



COMMITTEE OF THE WHOLE
MONDAY, MARCH 3, 2014 – 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 February 3, 2014 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. Presentation by Geneva Lakes Family YMCA
7. Update on and discussion of parking structure
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Hill
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen 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

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

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

11. Adjourn

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

2/28/14 11:30AM

cc: Aldermen, Mayor, Administrator, Attorney, Media



COMMITTEE OF THE WHOLE
MONDAY, FEBRUARY 3, 2014 – 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

MINUTES

1. **Council President Kupsik calls the meeting to order at 6:30pm**
2. **Pledge of Allegiance**
3. **Roll Call**
Present: Kupsik, Hougen, Wall, Hill, Kehoe, Taggart, Lyon
Not Present: Mott (excused)
Also Present: Mayor Connors, Treasurer Klein, City Administrator Jordan, Clerk Neubeck
4. **Approval of Minutes from December 2, 2013 Committee of the Whole Meeting as distributed**
Motion #1: Alderman Hougen moved to approve minutes from the December 2, 2013 Committee of the Whole meeting as distributed, Alderman Wall seconded, and the motion passed unanimously.
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.**
Terry O'Neill, 954 George Street, thanked the City Council for looking into the discrepancies on the Riviera Concourse lease agreements, offered suggestions for the City's Organizational Chart, questioned at-will employment with the City, and suggesting having the new position of Deputy Clerk-Treasurer as a bonded position.

Jim Strauss, 246 Ridge, requested the Lake Geneva Police Department release a certain investigation report to him.
6. **Presentation & discussion of paperless Council packets**
Alderman Lyon reviewed past discussions of the use of tablet computers for City Council members to use for review of meeting packet information. He said there are more benefits besides the financial savings of not printing the packets, as the major advantage is the utility and efficiency of information dissemination. This includes a platform for Aldermen to view email in addition to a more functional way to view outside data such as maps and the municipal code. He advocated a Windows-based tablet for ease of compatibility with the City's information technology system, he noted there would be a learning curve, he suggested purchasing a couple tablets beforehand as a pilot program, and he offered to test the tablet's functionality in conjunction with the City Clerk.

Alderman Hougen expressed his concern with confidential data being lost in the event the tablet goes missing.

Alderman Lyon replied Council members do not typically have confidential data, and he anticipates just about everything on the tablets will be publically available information already.

Alderman Hill asked if staff will have the same tablet model as the Council. She also expressed her concern of using a device to view her packet because she keeps all of her notes.

Alderman Lyon replied certain department heads may have more advanced tablets as their positions require, and the tablets will have a software package available where users can take notes directly on the packet itself and can be saved as such.

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 - d. Geneva Lake Environmental Agency, Alderman Hougen
 - e. Geneva Lakes Family YMCA, Alderman Kupsik

10. Adjourn

Motion #2: Alderman Taggart moved to adjourn, Alderman Hill seconded, and the motion passed unanimously.

The meeting adjourned at 8:08pm.

Tim Neubeck, City Clerk

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



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LAKE GENEVA YMCA YEAR IN REVIEW

LAKE GENEVA FAMILY YMCA



| Lake Geneva YMCA Year in Review | ©2010 YMCA of the USA

Lake Geneva YMCA

Mission: To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

History: Celebrating 130 years of serving the Geneva Lakes area.



| Lake Geneva YMCA Volunteer Training | ©2010 YMCA of the USA

FOR YOUTH DEVELOPMENT

Swim Lessons	Cheer
Swim Team	Flag
Football	
Preschool Programs	Soccer
Karate	T-Ball
Guitar Lessons	Homeschool P.E.
Basketball	Homeschool Swim
Floor Hockey	Tot Spot
Baseball/Softball	Youth Center



| Lake Geneva YMCA | ©2010 YMCA of the USA

FOR HEALTHY LIVING

Wellness Center	Racquetball
Personal Training	Silversneakers
TRX	Mind/Body Workshops
Group Exercise	Adult Sports
Water Exercise	Healthy Kids Day

FOR SOCIAL RESPONSIBILITY

Giving Tree
Financial Assistance
Swim Suit Drive
Coat Drive
Food Pantry Drop off site
Ronald McDonald House tab drop off site
SPLASH
Lifeguard Training

ORGANIZATIONAL STRATEGIC PRIORITIES IDENTIFIED by the BOARD

- Programming based on community need.
- Well maintained, clean, safe facility.
- Build awareness and promote all that the Y offers.
- Ensure a financially stable organization for many generations to come.
- Involve great community leaders.



© Lake Geneva YMCA | ©2010 YMCA of the USA

FINANCIAL ASSISTANCE FOR MEMBERSHIPS

The Lake Geneva YMCA will subsidize over \$20,000 in membership financial assistance in 2013.

Members who lose a job may receive up to 3 months of FREE membership through our BRIDGE program.



7 | Lake Geneva YMCA | ©2010 YMCA of the USA

FINANCIAL ASSISTANCE FOR PROGRAMS

The Lake Geneva YMCA will subsidize over \$3,000 in program fees for youth sports, swim lessons, and other youth programming.



8 | Lake Geneva YMCA | ©2010 YMCA of the USA

SPLASH

In the fall of 2013 the Lake Geneva YMCA began offering SPLASH. A FREE water safety initiative for all area 2nd graders.



9 | Lake Geneva YMCA | ©2010 YMCA of the USA

DREAM TEAM

The Lake Geneva YMCA offered Dream Team in 2013 for the 10th year. 72 kids played baseball who may not have otherwise had a chance to play. Dream Team serves children with disabilities and special needs. The program is offered at a discounted rate of \$20 or FREE to those with financial hardship.

Dream Team relies on Annual Campaign donations and over 1000 hours of volunteer time to be a success.



10 | Lake Geneva YMCA Volunteer Training | ©2010 YMCA of the USA

Membership Statistics

Currently 3823 members.

Equivalent to 1778 membership units.

61.5% retention rating currently.

11 | Lake Geneva YMCA Volunteer Training | ©2010 YMCA of the USA

OTHER PROGRAM HIGHLIGHTS

The Lake Geneva YMCA

Teaches life skills to over 500 participants in baseball/softball

Teaches over 1200 children to swim each year through swimming lessons

Develops character in over 200 fall soccer and flag football participants

Offers nuturing and growth to 100s of infants and preschoolers every month in Tot Spot

12 | Lake Geneva YMCA Volunteer Training | ©2010 YMCA of the USA

PHILANTHROPY

Our YMCA relies on various fundraising events and generous donations each year to continue our goal to serve everyone in need in our community.

- Annual Campaign
- Annual Auction
- Venetian Fest Funnels Cakes
- Byngo Raffle Event

13 | Lake Geneva YMCA Volunteer Training | ©2010 YMCA of the USA



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

THANK YOU!



| Lake Geneva YMCA Year in Review | ©2010 YMCA of the USA

CITY OF LAKE GENEVA

626 GENEVA STREET
LAKE GENEVA, WISCONSIN 53147
(262) 249-4098 • Fax (262) 248-4715
www.cityoflakegeneva.com



DENNIS E. JORDAN
CITY ADMINISTRATOR

TO: COMMITTEE OF THE WHOLE

DEJ **FROM:** CITY ADMINISTRATOR DENNIS JORDAN

DATE: MARCH 3, 2014

RE: PARKING STRUCTURE

Background: The Parking Committee reviewed the various sites that are being considered for a parking structure. All of the sites were inspected by two different parking structure contractors and architects. Both thought that the Cook Street Lot and the McCullough Lot were the two best alternatives. Enclosed with your packet is a spreadsheet showing estimated costs for parking structures on each site. The first costs shown are for an intermediate looking structure and the second shows what it would cost for a high end structure. The cost per stall for an intermediate structure is approximately \$14,000 per stall and the high end is \$18,000 to \$19,000 per stall. The figures for the McCullough lot do not include any costs for moving the retailers to a new location. Also included are drawings of how the two lots would be laid out floor by floor. There is also a correspondence from Mike Slavney the City Planner on his thoughts on which site might be best to consider. The Parking Committee wanted his opinion on the matter. Finally, there are examples of what a structure could look like depending on what the Common Council would like to spend per stall.

CITY OF LAKE GENEVA

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DENNIS E. JORDAN
CITY ADMINISTRATOR

SCHEDULE FOR PARKING STRUCTURE

1. **Select Site**
2. **Hire consultant to prepare design and cost for project.**
3. **Have Parking Commission and Public Works Committee review design and make recommendations to Council.**
4. **Council votes to place referendum on ballot showing building design and cost for the project. (Needs to be done before August 12).**
5. **Referendum. (November)**
6. **If it passes, then proceed to meet with Joint Review Board to amend TIF Plan. (Can take from 60 to 90 days).**
7. **If approved by Joint Review Board, Council should refer the project to the Planning Commission and Public Works. The Planning Commission would ensure that the project conformed to the current zoning and that the structure is compatible with the area. Staff would have an RFP prepared to hire a construction engineer/contractor. (60 to 90 days).**
8. **Begin project in fall of 2015.**

Dennis

From: Mike Slavney [mslavney@vandewalle.com]
Sent: Thursday, February 27, 2014 11:04 AM
To: Dennis
Subject: Parking Study and Possible Structured Parking Locations

Hi Dennis

I reviewed the Rich & Associates Downtown Parking Study.

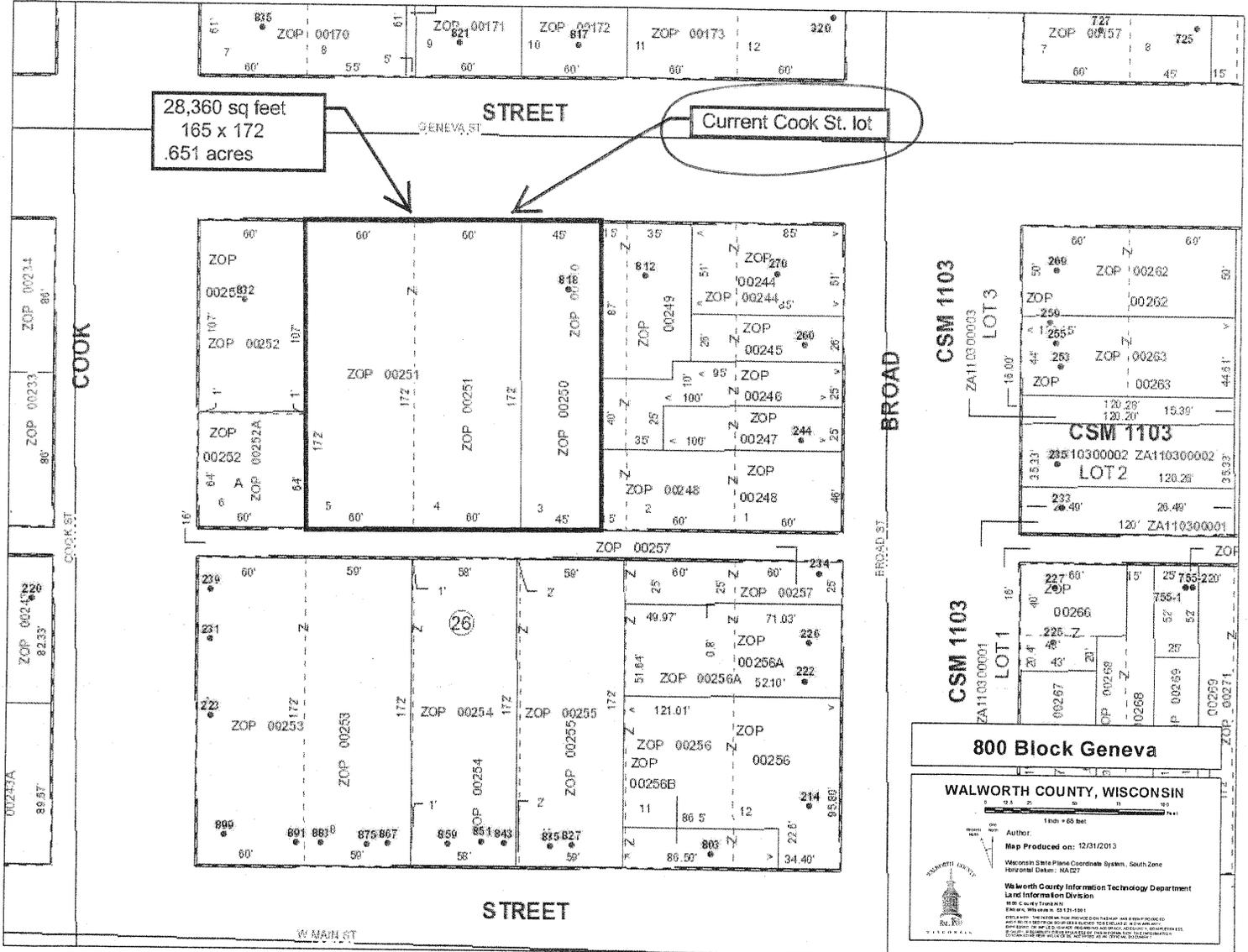
Having reviewed many similar reports, my assessment is that the Study was well done and is fully consistent with standard methodologies.

Note that the redesign of the Sage Street lot depicted on page 74 will need to provide parking lot islands to meet the zoning code. This will result in the loss of 3 spaces – bringing the total to 96.

I agree with the Cook Street location for structured parking, as well as the detailed recommendations for design, lighting and operations. I think this site is best located in relation to the main attractions in downtown. The use of a red brick exterior or highlights would complement buildings on Main Street and one of the motifs common in the Maple Park neighborhood.

