 14, 2013. Unanimously carried.

## **LICENSES & PERMITS**

Original 2013-2014 Operator (Bartender) License applications filed by Dawn Hancock, Erica Lauderdale, Jorge Quintana-Medel, Mary Stenger and Jessica West.

Hougen/Kupsik motion to recommend approval. Unanimously carried.

### **Discussion/Recommendation on setting the public hearing for 2014 Budget**

Lyon/Kupsik motion to set the public hearing at 5:00pm on Monday, October 18, 2013. Unanimously carried.

### **Discussion/Recommendation on renewal of aTID#4 CD at BMO Harris in the amount of \$461,375.67 maturing on October 30, 2013.**

Kupsik/Lyon motion to recommend renewal at BMO Harris in the amount of \$461,375.67 for 13 months at .35%. Unanimously carried.

### **North Broad Street Lighting Equipment Bid awarded to Hein Electric Supply Co. of Brookfield, WI in the amount of \$144,320.00.**

Hougen/Kupsik motion to approve. Unanimously carried.

## **Presentation of Accounts**

Purchase Orders. None

Kupsik/Lyon motion to approve Prepaid Bills in the amount of \$1,266.00. Unanimously carried.

Kupsik/Lyon motion to approve Regular Bills in the amount of \$106,713.04. Unanimously carried.

Hougen/Kupsik motion to adjourn at 6:15pm. Unanimously carried.

/s/Artis Roenspies, Deputy City Clerk

**PERSONNEL COMMITTEE**  
**WEDNESDAY, OCTOBER 9, 2013 AT 4:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Kupsik at 4:00 p.m.

**Roll Call.** Present: Aldermen Kupsik, Taggart, Wall and Hill. Alderman Kehoe arrived at 4:04 p.m. Others in attendance: Administrator Jordan, Comptroller Pollitt, Chief Rasmussen, Treasurer Klein, and Deputy Clerk Roenspies.

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

Taggart/Wall motion to approve minutes from September 26, 2013 meeting, as prepared and distributed. Unanimously carried.

**Review of applications/resumes for City Clerk position and recommendation for candidate interviews**

Copies of all applications received by the deadline had been distributed to the members of the committee for review prior to the meeting. Following a discussion during which the members discussed the applicants with the most suitable experience and qualifications, the committee decided to select the consensus top four applicants to be interviewed for the position and directed Administrator Jordan to set up interviews.

Kupsik/Wall motion to approve four candidates for interviews on October 21, 2013 starting at 1:00pm at 45 minute intervals and again on October 25 at 1:00 p.m. if additional interviews are necessary. Unanimously carried.

**Discussion/Recommendation on amending employment contract for City Comptroller**

Hill/Kupsik motion to approve the amended contract as presented. Unanimously carried. This contract goes into effect on January 1, 2014.

**Update on City Administrator evaluation process**

Chairman Kupsik noted that the committee members need to fill out the evaluation forms and turn them in to the Mayor by October 21, 2013. The committee requested that Administrator Jordan provide them with copies of his previous evaluation including the goals and objectives. The Mayor will put the evaluation on the October 28, 2013 Council meeting agenda in closed session.

**Update on City Hall reorganization**

Administrator Jordan explained that staff and Alderman Kupsik had a meeting to consider how to combine positions and reconfigure desks and offices if necessary, which meeting yielded many ideas but more time is needed to work out the details. Chairman Kupsik noted some of the suggestions that were considered in the meeting and Administrator Jordan added that this was just an update on the ongoing process. Chairman Kupsik remarked that the committee needs to determine personnel needs for the Clerk, Treasurer/Deputy Clerk and the Building/Zoning Administrative Assistant. Administrator Jordan explained that the Building/Zoning Administrative Assistant position will include other duties such as Accounts Receivable and other duties. Jennifer Special is still coming in a couple hours per week to do filing. Alderman Taggart suggested letting the Administrator and staff come up with a recommendation. Alderman Kupsik concluded that the key is to look ahead considering efficiency and cost.

Wall/Hill motion to adjourn at 4:49 p.m. Unanimously carried.

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/s/ Artis M. Roenspies, Deputy City Clerk

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BY THE PERSONNEL COMMITTEE

**PERSONNEL COMMITTEE MINUTES  
MONDAY, OCTOBER 24, 2013 AT 4:00PM  
CITY HALL, CONFERENCE ROOM 2A**

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

Roll Call. Present: Aldermen Kupsik, Taggart, Wall, Hill, and Kehoe. Others in attendance: Comptroller Pollitt, Administrator Jordan, Mayor Connors.

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

Taggart/Hill motion to approve minutes from October 9, 2013 as prepared and distributed. Unanimously carried.

**Discussion/Recommendation on reorganization of front office positions; Treasurer/Deputy Clerk duties and job description.**

Comptroller Pollitt gave a presentation of the process staff implemented to determine the job descriptions for clerical staff including the building inspection and zoning administrative assistant. That position is lessened, the pay lowered and that person will help in other areas. It was determined who would be first up to address the public at the front desk. Salary levels and cross-training were discussed. The salary of the Deputy Clerk/Treasurer was discussed; duties of the Building Inspector were discussed.

Hill/Kupsik motion to authorize the City Administrator to advertise for the Building and Zoning Administrative Assistant, giving a range of pay for the position. Unanimously carried

**Discussion/Recommendation Parking Manager's position.**

Hill/Kupsik motion to recommend to Council creation of Parking Supervisor position.  
Carried 4 to 1, with Alderman Wall voting no.

Hill/Wall motion to adjourn. Unanimously carried.  
Transcribed from notes taken by Administrator Jordan.

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/s/ Artis M. Roenspies, Deputy City Clerk

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BY THE PERSONNEL COMMITTEE**

**PERSONNEL COMMITTEE MINUTES  
MONDAY, OCTOBER 25, 2013 AT 12:45 P.M.  
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Kupsik at 12:45 p.m.

**Roll Call.** Present: Aldermen Kupsik, Taggart, Wall and Hill. Absent (excused): Alderman Kehoe. Others in attendance: Administrator Jordan and Mayor Connors.

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

Wall/Hill motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility to interview candidates for the City Clerk position. Unanimously carried.

Kupsik/Hill 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.

Hill/Wall motion to offer the City Clerk position to Jan Martin contingent on her passing a background check and references being contacted. Unanimously carried.

Kupsik/Wall motion to adjourn at 2:41pm. Unanimously carried.

Transcribed from audio tape.

