



COMMITTEE OF THE WHOLE

TUESDAY, SEPTEMBER 6, 2011 - 6:30PM

CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI 53147
(262)248-3673

CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Krause calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from August 1, 2011 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 North Broad Street lighting replacements (*forwarded from Public Works Committee on 8/18/11*)
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - A. Finance, License & Regulation Committee, Alderman Krause
 - B. Personnel Committee, Alderman Hartz
 - C. Public Works Committee, Alderman Mott
 - D. Piers, Harbors, & Lakefront Committee, Alderman Marsala
8. **COMMITTEE, COMMISSION, AND BOARD REPORTS** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - A. Utility Commission, Aldermen Marsala & Hartz
 - B. Tree Board, Alderman Mott
 - C. Police & Fire Commission, Alderman Krause
 - D. Planning Commission, Alderman Hartz
 - E. Board of Park Commissioners, Alderman Kupsik

- F. Library Board, Alderman Krause
- G. Historic Preservation, Alderman Kehoe
- H. Cemetery, Alderman Krohn
- I. Parking Commission, Alderman Marsala
- J. Communications Committee, Alderman O'Neill
- K. Avian Committee, Alderman Marsala

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

- A. Chamber of Commerce, Alderman Krause
- B. Geneva Lake Museum, Alderman Mott
- C. Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik
- D. Geneva Lake Environmental Agency, Alderman O'Neill

10. Adjourn

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

9/1/2011 9:30am

CC: Aldermen, Mayor, Administrator, Attorney, Department Heads

COMMITTEE OF THE WHOLE
MONDAY, AUGUST 1, 2011 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

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

Pledge of Allegiance led by Alderman Krohn.

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

Kehoe/Mott motion for approval of Minutes from July 5, 2011 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. Mary Weeden, 1112 Pleasant Street representing the Neighborhood Watch from Pleasant, Park Row, Marshall and Franklin Streets commented that they have had concerns because there have been problems with some rentals not being kept in good repair, especially on Pleasant Street. She hopes they can pass an enforceable ordinance.

Update on Parking System from Jeff Miskie (Administrator Jordan)

Administrator Jordan explained that he and Jeff Miskie have been meeting with various entities looking at whether we should go with Wi-Fi downtown for the parking system, and at the same time, the Chamber had asked if there is any way they might be able to utilize a Wi-Fi system if we were able to install one. They also checked with Verizon and AT&T about what we could do if we could not do Wi-Fi. Mr. Miskie has put together a presentation highlighting what they discussed with Time Warner, Verizon and AT&T and discussing a system if we try to put one in ourselves.

Mr. Miskie gave a Power Point presentation, saying that he wanted to talk about some of the research that is ongoing dealing with how we can literally talk to the parking kiosks in the downtown area. He explained that we need to have the kiosks downtown connected because there is a data transmission that occurs between the kiosks and because of credit card transactions. We will also be exchanging data with parking enforcement; there is also status monitoring of the health and well-being of the kiosks. Basically it is like an internet connection. They have examined four possibilities; two of them are cellular and two of them are Wi-Fi. The cellular system is basically putting a cell phone card in each one of the kiosks; it is installed at the time of manufacture and is one of the simplest and easiest to maintain. It is also very reliable. The negative side is there is an ongoing monthly expense; the price can vary after the contract term ends, and it may lock us into that particular vendor. Verizon has a slightly different approach, billing on the amount of data transferred between the kiosk and the home base here at City Hall. The other option is a wireless Wi-Fi network that would be in the downtown area. It is really a network of strategically located wireless access points, called a WAP, where you put wireless hotspots throughout the city in a mesh network of little transmitters that can talk to computers as a team. In this application, we would install a Wi-Fi card in each kiosk. The advantage of this is that we can buy it off the shelf; it is a non-proprietary standard. We can use it for other purposes such as communication with reserve police officers on foot in the downtown area, in the squads, security alarm monitoring, or even surveillance video. We would be responsible to get electrical service to these key locations. The last thing he described was a municipally built and run network, where the City would actually build, maintain and own it. He came up with a similar approach to Time Warner, although quite a bit more aggressive with 21 access points scattered similarly, and designed in

a ring redundancy so that if one of these access points goes down, we still have another route to follow to get service back to those. The downside is that we would have to maintain it. He noted various options on the Power Point screen and cautioned the Council to remain flexible and not buy in to something that will lock you into a contract from which you will not be able to escape; new technologies are coming along all the time. Mr. Miskie answered questions regarding use of solar power, changing technology and how current it is, and whether this needs to be installed all at once. Administrator Jordan explained that this will not be city wide at this point but just the downtown area. He has brought this before the Committee now to discuss and make some decisions because we want to order the kiosks and be ready to go by next year.

Update on Property Assessments from Accurate Appraisal.

Lee De Groot, one of the owners of Accurate Appraisal, appeared to answer questions regarding the reassessment this year. The purpose of a reassessment is to get things back to 100%. In years past, when the market has been good, you typically always saw increases with the revaluation. The last revaluation here was seven years ago; in that period of time, you had an increase and now values have been decreasing if you are looking at 100% every year. When we look at sales, the assessed values were still below what the market value was for properties and that is why we are seeing the increase. The equalized value, which is the Department of Revenue's analysis of assessment to sales ratio, is determined by looking at what a property is assessed at versus what it sold for to achieve an overall average. He gave further statistics on sales and assessments in 2010. The biggest fear is that taxes will go up if assessments go up. That is not necessarily the case; if the levy stays the same, the mill rate would drop by the same percentage. Mr. De Groot answered various questions the aldermen had, including the open book times, equalized values, properties with two assessments, land values and recent market values. Marsala/Kupsik motion to suspend the rules to allow someone to comment. Unanimously carried. Roger Wolff gave statistics on home and commercial property sales and asked about the wide variance in percentage of increases. Mr. De Groot described the information they use to make the assessments.

