



**COMMITTEE OF THE WHOLE**  
**MONDAY, AUGUST 6, 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 July 2, 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/recommendation on ordinance for swimming activity of dogs (*Aldermen Hougen and Kupsik*)
7. Discussion/recommendation on heat ordinance for horses (*Aldermen Hougen and Kupsik*)
8. Discussion/recommendation on attorney fees for aldermen (*Aldermen Hougen and Kupsik*)
9. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Hill
  - b. Personnel Committee, Alderman Kupsik
  - c. Public Works Committee, Alderman Mott
  - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
10. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

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

11. **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 Wall

12. 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.*

8/3/12 3:00PM

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

**COMMITTEE OF THE WHOLE**  
**MONDAY, JULY 2, 2012 - 6:30PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Alderman Kupsik.

Roll Call. Present: Aldermen Hougen, Wall, Mott, Hill, Krohn, Kupsik and Tolar. Absent (excused): Alderman Kehoe, Also present: City Administrator Jordan.

Tolar/Wall motion for approval of Minutes from June 4, 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.**

Dee Bark Fiske spoke about possible improvements to both Pioneer and Oak Hill Cemeteries and requested there be a link on our website so people know where our cemeteries are. She also requested the list of those buried at Pioneer and asked that Pioneer be kept open during the day. It is part of our history and where our founders are buried. Let's not lose these tombstones; let's save them.

Terry O'Neill, 954 George Street talked about changing the election of the Treasurer to an appointed position. Citizens should watch for Ordinance 12.08 and reject it. Regarding the Peller case, he expressed his dissatisfaction with how the past and present Council has handled it.

**Update from the Geneva Lake Area Chamber of Commerce on the 2012 tourism season.**

George Hennerley, President of Lake Geneva Chamber of Commerce, reported the season is shaping up quite nicely. Because of the weather, beach and room tax revenue should be up. All businesses are reporting a good year to date; with weather like this, it draws people into Lake Geneva. He attributes Lake Geneva's popularity to return on investment; the city's maintenance of public spaces, merchants cleaning and fixing up their establishments, the new outdoor seating, the hanging baskets and flower beds, and more benches all combine to make a premium visitor destination. Tourism is an industry that also gives back to the community.

**Update on three-year capital improvement plan.**

Administrator Jordan went over the projects on the list and commented that it is still a work in progress. The big items are the street programs. There will be some carry-forwards into the 2012 budget such as crack filling and the Carey Street roof repair. Some of 2012 has been spent; the street program will be spent this year as well as the items left for the third year out of the borrowing done two years ago.

**Discussion/recommendation on electronic document storage.**

Alderman Kupsik read a memo from the City Clerk encouraging a digital records management system such as laser fiche which would improve efficiency in storage retention and disposition of records; give other staff and officials quick, searchable access to information; help avoid lost or misfiled documents; allow the public to access certain content to increase transparency and reduce phone calls and public record requests. The City Clerk would like to obtain three other quotes in addition to the one he already has before making a budget proposal for 2013. Alderman Hougen suggested we might be able to share with a neighboring municipality to reduce the cost. Alderman Hill felt it would be a valuable source but was concerned about the cost. City Clerk Hawes reviewed with the Comptroller where we might be able to find funds from the computer replacement fund and perhaps the general fund. The consensus of the Committee was to recommend the City Clerk proceed with obtaining the quotes.

**Discussion on agenda items for TIF workshop scheduled for July 30, 2012.**

Alderman Hougen said he would like to have an explanation of the basic concept of TIF, what it is, how it works, and where the money comes from. Administrator Jordan said our TIF consultant will be there to give the background of all these questions. Sarah Hill would also like to discuss the exit policy and limit the discussion to the Council members. City Administrator Jordan said the goal is to learn whether they think we are at the point we want to close it or whether there are any other projects they might feel are worth looking into and to develop an exit strategy.

**Finance, License & Regulation Committee, Alderman Hill**

Alderman Hill reported standard business was discussed at Council. We do need to find some cash for insurance increases and ash borer treatments. The seasonal audit request for the beach and boat launch will be in July or August, at the height of the season.

**Personnel Committee, Alderman Kupsik**

No meeting, no report.

**Public Works Committee, Alderman Mott**

Alderman Mott reported they had several items, some of which have already come to Council. Still under discussion are possible store directories on Broad Street, sponsors of scoreboards for Veteran's Park, pavement striping at Main Street and Edwards Boulevard, pedestrian crossing lights, rapid-fire flashers, and Dunn Field restrooms. It was the consensus to have the DPW bid out the LED retrofits to the existing features and order light lens gaskets as required. There was a long discussion on sidewalks from the roundabouts out to the theater.

**Piers, Harbors, & Lakefront Committee, Alderman Wall**

No meeting, no report.

**Utility Commission, Aldermen Hougen & Wall**

No meeting, no report.

**Tree Board, Alderman Kupsik**

Alderman Kupsik said he missed the Tree Board meeting held on June 21. It was a special meeting to decide what to do about the Emerald Ash Borer and it was recommended to Council that we treat the city trees not to exceed \$10,000. Administrator Jordan and Mayor Connors clarified two-thirds of the city ash trees will be treated and the other smaller or diseased ones will be cut down. There are about ten private ash trees for every public one in the city.

**Police & Fire Commission, Alderman Hill**

Alderman Hill reported there was a special meeting to discuss the EMS billing contract which Council has since approved. At the regular meeting, they gave the activity numbers for the month of May. The Chief of Police gave an update on the squad car retrofits. They discussed and approved a video camera policy; the squad cars will all now be equipped with video cameras. They also discussed large event staffing and the emergency preemptive devices, which they would like to see as a separate line item in the RFP.

**Planning Commission, Alderman Hougen**

Alderman Hougen reported the commission continues to approve and process applications for outdoor dining at restaurants around town. They have approved homeowner modifications including one tear down and new construction as well as landscaping modifications.

**Board of Park Commissioners, Alderman Kupsik**

Alderman Kupsik reported that at their June 6 meeting, they discussed a possible cricket field at Veteran's Park, new scoreboards, construction of the new skateboard park and an update on where we are with the old equipment. They are also reviewing the format for the Park Permit application and discussing possible changes. Alderman Tolar asked if the lights at Veteran's Park are being shut off. Alderman Mott said their

needs to be a timed shut-off after a certain amount of time or the lights should be shut off earlier. Alderman Kupsik, Administrator Jordan and Mayor Connors elaborated on some of the changes being considered for the Park Use Permit to recapture all the costs for city services so it isn't a burden on the taxpayers.

#### **Library Board, Alderman Wall**

Alderman Wall reported that the total door count decreased by 539 in the month of June. More than 300 children are now participating in the summer reading program. The library staff parking in the Cook Street Lot is working out well.

#### **Historic Preservation, Alderman Kehoe**

Ken Etten spoke in Alderman Kehoe's absence. They purchased five copies of Jane Simmons Annals of Lake Geneva, the old book on the early days of the Village of Geneva and subsequently the City of Lake Geneva that was out of print but has been published through the Museum. These were donated to the Library and other area libraries. The sign for the railroad depot should be going up soon. They are continuing to talk about the theater.

#### **Cemetery Commission, Alderman Krohn**

No meeting, but Alderman Krohn commented on the earlier comment about keeping Pioneer Cemetery open for visitors. It can be opened by special or advance request for groups or individuals. Regarding restoring tombstones, she thought the idea is great but wondered who would be the head of this commission and where the funds would come from to do this project. Alderman Hougen suggested getting an intern from UW who might be interested in finding the stones and recording the names. Alderman Kupsik encouraged the Cemetery Commission to address some of the issues that were brought up at their next meeting.

#### **Parking Commission, Alderman Hill**

Alderman Hill reported that they will be discussing the new Luke system and updates on that at their upcoming meeting. They are receiving regular reporting from the Comptroller. The discussion on Sunday parking rules will be coming to the next Council meeting. Alderman Tolar mentioned there are still handicapped stamps on the street where one of the handicapped stalls was removed and there is only one handicapped sign. He also inquired about the bus service that takes people into town which is not well-marked. Alderman Wall recommended having the bus driver keep a count of how many people used the bus service and possibly having a pick-up from the Eastview Lot. He also suggested some signage in town about the free shuttle. He wondered if we could have a comparison between last year's ticket income and this year's income from the new Luke system. Mayor Connors clarified that some of the handicapped stalls were removed because they were being under-utilized and those persons with handicapped placards or license plates are allowed to park at any stall at no charge for as long as they wish to park.

#### **Communications Committee, Alderman Hill**

Alderman Hill asked for discussion on the scope of the Communications Committee. Currently it is really only meant to address the cable access channel, some hardware requirements and the City website. She felt there are some gaps in communication that we can do better with. The questions she always asks are what does it cost, why is it beneficial, who does it affect and how do we tell them. She thinks we can improve the way we communicate some of the programs we have such as the free parking shuttle. The Committee does not have a budget; but we are in a digital age that requires a fair amount of technology that moves very quickly, for example hardware, software, electronic data and document storage. She asked for input from the Council as to whether they feel like there is a need for some change or expanded scope of the Communications Committee or whether we are just fine where we are. There were no objections voiced to expanding the scope of the Committee; however, there would need to be changes in the ordinance. Administrator Jordan added that there is the capacity and capability for what staff we have now to do it; it is more a matter of time and money. There was further discussion on where we are with Wi-Fi, reorganizing the Communications Committee, and whether the Council should consider again the changing needs in this area.

**Avian Committee, Alderman Wall**

No meeting, no report. They are planning to have their first meeting on July 11.

**Chamber of Commerce, Alderman Hill**

No meeting, no report.

**Lake Geneva Museum, Alderman Mott**

Alderman Mott reported that History Loves Company turned out very well and they brought in over thirteen thousand dollars. They had an all-time high attendance for May with 855 guests, 8 tours and class visits totaling 241 students. There has been some confusion regarding the free admission on the first Monday of every month; some think it is every Monday. There is an upcoming exhibit created by Gage Marine and there has been a donation of some stained glass windows. The Museum now has 213 members. They are stocking the store with new items with their signature design. The director gave a tour to Dr. Ellsworth Brown, the Head Director of the State Historical Society, and he was quite impressed with what they have done over the years with the volunteer help.

**Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik**

No meeting, no report.