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/s/ Artis M. Roenspies, Deputy City Clerk

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BY THE PERSONNEL COMMITTEE



**PERSONNEL COMMITTEE MEETING**  
**THURSDAY, OCTOBER 31, 2013 – 9:30AM**  
**CITY HALL, CONFERENCE ROOM 2A**

**AGENDA**

1. Meeting called to order by Chairman Kupsik
2. Roll Call
3. Comments from the public limited to 5 minutes
4. 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 to interview candidates for the City Clerk position.
5. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
6. Adjourn

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

10/29/13 9:15AM

cc: Aldermen, Mayor, Administrator, Attorney, Media



**Agenda Items:**

1. CTH "H" George Street Paving Discussion.
2. East Main Street (STH 50) Request for Pedestrian Awareness Signage.
3. Concrete Repairs, Sidewalk by Riviera-Continued.
4. Crosswalk Request-South Street & Lake Geneva Boulevard.
5. Discussion-Road Maintenance Exchange Wilmot Road for North Half of Willow Road.
6. Edwards Boulevard Crack Sealing Project from 2012.
7. City Street Crackfilling Bid Results.
8. Remodeling of Various Areas within City Hall.

**Public Works Projects Update**

The list of projects was presented by DPW Winkler. Discussion included Broad Street Lighting which will most likely be done in the Spring of 2014 as the pole order would take 3 months to fill. An update discussion was also had on the 2013 Street Maintenance project which impressed everybody.

**Agenda Item No. 1-** CTH "H" George Street Paving Discussion.

Walworth County Highway Superintendent was unable to attend. It was moved by Ald. Hill and seconded by Ald. Hougen to continue this item to November. The motion passed 5-0.

**Agenda Item No. 2-** East Main Street (STH 50) Request for Pedestrian Awareness Signage.

Ms. Christian requested the City to post some kind of warning signage on STH 50 to warn of pedestrians walking the road shoulder and crossing the street. Of the two signs presented, the Committee liked the one listed below. It was moved by Ald. Kupsik to have Public Works order two diamond grade quality signs and have the Street Department install them at approximately the location shown on the included map. The motion was seconded by Ald. Hougen and passed 4-1 (Hill). During the discussion, Ald. Hill objected to the piecemeal nature of posting pedestrian signage and wished to pursue a master planning approach if possible.



**Agenda Item No. 3-** Concrete Repairs, Sidewalk by Riviera-Continued.

The PWC discussed the work and by consensus felt it needed to be done per the DPW's estimate. As the scope was over 4,000 square feet, it was determined that the DPW should bid the work and to include Mayor Connors recommendation that it include a unit pricing structure for miscellaneous concrete sidewalk replacement for 2014. It was moved by Ald. Hill and seconded by Ald. Hougen to direct DPW Winkler to bid out the sidewalk replacement work at the Riviera funded by TIF #4 as presented including a provision for obtaining a unit price for miscellaneous sidewalk work needed in 2014. The motion passed 5-0.

**Agenda Item No. 4-** Crosswalk Request-South Street & Lake Geneva Boulevard.

Ald. Jeff Wall discussed his request per Mrs. Olson's letter. The DPW explained that as there was no sidewalk to run a cross walk between, the best option is a pair of pedestrian crossing warning signs with arrow.



It was moved by Ald. Hougen and seconded by Ald. Wall to direct Public Works to order and install a pair of pedestrian crossing signs with arrow as shown above. The motion passed 4-0-1 abstention (Hill).

**Agenda Item No. 5**–Discussion-Road Maintenance Exchange Wilmot Road for North Half of Willow Road.

DPW Winkler presented the concept of maintenance of Wilmot Road off South Street for the north half of Willow Road from Old STH 120 (Pilgrim Church) west to the west City limits. The request appeared reasonable to the Committee. A motion was made by Ald. Hill and seconded by Ald. Wall to ask the City Attorney to follow-up with a draft maintenance agreement with the Town of Linn for exchanging maintenance of the two roads. The agreement term may be for 5 years or as agreed upon between both parties but shall not restrict either City or Town approval of access points to abutting properties just because either party is maintaining the road section of the other jurisdiction. The motion passed 5-0. **(City Attorney Draper and DPW Winkler need to meet to discuss this).**

**Agenda Item No. 6**– Edwards Boulevard Crack Sealing Project from 2012.

The Chair has some comments and concerns with the road with a slight bump at several of the joints. He and DPW Winkler explained it was settlement or cupping of the pavement at the joint. No action was taken.

**Agenda Item No. 7**– 2013 City Street Crackfilling Bid Results.

DPW Winkler provided a memorandum of the bid results from the 2013 City street crackfilling project. By consensus the Committee forwarded the information to the FLJ and Common Council for action. **(This item needs to go to FLJ and Council. Dennis should have the memorandum)**

**Agenda Item No. 8**– Remodeling of Various Areas within City Hall.

Chair Mott and Ald. Kupsik discussed changes to the Building Inspection entry and bulletproof glass for some locations including police dispatch. Discussion included removing the Finance Director's window and possible added protection of the exterior dispatch office windows. Administrator Jordan will get some pricing.

**Motion to Adjourn:**

It was moved by Ald. Hill and seconded by Ald. Wall to adjourn. Prior to that, Mayor Connors noted items for next month's agenda could include reconfiguring the Sage Street parking lot, discussion of street for the 2014 Street program including two segments of Main Street, and possible discussion of plowing the bike trail requested. The motion to adjourn passed 5-0 and the meeting adjourned at 7:16 PM.

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



## **PIERS, HARBORS AND LAKEFRONT COMMITTEE**

**THURSDAY, OCTOBER 24, 2013 – 6:00PM**

**CITY HALL, CONFERENCE ROOM 2A**

### **AGENDA**

1. Meeting called to order by Chairman Wall
2. Roll Call
3. Approval of Minutes from September 26, 2013 meeting as distributed
4. Comments from the public limited to 5 minutes
5. Harbormaster's report
6. Discussion/Recommendation on lakefront leases/rates
  - a. Lake Geneva Boat Line pier lease
  - b. Pier & buoy rental
  - c. Riviera shop leases
7. Deck boards, East Pier
8. Parking kiosk near Riviera
9. Beach boardwalk
10. Discuss agenda items for next meeting
11. Adjourn

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

10/22/13 10:00AM

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING AGENDA  
THURSDAY, OCTOBER 10, 2013, AT 6:00 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. Roll call
3. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically the Administrative Assistant position, Chief Rasmussen and Assistant Chief Reuss's Contracts, and patrol staffing.
4. Motion to return to open session per Wisconsin State Statute 19.85(2)
5. Discussion and action on closed session items if needed.
6. Adjourn

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING AGENDA  
THURSDAY, OCTOBER 10, 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  
Correspondence from EMS Medical Billing Associates
6. Approval of minutes from the special meetings on September 5, and September 12, and the regular meeting on September 5, 2013.
7. Fire Department Business:
  - a. Approval of bills for the Month of September 2013. Operating in the amount of \$54,250.49
  - b. 2014 Budget – forwarded to Finance as approved by Police and Fire on September 12, 2013
  - c. Report on Sprecher's Restaurant Fire
  - d. Impact Fee Usage
  - e. Town of Geneva 2014 contract negotiations meeting/report for first 3 quarters
  - f. Pro-Phoenix update
  - g. Elected/Appointed Officials Fire Ops Class Report
  - h. Smoke Detector program update
  - i. Leave of absence request from Bronson Weyrauch
  - j. Accept letter of resignation from Jason Fisher
  - k. Thank you cards and letters:
    - From Richmond, Illinois, Fire Department for a MABAS mutual-aid call
    - From Denise Ocker for free smoke detector installation
    - From Audrey Yakes
  - l. EMS Medical Billing Report/Starck Report

m. Fire Department activity report for September

n. Paratech monthly report

o. Items to be forwarded to the City Council

8. Police Business

a. Approval of bills for the Month of September 2013. Operating in the amount of \$199,081.92

b. 2014 Budget update

c. Boots Grant for \$9,200.00

d. Accept letter of retirement from Administrative Assistant, Donna Wisniewski

e. Administrative Assistant job description

f. Update on full time vacancy and vacate current eligibility list

g. Approve Updated Policies through Lexipol:

