

COMMITTEE OF THE WHOLE
MONDAY, MAY 7, 2012 – 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 March 5, 2012 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Discussion on Charter Ordinance to combine the positions of Treasurer and Deputy Clerk
7. Discussion on either closing TID #4 or keeping it open to complete future projects, such as purchase of the Geneva Theater and constructing a parking structure
8. Discussion on scheduling a Special Council Meeting for a TIF Workshop
9. Discussion on request to reimburse up to \$12,000 in attorney fees for the four alderpersons: Mary Jo Fessenmaier, Tom Spellman, Arleen Krohn and Penny Roehrer (*Aldermen O'Neill and Krohn*)
10. Discussion on waiving the petition requirement portion of the Street Use Permit Application for the Memorial Day Parade, 4th of July Parade, Maxwell Street Days, Homecoming Parade, Oktoberfest and Christmas Parade
11. Discussion on establishing a consent agenda
12. **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 O'Neill

13. **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. Historic Preservation, Alderman Kehoe
- b. Utility Commission, Aldermen Hougen & Wall
- c. Tree Board, Alderman Kupsik
- d. Police & Fire Commission, Alderman Hill
- e. Planning Commission, Alderman Hougen
- f. Board of Park Commissioners, Alderman Kupsik
- g. Library Board, Alderman Wall
- h. Cemetery, Alderman Krohn
- i. Parking Commission, Alderman Hill
- j. Communications Committee, Alderman O'Neill
- k. Avian Committee, Alderman Wall

14. **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 Mott
- c. Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
- d. Geneva Lake Environmental Agency, Alderman O'Neill

15. Adjourn

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

5/4/12 3:15PM

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

**COMMITTEE OF THE WHOLE
MONDAY, MARCH 5, 2012 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Krause calls the meeting to order at 6:30pm.

Pledge of Allegiance led by Alderman Hartz.

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

Marsala/Mott motion for approval of Minutes from the February 6, 2012 Committee of the Whole Meeting as distributed. Unanimously carried.

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items.

Richard Peterson, 300 S. Edwards Boulevard, commented on plans to install state of the art traffic signals on Main Street at Center and Broad. He feels this will not help the traffic situation and does not warrant the expenditure.

Bill Huntress, 1015 Pleasant Street felt the bid on the tennis court could be done for a lot less and found it hard to believe there was only one bid. He also objects to the amount being proposed for the skate board park.

Thomas Spellman, 270 Country Club Drive, #22, spoke on events that occurred when he was on the Council and requested the Council enter a resolution to pay the legal fees for those involved at that time.

Ken Etten, 1109 Wisconsin Street, spoke on behalf of the Friends of Geneva Theater, highlighting the history of the old Theater and showing the changes that were made over the years. It closed in 2010 and has been vacant and for sale since then. As it sits, it is a liability for the City and does not enhance the image of the City of Lake Geneva. He gave examples of other cities that have restored old theaters and other buildings for cultural centers. The group is actively working to raise monies and is asking that the City help them out with some TIF funds.

Mary Jansen Quinn, 512 Maxwell Street, a member of the Board of Directors of the Friends of Geneva Theater, provided background information and said she is convinced that we have the resources and the will to revitalize our downtown as a cultural destination anchored by the Geneva Theater. The building must be purchased before they can start to seek grants, stage benefits and ask for donations. She, too, urged the Council to consider help with TIF funds.

Lillie Miceli, 1443 LaSalle Street, also a board member of the Friends of Geneva Theater, added her encouragement to putting life back into a cultural arts center within this giant of a building. All of the research they have done has shown that towns nowhere near what Lake Geneva is have taken buildings such as the Geneva Theater and created successful venues. She hopes this can be added to the Council agenda so that talks can begin on how the City can help them acquire this building.

Andrew Fritz, 327 Wrigley Drive, as a member of the Lodging by the Lake Committee representing several downtown hotels, said they are all in support of this to maintain and revitalize the town.

Jim Connors, 320 Oakwood Lane, responded to comments that were made tonight about TIF funds, cemetery trucks and things of that nature. He clarified that TIF funds could not be used to purchase a new truck for the cemetery, nor could they be used to pave streets outside of the TIF District. He read from the Wisconsin Department of Revenue TIF manual showing that TIFs do not take money away from the schools. The tennis courts will not be going forward. The Attorney has told us we would need a project plan amendment in order to proceed on that, a requirement that would also need to be done in order to do the theater. On the

traffic signals, he sat in on the meeting with Crispell Snyder about this and the technology has changed quite a bit since 1982.

Alderman Kehoe stepped down to make a public comment. She said she resides at 222 Warren Street, and as an appointed liaison from the Historic Preservation Committee to the Council, she is so pleased with the Friends of Geneva Theater and encouraged them not to give up.

Update on implementation of the new parking kiosks.

Administrator Jordan reported that things are starting to happen. We have gotten the bids and selected a contractor for the concrete work for laying the bases; the parking stations were delivered today. We received bids on the space marker signs. The parking stickers are being bid out and most of this will be ordered and delivered within two or three weeks so everything should be in place for a May 1 beginning. DPW Director Winkler explained that all the markers have been put out. Alderman O'Neill made suggestions on the width and angle of parking stalls. Alderman Marsala said the public and merchants can take a look at the marked spots and give feedback if they have any suggestions.

Update on Assembly Bill 563 (regarding local room tax) and Senate Bill 276 (regarding municipal quotas for retail liquor licenses)

Administrator Jordan reported that he and the Mayor went to Madison to testify before these legislative committees and explained how AB563 could greatly diminish revenues for certain cities, especially Lake Geneva. SB276 deals with liquor licenses. Four people including our Mayor requested that if a restaurant does more than 50% of its gross sales from food sales, they would qualify for a full liquor license. One of the lobbyists felt this bill would die in committee, but the Mayor said they have some more ideas.

Discussion and recommendation on paperless Council packets

City Clerk Hawes explained the information he had for the Council. The total estimated cost of just the paper and assembling time for the packets is \$2,235 per year and uses 13 trees per year. He suggested alternatives including e-readers, i-pads or terminals in council chambers and gave cost estimates. Discussion followed on the pros and cons, waiting until the new alderpersons were in office and the possibility of having wi-fi installed at City Hall. This can be put on the agenda again at a later time for discussion.

Discussion and recommendation on valet service for the Riviera

Alderman Marsala said Mr. Spiegelhoff of Ragtop Valet Service came to the Piers and Harbors Committee last year and proposed providing a valet service in downtown Lake Geneva. He has a business plan and insurance; he would like to obtain a taxi cab license and be put on the preferred vendor's list to offer this at the Riviera. He has already found a parking area by Dunn Lumber.

Kehoe/O'Neill motion to suspend the rules to allow Mr. Spiegelhoff to answer questions. Unanimously carried. Michael Spiegelhoff, 449 Perkins Blvd., Burlington WI explained that he works for Gooseberries, which does a lot of catering at the Riviera and customers often ask about valet services. There were questions as to the logistics of this plan, timing of pick-ups and deliveries, how many drivers there would be and similar issues. Alderman Hartz felt the idea was good but asked for a more specific and detailed business plan for the Council to consider. This will need to go to the Parking Commission and the Piers and Harbors Committee.

Discussion and recommendation on improving beach testing

Mayor Connors rehearsed that this ordinance goes back to November 2007 after the Geneva Lake Environmental Agency developed this testing policy and went to all the municipalities around the lake, asking them to adopt it as an ordinance. Lake Geneva was the only one that adopted it as an ordinance. It was on the Piers & Harbors agenda to see if it would be better served as a policy rather than an ordinance, which would allow us to fine tune it. For example, we could use a state-certified testing lab in Genoa City for a 24-hour turnaround time for the beach water sample testing rather than the current five days or more. Discussion followed and the consensus was that it was a good idea. The Mayor said they could work on a draft policy which could go directly to FLR.

Finance, License & Regulation Committee, Alderman Krause

Alderman Krause said he has had a number of people ask what we are going to do with the old meter heads when we switch to the kiosk parking system. He thinks they are worth something and asked for ideas on how best to sell them. Alderman Hartz mentioned the issue of better cash-handling at the Beach as recommended by the auditors. Alderman Marsala said this will be on the agenda for the next Piers & Harbors meeting; they will need to synchronize beach tag purchases at the kiosk with those sold at the beach and address other related issues.

Personnel Committee, Alderman Hartz

No meeting for lack of quorum. On the agenda for next time will be direction to the City Attorney to draft the charter ordinance combining the Deputy Clerk and Treasurer positions and consideration of a name change from Parking Enforcement Officers to Parking Ambassadors.

Public Works Committee, Alderman Mott

Alderman Mott reported that at their last meeting the items they discussed were the Public Works Policies, including the possible ice and snow policy amendment. The Crispell Snyder proposal for the 2012 Street Maintenance program and the Riviera Beach dredging bid were recommended for approval. The City ordinance on snow and ice removal was discussed but it was decided not to take any action on the current ordinance. The bidding plans for the concrete pads for the parking kiosks were discussed and staff was directed to contact the sidewalk owners that would normally cost share and ask if they wish to participate and have their squares done while the contractor is working downtown. The Beautification Committee and Moonlight Masonry submitted an east entry city marker concept with the recommendation to approve with a preference for an installation that does not look like a shipwreck on rocks. The Chamber bathroom remodeling bid was recommended for approval.

Piers, Harbors, & Lakefront Committee, Alderman Marsala

Alderman Marsala reported that Clearwater Outdoors came to them for a stand-up boarding event again this year on July 7 at the west end of the beach and the Committee is recommending it for approval. He would also like to have a May event the three weekends prior to Memorial Day weekend where he could be down on the beach with his gear so people can try it out. The prices for the Slips, Buoys and Concourse shops will remain the same; however, the kayak launch fees will be waived altogether and the kayak rack rent will be adjusted accordingly. That will be the same price as a dinghy ramp. The boat launch staff is all in place. Putting caps on the pier posts to prevent deterioration will be on the next agenda. There was discussion on the Riviera Concourse shops.

Utility Commission, Aldermen Marsala and Hartz

No meeting, no report. Alderman Hartz wondered where the Utility Commission has its water testing done and whether the beach testing could be done by them. The Mayor said it is a different test and we are not set up to do the beach testing.

Tree Board, Alderman Mott

No meeting, no report.

Police & Fire Commission, Alderman Krause

Alderman Krause highlighted the Life Quest improvement report. The PFC sat through an interviewing process with three different EMS billing companies to try to determine who has the best offerings in terms of revenue returns and efficiency of billing. There was one resignation from the EMS Program and one from the POP program. They extended taser use to the reserve officers who will be trained in its use.

Planning Commission, Alderman Hartz

Alderman Hartz said their items were voted on at the last Council meeting.

Board of Park Commissioners, Alderman Kupsik

No report.

Library Board, Alderman Krause

Alderman Krause reported the Finance group is doing a great job finding ways to save money. Checkouts in January 2012 were 16,021 items, the highest for any month ever; for February 2012, there were 16,377 checkouts, the highest February ever. January and February 2012 DVD checkouts were up by more than 4,000 over the same period last year.

Historic Preservation, Alderman Kehoe

Alderman Kehoe said there was nothing additional to report beyond the earlier discussion about the Friends of Geneva Theater.

Cemetery, Alderman Krohn

No meeting, no report.

Parking Commission, Alderman Marsala

Alderman Marsala reported they discussed reducing the number of handicapped parking spots on the street due to underuse, eliminating the two-hour free parking which was rejected, adjusting parking spaces for better traffic flow, compact car stalls, and shuttle service for Winterfest.

Communications Committee, Alderman O'Neill

No meeting, no report.

Avian Committee, Alderman Marsala

No meeting, no report.

Chamber of Commerce, Alderman Krause

Alderman Krause reported they added two new members. Alderman Hartz explained that Badger High School has a class on marketing and advertizing. They have a current project, but the Chamber has an idea for a way to involve students in the workings of the Chamber and promoting Lake Geneva. He said the retailers are working at turning some of their promotional ideas into action.

Lake Geneva Museum, Alderman Mott

Alderman Mott reported they have been discussing a new director. They have booked the Lakeland Builders for a catered affair and are refurbishing the Annals of Lake Geneva exhibit. The board approved having free admission on the first Monday of every month. They approved the acceptance of the George Washington framed photo which was given by Vernon Haan. They have several events planned throughout the summer. They had five interns from George Williams College review ideas on the future of the museum who then presented their thoughts and plans to help the museum in the areas of book publication, web site construction, marketing, memberships, volunteers, grants and funding, and the May grand opening.

Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik

Alderman Hartz reported the LGDC is getting very aggressive about marketing Lake Geneva for businesses. They have developed a short video of reasons why Lake Geneva is a great place to do business and to live. That will be on their website and the Chamber's website, with a QRC code. Their approach is that Lake Geneva is a lifestyle community; they will be targeting certain regions for business and certain types of business.

Geneva Lake Environmental Agency, Alderman O'Neill

Alderman O'Neill reported there were a couple of new items they covered. The classic car rally had been dropped, but it appears that Primex Corporation is interested in running that again. They also covered some of the surplus equipment they want to get rid of and approved Ted Peters to go to several of conferences.

Hartz/Mott motion to adjourn at 9:00pm. Unanimously carried.

Transcribed from audio tape.

/s/ Artis Roenspies, Deputy Clerk

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

Observations and Recommendations (Continued)

2. Opportunities to assign financial duties to other City employees (Continued)

Recommendation: The City should evaluate opportunities to strengthen the finance area by creating reporting responsibilities between the City comptroller and other employees. In small organizations like the City, employees often perform functions related to both general administration and finance. While our review indicated good cooperation exists between the City clerk and City comptroller, clearly defining reporting responsibilities would improve functionality of the City's processes. In addition, the City needs to look at other areas where finance duties could be assigned. In our opinion, the following should be considered:

- The building/zoning secretary could potentially assume additional responsibilities for financial duties. In our opinion, one example could be monitoring developer billings. Since developer agreements and the status of developer projects, including whether costs have been incurred, are handled in part by this department, it seems logical this responsibility could be transferred. In addition, other responsibilities could also be assigned.
- Currently, the municipal court has two employees who work under the direction of the municipal court judge. The City should consider if additional responsibilities could be assigned or the collection of municipal court citations changed to integrate these employees into general City operations to create additional resources for general administration and financial recordkeeping responsibilities. In addition, we noted through inquire and observation that the municipal court judge is generally not available to oversee the daily operation of the department because he is out of the state. In our opinion, integrating these employees into the general systems of the City would also provide additional oversight operations.



Observation: The City maintains an elected City treasurer which is not a full time position. The City treasurer currently is responsible for depositing general receipt and tax collections, in addition to issuing tax refund checks. At the present time, this position is not involved in bank or investment account reconciliations, determining outstanding checks, or other reconciling items. While the current City treasurer adequately performs the responsibilities currently assigned, few City governments maintain elected treasurer positions. In our opinion, this position could provide additional support to the City controller and maintaining an elected position does not always ensure the City has the most qualified candidate to perform these functions.



Recommendation: We therefore recommend the City review this position to determine if it would be better suited as an appointed position under the direction of the City controller to provide opportunities to better utilize this position in financial reporting processes.

A CHARTER ORDINANCE TO
COMBINE THE POSITIONS OF
TREASURER AND DEPUTY CLERK

WHEREAS, the Common Council has determined that efficiencies can be achieved within City Government by combining the duties of Deputy Clerk and Treasurer, and

WHEREAS, proper checks and balances will be maintained by keeping the duties of the Comptroller separate from those of the City Clerk and newly formed position of Deputy Clerk – Treasurer, and

WHEREAS, the City Council has determined that the position of Deputy Clerk – Treasurer should be appointed and not elected,

NOW THEREFORE, the Common Council of the City of Lake Geneva do hereby ordain as follows:

1. The following is a Charter Ordinance Amending Sections 2-3, 2-43, 2-116, 2-117, 2-118, 1-13, 2-49, 2-96, 2-228, 2-268, 2-362, 10-92, 10-93, 42-2, 42-32, 54-70, 62-223, 70-31, 70-32, 70-58, 70-59, 70-60, 70-61, 70-62, 70-63, 70-64, 70-65, 70-68, 70-69, 78-377, and 86-148 of the Municipal Code of the City of Lake Geneva, Wisconsin combining the duties of Treasurer and Deputy Clerk and making the new position of Deputy Clerk – Treasurer an appointed position instead of an elected position.

- A. **Sec. 2-3, Appointed Officials**, is hereby amended by adding a section to be numbered (8) which section reads as follows:

“(8) Deputy Clerk – Treasurer Appointed by City Council Indefinite.”

Sec. 2-3, Appointed Officials, is amended by adding the position “Deputy Clerk – Treasurer” under the column labeled “Official,” adding “Appointed by the City Council” under the column labeled “How Appointed” and adding “Indefinite” under the column labeled “Term.”

- B. **Sec. 2-43, Clerk Pro Tem**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“In the absence of the Clerk, the Deputy Clerk – Treasurer shall act as Clerk Pro Tem in addition to his or her duties prescribed in Sec. 62.09(9), and such other duties as the Common Council may prescribe from time to time.”

- C. **Sec. 2-116, Treasurers duplicate bond**, of the Municipal Code of the City of Lake Geneva, Wisconsin is hereby amended to read as follows:

- (a) Eliminated. The City elects not to give the bond on the Deputy Clerk – Treasurer provided for by W.S.A. §70.67(1).

- (b) City liability for default of Deputy Clerk – Treasurer. Pursuant to W.S.A. §70.67(2), The City shall pay, if the Deputy Clerk – Treasurer

fails to do so, all state and county taxes required by law to be paid by such Treasurer to the County Treasurer.

D. **Sec. 2-117, Temporary investment of funds**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“The Deputy Clerk – Treasurer may invest any city funds not immediately needed, pursuant to W.S.A. §66.04(2).”

E. **Sec. 2-118 Depository**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“The Deputy Clerk – Treasurer shall maintain in such depositing as designated by resolution of the Council, an open checking account sufficient to meet current City expenses.

F. **Sec. 1-13 Citation**, subsection (4) of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“Issuance of citation. Any law enforcement officer may issue citations authorized under this section. The following City officials and their designated agents, after clearance with the City attorney, may issue citations with respect to those specified sections which are directly related to their official responsibilities: the building inspector, assistant building inspector, fire chief, fire inspector, City Clerk and Deputy Clerk - Treasurer. With respect to boating and launching violations, boat launch attendants may issue citations.”

G. **Sec. 2-49 Standing committees**, subsection (1) b 8 of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“Cooperate with the City Administrator, Comptroller, Deputy Clerk - Treasurer and others in preparation and review of the annual City budget; and”

H. **Sec. 2-96 Powers and Duties**, subsection (8) of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“(8) Maintain a set of books and accounts in accordance with the system prescribed by the Department of State Audit, keep an accurate account of all orders drawn upon the treasury and receipts reported by the Deputy Clerk - Treasurer and charge or credit the same, as the case may be, to the proper accounts.”

I. **Sec. 2-228 Powers and duties of Board**, subsection (4) b i of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“i. Pay or transfer the donation or its proceeds to the Deputy Clerk - Treasurer of the City; or”

- J. **Sec. 2-268 Committee Powers and Duties** subsection (5) c of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“c. Audit all bills, claims and expenses of the Fire and Police Departments before the same are paid by the Deputy Clerk - Treasurer.”

- K. **Sec. 2-362 Order checks**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

Except as provided in Section 2-361(b), no account or demand against the City shall be paid except by order check, and no such order check shall be released to the payee nor shall the order check be valid unless it be signed by the City Clerk and Deputy Clerk – Treasurer and countersigned by the Mayor or President of the Council.