**Geneva Lake Environmental Agency, Alderman Wall**

Alderman Wall reported he attended his first meeting on June 21. He learned they are moving to a new location on the George Williams College campus this month; the rent will be going up. Other communities around the lake might be following our lead and using the Genoa City site for beach sampling. There were some reports of swimmers itch, which normally has a two-week cycle. Alderman Hill was concerned about the press release issued by the GLEA regarding swimmers itch and wondered if they notify the city before they send that out. Alderman Wall said there were pamphlets given out to swimmers at the beaches and a press release in the Regional News. Administrator Jordan said the only way you find out about it is when the first person gets the itch; it is a parasite that comes out of snails and seeks out ducks. When people get in the way, it tries to attach to them. Water temperature is what starts it. As soon as we knew about it, we posted it and gave out pamphlets. We answered a lot of calls from people about what to do about it. In the future, apparently Johnson's Baby Oil Gel is something that will protect you and showering right away will remove the parasites. It is a thing of nature and happens every year; it is not harmful unless you scratch it and get infected. Alderman Hougen asked about the dead fish. Alderman Jordan said that is also a natural phenomenon that happens every year. Alderman Mott asked if the DNR still sprays the beach or water for anything. Administrator Jordan said they spray for weeds in the spring. Alderman Hougen said he saw algaecide notices posted at Donian and at the beach about a week ago. The Mayor confirmed this. Administrator Jordan said he would check into it.

Alderman Kupsik noted that, because of the excessive dry spell we have had, the Fire Department and the City of Lake Geneva have issued a no-burn notice, which includes the use of fireworks and any type of open fires.

Kupsik/Hougen motion to adjourn at 8:43pm. Unanimously carried.

Transcribed from audio tape.

/s/ Artis Roenspies, Deputy Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL**

# CITY OF LAKE GENEVA AGENDA ITEM REQUEST FORM

PLEASE ATTACH ANY INFORMATION THAT YOU WOULD LIKE INCLUDED IN  
THE AGENDA PACKET.

1. Name of individual(s) requesting agenda item. (Per § 2.42(c) of the municipal code, agenda item request must be submitted by two Aldermen, Mayor or Administrator and must be received by the City Clerk at least two Fridays prior to the scheduled City Council meeting.)

GARY HOOGAN  
AL KUPSIK

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

Review of ordinances regarding animals — heat ordinance for horses (see attached); swimming activity for dogs

3. Committee, Board or Commission which you are asking to review this item.

Committee of the whole 8/6/12

4. Date of meeting(s).

8/6/12

Signature: \_\_\_\_\_

*Say Hoog*

Date: \_\_\_\_\_

7/16/12

Signature: \_\_\_\_\_

*Alan Kuprik*

Date: \_\_\_\_\_

7/23/12

### For Office Use Only

Date Received by Clerk: 7-27-12

Committee/Council and Meeting Date Scheduled: C.O.W. 8-6-12

Notes: \_\_\_\_\_

Copies Provided to: City Administrator



*Lake Geneva Police Department*  
 626 Geneva St | Lake Geneva, WI 53147 | Phone: (262) 248-4455

Monday, July 16, 2012  
 10:57:06 am

Call Detail Report

\*\* For official use only \*\*

12.008004 100BLK Center St (Donian Park.)

Animal - Other (ANIM)

Reported 07/08/12 20:40  
 Priority 2

100BLK Center St (Donian Park.)

Stacked 20:42:21  
 Dispatched 20:42:21  
 Arrived 20:43:25  
 Finished 20:57:18

Units 705 - 265 - Way, Bridgett Ceclia  
 713 - 137 - Thornburgh, William Darrin

Disposition Finish

**Notes** 07/08/12 20:40 Horse collapsed in front of Mill Creek and is blocking traffic  
 07/11/12 15:00 Detective Gritzner spoke with Caroline Ausman, who owns the horse that fell in the 100 block of Center Street. Ausman stated this occurred at approximately 8:30pm the previous Sunday. Ausman stated that the horse fell for an unknown reason and was unable to stand back up due to the harness system that is used to pull the carriage. Ausman stated they removed the harness and walked the horse back to the stable. Ausman stated she monitored the horse, who appeared to be in good health. Ausman stated the horse will pull again and she will monitor it for any further issues. Gritzner #160.  
 07/13/12 23:31 Officers were dispatched to the 100blk of Center St. for a downed horse. The horse was gone upon arrival and the horse cart was parked in a parking stall. Sgt. Way located the carriage driver and horse walking in the area of Center St. and Geneva St. The horse appeared fine and the driver said the horse was fine, just hot and they were walking back to the trailer just off of Madison St. No injuries, no damage. Sgt. Way  
 07/15/12 14:50 Reviewed - CBNK

**Names**

Ausman, Caroline Jane Sex: Female Race: White DOB: [REDACTED]  
 [REDACTED]  
 Burlington WI 53105  
 Activity Type: **Owner**  
 Home [REDACTED]  
 Chicago Style Pizza  
 150 Center St  
 Lake Geneva WI 53147  
 Activity Type: **Caller**  
 Business (262) 248-8544

| Unit History | CC | Date/Time         | Unit | Officer | Operator | Disposition |
|--------------|----|-------------------|------|---------|----------|-------------|
|              | FI | 07/08/12 20:57:17 | 705  | 265     | 297      | Finish      |
|              | FI | 07/08/12 20:44:22 | 713  | 137     | 137      | Finish      |
|              | OS | 07/08/12 20:44:15 | 713  | 137     | 137      |             |
|              | OS | 07/08/12 20:43:25 | 705  | 265     | 297      |             |
|              | DI | 07/08/12 20:43:22 | 713  | 137     | 297      |             |
|              | DI | 07/08/12 20:42:21 | 705  | 265     | 297      |             |

# CITY OF LAKE GENEVA AGENDA ITEM REQUEST FORM

PLEASE ATTACH ANY INFORMATION THAT YOU WOULD LIKE INCLUDED IN THE AGENDA PACKET.

1. Name of individual(s) requesting agenda item. (Per § 2.42(c) of the municipal code, agenda item request must be submitted by two Aldermen, Mayor or Administrator and must be received by the City Clerk at least two Fridays prior to the scheduled City Council meeting.)

Gorey Houson  
Al Kupsik

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

DISCUSSION OF PAYING LEGAL FEES OF 4 ALDERMEN DISMISSED BY FORMER MAYOR. OR BARRING THAT DISCUSSING ABOUT ESTABLISHING A LEGAL DEFENSE FUND ADMINISTERED BY THE CITY TO DEFEND COUNCIL MEMBERS THE CITY DOES NOT WISDOMLY!

3. Committee, Board or Commission which you are asking to review this item.

COMMITTEE OF THE WHOLE

4. Date of meeting(s).

8/6/12

Signature: \_\_\_\_\_

*[Handwritten Signature]*

Date: \_\_\_\_\_

7/16/12

Signature: \_\_\_\_\_

*[Handwritten Signature]*

Date: \_\_\_\_\_

7/23/12

### For Office Use Only

Date Received by Clerk: 7-27-12

Committee/Council and Meeting Date Scheduled: C.O.W. 8-6-12

Notes:

Copies Provided to: City Administrator

# FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, JULY 23, 2012 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Hill called the meeting to order at 6:00 p.m.

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

## Approval of Minutes

Kupsik/Tolar motion to approve Finance, License and Regulation Committee regular meeting minutes of July 9, 2012, as distributed. Unanimously 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 5 minutes. None.**

## LICENSES AND PERMITS

**Amendment of Street Use Permit requested by William Thornburgh on behalf of the Genoa City Lions Club for Harley-Davidson Raffle using the northwest corner of Highway 50 and Broad Street through September 2012 (weekends and holidays), from 6 a.m. to 6 p.m.**

Administrator Jordan said the applicant is requesting an extension to their previous approved time period because they got a late start on the raffle.

Kupsik/Krohn motion to recommend approval. Unanimously carried.

**Street Use Permit Application filed by Brae Blackley on behalf of ZOOMA Women's Race Series for ZOOMA Great Lakes Half Marathon and 5K using Wrigley Drive, Campbell Street and South Lakeshore Drive on October 20, 2012 from 8 a.m. to 9:30 a.m.**

Administrator Jordan said staff met with the applicant and will make sure they pay for the fees for any extra services required from the Police or Fire Departments prior to issuance of the permit. Chairperson Hill asked if they only needed the street closed for the hour and a half period. Administrator Jordan said they only requested the hour and a half because the race will be starting in Lake Geneva and finishing in Fontana.

Hougen/Kupsik motion to recommend approval. Unanimously carried.

**Park Permit Application filed by Brae Blackley on behalf of ZOOMA Women's Race Series for ZOOMA Great Lakes Half Marathon and 5K using Flat Iron Park on October 20, 2012 from 4 a.m. to 2 p.m. (recommended by Board of Park Commissioners 7/11/12)**

Chairperson Hill asked about reimbursement of police and EMS fees. Administrator Jordan said the estimated police fee is included in the packet and staff is still working on a quote for the EMS services that are requested. The applicant will be required to pay these fees prior to issuance of the permit.

Kupsik/Krohn motion to recommend approval. Unanimously carried.

**Original 2012-2013 Operator License applications filed by Daniel V. Kosowski, Justin P. Taylor, Paula K. Holmes, Michael O. Long, Sanaz Rajabi, Kate A. Buffa, Yanelly Magallanes, Oleg S. Kizimenko, Mark M. Sokolowski, Jean M. Morales, Gregory G. Pollen, Jacob A. Otto, Chadwick D. Hove, Gina Nocek, Katrina A. Thornburgh, Sheila F. Miller, Terri L. Messerschmidt, Gina M. Demarco, Nicholas R. Fischer, Jessica R. Condon, Mary E. Meehan, John R. Leonard, Henri A. Lorenzi, Brent A. Coleman and Dawn M. Reed**

Hill/Tolar motion to recommend approval pending any outstanding liabilities being paid to the City prior to issuance of the licenses, except for the application filed by Nicholas R. Fischer.

## RESOLUTIONS

**Resolution 12-R54, amending the Fee Schedule to include parking bag fees for contractors and Public Works Department special brush, limbs and refuse fees**

Administrator Jordan explained that Resolution 12-R54 would set the a fee for the Public Works Department's special collections at \$24.00 per 15 minutes. It would also set the parking meter bag fees for contractors. These bags are rented out to contractors that are performing work in areas adjacent to metered parking stalls. Mr. Jordan said the proposed fee would be consistent with the current parking meter rates.