Policy Number:

332 – Missing Person Reporting

368 – Limited English Proficiency Services

370 – Communications with Persons with Disabilities

380 – Child and Dependant Adult Safety

1006 – Grievances Non-Sworn

1012 – Drug and Alcohol Free Workplace

1020 – Personnel Complaints

1024 – Body Armor

1038 – Overtime Compensation Requests

h. Monthly Activity report for September 2013:

2013	Dispatch activity for September: Telephone calls–3,721	911 Calls–228	Window assists–991
2012	Dispatch activity for September: Telephone calls–3,951	911 Calls–204	Window assists–811

2013 Patrol activity for September: Calls for service-1,510 Arrests-105  
2012 Patrol activity for September: Calls for service-1,473 Arrests-155

i. Items to be forwarded to the City Council

9. Agenda items for the next regular meeting November 7, 2013.

10. Adjourn

**CITY PLAN COMMISSION**  
**MONDAY, OCTOBER 21, 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, Olson and Skates. Also Present: Mayor Connors, City Attorney Draper, Zoning Administrator Robers, City Administrator Jordan, City Planner Slavney and Administrative Assistant Special.

**Approval of Minutes**

Hougan/Skates motion to approve Plan Commission meeting minutes of September 16, 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.**

None.

**Downtown Design Review.**

None.

**Public Hearing and recommendation on a Zoning Map Amendment filed by Kwik Trip, Inc., 1626 Oak Street La Crosse, WI 54601, to rezone from Planned Development (PD) to General Business (GB) at the following locations: Tax Key No's. ZA1776 00001 (630 and 700 Williams Street.), ZA1776 00002, ZA1776 00002, ZA00003, and ZA1776 00004.** City Planner Slavney gave a synopsis on the rezone of these parcels and how they will be consistent with the plan that is proposed for that site (Kwik Trip). Prior to these parcels being zoned Planned Development, they were zoned General Business. Slavney states that he recommends approval of this zoning change.

Troy Mleziva, 1626 Oak St. La Crosse, WI 54601 approached the podium and explained the proposed project and how the change in zoning is planned to make the project comply with general zoning. All the existing building are proposed to be removed from the site. New landscaping and new curb and gutter are also planned. Connors reiterated that the travel agency, the Arrow products building and the auto garage will be demolished and all the parcels combined into one parcels. Mleziva stated yes and explained the project a bit more and the many jobs that will come along with this project. Hougan asks if there will be a location for alternative transportation. (Electric cars). Mleziva stated that there will be a bike rack and also proper pedestrian traffic to allow for safe access from the public sidewalk to the convenience store. Hougan asks if there will be areas within the project to allow for meetings to occur. Mleziva stated that there will be a small counter area inside (5-6 seats) as well as outdoor seating areas. No residential use is planned for the parcel.

Jim Strauss, 246 Ridge Road, approached the podium and gave his opinion on the proposed project and how he feels that it will be detrimental to the residential area nearby. He states that it is the beauty of this area that brings people here and that another gas station will not contribute to the beauty here in the city.

John Consolino, 501 Interchange North, approached the podium and explained that 6 of the 9 gas stations in the City are in the same area. He explains that the traffic count in this area has decreased. He brought a petition of 750 names of people who claim to not want another gas station. He strongly opposes the project.

Tom Kaczmarek, 605 Williams Street. He speaks in opposition to the project.

Rick Mistretta, representing 350 Edwards Blvd. (Mobil Station), He represents Prairie State Enterprises (Swatek) and opposes this project. He feels that this will not bring in new patrons but just redistribute the customers that are already here. He lists many reasons that he feels this should not happen.

Jacqueline Brower, 9220 Liberty Hill Ct, Cincinnati Ohio, who represents the Clark Station approached the podium and expressed her opposition to this project. She doesn't think that another gas station will improve the lives of the neighbors.

Jaime Anderson, 730 Madison Street, She is not opposed to the project, however, just not at this location. She gives an alternative site for the project.

Ken Kerns, 1929 N River Bay Road, Waterford, WI representing Mobil Station at 350 N Edwards Blvd., approached the podium and explained some challenges that will come of this location that they have chosen.

Shannon Zabroski, 822 Williams Street, an employee of the Clark Station, says she is an employee of the Clark Station, lives nearby, and has grown up going to Brookwood School and Badger High School. She wants to know what Kwik Trip offers that the other gas stations in town don't already offer.

Tom Landgraf, 14105 Field Point Drive, New Berlin, WI, owner of the property of the proposed project. He said he doesn't have a problem with the work of the project getting out, but he does have a problem with people being misinformed. Landgraf states that he has spoken with many people who do not want to go to a large store to get a few grocery items, that they would like to be able to walk to the store like when they were kids, having a location to offer high quality top tier gasoline and a smaller sized high end car wash. He apologizes for the way that the property looks and not being able to do anything about it. He has been trying to sell this property for 17 years. He says all this time, not one of the neighbors or other small businesses have approached him about using the property. He stated that cost has not been the issue. He talks about all the options that have been explored in all the years. He stated that he has approached all the surrounding property owners and all, except the Clark Station, are in favor of the project. Even the owner of the auto shop is in favor of it and he is the one losing his business. He explains that the Journal Sentinel has surveyed 1100 businesses in south eastern Wisconsin and Kwik Trip has been #1 the last two years.

Connors asks what happened with the church that received approval to be in this building. Landgraf stated that the cost of remodeling the building became too costly. Prior to the church approval, someone wanted to use it as storage and between zoning issues and financing for that type of use it wasn't able to happen.

Laura Berg, 500 S Edwards Blvd., She was a former resident of La Crosse and wanted to approach the City and explain many of the charities that Kwik Trip contributes to and how they give back to their community. She supports the project.

Hogan/Olson motion to close the public hearing. Hogan/Olson to withdraw the motion to allow the applicant to respond to questions.

Skates asks if the project will be open 24 hours a day. That is correct. Regular diesel will be provided and that the car wash is able to have limited hours and not be open 24 hours a day. They will oblige to a reasonable restriction.