Mike

#1



28,360 sq feet
165 x 172
.651 acres

Current Cook St. lot

800 Block Geneva

WALWORTH COUNTY, WISCONSIN

1 inch = 60 feet

Author:
Map Produced on: 12/31/2013

Wisconsin State Plane Coordinate System, South Zone
National Datum: NAD 83

Walworth County Information Technology Department
Land Information Division

Map Scale: 1 inch = 60 feet

©2013 Walworth County Information Technology Department. All rights reserved.
This map is a reproduction of the Walworth County Information Technology Department's
GIS data. It is not a legal document. For more information, contact the
Walworth County Information Technology Department, Land Information Division.
Contact: 920-251-1000 or 920-251-1001

COOK STREET

Lake Geneva Ramp Schematic Layout 11/14/13 Arnold & O'Sheridan, Inc. 130496 Steven Roloff sroloff@ao-eng.com 262-790-5304





ARNOLD & O'SHERIDAN
Consulting Engineers

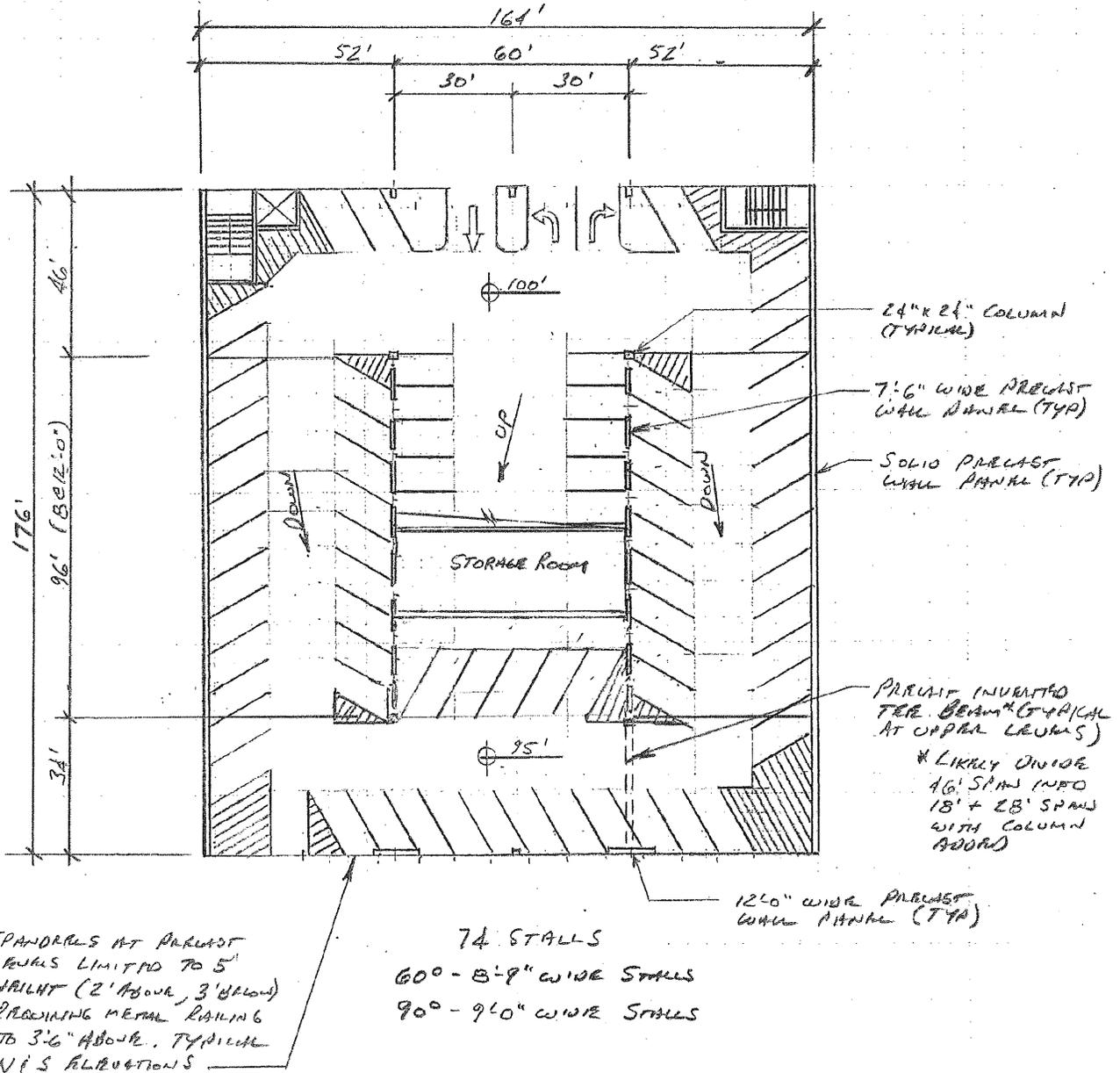
Civil + Structural + Mechanical + Electrical + Plumbing + Technology

MILWAUKEE 262.783.6130 | MADISON 608.821.8500

Job name Lake Geneva Ramp

Job No. 130496 Date 11/14/13

Engineer SJA Sheet No. 1



SPANDRALS AT PARKING LEVELS LIMITED TO 5' HEIGHT (2' ABOVE, 3' BELOW) PROVIDING METAL RAILING TO 3'-6" ABOVE. TYPICAL N/S ALLOCATIONS

74 STALLS
60 - 8'-9" WIDE STALLS
90 - 9'-0" WIDE STALLS

GROUND LEVEL

SCALE: 1" = 10'-0"

SLAB-ON-GRADE THIS LEVEL

3 LEVEL RAMP	24 CARS
4 LEVEL RAMP	329 CARS

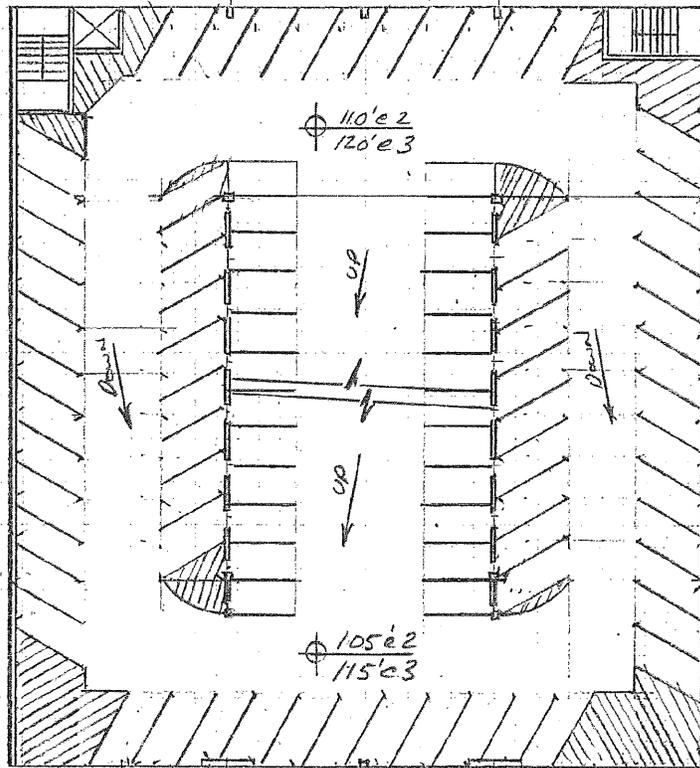


**ARNOLD &
O'SHERIDAN**
Consulting Engineers

Civil + Structural + Mechanical + Electrical + Plumbing + Technology

MILWAUKEE 262.783.6130 | MADISON 608.821.8500

Job name LATCH GARAGE RAMP
 Job No. 130496 Date 11/14/13
 Engineer SJR Sheet No. 2



BB STALLS (328 FT²/CAR)

60° - 8'-9" WIDE STALLS

90° - 9'-0" WIDE STALLS

2ND & 3RD LEVELS

SCALE: 1" = 40'-0"





**ARNOLD &
O'SHERIDAN**
Consulting Engineers

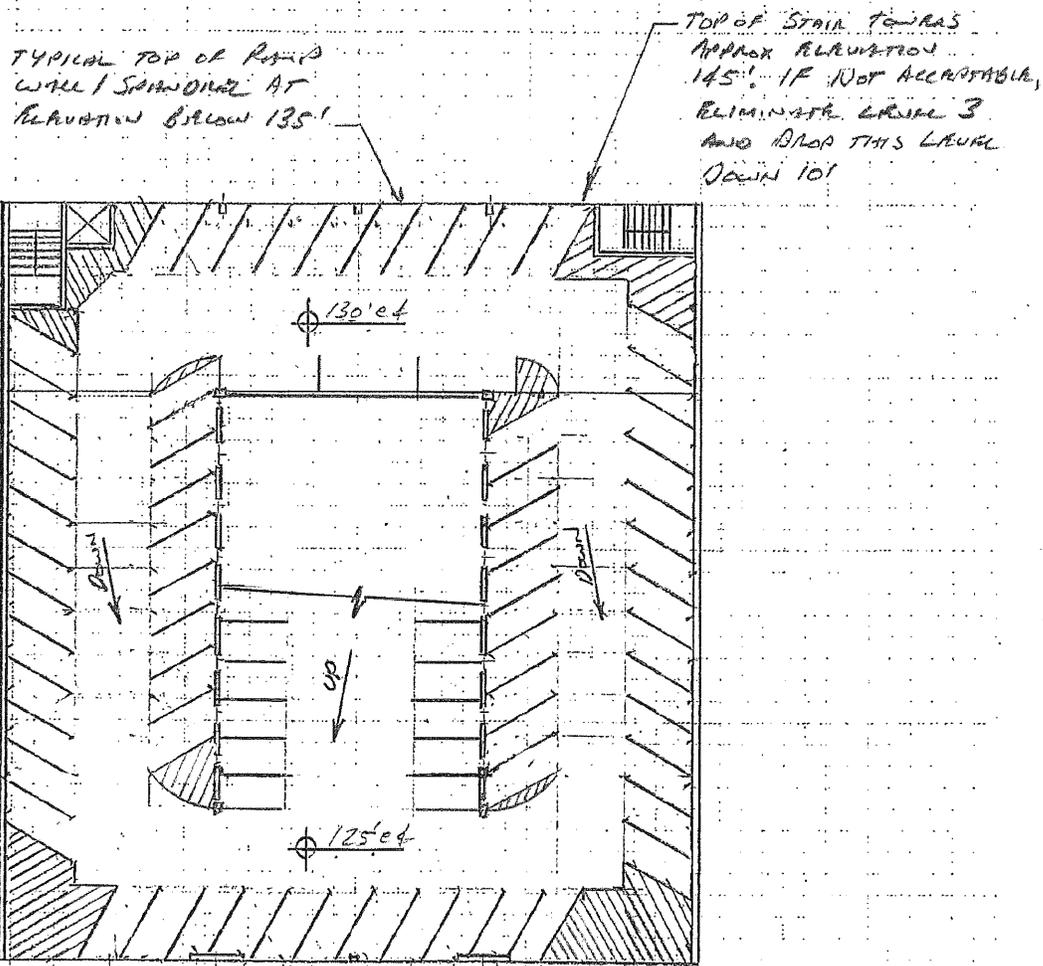
Civil + Structural + Mechanical + Electrical + Plumbing + Technology

MILWAUKEE 262.783.6130 | MADISON 608.821.8500

Job name LARA GENOVA Repair

Job No. 130496 Date 11/14/13

Engineer SJA Sheet No. 3



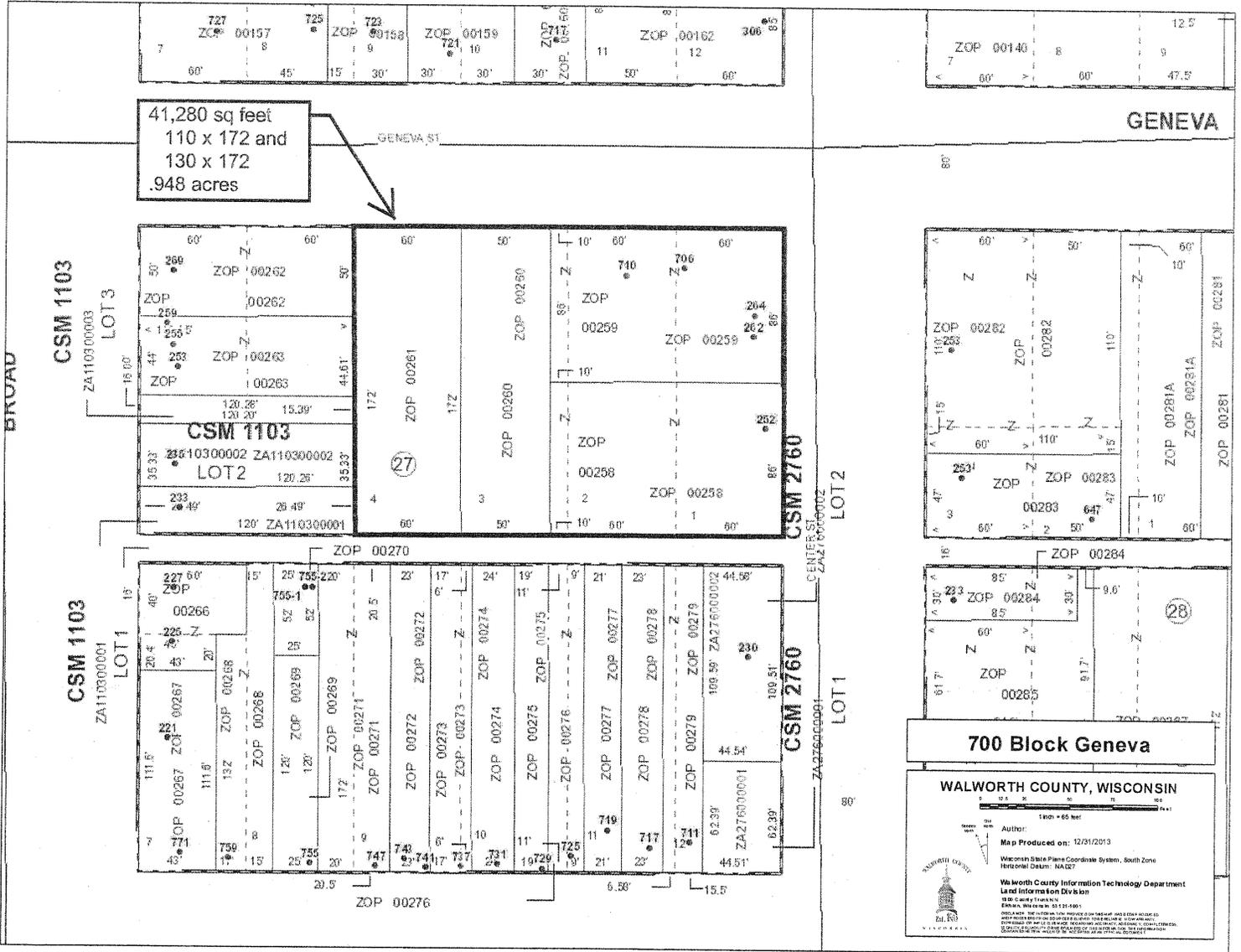
79 STALLS
60° - 8'9" WIDE STALLS
90° - 9'0" WIDE STALLS

4th LEVEL

SCALE: 1" = 40'-0"



#2 McCullough Lot





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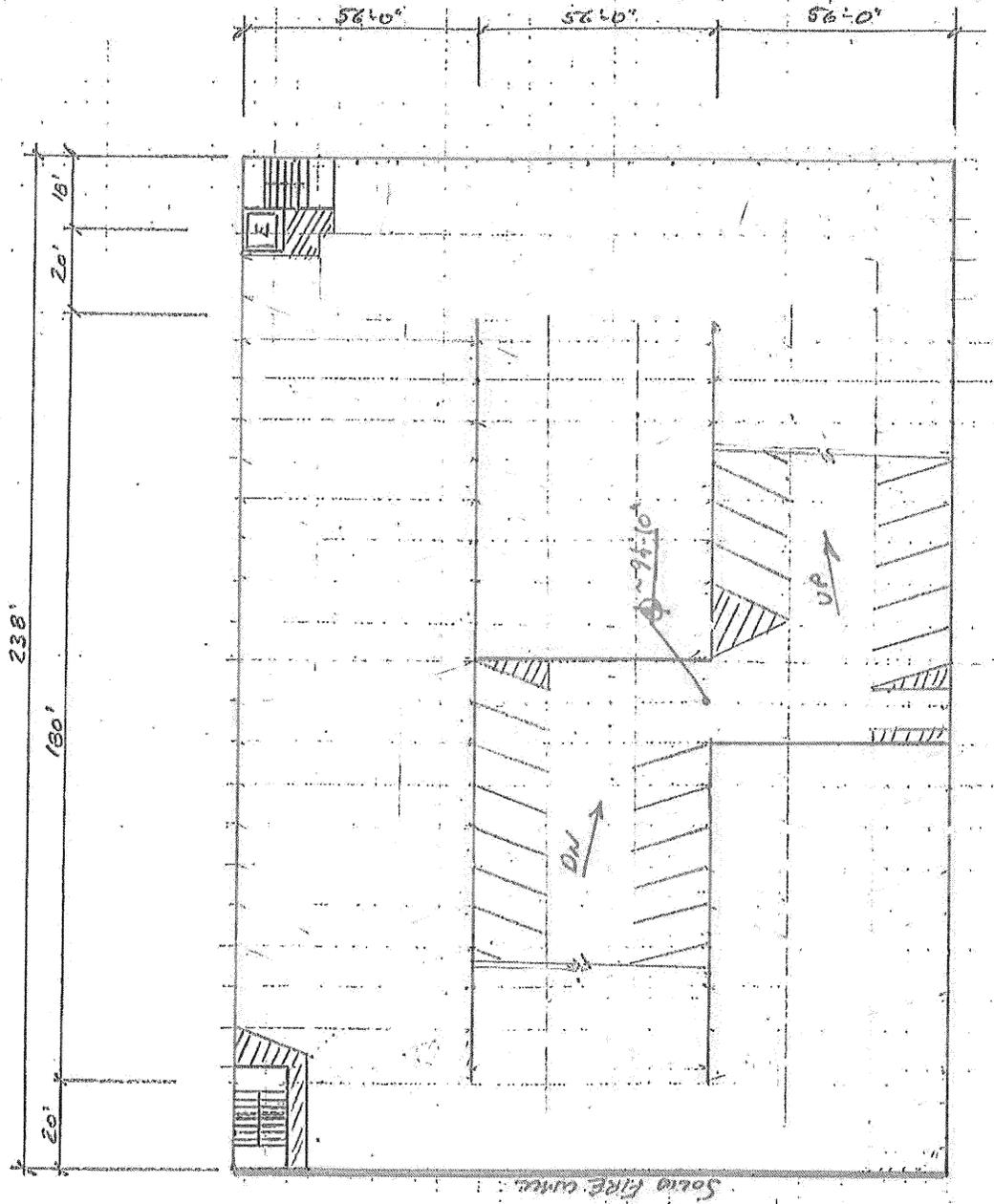
Job name GENEVA STREET Ramp - McCullough