- L. **Sec. 10-92 Applications**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“Application for licenses shall be made to the Deputy Clerk – Treasurer and shall include the name and address of the applicant, description of the animal, the appropriate fee, information whether the animal is spayed or neutered and a rabies certificate or tag issued by a licensed veterinarian or antirabies clinic. Application for a required cat license shall be obtained by the last day of February of each year, except the year in which the cat attains five months of age and then within 30 days from the date such cat becomes five months old.”

- M. **Sec. 10-93 Collecting officials; remittance of fees**, subsection (b), of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“(b) Lakeland Animal Welfare Society, Inc., shall remit all license fees and license blanks to the Deputy Clerk – Treasurer as directed.”

- N. **Sec. 42-2 Parking fee**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“There is hereby imposed on each occupied, nonexempt mobile home located in the city a monthly parking fee as determined in accordance with W.S.A., § 66.058. Such fees shall be paid to the Deputy Clerk – Treasurer on or before the 10th day of the month following the month for which such fees are due.”

- O. **Sec. 42-32 Licensees reports; remission of fees; deposits**, subsections (b)

and (c), of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“(b) Occupants or owners of nonexempt mobile homes parked outside of a mobile home park shall remit such fees directly to the Deputy Clerk - Treasurer as provided in section 42-2. The licensee of a mobile home park shall collect such fees from each occupied, nonexempt mobile home therein and remit such fees to the Deputy Clerk -Treasurer as provided in section 42-2.

(c) Owners of nonexempt, occupied mobile homes, upon receipt of notice from the clerk of their liability for the monthly parking permit fee, shall remit to the clerk a cash deposit in an amount set from time to time by the council to guarantee payment of such fees when due to the Deputy Clerk - Treasurer. The licensee of a mobile home park shall collect such cash deposits from each occupied, nonexempt mobile home therein and remit such deposits to the clerk. Upon receipt of a notice from the owner or licensee that the nonexempt, occupied mobile home has been or is about to be removed from the city, the clerk shall direct the Deputy Clerk - Treasurer to apply such cash deposit to reduce any monthly parking permit fees for which the owner is liable and refund the balance, if any, to the owner.”

P. **Sec. 54-70 Care of Funds**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“All moneys appropriated for park services or received through other means for the areas governed by the Board of Park Commissioners shall be paid over to the Deputy Clerk - Treasurer to be disbursed by orders of the Deputy Clerk - Treasurer.”

Q. **Sec. 62-223 Removal; sidewalks to be kept clear**, subsection (b), of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“(b) The department of public works may cause sidewalks which have not been cleared of snow and ice to be cleared upon default of the person whose duty it shall be to clear the sidewalks. Such removal may be by city employees or independent contractors, or both. The city shall keep an accurate account of the expenses and report the expenses to the finance director/Deputy Clerk - Treasurer, who shall annually prepare a statement of the expense so incurred in front of each lot or parcel of land and report the expense to the city clerk. The amount therein charged to each lot or parcel of land shall be, by such clerk, entered in the tax roll as a special tax against such lot or parcel of land, and such special tax shall be collected in all respects like other taxes upon real estate. Prosecution under subsection (a) of this section shall not bar the city from proceeding under this subsection, nor shall proceeding under this subsection bar prosecution under subsection (a) of this section.”

R. **Sec. 70-31 Preparation of tax roll and tax receipts**, subsection (b) of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

(b) Tax receipts. Pursuant to W.S.A., § 74.19, the Deputy Clerk - Treasurer shall enter in each tax receipt given by the County Clerk for the payment of taxes the name of the person paying the taxes, if that person is not the owner of the property taxed, the date of payment and the aggregate amount of taxes paid. Tax receipts shall be signed and a duplicate kept by the Deputy Clerk - Treasurer after noting the payment of taxes upon the tax roll. The Deputy Clerk - Treasurer shall then deliver the receipt to the appropriate person.”

S. **Sec. 70-32 Tax payments**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“The real estate and personal property taxes assessed in the City shall be paid to the Deputy Clerk - Treasurer as follows:

(1) The first installment of real estate taxes which shall be not less than 50% of the total real estate taxes (including special assessments) shall become due and payable on January 1 each year and may be paid without interest thereon through January 31. Any such real estate tax, no portion of which has been paid on or prior to January 31, shall thereafter bear interest at the rate of 1 1/2% per month, or a fraction thereof, from January 1 preceding. The Deputy Clerk - Treasurer shall report the unpaid balance of such real estate taxes to the County Treasurer at the time of settlement. The second and final installment is due and payable July 31.

(2) Personal property taxes shall become due and payable in their entirety on January 1 of each year and may be paid to and including January 31 without interest. Thereafter, all unpaid personal property taxes shall bear interest at the rate of 1 1/2% per month, or a fraction thereof, from February 1 preceding.

(3) All real estate taxes, including special assessments, remaining unpaid at the time settlement is made with the County Treasurer, shall be paid thereafter at the office of the County Treasurer in Elkhorn, Wisconsin”

T. **Sec. 70-58 Monthly returns**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“This article shall be administered by the Deputy Clerk - Treasurer. The tax imposed is due and payable by the last day of the month following the end of the reporting month, which shall be each calendar month, A monthly and annual return shall be filed with the Deputy Clerk - Treasurer by those furnishing at retail such rooms and lodging within the City on or before the

same date on which such tax is due and payable upon a form approved by the City. Attached to the return shall be copies of sales tax forms filed with the State of Wisconsin Department of Revenue for the corresponding month of the monthly return and room tax forms filed with the Deputy Clerk - Treasurer."

U. **Sec. 70-59 Annual return**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

"Every person required to file monthly returns shall file an annual calendar year return. Such annual return shall be filed within 30 days of the close of each calendar year. The annual return shall summarize the monthly returns, reconcile and adjust for errors in the monthly returns, and shall contain certain additional information as the Deputy Clerk - Treasurer requires."

V. **Sec. 70-60 Permit**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

(a) Application; fee. Every person furnishing rooms or lodging under Section 70-57, shall annually file with the Deputy Clerk - Treasurer an application for a permit for each place of business. Every application for a permit shall be made upon a form prescribed by the Deputy Clerk - Treasurer. At the time of making an application, the applicant shall pay the Treasurer a fee set from time to time by the Council for each permit.

(b) Issuance; transferral; display. After compliance with Subsection (a) of this section, and Section 70-59 by the applicant, the Deputy Clerk - Treasurer shall grant and issue to each applicant a separate permit for each place of business within the City. Such permit is not assignable and valid only for the person in whose name it is issued and for the transaction of business at the place designated therein. It shall at all times be conspicuously displayed at the place for which issued."

W. **Sec. 70-61 Revocation and Suspension procedure**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

(a) Failure to comply with article; notice. When any person fails to comply with this article, the Deputy Clerk - Treasurer may, upon 10 days' written notification and after affording such person the opportunity to show cause why his permit should not be revoked, revoke or suspend any or all of the permits held by such person under this article.

(b) Renewal of suspended or revoked permits. The Deputy Clerk - Treasurer shall give to such person written notice of the suspension or revocation of any of his permits. The Deputy Clerk - Treasurer shall not issue a new permit after the revocation of a permit until such person complies with the provisions of

this article. A fee as set by the Council from time to time shall be imposed for the renewal or issuance of a permit which has been previously suspended or revoked.”

- X. **Sec. 70-62 Unpaid taxes**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“If any person liable for any amount of tax under this article sells his business or stock of goods or quits his business, his successors or assigns shall withhold a sufficient amount of the purchase price to cover such amount until the former owner produces a receipt from the Deputy Clerk - Treasurer that it has been paid or a certificate stating that no amount is due. If a person subject to the tax imposed by this section fails to withhold such amount of tax from the purchase price as required, he shall become personally liable for payment of the amount required to be withheld by him to the extent of the price of the accommodations valued in money.”

- Y. **Sec. 70-63 Treasurer to determine tax and refunds**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“**Sec. 70-63 Deputy Clerk - Treasurer to determine tax and refunds.** [Code 1992, § 3.12(7); amended 7-13-2009 by Ord. No. 09-16]

(a) The Deputy Clerk - Treasurer may, by office audit, determine the tax required to be paid to the City or the refund due to any person under this article. This determination may be made upon the basis of the facts contained in the return being audited or on the basis of any of their information within the Deputy Clerk -Treasurer’s possession. One or more such office audit determinations may be made of the amount due for any one or for more than one period.

(b) The Deputy Clerk - Treasurer may, by field audit, determine the tax required to be paid to the City or the refund due to any person under this article. The determination may be made upon the basis of the facts contained in the return being audited or upon any other information within the Deputy Clerk - Treasurer’s possession. Whenever the Deputy Clerk - Treasurer has probable cause to believe that the correct amount of room tax has not been assessed or that the tax return is not correct, the Deputy Clerk - Treasurer is authorized to examine and inspect the financial records pertaining to the furnishing of accommodations at the establishment in question in order to verify the tax liability of that person or of another person.”

- Z. **Sec. 70-64 Forfeiture for failure to comply with Treasurer’s request to inspect**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“**Sec. 70-64 Forfeiture for failure to comply with Deputy Clerk –**

Treasurer's request to inspect.

[Added 7-13-2009 by Ord. No. 09-16 Editor's Note: This ordinance also provided for the renumbering of former Secs. 70-64 through 70-69 as Secs. 70-65 through 70-70, respectively.]

Any person who fails or refuses to permit the inspection of his records by the Deputy Clerk - Treasurer after such inspection has been duly requested by the Deputy Clerk - Treasurer shall be subject to a forfeiture not to exceed \$250. Each day, or a portion thereof, that such violation continues is hereby deemed to constitute a separate offense. The total forfeiture imposed shall not exceed 5% of the tax imposed by this article."

AA. **Sec. 70-65 Estimated tax**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

"If any person fails to file a return as required by this article, the Deputy Clerk - Treasurer shall make an estimate of the amount of the gross receipts under Section 70-57. Such estimate shall be made for the period for which such person failed to make a return and shall be based upon the state sales tax records and memoranda as stated in Section 70-63. On the basis of this estimate, the Deputy Clerk - Treasurer shall compute and determine the amount required to be paid to the City adding to the sum thus arrived at a penalty equal to 10% of such sum."

BB. **Sec. 70-68 Recordkeeping**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

"Every person liable for the tax imposed by this article shall keep or cause to be kept such records, receipts, invoices and other pertinent papers in such form as the Deputy Clerk - Treasurer requires."

CC. **Sec. 70-69 Confidentiality** subsection (a), of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

"(a) All tax returns, schedules, exhibits, writings or audit reports relating to such returns on file with the Deputy Clerk - Treasurer are deemed to be confidential, except the Treasurer may divulge their contents to the following and no others:

- (1) The person who filed the return; and
- (2) Officers or agents of the City as may be necessary to enforce collection.

DD. **Sec. 78-377 Containment, cleanup and restoration**, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“Any person in violation of section 78-376 shall, upon direction of the police chief, fire chief, director of public works and utilities, finance director/Deputy Clerk – Treasurer or their designees, begin immediate actions to contain, clean up and remove to any approved repository the offending material and restore the site to its original condition, with the offending person being responsible for all expenses incurred. Should any person fail to engage the necessary men and equipment to comply or to complete the requirements of this division, the office of emergency government or city may order the required actions to be taken by public or private resources and allow the recovery of any and all costs incurred by the city from any violating party.”

EE. **Sec. 86-148 Fees**; certificate of insurance to be presented, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended to read as follows:

“Before any such application is accepted by the City Clerk, the applicant shall pay to the Deputy Clerk - Treasurer the amount of money fixed by the Council from time to time for such license or modified license prior to the issuance of public passenger vehicle permits. The applicant shall also present to the City Clerk the policy or certificate of liability insurance as required in Section 86-155, each such insurance policy and certificate to be approved.”

2. This Charter Ordinance shall take effect 60 days after passage and publication provided a properly filed petition for referendum on this Charter Ordinance is not filed within said time as provided by §66.0101(5), Wis. Stats. or upon the expiration or vacancy of the present term of the existing City Treasurer whichever comes later.
3. Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin this _____ day of _____, 2012.

JAMES R. CONNORS, Mayor

Attest: _____
MICHAEL D. HAWES, City Clerk

First Reading:
Second Reading:
Adopting:
Published:

2012 TIF BUDGET

RESOLUTION NO: 12-R00

WHEREAS, the Common Council shall approve the 2012 Tax Increment District #4 Fund Budget for the City of Lake Geneva for projects to occur during 2012, and

WHEREAS, the TID #4 fund balance at December, 31, 2011 had an approximate balance of \$5,400,000.00 which will fund the proposed projects along with the 2012 budgeted revenues, and

WHEREAS, the Common Council, at future regular meetings in 2012, will authorize and approve the various specific expenditures for TID projects,

BE IT THEREFORE RESOLVED, that the Common Council adopt the 2012 TID #4 Fund Budget which totals \$7,184,301.00 as follows:

34-30-00-5214	Administrative/Legal Fees	\$220,000.00
34-30-00-1201	Escrow for Maintenance	\$1,000,000.00
34-30-00-1202	Replace Bathroom facilities	\$300,000.00
34-30-00-7110	Flat Iron Park Project	\$160,000.00
34-30-00-1203	White River Trail Projects	\$700,000.00
34-30-00-8140	Edwards Blvd Construction	\$201,000.00
34-30-00-1204	Parking Improvements	\$1,400,000.00
34-30-00-1205	Park Building Upgrades	\$50,000.00
34-30-00-9122	Traffic Signals	\$471,000.00
34-30-00-9124	Skateboard Park	\$489,986.00
34-30-00-9125	Parking System	\$334,936.00
34-30-00-4111	Tax Increment Revenue	\$1,775,801.96
34-30-00-4361	State Computer Aid Revenue	\$1,500.00
34-30-00-4811	Interest Revenue	\$2,000.00
34-30-00-4812	Interest -CDARS Investments	\$5,000.00
34-30-00-1206	Tree Planting	\$140,000.00
34-30-00-1207	White River Canal	\$30,000.00
34-30-00-1208	Signage Rehabilitation	\$100,000.00
34-30-00-1209	Alley Way Improvements	\$300,000.00
34-30-00-1210	Beach District Project	\$243,000.00
34-30-00-1211	Discretionary Funding	\$1,044,379.00

Adopted this 23rd day of January, 2012.

APPROVED: 
James R. Connors, Mayor

ATTEST: 
Michael D. Hawes, City Clerk

FUND: TID #4 FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	--2009--	--2010--	-----2011-----		--2012--	
		ACTUAL	ACTUAL	BUDGETED	9 MO. ACTUAL	PROJECTED	FINAL BUDGET
BEGINNING BALANCE							0
TID #4							
REVENUES							
34-30-00-4111	TAX INCREMENT REVENUE	1,900,182	2,061,152	1,986,998	1,986,998	1,986,998	1,775,802
34-30-00-4361	STATE COMPUTER AID	2,465	2,560	1,919	1,919	1,919	1,500
34-30-00-4811	INTEREST INCOME	9,691	11,869	7,000	5,037	6,716	2,000
34-30-00-4812	INTEREST ON CDARS INVESTMENTS	123,771	28,422	15,000	11,642	15,000	5,000
34-30-00-4892	GIFTS & DONATIONS	0	600,000	0	0	0	0
34-30-00-4900	PROCEEDS FROM BORROWING	0	0	0	0	0	0
34-30-00-4910	APPLIED PRIOR YRS APPROPRIATN	0	0	1,003,083	0	0	5,399,999
TOTAL		2,036,109	2,704,003	3,014,000	2,005,596	2,010,633	7,184,301
TOTAL REVENUES: TID #4		2,036,109	2,704,003	3,014,000	2,005,596	2,010,633	7,184,301
EXPENSES							
34-30-00-1201	ESCROW FOR MAINTENANCE	0	0	0	0	0	1,000,000
34-30-00-1202	REPLACE BATHROOM FACILITIES	0	0	0	0	0	300,000
34-30-00-1203	WHITE RIVER TRAIL PROJECTS	0	0	0	0	0	700,000
34-30-00-1204	PARKING IMPROVEMENTS	0	0	0	0	0	1,400,000
34-30-00-1205	PARK BUILDING UPGRADES	0	0	0	0	0	50,000
34-30-00-1206	TREE PLANTING	0	0	0	0	0	140,000
34-30-00-1207	WHITE RIVER CANAL	0	0	0	0	0	30,000
34-30-00-1208	SIGNAGE REHABILITATION	0	0	0	0	0	100,000
34-30-00-1209	ALLEY WAY IMPROVEMENTS	0	0	0	0	0	300,000
34-30-00-1210	BEACH DISTRICT PROJECT	0	0	0	0	0	243,000
34-30-00-1211	DISCRETIONARY FUNDING	0	0	0	0	0	1,044,379
34-30-00-5214	TIF #4 ADMINISTRATIVE FEES	8,896	772	20,000	150	199	220,000
34-30-00-5450	MAINTENANCE & REPAIRS	43,709	59,302	250,000	84,780	113,040	0
34-30-00-5862	DOWNTOWN STREETSCAPE	163,480	3,016	0	0	0	0
34-30-00-7075	LAND ACQUISITION DOWNTOWN	0	0	0	0	0	0
34-30-00-7109	WRIGLEY BRIDGE REHABILITATION	85,632	43,650	256,000	48,195	64,260	0
34-30-00-7110	FLAT IRON PARK PROJECT	0	0	100,000	23,460	31,280	160,000
34-30-00-8027	STREET RESURFACING	181,007	477,173	10,000	3,806	5,075	0
34-30-00-8099	MAIN ST BRIDGE	167,302	44,248	0	0	0	0
34-30-00-8140	EDWARDS BOULEVARD CONSTRUCTION	236,517	2,347,314	45,000	39,341	45,000	201,000
34-30-00-9001	DUNN FIELD PARKING	564,524	27,378	0	0	0	0
34-30-00-9100	WHITE RIVER TRAIL	0	5,472	0	0	0	0
34-30-00-9110	TREE PLANTING	0	32,217	0	0	0	0
34-30-00-9115	RIVIERA RENOVATIONS	0	121,530	728,000	695,540	728,000	0
34-30-00-9118	UNDERGROUND ELECTRIC BURY	0	90,795	9,000	5,691	7,588	0
34-30-00-9120	MUSEUM REMODEL	0	81,103	68,000	66,135	68,000	0

DATE: 02/03/2012
 TIME: 18:09:50
 ID: BP430000.WOW

CITY OF LAKE GENEVA
 DETAILED BUDGET REPORT

FUND: TID #4 FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	--2009--	--2010--	2011		--2012--	
		ACTUAL	ACTUAL	BUDGETED	9 MO. ACTUAL	PROJECTED	FINAL BUDGET

TID #4							
EXPENSES							
34-30-00-9122	TRAFFIC SIGNALS	0	26,510	323,000	309,496	323,000	471,000
34-30-00-9124	SKATEBOARD PARK	0	0	515,000	20,363	27,150	489,986
34-30-00-9125	PARKING SYSTEM	0	0	690,000	0	690,000	334,936

TOTAL		1,451,067	3,360,480	3,014,000	1,296,957	2,102,592	7,184,301
TOTAL TID #4		1,451,067	3,360,480	3,014,000	1,296,957	2,102,592	7,184,301
TOTAL FUND REVENUES & BEG. BALANCE		2,036,109	2,704,003	3,014,000	2,005,596	2,010,633	7,184,301
TOTAL FUND EXPENSES		1,451,067	3,360,480	3,014,000	1,296,957	2,102,592	7,184,301
FUND SURPLUS (DEFICIT)		585,042	(656,477)	0	708,639	(91,959)	0

2.4 TIF Termination

The termination of a Tax Incremental District (TID) is an important step. The process must be completed in a timely manner according to deadlines established by statute. This section describes the process, and when it is time to terminate their TID.