Hogan/Olson motion to close the public hearing. Motion carried unanimously. Attorney Draper explains the rational basis of how to contemplate the decision of the vote on this Zoning Map Amendment. Once again, Slavney states that the property could still be used as warehousing, a church and a repair shop. Those uses are no longer current. The General Business zoning district is proposed, and what the travel agency is currently zoned as well as other businesses up and down Williams Street. He recommends returning the zoning to something that is broader in nature to allow for more uses and rezone to a General Business district. Discussion followed on development options. Discussion followed regarding the Comprehensive Plan in relation to this project. Hogan motion to deny the request for a **Zoning Map Amendment filed by Kwik Trip, Inc., 1626 Oak Street La Crosse, WI 54601, to rezone from Planned Development (PD) to General Business (GB) at the following locations: Tax Key No's. ZA1776 00001 (630 and 700 Williams Street.), ZA1776 00002, ZA1776 00002, ZA00003, and ZA1776 00004.** Attorney Draper gave his opinion on how Hogan was interpreting the Comprehensive Plan. Attorney Draper asks Slavney about the zoning history and the future for this property. Hogan asks if since this property is considered blighted, would it be eligible for TIF funding. Administrator Jordan stated that it (TIF) would need to be amended. **Motion fails.** Skates/Gibbs motion to **recommend approval** for a **Zoning Map Amendment filed by Kwik Trip, Inc., 1626 Oak Street La Crosse, WI 54601, to rezone from Planned Development (PD) to General Business (GB) at the following locations: Tax Key No's. ZA1776 00001 (630 and 700**

**Williams Street.), ZA1776 00002, ZA1776 00002, ZA00003, and ZA1776 00004.** Skates read the fact finding for supporting his motion. Connors states that he agrees with the reasons that the City Planner has mentioned regarding this portion of the project. Roll call vote: Connors: Y, Flower: Y, Poetzinger: Y, Hougan: N, Gibbs: Y, Olson: Y, Skates: Y. Motion carries (6-1).

**Public Hearing and recommendation on a Conditional Use Application filed by Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 54601, for In-Vehicle Sales and Services (vehicular fuel station and car wash) incidental to on-site principle land use (convenience store) at the following locations: Tax Key No.'s ZA1776 00001 (630 and 700 Williams Street), ZA1776 00002, ZA1776 00003, ZA1776 00004 and ZRA 00037A (612 Williams Street).**

Troy Mleziva, 1626 Oak Street, La Crosse, WI 54601 approached the podium and explained the project again before the City tonight. He talks about environmental considerations and air quality tests to maintain high quality areas. Slavney stated that the site plan is well designed and that City Staff has been working with the client to ensure a high functioning area. Slavney has several recommendations:

- 1) The pedestrian path from the city sidewalk in front of the site, to the store, is adequate, but a striped crosswalk should be provided across the car wash exit;
- 2) A directional pavement arrow and a "Do Not Enter" sign should be provided at the car wash exit to reduce the potential for cars entering at the exit;
- 3) Light pole heights should be reduced to a mounting height of 16 feet maximum;
- 4) Light levels should not exceed a site average of 2.5 foot candles;
- 5) Light levels should not exceed a spot maximum of 25 foot candles;
- 6) The outdoor display should be limited to the propane cage, one vending machine, and two ice cube freezers;
- 7) Utilizing water reclamation from the car wash;
- 8) Having a limitation on the hours of the car wash. (6am-9pm)
- 9) Keep the volume under the canopy to a limited volume level.
- 10) Consider if a high curb could be installed as an option to the number of bollards that are on the site plan.

Mleziva stated that there is a general slope to the property to accommodate the ADA portions of the entrance. He is also concerned for the snow removal and trip hazards that could be an issue. Connors asks Mleziva to explain how the snow will be removed. Mleziva stated that snow will be removed to the rear of the building and in the case of a large snow fall, there is a plan to truck the snow off the site. There is a plan to remediate any hazards on site (from the environmental impact study) prior to any development. Hougan asks if an electric charging station could be placed on site. Mleziva stated that they have done that before and that it could be accommodated. Flower states that she appreciates all that Kwik Trip could offer but worries that it could impose a potential for more blighted property in the near future and also wonders if the City really needs another gas station. Flower asks if the kind of curb they have in the back of the property is the right kinds of curb for proper snow removal. The southwest property line (Dunn lumbar) (C-101) Flower recommends that more landscaping be added. She also thinks that there should be more screening on the north property line to eliminate additional lighting. Downcast lighting is the kind that is proposed. Flower asks how much pavement will be between the Cleaners and the car wash on the South property line. Mleziva stated that there will be landscaping on their property for a buffer. Flower asks what kind of access from the alley will be utilized. Mleziva stated that the access will be primarily from Williams Street. Flower asks what kind of sound would be heard under the canopy. Mleziva stated there will be some music playing and also an occasional voice over the speaker from inside. The speakers are under the canopy.

Tom Kaczmarek, 605 Williams Street, wanted to clarify the comparison to healthy competition and also wanted to make sure that the City isn't in the business of helping to sell property for an individual. He is actually in favor of a convenience store, what he is opposed to is the gas station.

Ken Kerns, 1929 N River Bay Road, Waterford, WI, 350 N Edwards Blvd., He understands the zoning change. He understands the primary use of the convenience store. He is opposed to the Conditional Use for the gas station.

Jacqueline Brower, 9220 Liberty Hill Ct, Cincinnati, Ohio, wants the city to consider someone else to develop the property now that the zoning change has been approved.

Tom Landgraf, 14105 Field Point Drive, New Berlin, WI, Owner of the property for the proposed project. The environmental impact on this property was not from the former gas station. It was from the manufacturing business that was on the property. Kwik Trip is an expert at remediating properties and will handle this project very well. Landgraf

explains many of the issues that have prevented past applicants/interested parties from developing the properties. He stated Kwik Trip has a desire to improve this property well beyond what anyone in the last 17+ years has offered. This will be betterment for the neighborhood.

Rick Mistretta, 350 Edwards Blvd., he once again explains that customers will be distributed amongst all the stations in the city, that this project will not bring more people to the city.

Shannon Zabroski, 822 Williams Street, explained that it is not the city's responsibility allow this project to happen to allow the land to be sold from Mr. Landgraf. If Kwik Trip's primary concern is for a convenience store, then why do they need gas pumps?