Hougen/Kupsik motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on tagged brush collection procedure (continued 7/9/12)**

Administrator Jordan said staff is requesting permission to use a contractor for tagged brush collection. The City's brush collection program takes place during the spring and fall. If a resident leaves brush out for collection during the summer, it gets tagged and the resident will be charged for the collection. Mr. Jordan said the concern is that if City crews are picking up this brush, the neighbors might think it is being collected free of charge. By using a contractor for special brush collection, neighbors might be less likely to believe that City crews are collecting the brush during the summer months at no extra charge. Chairperson Hill asked what the fee will be to residents when a contractor does the special brush pickup. Administrator Jordan said it would depend on the fee set by the contractor. Staff will make sure the fee isn't too different from the Public Works Department fee of \$24.00 per 15 minutes. Alderman Kupsik said he would feel more comfortable setting a fee for the contractor brush pickup. He suggested using the fee not to exceed \$24.00 per 15 minutes.

Kupsik/Hougen motion to recommend allowing staff to contract tagged brush collections at a fee of \$24.00 per 15 minutes to property owner, and if the property owner does not pay the fee, the fee would be placed on the tax roll. Unanimously carried.

**Discussion/Recommendation on the reinvestment of TID Certificate of Deposit maturing on August 8, 2012**

Comptroller Pollitt said there is a CD with the Community Bank of Delavan in the amount of \$306,338 coming due before the next Council meeting. She recommended rolling over the interest and renewing the CD at the amount of \$308,000 for a 12 month period at the rate of 0.4%.

Kupsik/Krohn motion to recommend renewal of the CD with Community Bank of Delavan in the amount of \$308,000 for a period of 12 months at the rate of 0.4%. Unanimously carried.

**Discussion/Recommendation TID #4 funds to improve the alley north of Wisconsin Street, between Broad and Center Streets (recommended by Public Works Committee 7/12/12)**

Administrator Jordan said every year the City improves one or two alleys. The Public Works Committee recommended improving the alley north of Wisconsin Street between Broad and Center Streets using TIF funds. Mr. Jordan said the alley is located within TID #4 and is in poor condition.

Tolar/Kupsik motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on award of contract to Pieper Electric, Inc. for Main Street Traffic Signal project in the amount of \$124,805.50 funded by TID #4**

Administrator Jordan explained the history leading up to the rebidding of the traffic signal project. He said the City received two strong bids for the project. He recommended approving the low bid from Pieper Electric, Inc. in the amount of \$124,805.50. Chairperson Hill asked what the quote was when the City initially put it out for bids. Administrator Jordan said the bid was about \$400,000.00. Staff then revised the scope before rebidding in hopes of receiving more bids at a lower amount. Chairperson Hill asked if the bid includes the equipment. Administrator Jordan said the bid is just for the labor and the City would purchase the equipment separately at the estimated price of \$113,000.00.

Kupsik/Hougen motion to recommend the award of contract to Pieper Electric, Inc. for Main Street Traffic Signal project in the amount of \$124,805.50 funded by TID #4. Unanimously carried.

**Discussion/Recommendation on Library Public Restrooms Remodel Project**

Administrator Jordan reported that when the contractor began the remodeling work they found that the piping and concrete below the floor was deteriorated and needed replacing. The work requires a change order in the amount of \$10,700.00

Kupsik/Tolar recommended approval of the change order in the amount of \$10,700.00. Unanimously carried.

**Presentation of Accounts**

Hougen/Hill motion to recommend approval of Prepaid Bills in the amount of \$2,262.84. Unanimously carried.

Kupsik/Hougen motion to recommend approval of Regular Bills in the amount of \$209,940.63. Unanimously carried.

Kupsik/Krohn motion to accept the Monthly Report from the City Treasurer for April 2012. Unanimously carried.

**Adjournment**

Hill/Tolar motion to adjourn at 6:50 p.m. Unanimously carried.

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Transcribed from notes and audio tape.

/s/ Michael D. Hawes, City Clerk

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

**PERSONNEL COMMITTEE**  
**THURSDAY, JULY 26, 2012 AT 4:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Kupsik at 4:02 p.m.

Roll Call. Present: Aldermen Kupsik, Kehoe, Krohn, Wall and Hill. Others in attendance: Administrator Jordan, Police Chief Rasmussen and Building Inspector Brugger.

**Approval of Minutes of April 16, 2012 committee meeting**

Kupsik/Kehoe motion to approve minutes from the April 16, 2012 committee meeting, as prepared. Unanimously carried.

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

It was the consensus of the Committee to consider Item #7 as the next item of business.

**Discussion on Building Inspector hiring contracted Inspector to cover vacation**

Building Inspector Brugger said he is going on vacation from August 6 to August 14. There are a number of construction projects either underway or about to be underway. To better accommodate the contractors, Building Inspector Brugger suggested the City contract with Joe Mesler to provide back-up inspection services if needed while he is on vacation. Mr. Brugger said he has known Mr. Mesler for over 20 years. Mr. Mesler previously served as the Building Inspector for the City of Delavan and is currently the contracted inspector for the Towns of Linn, Geneva and. Brugger said he trusts Mr. Mesler to do his inspections. Mr. Mesler charges \$50.00 per trip, so if he does multiple inspections at the same property it is still \$50.00. Building Inspector Brugger said his department has \$600.00 in a miscellaneous account that could be used and hopefully they could keep it under six inspections while he is gone.

Kehoe/Hill motion to accept Building Inspector Brugger's request to contract with Joe Mesler for inspections while Mr. Brugger is on vacation August 6 to August 14.

Building Inspector Brugger left the meeting at 4:10 p.m.

**Discussion on Common Council questionnaire regarding Act 10**

Administrator Jordan said the City's union contracts will expire December 31, 2013 and at that time the non-public safety unions (public works and clerical) will not be able to bargain except for base wages due to Acts 10 and 32. Mr. Jordan said he distributed a survey to the Council members last Fall asking for feedback on what benefits and other conditions they would like to see kept the same and what they would like changed. He said he did not receive any responses from the Council and would like to redistribute the survey for feedback. There was a long discussion on how the public safety and non-public safety unions would be impacted by Act 10. Administrator Jordan asked if the surveys are returned within a couple weeks. Mr. Jordan said he would distribute information to the aldermen about Act 10.

**Discussion on process for reviewing and adopting new Human Resource Manual**

Administrator Jordan explained that a previous Council approved a very brief human resource document that lists all of the different federal laws that the City would follow. He said staff didn't believe this document was adequate; therefore, a more extensive human resource manual document has been drafted. However, with all of the Act 10 changes, there are opportunities for more revisions to personnel policies. Mr. Jordan distributed copies of the draft human resource manual along with a draft paid time off policy. Chairman Kupsik asked how soon the City should complete the new human resource manual. Administrator Jordan said it is not a big priority for most employees who are under union contract until the end of 2013. However, there are about 18 non-represented employees who do not have an employee handbook, except for the brief four-page document that was previously adopted. Administrator Jordan said he would distribute a copy of the current document to the Committee members.

Administrator Jordan asked that the Committee review the draft manual and return with their comments. He said he will also distribute the draft to staff for their comments. Police Chief Rasmussen said that he is working on a similar manual

for his department that he would like to keep similar to the one Administrator Jordan is working on. He asked that the Council make a decision on a paid time off policy sooner than later so that he can incorporate this type of policy into the Police Department manual.

**Discussion on future meeting times**

It was the consensus of the Committee that meetings would continue to be the fourth Thursday of the month at 4 p.m. The next meeting is scheduled for August 23, 2012 at 4 p.m.

**Discussion of agenda items for next meeting**

Chairman Kupsik noted that the draft human resource manual as well as the draft paid time off policy would be discussed at the next Personnel Committee meeting.

**Adjournment**

Hill/Wall motion to adjourn at 4:43 p.m. Unanimously carried.

Transcribed from audio tape.  
/s/ Michael Hawes, City Clerk

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

# PUBLIC WORKS COMMITTEE

## MINUTES

**DATE:** July 13, 2012

**TO:** Chairman Bill Mott and members of the Public Works Committee.

**FROM:** Dennis E. Jordan  
City Administrator

The Public Works Committee met on July 12, 2012 at 6:00 pm at City Hall.

**Members in attendance:**

**Staff Present:**

Chairman Bill Mott X  
Alderman Sarah Hill X  
Alderman Arleen Krohn  
Alderman Gary Haugen X  
Alderman Al Kupsik X

City Administrator Dennis Jordan X  
Director Daniel Winkler DPW excused  
Ron Carstensen St. Supt. X  
Mayor Jim Connors X

**Approval of minutes of the prior (June 2012) meeting:**

It was moved by Kupsic and 2<sup>nd</sup> by Haugen to approve the minutes of the prior meeting.  
Passed unanimously.

**Agenda Item 1 – Request for additional signage on Main Street for the museum.**

The museum was requesting additional signage on Main Street for the museum. There were four sign designs and four locations shown. It was expected that Mr. Buelter would be in attendance, but he was unavailable. The Committee continued the item till the next meeting.

**Agenda Item 2 – Request for additional signage on Broad Street by Simple Restaurant-Historical Preservation Committee.**

Kupsik made a motion to allow Mr. Etten to address the Committee, seconded by Haugen. Passed unanimously. Mr. Ken Etten displayed a sign that the Historical Society would like to place by Simple Restaurant. The Historical Society would like to install the sign in the landscaping bed north of Simple Restaurant and east of the sidewalk. Mott made a motion to recommend approval by the Common Council to place the sign seconded by Kupsik. Passed unanimously.

**Agenda Item 3 - Scoreboards – Veterans Park.**

City Administrator Jordan gave an update on the scoreboards explaining that letters were sent to five social organizations asking them if they would be interested in sponsoring one or more of the scoreboards. He will give an update at the next meeting. Mott made a motion for the administrator to proceed with finding sponsors for the scoreboards seconded by Kupsik. Passed unanimously.