STEP ONE: Termination of TID by Resolution

A TID is terminated by an official resolution from the governing body of the municipality. Whether the TID has reached its maximum life, or has received tax increments that total more than the project costs or the municipal governing body chooses to dissolve for some other reason, the termination resolution is required. A sample of the termination resolution is available on the [DOR TIF Termination](#) page. A copy of the termination resolution should be sent with the [PE-223](#) (see step 3) to DOR.

TID Maximum Life

TID Type	Max Life
Any type created before 10/95	27 years
Blight/Rehab after 10/95	27 years*
Industrial after 10/95; before 10/04	23 years*
Ind. or Mixed-use after 10/04	20 years*

*Max life may be extended. See Section 2.2 TIF Amendment for details.

STEP TWO: Notification of DOR

Within 60 days of adoption of the termination resolution, the municipal clerk must notify DOR that the TID has been terminated. This notification establishes the effective termination date, and determines the timeframe for completing the final audits of the TID. This notification can be sent by mail, e-mail or fax.

When filling out the Tax Increment Certification (PE-209) form in the termination year, the clerk must check the "NO INCREMENT" box in Section 1. This tells DOR not to certify another increment for the TID. Beneath this line, the clerk must then check the box that indicates the reason for the termination:

- The first choice indicates that the TID has reached its maximum life and therefore had to be terminated, or that for some other reason the City or Village chose to terminate this TID before total increments exceeded total costs. If debt remains at this point it becomes the obligation of the municipality to pay for it with general tax revenue.
- The second choice indicates that the TID has collected tax increments that equal or exceed the total project costs for the TID. This includes any projects that were added as part of a project plan amendment. Any tax increment revenue that has been received in excess of project costs must be returned to the overlying taxing jurisdictions according to their apportionment of the property tax levy. This transaction should be reflected in the closing audit conducted upon termination (see next page).

Both options ask for the clerk to submit the PE-223, establishing the deadline for submitting the required final accounting of the TID to DOR. See "Step 3" for more information.

The text at the top of Section 1 explains that the date of notification determines the effective date of the termination. If DOR is notified before May 15 of any year, the effective date of termination is the date notification is received. If the notification is between May 15 and December 31, the effective date is the following January 1.

STEP THREE: Completion of TID Final Accounting

Upon notifying DOR that a TID has been (or will be) terminated, the clerk must also submit a Final Accounting Agreement (PE-223). This form establishes the deadline for submitting the final TID accounting and audit to DOR. The PE-223 explains what information must be contained in the accounting by law. Sample audits and accounting reports are available on the DOR website. The TID Final Accounting Report (PE-110) will be submitted electronically. Failure to complete the final accounting of a terminated TID within the specified time frame will delay the certification of the base value of future TIDs.

It is essential that the account balance is zero (\$0) upon termination of a TID. The final audit should show that all increment revenue collected by the municipality paid project costs, and any increment revenue in excess of the project costs was returned to the overlying taxing jurisdictions. If outstanding debt remains upon termination of a TID, it becomes the responsibility of the municipality. The transfer of general purpose revenue to cover this debt should be shown in the audit, resulting in a final account balance of \$0.

In rare occasions it may be beneficial for the TID to be terminated before all of the projects have been paid for; in such cases the TID account may have a positive balance upon termination. This balance may be placed into some sort of trust fund, and used to pay the costs when they come due. Each municipality, in consultation with their attorney and accountant, should make the decision for themselves as to whether this procedure is right for them.

Development Plan
for the new
Geneva Community Cultural Arts Center

The Friends of the Geneva Theater is an active and growing group of lake area residents who all share the same goal: to develop a performing and visual arts center in downtown Lake Geneva. The details of this plan are evidence that the people involved have given serious and extensive thought to the feasibility of the project. We encourage you to become familiar with all parts of this plan so that you can ask relevant questions and come to an informed decision on a project that will have a positive impact on the Geneva Lake area.

The plan is divided into these five sections :

1. Rationale and general explanation of the project
2. Frequently asked questions
3. Appendix 1 - Renovation expenses
4. Appendix 2 - Use of the multi-purpose area as an art gallery
5. Appendix 3 - Net earnings worksheet

THE PROPOSED GENEVA COMMUNITY CULTURAL ARTS CENTER

Located in the heart of downtown Lake Geneva, Wisconsin is the historic, but now closed Geneva Theater. Its location was originally the site of Centennial Hall, built in 1876, which was the cultural center of Lake Geneva in the last quarter of the 19th Century and the first quarter of the 20th Century. Renamed the Ford Opera House at the turn of the century, it was razed and replaced by the Geneva Theater in April of 1928, which was a movie and vaudeville theater. The Geneva Theater's Spanish design was created by the Chicago architects Graven and Mayger. It was described as "luxurious, distinctive and magnificent" and included a "high, wide and handsome stage," 750 seats, and excellent acoustics. It was designed with painstaking detail. The objective of the Friends of the Geneva Theater is to preserve this historically significant theater building and transform it into a community cultural arts center that will serve the needs of residents of Lake Geneva and the entire Geneva Lake area for generations to come.

For the past year, the Friends of the Geneva Theater have studied similar projects in cities throughout the United States, almost all of which have been very successful. Among the lessons learned from similar efforts in other cities is that the municipal governments of those cities purchased the buildings (usually a former movie theater) that were transformed into cultural arts centers.

Once the theater is renovated and brought into conformity with present city building codes it would be reopened on a 12-month basis as a community cultural arts center. The re-lit theater marquee would be a bright beacon in the downtown area, especially during the winter months, and the cultural arts center's theatrical performances, the symphony orchestra's chamber music concerts, art exhibitions, and classic film showings would contribute immensely to vitalizing downtown Lake Geneva, where the closed Geneva Theater now stands as a conspicuous void, attracting attendees at the cultural arts center's events to downtown restaurants and stores. The cultural arts center would also serve as a magnet drawing tourists and other visitors to Lake Geneva. Most importantly, it would enhance the cultural quality of life for Lake Geneva and Geneva Lake area residents. A community cultural arts center is sorely needed in Lake Geneva and the City of Lake Geneva's acquisition of the Geneva Theater would fill that need.

Objective

The objective of the Friends of the Geneva Theater is not merely to preserve an "old" building in downtown Lake Geneva and prevent it from being demolished. Rather it is to transform the former Geneva Theater building into a community cultural arts center.

Why should the former Geneva Theater be transformed into a cultural arts center?

The answers to this important question are two-fold. First and foremost, the City of Lake Geneva really needs a community cultural arts center. Secondly, the City of Lake Geneva's acquisition of the former Geneva Theater would be the cheapest and most efficient means of establishing a cultural arts center in Lake Geneva. No land would have to be purchased upon which to construct a community cultural arts center. Moreover, construction of a brand new cultural arts center would cost millions of dollars. The former Geneva Theater building is structurally sound and has substantial physical integrity. It needs only to be renovated and brought up to modern standards and building codes. Such a transformation would be less expensive than buying land and constructing a new community cultural arts center.

What exactly is a cultural arts center?

A cultural arts center is a place where musical concerts, theatrical productions and art exhibitions are held and where films are shown. It is also a place where lectures are given and meetings held.

Significant cultural organizations in Lake Geneva have committed themselves to sustaining the Geneva community cultural art center, including the Geneva Lake Art Association, the Lake Geneva Symphony Orchestra, and the Pelija Theatrical Production Company, among others. Once renovated, the cultural arts center will become the home of the Geneva Lake Art Association. The Lake Geneva Symphony Orchestra will use it as its headquarters and will hold regular chamber music concerts there. The Pelija Theater Company will present numerous dramatic productions there. Classic and other films will be shown on evenings when musical concerts and theatrical productions are not being offered. Art exhibitions will be presented regularly by the Geneva Lake Art Association. The community cultural center will also be available for lectures, meetings, special events and traveling musical and theatrical productions.

Programming possibilities for the cultural arts center are limitless. They might, for example, include foreign, classic, and silent film festivals as well as youth-produced films. Ethnic festivals, such as Mexican fiestas, the showing of Bollywood films with South Asian foods served at intermissions, Irish step dancing, Greek celebrations, showings of American Indian-produced films to coincide with the annual Pow-Wow at Dunn Field are just a few examples of such programming possibilities. Programs for children and youth-created and produced dramatic and musical performances are examples of cultural offerings that would benefit the entire community. Classical, jazz, blues, folk, rock and country and western concerts will have a broad appeal to members of the community and tourists.

Why should the City of Lake Geneva purchase the former Geneva Theater using T.I.F. (Tax Increment Fund) money?

Because the use of T.I.F. funds by the City of Lake Geneva to purchase the former Geneva Theater is precisely what T.I.F. funds are intended for. The now-closed Geneva Theater today stands as a conspicuous void in downtown Lake Geneva. The transformation of the former Geneva Theater into a community cultural arts center would contribute greatly to revitalizing downtown Lake Geneva. The activities held at the cultural arts center would draw customers to downtown restaurants and stores, including residents of Lake Geneva and the entire surrounding area as well as attract visitors to the city.

Will the City of Lake Geneva lose any money by purchasing the theater building?

The answer is no.

If for some reason, the community cultural arts center fails (the Friends of the Geneva Theater are absolutely convinced that it will not), the City of Lake Geneva can simply sell the building, just as it sold the former Wisconsin Southern Gas building on Sheridan Springs Road, which it purchased as part of the extension of Edwards Boulevard.

Will The City of Lake Geneva Have To Expend Any Funds to Renovate the Former Geneva Theater?

The answer is no. The Friends of the Geneva Theater is committed to raising from private sources and donors all of the funds that will be required to renovate the former Geneva Theater. Prospective donors, however, have indicated that they are waiting to see if the City of Lake Geneva fully supports a cultural arts center—support that would be best expressed by the City's purchase of the former theater.

What needs to be done to renovate the former Geneva Theater building?

1. The roof needs to be replaced.
2. The electrical wiring in the building needs to be replaced.
3. The building's mechanical systems need to be replaced.
4. The theater's balcony needs to be restored.
5. The 1975 addition to the theater needs to be transformed from small movie theaters into a multi-purpose space for art exhibitions, rehearsals, classes, dinners, and meetings.
6. The seats in the main (1928) theater building need to be replaced, in part by moving the seats in the balcony and in the small theaters in the 1975 addition to the building.

Appendix 1 of this plan is a summary of what renovations need to be done and how much they will cost.

What will be the income and expenses of a community cultural arts center?

The Geneva community cultural arts center will be a non-profit entity. Its intent is to financially "break even," i.e. to make sufficient money from rentals, ticket income, and concessions to cover a portion of the costs of operating expenses. The balance of the operating expenses would be raised by obtaining grants, annual gifts, and ultimately, endowment income. Many local contractors have indicated that they are willing to donate their time to help renovate the theater just as they helped to renovate the building now occupied by the Geneva Lake Museum.

What follows is a business plan of projected income and expenses for the community cultural arts center. The financial projections that follow are, of course, preliminary and provisional and therefore tentative, but are intended to provide a framework for the financial operations of the cultural center.

Expenses

Real estate taxes: There would be none if the City of Lake Geneva owns the building.

Insurance: The community cultural arts center would be covered under existing City of Lake Geneva insurance policies.

Utilities: Estimates for gas and electricity are on the Net Earnings Worksheet.

Water: The City of Lake Geneva would provide the water if it owned the building.

Manager: Salary plus fringe benefits.

A manager will run the cultural arts center, coordinate and schedule events, supervise volunteers and/or hourly employees (ticket takers, concessionaires, etc.), and administer the cultural arts center's budget.

Cleaning: The building must be kept clean. (Cleaning will probably have to be contracted out)

Hourly employees: Ticket takers, concessionaires, etc. will be necessary on all nights that films are shown and during theatrical and musical events. There have been some indication that Badger High School students studying business may help in this role as class projects.

Income

- The Geneva Lake Art Association will rent office space, hang members' and other art works on walls throughout the theater, teach classes, and present exhibits in the 1975 addition to the Geneva Theater; the GLAA can commit to paying up to \$1,250 per month in rent.
- The Lake Geneva Symphony will rent office space, rehearsal space, and store some instruments in the community cultural arts center.
- Rentals: The Lake Geneva Symphony Orchestra will rent the building when it holds chamber music concerts, but will keep the proceeds of the sale of tickets for its concerts.
- Pelajia Productions will rent the building for its rehearsals and productions, but will keep the proceeds of ticket sales for its productions.
- All other users of the cultural center (for lectures, traveling musical concerts and theatrical productions) will pay rental fees.
- The sale of tickets for and concessions at regular classic and other film showings will help support the cultural arts center.

Appendix 3 of this plan details the expected revenues and expenses for the Center.

It is clear that a community cultural arts center will require the support of the entire community. The voluntary labor of members of the community will make a critical contribution to the success of the community cultural arts center just as it has for the Geneva Lake Museum.

The City of Lake Geneva rose to the occasion in the midst of the Great Depression by having a creative vision of the needs of the community and of its future that led to the construction of the Riviera. The Friends of the Geneva Theater are confident that the City of Lake Geneva will once again rise to the occasion, purchase the Geneva Theater and work with the Friends to transform a vision of a community cultural arts center into a viable and much needed reality.

APPENDIX 1

**ADDITIONS AND RENOVATIONS TO GENEVA THEATER
LAKE GENEVA, WI
October 28, 2011**

WORK DESCRIPTION	BID REPORT	LISTED FIRM
GENERAL CONDITIONS		
1.1 PROJECT CONDITIONS	42,205.00	
CATEGORY TOTALS	42,205.00	
SITework		
2.1 SELECTIVE DEMOLITION	21,272.00	
2.2 EXCAVATION	18,842.06	
2.3 SITE CONCRETE	1,750.00	
2.4 ASPHALT REPAIR	2,500.00	
CATEGORY TOTALS	44,364.06	
CONCRETE		
3.1 BUILDING CONCRETE	40,518.00	
CATEGORY TOTALS	40,518.00	
MASONRY		
4.1 MASONRY	45,900.00	
CATEGORY TOTALS	45,900.00	
STEEL		
5.1 STRUCTURAL STEEL	32,430.00	
CATEGORY TOTALS	32,430.00	
CARPENTRY AND WOODWORK		
6.1 ROUGH AND FINISH CARPENTRY	13,297.00	
6.2 CASEWORK	32,050.00	
CATEGORY TOTALS	45,347.00	
INSULATION AND DAMPROOFING		
7.1 THERMAL AND SOUND INSULATION	1,250.00	
7.2 FOUNDATION DAMPROOFING	47,730.00	
7.3 SEALANTS	3,000.00	
CATEGORY TOTALS	51,980.00	
DOORS AND WINDOWS		
8.1 FRAMES, DOORS, HARDWARE	12,280.00	
8.2 WOOD WINDOWS	5,600.00	
CATEGORY TOTALS	18,080.00	
INTERIOR FINISHES		
9.1 DRYWALL	6,275.00	
9.2 CERAMIC TILE	3,736.00	
9.3 ACOUSTIC CEILING SYSTEMS	17,600.00	
9.4 CARPET AND RESILIENT	20,640.00	
9.5 PAINTING	29,775.00	
CATEGORY TOTALS	78,026.00	
SPECIALTIES		
10.1 TOILET ACCESSORIES	4,280.00	
10.3 SIGNAGE	5,300.00	
CATEGORY TOTALS	9,580.00	
MECHANICAL AND PLUMBING		
15.1 PLUMBING	88,500.00	
15.2 FIRE PROTECTION	-	
15.3 HVAC	114,080.00	
CATEGORY TOTALS	202,580.00	
ELECTRICAL		
16.1 ELECTRICAL	97,300.00	
CATEGORY TOTALS	97,300.00	
ASBESTOS TESTING AND REMOVAL		
20.1 ACM TESTING AND REMOVAL	-	
CATEGORY TOTALS	-	
SUBTOTAL	\$ 708,310.06	
CONTRACTOR MANAGEMENT FEE	6% \$ 42,498.60	
PROPOSED CONTINGENCY	10% \$ 70,831.01	
ARCHITECTURAL/ STRUCTURAL/ MECHANICAL DESIGN FEES	\$ -	
TOTAL BUILDING CONSTRUCTION BUDGET	\$ 821,639.66	



APPENDIX #2

The Gallery

As part of the Friends of Geneva Theater business plan, this summary covers the financial projections for the gallery section of the Theater. The Theater will have two major components: a) a theater for the performing arts and b) a multi-use gallery for the visual arts. The final configuration of the gallery will determine how it is used. If a balcony can be constructed around the gallery, both an Artist Co-operative and an art association can occupy the space. If a balcony is not feasible, either the Artist Co-operative or the art association can occupy the space. The following discussion assumes a balcony is feasible.

Multi-use Gallery

The multi-use gallery will serve two functions: a) be an income-producing fine art gallery and be home to the Geneva Lake Art Association; and b) be easily converted for special events such as meetings, dinners, film presentations, or other events requiring floor space.

The gallery will be financially self-supporting.

Background

The Geneva Lake Art Association, Inc (GLAA) was formed in 1947 and is active as both a community participant in the arts, as well as an organization of local artists from Southeast Wisconsin and Northern Illinois. There are over 100 members. GLAA also sponsors and organizes the very popular Art in the Park each August in Lake Geneva and the Student Art Show in the Spring.

GLAA currently resides in the "Subway Sandwich" building, using its space as both a gallery and a classroom. However, this space is too small for the association, and has very poor exposure to the public. For these two reasons, GLAA has been seeking alternative sites.

Because of the cost of retail space in the downtown business district of Lake Geneva, GLAA has discussed and investigated alternative ideas in a search for a home that will meet its needs. It has been determined that in order to make this a financially viable venture, it is necessary to share space with a revenue-generating Fine Art Co-operative. A Co-operative is a group of artists, juried into participation, who would sell their art through the gallery, with the gallery receiving a percentage of the sales.

The proposed gallery in the renovated theater creates a large space for the visual arts, which also creates a need for additional marketable art. The Co-operative would also help fill this gap by permitting the gallery to include fine art from professional artists, in addition to the work of GLAA artists. Fortunately, there is a wealth of talent to draw on in the Southeast Wisconsin area as evidenced by the quality of the work shown at major fine art fairs, such as those in Milwaukee and Madison.

Lake Geneva is a prime destination for artists that would be interested in joining a Co-operative artist gallery, and it can be expected that there will be competition for display space.

Geneva Theater – The Gallery Space

The existing theater requires significant renovation. Included in the renovation should be the following:

- First floor space for a permanent gallery that can also function as a multi-use room
- A permanent classroom for use by gallery occupants
- A second classroom on the first floor that can be easily converted to enlarge the space for special events
- A balcony that would provide permanent wall space for art exhibits
- A storage room for teacher supplies

Note - The balcony would more than double available wall space for exhibitions.

This space should be designed with flexibility in mind, permitting the floor space to be easily cleared and used as space for other Center needs.

The Artist Co-operative Role

Gallery rental from GLAA would probably not be sufficient to cover expenses for a gallery associated with the Center. In order to meet expenses, additional income would be needed.

Gallery operation would be based upon a Fine Art Co-operative concept, in addition to rental income from GLAA. The intent of the Co-operative is to have paying members, with additional income from the gallery sales, added to the rental income from GLAA to meet Center expenses. In addition, a "rainy day" fund could be established by the Co-operative for opportunities or expenses not anticipated. Independent Co-operative artists would pay a yearly fee, in addition to a percentage of sales.