Flower/Skates motion to close the public hearing. Motion carried. Connors asks Slavney if he has been a Planner in other cities that have allowed Kwik Trips. Slavney stated about a dozen communities, some smaller and some larger than Lake Geneva. The sound has not been a problem. Skates/Connors **motion to recommend approval on a Conditional Use Application filed by Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 54601, for In-Vehicle Sales and Services (vehicular fuel station and car wash) incidental to on-site principle land use (convenience store) at the following locations: Tax Key No.'s ZA1776 00001 (630 and 700 Williams Street), ZA1776 00002, ZA1776 00003, ZA1776 00004 and ZRA 00037A (612 Williams Street) with Staff recommendations and including water reclamation on the car wash, the hours of the car wash be from 6am-10pm, items 1-6 as previously approved and include a location for electric charging stations. Connors/Skates friendly amendment to recommendation to close the car wash at 9pm (6am-9pm) Motion carries with Alderman Hougan abstaining. Connors also asks if the sound is to terminate at the lot line. Slavney stated that the noise ordinance can be utilized or additional restriction can be enforced. Slavney states to limit the use of the speakers only to communication with the customers. Connors/Skates friendly amendment to limit the use of the speakers to communicate only between the Staff and the customer. Motion carries with Alderman Hougan abstaining. Connors/ Flower friendly amendment to have the City Engineer review and approve the project as presented prior to approval. Motion carries with Alderman Hougan abstaining. Flower/Connors friendly amendment to have the curb as presented (in the rear) be changed to a depressed curb or mountable curb (for snow handling). Motion carries with Alderman Hougan abstaining. Flower/ Skates friendly amendment to have additional screening on the north property line along the parking stalls and along the southwest property line (Dunn Lumber area) able to work with Staff. Motion carries with Alderman Hougan abstaining. Connors shared the fact finding that support the motions expressed above. Connors/Skates friendly amendment to enter the stated fact finding into the motion for this conditional use. Motion carries 4-3 (No – Alderman Hougan, Commissioners Olson and Flower). Discussion follows. **Roll Call on original motion including all friendly amendments:** Connors: Y, Poetzing: N, Hougan:N , Gibbs: N, Olson: N, Skates:Y , Flower: N. **Motion fails (2-5).****

**Review and Action on an Application for a Certified Survey Map filed by Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 54601, for Tax Key No.'s: ZA1776 00001 (630 and 700 Williams Street, ZA1776 00002, ZA1776 00003, ZA1776 00004 and ZRA 00037A (612 Williams Street).** Troy Mleziva approached the podium and explained the desire, contingent on purchase of the property. Slavney stated that this could be approved pending review by the City Engineer. **Skates/Connors motion to approve an Application for a Certified Survey Map filed by Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 54601, for Tax Key No.'s: ZA1776 00001 (630 and 700 Williams Street, ZA1776 00002, ZA1776 00003, ZA1776 00004 and ZRA 00037A (612 Williams Street) pending review by the City Engineer and the granting of this approval made to the owner(s) of the property. Motion carries 6-1 with Alderman Hougan voting No.**

**Public Hearing and recommendation on a Conditional Use Application filed by Geneva Bay Club on behalf of Robert Wereski, 304 S Wells St. Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet in the streetyard (on Wells and Cass Streets) at 304 S Wells Street, Lake Geneva, WI 53147, Tax Key no. ZOP 00352A.** Bethany Souza, 327 Wrigley Drive approached the podium and explained that now, this item is requested on behalf of her and her partner Andrew Fritz. They have obtained ownership of the property since the application was made for publication. They would like to bring back the history of this town and come back in the future bringing the motel and incorporate it with the Maxwell Mansion. This property is to have the same kind of fence as the next agenda item to make the properties contiguous. They would like to make it like the estate that it once was. Connors asks if the entrance to the motel off of Wells Street will be closed off. Souza stated that they will install a gate. The fence will be erected first and

then the gates will be installed in the future when the lots will be combined and the parking potentially re-configured. She also explains that they want to preserve the complete parcel(s) and have had issues with people trespassing and some vandalism. Flower asks how the gates will be open/closed, hours of operations, employees etc. Souza stated that there will be a sensor that when someone drives up the gates will open. There will be at minimum a full car length of an area to pull into before the gate would start to open. Discussion followed on how the gates will work with events at the properties and how the ease of use will be done on Wells Street. For An event, the gates can easily be open to alleviate multiple cars being congested at a standstill on Wells Street. Discussion followed. Connors expresses a concern for emergency vehicles and the ability for them to have property ingress and egress. Souza stated that that will be addressed in the parking study that is being done and will be brought before the City before anything is changed. Slavney stated that on a commercial establishment that is fenced in needs to have a throat length for the entry area of 20 feet (two car lengths) inside the property Slavney's recommendation would be to approve the fence where there is landscaping and wait on a decision for the gate until more information has been brought back to the commission. Discussion occurred on approval of fencing but not the gates due to not having them documented as such on the site plan.

Linda Ahnert, 303 Oak Terrace approached the podium. Her property is located behind the YMCA, and is also kiddy corner from the 304 Wells Street property. She has lived there for about 36 years. She and her neighbors are very excited about the improvements to come and what has already occurred. They are excited to see what will happen.

Hougan/Gibbs motion to close the public hearing. Motion carried. Connors/Gibbs motion to recommend approval **on a Conditional Use Application filed by Geneva Bay Club on behalf of Robert Wereski, 304 S Wells St. Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet in the streetyard (on Wells and Cass Streets) at 304 S Wells Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00352A but to not allow the mounting of the gates until the parking layout is established and have the applicant come back before the Plan Commission for the approval of the gates.** Motion carried unanimously.

**Public Hearing and recommendation on a Conditional Use Application filed by Geneva Bay Club, 421 Baker Street. Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet in the streetyard (on Wells and Baker Streets) at 421 Baker Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00352.** Bethany Souza and Charles Fritz, 327 Wrigley Dr., approached the podium and explained project again. There will be a walking man-gate for people to walk thru on the Baker Street side and be in line with the posts that are existing on that property. The gate will be setback as necessary on the Wells Street side to allow for the cars to pull in. The gates could go into the property even more and have an even greater setback from the property line. Slavney states that the gate hinge and latch need to be a minimum of 20 feet from the lot line. Souza states that it should not be an issue. Slavney states that he is comfortable with approval of the fence and the gate as long as the gate adheres to the requirement of being 20 feet in off the lot line. Flower expresses her continued concern for the operations of the gate off of Wells St. in relation to the possible back up of vehicles onto Wells Street. She would feel more comfortable if the City Engineer looked at this plan. Slavney asks if the condition for now could be that the gates would remain open until a subsequent combined site and circulation plan for the entire property is presented and approved. This would allow for the construction to begin and in the future ask for the ability to close the gates, probably with conditions perhaps that they (the gates) remain open from 7:00 am to 9:00 pm or something similar to that. Slavney reminds that if in the future the gates become a problem, this is a conditional use and it can be revoked. Skates/Olson motion to close the public hearing. Motion carries. Skates/Hougan motion to recommend **approval on a Conditional Use Application filed by Geneva Bay Club, 421 Baker Street. Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet in the streetyard (on Wells and Baker Streets) at 421 Baker Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00352and that the alignment of the fence is within the appropriate setback, that the gates are setback at least 20 feet and that the gate remain open until a revised Conditional Use comes back before the Plan Commission.** Motion carries.