**Agenda Item 4 – Pedestrian Crossing Lights.**

There was a discussion of the rapid fire flashers including the need to determine and prioritize the locations of such lights. After discussing several locations, the committee decided to place one of the pedestrian crossing signs the City currently has at the Street Department at the crosswalk at

**Agenda Item 12 – Private Drive Recommendation, Maytag Road by the City Administrator.**

The City Administrator explained the research he has done relating to private drives. In the case of Maytag Drive (What is now Maytag Drive was called Ceylon Court Drive on City maps back in the late 1960's and early 1970's), he found that Ceylon Court Drive was dedicated to the City in 1973. In the past 20 years the City has improved Maytag Drive twice and has provided all City services to the area. Because of the lack of documentation in the City files, he is recommending that the City accept Maytag Drive as a dedicated street. It was moved by Hill to recommend to the Common Council to accept Maytag Drive as a dedicated City Street, seconded by Haugen. Passed three to one. Mott voting no.

**Agenda Item 13 – Adjournment**

Moved by Hill and seconded by Kupsik to adjourn at 8:20 pm. Passed unanimously.

Respectfully Submitted by  
Dennis E. Jordan  
City Administrator  
July 13, 2012

**PIERS, HARBORS & LAKEFRONT COMMITTEE**  
**WEDNESDAY, JULY 25, 2012 AT 5:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Wall at 5:00 p.m.

Roll Call. Present: Aldermen Kehoe, Tolar, Mott, Hougen and Wall. Others in attendance: Mayor Connors, Administrator Jordan, Police Chief Rasmussen and Harbormaster Gray.

**Approval of Minutes of March 29, 2012 committee meeting**

Kehoe/Hougen motion to approve minutes from the March 29, 2012 committee meetings, as prepared. Motion carried by vote of 4 to 0, Alderman Mott abstained.

**Comments from the public limited to 5 minutes**

Casey Schiche, 231 Ridge Road, Lake Geneva, commented on Item #11, signage for swimmers and dogs swimming outside the designated areas. He talked about a problem of people using the boat launch area as a beach. Mr. Schiche referenced the municipal code which states that swimming is only permitted along private property or within the designated beach area. He urged better signage and enforcement. Mr. Schiche also said the ordinances relating to obstruction of docks need to be better enforced.

Don Heise, 549 Franklin Avenue, Lake Geneva, said he agreed with Mr. Schiche's comments. He said the launch area has virtually become a dog park. Mr. Heise said the City is liable for the individuals who swim off of the public piers. It is a major safety issue. He said that both signage and enforcement is needed.

Richard Malmin, N1991 S. Lakeshore Drive, Town of Linn, spoke about Item #6, expressing concern with the current beach collection procedures. He said that the beach attendants should be issuing receipts for the transactions that take place there. Mr. Malmin urged the Committee to get involved with writing an ordinance that will improve the beach collection process, while protecting the reputation of the attendants.

**Discussion/Review of waiting list for buoys and slips**

Harbormaster Gray reported there are currently 14 individuals on the resident property owner waiting list for buoys and slips. He said the City gets about one person added to this waiting list per month. He asked the Committee for direction on what to do once the resident property owner waiting list is exhausted. Mr. Gray said the City could place ads in the newspaper indicating that the City is looking for resident property owners to sign up for the waiting list. Another option might be to make additional buoys and slips available to non-resident property owners. He said the waiting list for non-resident property owners is currently at about 75-100. It is the current policy to make 85% of the buoys and slips available to resident property owners and 15% of them available to nonresident property owners.

Chairman Wall acknowledged an e-mail he received from a non-resident property owner with the suggestion of increasing the number of buoys and slips available to non-resident property owners by 50%. The e-mailer also suggested moving non-resident property owners to the resident waiting list after five years and making buoys available to non-resident property owners once the resident property owner waiting list has been exhausted.

Mott/Hougen motion to continue to the next meeting so the Committee could review more information about this issue. Alderman Mott said he would like the Committee to have the exact numbers on the number of buoys and slips available and their current usage. Administrator Jordan said it is an issue of whether the Committee wishes to change its policy on the percentage of buoys and slips are available to nonresident property owners. Unanimously carried.

**Discussion/Recommendation on beach attendant collection operations**

Administrator Jordan described the current procedures for issuing beach pass wristbands to beach users. He said a variety of colors of bracelets are used for the beach; only the City Treasurer and beach attendants know the colors that will be used on a particular day. The City Treasurer is able to balance the cash drawers with the number of bracelets that were or were not issued. Mr. Jordan said the next step may be to implement a point-of-sale system. He said the City's auditor

came last weekend to observe the beach collection operations and is going to be submitting recommendations on improving the processes.

Beach Attendant Joe Clifford addressed the Committee to comment on the beach collection operations. He said they record the wristband number at the beginning and end of each day and reconcile the number of wristbands sold with the cash received. He added that the beach attendants have kept records of attendance and revenues since 1980. Mr. Clifford asked if they could increase the change bank from \$1,000 to \$2,000 so they wouldn't have to contact the police or City Treasurer to get more change on the weekend. He also asked why the wristbands need to be kept at City Hall.

Chairman Wall asked how often deposits are made. Mr. Clifford said the beach attendants bring cash to the police station at the end of each day. He said the beach attendants only carry about \$35 to \$50 on hand to make change and keep the rest of their cash in the vault. He said they do not use the cash register for transactions because it would be too difficult for dealing with changes during a transaction, such as someone buying a wristband for a child but then realizing the child is under six and doesn't require one. Chairman Wall said perhaps a newer cash register should be used so that transactions could easily be changed or voided. Alderman Mott said the beach attendants currently only use one side of the building for admissions and use the other side for storage. He suggested the attendants use both sides for admissions to help alleviate long lines on busy days. Alderman Kehoe agreed.

Mayor Connors said the City's annual audits often identify the beach as a potential problem area. He said it's not because anyone necessarily is doing anything wrong, but it is always identified as an area needing improvement. Mr. Connors said the City's auditor will be issuing a report to the City soon with recommendations for continuous improvements at the beach. He commented that he supported having two lines at the beach, especially on weekends and holidays. He suggested that one line be for people with beach tags and people with passes purchased at the kiosks. The other line would be for cash admissions. He said we should encourage as many credit cards transactions as possible to limit the amount of cash being handled. Mayor Connors further stated that wristbands are kept at City Hall to help control the number of wristbands given to the beach and to oversee that the right wristband numbers are being accounted for.

Tolar/Kehoe motion to continue this item until the next meeting so they can review the recommendations from the auditor's review of the beach operations. Unanimously carried.

#### **Discussion/Recommendation on beach water advisory posting procedures**

Administrator Jordan said the City has had two high readings this year and the beach staff have posted advisory signs until the lower readings came in. He commented that current procedures seem to be working well. Mayor Connors said we only have one sign at the moment and we probably need one or two more signs to put up in the event of a beach water advisory to improve visibility. Chairman Wall said the City should have received two sets of signs. Administrator Jordan said we should check if we have more than the one sign being stored at the beach building. Alderman Tolar stated the signs should be visible before people enter the beach area so they can determine whether they still want to use the beach. No action taken.

#### **Discussion/Recommendation on dinghys near beach**

Alderman Hougen said he received a complaint from a resident who saw nine dinghys stacked up near the west end of the beach and thought it was an eyesore. He said the resident suggested they be moved to the far west end of the City park. Administrator Jordan said the dinghys were originally allowed in that location for individuals to be closer to their buoys on the east end. Mayor Connors suggested the Committee consolidate the dinghys on the west end of the beach and look for a more isolated location for the kayaks. He further encouraged asking the City Attorney if the kayaks could be stored in Baker Park.

Mott/Wall motion to only allow seven dinghys on the east end pad and to build shrubbery around it to aesthetically enhance that area. Administrator Jordan cautioned that people might eventually complain about shrubbery blocking the view of the lake. Motion failed by vote of 2 to 2, with Aldermen Kehoe and Hougen opposed and Alderman Tolar abstained.

Hougen/Kehoe motion to relocate all the dinghys to the west end of Library Park and relocate the kayaks and future paddle-board storage to Baker Park if the City Attorney says that location is okay. Motion carried by vote of 4 to 1, with Chairman Wall opposed.

**Discussion/Recommendation on replacement of lookout tables and chairs**

Chairman Wall noted there are currently no tables and chairs at the lookout the location. Administrator Jordan said he talked to DPW Winkler and Street Superintendent Carstensen and it was suggested that the City purchase tables and chairs composed of recycled materials and bolt them to the ground. He said the cost would be cheaper than the concrete furniture.

Kehoe/Hougen motion to purchase tables and chairs composed of recycled materials to place at the lookout location. Unanimously carried.

**Discussion/Recommendation on cleaning the lagoon**

Chairman Wall commented on the condition of the lagoon, noting that it was full of seaweed and needed cleaning. He suggested it be cleaned when other areas of the lakefront are contracted for cleaning. Administrator Jordan agreed the lagoon needs to be dredged a bit to remove the seaweed. He said he will contact the DNR to see what type of dredging would be allowed and what kind of permits would be required. Alderman Mott asked how it would be funded. Administrator Jordan said from the Lakefront fund.

Mott/Wall motion to continue until the next meeting. Unanimously carried.

**Discussion/Recommendation on signage regarding swimmers and dogs swimming outside of designated swimming areas**

Administrator Jordan said the City will need to erect more substantial signage. In order to limit the number of signs, he suggested putting two messages on one sign. One message would be to reiterate no swimming in undesignated swimming areas. Secondly, that dogs have to be on a leash of five feet or less. Mayor Connors said the signage would be the first step, but enforcement of the signs would need to also take place. Alderman Hougen commented that dog fetching is becoming a popular sport nationally and the City should not be discouraging this type of activity.

Kehoe/Mott motion to direct staff to erect signage near Library Park at least two entrances, and that they are big enough to contain information about the swimming and dog leash ordinances, and that they reference the appropriate ordinance numbers. Motion carried by vote of 4 to 1, with Alderman Hougen opposed.

**Harbormaster's Report**

Harbormaster Gray reported that boat launch revenue is up 33% over last year, from \$15,300 last year to \$20,324 this year. Beach revenue is also up 30%, from about \$200,000 at this time last year to \$258,700 currently. Mr. Gray said Riviera bookings are up this year. At this time last year, we had 35 bookings for 2012. He said we currently have 45 bookings for 2013. He added that staff is currently taking reservations for June 2014.

**Discussion of agenda items for next meeting**

No additional agenda items were suggested.

**Adjournment**

Kehoe/Tolar motion to adjourn. Unanimously carried.