The logistics related to the Fine Art Co-operative would be:

- The artist would be juried into the Co-operative in order to ensure marketable, quality work
- A contract between the artist and the Co-operative would be required
- The annual fee for each artist would be payable at the beginning of each fiscal year in order to ensure the next year's expenses are covered
- A percentage of each sale would go to the Center
- Each Co-operative member is responsible for a portion of gallery-sitting during the times the gallery is open, at no cost to the Center
- The intent of the Co-operative is to cover expenses, not make a profit, returning excess funds to the artists at the end of the year
- An agreement between the Co-operative and the Center would govern the operation

GLAA Role

The GLAA has a sincere interest in participating in the Community Arts Center and helping make the Arts Center a valuable and integral member of the community. In order to ensure that the venture is successful for all, GLAA would like to:

- Have an active role in the design and renovation of the gallery space
- Review the use of the gallery space for GLAA-related activities and costs associated with its occupancy prior to entering into a formal agreement for use of the space

GLAA will use the gallery for member art exhibitions, member meetings, art classes, board meetings, special events (such as the Student Art Show), and any activities now conducted in the current gallery. GLAA acknowledges that in order for the Center to be a success, gallery floor space will be multi-functional, permitting it to be converted for use by special events.

The GLAA Board supports the gallery concept presented in this plan. However, according to GLAA by-laws a final decision for a project of this nature would require a vote by the full GLAA membership before final approval of any binding agreements can occur.

GLAA and the Artist Co-operative will be important components of the fine arts gallery. However, GLAA shall be an entity separate from the Artist Co-operative, both financially and operationally. GLAA will diligently work with the Co-operative in order to benefit both parties, while at the same time making the Community Arts Center a successful operation.

Community Role

GLAA currently sponsors a month long Student Art Exhibit in the Spring, working with local schools. Benefactors provide donations to GLAA for the express purpose of offering cash awards to talented artists. GLAA also contributes to the awards.

With the Theater, the Center permits this popular event to be extended to include student performing arts, providing a month long period in which theatrical productions and musical events can be hosted, along with the visual arts. This event would bring cultural arts to the community in a way that local school presentations cannot hope to achieve, demonstrating that Lake Geneva can be the model for other communities.

GLAA is also active in the Big Read, in association with the University of Wisconsin Whitewater and local libraries. The Center could host events associated with the Big Read and be an active participant.

Art Walks are popular events in towns that include artist galleries. These events are typically held on a Friday night with galleries staying open longer hours and hosting informal openings. Art Walks attract visitors to the city, which would benefit merchants and restaurants. The Center would be an engaging destination and participant in the community Art Walks.

Financial Projections

GLAA

GLAA Rent at \$1250 per month 14,400

Artist Co-operative

20 Co-operative Artists at \$500 per year 10,000

20% of Sales at \$1800 per month 21,600

Other Income

Rental Income from Special Events for the gallery space 6,000

Total Projected Income per year from all sources \$52,000

Notes

Note 1 – GLAA has already written a letter of interest to “Friends...” which includes the \$1250 per month rental.

Note 2 – GLAA will continue to operate as an independent association.

Note 3 – The Artist Co-operative will be a separate entity and enter into its own agreements with the Center.

Note 4 – Expenses are unknown at this time and projections for Artist’s costs and percent of sales are only an estimate. The costs per year for each Co-operative artist are conservative and based upon Co-operatives in Kenosha and Racine. It is felt that because of the Lake Geneva location, there will be competition to be a part of the Co-operative and annual fees could be higher.

Note 5 – The amount of sales the Co-operative may achieve can only be approximated. If fine art in the form of paintings, photography, sculpture, wood, digital, and jewelry are offered at reasonable prices, sales can be significantly greater than those projected.

Note 6 - The Co-operative artist would be governed by the rules and agreements of the Co-operative, which would be defined in Co-operation with the Center.

Note 7 – The Co-operative would be responsible for gallery sitters, and should work with GLAA to share responsibilities.

Note 8 - Concessions, a sandwich area, theater sales office and other options could provide additional income to the Center when the gallery is open because of the additional foot traffic that can be expected.

Geneva Community Cultural Arts Center NET EARNINGS WORKSHEET

REVENUE		per week		NET after		weekly	
MOVIES			ATTENDANCE	Gross Sales	Sales Tax	Theater %	NET after Studio Split
Theater	Rm Cap. 450	Ticket Price \$9.00	250	\$2,250.00	\$2,126.25	65%	\$1,382
LIVE ENTERTAINMENT		Per Week		NET after		NET after	
			ATTENDANCE	Gross Sales	Sales Tax	Theater %	Studio Split
Theater	Rm Cap. 450	Ticket Price \$20.00	100	\$2,000.00	\$1,890.00	50%	\$945
CONCESSIONS		Weekly		Net after		NET Weekly	
		Ave. Price	Attendance	Gross Sales	Sales Tax	Theater %	Concessions
Food & Drink		\$2.75	350	\$962.50	\$800.42	100%	\$800
Artists Co-op Gallery		Monthly				Net Weekly	
Artwork Sales		\$1,800				\$450	
LOBBY CAFE		Monthly				Net Weekly	
Coffee, Tea & Pastries		\$900				\$225	
Sandwiches & Desserts		\$600				\$150	
Beer & Wine for special events		\$1,200				\$300	
RENTAL		Monthly				Net Weekly	
Artists Co-op (20 artists)		\$800				\$200	
LG Symphony Orchestra		\$100				\$25	
Other Rental Income		\$500				\$125	
ADVERTISING		per week				Net Weekly	
Film Ads						\$150	
Local Business Ads						\$100	

APPENDIX 3

Total Revenues: Weekly Annual \$4,852 \$232,919

EXPENSES		Weekly		Annual
VARIABLE Expenses		Weekly	Monthly	Annual
Staffing				
Salary				
Manager (1)	1	\$769.23	\$3,333	\$40,000
Hourly				
Ass't Mgrs (2)	1 8 \$15.00	\$480.00	\$1,920	\$23,040
Concessionaires (4)	1 10 \$9.00	\$360.00	\$1,440	\$17,280
Projectionists (2)	1 11 \$10.00	\$440.00	\$1,760	\$21,120
Payroll Expenses: 12%		\$245.91	\$1,014	\$12,173
Independent Contract				
Accountant		\$250	\$1,000	\$12,000
Marketing		\$100	\$400	\$4,800
Web		\$50	\$200	\$2,400
Total Staffing Expense:		\$2,695	\$11,068	\$132,813
Gen. Expenses				
Advertising		\$250	\$1,000	\$12,000
Supplies		\$75	\$300	\$3,600
Printing		\$125	\$500	\$6,000
Travel		\$50	\$200	\$2,400
Cleaning		\$125	\$500	\$6,000
Maintenance		\$150	\$600	\$7,200
Shipping		\$50	\$200	\$2,400
Phones/DSL		\$38	\$150	\$1,800
Total General Expenses:		\$863	\$3,450	\$41,400
FIXED Expenses			Monthly	Annual
Utilities				
Electric			\$1,200	\$14,400
Gas			\$1,000	\$12,000
Water/Sewer			\$0	\$0
Taxes				
Property Taxes			\$0	\$0
Insurance				
Liability			\$0	\$0
Property			\$0	\$0

TOTAL FIXED EXPENSES: \$2,200 \$26,400

TOTAL FIXED AND VAR. EXPENSES: \$16,718 \$200,613

Assumptions: first run movies = 2 days/week
 classic movies = 1 day per week
 other performances or rentals = 1 per week
 calculations are based on 4 weeks per month.

TOTAL ANNUAL REVENUE: \$232,919
TOTAL ANNUAL EXPENSES: \$200,613

ANNUAL NET EARNINGS: \$32,306

Note: If a balcony is installed in the 1975 room the rental revenue from the Artists Co-op would increase by \$800 per month.

PARKING COMMISSION MINUTES

4/11/2012

City of Lake Geneva
Parking Commission Minutes
April 11, 2012 5:30 pm
Conference Room 2A

1. Call to Order by Chair Martin Smith.
2. Roll Call: Kevin Fleming , Frank Marsala (alderman), Martin Smith, Dennis Swangstu, George Henerly (chamber representative). John Button was absent. Also attending were Mayor Jim Connors, Dennis Jordan, Kerri Johnson, Patrick Kavanaugh, Ellen Kehoe (alderperson), Sarah Hill, Mark Smith,
3. Approval of the minutes of March 15, 2012 meeting: moved (Fleming), seconded (Swangstu), and passed unanimously.
4. Comments from the public: There were none.

5. Property 252 Center Street. Patrick Kavanaugh spoke about the property at 252 Center Street being for sale and wondered if the City wanted to purchase it for additional parking spaces. He provided a diagram showing how 21 additional parking spaces could be created using the property. The price is \$795,000. The 2011 County assessment is \$520,000. Mayor Connors calculated that each stall would cost \$31,500. Kevin Fleming said that this property was once discussed as a location of a parking ramp.

Discussion moved quickly to related agenda item 9 – Parking Ramp. All members of the Parking Commission expressed interest in seeing what the options are for a parking ramp. We don't want to see too many buildings raised for parking lots. We would like to see what the options are for a parking ramp. The lot behind the theater is a better location because it is closer to the beach.

Recommendation:

1. To pursue a new study of a parking structure from TIF funding.
 2. Postpone closing the TIF until next year (2013) to await the results of the parking structure study. TIF funding is the only practical way to pay for a parking structure.
 3. Hire someone to do a study of the need and recommendations for a parking structure.
- Kevin Fleming moved, and Dennis Swangstu seconded. Passed unanimously.
This item will be worked on during the next two weeks and brought to the May Council meeting.

6. Parking system update: Dennis Jordan met with the vendors of the software. They will start Monday on entering the software. Everything is ordered. Everything will be ready by the first week in May. Resident stickers will be 2 hours in one stall per day. The hand held devices can keep track of parking stickers.

The merchants want a handout with clear directions. The City will hold open houses, invite all business people and learn how to run the new parking machines. The City will hand out brochures to the businesses.

7. Discussion/Recommendations on updating parking ordinances: We need to change our parking ordinances. They are contradictory, have various rates changes, hours and lots. Two parking spaces near Grandma Vickie's Cafe are narrow and will become compact spaces. The McCoullough lot islands

have lines that don't match, so the lines will be made to match and remaining spaces will become motorcycle spaces.

8. More compact parking spaces: Spaces 767 to 795 in front of Sprecher's will become compact spaces. That one side of the street will be entirely compact spaces.

10. Improved Parking Signage: Martin Smith shared a proposal for parking signage for the lot next to City Hall and Dunn Field parking lot. It uses standard green background with white lettering wayfarer parking signs. A diagram shows where the signs will be placed. Signs put up last year will be used whenever possible. There is \$3,000 for wayfaring signs in the budget. One change was recommended on the map: change the signs at the north end of town so they send parkers down Center Street and not Sage Street.

11. Proposal for sticker parking in residential neighborhoods. Ellen Kehoe spoke of a 2 hour free parking in residential areas. This would force people out of residential areas into downtown where they would pay for parking. Following the discussion no motion was made. All members agreed to read the parking strategy in Aspen, CO to see how they handled parking.

12. Parking of bicycles and mopeds. After discussion of bicycle parking it was moved and seconded to wait until after May and then to ask the Public Works Committee to purchase and install 24 bicycle racks on the poles marking the parking spaces – 4 per block face on Broad and Main Streets downtown.

Regarding mopeds, no one thought there were problems caused by people parking mopeds on the sidewalk.

10. Next meeting: It was agreed that the next meeting of the Parking Commission will be Wednesday May 16 at 5:30pm (the third Tuesday of the month).

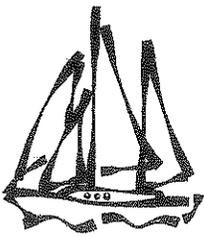
11. Adjournment.

Martin Smith
Secretary

May 2012

May 2012							June 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 29 - May 5	Apr 29	30	May 1	2	3	4	5
			Sr. Center booked	10:00am 2-B WI Def.Cr 5:00pm Sr.Ctr. Reserv 6:30pm Park Board; C			
May 6 - 12	6	7	8	9	10	11	12
		11:00am Sr. Center bkr 6:30pm Ctte. of Whol	Recall Primary Sr. Center booked		2-C Resrvd, Eq. Right 8:00am Library Board 6:30pm Historic Prese		
May 13 - 19	13	14	15	16	17	18	19
		6:00pm FLR; City Hall 7:00pm City Council; i	Sr. Center booked 6:00pm Parking Comi	6:00pm Tree Board; C	4:45pm Utility Comm 6:00pm Public Works		
May 20 - 26	20	21	22	23	24	25	26
		11:00am Sr. Center bkr 6:30pm Plan Commis	Sr. Center booked 2:00pm Personnel Co 4:00pm Municipal Co		5:00pm Piers, Harbor		
May 27 - Jun 2	27	28	29	30	31	Jun 1	2
		City Hall Closed - Mei	Sr. Center booked 6:00pm FLR; City Hall 7:00pm City Council; i	4:00pm Juvenile Cour			



AGENDA ITEM REQUEST FORM

CITY OF LAKE GENEVA, WISCONSIN

Please attach any information that you would like to be included with the agenda.

Two Aldermen, Mayor Or Administrator
For City Council Requests: Article II,
Section 2-42 (c) must be received two
Fridays prior to the scheduled City Council
meeting

Item Requesting
Be placed on agenda
Please list as you would like it
displayed on the agenda

Committee/Board/Commission
which you are asking to
Review this item

Date of Meeting

Discussion: Should the Council of the Whole request the city administrator and city attorney to draft a resolution to reimburse up to \$12,000 to each of the four alderpersons [May Jo Fesenmaier, Tom Spellman, Arleen Krohn, Penny Roehrer] for expenses incurred defending their elected position on the city council and to place that resolution on the next available FL&R and City Council agendas.
May 7 th , 2012 Committee of the Whole

Signature

Tom Jo Zell

DATE: 4/23/2012

Arleen Krohn

DATE: 4/23/2012



OFFICE OF THE CITY CLERK

MICHAEL HAWES
626 Geneva Street
Lake Geneva, WI 53147
(262) 249-4092 / mhawes@cityoflakegeneva.com

Date: May 3, 2012
To: Mayor and City Council members
Re: Waiving the Petition Requirement Portion of the Street Use Permit for
Certain Parades and Festivals

Anytime a person or group wishes to block off or use a public street, they must first obtain a Street Use Permit from the City. This is the same for every annual parade and event that uses the street.

Per City ordinance (attached), the permit application must be submitted with a petition "signed by not less than 51% of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit."

We have received feedback from various groups that requiring this petition for annual, traditional City parades and festivals seems cumbersome and unnecessary. Many annual parades and events like the Christmas Parade and Memorial Day Parade use the street along dozens of properties; it would take a lot of work to collect signatures from over 50% of these residents and property owners.

If the Council agrees with the sentiment that requiring the petition for certain annual events is not necessary, you might proceed with an ordinance waiving the petition requirement for certain annual parades and events (i.e. Memorial Day Parade, 4th of July Parade, Maxwell Street Days, Homecoming Parade, Oktoberfest and Christmas Parade).

City of Lake Geneva, WI
Friday, May 4, 2012

Article VIII. STREET USE PERMIT

Sec. 62-243. Application; contents.

[Code 1992, § 12.20(2)] A written application for a street use permit by persons or groups desiring the permit shall be made on a form provided by the city clerk and shall be filed with the city clerk. The application shall set forth the following information regarding the proposed street use:

- (1) The name, address and telephone number of the applicant.
- (2) If the proposed street use is to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization.
- (3) The name, address and telephone number of the person who will be responsible for conducting the proposed use of the street.
- (4) The date and duration of time for which the requested use of the street is proposed to occur.
- (5) An accurate description of that portion of the street proposed to be used.
- (6) The number of persons for whom use of the proposed street area is requested.
- (7) The proposed use, described in detail, for which the street use permit is required.

Sec. 62-248. Petition.

[Code 1992, § 12.20(7)] The application shall be accompanied by a petition designating the proposed area of the street to be used and time for such proposed use, such petition to be signed by not less than 51% of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit. An authorized agent, owner or tenant may sign on behalf of each unit. Only one signature for each unit will be counted toward the 51%. Each dwelling unit or commercial unit will count as one unit in arriving at the total number of units affected by the permit. An individual must be of legal voting age 18 to sign a petition. Such petition shall be verified and shall be submitted in substantially the following form:

PETITION FOR STREET USE PERMIT

We, the undersigned residents of the _____ hundred block of _____ Street in the City of Lake Geneva hereby consent to the _____ recreational use of this street between the hours of _____ and _____ on the _____ day of _____, 19_____, for the purpose of _____ and do hereby petition the City Council of the City of Lake Geneva to grant a street use permit for us to use the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City Council of the City of Lake Geneva shall attach to the granting of the requested street use permit. We designate _____ as the responsible person or persons who shall sign an application for a street use permit on our behalf.

D. Motions: Precedence of.

When a question is under consideration, no motion shall be entertained except a motion to:

1. Adjourn.
 2. Recess.
 3. Lay on the table.
 4. Move the previous question.
 5. Postpone to a certain day.
 6. Refer to a committee.
 7. Amend.
 8. Postpone indefinitely.
- These motions shall take precedence in the order listed.

E. Termination Of Debate.

Any member wishing to terminate the debate may move the previous question. The presiding officer shall then announce the question as, "Shall the question before the council now be put?" If two-thirds (2/3) of the members present vote in the affirmative, the question before the council shall be taken without further debate. The council then votes, first on any pending amendments and then on the main question.



RULE 18. CONSENT AGENDA

A. Clerk's Responsibilities.

The city clerk may create a subsection on any council agenda entitled "consent agenda." In a consent agenda, the clerk shall place matters that, in the clerk's judgment, are routine and noncontroversial and do not require a special vote or specific action by the council.

B. Procedure For Adoption.

The following procedure shall apply when a consent agenda is used:

1. No separate discussion or debate may be permitted on any matter listed on the consent agenda.
2. A single motion, seconded and adopted by a majority vote of all members of the council, shall be required to approve, adopt, enact or otherwise favorably resolve all matters listed on the consent agenda.
3. Any alderman may request removal of any item or part of an item included in the consent agenda. At the time the consent agenda is considered, that item, as requested by the alderman, shall be approved without debate or vote.
4. If an item or any part of the item has been removed from the consent agenda in accordance with this rule, the council shall consider that item at an appropriate time during the council's regular order of business.

RULE 19. ROBERT'S RULES OF ORDER

In the absence of a standing rule, the council shall be governed by *Roberts Rules of Order, Newly Revised* (1970), unless contrary to state law.

Village of Mukwonago
REGULAR VILLAGE BOARD MEETING
Notice of Meeting and Agenda
Tuesday, March 6, 2012

Time: 7:30 p.m.
Place: Mukwonago Municipal Building/Board Room, 440 River Crest Court

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Announcement of Closed Session Pursuant to Wis. Stats. §19.85(1)(g) Pertaining to Discussion with the Village Attorney Regarding the Village of Mukwonago vs. Teply Litigation and the Chatterton vs. Village of Mukwonago Litigation
5. Approval of the Minutes for the February 21, 2012 Regular Board Meeting
6. Comments from the Public
 - A. Orchards of Mukwonago Resident Concerns Related to Condition of Subdivision Roads
 - B. Presentation by Waukesha County Parks and Land Use Department on the County Storm Water Program
 - C. Other Comments from the Public

 7. Consent Agenda
All items listed are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent agenda and be considered on the regular agenda.

- A. Approval of Vouchers Payable
 - B. Approval of 2011-12 Applications for Operator's License for: Albert C. Frankenstein, Megann L. Pritzlaff, Abby M. Stefanich, Julie A. Tilander
 - C. Approval of 2012 Application for Temporary Class B Beer and Wine License for Knights of Columbus at 830 CTH NN E on March 17, 2012
 - D. Approval of 2012 Application for Temporary Class B Beer and Wine License for St. James Parish at 830 CTH NN E on March 30, 2012
 - E. Approval of 2012 Application for Temporary Class B Beer License for Mukwonago Lions Club at 933 N. Rochester St, on June 11-17, 2012
 - F. Approval of 2012 Application for Temporary Class B Beer License for Croatian Fraternal Union John Movrich Lodge 993 at 933 N. Rochester St, on July 13, 2012
8. Unfinished Business – Discussion and Possible Action on the Following Item:
- A. Appointment – Board of Building and Zoning Appeals 2nd Alternate

**AGENDA
EAST TROY VILLAGE MEETINGS
2015 Energy Drive
May 7, 2012**

5:45 p.m.