**Public Hearing and recommendation on a Conditional Use Application filed by Kehoe-Henry & Associates Inc. on behalf of Lake Geneva Joint 1 School District, 208 South Street, Lake Geneva, WI 53147, for the installation of an electronic message center on a freestanding sign located at Eastview Elementary School, 535 Sage Street, Tax Key No. ZOP 00003A.** Commissioner Olson left her seat at 10:07 pm. Bill Henry from Kehoe-Henry & Associates Inc. approached the podium and explained the project. This is similar to many other school signs in the City. Skates/Poetzinger motion to close the public hearing. Motion carries. Commissioner Olson returned to her seat at 10:10pm. Skates/Gibbs motion to **recommend approval on a Conditional Use Application filed by Kehoe-Henry & Associates Inc. on behalf of Lake Geneva Joint 1 School District, 208 South Street, Lake Geneva, WI 53147, for the installation of an electronic message center on a freestanding sign located at Eastview Elementary School, 535 Sage Street, Tax Key**

**No. ZOP 00003A. Skates/Gibbs friendly amendment to bring the timing of the sign and the illumination into compliance with the ordinance. Motion carries on amendment. Motion carried** unanimously on the original motion.

**Public Hearing and recommendation on a Conditional Use Application filed by Jacob and Heidi Nobilio, 192 Christie Lane, Twin Lakes, WI 53181 to operate a Crossfit Studio (Physical Activity Studio) in the Planned Business Park (PBP) zoning district at 700 Veterans Parkway Unit 209, Lake Geneva, WI 53147, Tax Key No. ZLGCC 00013.** Jacob and Heidi Nobilio approached the podium and explained their project. There are currently no neighbors on either side of their unit. Skates asks if there will be any day time hours at this time. Heidi Nobilio said they will take a survey to see if the need will arise for daytime hours however because they currently work during the day they are unable to have it open during regular daytime hours. Flower asks about a changing facility. Jacob Nobilio stated that they do not have a designated changing area but the restroom could be used if necessary. The garage door does not bother the use of the unit. The garage door will remain closed especially in the winter. It is proposed that the door could be open in the summer to increase air flow. Slavney stated to be aware of the potential noise complaints that could happen. Outdoor running on the bike path could be part of the workouts. It was discussed to have this Conditional Use limited to this owner only.

Joe Cardiff, Executive director of the Lake Geneva Economic Development Corporation. He passes on that the Corporation wishes to not have the immediate outdoors used for this use. The second issue that the Corporation wishes to relay is that the signage size and color need to be limited to what is currently there and adhere to the Business Park agreement.

Jane Jacobson, 2501 Partridge Court, current owner of the unit just letting the commission know that all of the unit owners should have received this notice and if they were not at the meeting or sent correspondence, then they shouldn't have any issue. Hougan/Skates motion to close the public hearing. Motion carried. Skates/Flower motion to **recommend approval of the Conditional Use Application filed by Jacob and Heidi Nobilio, 192 Christie Lane, Twin Lakes, WI 53181 to operate a Crossfit Studio (Physical Activity Studio) in the Planned Business Park (PBP) zoning district at 700 Veterans Parkway Unit 209, Lake Geneva, WI 53147, Tax Key No. ZLGCC 00013 and to include that the hours of operation be 5am-10pm, seven days per week, that this Conditional Use be limited to this owner and no outdoor activity be done on site. The City Planners fact finding is to be part of the motion.** The application is in compliance with the Comprehensive Plan. Motion carried unanimously.

### **Adjournment**

Skates/ Gibbs motion to adjourn at 10:31 p.m. unanimously carried.

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/s/ Jennifer Special secretary

**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  
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## MINUTES OF THE OCTOBER 2, 2013

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

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:00 PM. DPW Dan Winkler read the roll.

### Roll Call:

President Doug Skates \_\_\_X\_\_\_, Lynn Hassler \_\_\_X\_\_\_, Barb Hartigan \_ABSENT\_\_\_, Peggy Schneider \_\_\_Excused\_\_\_, Dave Quickel \_\_\_X\_\_\_, John Swanson \_\_\_X\_\_\_, Ald. Al Kupsik \_\_\_X\_\_\_, Brian Olson \_\_\_X\_\_\_, Mayor Jim Connors \_X\_\_Excused\_\_\_. (\_\_\_7\_\_\_ Total).

### Staff & Aldermen Present:

DPW Daniel Winkler \_\_\_X\_\_\_, Street Superintendent Ron Carstensen \_\_\_X\_\_\_, Ald. Bill Mott \_\_\_X\_\_\_, Administrator Dennis Jordan \_\_\_Excused\_\_\_.

### Public Present:

Mr. Rod Brenner, Mr. Ken Etten, and family members for a wedding permit.

### Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Swanson to approve the minutes of the September 4, 2013 meeting and seconded by Ald. Kupsik. The motion passed 6-0 (Mayor Connors late).

### Public Input:

None.

### Park Permits/Park Donations:

10/05/13, Library Park, Request to add a tent to an approved wedding permit.

After it was explained that the tent was not in the original request and that it may rain Saturday, it was requested by the permittee that the Commission approve a 30' x 45' tent in the southeast corner of the walkway off Maxwell Street. The requestor will have Digger's Hotline locate in time. DPW Winkler cautioned there is a water line to the drinking fountain and the park irrigation vault is in the vicinity.

It was moved by Commissioner Quickel to approve and seconded by Mayor Connors. The motion passed 7-0.

10/19/13, Library Park, 10 AM to 3 PM, for a Wedding.

It was moved by Commissioner Swanson and seconded by Ald. Kupsik to approve. The motion passed 7-0.

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

The only item discussed was a request for baby swings in some parks. Street Superintendent Carstensen said the order will be in next week and he will be swapping out swings in some parks for baby swings.

## **New Business:**

### Concession Contract-Veterans Park & Dunn Field

There was discussion regarding going out for bids separately at both Dunn Field and at Veterans Park. After input from Mr. Brenner, Ald. Mott and Superintendent Carstensen, it was moved by Mayor Connors and seconded by Commissioner Hassler to direct staff to go out for concessionaire bids separately at both locations, accept bids on December 13, 2013, have the end date for Veterans Park be October 1<sup>st</sup> and for Dunn Field be November 1<sup>st</sup>, modify acceptance/rejection language to reflect the highest reasonable and responsible bid in the best interests of the City, make the contract two year, and verify that there is an opt out clause for non-performance on the part of the concessionaire. The motion passed 7-0.

### 2014 Capital Budget Discussion

DPW Winkler shared two spreadsheets of park capital projects with the Commission. It was by consensus that the Commission was concerned to make the dog park its highest priority. DPW Winkler was asked to obtain a better budget number for the Council to consider during CIP deliberations depending upon funding source.

### Disc Golf Course Signage Donation Discussion.

President Skates brought up the park donation policy and wished to price in an amount for advertising at a tee box. It was moved by Commissioner Olson to list the price for advertising on the tee box sign at \$250 for the life of the sign. The motion was seconded by President Skates and passed 7-0.

### Veterans Park Dog Allowance-AI Kupsik

Alderman Kupsik brought up that dogs are already prevalent at the park and asked the Commission to formalize it by changing City ordinance to add Veterans Park to the list. After much input from the Commissioners and Mr. Mott, it was decided by majority consensus to continue the ordinance as is and encourage the Police Department to enforce City ordinance banning dogs from the park. Commissioner Olson noted that it was important to have a dog park in place to refer offenders with dogs in banned parks to.