Job No. 130496

Date 2/22/14

Engineer SR

Sheet No. 1



3 Level Ramp ~ 319 STALLS
4 Level Ramp ~ 439 STALLS

LOWER LEVEL
(28 STALLS)



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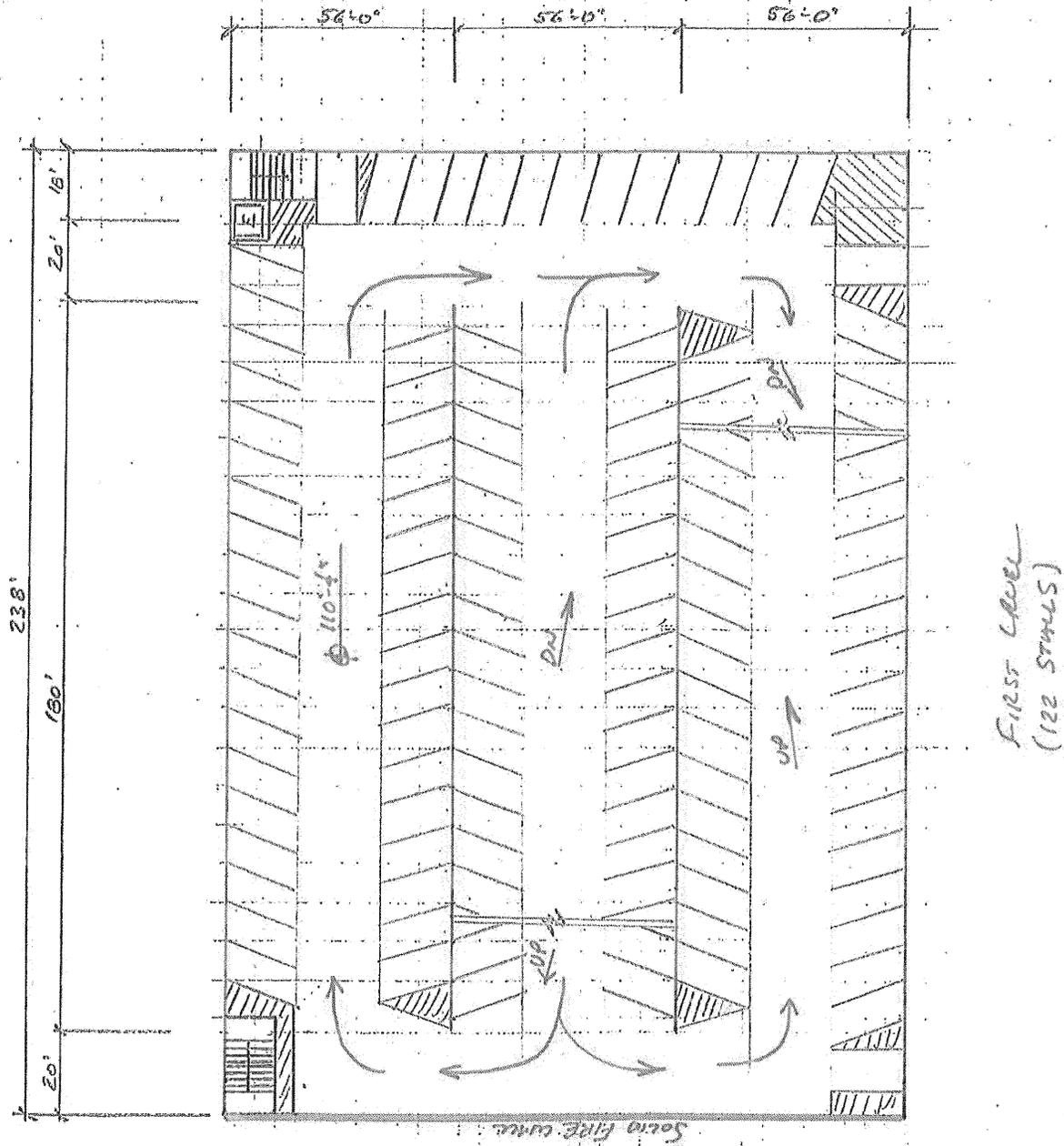
Job name GERNSA STREET RAMP

Job No. 130495

Date 2/22/16

Engineer SKR

Sheet No. 3



FIRST LEVEL
(122 STALLS)

SOCIO FIRE CURT.



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O'SHERIDAN**
Consulting Engineers

Civil + Structural + Mechanical + Electrical + Plumbing + Technology

MILWAUKEE 262.783.6130 | MADISON 608.821.8500

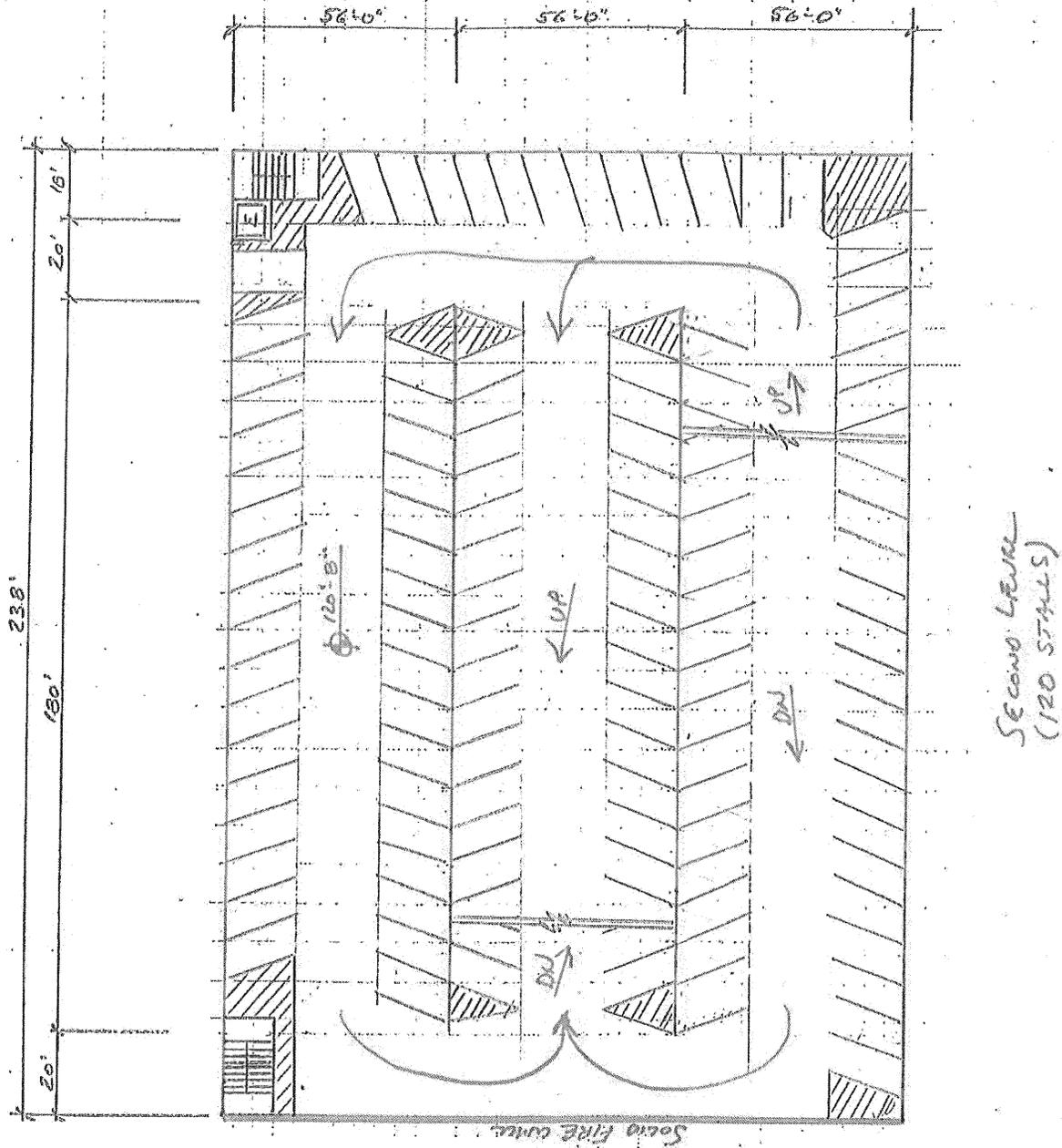
Job name Gravel Storage Rows

Job No. 130416

Date 2/22/14

Engineer SM

Sheet No. 4





**ARNOLD &
O'SHERIDAN**
Consulting Engineers

Civil • Structural • Mechanical • Electrical • Plumbing • Technology

MILWAUKEE 262.783.6130 | MADISON 608.821.8500

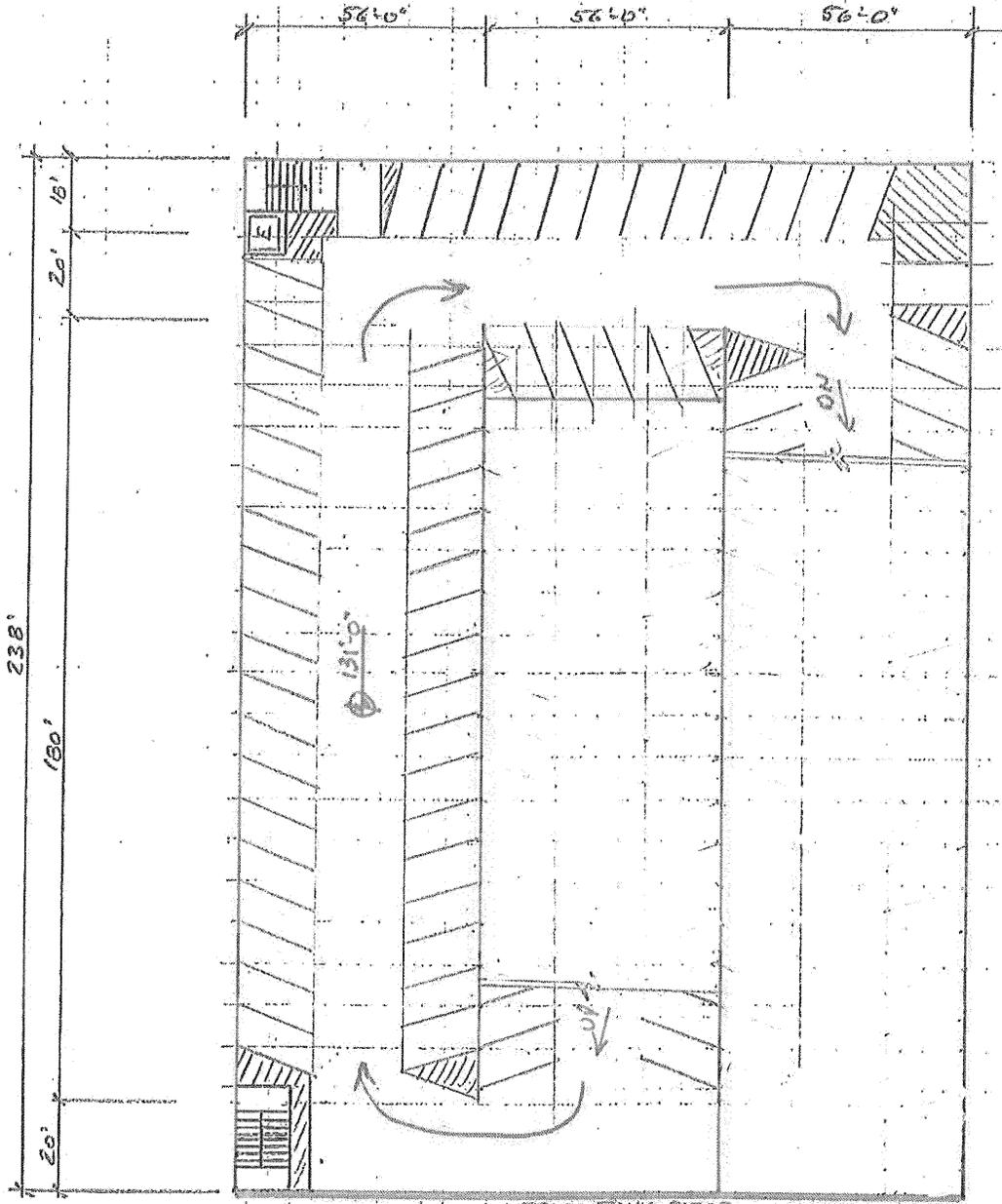
Job name GENEVA STREET RENOV

Job No. 130496

Date 2/22/14

Engineer SR

Sheet No. 5



*THIRD LEVEL
(64 STAIRS)*

Parking Structures **experience**



New City of Burlington Parking Deck

Location
Burlington, WI

Size
200 Stalls
3 Level

Cost Range
Low Level

PROJECT DETAILS

Riley Construction provided full construction services for the City of Burlington's new three-level, 200-space downtown parking structure.

The project was part of the second phase of the City's downtown revitalization effort, which is focused on replacing vacant buildings with viable businesses and transforming its downtown into a vibrant destination. In addition to the new \$2.2 million parking structure, plans include a new Hampton Inn & Suites that is being developed by Greendale-based Lexington Hotel Development Group and a new three-story mixed-use retail/office building that's being developed by a group of local investors called Downtown Core Upgrades.



Let us make
your job easier™

RILEY
CONSTRUCTION

Parking Structures **experience**



Midwestern Regional Medical Center of Cancer Treatment Centers of America

Location

Zion, IL

Size

943 Stalls
5 Level

Cost Range

Mid Level

PROJECT DETAILS

Located in a restorative, rural setting, Cancer Treatment Centers of America at Midwestern Regional Medical Center; a premier provider of cancer care for more than two decades. More than doubling in size since its inception, the hospital expands every year.

Riley Construction recently built the new five-level, 943-space parking structure on the MRMC campus. The project enhances the campus parking capacity while freeing up land for future development. The first phase, established the foundations, and added a service lot.



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your job easier™

RILEY
CONSTRUCTION

Parking Structures **experience**



Racine Civic Center Parking Structure

Location

Racine, WI

Size

400 Stalls
4 Level

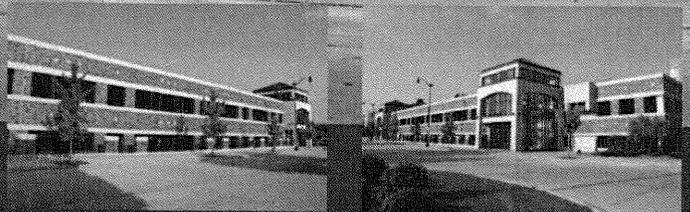
Cost Range

High Level

PROJECT DETAILS

Riley Construction Company provided construction services for the new 153,300- square- foot Racine Civic Center Parking Structure.