Web presentation by Civic Plus for a municipal online program, including web page. A quorum of board members is anticipated.

6:30 p.m.

Board Meeting

Call Meeting To Order; Pledge of Allegiance; Roll Call

Citizen Participation



Consent Agenda

(One motion and second will approve all of the following items. Any item may be pulled from the list and voted on separately.)

Approval of Minutes Village Board – April 16, April 18
COW March 26, April 23

Appointments

Park and Recreation Commission Trustee member Forty Renucci

Library Board appointment– Trustee Ann Zess

EDC – Troy Strand

Grant Special Event Permit to East Troy Chamber of Commerce East Troy Cycling Classic on the Village Square and Permit for Bike Race on surrounding streets Friday, June 22, 2012.

Grant Temporary Class “B” Beer License to East Troy Chamber of Commerce East Troy Cycling Classic, Friday, June 22, 2012.

Miscellaneous Business

Discuss Web Options

Village Board and Plan Commission packets on web page

Create committee for permit processes

2012 Street Projects Engineering Contract with Crispell Snyder \$6,200

Irrigation Controller for Square Benchmark proposal \$352

Landscaping at School Street Lift Station Benchmark proposal \$1,395

Approval of survey format and use



AGENDA - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
7:30 P.M. – Monday, June 6, 2011
Shorewood Village Hall, 3930 North Murray Avenue
Shorewood, Wisconsin 53211

Public comments on items not on the agenda are permitted and welcome at the beginning of the Village Board meeting under "Citizens to be Heard." Public comments on agenda items may be invited after the item has been opened to discussion. Individual speakers should raise their hand so they may be recognized by the Village President and are asked to begin their comments by stating their name and address. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings.

1. Call to Order
2. Roll Call
3. Statement of Public Notice



4. Consent Agenda Items (Items under the consent agenda may be acted upon by one motion. If in the judgment of any Village Board Member, a consent agenda item needs discussion, the item can be placed in the items removed from the consent agenda.)
 - a. May 16, 2011 Village Board Minutes
 - b. May 23, 2011 Special Village Board Minutes
 - c. Presentation of Accounts – June 6, 2011
 - d. Temporary Class "B"/"Class B" Retailer's License, Shorewood Men's Club, July 4, 2011, at Atwater Park
 - e. Special Privilege Permit for Outdoor Dining at Starbucks, 4170 N Oakland Avenue
 - f. Special Privilege Permit for Outdoor Dining at Big Bay Brewing Co., 4517 N Oakland Avenue
 - g. Approval of Cabaret Licenses
 - a. Jeffrey D. Swanson, The City Market, 2205 E Capitol Dr.
 - b. Normco, Ltd., Harry's Bar & Grill, 3549 N Oakland Ave.
 - c. Russell R. Davis, Hubbard Park Lodge, 3565 N Morris Blvd.
 - d. Sean Braun, North Shore Post 331, 4121 N Wilson Dr.
 - e. Richard T. Schmidt, Oakcrest Tavern, 4022 N Oakland Ave.
 - h. Approval of Cigarette Licenses
 - a. Lake Shore Mobil, 2521 E Capitol Dr.
 - b. Mega Marts, LLC, Pick 'n Save #6370, 4145 N Oakland Ave.
 - c. Roettgers Company, Inc., Shorewood BP, 1513 E Capitol Dr.
 - d. Nikolay Rogovskiy, Russian Food & Gifts, 3557 N Oakland Ave.
 - e. SARA, LLC, East Capitol Citgo, 1602 E Capitol Dr.
 - f. T. Wick, Inc., Wick's Beer & Liquor, 4496 N Oakland Ave.
 - g. Walgreen Co. #00016, 4081 N Oakland Ave.

- i. Approval of Dry Cleaning Licenses
 - a. Capitol Cleaners, Inc. 2101 E Capitol Dr.
 - b. Shorewood Queensway Cleaners, 4300 N Oakland Ave.
 - j. Approval of "Class A" Retail Intoxicating liquor & Malt Beverage Licenses
 - 1. Hayek's Shorewood Pharmacy d/b/a Hayek's Pharmacy, William Quant - Agent, 4001 N Downer Ave.
 - 2. Mega Marts, LLC d/b/a Pick 'n Save, Cordula Stepp – Agent, 4145 N Oakland Ave.
 - 3. Nehring's Sendiks on Oakland LLC d/b/a Nehrings Sendiks on Oakland, John Nehring, 4027 N Oakland Ave.
 - 4. Svetlana Ragozin and Irene Valler, Partnership d/b/a International Food, 1920 E Capitol Dr.
 - 5. Nikolay Rogovskiy, Individual d/b/a Russian Food & Gifts, 3557 N Oakland Ave.
 - 6. T. Wick, Inc. d/b/a Wick's Beer & Liquor, Tim Wick – Agent, 4496 n Oakland Ave.
 - k. Approval of "Class B" Retail Intoxicating Liquor and Malt Beverage Licenses
 - a. East Garden, LLC d/b/a East Garden, Sik Kin Wu – Agent, 3600 n Oakland Ave.
 - b. Hubbard Park Lodge LLC d/b/a Hubbard Park Lodge, Russell Davis – Agent, 3565 N Morris Blvd.
 - c. Jean Pierre On Oakland LLC d/b/a Thirst and Vine, John Nehring – Agent, 4330 N Oakland Ave.
 - d. North Star Restaurant Inc. d/b/a North Star American Bistro, Michael Stoner – Agent, 4518 N Oakland Ave.
 - e. Oak 4022 LLC d/b/a Oakcrest Tavern, Richard T. Schmidt – Agent, 4022 N Oakland Ave.
 - f. St. Robert's Congregation, Rev. Dennis Dirks – Agent, 4019 N Farwell Ave.
 - g. Salvatore's Pizzeria LLC d/b/a Salvatore's Pizzeria, Julie Landowski – Agent, 2213 E Capitol Dr.
 - h. Thief Wine LLC d/b/a Thief Wine Shop & Bar, Philip Bilodeau – Agent, 4512 N Oakland Ave.
 - i. Vireo, Inc. d/b/a The City Market, Jeffrey D Swanson, 2205 E Capitol Dr.
 - j. Tong Hui, Inc d/b/a William Ho's Restaurant, William Ho – Agent, 3524 N Oakland Ave.
 - l. Approval of Class "A" Retail Malt Beverage Licenses
 - 1. North Shore Pharmacy Inc. d/b/a Thompson's Serv U Parmacy, Jeffery Lawless - Agent, 1421 E Capitol Dr.
 - m. Approval of Class "B" Retail Malt Beverage Licenses
 - a. Benji's Deli LLC d/b/a Benjis Deli, Michael Price – Agent, 4156 N Oakland Ave.
 - b. The Garden Room, Inc. d/b/a Anaba Tea Room, Margaret Martin – Agent, 2107 E Capitol Dr.
 - n. Approval of "Class C" Wine License
 - a. The Garden Room, Inc. d/b/a Anaba Tea Room, Margaret Martin – Agent, 2107 E Capitol Dr.
 - o. Approval of Pawnbroker/Secondhand Jewelry & Article Licenses
 - a. Kyung Bergemann, Another Look, 1916 E Capitol Dr.
 - b. Volf Beker, C.C. Conrad Jewelers, 4014 N Oakland Ave.
 - c. Laura Davis, Chattel Changers, Inc., 2520 E Capitol Dr.
 - d. Mikchail Pashkov, Mixa Jewelers, Inc., 4320 N Oakland Ave.
 - e. Scott Gunther, Shorewood Coin Shop, 4409 N Oakland Ave.
5. Items removed from the Consent Agenda
6. Citizens to be heard – This item is for matters not on the agenda. Discussion may follow



AMENDED

CITY OF STURGEON BAY COMMON COUNCIL AGENDA

TUESDAY, MAY 1, 2012

**7:00 P.M. OR IMMEDIATELY FOLLOWING BOARD OF PUBLIC WORKS
WHICH BEGINS AT 6:45 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. *Proclamation re: John & Helen Collins. Moved to future meeting.*
6. Consideration of the following bills: General Fund – \$566,677.14, Capital Fund - \$147,374.17, Cable TV - \$5,613.95, TID #2 - \$5,214.98, TID #3 - \$292.00 and Solid Waste Enterprise - \$2,186.70 for a grand total of \$727,358.94. [roll call]



7. **CONSENT AGENDA**

* All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.

- * a. Approval of 4/17/12 regular Common Council minutes.
- * b. Approval of the following minutes:
 - (1) Bicycle and Pedestrian Advisory Board – 4/5/12
 - (2) Waterfront Design Review Board – 4/10/12
 - (3) Finance/Purchasing & Building Committee – 4/10/12
 - (4) Parking & Traffic Committee – 4/16/12
 - (5) Community Protection & Services Committee – 4/17/12
 - (6) City Plan Commission – 4/18/12
 - (7) Waterfront Redevelopment Authority – 4/24/12
 - (8) Finance/Purchasing & Building Committee – 4/24/12
- * c. Place following report on file:
 - (1) Police Department Report – March 2012
- * d. Consideration of: Beverage Operator licenses.
- * e. Consideration of: Temporary Class B Beer, Temporary Class B Wine, and Temporary Beer & Wine licenses.
- * f. Finance/Purchasing & Building Committee recommendation re: Accept staff recommendation to operate Stone Harbor Marina in partnership with Stone Harbor, to rent five slips on seasonal basis at \$2,500 per slip, and to rent the remainder of the slips on a transient basis in accordance with Council approved rates.

- * g. City Plan Commission recommendation re: Approve preliminary plat for Cottages at Deer Run Village, subject to conditions.
 - * h. City Plan Commission recommendation re: Approve final PUD for Cottages at Deer Run Village, subject to requirements and conditions.
 - * i. City Plan Commission recommendation re: Amend Section 20.15(1)(b) of the Municipal Code – Zoning Code – regarding use regulations in C-2 District.
 - * j. Finance/Purchasing & Building Committee recommendation re: Approve the lease between the City and the Sturgeon Bay Yacht Club with changes.
 - * k. Consideration of: Request from Door County Floral to place display on sidewalk.
8. Mayoral appointments.
 9. First reading of ordinance re: Rezoning property known as The Cottages at Deer Run Village from Two-Family Residential (R-3) to Planned Unit Development (PUD) subject to site plan and requirements.
 10. Consideration of: Otumba Park Storm Water Management Improvements.
 11. Consideration of: Safe Routes to School Implementation Grant Application and Proposed Projects.
 12. Parking & Traffic Committee recommendation re: Installing bike lanes on Michigan Street from 1st Avenue to Highway 42/57, based upon the design put together by the City Engineer, except from 1st to 5th Avenue, the design is to follow the Bike Federation proposal, with a dedicated lane on the south side.
 13. Parking & Traffic Committee recommendation re: Changing the speed limit to 35 mph on Clay Banks Road to 35 mph from Highway 42/57 south to Strawberry Lane, and 45 mph from Strawberry Lane to the City Limits.
 14. City Plan Commission recommendation re: Approve of proposed zoning code text amendment regarding the Wellhead Protection Ordinance.
 15. Waterfront Redevelopment Authority recommendation re: City proceed to work with Robert W. Baird to restructure the 2012 TID #2 debt and borrow for the October 1, 2012 debt payments.
 16. Finance/Purchasing & Building Committee recommendation re: City restructure the 2012 TID #2 debt and borrow for the October 1, 2012 debt payments.
 17. Finance/Purchasing & Building Committee recommendation re: City refinance the 2002 Capital Projects bond issue.
 18. Resolution providing for the sale of approximately \$2,820,000 General Obligation Refunding Bonds.
 19. Public comment on non-agenda items.
 20. Mayor's comments.
 21. Convene in closed session in accordance with the following exemption:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

Consideration of: Purchase of property for public use.

SAMPLE CONSENT AGENDA



**AGENDA
BELOIT CITY COUNCIL
100 State Street, Beloit WI 53511
City Hall Forum – 7:00 p.m.
Monday, May 7, 2012**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
 - a. Recognition of the Wisconsin Economic Development Corporation (WEDC) **2011 Main Street Award Winners** in the City of Beloit (Arft)
 - i. Best Downtown Public Improvement Project – Built Environment: **State Street Reconstruction and Gantry: City of Beloit and Downtown Beloit Association**
 - ii. Best New Downtown Business: **Walter Loos, Paddle and Trail, Beloit**
 - iii. 2011 Volunteer of the Year: **Peter Gabriele**
 - iv. 2011 Board Member of the Year: **Deanna Ohman**
 - v. Best Image (Honorable Mention): **“Be In It!”**
 - b. Proclamation declaring May 13-18, 2012 as **National Police Week** and recognizing Merchant Police Officer Fred Samp (Jacobs)
 - c. Proclamation recognizing May as **Historic Preservation and Archaeology Month** (Rick McGrath, Landmarks Committee Chairman)
 - d. Proclamation declaring May 19-26, 2012 as **National Public Works Week** (Arft)
4. PUBLIC HEARINGS
 - a. Resolution approving an amendment to the **2012 Home Investment Partnership (HOME)** budget related to Community Housing Development Organization (CHDO) Funding (Christensen)
 - b. Resolution authorizing a **Conditional Use Permit** to allow an Indoor Liquor Sales in a C-2, Neighborhood Commercial District, for the property located at 1451 Madison Road, Rollette Oil Co. (Christensen) Plan Commission recommendation for approval 5-0
5. CITIZENS' PARTICIPATION
- * 6. CONSENT AGENDA

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the General Order of Business and considered at this point on the agenda.

 - a. Approval of the **Minutes** of the Regular Meeting of April 16, 2012 and the Reorganizational Meeting of April 17, 2012 (Houseman)

- b. Resolution authorizing the City of Beloit to apply for and enter into a **Grant Agreement** for the Edward Byrne Memorial Local Justice Assistance Grant (JAG) Program FY 2012 and Partner with Rock County Through a Regional Memorandum of Understanding (Jacobs)
- c. Resolution approving a **Utility Easement Agreement** between the City of Beloit and Windstream KDL, Inc., for the property located at 321 Broad Street (Flesch) Plan Commission recommendation for approval 5-0
- d. Resolution authorizing **Final Payment** of Public Works Contract C11-07, Street Maintenance (Flesch)
- e. Application for a **Conditional Use Permit** to allow an outdoor seating area, the outdoor sales, possession, and consumption of alcohol, and indoor alcohol sales in a C-2, Neighborhood Commercial District, for the property located at 2683 Prairie Avenue, d/b/a Thirsty Badger (Christensen) Refer to Plan Commission
- f. Application for **Class "B" Beer and "Class B" Liquor License** for Bagels and More LLC d/b/a Bagels and More, David J. Siekierski, Agent, 324 State Street, from previous Class "B" Beer and "Class C" Wine (Houseman) Refer to ABLCC
- g. Applications for the **Renewal of Alcohol Beverage Licenses** for License Period July 1, 2012-June 30, 2013 (Houseman) Refer to ABLCC
- h. Resolution approving Temporary **Class "B"/"Class B" Retailer's License** for an Art Walk event at Visit Beloit, 500 Public Avenue (Houseman)
- i. Resolution authorizing the City Manager to apply for **Wisconsin Department of Transportation-Safe Routes to School Grant** on behalf of the School District of Beloit (Flesch)

7. ORDINANCES

- a. Proposed Ordinance to amend Section 15.06(4)(b)1 of the Code of General Ordinances of the City of Beloit relating to **Alcohol Consumption and Possession on Streets and other Public Places** (Arft) First reading, suspend rules for second reading

8. APPOINTMENTS

- a. Council President **Committee/Board/Commission Appointments**

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

10. CITY MANAGER'S PRESENTATION

- a. **Code Enforcement** Update (Christensen/Downing)

11. REPORTS FROM BOARDS AND CITY OFFICERS

- a. Resolution approving **Acknowledgement of Public Authority Responsibility** between the City of Beloit and the Ho-Chunk Nation (Casper)
- b. Resolution accepting Jeffery J. Jacobson's **Offer to Purchase Lots 291 & 292 of Poff's Fourth Sun Valley** in the City of Beloit (Christensen)

Lake Geneva Historic Preservation

April 12, 2012 6:30 p.m. Lake Geneva City Hall.

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

Those present were: Dee Bark Fiske, Ken Etten, Ed Yaeger, Patrick Quinn and Jackie Getzen. Denny Teichow represented the public

Minutes are approved as presented. Motion by Patrick Quinn seconded by Ed Yaeger.

Comments from the Public. None

Report from Geneva Lake Museum and Maple Park Homeowners' Association. There is a new Yerkes exhibit with a telescope and the Ceylon Court exhibit is moving forward. Karen Walsh has agreed to be the full time Director. Jim Gee will be the new President. The Grand Reopening on May 18th will include music, a cocktail party, wine and beer, and a silent auction on Friday night. There will be numerous activities on Saturday with free admission for those who bring food for the needy. The Annual Meeting will be on the 15th of April.

Update re: proposal by the Geneva Lake Area Museum to republish the James Simmons book on the History of Lake Geneva. A generous donation has been received to publish the book and to print 250 copies. There will also be ebooks available. The book should be available for the May 18th Grand Reopening

Update on the proposed new Railroad Depot sign and continuing the proposed "Railroad Heritage Trail" through Lake Geneva.

An additional sign is being planned near Simple restaurant so that outside diners and the general public will be able to read about the location of the railroad at that site. Major discussion about the statement for the sign. It will be discussed again at the next meeting.

Report on the status of the Geneva Theatre Building at 244 Broad Street:

The group will meet on Saturday to modify the bylaws. Rose's Market will do a wine tasting and a fund raiser. Date to be determined.

Discussion regarding potential projects for 2012 such as preparation of a Historic Lake Geneva Walking Tour brochure, future "Tale of Lake Geneva" educational presentations and update re: website.

Review of the Plaque Program and status of the recent applications. Review of materials from the Wisconsin Historical Society and the National Trust for Historic Preservation.

Meeting adjourned at 8:30 p.m.

Dee Bark Fiske



LAKE GENEVA UTILITY COMMISSION

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



Birdell Brellenthin
Utility Commission President

Kent Wiedenhoef
Water Superintendent

Scott Tesmer
Wastewater Superintendent

361 Main Street • P.O. Box 187 • Lake Geneva, WI 53147 • Phone (262) 248-2311 • Fax (262) 248-0589

PUBLIC NOTICE

LAKE GENEVA UTILITY COMMISSION MONTHLY MEETING

April 16, 2012

The regular meeting of the Lake Geneva Utility Commission will be held on Thursday, April 19, 2012, at the Lake Geneva Utility Commission, 361 W. Main Street, Lake Geneva, WI at 4:45 P.M.

Minutes of the Previous Meeting.

Communications.

Welcome to the New Utility Commission Appointees.

Water & Sewer Agenda Items

1. Spring Landscaping Proposals-Utility Commission Main Facility.
2. Sludge/Blower Room Steel Piping & Valves Painting & Grit Room Floor Cleaning/Painting Proposals.
3. Water System Leak Detection Proposals.

Director's Report:

1. Financials Update.

Adjourn.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Lake Geneva Utility Commission at 262-248-2311 with as much advance notice as possible.