Transcribed from audio recording.

/s/ Michael Hawes, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED  
BY THE PIERS, HARBORS AND LAKEFRONT COMMITTEE**

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
MINUTES-----Regular Meeting  
PLACE-----Lake Geneva Utility Commission  
DATE-----July 26, 2012  
TIME-----4:45 P.M.

Regular monthly meeting of the Lake Geneva Utility Commission held at the Lake Geneva Utility Commission, 361 W. Main Street, Lake Geneva, WI.

Regular monthly meeting as called to order by Pres. Brellenthin at 4:45 P.M.

Members present: Brellenthin, Saia, Esarco, Magee and Alderman Hougen.

Minutes of May meeting approved on a motion by Ald. Hougen, 2<sup>nd</sup> by Saia. Approved.

**Communications:**

**Water & Sewer Agenda Items:**

1. WWTF 2011 Compliance Maintenance Annual Report & Resolution-Compliance Maintenance Report and Resolution on WWTF presented. Motion to approve by Saia, 2<sup>nd</sup> by Hougen. Approved.
2. Well House 3, 4 & 5 Floor Tile Bids - Bids obtained for flooring tiles for Well Houses 3, 4, 5. Bobs Flooring will do work for \$7,910. Motion by Saia, 2<sup>nd</sup> by Hougen. Approved.
3. Water Plant Door Replacement Bids for Plant A East Door and Plant B West Door - Bids obtained for replacement of two metal doors at Plant A and Plant B. Mohr Construction will do work for \$3,805. Motion by Saia, 2<sup>nd</sup> by Esarco. Approved.
4. L.W. Allen Altronex Controls Telemetry Well 4 or 3, 4, 5 Telemetry - Radiowave telemetry control for Well Houses 3, 4 & 5. L. W. Allen will do work for \$19,888. Approved.
5. Water Reservoir #1 Update - Repairs are proceeding on direction by President Brellenthin. Tank lining will cost \$42,114. Crack and concrete repairs will be done at \$3,472 daily rate. Motion to approve by Saia, 2<sup>nd</sup> by Esarco. Approved.
6. WWTF Lawn Mower Replacement update - Because of time element, Pres. Brellenthin approved purchase of new mower. Cost was \$3,149 after trade in on two old mowers. Motion to approve by Ald. Hougen, 2<sup>nd</sup> by Saia. Approved.

**Director's Report:**

1. Financials Update

**June**

Water

|                     |             |
|---------------------|-------------|
| EOM Cash Position   | \$1,531,000 |
| Project Commitments | \$ 20,000   |

Sewer

|                     |             |
|---------------------|-------------|
| EOM Cash Position   | \$2,076,000 |
| Project Commitments | \$ 6,000    |

**July**

Water

|                     |             |
|---------------------|-------------|
| EOM Cash Position   | \$1,610,000 |
| Project Commitments | \$ 18,000   |

Sewer

|                     |             |
|---------------------|-------------|
| EOM Cash Position   | \$2,246,000 |
| Project Commitments | \$ 6,000    |

2. Pumping Stats were presented.

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING AGENDA  
THURSDAY, JULY 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 received
6. Approval of minutes from the Awards presentation June 7<sup>th</sup>, the regular meeting June 7<sup>th</sup>, and the special June 12, 2012
7. Police Business
  - a. Approval of bills for the Month of June 2012. Operating in the amount of \$200,951.49 and Capital in the amount of \$28,671.40 for a total of \$229,622.89
  - b. 2013 Budget
  - c. Approval of Ride-a-long request form and Confidentiality Agreement – Approved by City Attorney Draper
  - d. Succession Planning – Lieutenant's job description
  - e. Update on Squad car video cameras
  - f. Update on staffing, events, and incidents
  - g. Monthly Activity report for May and year to date comparisons:  

|      |   |                      |
|------|---|----------------------|
| 2012 | Patrol: Calls for Service for YTD: 1,822              | Arrests for YTD: 249 |
| 2011 | Patrol: Calls for Service for YTD: 1,799              | Arrests for YTD: 146 |
|      | Dispatch: Telephone Calls – 4386                      | 911 Calls – 214      |
|      | Window Assists – 1206                                 |                      |
|      | (Dispatch statistics were not kept until August 2011) |                      |
  - h. Items to be forwarded to the City Council
8. Fire Department Business:
  - a. Approval of bills for the Month of June 2012. Operating in the amount of \$80,011.71 and Capital in the amount of \$1,280.00 for a total of \$81,291.71
  - b. 2013 Budget considerations
  - c. Recent firefighter certifications: Larry Covi-certified Fire Inspector I

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

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

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

Skates/Olson motion to approve the June 18th 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.**

None.

**Public Hearing and recommendation on a request of a Zoning Map Amendment from (PB) Planned Business) to (PD) Planned Development and for the approval of a General Development Plan and Precise Implementation Plan filed by Excel Engineering, 100 Camelot Drive, fond du Lac, I 54935 to build two commercial retail buildings on a vacant lot between Home Depot and Target along N. Edwards Boulevard more precisely identified as Tax Key Numbers ZYUP 00187, ZYUP 00188 and ZYUP 00189.** Bill Hoch from Excel Engineering approached the podium and explained the project proposed. The parking has been modified from a previous presentation of the plan. They have asked for an additional exception. By moving some parking more to the north, it will gain more parking for the front tenant per their request. It will also make the connection easier to the outlot to the north of the property. The same developer has acquired the rights to the outlot as well. There were three trees added along the front of each building (per the request of the City Planner). The overall development was considered to the potential of an electric parking stall. This would allow the retailer a chance to install a charging station if they choose. The remainder of the site has pretty much remained the same. There is an additional outbound turn lane until the Turkey Farm road change takes place. This is one of the exceptions that they are asking for. They are within the ten foot pavement setback there. This is a temporary solution until the Turkey Farm Road construction takes place. Then that whole intersection/drive will come out. Flower asks about normal truck delivery times. Hoch stated the deliveries would happen prior to store openings for the day. Deliveries will vary with different seasons. The trucks would come down the street and back in to the westerly building. The easterly building will be a bit more difficult and will have to turn around at the end of the street and then back into the loading dock. However, semi trucks typically will not be delivering to this store; it would be smaller truck types. There is no loading dock there. It loads to the on-grade door. Hougen asked if when the Edwards Boulevard entrance is closed off, and the entrance just to the south of that is established, will that alter the truck pattern at all. Hoch stated that it will alter it as the trucks will be entering in off of Turkey Farm Road but the pattern will be pretty much the same. Curb and gutter with landscaping will be placed along the Turkey Farm Road with the access points integrated as planned. Hougen asked if Turkey Farm Road will become a residential feeder and will that violate any zoning ordinance? Brugger responds that Commercial zoning surrounds Turkey Farm Road and will not be considered a residential feeder. Someday there might be a residential feeder that feeds into Turkey Farm Road but that doesn't seem to be a concern at this time. Turkey Farm Road may never go in either. Flower asks about the water coming off into Edwards Boulevard and if that will be collected before it exits the site. Hoch explains that per the City Engineer, they have designed a space to collect the water before it goes into the street. Brugger talks about the potential walk from Target from the rear store that goes right up the hill. Hoch stated that after further review, it doesn't look feasible. Brugger asks if that sidewalk could be turned to the west and taking it down to the existing cross access easement, on the west end and relocating it up along that drive. Hoch says they can discuss it with the owner. Easements could be provided for both location for a potential sidewalk and see what one will work best. Hoch doesn't believe that the westerly cross access easement will be wide enough for a sidewalk. Flower comments about the future access points that will be coming off of Turkey Farm Road and steep grades between Home Depot and this site where the road will be going. Hoch agrees it is a steep grade and that they have limited ability in

July 18, 2012 Plan Commission

changing the grade due to the water line that run through the property. Brugger states that the staff comments from the City Engineer makes a note to have issues resolved so that re-grading is not necessary for the roadway going in. Slavney suggests that the cost of Turkey Farm Road be funded by a special assessment as per state statutes. Attorney Draper explains further that the assessments are based upon who receive the benefits. The property owners are given the opportunity to express themselves in a public hearing. Discussion followed. Flower asks about the access to the north and the steep terrain. Hoch says there is going to be about a 5% grade to get to another parking lot on another parcel. The development of the parking lots has been done to accommodate this difference. Hoch then talks about signage flexibility. Hoch explains that the easterly building is ok with current signage regulations, however, the westerly building asks for flexibility due to the distance from Edwards Boulevard. Hougen states that we haven't been very flexible in the last 15 years with our signage and doesn't believe that now is a good time to start. Slavney states that the calculation for the signage is incorrect and suggests that the Commission either moves forward without any signage or move forward using the signage ordinance as is. Attorney Draper states that the signage is not one of the listed options to ask for flexibility in the Planned Development district. The building materials are the same as was proposed at an earlier meeting and approved with the former Applebee's developments (Split face masonry).

No public comment. Hougen/Olson motion to close the public hearing. Motion carried. Skates/ Hougen motion to approve the Zoning Map Amendment from (PB) Planned Business) to (PD) Planned Development and for the approval of a General Development Plan and Precise Implementation Plan filed by Excel Engineering, 100 Camelot Drive, Fond du Lac, WI 54935 to build two commercial retail buildings on a vacant lot between Home Depot and Target along N. Edwards Boulevard more precisely identified as Tax Key Numbers ZYUP 00187, ZYUP 00188 and ZYUP 00189 including staff recommendations including (City Engineer letter dated 7/5/12, City Planner letter dated 7/6/12 and from the Building Inspector, letter dated 7/16/12). Discussion followed about the project coming back to Plan Commission for review of all corrections/modifications before officially approved. Mayor Connors reads an excerpt from the Comprehensive Plan and how this development is what will conform to that plan. Roll Call : Aye: Hougen, Olson, Skates, Flower and Connors. No: None. Motion carries 5-0.