The 4-level precast structure will provide over 400 new parking spaces for the downtown Racine area.



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your job easier™

RILEY
CONSTRUCTION

**City of Lake Geneva
Parking Structure
Lake Geneva, WI**

Project Overview
Conceptual Phase
February 25, 2014

Overall Project Costs

Description	Middle Range Construction				High End Construction			
	Cook Site Budget	\$/Stall	McCullough Site Budget	\$/Stall	Cook Site	\$/Stall	McCullough	\$/Stall
Construction								
Construction Budget	\$ 4,171,422	\$ 12,679.09	\$ 4,430,375	\$ 13,888.32	5,922,000	18,000	5,742,000	18,000
Construction Contingency (5%)	\$ 208,571	\$ 633.95	\$ 221,519	\$ 694.42	296,100	900	287,100	900
Building Demolition	N/A		\$ 250,000	\$ 783.70	NA		250,000	783.7
Total Direct Construction Costs	\$ 4,379,994	\$ 13,313.05	\$ 4,901,894	\$ 15,366.44	6,218,100	18,900	6,279,100	19,683.70
Allowances for Owner Costs								
A/E Fees	In Above		In Above		In Above		In Above	
Property Surveys	\$ -		\$ -					
Geotechnical & Materials Testing	\$ -		\$ -					
Bid Document Reproductions	\$ -		\$ -					
Utility Charges	\$ -		\$ -					
Hazardous Materials Survey & Testing	\$ -		\$ -					
Hazardous Materials Abatement	\$ -		\$ -					
Land Cost	\$ -		\$ 1,381,800				1,381,800	4,332
Security System	\$ -		\$ -					
Audio Visual System	\$ -		\$ -					
Telephone/Communication Equipment	\$ -		\$ -					
Computer Systems	\$ -		\$ -					
Furnishings	\$ -		\$ -					
Special Equipment (Radio Equipment)	\$ -		\$ -					
Tax Savings on Owner Direct Purchases	\$ -		\$ -					
Legal Fees	\$ -		\$ -					
Financing Costs	\$ -		\$ -					
Moving Expenses	\$ -		\$ -					
Owner Contingency (5%)	\$ 219,000	\$ 665.65	\$ 245,095	\$ 768.32	310,905	945	313,955	984.19
Total Project Cost	\$ 4,598,994	\$ 13,978.71	\$ 6,528,788	\$ 20,466.42	6,529,005	19,845	7,974,855	24,999.89

Total # of Stalls	329	\$ 13,978.71	319	\$ 20,466.42	329	19,845	319	24,999.89
Total Area Square Feet	329	\$ 13,978.71	319	\$ 20,466.42				
Total # of Levels (above grade)	4		3 w/Lower Level		4		3	
Levels (option)							439	
							4	
							\$13,704,246.81	



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, FEBRUARY 10, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

- 1. Call to Order at 6:00pm**
- 2. Roll Call**
Present: Hill, Hougen, Mott, Kupsik, Lyon
Also Present: Mayor Connors, City Administrator Jordan, Comptroller Pollitt, Director of Public Works Winkler, Clerk Neubeck
- 3. 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
- 4. Approve the Finance, License and Regulation Committee Meeting minutes of January 13, 2014 and January 27, 2014 meeting as distributed.**
Motion # 1: Alderman Mott moved to approve Finance, License and Regulation Committee Meeting minutes of January 13, 2014 and January 27, 2014 meeting as distributed, Alderman Kupsik seconded, and the motion passed unanimously.
- 5. LICENSES & PERMITS**
 - A. Original 2013-2014 Operator (Bartender) License application filed by Heather T. Bartolini**
Motion #2: Alderman Kupsik moved to recommend the City Council approve Original 2013-2014 Operator (Bartender) License applications filed by Heather T. Bartolini, Alderman Hougen seconded, and the motion passed unanimously.
 - B. Original Class “B” Fermented Malt Beverage & “Class C” Wine License application filed by Pie High Pizza LLC, 820 Williams Street, Lake Geneva, John J. Karabas, Agent**
Motion #3: Alderman Kupsik moved to recommend the City Council approve original Class “B” Fermented Malt Beverage & “Class C” Wine License application filed by Pie High Pizza LLC, 820 Williams Street, Lake Geneva, John J. Karabas, Agent , Alderman Lyon seconded, and the motion passed unanimously.
- 6. Discussion/Action on purchasing of up to three Microsoft Surface 2 tablets for Council use**
Chairwoman Hill asked if staff can purchase these without approval as well as where in the budget this is being paid from.

Administrator Jordan explained this purchase is over the threshold for staff to purchase; however, there is enough money in the information technology portion of the budget.

Motion #4: Chairwoman Hill moved to recommend the City Council approve staff to purchase up to three Microsoft Surface 2 tablet units from Comptroller's information technology budget not to exceed \$1,350, and Alderman Kupsik seconded.

Alderman Kupsik asked if there is adequate funding in the IT budget for the remaining tablets.

Administrator Jordan replied there is.

The motion passed unanimously.

7. Presentation of Accounts

A. Purchase Orders.

None

B. Prepaid Bills in the amount of \$71,360.73

Motion # 5: Alderman Kupsik moved to recommend the City Council approve Prepaid Bills in the amount of \$71,360.73, Alderman Lyon seconded, and the motion passed unanimously.

C. Regular Bills in the amount of \$156,939.67

Comptroller Pollitt read the bills over \$5,000.

Alderman Mott asked if there is an adequate supply of salt for the duration of the winter months.

Director Winkler replied there is an adequate supply of a sand and salt mixture; however, salt is unavailable for purchase at this time due to a shortage in the area.

Chairwoman Hill thanked the Street Department for their diligence with snow plowing operations.

Motion # 6: Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of \$156,939.67, Alderman Lyon seconded, and the motion passed unanimously.

D. Acceptance of Monthly Treasurer's Report for October, 2013

Motion # 7: Alderman Kupsik moved to recommend the City Council accept the Monthly Treasurer's Report for October, 2013, Alderman Lyon seconded, and the motion passed unanimously.

8. Adjournment

Motion # 8: Alderman Kupsik moved to adjourn, Alderman Lyon seconded, and the motion passed unanimously.

The meeting adjourned at 6:16 pm.

Tim Neubeck, City Clerk

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



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, FEBRUARY 24, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Call to Order
2. Roll Call
3. 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
4. Approve the Finance, License and Regulation Committee Meeting minutes of February 10, 2014 meeting as distributed.
5. **LICENSES & PERMITS**
 - A. Original 2013-2014 Operator (Bartender) License applications filed by Dezaray J. Sharp, Kathlyn L. Thoms and Robert J. McGowan
 - B. Original Massage License Application filed by Loosen Up LTD, 201 N. Broad Street, Lake Geneva
 - C. Park Permit Application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees to use Flat Iron, Library and Seminary Parks for Venetian Festival on August 11-18, 2014 (*recommended by Board of Park Commissioners 2/5/14*)
 - D. Street Use Permit Application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees to use Wrigley Dr. from Center St. to Broad St. and parking stalls on west side of Center St. from Wrigley Dr. to 150 Center St. for Venetian Festival on August 12-18, 2014
 - E. Temporary Class “B” License application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees for the sale of fermented malt beverages at Flat Iron Park parking lot, 100 block of Center St., Lake Geneva, for Venetian Festival on August 12-18, 2014.
 - F. Park Permit Application filed by Andy Kerwin on behalf of Alzheimer’s Association of Southeastern Wisconsin for the 8th Annual Walk to End Alzheimer’s using Library Park on September 20, 2014 from 7 a.m. to 1 p.m. (*recommended by Board of Park Commissioners 2/5/14*)
6. Resolution 14-R04, approving a wage schedule for full-time, non-union Police Department employees
7. Resolution 14-R05, authorizing a write-off of Delinquent Personal Property Taxes in the amount of \$1,954.91

8. Discussion/Recommendation on a contract with Springsted for a multi-jurisdiction classification/compensation study in conjunction with the Cities of Elkhorn and Delavan

9. Presentation of Accounts

- A. Purchase Orders (None)
- B. Prepaid Bills (None)
- C. Regular Bills in the amount of \$239,869.94
- D. Acceptance of Monthly Treasurer's Report for November, 2013

10. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.

2/21/14 5:00PM

cc: Committee Members, Mayor & remaining Council, Administrator, City Clerk, Attorney, Treasurer



PERSONNEL COMMITTEE MEETING
THURSDAY, FEBRUARY 20, 2014 – 4:00PM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

- 1. Meeting called to order by Chairman Kupsik at 4:04pm.**
- 2. Roll Call**
Present: Chairman Kupsik and Aldermen Taggart, Kehoe, and Hill
Not Present: Wall
Also Present: Mayor Connors, Attorney Draper, Treasurer Klein, Administrator Jordan, Comptroller Pollitt, Chief Rasmussen, and Clerk Neubeck
- 3. Comments from the public limited to 5 minutes**
None
- 4. Approve January 23, 2014 Meeting Minutes as distributed**
Motion #1: Alderman Taggart moved to approve January 23, 2014 Meeting Minutes as distributed, Chairman Kupsik seconded, and the motion passed unanimously.
- 5. Discussion/Recommendation of changes to the Employee Handbook Appendix A – Organizational Chart**
Chairman Kupsik outlined the changes to the Organizational Chart.

Attorney Draper said this version is good enough for the time being as he had not had the opportunity to go through all the ordinances to ensure the reporting structure is fully accurate. One particular issue that may need to be addressed is there is not an ordinance detailing the duties of the Comptroller, so the Comptroller's role in the Organizational Chart is hazy. He noted changes can be made at a later date after ordinances have been passed.

Motion #2: Alderman Hill moved to recommend the City Council approve the Organizational Chart, and Alderman Kupsik seconded.

Mayor Connors suggested using a note to explain the Director of Public Works and the Director of the Utility Commission are currently held by one person but that will not always be the case.

Chief Rasmussen pointed out the detectives in the Police Department do not supervise any other positions, and that box should be moved to avoid any confusion.

Motion #3: Alderman Hill moved to alter the detective box over, Chairman Kupsik seconded, and the motion passed unanimously.

Motion #2 passed unanimously.

6. Discussion/Recommendation of compensation and classification study contract

Chairman Kupsik informed the Committee he, Administrator Jordan, and Mayor Connors interviewed three firms regarding the compensation and classification study in conjunction with the cities of Elkhorn and Delavan. He explained the three cities sending out a joint proposal would save money for each city compared to doing their own studies individually.

Administrator Jordan added this can be accomplished due to the close proximity of the cities, and all representatives unanimously chose Springsted. It was not the lowest bidder; rather, the group felt Springsted would provide the best finished product.

Alderman Kehoe asked why this study is needed.

Administrator Jordan replied it will ensure employee job descriptions are accurate and if employees are being paid commensurately. He added Lake Geneva has not done this in a long time.

Alderman Hill asked if this is a budgeted expense.

Administrator Jordan replied it was in 2013; however, it is not in the 2014 budget, so it will be paid from contingency funding.

Alderman Hill asked when the work will finish.

Chairman Kupsik replied if Springsted begins in March, the work will finish in July.

Alderman Hill asked how the study will take place.

Administrator Jordan replied the contractor will spend five to ten minutes per employee or group of employees. Employees will also have to fill out a questionnaire. Springsted will conduct the analysis, and the City will be given a database with the results and recommendations.

Alderman Hill noted this study is worth the time and resources.

Chairman Kupsik said the City will own the software system, but employees will have to be trained on its use.

Motion #4: Alderman Hill moved to recommend the City Council approve a contract with Springsted for a compensation and classification study to be paid from contingency funding, Alderman Kehoe seconded, and the motion passed unanimously.

7. Review of applications/resumes for Parking Operations Supervisor position and recommendation for candidate interviews

Administrator Jordan said no one particular candidate stood out, and the City only received seven applications. He suggested putting the position back on the website and re-advertise while the Committee interviews select candidates.

Chairman Kupsik suggested holding the interviews on Tuesday, March 4, 2013 at 1:30pm.

8. Discussion/Recommendation of Deputy Clerk-Treasurer position description

Administrator Jordan explained Comptroller Pollitt and Clerk Neubeck revised the description. The main concern is in regard to statutory compliance between the City's ordinance and State statutes regarding Treasurer duties.

Comptroller Pollitt said there are certain things per statute the new Deputy Clerk-Treasurer is charged to do; however, the Finance, License and Regulation Committee still will make recommendations regarding the City's finances to the City Council.

Attorney Draper said he will further review the job description. He also recommended changing item number eight in the job description to be "...with approval of the Comptroller."

Motion #5: Chairman Kupsik moved to recommend the City Council approve the Deputy Clerk-Treasurer position description with the change of item number eight to be "...with approval of the Comptroller," and Alderman Hill seconded.

Attorney Draper said an ordinance will need to be passed fixing issues and specifically delegating duties.

Mayor Connors suggested having this done quickly so nothing falls through the cracks.

Motion #5 passed unanimously.

9. Adjourn

Alderman Hill said she would like to see an employee recognition program on the next regularly scheduled Personnel Committee meeting.

Motion #6: Alderman Hill moved to adjourn, Chairman Kupsik seconded, and the motion passed unanimously.

The meeting adjourned at 5:04pm.

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING
TUESDAY, MARCH 4, 2014 – 1:20PM
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 Parking Operations Supervisor 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

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

2/24/14 4:00PM

cc: Aldermen, Mayor, Administrator, Attorney, Media

Agenda Item No. 1- Capital Equipment Replacement Fund-Rotary Mower Project Approval.

The DPW discussed the attached specification and requested approval to take it to bids. It was moved by Chair Mott to approve the project for bidding. The motion was seconded by Ald. Wall. Mayor Connors wished to make sure the since one of the mowers was slightly less than 11' wide that the specification didn't exclude it. The motion passed 4-0.

Agenda Item No. 2- Dog Park Fencing Project Approval.

The DPW explained that the Park Commission has forwarded the fencing project to PWC for project approval to obtain bids. Ald. Kupsik explained the dog park project and that a donor may contribute the entire amount. It was moved by Ald. Kupsik and seconded by Ald. Wall to proceed to publicly bid the fencing pending confirmation of private funding to pay for it. The motion passed 4-0.

Agenda Item No. 3- Request for Children Playing Signs-Dodge Street Between Forest Street & Elmwood Avenue.

The DPW shared a request including a map for protective signage on Dodge Street coming down the hill from Forest Street. It was moved by Ald. Kupsik and seconded by Ald. Hougen to approve. The motion passed 4-0.

Agenda Item No. 4- Disc Golf Course Pedestrian Bridges Repairs Discussion. (Taken out of order first item on a motion by Chair Mott and second by Ald. Kupsik, and passing unanimously).

Mr. Don Ditzenberger and his son Zak appeared to offer to build a replacement bridge as an eagle scout project at the disc golf course. It would be the far north bridge. The discussion included if the City should fund the materials or if it should fund the difference beyond what the scout could raise. It was moved by Ald. Kupsik and seconded by Ald. Hougen to accept the offer. The discussion was that if the scouts couldn't raise sufficient funds or donations to pay for the materials that the City would contribute. The motion passed 5-0.

The DPW provided pictures and a map of the various bridges over the White River on the old Hillmoor site. The bridges were numbered 1-5 from south to north. The discussion was over which bridges should be repaired and which could be eliminated. It was moved by Chair Mott and seconded by Ald. Kupsik to abandon bridge #2. The motion passed 4-0. It was moved by Chair Mott to eliminate either bridge #3 or #4 depending upon condition and best fit with the disc golf course layout. The discussion was to have the DPW look over these two bridges and the underlying span-crete decks and determine condition. The motion passed 4-0. It was by consensus to have DPW Winkler bid out handrailing and new decking on bridge #1, obtain pricing for the removal of bridges #2 and #5 in the bid, and evaluate which bridge to replace decking (either #3 or #4). The discussion was to perhaps leave the span-crete decking in place on the bridge not upgraded with new decking and railing. By consensus, it was also discussed to bid a more durable decking material than treated lumber.