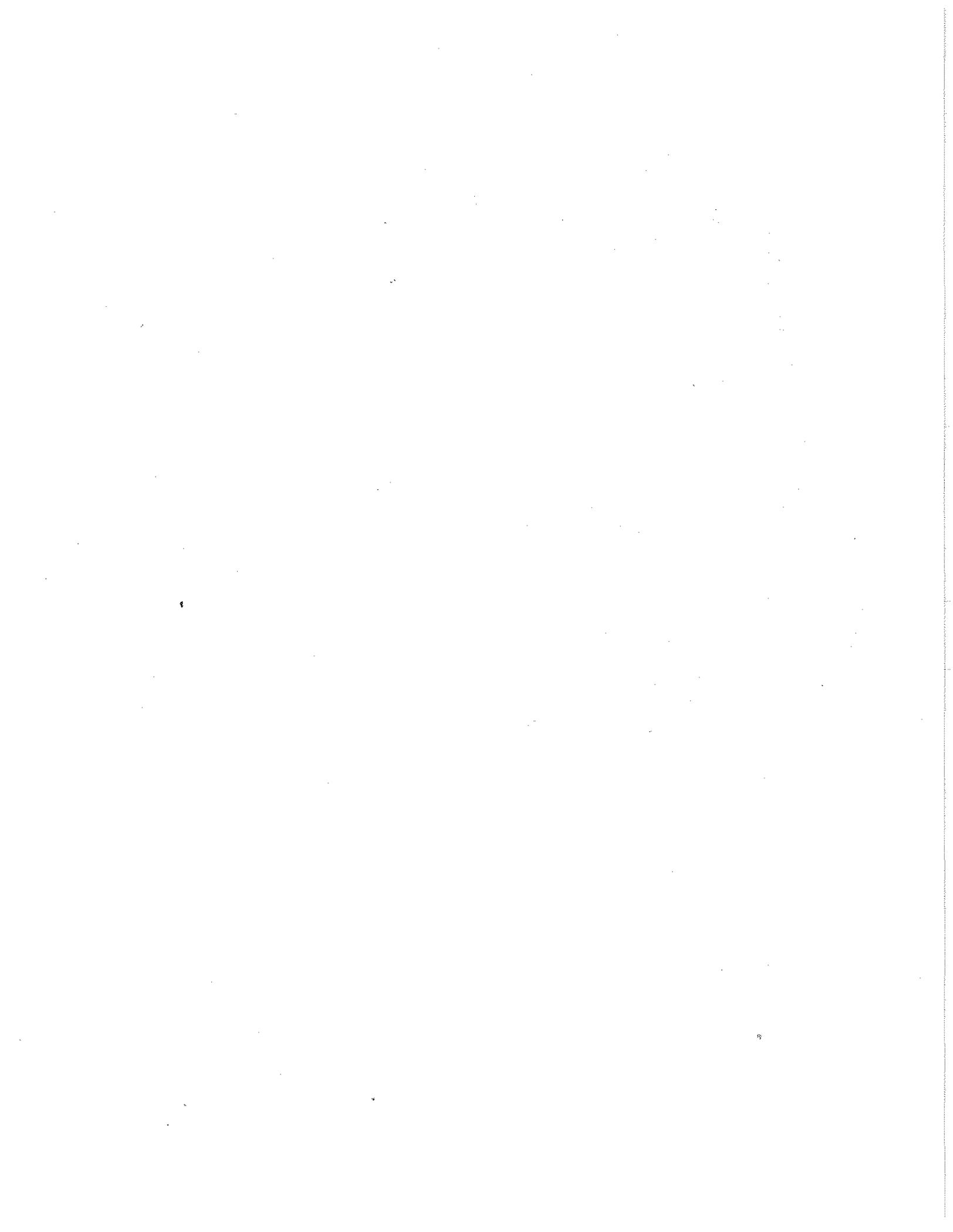
Posted April 16, 2012 - ~~2:00 PM~~

4:15 P.M.

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, APRIL 5, 2012, AT 7:00 P.M.**

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
5. Acknowledge Correspondence
6. Approval of minutes from the regular meeting March 8, 2012
7. Records Retention for Police and Fire Commission Records
8. Fire Department Business:
 - a. Approval of bills for the Month of March 2012. Operating in the amount of \$59,732.06 and Capital in the amount of \$352.50 for a total of \$60,084.56
 - b. Lake Geneva Fire and EMS receiving the Flight For Life Scene, Call of the Year Award
 - c. Set date and time for Award Presentations and Swearing In Ceremony, possibly June 7, at 6:00 p.m.
 - d. Personnel changes/turnover
 - e. Article on Volunteer (POC) Firefighter shortages
 - f. Update on narrow banding program for Fire Department
 - g. First quarter EMS statistical comparison for 2011 and 2012
 - h. Time line for billing company and technology changes for fire and EMS
 - i. Succession Plan discussion (plan was distributed at the February meeting)
 - j. Monthly Activity Report
 - k. LGFD insurance billing information tracking report
 - l. Paratech Monthly Report
9. Police Department Business:
 - a. Approval of bills for the Month of March 2012. Operating in the amount of \$254,511.50 and Capital in the amount of \$562.03 for a total of \$255,073.53
 - b. Approve eligibility list for part time dispatch position(s)
 - c. Confirmation of part time dispatch hiring



- d. Confirmation of reserve officer hiring
 - e. Reserve officer hours and budget update
 - f. Sidewalk Café permits – Information only
 - g. Reminder: Police Department Employee Award Ceremony will be held at the May Commission meeting
 - h. Reminder: Reserve Officer Training on Sunday May 13, at the Walworth County Range
 - i. Correspondence received by Chief
 - 1. Thank you letter from Mike and Tammy Dunn
 - j. Monthly Activity reports:
 - Patrol: Calls for Service – 1,198 Arrests – 134
 - Dispatch: Telephone Calls – 3,901 911 Calls – 181 Window Assists - 774
 - k. Items to be forwarded to Council
10. Presentation to President Chesen
11. Agenda items for the next regular meeting May 10, 2012
- Election of Officers
12. Motion to go into closed session per Wisconsin State Statute and 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction, specifically; Succession planning for Police Department Personnel and 19.85(1)(d) for crime detection and prevention; specifically Police Department
13. Motion to return to open session per Wisconsin State Statute 19.85(2)
14. Discussion and action on closed session items
15. Adjourn

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

Memorandum

To: Lake Geneva Police and Fire Commission
From: Chief Connelly
Date: 4/11/2012
Re: Employee Tenure Status

I feel that it is important to give you an update on the status of employee tenure at the fire department.

It is important to remind you that we do not provide full-time employment for any of our staff and because of that, turnover is more frequent than any other department in the city. The employees that we hire for the Paid-on-Premise Program are primarily career personnel from other career fire/EMS departments and/or they are members of volunteer fire departments and are seeking full-time fire/EMS employment elsewhere while working here. Unfortunately, some departments have rules against working for other fire departments once they are hired as career personnel. This is a significant loss to our community. Additionally, some of these employees find that working 24 hour shifts every 3rd day and then working 12 hour shifts here in between is more difficult than they expected. So we lose those people to their families. This is to be expected and certainly is understandable.

Since the start of the Paid-on-Premise Program in 2008 the hiring statistics are as follows:

POP personnel hired-19 (this includes POP members of the department that work POC)

Still employed-8

POCs that have transitioned to POP-1

Resigned-11

Reason for resignation:

3-Did not complete orientation

3-Hired by career departments-unable to continue employment

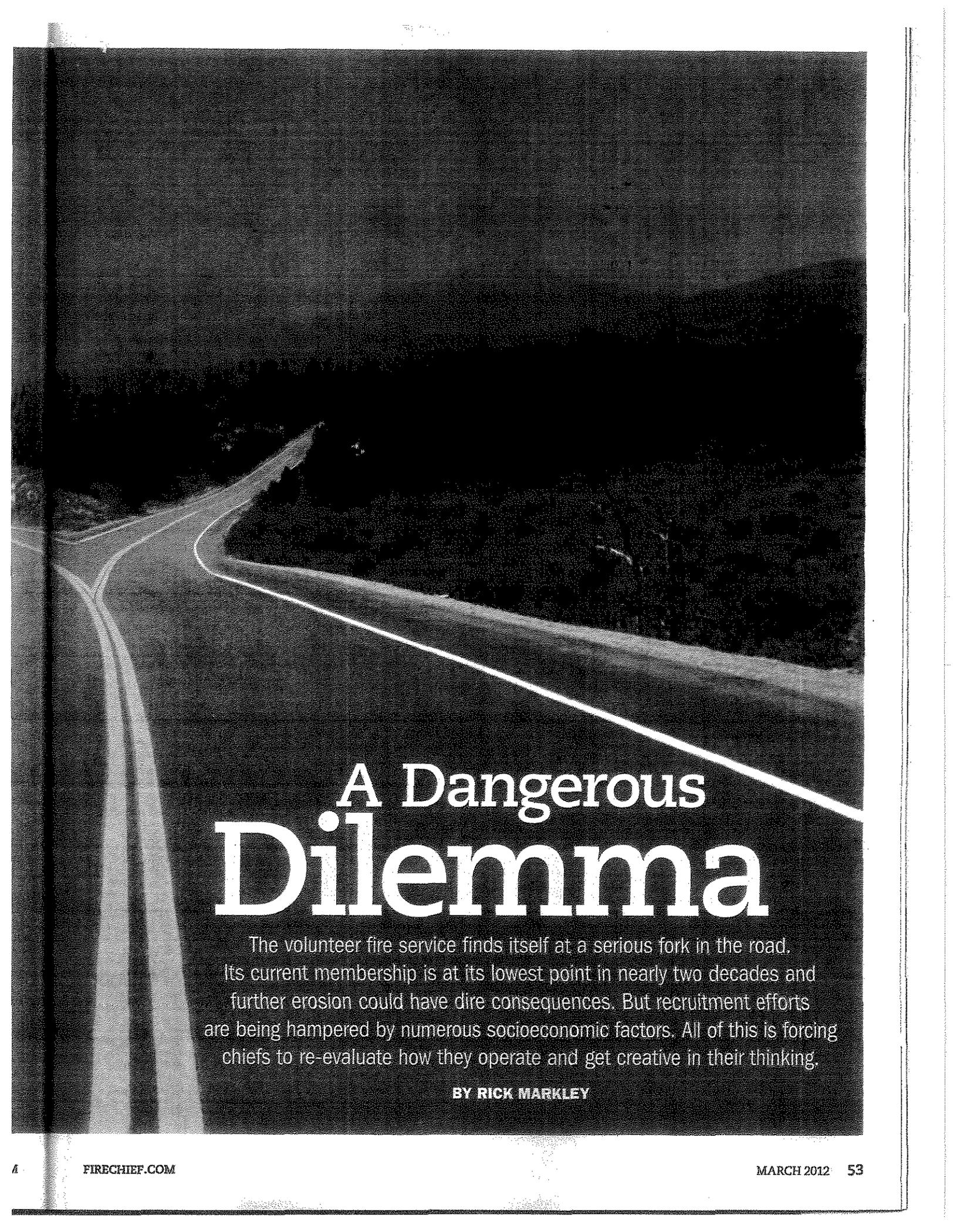
3-Terminated due to not completing required continuing education, no hours provided for scheduling.

1-Family/personal reasons

1-Career change.

As 2 other POP employees have recently been hired by career departments, I anticipate that we will lose them in the near future as well. Unfortunately, we lost one of the POP candidates that was interviewed recently to the Green Bay Fire Department.

If you have any questions regarding our personnel, please feel free to contact me.



A Dangerous Dilemma

The volunteer fire service finds itself at a serious fork in the road. Its current membership is at its lowest point in nearly two decades and further erosion could have dire consequences. But recruitment efforts are being hampered by numerous socioeconomic factors. All of this is forcing chiefs to re-evaluate how they operate and get creative in their thinking.

BY RICK MARKLEY

When the National Fire Protection Association released its latest figures on the number of firefighters in the United States last October, an alarm went off in the volunteer sector. That's because the number of volunteer firefighters was at its lowest since 1991.

This is cause for concern, but just how much concern? National Volunteer Fire Council Chairman Philip Stittleburg is quick to channel author Mark Twain when he said that reports of the volunteer fire service's death are greatly exaggerated. Stittleburg, who also is long-time chief of the LaFarge (Wis.) Volunteer Fire Department, does however caution that if this trend continues, the volunteer service will reach a crisis state.

The NFPA data covers 1986 to 2010. And while the 2010 numbers are the lowest in 19 years, the years 1989, 1990 and 1991 all showed less volunteer firefighters than did 2010. Table 1 (right) shows the number of career and volunteer firefighters for the last 10 years. (For the full NFPA report, visit <http://tinyurl.com/3fmggtj/>.)

Another figure that jumps out of the report concerns the number of firefighters per 1,000 residents they protect. For both career and volunteer, 2010 marks the lowest rate since NFPA began collecting data in 1986.

To put these results in perspective, it is important to understand how NFPA gathers this data. For communities with populations less than 50,000, the survey is sent to a sample that is stratified by the size of the community; projections are then based on weighted samples. About one-third of the states are surveyed each year on a three-year rolling schedule. The association said

that about 19% of surveyed departments respond.

Although the NFPA study does not breakdown its results by region, in some areas, such as Texas, the number of volunteers is steadily rising. This, said Chris Barron, executive director of the Texas State Fireman's and Fire Marshal's Association, is likely due in part to formal recruiting efforts and the unprecedented wildland fire season that the state experienced last year. His association used federal grant money to kick off a statewide recruitment and retention program. Part of that program calls for departments to submit exact membership numbers every six months. Since the first grant in 2008, Texas has seen a steady increase in its volunteers.

Though Stittleburg admits that the NFPA numbers may not have the exactness of a full-blown census, he is confident that they accurately reflect

trends in volunteer membership. And for volunteer or combination chiefs who are seeing their numbers slip, it doesn't matter much if the NFPA survey is on a three-year rolling cycle or not. They need to know why those numbers are dropping and what to do to right the ship.

"This isn't demonstrable in any statistical evidence, but I think we are seeing the aging of the volunteer fire service," Stittleburg said. "People are retiring and we are failing to bring in younger people to fill those spots. The average age of volunteer firefighters is increasing — that much we know."

Stittleburg believes that recruiting efforts need to be aimed at those in their teens and 20s. "In the past we've recruited by word of mouth. That doesn't seem to be getting it done anymore," he said. "We've got to be getting into the schools and saying this is something that you

TABLE 1: NUMBER OF FIREFIGHTERS FOR THE PAST 10 YEARS

Year	Total	Career	Volunteer	Departments
2000	1,064,150	286,800	777,350	30,339
2001	1,078,300	293,600	784,700	30,020
2002	1,108,250	291,650	816,600	30,310
2003	1,096,900	296,850	800,050	30,542
2004	1,100,750	305,150	795,600	30,400
2005	1,136,650	313,300	823,350	30,300
2006	1,140,900	316,950	823,950	30,635
2007	1,148,500	323,350	825,450	30,185
2008	1,148,850	321,700	827,150	30,170
2009	1,148,100	335,950	812,150	30,165
2010	1,103,300	335,150	768,150	30,125

Source: National Fire Protection Association: U.S. Fire Department Profile Through 2010. NFPA has kept career, volunteer and department statistics since 1983; 2010 is the most current data available.

"You have a steadily increasing demand for services without a corresponding increase in volunteers. [But] the sense of community that causes people to join hasn't developed yet."

— PHILIP STITTLEBURG, NVFC

will really enjoy and it is a good thing for your community."

In South Carolina, Shane Ray is seeing a drop in volunteers. Ray is the superintendent of the South Carolina Fire Academy, where he is responsible for all of the state's fire training. Ray also is the international representative on the International Association of Fire Chief's Volunteer & Combination Officers Section; is the former chief of the Pleasant View (Tenn.) Volunteer Fire Department; and is the former director of public fire protection for the National Fire Sprinkler Association. South Carolina is running pilot programs for firefighting and EMS training for high school students at six vocational training facilities across the state.

It is important, according to Ray, to offer young recruits vocational training, because most need to see some personal benefit. Older recruits, in their 30s, 40s

and even 50s, typically come to volunteer fire departments out of a deep-seated duty to serve their community. This is not something he often sees in the young recruits, he said.

Time is in Short Supply

Another oft-cited reason for the decline in volunteer ranks is that the prolonged economic downturn has forced many to work much longer hours to make ends meet.

"I had a chief this morning tell me that some of his volunteers are working 70 to 90 hours a week," Ray said. "They have no available time to serve at all."

Exacerbating this situation is the financial woes felt by many local and state governments. In what seems like a cruel joke, Barron said that while Texas is able to attract and retain volunteer firefighters, there is no money to outfit them with proper protective equipment. Worse, Barron does not see an end to this problem, despite constant efforts to convince Texas lawmakers to provide adequate funding. He said the problem stems from both too little money and too low of a priority placed on volunteers.

"We've heard that 86% of those volunteer firefighters pay money out of their personal accounts to keep the fire department running," said Barron, who also is chief of the Manchaca Fire Department, a combination department near Austin. "We've heard cases where they are putting fuel in the trucks (with their own money) because the fire department doesn't have any money or they are spending it on repairs or PPE.

"It is like the perfect storm for a fire department. You have lower levels of

funding, increased call volume and an unprecedented wildfire season. Last year was terrible (for wildfires) and the predictions are that this year is going to be about the same in Texas."

This Texas-sized problem will not be solved with a few pancake breakfasts and car washes. So Barron's association turned to the private sector, going so far as to hire a public relations firm to generate donations. And it is working. They've pulled in sizable donations, as much as \$100,000, from several associations, foundations and companies. To date, funding requests from Texas volunteer departments has amounted to about \$1 million; through donations they have been able to meet about half of that demand.

"It has helped, but it hasn't been able to get everybody in (protective) gear yet," Barron said.

An interesting aside to the economics issue can be found in an NVFC study conducted several years ago. According to Stittleburg, boom times can have just as detrimental effect on a volunteer department as a downturn.

"You have a steadily increasing demand for services without a corresponding increase in volunteers," he said. "[But] the sense of community that causes people to join hasn't developed yet."

Of course, the real gorilla in the room is the amount of training that is required to be a volunteer firefighter. Not only does rigorous training prepare volunteer firefighters to perform well and safely, it also weeds out those who lack commitment and/or the requisite physical attributes. Yet NFPA 1001 and Firefighter I and II training requirements can be particularly burdensome

TABLE 2. NUMBERS OF FIRE DEPARTMENTS

	Total	% of Total
2009		
All Career	2,457	8.1%
Mostly Career	1,752	5.8%
Mostly Volunteer	5,299	16.9%
All Volunteer	20,957	69.1%
Total	30,165	
2010		
All Career	2,495	8.3%
Mostly Career	1,800	6.2%
Mostly Volunteer	5,290	17.5%
All Volunteer	20,480	68%
Total	30,125	

Source: National Fire Protection Association

"The county I was just in has 37 fire departments and all of them have an (aerial) truck. Is that good utilization of the citizens' money?"

— SHANE RAY, SOUTH CAROLINA FIRE ACADEMY

to volunteers, especially during hard economic times.

"The class below Firefighter I, which we call fundamentals of firefighting, is around 88 hours," Ray said. "We have (a Firefighter I class) that I just came from that runs five months for three nights a week."

In Texas, there are no state mandates regarding volunteer firefighter training, which may explain to some degree why it is able to attract recruits. However, each department can set its own training requirements. At Barron's department in Manchaca, new recruits must go through a nine-month-long academy before fully participating in fireground operations.

This has some in the fire service questioning the one-size-fits-all training requirements of NFPA 1001 and looking for pragmatic alternatives.

"There was a report in South Carolina on the delivery of statewide training in 1976," Ray said. "One of the recommendations was that there would be standards and delivery for the training of volunteers, and another objective for career firefighters. It is funny that they recognized back then the need for two separate delivery systems."

Ray added that he is looking to create training standards by the end of this year to meet the specific needs of individual fire departments. For example, according to Ray, many rural fire departments in South Carolina and Tennessee only make exterior fire attacks. Likewise, some volunteers may only drive a water-supply truck. Meanwhile, Montana offers an exterior firefighter certification, he said.