**Review and action on a Certified Survey Map submitted by Core Commercial, 4450 W. Greenville Drive, Appleton, WI 53911 to combine three parcels into one on vacant lots between Home Depot and Target along N. Edwards Boulevard and Turkey Farm Road, more precisely identified as Tax Key numbers ZYUP 00187, ZYUP 00188 and ZYUP 00189.** Brugger explains the plan. He states that Staff would like to see the pedestrian cross easements be incorporate into the CSM. Connors/ Skates motion to approve the Certified Survey Map submitted by Core Commercial, 4450 W. Greenville Drive, Appleton, WI 53911 to combine three parcels into one on vacant lots between Home Depot and Target along N. Edwards Boulevard and Turkey Farm Road, more precisely identified as Tax Key numbers ZYUP 00187, ZYUP 00188 and ZYUP 00189 including Crispell Snyder letter of 7/12/12 and documenting of the cross lot easement to the outlot. Motion carries unanimously.

**Review and action on a Certified Survey Map submitted by Natvar Goyal, 817 N. Knoll Lane, Lake Geneva, WI 53147 to adjust the lot line in accordance with the approved PIP as was approved by the Plan Commission and City Council August of 2011 for land located at 817 N Knoll Lane Tax Key Number ZYUP 00106C and ZYUP 00106D.** Brugger explains that this is a lot line adjustment to bring the lots in conformity with the Development Plan that was approved last year. Skates/ Flower motion to approve the Certified Survey Map submitted by Natvar Goyal, 817 N. Knoll Lane, Lake Geneva, WI 53147 to adjust the lot line in accordance with the approved PIP as was approved by the Plan Commission and City Council August of 2011 for land located at 817 N Knoll Lane Tax Key Number ZYUP 00106C and ZYUP 00106D including the Crispell Snyder letter dated 7/6/12. Motion carried unanimously.

**Review and recommendation on a Certified Survey Map submitted by Attorney Richard Torhorst on behalf of Doris Hanny for land partially located in the City limits and land partially located outside the City, in the Town of Geneva, within extraterritorial plat review jurisdiction.** Brugger states that at a time when what is now being identified as "Lot 2" was annexed into the City, they did not at that time do a CSM to formally split the lot from the larger parcel which would have been Lot 1 and Lot 2 (at that time). Since that time, they have sold these two lots separately believing that the city limit boundary created a lot boundary and apparently that is not the case. Now the parcels would like to actually be split along the City limit boundary to a certain degree. If you will notice, between Lot 2 and a small lot that also fronts Mc Donald Road, there is a small area with a dotted line carving it out of a corner with an arrow pointing to an area stating SR-4 zoning. Subsequent to the annexation, the owners of what is not Lot 2 sold a little piece of their property (16 feet) to the neighbor to the west to square off the lot. It doesn't entirely follow the City limit boundary

exactly but it is pretty close. It (the 16' x 60' chunk) is not part of this CSM as it is not owned by the current owner at this time. The unplatted land section is mostly not in the City but not all and is not owned by the current owner. Fred Gelderman, representing Ms. Hanny approached the podium to explain that this transaction was done in the late 1970's and in the 1980's it was missed and they are now trying to correct everything. Skates/ Olson motion to approve Certified Survey Map submitted by Attorney Richard Torhorst on behalf of Doris Hanny for land partially located in the City limits and land partially located outside the City, in the Town of Geneva, within extraterritorial plat review jurisdiction including the Crispell Snyder letter dated 7/6/12. Motion carried unanimously.

**Downtown Design Review.**

410 Broad Street. (M&I Bank) to *BMO Harris Bank*. Dennis from Burli-Signs approached the podium to explain the change. The colors would match the building and differ from corporate colors. The colors will be gray, white and off white. The letter/copy will be in a semi-gloss black. There will be some goose-neck lighting on the building. A packet was handed out to show all the signage proposed. Brugger says that he will review bulk restrictions when the sign permit is issued. Connors/Hougen motion to approve the signage as presented including staff recommendation on the overall bulk of the sign. Motion carried.

252 Center Street. *Lake Geneva Spice Company*. Burgundy outline of the sign, with a dark gray middle with a ships wheel located in the center and black lettering. This is a multi-tenant sign. Skates/ Flower motion to approve the signage as presented. Motion carried.

235 Broad Street. *Mia Faccia*. This is a projecting sign under the canopy. Olson/ Hougen motion to approve the signage as presented. Motion carried.

237 Broad Street. *C Berger Gallery*. Building was white with a dark blue awning. The owner wanted the rest of the building to match the awning. Hougen/ Flower motion to approve the signage and color as presented. Motion carried.

728-732 Main Street. *Abbellimento* will be changing to a brown themed scheme and the *Harborwear* will be changing to a blue theme scheme. Flower/Skates motion to approve the color schemes as presented for both buildings. Motion carried.

Skates asks if someone gets approval for a full project but only does part of it (due to labor intensive work) would it need to come before the Commission for approval. Barney believes that it is a change from what was approved so it should come before the Commission again.

Skates/Hougen motion to adjourn at 7:53pm. 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

Lynn Hassler

Barb Hartigan

Rick Steinberg

Peggy Schneider

Dave Quickel

John Swanson

Mayor Jim Connors

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](http://www.cityoflakegeneva.com)

Phone: (262) 248-3673

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## MINUTES OF THE AUGUST 1, 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 , Lynn Hassler , Barb Hartigan ,  
Rick Steinberg , Peggy Schneider , Dave Quickel , John Swanson \_\_\_\_\_,  
Ald. Al Kupsik , Mayor Jim Connors . (  8 total).

### Staff & Aldermen Present:

DPW Daniel Winkler , Street Superintendent Ron Carstensen ,  
Administrator Dennis Jordan

### Public Present:

Mr. Chris Schultz, Mr. Henry Sibbing, & Ms. Gail Gyax

### Approve the Minutes of the Prior Meeting:

It was moved by Quickel to approve the minutes of the June 2012 Meeting, seconded by Hartigan. The motion passed 8-0.

### Public Input:

None.

### Park Permits/Park Donations

- Veterans Park, August 25, 2012, 1-6 PM, 40-49 people, Shelter by Tot Area, Volleyball Area and Basketball Court. Approved 8-0. Skates will check with the YMCA for any conflicts.
- Flat Iron Park, August 26, 2012, 10 AM to 6 PM, Timothy Townsend & Salami Sams, with electric. Moved by Kupsik to approve and seconded by Hartigan. Motion withdrawn. Motion by Mayor Connors to deny due to lack of detailed information and insufficient time to get answers to concerns, seconded by Skates. Motion to deny passed 8-0.
- Flat Iron Park, September 22, 2012, Noon to 6 PM, Huml Birthday Party including Open Shelter. Motion to approve by Kupsik, seconded by Skates. Passed 8-0.

A brief discussion ensued regarding some sort of reservation notice or card to avoid conflicts.

Disposition of Old Skate Park

Jordan reported that 5 cities were interested until they saw the work involved in disassembling and moving the equipment. Now only Twin Lakes is a maybe. By consensus, they asked Superintendent Carstensen to publish a notice on Wisconsin Surplus through August 31<sup>st</sup>. The reserve price is to be \$5,000.

Skate Park Construction Progress

DPW Winkler provided marked up construction plans and photographs of the progress of the park. Skates will work with the local board shop and others on the soft and hard openings.

**Adjourn:**

It was moved to adjourn the meeting at 8:32 PM on a motion by Steinberg and second by Connors. The motion passed 8-0 and the meeting was adjourned.

Next Meeting-September 5, 2012 at 6:30 PM.

Respectfully Submitted,

*Daniel S. Winkler*

Daniel S. Winkler, P.E.  
Park Commission Secretary  
& Director of Public Works & Utilities  
08/02/12

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

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

**Finance Committee**

Thursday, July 12, 2012 at 7:30 a.m. (Director's Office)  
Present: Kundert, Lafrenz, Oppenlander, Wall Also  
present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$48,849.33 in General Funds and \$68.81 in Donated Funds.

**Board of Trustees Meeting**  
Thursday, July 12, 2012 at 8:00 a.m.

**Call to order**

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

**Roll call**

Members present: Brookes, Jones, Kundert, Lafrenz, Oppenlander, Wall. Also present: Peterson and Benson; Dona Palmer, visitor

**Adoption/Amendment of agenda**

Lafrenz asked for a motion to adopt the agenda. Oppenlander made a motion to approve the agenda. Wall seconded. Motion carried unanimously.

Lafrenz asked to amend the agenda to include Public Restrooms and Estate under President's Report, Phone System and Air Conditioning under Building & Grounds and Smith Meeting Room Policy under Director's Report. Kundert made a motion to amend the agenda as proposed. Brookes seconded. Motion carried unanimously.

Lafrenz made a motion to approved agenda as amended. 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 June 14, 2012 meeting with the correction of Detective Gritzner's first name as Ed not Steve. Kundert made a

motion to approve the minutes. Brookes seconded. Motion carried unanimously.

#### **President's Report**

Peterson reported that she and Brookes will review the Background Investigation documents and report to the Board at their August meeting.

Lafrenz reported that visit to Mrs. Dresser's will be postponed until the Fall. Peterson will visit before the Friends Book Sale to pick-up books the family would like to donate.

Oppenlander updated the Board on the 5-Year-Strategic Plan and recommended that the entire Board be involved in the process.

Lafrenz reported on the impact of the public restroom renovation on Library's interior public restrooms. He advised that Peterson had requested additional port-a-lets be installed to accommodate beach traffic and asked that staff be attentive to the status of Library's interior restroom usage.

Peterson reported that the Library has been notified it is listed as a beneficiary in a local estate.

Lafrenz asked for a motion to approve renewal of our Chamber of Commerce membership. Wall made a motion to renew membership. Oppenlander seconded. Motion carried unanimously.

#### **Building & Grounds**

Kundert reported on recent meeting with Dan Winkler to discuss lakeside landscaping options. Winkler will contact Peterson with vendor recommendations in two weeks.

Peterson reported on a recent service call to replace a control panel for the Library's phone system. Discussion followed. Peterson will seek estimates from three vendors to update current phone system installed in 1985.

Kundert reported on a service call from Vorpapel this week to repair a major leak in the air conditioning. Discussion followed. Peterson will schedule another service call to repair a second leak.

#### **Finance**

Kundert reported on mid-year revenues and expenditures. Kundert reviewed monthly expenditures and made a motion to approve \$48,849.33 in General Funds and \$68.81 in Donated Funds. Oppenlander seconded. Motion carried unanimously.

#### **Closed Session**

Oppenlander made a motion to go into **Closed Session** pursuant to WI Statutes 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation date of any public employee over which the government body has jurisdiction or exercise responsibility. Kundert seconded. Motion carried unanimously.