Agenda Item No. 5- Edwards Boulevard South of STH 50 – Median Barriers.

DPW Winkler explained that we had installed the orange plastic posts in the median where traffic often crosses over it by Taco Bell. Chair Mott felt concrete highway barriers were needed to keep people from ever crossing. The DPW wasn't able to obtain concrete median barrier prices prior the meeting to give an idea of cost. It was moved by Chair Mott and seconded by Ald. Kupsik to obtain pricing. Questions which arose included if the WDOT needed to grant approval of them and what the accident history was. The motion failed on a 2-2 vote (Hougen and Wall against.)

Motion to Adjourn:

Motion to adjourn was made by Ald. Wall and seconded by Ald. Hougen. The motion passed 4-0 and the meeting adjourned at 7:23 PM.

Cc: Mayor Jim Connors/Dennis Jordan/Tim Neubeck/Common Council Members not on Committee/File

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
MINUTES-----Regular Meeting
PLACE-----Lake Geneva Utility Commission
DATE-----February 13, 2014
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, Ann Esarco, Mike Kocourek, Mayor Connors, Ald. Jeff Wall and Ald. Gary Hougen.

Motion by Mayor Connors to approve the minutes of the previous meeting as presented, 2nd by Ald. Hougen. Passed 6-0.

Communications:

Water & Sewer Agenda Items:

1. Citywide Water Pressure Study Model Update
Preliminary discussion has begun. Water main into the Manor - will probably replace the existing 4" with an 8". This is a city wide study. Information only, no action required.
2. East Water Tower Site – Landscaping Idea
Humphreys Contracting has given a price of \$7,300 to construct a pair of bocce ball courts. This price would not include indoor/outdoor carpet. The indoor/outdoor carpeting would be an additional \$1,625 making the total project cost \$8,925. Motion by Kocourek to build for a cost not to exceed \$8,925, 2nd by Ald. Hougen. Passed 6-0.

Director's Report:

1. Financials Update
2. 2013 Audit Scheduled for End of February
3. Report on 2013-2104 Winter Water Main Breaks & Water Service Line Freeze-ups

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$1,058,000	EOM Cash Position	\$2,328,000
Project Commitments	\$ 151,000	Project Commitments	\$ 8,000
Upcoming Projects	\$ TBD	Upcoming Projects	\$ 200,000

Motion by Mayor Connors to approve the financials as presented, 2nd by Ald. Wall. Passed 6-0.

Water & Sewer Agenda Items Continued:

3. Motion to go into closed session pursuant to Wisconsin Statutes 19.85(1)(f) considering the financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Motion by Pres. Brellenthin to go into closed session pursuant to Wis. Statutes 19.85(1)(f), 2nd by Ald. Hougen. Passed 6-0.

4. Motion to go into open session pursuant to Wis. Statutes 19.85(2) and take action on any items discussed in closed session.

Motion by Ald. Wall to go into open session pursuant to Wis. Statutes (19.85), 2nd by Ald. Hougen. Passed 6-0.

Review and Payment of Bills:

Motion by Mayor Connors to approve the bills as presented, 2nd by Ald. Wall. Passed 6-0.

Next meeting is scheduled for Thursday, March 13, 2014 at 4:00 P.M.

Adjourn:

Motion by Ald. Hougen to adjourn the meeting, 2nd by Ald. Wall. Passed 6-0.

Meeting adjourned at 4:48 P.M.



Secretary

CLB 02/14/14



TREE BOARD

WEDNESDAY, FEBRUARY 19, 2014 – 6:00PM

CITY HALL, CONFERENCE ROOM 2C

AGENDA

1. Call to order
2. Roll Call
3. Approval of November 20, 2013 Minutes
4. Comments from the public limited to 5 minutes
5. Park Board Report – Alderman Kupsik
6. Arborist Report – John Foster
 - a. Discussion of older maple trees in Maple Park
7. New Business
 - a. Arbor Day date, place, and dedication
 - b. Tree ID Program – Dan Andresen, Bob Flemming
8. Old Business
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.

2/18/14 4:00PM

cc: Aldermen, Mayor, Administrator, Media

Lake Geneva Tree Board

November 20, 2013

I.) The Lake Geneva Tree Board was called to order by President Candy Kirchberg at 6:04 p.m.

II) In attendance: Bob Flemming, Joe Esposito, Dan Andresen, Al Kupsik and Clara Jacobs. Quorum met.

III) The minutes of September 18, 2013 were approved with a motion by Bob Flemming, seconded by Joe Esposito. Motion carried.

IV) Public Comment: Candy asked a question about the small seedlings she has noticed on city streets from Maple trees. Concerns if this is normal. Joe reported noticing a limb on low power lines on S Lake Shore Dr. He will check with the power co.

V) Park Board Report: Al Kupsik updated us on items from the Park Board as follows:

a) Disc golf park is soon finished. 18 holes will be ready by spring. Dan Winkler has a map and instructions to be posted later.

b) The dog park may also be in progress by spring.

c) Mrs. Gygax is continuing to complete plans for the Gygax memorial to be placed in Donan park near S Lake Shore Dr. entrance.

d) Bathroom and concession stand near skate board park completed.

Candy raised a question on a small park area near Madison and Marshall street. More information needed. A small discussion on the need of trees or not, at the Skate board park.

VI) No arborist report due to the absence of John Foster.

VII) New Business:

a) Nothing new on the tree I.D program.

b) Next meeting date set for February 19, 2014.

VIII) Old Business: April 2014 arbor day thoughts for February meeting.

Looking for ideas for planting of the arbor day tree. One thought, so far, at the Skate Board Park.

Meeting adjourned at 6:55 p.m.

Secretary,

Clara Jacobs

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, FEBRUARY 6, 2014 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 from January 9, 2014.
5. Acknowledge correspondence
6. Approval of regular meeting minutes from January 9, 2014.
7. Fire Department Business:
 - a. Approval of bills for the Month of December 2013. Operating in the amount of \$1,147.39, capital \$7,579.08, for a total of \$8,726.47.
 - b. Approval of bills for the Month of January 2014. Operating in the amount of \$82,880.28, capital \$3,800.00, for a total of \$86,680.28.
 - c. Additional Capital Budget Items Request.
 - d. EMS Medical billing and Stark Questions/Corrections from January PFC meeting.
 - e. Pro-Phoenix Payroll Program Report.
 - f. Approval of POC and POP candidate list.
 - g. Accept Resignation of POP firefighter Andrew Hanzalik.
 - h. Report on Station 1 Exhaust System Project.
 - i. Monthly Activity Report.
 - j. Paratech Report.
 - k. EMS Medical Billing and Stark Report.
 - l. Thank you cards/letters.
 - m. Items to be forwarded to City Council.

8. Police Department Business:

- a. Approval of bills for the month of December 2013. Operating in the amount of \$7,982.82, capital \$2,412.50; for a total of 10,394.31.
- b. Approval of bills for the month of January 2014; Operating in the amount of \$312,040.00, capital 0; for a total of \$312,040.00.
- c. Capital Budget update.
- d. Wage increases for non-represented police department employee for 2014 budget year.
- e. Clarification on pay increases for returning reserve officers.
- f. Leave of Absence request from Zachary Smith
- g. Hiring update regarding reserve officers with GLLEA.
- h. Memo from District Attorney Necci regarding Audio and/or Video Evidence Policy Change.
- i. Purchase of enclosed trailer by the Town of Linn Police Department.
- j. Update regarding PropertyRoom.com.
- k. 911 Update
- l. Lexipol Updates
- m. Update on Police Department employee handbook.
- n. Received Certification of Appreciation from Wisconsin DOT Bureau of Transportation Safety for participating in September 2013 Drive Sober or get Pulled Over Mobilization.
- o. Monthly Activity report for 2014 (to be handed out at the meeting)
- p. Items to be forwarded to the City Council.

9. 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 over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.

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 March 6, 2014.

13. Adjourn

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

CITY OF LAKE GENEVA

PLAN COMMISSION MEETING

MONDAY, FEBRUARY 17, 2014 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

1. Meeting called to order by Mayor Connors 6:30 PM.

2. Roll Call

Present Hougen, Gibbs, Flower, Olson, Skates, Robers, Connors, Draper, Gregoles
Also Present Administrator Jordan, Planner Slavney, Clerk Neubeck (briefly)

3. Approve Minutes of December 16, 2013 Plan Commission meeting as distributed.

MOTION #1

Hougen/Skates motion to approve the Minutes of 12/16/13 Plan Commission meeting as distributed.
The motion carried unanimously.

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

PUBLIC SPEAKER #1 NAME/ADDRESS

Mary Jo Fesenmeyer, 955 George Street, Lake Geneva

COMMENTS-Questions for the Commission on agenda items #11 & #12

Question on agenda items #11 and #12. If the staff can direct the public on where to access this information about the Comprehensive Plan amendment and then the zoning code amendment. I couldn't find the information on the website, so I would like to be able to comment on it, but we don't have the packet. There wasn't anything to print off. I am anxious to hear the conversation but hope that someone can make a motion to table the actual decision, if there is one, until the next month so the public can actually have access to all the appropriate paperwork. Thank you.

5. Acknowledgment of Correspondence.

None

6. DOWNTOWN DESIGN REVIEW

A. Application by Dawn Marie Mancuso to modify the exterior awning with a sign for her new business, Clear Waters Salon Spa, located at 734 Main Street, Tax Key No. ZOP 00314.

DISCUSSION

Commission discussed the relation of this Clear Waters business to the one 2 doors down and in Williams Bay, Wisconsin.

MOTION #2

Flower/Olson motion to approve the application by Dawn Marie Mancuso to modify the exterior awning with a sign for her new business, Clear Waters Salon Spa, located at 734 Main Street, Tax Key No. ZOP 00314. The motion carried unanimously.

- B. Application by Jeffrey & Kathleen Schoo to install an exterior sign for their business, Lake Geneva Spice Company, located at 255 Broad Street, Tax Key No. ZOP 00263.**

DISCUSSION

The Commission discussed that it conforms to all the sign requirements (no primary colors, size etc.) and it would be fitting within the existing framework that is already up in front of the building.

MOTION #3

Olson/Gibbs motion to approve the application by Jeffrey & Kathleen Schoo to install an exterior sign for their business, Lake Geneva Spice Company, located at 255 Broad Street, Tax Key No. ZOP 00263. The motion carried unanimously.

- C. Application by Ida Tarczynski to install an exterior sign for her business; Ida's, located at 222 Center Street, Tax Key No. ZOP 00258.**

DISCUSSION

The Commission discussed the location and material of the sign as well as concerns of it being a distraction to traffic.

MOTION #4

Flower/Hougen motion to approve the application by Ida Tarczynski to install an exterior sign for her Business; Ida's, located at 222 Center Street, Tax Key No. ZOP 00258. The motion carried unanimously.

- 7. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted on behalf of Tri-State Farms, LLC by Edward A. McCarthy, manager, N1436 State Road 120, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area at N1436 State Road 120, Lake Geneva, WI 53147.**

DISCUSSION

City Planner Slavney stated this is simply a lot line adjustment, moving a property lot line so that it better conforms with the buildings on the site. This is the kind of certified survey map that the State compels us to approve as long it's not in any violation of ordinances. It's perfectly fine and it doesn't affect the other buildable properties. It already has adequate right of way in front of it. Mayor Connors stated the city engineer also reviewed it and Inspector Robers confirmed that they made all requested changes. Comm. Skates asked what did they want changed? Inspector Robers replied that they didn't have a North arrow and he suggested they shouldn't use colors on their maps, which the colors are just shown here for purposes, so that we could see what they were doing. Why they want to do the changes. There were some minor changes to the document to make it more recordable. The final drawing that comes back will be in black and white.

MOTION #5

Hougen/Olson motion to approve an application for Land Division Review for a Certified Survey Map submitted on behalf of Tri-State Farms, LLC by Edward A. McCarthy, manager, N1436 State Road 120, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area at N1436 State Road 120, Lake Geneva, WI 53147. This is pending any further requirements that may be posted by the city engineer. (Inspector Robers again confirmed that this was already done.) The motion carried unanimously.

- 8. Public Hearing and recommendation on a Conditional Use Application filed by Alex Paredes & Yolanda Frontany, 4843 W. Dakin Street, Chicago, IL, 60641 to operate a Commercial Indoor Lodging facility in a Planned Development (PD) zoning district located at 328 Center Street, Tax Key No. ZOP 00149.**

DISCUSSION

Alex Paredes - We purchased these two properties (328 & 330) over eight years ago and which at that time we came here we asked if we could have 330 changed to home because we wanted to utilize the home and keep 328 as an office ... and it was approved. The economy being what it is during that time we had 6 good years of rent title using 328 Center Street as an office and since then it has been hard to rent the place. The ideal place would be for a dentist, an accountant, a legal office, but it has been kind of empty. So we secured the proper (*inaudible speaking*) for that property.

AGENDA ITEM # 8 CONTINUED

Alex Paredes (Continued) - We wanted to turn it into an evening, daily, weekend or weekly rental for that property now because the last two years it has been kind of hard to rent out because the property is not on Main Street which is what everybody wants. **Mayor Connors** - The 4 parking stalls down near the garage at the end of Wisconsin Street? **Alex Paredes** - (Yes) Literally across the street we have secured it already. The Accounting firm has a parking lot, which we also have a top of that floor which we utilize every weekend when the kids are here and we come in one car. (Inaudible speaking) **Mayor Connors** - One question that I have when I look at the floor plan is, how would the floor plan work inside and how the deck would be use? Because I am assuming that you intend to keep the residence separate? **Alex Paredes** - Yes definitely, because we utilize that every weekend from February until November. (Inaudible speaking) The patio there has three entrances. **Mayor Connors** - So would the proposed lodging utilize the deck as well or would they just use that small area in front? **Alex Paredes** - Probably not because we utilize that and we are doing a little secure and you've seen the property there is a good 15 feet before the curb and we're going to fence it in I believe about 2 ft off the sidewalk – you know fence it in and sliding doors with a little coffee area for them there. Because what we have seen over the years a lot of people just come and head to the beach or downtown or everywhere else and it is not that they are going to be hanging around the lodging / deck but we utilize that. **Mayor Connors** - One thing I would like to see before you would go any further would be a floor plan of how the rooms would be laid out. **Alex Paredes** - Yes, definitely, I was told to first come before you because anything we do of course we have to first come back here with the floor plans and get approval on that. (inaudible speaking) Electrical, Plumbing, electricians, plumbers, are licensed to go. (inaudible speaking) **Comm. Skates** - I am just curious is there any historical significance to that structure? **Alex Paredes** - Not at all. **Planner Slavney** - In addition to the floor plan I would like to see the site plan for the property. I didn't see one in my packet and for other similar uses we have identified particular conditions for the site. **Alex Paredes** - I believe everything was put in the packet that they wanted. **Mayor Connors** - The only thing I saw was a survey that showed the house and then also the other building to the south that we are talking about. (Inaudible reply by Alex Paredes)

There were no public comments on this agenda item.