"Not everybody is going in the burning building, so shouldn't there be

certification levels that are commensurate with their duties?" Ray asked. "We (need to) look at the community and what our risks are, then take (into account) our fire department and what their capabilities are, and then deliver the training."

Stittleburg agrees. He told how many years ago he had to deliver training on fire sprinklers when none of the buildings in his town had such systems. "What we are training for has to be appropriate," he said.

New Thinking is Needed

Like Ray, Stittleburg also thinks that volunteer departments need to be honest about what services they can provide and adjust their training and equipment to that level. Some departments cannot do hazmat and need to let government officials know that they will have to go elsewhere for that service.

"We can't be in a situation where we are representing that we can deliver the services that we don't have the skills to deliver," Stittleburg said. "If we can't do swiftwater rescue, then we probably better not have an airboat that we don't have adequate training to operate."

Stittleburg would like to see firefighter training presented in a la carte modules that allows the chief to select those that are best suited for the department. For example, training on aerial units or high-rise buildings is irrelevant in his community because such structures don't exist, but water movement, barn fires and silo fires are very relevant. "It (would) cut down on the time they spend training and you are going to get a lot better response to the training," he said.

Stittleburg, Barron and Ray agree that a declining number of volunteer firefighters would raise significantly the risk of property and life loss. It also will result in less fire-prevention education, less code enforcement and perhaps worse ISO ratings.

"[Fire prevention] is going to suffer," Barron said. "It is pretty much the first thing to go. We are still trying to tread water to make sure our calls are answered and our trucks are running and we've got protective clothing on."

It also is going to force some volunteer fire departments to more heavily rely on their neighboring departments through mutual- and automatic-aid agreements.

"Somebody tweeted [recently] that mutual aid is a town shirking its responsibilities," Ray said. "No it's not — it is smart utilization of resources and playing nice together."

Ray took that thinking even further by calling on chiefs to examine the apparatus they and their neighbors have.

"The county I was just in has 37 fire departments and all of them have an (aerial) truck. Is that good utilization of the citizens' money? One of the departments has an E-One Bronto. Do you know the training needed to properly function that bad boy? Why couldn't one place have that unit and focus on its use?"

Regardless of whether the NFPA numbers hold true, the paradigm for volunteer firefighting is shifting before our eyes. In the end, there likely is no magic-bullet solution to the current dilemma. Accordingly, volunteer chiefs will need to analyze their individual situations and try on a series of fixes until they find the ones that fit. ■

**CITY PLAN COMMISSION
MONDAY, APRIL 16, 2012 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Hill/Flower motion to approve the March 19th 2012 minutes. Motion carried.

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

None.

Correspondence.

Letter in favor of project at 1724 Main Street, Covenant Harbor, received by Carla and Bill Young.
The letter of correspondence will be on file at the Clerk's office.

Public Hearing and recommendation on a Conditional Use Application filed by Geneva Bay Market and Gifts, 252 Center Street, Lake Geneva, WI 53147 for Outdoor Commercial Entertainment (grilling/serving area) on the existing outdoor patio at 252 Center Street, Lake Geneva, WI 53147, Tax Key Number ZOP 00258. Patrick Kavanaugh, owner of Geneva Bay Market and Gifts, 252 Center Street, approached the podium to explain his proposal. Kavanaugh explains that he may need to amend this application for a grease screen/hood to collect the vapors in the grease smoke as items are being made. Hill asks if the grill will be permanent or portable. Kavanaugh explains that this grill will be on wheels but will be left outside all the times. When it is not in use, it will have a grill cover on it. He also explains how he has been in touch with the State Health Department and is licensed for the restaurant portion of this use. The food will be stored in the shop. Kavanaugh states that they will be focusing on pre-cooked brats. He wants to keep it rather simple. Hartz stated that a landscape plan was approved with the patio last year and asks if the project is complete. Kavanaugh states that it is. Hartz asks if there will be additional signage (to what is already out there) to advertise this. No, there will not be. Hartz also asks if the primary reason is to sell the brats more than 12 days a year. Kavanaugh stated yes, the demand last year was so good and that is why he is applying for this year. Discussion occurred about the State requirements for food preparation, storage and sanitary issues.

No one from the public wished to comment. Hartz/Skates motion to close the public hearing. Motion carried. **Flower/Olson motion to approve the Conditional Use Application filed by Geneva Bay Market and Gifts, 252 Center Street, Lake Geneva, WI 53147 for Outdoor Commercial Entertainment (grilling/serving area) on the existing outdoor patio at 252 Center Street, Lake Geneva, WI 53147, Tax Key Number ZOP 00258 to also include Staff recommendations (specifically the grease hood over the grill).** Discussion followed on the aesthetics of an outdoor grill and the comparison to last year's hot dog cart that was denied. **Aye: Flower, Poetzinger, Olson and Mayor Connors. No: Skates, Hartz and Hill. Motion carries 4-3.**

Public Hearing and recommendation on a Conditional Use Application filed by Covenant Harbor Bible Camp, 1724 W. Main Street, Lake Geneva, WI 53147, for the installation of an additional pier, with twelve slips, at 1724 W. Main Street, Lake Geneva, WI 53147, Tax Key Number ZA2546 00001. Eric Anderson, 611 Sage Street, Associate director at Covenant Harbor approached the podium and explained his proposal. One pier is for boat storage, second pier is for swimming and the third pier is for everything else. A fourth pier would allow an opportunity to shift some potential high traffic issues away from the children in the water. Anderson states that this will make the waterfront safer. There will be no new boats added to the lake area. This was approved a few years ago and it wasn't completed then due to lack of funds. There are funds in place now. This will also improve the aesthetics for the lakefront. This new pier is for boat storage only and will be for staff use only. This way, guest will not be any closer to the property line. Skates asks which pier is the newest. Anderson stated, the Geneva Bay Center pier, in about 1989. Since that time, the day camps have started which is about a 40% increase in people since 1989. Anderson stated that the Geneva Lake Conservancy

gave a verbal ok to this project. The closest neighbors sent a letter in favor (see above) to the City. Hill asks why a Conditional Use is needed. Brugger stated that all piers need a Conditional Use. The DNR and perhaps the Army Corps of Engineers will submit a letter for approval. Both agencies approved this two years ago. Anderson stated that this location was chosen as it impacts the shore land the least and has the least amount of trees in the area. Hartz asks about the number of boats that was allowed at that time and the condition of not allowing any more boats. Anderson stated that they are allowed 22-23 boats and that they do not have any more than they are allowed. Hartz also asked about the maximum length of the piers allowed by the ordinance. It is 100 feet maximum. No comments from the public. Hartz/Skates motion to close the public hearing. Motion carried. **Hartz/Skates motion to approve the Conditional Use Application filed by Covenant Harbor Bible Camp, 1724 W. Main Street, Lake Geneva, WI 53147, for the installation of an additional pier, with twelve slips, at 1724 W. Main Street, Lake Geneva, WI 53147, Tax Key Number ZA2546 00001, including Staff recommendations as well as any DNR or Army Core of Engineers conditions that may be presented. Motion carried unanimously.**

Public Hearing and recommendation on a Conditional Use Application filed by Leo and Janie Wilken, 404 S. First Street, West Dundee, IL 60118 for Indoor Sales and Service at 911 W. Main Street, Lake Geneva, WI 53147, Tax Key Number ZOP 00242. Janie Wilken, 404 S. First Street, West Dundee, IL approached the podium to explain the project. She explains that they will owner occupy the home along with retail and also have a second renter (who is currently renting). They plan to return the house to its original look and then eventually have it return also to a single family home. The will see vintage goods and gifts. Skates/Olson motion to close the public hearing. Motion carried. **Hartz/Olson motion to approve the Conditional Use Application filed by Leo and Janie Wilken, 404 S. First Street, West Dundee, IL 60118 for Indoor Sales and Service at 911 W. Main Street, Lake Geneva, WI 53147, Tax Key Number ZOP 00242 including Staff recommendations specifically that this approval be limited to this owner and also that within the ten year time frame of this Conditional Use that the home be returned to a Single Family home as depicted in the Comprehensive Plan.** Brugger stated that while the future land use for this property is Single Family (Comprehensive Plan) that the current land use is Neighborhood Office. The owner could use this property as it fits with any Neighborhood Office uses available to her if she chooses to do something other than the retail store. Brugger explains if they want it to fully go back to a Single Family use, the City should rezone that property so if the retail is discontinued it could only be a single family use. Hartz also stated that the owner could reapply for an extension for the Conditional Use if she was not finished having a business in that ten year limit. Motion carried unanimously.

Public Hearing and recommendation on a Precise Implementation Plan (PIP) Amendment, filed by Dave Herbeck, 2601 E. Gatewood Drive, Appleton, WI 54915 to construct an automotive parts retail store adjacent to 200 Interchange North, Lake Geneva, WI 53147, Tax Key numbers ZA4159 00001 and ZA4159 00003. Dave Herbeck, 2601 E. Gatewood Drive, Appleton, WI approached the podium and explained his project. The use was anticipated with the original plan approval. The original plan called for a bank and large retail building about 14,000 square feet along the west side of the property and an additional rear building of about 19,000 square feet. The change to the plan is that this building will only be about 7,000 square feet. The Certified Survey Map will parcel this development off as indicated. All of the easements are in place. There is anticipated shared parking as well as dedicated parking for Advanced Auto. Herbeck has worked with Vandewalle on materials and colors for the building. Mayor Connors asked how many delivery trucks will be coming. Herbeck stated that Advanced has one truck a week, perhaps at the most, and the truck is not around for very long. Flower asks how large of business they project to have given the other Auto parts stores around. Herbeck stated that the research shows that this site is one of the best in the area and that it will work. Hill asked about signage. Herbeck stated that that the original PIP had a multi-tenant sign on the Bank parcel and the land owner would like to reserve the rest of that sign for the parcel behind this parcel and the Bank parcel. Advanced Auto will put their own sign on the northwest corner of the lot near Interchange North. Flower asked if the elevations being shown on the easel were the same as in the packet. They are. Flower asks if this will be brick or block building. It will be block. Vandewalle guided the materials for the building. Olson/Hill motion to close the public hearing. Motion carried. **Hill/Hartz motion to approve the Precise Implementation Plan (PIP) Amendment, filed by Dave Herbeck, 2601 E. Gatewood Drive, Appleton, WI 54915 to construct an automotive parts retail store adjacent to 200 Interchange North, Lake Geneva, WI 53147, Tax Key numbers ZA4159 00001 and ZA4159 00003 including Staff recommendations and the recommendations included in the Crispell Snyder letter dated April 13, 2012.** Flower questioned the foot candles at the property line. Brugger explained that it is allowed as it is not a pedestrian walkway. **Motion carried unanimously.**

Review and Recommendation on a Certified Survey Map, filed by Dave Herbeck, 2601 E. Gatewood Drive, Appleton, WI 54915 on behalf of KC Northgate LLC, 751 Geneva Parkway, PO Box 460 Lake Geneva, WI 53147 for land located on ZA4159 00001 and ZA4159 00003, adjacent to 200 Interchange North, Lake Geneva, WI 53147. Brugger explained that the original GDP depicted each of the three buildings would be on their own lot. This lot ended up being much larger than was needed so they moved the lot line to adjust the lot area for this applicant. Brugger also mentions approval of this CSM dependent on approval of the PIP approval by the council and the conditions of the letter by Crispell Snyder dated April 13, 2012. **Hartz/ Skates motion to approve the CSM filed by Dave Herbeck, 2601 E. Gatewood Drive, Appleton, WI 54915 on behalf of KC Northgate LLC, 751 Geneva Parkway, PO Box 460 Lake Geneva, WI 53147 for land located on ZA4159 00001 and ZA4159 00003, adjacent to 200 Interchange North, Lake Geneva, WI 53147 including Staff recommendations, final PIP approval by the City Council and the recommendations by Crispell Snyder as depicted in the letter dated on April 13, 2012. Motion carried unanimously.**

Discussion for a change in lakefront landscaping at 1070 S. Lake Shore Drive, Lake Geneva, WI 53147 by the Vista del Lago Property Owners Association. Steve Scheel, Scheel and Associates Landscape Architecture, approached the podium on behalf of the Vista del Lago Properties Owners Association to explain the project. The Property Owners want to develop the undeveloped slope along the lakefront. Brown vetch is invading the area and it also needs to be addressed. He states that Rosetta Stone will probably be the best option to help develop this area. The problem with using natural stone is that you would have to stack it and then it will eventually move. The Rosetta stone has been engineered to handle this kind of load. The slope is about a 35 foot elevation change from the shoreline to the top. There are next to none for native plantings out there except for a little poison ivy. There will be a rather large gathering area for social events. Tony Panozzo, property manager of Vista del Lago also approached the podium to explain some other points of this project. He would like to get a feel from the Plan Commission for what the City wants before it goes back in front of the property owners. The hill slope is changing every year and staff is in danger for trying to get at the weeds on the hill. They would like to beautify it and try to control the erosion. Brugger asks how much further the property line goes beyond the south pier. The line after it is the property line. There is some asphalt going from the pier up to the access road. Beyond the pier is grass into the neighbor's property. Hill asks if the location of the patio will be the same but just enlarged. They want to push it back a bit so it doesn't contribute to any erosion issues. There are 62 dwelling units. About 225 residents are there when they have their annual picnic. They would also like to propose a fire pit. Panozzo has talked to the Fire Department and the also their Insurance Company regarding the fire pit and it being suggested to be wood instead of gas. He also stated that he would like people to comment on the great aesthetics of Vista del Lago's lakefront instead of wondering what kind of place it is. Brugger commented about the stone and whether or not their will be plantings in front of it to break up the stone. Panozzo stated that there will be and this stone also can come with planting pockets in it as well. Brugger explains how this will come before you as a Conditional Use for work within the Lakeshore Overlay zoning district. That ordinance prohibits development within the lakefront that it should be left in its natural, undisturbed state. Since it has never been left in its undisturbed state, like many other along the lake, the applicants are looking to trade some nonconforming landscaping for something more conforming. It needs to be reviewed to see what it can be made into. Will the applicants be able to trade the landscape improvements for a little more pavement in the patio area within that 100 foot landscape? This will mean less lawn and more natural landscaping. Hill asks why Timbers cannot be used. Panozzo stated that they will rot and will need to be replaced every 12-15 years or so and using this stone will only need to be used once and never replaced. Hill likes the removal of the horseshoe sidewalk and moving the patio back however, she is not in favor of 300+ feet of an unnatural product being used. She appreciates them wanting to beautify this area but would rather have a natural product there. Skates feels that the stone may be overwhelming but would appreciate a photo from the lake to get a better feel for what it will look like. Panozzo states that a property off of Chapin Road and also next to Casa del Sueno have used this product. Scheel stated that unless you give the natural stone a concrete fitting, the natural stone will not hold the load that is at question here. Brugger asked if it has been considered to stagger the stones. They will consider it. They want to get the input to make the balance to make everyone happy. Mayor Connors asks about the width of the lake path because when the piers are out, there is not much space to walk on the path. When the changes are made, it will make the pathway wider and allow for easier passage. Flower reiterates that the patio shown in the packets will actually be pushed back toward the sidewalk. The plant list is to be natural plants to the lakefront setting. The plant list was recommended to be sent to Vandewalle for their review. Brugger asks what kind of landscape lighting will be used. Panozzo stated that they haven't talked about it yet. If anything it would be low lighting but they have lighting from the lake path already. Hartz commented that he agrees that whatever can be done to break up the mass of "stone" will be

helpful. Short of causing issues with drainage and that sort of thing, the idea of moving the patio back and dropping it down two feet would be terrific as well.

Downtown Design Review.

835 Wrigley Drive. There is an additional window proposed on the second story, along with updating the railing on the second story to a wrought iron railing (charcoal in color with a colored top rail), two additional windows and a door on the first floor. The patio material will also be a colored concrete instead of the brick (the walking surface) so the tables wouldn't rock. Hartz/Hill motion to approve the four changes as presented. Motion carried.

Pear Tree Shoppe. 851 W. Main Street. They had a preferred color but also chose an alternate since the preferred one was too red. Hill/ Poetzing motion to approve the signage presented using the alternate color (darker cranberry color). Flower motion to amend the motion by inverting the color scheme using a gold background with red lettering. Amendment dies for lack of a second. Motion carried 6-1.

Global Gourmet. 725 Main Street. There will be wood columns and panels covering up the corrugated aluminum along with an awning with signage. Hartz/Skates motion to approve the signage and change from the corrugated aluminum to wood. Motion carried unanimously.

Hartz/ Flower motion to adjourn at 8:22 pm. Motion carried.

/s/ Jennifer Special, Building/Zoning Administrative Assistant

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



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Rick Steinberg
John Swanson

Lynn Hassler
Peggy Schneider
Mayor Jim Connors

Barb Hartigan
Dave Quickel

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

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

MINUTES OF THE MAY 2, 2012

Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:30 PM. DPW Dan Winkler read the roll.

Roll Call:

President Doug Skates X , Lynn Hassler Excused , Barb Hartigan Late & Left Early ,
Rick Steinberg X , Peggy Schneider X , Dave Quickel X , John Swanson X ,
Ald. Al Kupsik X , Mayor Jim Connors X . (7 & 8 total).

Staff & Aldermen Present:

DPW Daniel Winkler X , Street Supt. Ron Carstensen , Administrator Dennis Jordan X .

Public Present:

Mr. Ken Johnson & several baseball coaches, Mr. Ed Yeager, Mr. Mike Coolidge, Mr. John Halverson.

Approve the Minutes of the Prior Meeting:

It was moved Mayor Connors to approve the minutes of the March 2012 Meeting, seconded by Mr. Steinberg. The motion passed 7-0.

Public Input:

None as the public waited until their agenda items to speak.

Park Permits (Moved to Last on the Agenda):

10/5/13	Ledbetter Wedding	Library Park	(continued to next month's meeting).
5/28/12	Geneva Lake Conservancy 35 th Anniversary	Flat Iron Park 9AM to 4PM	(Approved 7-0, no P/A system until After Memorial Day Ceremonies at Riviera noon.)
6/2/12	Lakes Area Physical Therapy	Veterans Park 8AM to 5PM	(Approved 7-0).
5/30 – 6/2/12	Universal Cheerleaders Assoc.	Flat Iron Park 8AM to 8PM	(Approved 7-0, with note to mow lawn Just before the event, Quickel to check On event).
7/14/12	Delgado Graduation Party	Veterans Park 1PM to 7PM	(Approved 7-0).

1/28 – 2/3/13	Chamber of Commerce Winterfest	Riviera	(Approved 7-0).
6/24/12	Grand Cheese	Veterans Park Field #5	(Approved 7-0). 10:30 AM to 3PM
7/12 & 8/12	Chamber of Commerce Excl. Venetian Music in the Park	Flat Iron Park	(Approved 7-0) 6:30 PM to 8:30 PM

Park Assignments/Repair Update:

Mr. Swanson read through his list which included Veterans Park Concession Building which needs the second floor fascia painted and first floor fascia possibly replaced, park bench and trash container metal parts painting (in general), and American Legion flags are getting ragged in Library Park. President Skates said he would mention the flags to the Legion. He also noted Donian Park looked superb and people extensively use the tennis courts. The silt fence behind the YMCA still needs to be removed.

Ms. Schneider inquired about signage in Library Park and the park rules sign at Maxwell Street is mounted too high.