Kundert made a motion to go out of Closed Session. Wall seconded. Motion carried unanimously.

#### **Director's Report**

Peterson asked the Board to review the Smith Meeting Room policy regarding use of Library's AV equipment by applicants for non-Library sponsored programs. Discussion followed. Brookes proposed the following to be included: "Applicants for non-Library sponsored programs are required to bring their own AV equipment, but may use the film screen. Library-owned AV equipment is for Library-sponsored programs only." Brookes motion also proposed wording to be added as follows to the condition of the \$200 refundable deposit: "A refundable deposit of \$200 is required to offset unforeseen cleaning expenses when food and beverages are allowed and/or damage to Smith Meeting Room or Library-owned equipment occurs. Oppenlander seconded. Motion carried unanimously. Wall made a motion to add that SMR request forms are also available "from our website." Brookes seconded. Motion carried unanimously.

Peterson reported that June 2012 was the second busiest June. Early July check-out statistics forecast a record-breaking July count.

Peterson reported that the staff parking in the Cook Street lot is going well and at this time vacant parking spaces there can be found throughout day.

Benson reported on busy programming scheduled in July and August for adults and youth.

**Adjournment**

Jones made a motion to adjourn at 10:10 a.m. Wall seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones, Secretary

Next meeting: Thursday, August 9, 2012

# Lake Geneva Historic Preservation Commission

July 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 and Ed Yaeger

**Minutes were approved.**

**Comments from the Public**      None

**Report from Geneva Lake Museum and Maple Park Homeowners' Association**

The Book and Bake sale is the weekend of the 27th and 28th of July.

The museum is continuing with their programs at 2 p.m. on Tuesdays. Free for members with a \$5.00 charge for non members.

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

The sign has been installed near Dunn Lumber. They were waiting for the report from Diggers Hotline. The next railroad sign near Simple is also ready to be installed.

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

Update on the [www.friendsofgenevatheater.org](http://www.friendsofgenevatheater.org) website.

**Discussion regarding potential projects for 2012 such as preparation of a Historic Lake Geneva Walking Tour brochure, future, etc.**

Review of materials from the Wisconsin Historical Society and the National Trust for Historic Preservation.

The next meeting will be Thursday, August 9<sup>th</sup>.

Meeting adjourned at 8 p.m. Dee Bark Fiske



**PARKING COMMISSION**  
**TUESDAY, JULY 17, 2012 – 6:00PM**  
**CITY HALL, CONFERENCE ROOM 2A**

**AGENDA**

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Approval of Minutes from June 13 meeting as distributed
4. Comments from the public limited to 5 minutes
5. Communications strategies
6. Parking system update
7. Shuttle bus, including ways to increase resident and visitor awareness
8. Parking study RFP
9. Parking system reports – availability to Parking Commission members
10. Sunday parking hours
11. Compact car spaces
12. Bicycle racks
13. Agenda items for next meeting
14. Date for next meeting
15. Adjourn

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

7/16/12 8:30PM  
cc: Aldermen, Mayor, Administrator

# **AVIAN COMMITTEE**

**THURSDAY, AUGUST 2, 2012 AT 6:00 P.M.**

**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Wall at 6:10 p.m.

Roll Call. Present: Alderman Wall, Mackenzie Bestold and Donald Forbes. Others in attendance: Mayor Connors, Administrator Jordan and Carl Schwartz of Bird City Wisconsin.

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

## **Committee Introduction**

Committee members gave brief introductions of themselves.

## **Discussion on Bird City Wisconsin**

Carl Schwartz from Bird City Wisconsin talked about the history and purpose of Bird City Wisconsin. There are 54 communities with the Bird City designation, which includes Lake Geneva. Mr. Schwartz said the program has been successful for raising awareness about conservation efforts.

Administrator Jordan said the City has gotten off to a slow start with its Bird City efforts. He said we obtained the designation and established an Avian Committee. However, the Committee has not met until now because they did not have enough members to make a quorum.

Chairman Wall asked about the criteria for the Bird City Wisconsin designation. Mr. Schwartz said communities need to meet seven criteria of 22 criteria from five categories. He said communities can meet more criteria to attain the "higher flyer" level. Administrator Jordan said the City should be able to meet the higher flyer level in the future.

## **Discussion on International Migratory Bird Day (IMBD)**

Administrator Jordan said there was interest in organizing an International Migratory Bird Day (IMBD) event in September or October to take place during a chimney swift roost at the museum. Mr. Schwartz discussed chimney swifts and their roosting habits in Wisconsin. He talked about communities like Green Bay and Shorewood that are holding chimney swift watches in August. Mr. Schwartz talked about the Bird City Wisconsin website at [www.birdcitywisconsin.org](http://www.birdcitywisconsin.org), which lists all of the bird watching events around Wisconsin. He said that most chimney swift roosts hit their peak by the end of September. He said he would get Administrator Jordan in contact with Bill Miller who could discuss good dates for holding a chimney swift watching event. Mayor Connors suggested the IMBD event be scheduled on a Saturday in September, prior to Oktoberfest. Administrator Jordan said he would talk to people from the museum about scheduling a date.

## **Discussion on future agenda items**

Administrator Jordan suggested talking about promoting bird watching at Four Seasons Park. Mayor Connors said they could also discuss bird watching at Big Foot Beach.

## **Discussion on future meeting dates**

The Committee agreed to meet next on Tuesday, August 28<sup>th</sup> at 6 p.m.

## **Adjournment**

Bestold/Wall motion to adjourn at 7:02 p.m. Unanimously carried.

Transcribed from audio tape.

/s/ Michael Hawes, City Clerk

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

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

**DATE:** Thursday, July 12, 2012

**TIME:** 7:40 a.m.

**PLACE:** Harbor Shores

**PRESENT:** George Hennerley, John Stensland, Brett Sundstrom, Tammie Carstensen, Kevin Fleming, Steve Lois, Ed Svitak, Steve Schroeder, Jessie Jacobs, Tom Hyslop, Sarah Hill, Bill Gage, Grace Eckland, Helen Johnson, Ardith Berkanovic

Meeting called to order by Chairman, John Stensland at 7:40 a.m.

**Minutes:** April 12, 2012 minutes approved on a motion by Steve Lois, seconded Kevin Fleming. Carried. (No June meeting)

**Financial Statements, Bills submitted for payment:** June, 2012 financials approved on a motion by Jesse Jacobs, seconded Brett Sundstrom. Carried.

**Executive Committee Meeting, Monday, July 9 2012 Update:** George Hennerley. Assets #1120 Community Bank-Building Fund \$182,921.03. City Council Status: In 2010 Zoning Commission stated Flat Iron Park is not in compliance (location is 100 feet from lake.) Strategy: Communicate to Board showing support of expansion at future city council meetings. If we get a negative answer from the City, where and how do we proceed.

**Hotel Update: Geneva Ridge:** Application has been received. Waiting for membership check. **Cove:** Cove Association Board has approved Chamber membership, but still waiting for final approval.

**New Members:** Thirteen new members were approved on a motion by Steve Lois, seconded Tammie Carstensen. Carried. New members are: Pear Tree Shoppe, Village Gourmet, Frontier Flowers of Fontana, Gia Bella Flowers & Gifts, CPR Cell Phone Repair, Dip in the Bay, Wedding Ceremonies by Reverend Ginny, Serv Pro, Cole Marketing, Cedar Roofing Company, Partnered Senior Care, Smart Betty, Delavan-Darien School District.

**Retail Division Report:** Dennis Jordan addressed the questions and concerns with new parking pay stations:

- Meet regularly regarding issues with the new system.
- Complaints regarding complaints/problems should be brought to City Hall's attention.
- Changes to be made include: Highlight credit card/quarter/dollar bill slots. Installation of booster antenna. Eliminate the "Welcome to Lake Geneva" when starting pay station.

**City News:** Sarah Hill addressed the following topics: Distribution of TIF funds; Reimbursement of city services for events; Parking pay stations.

**Other Business:**

Chamber 2012 Awards Banquet Update: September 12 at Grand Geneva Resort, 6:00 – 8:30 p.m. Requesting nominations for the Community Betterment Award, Stu Herzog Outstanding Citizen Award, and CVB Hospitality Award.

Motion to donate \$5000 to Jaycees for 50<sup>th</sup> Anniversary for 2012 fireworks (\$2500 from C/C and \$2500 from CVB) by Jesse Jacobs, seconded Steve Lois. Carried.

Meeting adjourned at 9:29 a.m. on a motion by Steve Lois, seconded Jessie Jacobs. Carried.

**Geneva Lake Museum  
Board Meeting  
July 11, 2012**

The meeting was called to order by President Jim Gee at 5:30 in the Mill St Centre. Officers present were Vice President Dale Buelter, Treasurer Mary Olson. Secretary Vern Magee arrived late because of a doctors appointment in Milwaukee. Directors in attendance were Dick Bain, Barbara Buelter, Joanne Neissner, Pat Gee, Dee Fiske, Betty Less and Mary Tanner. Directors absent were Marianne Bonifacic, Donna Brongiel, Chuck Ebeling, Vernon Haan, Dana Hagenah and Don Rutkowski. Staff included were Director Karen Jo Walsh, Helen Brandt and Penny Simonetto. Advisory member Peg Williams and June, a guest, joined us as well as our council liaison, Bill Mott.

A motion to approve the **June minutes** was made by Dee, second by Mary Olson, carried. Mary presented the treasurers report and stated we have 36,000 plus in the bank with another approximately 3000 coming in July. We will be having a bill coming due soon from Gage Marine to be paid for the Venetian Festival. The amount of 1300 is due on August 4.

**Helen** gave curators report and was happy to tell us there were 894 guests in June. 564 guests at the door and 330 from 14 tours and class visits. Two ads have been placed in the Regional News with funds from the Ryan donation, to advertise the Book and Bake sale and the Venetian Festival fund raiser. Also an ad was placed to advertize for docents, but there has been no response so far.

**Karen Jo** gave her director's report. She introduced June, who is here to gain more insight into museum happenings so she can write an article for the *Beacon*. June is a former intern that worked with us earlier in the year. Karen said the workshops have been going well and attendance is growing. Her complete report will be filed with the minutes and sent to city hall when the minutes are sent to them. Her report will also be sent to those director's that are absent today.