Mayor Connors - So we should see a specific site plan and floor plan? **Planner Slavney** - That would be advisable. I think we do have the plat of survey but that's not the same as the site plan and for similar uses we've identified sometimes conditions on outside storage, on-site parking, off-site parking and I think it would be prudent to have some time to look that over. In some instances petitioners have provided us with the rental agreement that they might use for a similar kind of situation. I think typically we get a little more information about the proposal. **Mayor Connors** - I am supportive of the concept but would like to see more information. **Comm. Flowers** - I would just like to add that there are similar uses surrounding that property so I feel like in that would fit. And I have no concerns except for the ones mentioned already as well. **Mayor Connors** - We should also probably have hours of operation as well. **Comm. Skates** - Just so, while we are at it, just so you are not coming back and getting turned away at the March meeting, you know you talked about a fence.... Throw it all in there as complete as you can and because I think everyone is in agreement that you have similar scenarios in the neighborhood... **Alex Paredes** - I didn't come with plans because I was told I didn't need any blueprints of any kind otherwise I would have had all of that. (inaudible speaking) **Mayor Connors** - Just a reminder on the last one we did on S. Wall Street, they told us how many times they were going to be utilizing the property and hours and how many people would be involved, that there was adequate parking for all of those things. **Planner Slavney** - In fact, that is public record and we have a recent example that we approved that you can come in to City Hall and get a copy of so that you have a clear idea of what we are looking for.

MOTION #6

Connors/Olson motion to continue the public hearing and the item to the next month's March Plan Commission meeting on 3-17-14 and ask that more information be provided to staff – specifically a site plan and a rental agreement (The floor plan is not required). The applicant will come back with a site plan, typical hours of operation and all the things associated with the operation. The motion carried unanimously and is continued.

9. **Public Hearing and recommendation on a Conditional Use Application filed by Immanuel Lutheran Church, 700 Bloomfield Road, Lake Geneva, WI 53147, for the installation of an electronic message center on a freestanding monument sign located at Immanuel Lutheran Church, 700 Bloomfield Road, Tax Key No. ZA4330 00001.**

DISCUSSION

Peter Jergens (*Agent for the Church*) - I was here about a year ago to get the approval we needed to build the church. At that time we had submitted a site plan that showed sign locations for our main sign and our secondary sign for address and entrance. It was all approved. At that time we did not have adequate funding to do an electronic sign and someone has now donated. It is my understanding that because it is an electronic sign we need additional approval that we did not originally get. Nothing else has changed from our original submission and approval except that now instead of having a fixed reader board we are going to have an electronic one that can be changed. **Mayor Connors** - So this will actually be only along Hwy 120 is that correct? **Peter Jergens** - Only along 120, the sign for Bloomfield road has not been designed yet. When we get to that point I will submit that to Robers for approval. **Mayor Connors** - You are aware the message can only change once per minute? **Comm. Skates** - No questions, but we have a standard verbiage - message changing. Is there a certain bright LED? **Planner Slavney** - There isn't a quantifiable standard except it cannot cast more than ½ a foot candled light at the property line. That is our standard for general exterior lighting. We do have a general standard that any exterior lighting cannot create glare or interfere with traffic operations. Most of these can be adjusted so they meet all of those requirements. I didn't have that concern, but be aware that that requirement is out there. **Peter Jergens** - We decided to go with the amber colored lights and it is quite a ways off of the roadway so I don't see that as being an issue. **Comm. Gibbs** - Are you planning on having that sign on 24 / 7? There are residents across the street. **Peter Jergens** - Well right across the street there are a bunch of cows – to the East. To the North, we have not talked about that. If that was a problem I guess we can address that now? Can we get it resolved? But again we are quite a distance from that residence. If I had to guess I would say we are probably 200 feet from that residence. **Mayor Connors** - The scale on the map is about what 40 ft? Or (is it) roughly 20 ft per inch? Could just quickly approximate? **Comm. Skates** - All the neighbors were "noticed" on this correct? **Inspector Robers** - Yes, everyone within 300 ft (were notified). **Peter Jergens** - On the scale drawing I just looked at – I am approximating because I know where that house is but it is not located on my drawing, I would say it is a good 180-200 feet from where the sign will be. I would also note that if it is a problem I am sure the church would be willing to do something like from 10:00 pm to 6:00 am shut it off if it were a problem.

PUBLIC COMMENT (*Unknown Speaker*) - First of all I don't think Jesus needs an electronic message board. I am neither opposed to or in favor of the request. My concern is about the ramifications about this Plan Commission taking actions on this. If the Plan Commission grants or denies this request then all similar lit message sign requests should likewise be granted for all other businesses. Otherwise you are showing preferential treatment to one establishment over another. I believe that would be a violation of the law. At least, for equal rights and consideration and protection of the law. Please be aware that granting this request could open the door and lead to many more electronic signs in Lake Geneva.

MOTION #7

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

ADDITIONAL DISCUSSION

Mayor Connors - (*Directed to Planner Slavney and City Atty. Draper*) If the commission were to make a motion they could include 24 hrs operation and the result of a neighbor complained about the brightness they could adjust the hours? **Planner Slavney** - They could, my recommendation would be that from 10:00 pm to 6:00 am the sign should be turned off. The church is for the most part not in operation and I would think that would be typical of a restriction put on an electronic sign. **City Atty. Draper** - Clarification - Conditional uses are revocable anyway. If someone made a complaint and there was a problem with that sign, I think you would have the right to revoke that Conditional Use. **Mayor Connors** – Electronic signs within the city are controlled by ordinances isn't that correct Mr. Slavney? **Planner Slavney** - That is correct and as a rule every Conditional Use permit is reviewed on its own merits independently and not based on any previous or subsequent applications.

Peter Jergens walked to podium – told by Mayor Connors the public hearing portion was closed.

Comm. Flower - I guess I don't really see the concern about limiting the hours unless there are complaints. In other instances we have put conditions that we review in 6 months and if anyone has complained then we could keep the restriction or deny or revoke if we need to but that seems kind of serious.

AGENDA ITEM # 9 CONTINUED

Comm. Skates - I agree. The three I can think of are St. Francis, Eastview and the Liquor store. The liquor store had some opposition but we have yet to see ... I think they were worried it was going to be the new "Vegas" out there at the quick stop and none of that has developed. I think if there is a complaint, the Lutheran church is a good neighbor and I hate to put a restriction on it. Again it's a Conditional Use and if there is an issue and it comes back to the City, Mark & Marian are going to deal with it on their end, and if they don't then just say cut it off at 10:00 pm.

MOTION #8

Skates/Hougen motion to approve the Conditional Use Application filed by Immanuel Lutheran Church, 700 Bloomfield Road, Lake Geneva, WI 53147, for the installation of an electronic message center on a freestanding monument sign located at Immanuel Lutheran Church, 700 Bloomfield Road, Tax Key No. ZA4330 00001, as long as they are following the # of message changes and any other staff recommendations offered. The motion carried unanimously.

10. Public Hearing and recommendation on a Conditional Use Application filed by Kocourek Property Holdings LLC, 880 S. Lake Shore Drive, Lake Geneva, WI 53147, for a Group Development in the Central Business zoning district at 269 Broad Street, Tax Key No. ZOP 00262.

DISCUSSION

Peter Jergens (*Agent for the property*) - His home address is 132 Darwin, Lake Geneva. I am working with Mike Zurick to pre-approve the work (*Inaudible speaking*). As part of the approval and to get a time frame for all of the work had to be started and completed by (*Inaudible speaking*). But we didn't do anything and basically what I did was I changed the date on the application and resubmitted the exact same application as 2 yrs ago. **Mayor Connors** - The one question I had for you is it shows roughly 3 spaces with the flex unit on it – Sheet A 1 and the application said for up to 4 spaces? Just clarify that. **Peter Jergens** - Maximum of 3 spaces. It really depends on who the tenant is as to where the median wall would be between the second and third tenant facing Geneva Street. **Mayor Connors** - Okay so that wall would shift either east or west depending on which tenant? **Comm. Flower** - What is your proposed timeline for overall the exterior improvements? Obviously the interior is going to be dependent on people renting – what's your timeline on the exterior? **Peter Jergens** - If he accepts my proposal, which I hope he will, then as a contractor we are going to start tomorrow morning. **Mayor Connors** - It has to go thru the Council first. **Peter Jergens** - We will be prepared to begin right away. **Comm. Skates** - The entrance for that Unit C, is that going to be in that North East corner or ? **Peter Jergens** - It literally depends on the space, if it is far enough West, even though there is another entrance way facing Geneva Street, then that Unit C could have an entrance off of Geneva Street. **Comm. Skates** - So then is that side entrance on Geneva Street, it may not be there? If they take the far East wall and push it all the way to the back so that Unit C – their only entrance would be that small door in the corner. Is that correct? **Peter Jergens** - Our thought is that the tenant for unit C would actually use the Geneva Street entrance in the middle of the building – a fancier entrance way. **Comm. Skates** - I want to be clear, because I know there was some shifting last time this came around. I am saying that if Unit B took that far East wall and went all the way to the back so they took up that store, the only entrance then for Unit C would be in the corner, I mean they wouldn't have the option of using that door or are you saying you are still going to ... **Peter Jergens** - We are going to improve it either way because we are going to go ahead and do the work, all the entrances and then rent the space. So depending on who the tenant is, how we split that space up internally will depend on what the tenants needs are. So in any event, the exterior appearance will still have the doorway there. Whether the doorway is used by the tenant is another story. **Comm. Skates** - But the door itself, the little door, and I say little door because all the others that they have there at the Board shop, it's a pretty small door, that would be the only door for Unit C if B ... **Peter Jergens** - Plus it has a secondary exit through the rest room area as an emergency. (*Inaudible speaking*) But as an entrance for the public it would be that corner. In the event that Unit B being that far East – actually utilizing that door space. **Comm. Skates** - Is that reflected on the plan, the emergency door? I only see one door in the Unit C and I don't see a... **Peter Jergens** - Do you see the internal hallway, where the bathrooms are? **Comm. Skates** - Yes. **Peter Jergens** - Then there is a doorway in the back of the building through that hallway? That would be the secondary exit for Unit C and D. **Comm. Skates** - I don't think I have the same plans? **Mayor Connors** - What sheet are you on? It is on A1? **Peter Jergens** - I apologize. The plans that I have – internally we did a little re-arranging so that we would have a secondary exit for all the spaces. We will be done ahead of time so no matter what whoever the tenant is they will have a secondary exit out of the back of the building. It would not be a public exit – more of a private or emergency exit. It doesn't affect the exterior building which you already have. **Ald. Hougen** - Would that fall under the staff remarks for the final approval for the secondary exits? I assume if you come back with more plans they have to be approved. Right Ken? **Inspector Robers** - Yes, they have to meet the egress requirements of the state.

AGENDA ITEM # 10 CONTINUED

Ald. Hougen - With some of the historic properties along Broad Street, some of the retail frontages we have had difficulty with ADA compliance because of the nature of the facades, they cannot always accommodate ADA requirements. Is that going to be a problem with this building? **Peter Jergens** - No we will meet all the ADA requirements. **Mayor Connors** - Maybe you could pass that drawing around with the revisions, for all of the commission to see. **Peter Jergens** - Sure.

MOTION #9

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

ADDITIONAL DISCUSSION

Mayor Connors - With this being a commercial property, would it need to go to the state for final approval? **Inspector Robers** - No, I can do this approval as it is a remodel. It has to comply with State requirements which we do an internal review. I can do up to a 100,000 cubic foot remodel. Anything over that – yes they have to go to State Review. **Comm. Skates** - This last time this went around, did it go for State Review? Were they approved – the original? **Peter Jergens** - *(Inaudible reply from audience.)* **Mayor Connors** – Okay, so it is in local control is what we are saying. Yes.

MOTION #10

Flower/Hougen motion to approve the recommendation on a Conditional Use application filed by Kocourek Property Holdings LLC, 880 S. Lake Shore Drive, Lake Geneva, WI 53147, for a Group Development in the Central Business zoning district at 269 Broad Street, Tax Key No. ZOP 00262, for the proposed remodel as well as the inclusion of the hallway with the doors as we discussed and any other staff recommendations. The motion carried unanimously.

ADDITIONAL COMMENTS

Comm. Flower - Please check the ADA requirements and the hallway are reviewed. *(Ald. Hougen approved as second.)*

11. Review and recommendation to establish an Annual Comprehensive Amendment Process limiting requests to a single cycle every year.

DISCUSSION

Mayor Connors - Mr. Slavney, please comment on this and where it goes from here?

Planner Slavney Addressed the Commission - We have a Comprehensive Plan and many things about it are dictated by state law. One of the requirements is that it be updated once every ten years (comes up in 2019). In many communities, ideas come along about amending the Comprehensive Plan and they don't want to wait 7, 8 or 9 years for the renewal date to come along. In communities that are particularly dynamic in terms of investment ideas and development ideas like this city is, when the real estate market gets hot, I've seen communities like this one get 5, 6, 7 requests for plat amendments. Another thing the state requires is a very particular amendment process. It takes about 3-5 months and if you have multiple amendments running during the course of any given year, it becomes complicated, complicated for the public, it's expensive and I don't know that it gives much better results. In case we need it, we have talked at staff level about adopting an annual predictable review cycle. That's a recommendation that's actually made in the Comprehensive Plan. This is not really an ordinance; it is a policy and a procedure that is guided by the policy. If you can go to the back side of the Memo, you can see recommended five month process. The reason it's five months is to give the Plan Commission, applicants and the public several months to think over an issue, rather than having them be brought up at a final public hearing for the first time. And then a vote expected at that point in time. It is very comparable in effect to the consideration we do the ten year review cycle. There are some quirks about state law. The public hearing for the comp plan has to be in front of the elected body, but the primary work on the Comprehensive Plan is supposed to be done by the Plan Commission. That creates uncomfortable positions for the Plan Commission to make a recommendation without the benefit of hearing from the public about the proposed request. The statutes also require a 30 day minimum review period after legal notice until the public hearing. This is much longer than is required for a zoning or conditional use. Also under state law we have to distribute the plan amendments to be considered to surrounding municipalities and a variety of state and county agencies. And when the amendment is adopted, we have to update those parties as to what we did. So the intent of this schedule is to put it all out in a series of steps to make sure we don't inadvertently forget one. Then a joint public hearing would be held, where the Council and the Plan Commission are both present. After which, later that night or at a later date, the Plan Commission can make recommendations on the plan to the Council.

AGENDA ITEM # 11 CONTINUED

Planner Slavney (*Continued*) - And that has the benefit of allowing you as the Plan Commission to hear public testimony and it's the same testimony that the Council (has) heard. I think that's, in my experience, is a benefit.

Finally, I have arranged this schedule with the help of staff to ensure that it would start in June after the annually reconstituted Council and Plan Commission are seated and have a meeting or two under their belts, rather than starting off cold. But we conclude the process with that Plan Commission and Council still intact. So, everybody who votes in the end is then present through the whole process. You can imagine if we were fielding these as they came up, all kinds of uncomfortable timing relationships could occur. So this is a process I've used in maybe a dozen other communities over the years. Since the Comprehensive Plan is recommending something like this, this is my best advice to you, if you are going to set an annual review process this is the best way to structure it.

Ald. Hougen - This marks a shift to a more conceptual annual review process and amendment process, as opposed to facts related to a particular property or a proposed conditional use. When we approve a conditional use or disapprove one; there is a point in our ordinance that says this proposed conditional use is consistent in its particularities in its existing location, not just in a general sense, but this particular parcel is consistent with the Comprehensive Plan. I am wondering if we don't lose that by doing this in a block as we would. Let's say we decide that as a part of our Comprehensive Plan amendment process we are going to do a redevelopment of all of the parcels along the railroad line. We decide that that's going to be our process. Without actually doing an inventory of all the parcels that are in this block, we don't know in advance whether we will have created a problem for ourselves or expedited the redevelopment process. That's a good thing, that we want to redevelop some of these parcels, at least that is one of my goals, and yet we want to do it correctly, so that we don't end up looking like Potterville or something. Do you know what I mean? How do you balance these things though?