New Business:

- **Badger Leadership Dynamics Map Board Discussion-** DPW Winkler explained the request for a lake map information board to be furnished and installed at the west end of Library Park. Swanson, Quickel, Skates and Kupsik all commented regarding the desire for a quality sign as the Plexiglas versions have caused us problems in the past. It was moved by Quickel and seconded by Kupsik to approve the request in carved cedar or redwood signage of similar construction quality to the historical preservation signs located at Cook and Main Streets or Sage Street north of Geneva Street. The discussion also included where the sign would go. DPW Winkler would select a place probably just east of the parking/turnaround area along the path. The motion passed 7-0.
- **Veterans Park Scoreboard Discussion-** DPW Winkler shared information on the Sportable scoreboards that are at the park and the cost to implement "Score Restore" boards in LED. Discussion included comments by Mr. Coolidge that he uses NEVCO scoreboards and they could provide pricing and Administrator Jordan explaining the two park funds the City has, that there are \$30K to \$35K in each, and time limits and restrictions in how the funds may be spent. Jordan also mentioned the Lion's Club may also fund one or more of the new scoreboards. It was moved by Kupsik and seconded by Swanson to go out and get 3 quotes for scoreboards including installation and bring the information back to the Commission. The motion passed 7-0.
- **Veterans Park Molitor Field Advertising Discussion-** Mr. Johnson gave a presentation on Lake Geneva Baseball, a newly formed organization. The group inquired if the City would consider allowing 4' x 8' vinyl advertising signs on the outfield fences of fields nos. 3, 4, 5 and Molitor Field. The cost per sponsorship was mentioned at possibly \$250 each, printing only on the field side, the group would maintain the signs, take them down in the fall, and apply proceeds toward needed park improvements. Mr. Coolidge said the YMCA is not part of the sign request but supports the organization's efforts. It was moved by Mr. Quickel to approve the request and seconded by Mr. Swanson. Under discussion Mayor Connors suggested that the City Attorney review the request as a private organization was fundraising on City property. An amendment was offered by Alderman Kupsik to refer the request to the City Attorney for any legal ramifications and include a provision that any advertising conform to WIAA guidelines. The amendment was accepted by the maker and second of the motion, and approved 8-0.

- **Veterans Park Use for Cricket Pitch League Play Discussion-** President Skates continued this item to the next meeting as the representative from Milwaukee was not able to attend.
- **Family Fun Circus Use of Park Discussion-** President Skates read the request to conduct a circus at a City park in June. Mayor Connors indicated that the request is a high impact event requiring insurance, bonding, reviews by City Departments, and Council approval. There is not enough time to get these things done for this year. President Skates indicated he would call the circus people and advise them.
- **Disposition of Old Skate Park Discussion-** Alderman Kupsik asked about plans to dispose of the old skate park equipment. Mr. Quickel wished to see if the old park had value and advertise it for sale. Eric of Covenant Harbor said they would take the equipment off our hands and remove the fencing and dispose of everything. It was moved by Kupsik and seconded by Quickel to recommend the City's FLJ Committee and Council to declare the old skate park equipment as surplus and advertise the equipment with a minimum reserve price, and if the equipment doesn't meet the reserve, allow Covenant Harbor to salvage it for free. The motion passed 7-0.

Old Business:

Railroad Park Discussion- Mr. Yeager asked that the land be dedicated as a park from the railroad bridge to Sage Street. Mr. Steinberg wished to see the area become a park also. It was moved by President Skates and seconded by Mr. Swanson to leave the land the way it is and not pursue a park dedication. After input by Winkler, Kupsik, Quickel and President Skates, the motion passed 6-1 (Steinberg nay).

Skate Park Construction Progress - DPW Winkler provided a current construction schedule which shows construction finished by mid-July.

Home Depot Park Discussion - Mr. Steinberg and Mr. Winkler mentioned their meetings with Home Depot's management and that it appeared they would only contribute materials to the effort. Mr. Winkler provided cost information on the Fermano Park sign which the Commission thought would be a fine standard park sign. It was moved by Mayor Connors to have the DPW obtain quotes and pictures of a Home Depot Park sign in their colors and propose Home Depot pay for it or toward it. The motion was seconded by Mr. Swanson and passed 7-0.

Adjourn:

It was moved to adjourn the meeting at 8:51 PM on a motion by President Skates and second by Alderman Kupsik. The motion passed 7-0 and the meeting was adjourned.

Next Meeting-June 6, 2012 at 6:30 PM.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
05/03/12

1

(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

Board of Trustees Annual Meeting
Thursday, April 5, 2012 at 8:00 a.m.

Call to order

Lafrenz called the meeting to order at 8:04 a.m.

Roll call

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

Adoption/Amendment of agenda

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

**Disposition of minutes of previous regular meeting and any
intervening**

special meeting(s)

Kundert made a motion to approve the minutes of the April
14, 2011 Annual Meeting. Brookes seconded. Motion carried
unanimously.

President's report

Lafrenz expressed appreciation to the Board for their
service this past year and highlighted programs and
statistics. Peterson also expressed appreciation to the
Board and staff for their support.

Nominations & Election of Officers

Lafrenz presented nominations for the slate of officers for
2012--2013:

Duanne Lafrenz	President
Fritz Oppenlander	Vice President
Diane Jones	Secretary
Larry Kundert	Treasurer

Lafrenz asked three times for any further nominations for
each of the Officers. No other nominations were proposed.
Lafrenz asked for a motion to elect Officers as proposed.
Oppenlander made a motion to elect Officers as presented.
Brookes seconded. Motion carried unanimously.

Lafrenz asked the Board to approve the reappointment of Kersten and Lafrenz. Jones made a motion to approve the reappointment of Kersten and Lafrenz. Kundert seconded. Motion carried unanimously.

Adoption of 2012-2013 Meeting Schedule

Lafrenz asked for a motion to approve the next meeting on May 10, 2012. Kersten made a motion to approve that date. Oppenlander seconded. Motion carried unanimously. Further discussion about the 2012-2013 Board meeting schedule will continue at the Board meeting on May 10, 2012.

Calendar of Operations

Lafrenz led a discussion about the proposed calendar for Library operations 2012-2013. Lafrenz asked for a motion to approve the proposed calendar. Kundert made that motion to approve calendar as proposed. Kersten seconded. Motion carried unanimously.

Adjournment

Oppenlander made a motion to adjourn at 8:41 a.m. Brookes seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones
Secretary

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

Finance Committee

Thursday, April 5, 2012 at 7:30 a.m. (Director's Office)
Present: Kundert, Lafrenz, Oppenlander. Also present:
Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$60,200.72 in General Funds and \$46.58 in Donated Funds.

Board of Trustees Meeting
Thursday, April 5, 2012 at 8:15 a.m.

Call to order

Lafrenz called the meeting to order at 8:42 a.m.

Roll call

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

Adoption/Amendment of agenda

Lafrenz asked for a motion to approve the agenda. Kundert made a motion to approve the agenda. Oppenlander 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 March 8, 2012 meeting. Brookes made a motion to approve the minutes. Kersten seconded. Motion carried unanimously.

President's Report

Lafrenz reported on the luncheon with Mrs. Dresser and family, and Mr. Hartshorne.

Lafrenz proposed that the Board establish a Legacy Committee to explore the possibility of creating a legacy for Mr. Dresser.

Lafrenz proposed that the Board establish a 5-Year Strategic Planning Committee to recommend a plan of action the next five years.

Building & Grounds

Peterson reported on the recent installment of a permanent sound system for the Smith Meeting Room which was funded by the Friends of the Lake Geneva Public Library.

Peterson reported that the proposal to landscape lakeside is pending.

Finance/Endowment

Kundert reviewed monthly expenditures and made a motion to approve \$60,200.72 in General Funds and \$46.58 in Donated Funds. Oppenlander seconded. Motion carried unanimously.

Kundert led a discussion about impact fees and schedule of expenditures. Peterson asked the Board to consider a proposal to add shelves in various units throughout the library and to install an additional shelving unit for the Swanson Center. Discussion followed. Kundert made a motion that Peterson pursue additional bids not to exceed \$2,836.50 and to be funded from impact fees and to proceed with final decision after consultation with Kundert. Brookes seconded. Motion carried unanimously.

Oppenlander made a motion to go into Closed Session pursuant to WI 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 exercise responsibility. Brookes seconded. Motion carried unanimously.

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

Director's Report

Peterson reported that the Library staff checked out 18,138 items in the month of March. This exceeded any other monthly check-out statistic by over 1,200 items.

Peterson reported on the state-wide expansion and funding of the E-book collection.

Benson reported on upcoming adult and youth programming and current art exhibits.

Adjournment

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

Next meeting: Thursday, May 10, 2012 at 8:00 a.m.

Respectfully submitted,

Diane Jones
Secretary

City of Lake Geneva
Parking Commission Minutes
April 11, 2012 5:30 pm
Conference Room 2A

1. Call to Order by Chair Martin Smith.
2. Roll Call: Kevin Fleming , Frank Marsala (alderman), Martin Smith, Dennis Swangstu, George Henerly (chamber representative). John Button was absent. Also attending were Mayor Jim Connors, Dennis Jordan, Kerri Johnson, Patrick Kavanaugh, Ellen Kehoe (alderperson), Sarah Hill, Mark Smith,
3. Approval of the minutes of March 15, 2012 meeting: moved (Fleming), seconded (Swangstu), and passed unanimously.
4. Comments from the public: There were none.
5. Property 252 Center Street. Patrick Kavanaugh spoke about the property at 252 Center Street being for sale and wondered if the City wanted to purchase it for additional parking spaces. He provided a diagram showing how 21 additional parking spaces could be created using the property. The price is \$795,000. The 2011 County assessment is \$520,000. Mayor Connors calculated that each stall would cost \$31,500. Kevin Fleming said that this property was once discussed as a location of a parking ramp.

Discussion moved quickly to related agenda item 9 – Parking Ramp. All members of the Parking Commission expressed interest in seeing what the options are for a parking ramp. We don't want to see too many buildings raised for parking lots. We would like to see what the options are for a parking ramp. The lot behind the theater is a better location because it is closer to the beach.

Recommendation:

1. To pursue a new study of a parking structure from TIF funding.
 2. Postpone closing the TIF until next year (2013) to await the results of the parking structure study. TIF funding is the only practical way to pay for a parking structure.
 3. Hire someone to do a study of the need and recommendations for a parking structure.
- Kevin Fleming moved, and Dennis Swangstu seconded. Passed unanimously.
This item will be worked on during the next two weeks and brought to the May Council meeting.

6. Parking system update: Dennis Jordan met with the vendors of the software. They will start Monday on entering the software. Everything is ordered. Everything will be ready by the first week in May. Resident stickers will be 2 hours in one stall per day. The hand held devices can keep track of parking stickers.

The merchants want a handout with clear directions. The City will hold open houses, invite all business people and learn how to run the new parking machines. The City will hand out brochures to the businesses.

7. Discussion/Recommendations on updating parking ordinances: We need to change our parking ordinances. They are contradictory, have various rates changes, hours and lots. Two parking spaces near Grandma Vickie's Cafe are narrow and will become compact spaces. The McCoullough lot islands

have lines that don't match, so the lines will be made to match and remaining spaces will become motorcycle spaces.

8. More compact parking spaces: Spaces 767 to 795 in front of Sprecher's will become compact spaces. That one side of the street will be entirely compact spaces.

10. Improved Parking Signage: Martin Smith shared a proposal for parking signage for the lot next to City Hall and Dunn Field parking lot. It uses standard green background with white lettering wayfarer parking signs. A diagram shows where the signs will be placed. Signs put up last year will be used whenever possible. There is \$3,000 for wayfaring signs in the budget. One change was recommended on the map: change the signs at the north end of town so they send parkers down Center Street and not Sage Street.

11. Proposal for sticker parking in residential neighborhoods. Ellen Kehoe spoke of a 2 hour free parking in residential areas. This would force people out of residential areas into downtown where they would pay for parking. Following the discussion no motion was made. All members agreed to read the parking strategy in Aspen, CO to see how they handled parking.

12. Parking of bicycles and mopeds. After discussion of bicycle parking it was moved and seconded to wait until after May and then to ask the Public Works Committee to purchase and install 24 bicycle racks on the poles marking the parking spaces – 4 per block face on Broad and Main Streets downtown.

Regarding mopeds, no one thought there were problems caused by people parking mopeds on the sidewalk.

10. Next meeting: It was agreed that the next meeting of the Parking Commission will be Wednesday May 16 at 5:30pm (the third Tuesday of the month).

11. Adjournment.

Martin Smith
Secretary

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

DATE: Thursday, April 12, 2012

TIME: 7:35 a.m.

PLACE: Harbor Shores

PRESENT: George Hennerley, John Stensland, Brett Sundstrom, Tammie Carstensen, Kevin Fleming, Tom Hartz, Steve Lois, Ed Svitak, Jessie Jacobs, Steve Schroeder, Michael Jackson, Matt Jonas, Grace Eckland, Helen Johnson, Ardith Berkanovic

Meeting called to order by Chairman, John Stensland at 7:35 a.m.

Minutes: March 8, 2012 minutes approved on a motion by Steve Lois, seconded Jessie Jacobs. Carried.

Financial Statements, Bills submitted for payment: March, 2012 financials approved on a motion by Tammie Carstensen, seconded Michael Jackson. Carried.

New Members: Nine new members approved on a motion by Jessie Jacobs, seconded Michael Jackson. Carried. New members are: Kutter Harley Davidson,

Skipper Buds, Delavan Lake Boat Shed LLC, Life is Art Photography, Lake Geneva Creperie, Scherrer Construction, The Geneva Shore Report, Inc., Affordable Global Vacations Porkies Pig Roast Matt Jonas, Affordable Global Vacations gave a full explanation of the Lake Geneva Welcome Center and how Affordable Global Vacations ties in with Synergy Vacation Club.

Executive Committee Meeting Update:

George Hennerley, Tammie Carstensen, and Jesse Jacobs met on Tuesday, April 10 at Chamber Office. Executive Committee will meet every month, one week prior to Thursday's meeting.

-Board to contact members that have not renewed and potential new members that will not join Chamber. (List of names provided by Chamber staff.)

-Discussion on Chamber At Large 2 year Board position. Current By Laws do not reflect the 2 yr board term. Karin Bennett has indicated she will be resigning from the Chamber At Large Board position.

-Executive Committee should be represented by two from C/C and two from CVB.

Proposed Chamber of Commerce By-Law Changes:

A. Page 2. Article III. Section 1(a)

Change "President" to Chairman throughout the ByLaws and Vice President to President throughout the Bylaws.

B. Page 2. Article IV. Section 2

First line: Change 12 to 11 members.

Line 6: Delete: Plus 1 member selected At Large by the Board of Directors.

Page 3. Section 7

Rewrite to read: The Board of Directors shall retain for management of Chamber affairs a Chamber President. The Board shall be responsible for the job description, salary and all management of the President

Motion to adopt ByLaws changes approved on a motion by Steve Lois, seconded Kevin Fleming. Carried.

Retail Division Report:Kevin Fleming

Meeting now called Chamber Member Meeting. 26 attended the April 11, 2012 meeting.

New agenda is very general and informal. Goal is to get feedback and new ideas.

Parking: 70 parking pay stations installed. Demonstrations on operation will be on Wed. April 18 9:00 a.m. to 10:00 a.m. and Wed. April 25 3:00 p.m to 4:00 p.m. at City Hall.

Coins, paper, and credit cards can be used. Time can be added using QR codes and phone devices. Cards will be available for businesses to buy time on meters to give to customers.

Bike Racks:24 U bars (space for 48 bikes) will be attached to pay station poles. Mopeds can use the U bars.

Save the Theatre Update: Pam Ellis handed out donation boxes created by Badger High for donation.

5K runs are being planned every Friday evening to show Lake Geneva as an active community.

Information kiosks:Cost prohibitive to install electronic kiosks. Looking into using QR codes connecting with Streets of Lake Geneva web site.

Bike Rental:Bike path in downtown area needs to be 'more bike friendly' before bike rental plans are pursued.

To Do List Results:

-Health insurance program will be addressed at next month's Executive Meeting and put on the May Board agenda.

-New Member Tracking Form:New form to be developed showing non-renewal members and possible new members that will not join the Chamber. Chamber staff will ask Board members for assistance on new members saying no.

-Chamber Dues: No change on investment level amounts. 5% discount if dues paid by August 1. Motion to approve by Tammie Carstensen. Seconded Brett Sundstrom.Carried.

Other Business:

Sprechers: Giving out reuseable tote bags on Mothers Day. Businesses can participate with store specials/flyers.Chamber Coupon books will be supplied.

Walk with Walker: (Governor Walker's wife) June 14. 9:00 a.m. to noon.

Walk will start at Library Park and end at Chapin Rd. Cruise Line will provide return transportation.

Chamber Web Site: Links on recruitment, tourism, and monthly newsletter on Chamber site.Encouraged everyone to check Chamber web site regularly.

Concerts in the Park: Exciting line-up for 2012. Sponsorships encouraged.

Steve Schroeder is donating dinner expense for U.S. Air Force Band on Thursday July 5, 2012.

Meeting adjourned at 8:55 a.m. on a motion by Tom Hartz, Seconded Kevin Fleming. Carried.

Next Chamber Board Meeting Scheduled for May10, 2012 at Harbor Shores at 7:30 a.m.

GENEVA LAKE ENVIRONMENTAL AGENCY

Director's Report March - April 2012

-Our efforts to get Chad Pregracke for an Earth Day event did not work out. We had hoped to put something together with George Williams and their Ecology Club. We considered a short presentation by Chad on his efforts, some demonstrations by the Club on how individuals can make a difference, along with several other Earth Friendly events. For several reasons it did not happen. Maybe next year. We may do something with the Club for Earth Day, but for now nothing special is planned.

-I have been finishing up on SIS #8, a six page summary on all the groundwater work that has been done over the last five years. I will be sending it out for review within the next couple of days. Please give it a serious review on content, style and grammar. It will be sent to Fred Noer for a copyedit.

-I interviewed two of the fifteen intern candidates and have chosen Brian Schmidt. He comes with a good resume' and is highly recommended by his professors and past employers. He went to Elkhorn High School and is familiar with Geneva Lake. He will be starting May 21. His major responsibility will be the follow-up on the four year study on the impacts of the zebra mussel on the lake bottom community. He will also be doing general field work and working with some of the archived plankton data.

-I attended a Lake Geneva Pier Harbors and Lakefront Committee meeting for discussion on beach testing and what they are considering for this summer. It looks as if they will change things from last year. Although not confirmed it sounded as if they will ask the GLEA to collect the samples as in the past, but will ask that we deliver the samples to a private lab (Burlington or Genoa City) for analysis to expedite receiving the data sooner. There was a motion at the committee level to allocate some money for the increase in costs. I anticipate continuing with the beach sampling at the other beaches as in the past with some encouragement for the SLH to speed up their reporting time. There are some changes happening at the lab that may speed things up for the summer.

-An item that came up in the discussion on beach sampling was the possibility of doing a summer study to monitor bacteria counts during and after a storm. The goal is to better understand the impacts on the beach from the storm water runoff. If we can get some money, I am thinking of having the intern do the study on two beaches. I think each beach will have a different impact, depending upon the way storm water runoff is handled at each beach.

-The GLEA officially call the winter of 2011 -2012 a no ice winter. Eight students picked no ice. The winners were based upon postmarked date or date received. A picture of two of the winners and Sarah Schuster from Clearwater Outdoor, a co-sponsor, was in last week's paper.

-I met with and helped a Badger student with an AP Science project on zebra mussels.

-We conducted the quarterly LG Seepage Cell monitoring wells sampling, weekly atmospheric monitoring and stream outlet sampling. Ozone monitoring goes online April 15. I have been conducting start up work and calibrations on the analyzers.

-I will be attending the Wisconsin Lakes Conference in Green Bay for three days.

-We have not heard from any of the area high school science teachers about candidates for the Willard L. Gross scholarship to attend the Central Wisconsin Environmental Station's Natural Resource Careers Workshop.

Twp.