The **rack cards** have arrived and an extensive list of where they have been placed in the Geneva Lake area was read by **Dick Bain**. A great effort has been made to deliver them to many more places this year.

**Pat** gave the fund raising report for Marianne, who could not attend tonight's meeting. A handout was given to board members for the Venetian Festival and a paper was circulated for directors to sign up for the food they would like to bring on the boat. Finger food will be served and there will be a cash bar. Pat also announced that there will be a **fund raiser Tuesday, October 16 at the Baker House** with details to follow. She suggested the board choose a date for next May for a fund raiser, which would help the committee plan ahead.

Our next fund raiser coming up will be the **book and bake sale**, which is July 27 and 28 in Mill St Centre. Anyone wanting to help with the books can let Penny know.

**Dale** reported there have been 3 meetings for the **Planning Committee**. The first thing he is planning, is to move the columns from the Lake Level so the wigwam can be built. The columns will be stored outside and will be wrapped until they are installed in front of the Georgian House. Dale said we have a 5 page document showing how we can build a wigwam that Karen found. Burly has picked up the Wrigley boat, which was a gift from a Royal Joy Quester grant and given this this past May. We also have another boat to exhibit from Fritz Button that Dale described as outstanding. It will be placed where the blue boat is and the Wrigley boat will be hung and be exhibited that way. We must

check with Fritz Button to make sure his boat is still available

Dale announced that an anonymous donor has given 2500.00 for the stained glass project and the owner of the stained glass has pledged another 1000.00. He feels his first estimate was high and feels the freight for all four and restoration of 2 would be about 8000.00. Jim wanted the minutes to show that an electronic vote was taken to acquire the stained glass windows and was unanimously approved. Dale reported he spoke with building inspector, Barney Brugger about 4 sign possibilities that would help publicize the museum. The first one would need state approval, the second one we will have to wait to see what the beautification committee plans for the area that belongs to the Water Commission. The third possibility just involves trimming a tree, which Barney approved of and the fourth one would be adding a sign under a recent one guiding visitors to the free parking area to the right, taking them to the East view lot on Sage. Our sign would be the same size under the parking sign. Dale presented these suggestions to the Public Works Department. Alderman Mott said he was the chair of that committee and had a copy to present at his meeting.

The subject of putting the anchor was discussed by Dale, who suggested putting a small pad down which would be bricked and would solve the problem of trying to cut the grass with the anchor in place. That must receive permission and support from the city.

**Dee** gave the **acquisition report** saying the committee meets Monday mornings from 10 until 2 to appraise and make notes on the new things from Mr Conway. He has donated nearly 1000 items and many of them have been incorporated in the revamped South Gallery.

We have **45 new members this year** and a total of 215 members; Penny's report will be filed with the minutes. Jim signed 90 letters to those who are over due and inactive in hopes they will rejoin. Betty Less reported she received a letter but said in checking her records, she was not overdue. Peg also reported she received a letter but was sure her membership was not overdue. Records will be checked by Penny.

**Pat** gave the **museum store report**; the T-shirts and sweat shirts will be here at the end of the week and mugs are being worked on. They plan to pick out some of our archival photographs and plan to sell them in the store. They plan to have 20 on exhibit and let people choose the size and in black and white or sepia. Prices have not been determined but we can have them printed at Yerkes which will save the museum printing costs.

**Bill Mott** reported that he had received compliments on the museum from 2 women that were our visitors. He also suggested someone come to the Committee of the Whole meeting on the first Monday of the month and speak for 5 minutes on the museum. It is a time for us to be on TV and publicize the GLM. His point is to be there more than just one a year to ask for funding.

The president said under **old business** is the time to **revisit museum hours**. After much discussion, Pat moved in an amended motion that we stay open Friday and Saturday until December 22, second by Dee. Motion carried with 9 voting for it, 1 against and one abstained. It will be necessary to have volunteers step up and help to make this work..

**Mill St fees:** Jim said we don't have a set fee schedule for this room. It was stated that Main St is leased for a flat 500.00. Karen Jo said she understood it is 50.00 for the first two hours and 25.00 for each additional hour. This does not include entrance to the museum for those attending an event in Mill Street. It was finally decided that Jim will form an adhoc committee to determine the rates for Mill St and bring to the board for approval.

**Website:** Jim announced that Denny Tiechow is no longer able to be our webmaster. After some discussion, Jim said he would ask Donna Brongiel because of her knowledge in computers.

**Scooter Store:** This was discussed by the directors and motion made by Dick Bain, second by Mary Tanner to turn down the offer from the Scooter Store. Motion carried.

**Karen Jo** said the Regional News will devote a place in the paper to have letters on why we love Lake Geneva. She suggested people drop them off at the museum because it seems a logical place since it involves memories of peoples love for the lake. Directors had no objection to this. Peg Williams said she had already written hers and took it to the Regional News office.

There was no other business to discuss and Jim adjourned the meeting at 7:10 pm.

Next meeting is August 8, 2012 at 5:30 pm.

Vern Magee  
Secretary

## "I dwell in Possibility." Emily Dickinson

1. Tuesdays @ 2: Hats, Hats, Hats was a great workshop held yesterday. 22 in attendance and participants have joined at the last two. June 26<sup>th</sup> was Stitch in Time with 16 participants ran long and could have been a 2 hour workshop. June 19<sup>th</sup> Victorian Scrap booking had 9 and was well received by all.
2. June 18<sup>th</sup> Burly reported the city enhancement committee plans to put in more bushes where we are missing them.
3. Docents and volunteers have all helped to water plants in this dry weather.
4. We did not receive the grant from Elkhorn law firm as noted in their letter of June 18<sup>th</sup>. We have asked to review submissions so we can learn what won and why to improve our proposals in the future.
5. We worked with the ladies from the Lake Geneva Country Club for the Holiday Home Gala. They used a few artifacts and returned them. Additionally, some ladies became members of GLM.
6. Dining room table and chairs are now in place and looking GREAT. The buffet has yet to be "dug out" and delivered but will be shortly. The Wrigley Boat is in our possession, more from planning. The Rockwell painting will be leaving next Wednesday for delivery to the conservator.
7. GLM gave 4 passes to the Geneva Lake Women's Association for their August 19<sup>th</sup> fundraiser.
8. News articles and photos have been in the Lake Geneva Regional News: we are trying to send John something about what is happening every week. Thus far, he has squeezed them in.
9. The two teens worked out very well in June cleaning and doing odd jobs.
10. Set up an on line email system to communicate new information about exhibits to docents and volunteers.
11. You should all be receiving a new **wish list** in your mail boxes. Attached is the flyer for our next BIG fundraiser event.
12. BIG THANK YOU to Peg Williams for her strong financial and enthusiastic support of the development of the Indian exhibit and the building of the wigwam. Also want to give a BIG SHOUT OUT to the museums huge fan and supporter, Harry Hartshorne, whom we visited with this past Saturday. Then to our surprise, a \$1,000 check was in the mail on Monday.
13. Some interesting guests have come through our doors, one being the Venable Olande Ananda from Ceylon. He shared his insight into the carvings from our Ceylon Court Exhibit. We also have on loan a new carving from the home which should be on display this week.
14. Tabulation of comments from our guest surveys attached. They are positive with one great comment which is reflection on all of us and our hard work. Together we make a difference!
15. The [www.censusfinder.com/wisconsin\\_historical\\_museums.htm](http://www.censusfinder.com/wisconsin_historical_museums.htm) now has our own GLM link. When ever you see we can link with someone, please let us know so we can add!
16. Still have rack cards to bring to hotels: anyone who can help us please sign up.



## GENEVA LAKE ENVIRONMENTAL AGENCY

### Director's Report

June – July 2012

-The GLEA moved into its new office the last week of June. With some help we were able to move all the material over in two days, during some rather uncomfortable temperatures. We did not move one desk and a credenza. The desk was falling apart and we did not have room for the credenza. We are still waiting for the phone and internet hook-ups to be completed. We are settling in with business getting back to normal.

-We did our first lake bottom sampling for the intern's summer project. With the help of a boat donated by Gordy's we were able to sample seven locations on the lake over a two day period. A second sampling is scheduled for August.

-On Thursday July 5<sup>th</sup> I received a call from the Lake Geneva PD dispatch informing us of an oil spill in the outlet lagoon. Upon arriving at the site I met with Capt. Peters of the LGFD and Det. Gritzner of the LGPD. It became obvious that some type of cooking oil had gotten into the lagoon. Upon further investigation it appears that the cooking oil had been dumped in an alley and ran into a storm sewer which discharged into the lagoon. The WDNR had been notified and were to visit the site that evening. I believe that the City pumped the oil and debris from the lagoon later that week. More on this at the meeting.

-We have received several calls about water conditions and "bites" gotten while swimming. This summer is a tough summer for the lake. The hot sunny days, lack of rain and no ice or snow cover during the winter is putting stress on the lake. Water temperature has been above 80 F on several days. Usually that doesn't happen until August and then for only a short period. Results from bacteria sampling at the beaches are as in the past, OK. I am concerned about the possible presence of Cyno-bacteria and associated toxin, but I have not seen anything yet. I did get a call from a parent whose child became sick when swimming. Her doctor diagnosed it as *plesiomonas shingelloides* a bacteria that is common in warm surface waters among other places. It can cause gastrointestinal problems when ingested. It is treated with antibiotics.

-I also have heard several complaints about swimmers getting bitten while in the water by something that leaves little red itching bumps on the skin. It sounds like swimmers itch, but the timing and water temperature are not typical for our usual swimmers itch outbreaks.

-I received a call from a land owner in the area of the Pier on Linn Pier Rd. who is concerned about the requested zoning change and potential use change being requested by the owner. About a year ago the GLEA had discussed a previous requested change by the owner. More on this at the meeting.

-There appears to be a concern by the WDNR about the Lake Level Corporation not releasing enough water to the White River to maintain the fisheries of the river. WDNR contacted the LLC to inform them that they need to release at minimal 1.94 CFS to the river by law or a fine could result. The LLC is investigating the matter.

-The USGS will be installing a new lake level gage at the lake outlet. This gauge will give more accurate and frequent readings and should not freeze up during the winter.

-The atmospheric monitoring station will be audited for site criteria, equipment, and procedures within the next month.

-I received a call from a person who expressed concern over the possible wash out of the road along the lake front at Big Foot Beach State Park. It was mentioned that the wash out has almost approached the hard surface of the road.