Planner Slavney - It has been my experience that having an annual cycle allows the commission to focus whereas if you are juggling 3 or 4 or 5 of these cycles in the context of a year, there is burnout, there is confusion on the part of the public, as to where each plat amendment that is being considered stands in the process, particularly from those surrounding jurisdictions and neighboring property owners. So I think in terms of having set timing, that's a benefit. I think like anything, if we have one parcel here and maybe another parcel there that we are looking at a plat amendment for. Then brought forward by the property owner, it is probably because what they wanted to do with the property doesn't jive with the Comprehensive Plan. That may or may not be a good idea. We aren't compelled to amend the plan, to make anybody happy, we still get to review it. But because we have those findings in both the conditional use process and in the zoning map amendment process, there are going to be instances where someone's idea development or of redevelopment is not consist with the plan and some of those instances, the commission and the Council is going to think it is a good idea and the plan ought to be changed, or it's not a good idea and we should stick to the plan that we have. Where we have multiple parcels in the same area that might be affected by the requested amendment, it is incumbent on me, in particular, to analyze the situation in detail and look at every property individually to make sure we are not over doing it, in terms of the geography that we are covering. I can tell you that it is easier for me if we are only doing one of these a year even though there are multiple properties involved. I have been doing this now under this particular statute for about 15 years. I find it easier to provide the best advice to you and the Council and the best experience in terms of a participating public under an approach like this.

Mayor Connors - When would the actual application deadline be? **Planner Slavney** - The application deadline would be near the end of July, before we set the public hearing. So you can see setting the public hearing ... (*Mayor interrupts*)

Mayor Connors - Wouldn't it be prior to the June meeting? Because if you don't have anyone applying you certainly wouldn't be (*Slavney speaking*) **Planner Slavney** - I apologize, the application deadline rather than the hearing, meeting review. Right, we would want the application by the end of May. **Mayor Connors** - I am thinking out loud - Would we need public notice prior to this first one? If we have someone who comes in and says they want to apply for a change? Is there 30 days notice required for that? **Planner Slavney** - There is not. I think that a public notice in the paper saying that we were beginning to accept applications, would be good public policy. There is no statutory requirement for it. **Ald. Hougen** - So the initiative again would come from a developer or the public. Would we ever take the initiative? For example, having been through a couple of years now of the Plan Commission process; we've seen things shift around a bit development wise. Certain old forms of development have gone by the board, hearing tonight from the gentleman who spoke, things didn't work out and now we have to try to do something else. On a larger scale that has been the case all over town.

AGENDA ITEM # 11 CONTINUED

Ald. Hougen (Continued) - Would we ever take the initiative to say, well what we need to do is to approve the future land use map so that it encompasses the tendencies that we see on a daily basis going forward. So that we can amend the Comprehensive Plan to take into account more commercial indoor lodging facilities in formerly business related districts.

Planner Slavney - Yes. An actively engaged Plan Commission that really wants to think about the future of the community in addition to reacting to individual development proposals can certainly initiate an amendment, as can the Common Council.

Comm. Flower - In the last year have we had any requests for developments to go through this process? **Planner Slavney** - We have had discussions with property owners and potential property purchasers about their ideas. A few do not jive with the current Comprehensive Plan recommendations. We don't know if there will be actual requests for amendment coming forward. Somebody can request an amendment at any time. So we haven't seen one, but not having this process does not prevent someone from coming forward asking for an amendment. It would be fair to say that people have been talking about projects that would require an amendment; no one has come forward with a serious enough proposals that would require an amendment. We have been talking about this internally as staff for six months and it is mainly to follow up on the recommendation in the Comprehensive Plan to establish an annual cycle. As the development begins to warm up here in the city, I think it is a prudent thing to do. **City Atty. Draper** - If you look on page 129 of our Master Plan that really is the framework within which we are working. That establishes that we probably ought to have a cycle of some kind. If you look at page 129 of the Master Plan you will see sort of what he is talking about. He talked about all of those factors and we have seen that it is very expensive to go through the comprehensive planning process. To focus it all in one time frame is much more efficient and manageable for everyone concerned. That is why we put this proposal together. No one has come to us and said we got to do it, we are just adopting this process in anticipation that if something comes in the future we can deal with it in a more manageable basis. **Mayor Connors** - So then essentially we would tell them that the deadline would be at the end of May for an application and then the process would start in June? If there were applicants we would go ahead and do it and if there were not, it would skip on until next May? It really controls the application process so that you are not looking at multiply applications throughout the year.

Planner Slavney - Correct. It makes it predictable for everyone and with your recommendation I will add a top row about collecting applications before the end of May, to the schedule. **Comm. Skates** - We talked about this 1 ½ to 2 years ago and it kind of died off just because of the economy. I think this is a good process because as things improve we can get bogged down at every other meeting on a new amendment or new conversation. My question is, is there an up or down vote in that July or August meeting if we get someone who is requesting an amendment? That is either (A) out-landish; are they vetted through this whole process, does it move forward through the whole process regardless of how out of bounds or if someone wanted to slap a Great America along the White River... If it is an out landish request or it was something that just doesn't fit with what we wanted, can we shoot it down or what is the process? **Planner Slavney** - In the box that says Plan Commission reviews, plan amendment applications, that is the opportunity for parties that are interested in the plan amendment, including someone from staff or the commission or the Council, the park board etc. wants to float some ideas by the public works director and to have a discussion with the Plan Commission, it is preliminary to the public hearing. It might be to refine their idea or for you to make sure the particular questions are addressed. We have not provided for a way to have a pre-vote before a public hearing or before the Council hears the public hearing and the presentation that goes with it. Other instances that I have been involved with, some ideas have been floated and by the second meeting discussion with the Plan Commission, they are not coming back for a few years. We need to wait for the public hearing before formal recommendation is taken. **Mayor Connors** - I have a question on your chart on the back. The third item down says city clerk accepts plan amendment applications? **Planner Slavney** - Yes, I need to re-word that and move it to the top. It should be the first step. **Mayor Connors** - That would be prior to the last day in May? **Planner Slavney** - Yes, what that line should say is city staff provides the applications to the Plan Commission packets.

Mayor Connors - (Directed to City Atty. Draper) So this body would be recommending this policy and it would go to the City Council for adoption? **City Atty. Draper** - Right and they would adopt it through a resolution. **Mayor Connors** - This cycle takes roughly about 5 months from start to finish? **Planner Slavney** - Yes and the fastest I have seen it happen without a review cycle like this is about 3 ½ months. It is still pretty compressed compared to what the minimum required cycle is. We don't get tangled with the holidays, election season, etc. **Comm. Skates** - True transparency. We don't have to vote on this tonight and it was suggested to table it. Because of the time frame, if we are getting it out there, what we are coming up with really makes better use of our time, the staff's time, Mike Slavney's time, Ken's time etc. Is there anything wrong with getting the word out there and putting this on the March meeting? We still have time even if we voted on it in March, it would go to a City Council meeting and then you have April and May and June for people to bring amendments.

AGENDA ITEM # 11 CONTINUED

Mayor Connors - That's fine. So would you like to make a motion to continue on the March meeting? **Comm. Skates** - Yes I would like to do that. What I have seen is good. I make a motion to continue this to the March meeting.

MOTION #11

Skates/Gibbs motion to continue recommendation to establish an annual comprehensive amendment process limiting requests to a single cycle every year, to the March 17th Plan Commission meeting. The motion carried unanimously.

12. Review and recommendation to establish new Zoning Code Amendments regarding Nonconforming Situations.

DISCUSSION

Planner Slavney Addressed the Commission - This is a more complicated issue. It is confusing for normal, only zoning people seem to get this stuff. What I will be doing is introducing the idea here. I have been doing this for 25 yrs and in the last three years have been thinking about how to encourage redevelopment more effectively. The zoning code gets in the way. The reason it does is because in the 1923 the federal guidance on zoning the provisions in your current code were invented and introduced. If you think about that long ago, there were really bad buildings that might have been put up in the 1840's. They are still standing and that was long before zoning was invented. Some of the provisions in that model code are still with us. I think I have been doing this long enough now that I have finally come to the conclusion that it is time to break free from the past a little bit. You are the seventh community I have been talking with about this with. I have had 4 communities adopt these provisions or something very similar to them. And I am working on three others right now. Marshfield, Watertown and Mt. Horeb have adopted these provisions and Shawano is in the process. Oshkosh is beginning to look at them and Madison has also adopted some of these. They deal with non conforming situations. So just as an introduction, there are four kinds. They are non-conforming uses; a use that is in place right now is actually not permitted by zoning. Maybe it is completely not permitted or maybe it's a use that is regulated as a conditional use, but it doesn't have a conditional use permit. Some of these non conforming uses have been around since before zoning. That is why they are non-conforming and that is why they happen. Or some of them have been around since we last adopted and re-did the zoning code, which changed some of the regulations. The state has very particular rules for how we deal with non conforming uses and there is not much we can do in terms of granting a lot of flexibility but I am recommending a few "tweaks" to the non conforming use regulations, including the ability to apply for a conditional use and make a non conforming use fully conforming. You don't have to approve a conditional use so you get to look at it on a case by case basis. That is about as much flexibility as I can do on the conditional uses. The other stuff we do a lot, so let me talk about the second kind of non conforming situation is where the requirements for site development aren't met. There is not enough landscaping, the lighting is too bright, the parking lot is too close to the property line, etc.

Again, a lot of these non-conforming situations occurred before zoning was adopted by the city in the 1930's or when we last did the code in the late 1990's. We adopted tougher lighting and landscaping and set back requirements. We can clarify those situations and note for example if a non conforming site is modified. Let's say the parking lot is enlarged, that addition to the parking lot has to meet the current requirements of the code. You have to meet landscaping requirements for that addition. Also the parking lot lights in that part of the parking lot have to meet the requirements. This is more about clarifying things and encouraging redevelopment by making things more predictable and by assuring people that you don't have to go back and re do all your landscaping. So, again, this is trying to set more predictability about these non conforming site conditions. And a lot of these things don't come to you, they are just site plans or building additions that Ken Robers deals with. Not all of them are going to come to you and if they come to you they are not a conditional use. They are just simple little things that are going on. Important things would come to you as a conditional use and then you would have the ability to address them anyway. This is picking up all those other things. Sometimes people are afraid to submit something because they think we are going to fill the whole book with their entire site and we really shouldn't.

Mayor Connors - Can you give an example? Would it be like a garage that was built on an alley that was too close to the site set back or? **Planner Slavney** - Let's say that it's a residential driveway and it's not five feet from the side property line. There are hundreds of homes in the city in that situation. And they want to add a bay on the other side of the driveway on the inside of their lot so they are altering a non conforming driveway. They are not making it worse and we want to clarify that we are not going to make them tear up the existing driveway. It was probably put in before there was zoning.

Comm. Skates - So what impact would this have on sales or potential sales, title searches, non-conforming etc? This to me would encourage or take away a negative on a property and encourage a sale or a transfer of property. Am I right?

AGENDA ITEM # 12 CONTINUED

Planner Slavney - This would take away what I would call a pretty subtle negative because these conditions that I am talking about, it is not a structure, it's the pavement, the landscaping, the lighting, etc. It is still a concern, you are right. The next issue is the big one, the non conforming structures. Right now if you have a non-conforming structure that is built too close to the street to meet the set-backs, or too close to a side yard lot line or a rear yard lot line, it is a non conforming structure. It is very difficult to get a loan to buy a non conforming structure. Therefore it is very difficult to sell a non-conforming structure. So they tend to sell for a lot less. Before the financial crisis, those were still concerns but everybody was doing it. Now, however, everybody is a lot pickier about underwriting residential or other mortgages. The rules for non-conforming structure we're changing in a big way. We are saying that if the structure was up before whatever date we adopt these provisions on, it is fully legal. There will be no limit on putting structural repairs into the building. Right now you can only put 50% of the buildings value into repairs. Technically that bookkeeping dates back to when the city first adopted zoning. A couple of rafters and you have hit your 50% limit and it is cumulative. So by making these non-conforming structures fully legal, we are taking the big cloud off the title. When those provisions were put in the model code in the 1920's and the state model code in the 1930's, there were some buildings built in the 1840's that you hoped would crumble into the ground and there was a pretty good chance that they would. However, today, have you seen a building crumble into the ground? They don't, they just don't go away. So putting the cloud on the title and preventing these structural repairs, it doesn't make the buildings go away; it just makes them really crappy. It's blight that the ordinance is kind of mandating. The big recommendation in this packet would be to make it these legal non conforming structures fully legal and take the cloud off the title. Additions to the structures have to meet the set-backs. We are not enabling like an addition, or other structural alterations, the changes would have to meet the code. We are recognizing that these buildings for the most part were put up before the current zoning rules or sometimes before zoning at all. We have 100's of those buildings in this city. If we can enable the sales, then we can enable higher property values. We can help people get a better return on their investment and we can raise the tax base of the city, significantly over time. So this is, I think, the most important recommendation section in the packet. The final section has to do with sub standard lots. That is a lot that was typically created before the subdivision was. It doesn't have enough street frontage or isn't big enough or wide enough at the building line. It is kind of like non conforming structures except it is the lot. This would be a provision that would make these lots fully legal and would make them buildable in some cases. You would still have to meet the set-backs and the pavement limits and all the landscaping requirements. But the fact that the lot didn't meet all of the modern rules would not get in the way of having it used. So in a nut shell I think these are pragmatic and practical and you can argue even fairer approaches to what we have now. These are radical departures from the way cities for the most part doing this. I have knocked down 6 out of 3000 local governments in Wisconsin. It is something that I am almost embarrassed that I hadn't really brought forward earlier. I think it took me 25 years to figure out that there was a better way to do it. I don't know if you want to keep talking about this tonight, but I wanted to give you a general introduction into all we are trying to accomplish here. In your packet we have the current code, we have the proposed code and we have a red line strike out version so you can see where we were making changes. You can see some of these sections were completely re-written.

Ald. Hougen - Can we have someone tell us online where to find the ordinances that are referenced? Specifically, if someone at home might be looking on their computer might be able to do this? Or alternatively, could we put this document online so that people can see exactly what is being suggested for change? So that we can discuss it? **Mayor Connors** - We can easily do that. I would like to see this continued to our next meeting for another discussion. The memo... we can insert the new dates, a couple minor three things. Along with the, I will call it the strike through copy, I would like to see included with it. Because it is easy to read. You can see the additions and the deletions in the same document.

Planner Slavney - I will provide an updated version with the 2013 change to 2014 and a couple of other typo's that we have noted and I will get it down to you this week so we can get it up online. I will get it to you as a PDF. **Comm. Flower** - (I have) just a couple questions on the document itself. Is this the right time? On page 6 of 13 at the bottom of the page, item 1, you have village in there and it should be city. Then under 1b, what do you mean by legal proceedings on the structure? What would that be? **Planner Slavney** - (It would be) a condemnation or a raise order. **Comm. Flower** - Okay - so it is not like a short sale like that type of legal proceeding. Then on page 8 at the middle of the page #1 you have a village in there as well. And that was all.

MOTION #12

Connors/Skates motion to continue recommendation to establish new Zoning Code amendments regarding nonconforming situations to the next month's agenda. Motion carried unanimously and was continued to next month.

13. ADJOURNMENT

MOTION #13

Skates/Flowers motion to adjourn the meeting at 7:56pm. Motion carried unanimously.

/s/ Jackie Gregoles, Building & Zoning 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

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

MINUTES OF THE FEBRUARY 5, 2014

City Hall 2nd 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 _X___, Peggy Schneider ___X___, Dave Quickel ___X___, John Swanson ___X___, Ald. Al Kupsik ___X___, Brian Olsen ___X (LATE)___, Mayor Jim Connors ___X___ (___8 to start meeting, 9 Total).

Staff & Aldermen Present:

DPW Daniel Winkler ___X___, Administrator Dennis Jordan ___X___.