## **Old Business:**

### Disc Golf Volunteer coordination Schedule Discussion-Dan Winkler

DPW Winkler reported that staff had contacted Otto Jacobs, Gilbank, Sherrer, Humphreys Contracting, and Down to Earth Contractors. They all indicated a willingness to donate materials or labor toward the construction of tee boxes and sign pole installations. Photographs of additional volunteer work were passed around and discussed as was the condition of the bridges over the White River. The general discussion was that DPW Winkler was going to turn the contractors loose to do the posts and concrete pads, and the volunteer clearing and bridge work is to follow.

### Dunn Field Restroom/Concession Status Update-

DPW Winkler reported the roof trusses are installed, plywood down and open gables in place. Insulation in the ceiling would occur after the roofing paper is down, and then the contractor would plywood ceiling, followed by door installations. No action was needed or taken.

Historical Preservation Sign Location Discussion-Flat Iron Park/Geneva Towers Location (taken first on the agenda out of order)

Mr. Etten appeared and said he met with Mr. Dimicelli and the Historical Preservation Commission and the best spot is still south side of the bridge so the location matched the photograph on the sign. DPW Winkler reported he had done as asked and met with Mr. Dimicelli and marked the locations. There was no additional action taken, implying the signs as located are fine.

### **Adjourn:**

It was moved by Ald. Kupsik and seconded by Commissioner Hassler to adjourn. The motion passed 7-0 and the meeting was adjourned at 7:56 PM.

### **Set Next Meeting Date:**

The next regular meeting is scheduled for November 6, 2013.

Respectfully Submitted,

*Daniel S. Winkler*

Daniel S. Winkler, P.E.  
Park Commission Secretary  
& Director of Public Works & Utilities  
10/03/13

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

**LAKE GENEVA HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA  
OCTOBER 10, 2013 – 6:30 P.M.  
LAKE GENEVA CITY HALL,  
626 GENEVA STREET, LAKE GENEVA, WI 53147**

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1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of *Historic Preservation Commission* Meeting of September 12, 2013.
4. Comments from the public and correspondence.
5. Reports from the *Maple Park Homeowners' Association* and the *Geneva Lake Area Museum* on upcoming events.
6. Update on the status of the historic *Geneva Theater Building*, including discussions with new owners and potential new uses for the building.
7. Update re: regarding potential restoration work, signage upgrades and open hours at *Pioneer Cemetery* and potential nomination of *Oak Hill Cemetery* as a National Historic Site.
8. Report re: presentation on site approval at October 2 Park Board meeting for proposed new *Historic Signs* at Lake Geneva Seminary / *Seminary Park* site, the *Whiting House / Hotel Geneva* site and the *Lake Geneva Public Library* and review of status on signs, poles and invoices for signs.
9. Report re: presentation of *Proposed 2014 Lake Geneva Historic Preservation Commission Budget* at Budget Workshop at City Hall on Thursday, October 3, 2013, and discussion of potential projects for 2014.
10. Notice of the *Wisconsin Historical Society 2013 Local History & Historic Preservation Conference* at the Hotel Mead & Conference Center, Wisconsin Rapids, WI, on Friday, October 11, & Saturday, October 12, 2013.
11. Review of recent *Plaque Program* applications and information from the *Wisconsin Historical Society*, *National Trust for Historic Preservation* and the *Wisconsin Association of Historic Preservation Commissions*.
12. Discussion re: potential projects and promotional ideas for the *LGHPC*, including updated version of a *Historic Lake Geneva Walking Tour* brochure, recorded walking tour “apps”, future “*Tales of Lake Geneva*” educational presentations, and updates on our website [www.historiclakegeneva.org](http://www.historiclakegeneva.org).
13. Adjournment



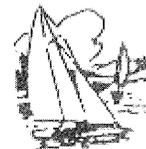
**PARKING COMMISSION**  
**MONDAY, OCTOBER 7, 2013 – 5:00PM**  
**COUNCIL CHAMBERS, CITY HALL**

**AGENDA**

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Presentation of parking study by Rich & Associates
4. Discussion and public comment on parking study; comments from the public limited to 5 minutes
5. Adjourn

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

10/04/13 11:00AM  
cc: Aldermen, Mayor, Administrator



## PARKING COMMISSION

WEDNESDAY, OCTOBER 16, 2013 – 6:00PM

CITY HALL, CONFERENCE ROOM 2A

### AGENDA

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Approval of Minutes from 9/18/2013 meeting.
4. Comments from the public limited to 5 minutes.
5. Discussion of Parking Complaint Process.
6. Parking System Update.
7. Parking Study Implementation. Discussion and possible action.
8. Additional on Street Parking. Report from staff and possible action.
9. Shuttle Bus. Discussion and possible action.
10. Library Parking - Discussion and possible recommendation
11. Date and Agenda items for next meeting.
12. Adjourn

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

10.15.13 3:00pm  
cc: Aldermen, Mayor, Administrator

## Geneva Lake Museum Board Meeting

October 9, 2013

President Jim Gee called the meeting to order at 5:30 with VP Dale Buelter, and Secretary Vern Magee in attendance. Jon Eklund absent. Board members present: Pat Gee, Chuck Ebeling, Barb Buelter, Mary Olson, Joanne Niesner, Mary Tanner, Dee Fiske, Lynn Grayson, Betty Less, Jim Davis. Absent: Dick Bain, Dana Hagenah, Don Rutkowski. Staff present: Karen Jo Walsh, Pat Cramer, Helen Brandt, Marsha Engquist. Council rep Dennis Lyon was present. Guests: Jennifer Moore and volunteers Peg Williams and Noel Payne.

The minutes of the previous meeting were approved with a motion by Betty, second by Chuck, carried. Treasure's report: Mary reported we have over \$100,000 in the bank now. Budget was submitted to the city Jim reported and said there would be budget meeting coming up soon. Karen asked to be in attendance for that meeting and Jim said Pat would also be there for the museum store. Plans will go forward with the endowment plans which will help in fund raising in the future. Debit card issues will be discussed at that meeting also.

**Curator's report:** Helen thanked Marsha for her survey reports and announced this is the 6<sup>th</sup> month in a row we have gone over 1000 visitors in a month. Total for the year is 9979 and total for all of last year was 7962. This September there were 639 regular patrons and 480 tours, class visits and special events.