Public Present:

Mr. Chris Schultz, Mr. Andy Kerwin, 4 members of the Jaycees, Mr. Mike Kramp.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Swanson to approve the minutes of the December 4, 2013 meeting and seconded by Commissioner Hassler. Motion passed 8-0. It was moved by Commissioner Swanson and seconded by President Skates to approve the January 16, 2014 minutes. The motion passed 8-0.

Public Input:

YMCA CEO Mike Kramp thanked the City for linking its website to the YMCA. He also discussed this year's planned programming additions to include introduction to disc golf and connections with both the Skate Park and Dog Park. President Skates noted he and Ald. Kupsik met with the CEO and discussed planned programming and as well as coordinating with the Badger adult offerings. Commissioner Swanson also pointed out that classes and sports can only be offered if there are enough signups.

Park Permits/Park Donations:

Alzheimer's Walk, 9/20/14, Library Park, 7AM to 1PM. Mr. Kerwin explained this was the 8th annual walk. There was a request to reduce the fee. Commissioner Kupsik moved to reduce the fee to \$75.00 and have no deposit required. The motion was seconded by Commissioner Hassler. After discussion about why reducing fees and for what organization, the motion passed 9-0.

Venetian Festival, 8/11 thru 8/18, all day, Library Park & Flat Iron Park. The Jaycees presented their 2014 request for the event. Same as last year. It was moved by Commissioner Swanson to approve and seconded by Commissioner Quickel. Fees were discussed. President Skates read the long list of local organizations that have directly benefited from Jaycee proceeds from the event. It was understood that the Police Department would weigh in on the permit request with any conditions. The motion passed 9-0.

Easter Egg Hunt, Seminary Park, 4/19/14, 8AM to 1PM. Jaycees explained this is an annual event and that they clean up after themselves. President Skates could not locate the permit application. It was moved by Mayor Connors to reserve the date with formal approval taken next month, and second was made by Commissioner Quickel. The discussion was that the Jaycees didn't need to reappear again. The motion passed 9-0.

Running with Open Arms, Library Park, 5/10/14, 9AM-2PM. President Skates noted Leadership Dynamics was not in attendance and said he would contact them.

Shamrock Shuffle Run, Veterans Park, March 2014. Mr. Jordan said he was contacted and an application will be made for the spring event. No action was taken.

Park Assignments/Repair/Update/Maintenance:

None.

New Business:

Park Space & Open Space Plan Details/Discussion-Dennis, Mr. Jordan said Mr. Slavney (our City Planner) will be in attendance at the next meeting to discuss the upcoming study and establish dates for the two workshops. President Skates and DPW Winkler pointed out the importance of the update and need to bring in lots of stakeholders.

Old Business:

Dog Park Fencing/Signage/Policy/Donation Discussion. DPW Winkler went through the updated fencing plan and budget. President Skates said he would approach a volunteer group which is interested in making a sizeable donation to the project. The fencing, sidewalk, 2 doggie bag dispenser stations, and 3 picnic tables would cost roughly \$30,000. There was discussion about adding a drinking fountain station and canopy structure which together would cost another approximately \$10,000. Mr. Skates said he would ask the group for up to \$40,000 to do it all.

Commissioner Olsen presented a fees and rules sheet for discussion mostly at the next meeting. The DPW will send it out PDF to the Commission so they can easily find it. DPW Winkler will also look into salvaging 2 fire hydrants and the fire hydrant bill drop box for daily fee usage at the park.

Park Donation Policy Discussion – Dog Park/New Pavilion. DPW Winkler reviewed the donation language changes with the Commission. The disc golf tee box sign sponsorship fee and dog park donation structure were approved as presented. The language on for the Flat Iron Park Pavilion was modified to begin with “For major projects such as” on a motion by Ald. Kupsik and second by Commissioner Hassler. On the Flat Iron Park pavilion, DPW Winkler noted that the Beautification Committee has committed \$100,000 and has a potential private \$100,000 donation, and hopes to raise the additional funds. To pursue additional pledges or donations, a donation structure for varying levels of donations is needed. The hope is to raise or have a commitment for the entire project if possible before it goes to Council. The motion to then accept all passed 9-0.

Leadership Dynamics Downtown Run Update. President Skates will look into.

Concession Contract-Veterans Park/ Dunn Field Update. Administrator Jordan stated he received one proposal and expects another by the closing date.

Disc Golf Course Signage Donation Discussion –Dan Winkler. This item was discussed in an earlier portion of the agenda. As part of the discussion, the Commission did select amenity options and the loop style bike racks over other choices.

Future Meeting Agenda Items-March:

The park fees and charges were to be discussed next month.

Adjourn:

It was moved by Commissioner Kupsik and seconded by Commissioner Olsen to adjourn. The motion passed 9-0 and the meeting was adjourned at 7:53 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for March 5, 2014.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
02/06/14

(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
Minutes

Thursday, February 13, 2014 at 7:30 a.m. (Director's Office)

Present: Kundert, Lafrenz, Wall; Also present: Peterson, Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$66,813.45 in General Funds and \$11,067.36 in Donated Funds.

Board of Trustees Meeting
Minutes

Thursday, February 13, 2014 at 8:00 a.m.

Call to order

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

Roll call

Members present: Brookes, Dinan, Jones, Kersten, Kundert, Lafrenz, Wall; Also present: Peterson

Adoption/Amendment of agenda

Lafrenz asked for a motion to adopt the agenda. Dinan made a motion to adopt the agenda. Kersten seconded. Motion carried unanimously.

Lafrenz asked for a motion to add Nominations Committee to the agenda under President's Report. Jones made a motion to add Nominations Committee on agenda as proposed. Brookes seconded. Motion carried unanimously.

Lafrenz asked for a motion to approve the amended agenda. Wall made a motion to approve amended agenda. Kundert 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 January 9, 2014 meeting. Kundert made a motion to approve the minutes. Wall seconded. Motion carried unanimously.

President's Report

Lafrenz gave an update on the Smith Meeting Room.

Lafrenz asked for volunteers to serve on the Nominations Committee. Discussion followed. Kersten and Dinan agreed to serve on the Committee and prepare a slate of officers.

Building & Grounds

Kundert reported on exhaust fans and recommended getting three bids to evaluate after the winter season is over.

Kundert made a motion for the purchase and installation of an inductor motor for outside furnace with Vorpagel in the amount of \$555. Wall seconded. Motion carried unanimously.

Lafrenz reported on the snow on the roof and the recommendation of the maintenance staff to remove the snow. Discussion followed. Peterson will contact roofing company to inquire about snow on the roof.

Peterson reported that the book drop repair will begin in March when the weather is better.

Finance

Kundert and made a motion to approve \$66,813.45 in General Funds and \$11,067.36 in Donated Funds. Wall seconded. Motion carried unanimously

Personnel

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

Kundert made a motion to come out of **Closed Session**. Dinan seconded. Motion carried unanimously.

Lafrenz asked for a motion to approve the PTO calculations for full-time and part-time staff as recommended by the City (Item #1 on PTO Review Chart); to approve up to 24 hours of unused PTO for full-time staff to be put in the Medical Leave Bank at the end of the year and matched by the Library (Item # 2 on PTO Review Chart); and to approve that new employees who work under 23 hours will not be eligible for PTO leave (Item # 4 on PTO Review Chart); Dinan made a motion to follow City policies on Items # 1, 2, and 4. Kundert seconded. Motion carried unanimously.

Lafrenz asked for a motion to allow current full-time staff to use up to the 1,000 hours they may have accrued in their Medical Leave Bank prior to the new city policy which allows a ceiling of 480 hour (Item # 3 on PTO Review Chart.) Dinan made a motion to approve proposed motion. Brookes seconded. Motion carried unanimously.

Lafrenz asked for a motion to carryover over 8 hours of unused PTO time into the following year. (Item # 5 on PTO Review Chart). Dinan made a motion to approve the motion as proposed. Brookes seconded. Motion carried unanimously.

Lafrenz asked for a motion to allow full-time staff two floating holidays. (Item # 6 on PTO Review Chart). Brookes made a motion to follow City policy of 10 paid holidays and allow full-time staff two floating holidays of their personal choice. Kundert seconded. Motion carried unanimously.

Director's Report

Peterson reported on services statistics and adult and youth programming.

Adjournment

Kundert made a motion to adjourn at 9:34 a.m. Wall seconded. Motion carried unanimously.

Respectfully submitted,


Diane Jones, Secretary

Next Meeting: Thursday, March 13, 2014 at 8:00 a.m.

PTO Review Chart for Board of Trustees consideration
Thursday February 13, 2014 Board Meeting

1. Addition of a second table showing vacation calculations for part time staff. This calculation would be different from full time staff as there are no sick time or personal time allowances for part time staff.
2. Will the library match up to 24 hours of PTO that a full time employee puts into their Medical Leave Bank at the end of the year? This is what the City will do for its employees.
3. Will the library allow full time staff to put ALL of their currently accrued sick time into their Medical Leave Banks even if it is over 480 hours? This is what the City has done for its employees.
4. Will new employees that work under 23 hours be denied vacation benefits? This is what the City have done but they only have a couple of part time employees.
5. Will the library allow part time staff to carryover 8 hours of PTO at the end of the year?
6. Will the library allow full time staff two floating holidays to keep library staff consistent with City employee holiday hours (10 days).

Proposed PTO Calculations for full-time staff and part-time staff

Full-Time Personnel (this chart is already in the City Employee Handbook)

Years of Service	Annual PTO Eligibility	Maximum PTO Bank Limit
< 1 year	64 hours (8 days*)	64 hours (8 days*)
1-5 years	152 hours (19 days*)	176 hours (22 days*)
6-10 years	192 hours (24 days*)	216 hours (27 days*)
11-15 years	232 hours (29 days*)	256 hours (32 days*)
16 or more years	248 hours (31 days*)	272 hours (34 days*)

* = for illustrative purposes only; for the purpose of this table, "day" is defined as an eight-hour shift.

Part-Time Personnel (proposed addition to City Employee Handbook)

Years of Service	Annual PTO Eligibility	Maximum PTO Bank Limit
< 1 year	average hours x 1	average hours x 1
1-5 years	average hours x 2	(average hours x 2) + 8 hours
6-10 years	average hours x 3	(average hours x 3) + 8 hours
11 or more years	average hours x 4	(average hours x 4) + 8 hours

* = for illustrative purposes only; for the purpose of this table, "day" is defined as an eight-hour shift.

A maximum of 24 PTO hours for full-time staff and 8 PTO hours for part-time staff may be carried forward from one year to the next. PTO hours that have been carried forward will be paid at the employee's wage from the prior year.

**LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
FEBRUARY 13, 2014 – 6:30 P.M.
LAKE GENEVA CITY HALL,
626 GENEVA STREET, LAKE GENEVA, WI 53147**

1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of *Historic Preservation Commission* Meeting of January 9, 2014.
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. Report re: replacement and/or repair of G.A.R. markers at *Pioneer Cemetery*.
8. Update re: installation of new *Historic Signs* at *Lake Geneva Seminary / Seminary Park* site, the *Whiting House / Hotel Geneva* site and the *Lake Geneva Public Library* site.
9. Continued discussion regarding nomination of *Oak Hill Cemetery* as a *National Historic Site*, including input from historic consultants John Notz, Deborah Cooper & Carol Cartwright.
10. Discussion with John Notz re: potential recognition of three extant buildings designed by William Le Baron Jenney on former *Maple Lawn* property in the City of Lake Geneva.
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. Update 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.
13. Adjournment



PARKING COMMISSION
TUESDAY, FEBRUARY 25, 2014 – 6:00PM
CITY HALL, CONFERENCE ROOM 2A

AGENDA

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Approval of Minutes from January 15, 2014; December 18, 2013; October 7, 2013; September 18, 2013; and September 4, 2013 as distributed
4. Comments from the public limited to 5 minutes.
5. Winterfest Shuttle Bus.
6. Discussion/Recommendation on parking ramp consideration with review of proposals from City Administrator Jordan.
7. Date and Agenda items for next meeting.
8. 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.*

2/21/14 12:00PM
cc: Aldermen, Mayor, Administrator

AVIAN COMMITTEE

Thursday, February 6, 2014 at 5:30 PM

City Hall, Conference Room 2A

The meeting was called to order by Chairman Wall at 5:35 PM.

Roll Call: Present: Mackenzie Bestold, Donald Forbes, Alderman Wall and one guest from the Public (Harvey Larson). Absent: Maureen Winkler

Approval of Minutes from October 3, 2013 motioned by Mr. Forbes, seconded by Ms. Bestold.

Comments from the public limited to 5 minutes.

None.

Lake Geneva Christmas Bird Count

Ald Wall commented that he received an update from the Lakeland Audubon Society's Christmas Bird Count. Over 74 species were identified!

Discussion on Birdathon 2014

Following up from last meeting, Ald. Wall noted that Marie Collins at Badger indicated there are not any birders/bird studies at Badger. The committee expressed the opinion that there were not enough qualified birders to put on a successful event. Committee concluded they will not participate in Birdathon for 2014.

Discussion on the Bird City Wisconsin Summit

There will be a Bird City Summit in Oshkosh, WI on March 21 and 22. Don Forbes is interested in attending. The committee nominated him to represent Lake Geneva pending available funding. Ald Wall will check with Dennis Jordan on available funds to send Mr. Forbes.

Bird City High Flyer Status

Committee reviewed requirements for "High Flyer" award among Bird City. "High Flyer" status represents the highest commitment of a community to Bird City Wisconsin. To qualify, a community must meet five of 17 stated requirements showing the community's utmost commitment to bird conservation.

The committee discussed the criteria that Lake Geneva seemed most likely to meet. Those included:
Category 1: Creation & Protection of Habitat Category:

- 1A. Show how & where the community has restored at least two acres of woodlands, wetlands or prairie. *Committee proposed that Four Seasons area may qualify for this.*
- 1E. Demonstrate the implementation of a program to preserve Chimney Swift roosting sites and/or to contrast alternative Chimney Swift towers. *Lake Geneva undoubtedly meets this requirement due to its Swift Night Out celebration each September.*
- 1I. Document the fact that the community maintains a birding trail or "hot spot" location with educational signage and/or literature. *Committee thought that Four Seasons, again, may meet this requirement.*

Category 3: Limiting or Removing Hazards to Birds

- 3E. Show how the community supports a bird collision monitoring program and/or offers information and material for preventing window collisions in homes and commercial establishments. *Committee discussed it was feasible to purchase window clings and promote them to residents and businesses if they are interested in receiving them. Window clings would need to be purchased. Ms. Bestold found them available on www.wihumane.org/wildlife/wings/birdsafebuildings.aspx which would be investigated further.*

- 3F. Document that the community has registered as a bird-safe community on the Wisconsin Humane Society/Wildlife Rehabilitation Center. *Ms. Bestold researched the requirements for registration and thinks Lake Geneva's City Hall building would qualify. Recommend further investigation by Ald Wall and Administrator Jordan. ([Registration Page](#))*

Ultimately, Committee determined High Flyer status would be a goal for 2015 Bird City registration as January 31 was the deadline for 2014.

Discussion on American Kestrel Partnership

Mr. Forbes suggested that Committee consider participation in the American Kestrel Partnership which seeks partnership with local communities to monitor Kestrel population. Mr. Forbes will forward additional information for future meeting discussion.

Discussion on future agenda and meeting date.

Agenda items:

- Bird Houses – update status of bird house construction by high school students and discuss placement.
- Bird City High Flyer status
- 2014 Swift Night Out planning
- Kestrel Partnership

Next meeting: Thursday, March 6, 2014 at 5:30 PM.

Adjournment

Bestold/Forbes motion to adjourn at 6:28 PM. Unanimously carried.

Mackenzie Bestold, Secretary 2/7/14