**Director's report:** Rick Bernstein, our rep from Madison, would like us to host the South East Regional meeting here in Summer of 2014. We will try for July 11<sup>th</sup> unless we find out it would be unwise to choose that date. Oct 12, Peg Williams, Vern Magee, Dee Bark Fiske and Mary Tanner will represent the GLM at the history fair held at Faith Christian School in Williams Bay. Karen introduced Jennifer Moore, who can help us connect to the community through the web. Directors were asked to look at a contract she submitted to help us achieve the goals we would like through Constant Contact and other social media. She feels our membership and donations will grow with this kind of communication. After discussion Jennifer and Marsha left the room to have the board vote on her contract which is 350 per month and 4200 for a year and can be canceled with proper notice. Chuck moved to accept, Pat G second, discussion followed. Lynn suggested we have a progress report after 90 days and Chuck said we are having someone set this up and operate it for a while and we can see the results. Mary Olson suggested that people that donate time should submit 'in kind' donations, which are helpful in many ways to non profits. Motion carried unanimously. Back to the Director's report: Pat Cramer finished the online survey for our Blue Star Museum Program that now runs all year at GLM. Website has been updated to reflect current programming and future events on the calendar. J.P. Morgan issued a grant check of \$10,000 as approved by the A.G. Cox Charity Trust. There were 3 positive comments regarding GLM grant requests from the Quester State Board, outcome still pending. We are now listed on the Best of Walworth County under attractions and tours. Karen has attached an article about community advocacy and outreach for small museums from AASLH. We are still waiting for funding for the Quinn book so it can be printed. A diaper changing table needs to be installed in the Mill Street woman's bathroom. We have met the deadline for the Official Directory for 2014. We need to look into cell/smart phone tours. We have a contact number and Chuck volunteered to make this call. There are 11 Chambers of Commerce who will join forces for Networking on November 7, 2013 at Evergreen Golf Club. Karen Jo and Vern will represent the GLM. We are collaborating with the Walworth County Historical Society and attending their annual meeting October 15 where Marsha will show the power point she did for them. Four 4' x 6' display cabinets are paid and picked up and in

Mill Street...ready for the Pickard China exhibit which will open in April 2014. Vern Magee and Don Rutkowski are on that committee and Nancy Russell asked if one more board member could be included. Barb Buelter volunteered to do that. Letters have been sent to Walmart, Target, Bittner's, McDonald's and Next Door Pub for support at our Free Community event October 27<sup>th</sup>. We still need Trick or Treat items from any member who might like to contribute. GLM will present the monthly workshop at Grand Geneva this Thursday, which will feature Bill Thompson and his coin collection. We continue to get great comments on the Elgin Club Tour. She encouraged all to read the statistics and surveys that have been prepared and completed by Marsha.

**Finance committee:** Budget was prepared for the city; Dennis Lyon said decisions have not been made yet on our financing. Jim said Dennis had good things to say about the GLM and Dennis replied he did not have to make things up. Treasurer Jon Eklund will proceed soon with museum business when his obligation to the Lyric Opera is over.

**Fund Raising:** Marianne reported the committee met last Monday morning and discussed ideas for the May event. Some suggestions were: a Spring Fashion show held at the GLM, a Champagne Reception when the Pickard arrives, a Bake Sale and an Antique Fair. The antique fair would be like an Antique Road Show that has been on TV. People would pay to bring things to be appraised and hopefully we would get volunteer appraisers. The committee voted to do Venetian Night again with a little different flavor to be determined. Jim Davis told about an event he and his wife hosted for the Alzheimer Foundation which was held at his home with cocktails and appetizers served and a small band and a harp player which raised quite a sum of money. Pat Gee explained a 'non event' which is basically asking for donations because we have on going expenses but the donor sends a check and does not have to attend anything. It was agreed you can do it once, but that would be all. Pat also suggested live entertainment which could be held at Badger High School and perhaps partner with another non profit. The fee is reasonable at the high school even with paid security and it holds 740 people. Pat also gave the figures for the Elgin Club Tour and final year totals since the rest of the events will be free to the public. The Elgin Club tour: \$12,000 in ticket sales and donations, \$5,164 in expenses and profit of \$6835, which may vary a little if more bills come in. The total for the year in fund-raising for 4 events was \$19,340, which is down \$2012.00 from last year.

**Marketing and Publicity:** Helen mentioned an opportunity for a series of 12 ads for \$30 each and they would be 3 x 3 inches in size and could feature different photos. It would be institutional advertising to let people know we were here. Jim asked Helen to have Phil be in contact with him, who will supply the photos to Phil. Next day this was declined due to limited resources.

**Exhibits and Planning:** Dale reported the planning met and discussed twenty some projects and he hopes they all will be done by the middle of May when we have a spring event. He wanted to keep his report short and will be reporting as we move forward with items on the list Karen has suggested.

**Collections:** Dee reported things donated or loaned this month included a beautiful Victorian bed from the Harper family that had been in their family for 5 generations, Playboy Club memorabilia, a framed birds eye view of Kaye's Park, 4 framed portraits of Abraham Lincoln, a number of newspaper articles and photographs, a large collection of Lake Geneva High School memorabilia, and a collection of Lake Geneva bills and receipts.

**Membership:** Jim said Ken Cramer has volunteered to be on the membership committee and looks forward to helping develop more corporate members. Pat Cramer told about a museum in Grand Rapids where there were benefits and advantages in being a corporate member and Ken would like to

encourage some of those things. A list could be made which would include places to stay and to eat, or names of caterers, and hopefully would include corporate members. We now have 299 members and 60 new members this year. We have 2 corporate members. Pat Gee went through lists and an invitation to become a member will be sent to those who are not members. Hopefully this will generate even more members.

**Museum Store:** Pat said she has ordered post cards, some color and some black and white. The store has taken in \$8700 dollars and she is encouraging board members to Christmas shop in the museum store. Jim told of the new lazier printer at Yerkes that can etch on glass. He passed around an etching of Yerkes that was made on just a piece of cardboard. It looks like ideas could have no limits on what this machine could do. They hope to put something on inexpensive wine glasses as a starter idea.

### **Old Business:**

StEPS: on hold for right now according to Karen.

Credit Cards: will be addressed in Finance meeting.

Museum computer software: Jim asked Dennis Lyon who explained how software is sold and upgrades are made. Jim is communicating with Jeff Miske on this also. Jeff will be told to order the necessary items we need. Karen is anxious to get the new computers up and running, which are all Windows 7.

### **New Business:**

Jim suggested changing the by-laws at the annual meeting so that if an officer is no longer an officer, they can still remain on the board until their term is up. It would just require changing one sentence in our by-laws to convey our intent. Marsha suggested that things like this should come through committee and if not that, at least the board be given the information to digest and vote on it at the next meeting. Betty made the motion to table this until the next meeting, second by Mary Tanner, with no more discussion; the vote was 7 to 6 in favor of tabling until the next meeting.

Jim told the board that Rick Bernstein strongly suggested we change our name legally to the Geneva Lake Museum instead of Geneva Lake History Buffs, Inc. He felt as we grow this will just be confusing to others and would like this to be thought about and brought up at the next meeting. Lynn suggested Jim give us the exact language that we would use in our by-laws and he said he will send that out electronically. Chuck said he did a search about the museum when he was considering becoming a board member and found it confusing with the Geneva Lake Museum and the Geneva Lake History Buffs, Inc. It will be dealt with at another meeting.

Jim adjourned the meeting at 7:25 pm.

The president is proposing this revised **Sub-paragraph a** : The officers shall be president, vice president, secretary and treasurer and such officers shall also be members of the Board of Director's.

Vern Magee  
Secretary

cc: City Hall  
Dennis Lyon  
Jim Connors