Discussion/Recommendation on draft ordinance implementing a building maintenance code and residential rental property registration and inspection program for the City of Lake Geneva *(referred from Council for further discussion 7/25/11; First Reading on ordinance scheduled for 8/8/11 Finance and Council meetings)*

Administrator Jordan explained this is a continuation of something we started five or six months ago, trying to come up with a method to inspect properties within the city. We looked for models and learned that Milwaukee had come up with one; theirs targeted certain neighborhoods. When ours came before the Council, the question was asked why this is not being made citywide. Alderman Kehoe still feels we need to target certain areas, we need occupancy permits and landlords need to register every year. Alderman Krause feels he would like to see targeted areas first. Alderman Marsala suggested making it citywide with a priority list. Alderman Hartz favors a more targeted approach because we don't know yet how long each inspection will take, if we will need more personnel and whether this will actually work. Alderman O'Neill asked if the real purpose is for external appearance or safety; he also felt it should be citywide but is concerned about the cost. Alderman Krohn feels it should be citywide, as do Aldermen Kupsik and Mott. Alderman Krause said they are almost a self-funding department. This would work in the same manner. The fees are established after the ordinance is established; this is a fee-based process. This may require a full-time inspector because the ordinance is no good if it is not enforced. Marsala/Kupsik motion to suspend the rules to let John Summers speak. Unanimously carries. John Summers, our Code Enforcer, suggested making it citywide and letting the inspector decide what buildings need to be inspected. Typically the inspection should include checking the heating system, fire doors on

the boiler room, holes in the walls, broken windows and how many illegal apartments there are. The difficulty is getting into the apartments. Alderman O'Neill wondered if places that rent by the week are included; he also suggested registration be required. Alderman Marsala asked if we need to make it mandatory for everyone to be inspected every year. Administrator Jordan commented this is something you will need to decide; the newer apartments shouldn't need to be inspected every year. Mr. Summers said the city is in pretty good shape and he doesn't see the need for more than a couple a week. Alderman Kehoe noted the ordinance has two definitions, a dwelling unit or a boarding house and asked how it works. City Attorney Draper said part of the confusion is there are two ordinances that we are dealing with; we have always had a rental certification program. However, we have not had a building maintenance code which is what makes the rental certification program work. The whole idea is to get that program going again and then giving it teeth with the building maintenance code. Several meetings ago, the consensus he understood from the Council was on a citywide basis so he drew up the code, the certification program and the maintenance code accordingly. That is why we have inspections every five years and that is why there is a provision that says we are going to set our inspections based on the age of the building. He could set it up based on discretion of the Building Inspector, but any time you start going away from standards, you run into the problem of discriminating against certain groups. We started based on the age of a building. There is also provision that says the building inspector is not restricted to every five years; he can inspect more often. We also have the building maintenance code in place so if there is a complaint from a neighbor, we have something with teeth to cite someone for being in violation of our building code. We eliminated places like hotels and motels because they are typically inspected by the state, whereas boarding and rooming houses are typically not licensed by the state; that is why we are undertaking to do those types of facilities under our rental certification program. We will have an application process; they will have to come in and register and fill out a questionnaire with information such as how many units they have, what are in the units, how many bathrooms and other information. The inspection is the second part; that is why we will issue a temporary certificate for those people we can't inspect right away, and then set up a schedule where we can start inspecting the places. Discussion followed on regulating motels that rent by the week or month, affordable housing issues, space requirements and raising the cost of housing so much that people can't afford to live. Kupsik/Kehoe motion to suspend the rules and allow someone to speak. Unanimously carried. Mary Weeden asked if people surreptitiously start subdividing a house, will there be a consequence to make them put it back to the way it was. Her other concern was whether or not this would be enforced. Attorney Draper replied there would be a penalty between twenty-five and no more than a thousand dollars plus court costs.

Discussion/Recommendation on directing the City Attorney to prepare an ordinance regarding regulation of parking in residential areas for non-residents without valid parking permits
(referred from Council for further discussion 7/25/11)

Alderman Krause asked for a quick census on whether or not to pursue this. Two said yes, six said no. Administrator Jordan said the Parking Commission wants to leave it the way it is. Marsala/Krohn motion to suspend the rules for someone to speak. Unanimously carried. Kevin Fleming, Chair of the Parking Commission, informed that this has been discussed numerous times at their meetings and they have heard from residents. They have decided they did not see any merit in it and that is why they recommended that Alderman Kehoe bring it to the Council. They are discussing a long-term parking plan, looking at all the aspects of parking in Lake Geneva, from residential to commercial to employee parking.

Finance, License & Regulation Committee, Alderman Krause

Alderman Krause reported that Comptroller Pollitt is just about reconciled up to date. He and Administrator Jordan are still writing and working on becoming a debt-free city.

Personnel Committee, Alderman Hartz

Alderman Hartz reported the two items coming up are hiring a City Clerk; the other is efficiency and having the right people in the right places.

Public Works Committee, Alderman Mott

Alderman Mott reported that among things that were talked about was the Main Street traffic signal improvement at Cook and Main Street. After discussion it was moved to approve Part A of the Crispell proposal, not to exceed \$67,000 and not to include the signal at Cook Street. It is going to the Council with no recommendation. A cross-walk protection device for downtown was discussed; it is a rapid-fire flasher. There was a consensus that it could be tested out at the crosswalk by the Cove during Venetian Festival. They also approved beach sand dredging in the spring by Crispell Snyder proposal for design and construction services not to exceed \$12,000. They discussed hand dryers versus paper toweling in City bathrooms throughout town. They approved volley ball courts at Veteran's Park with an MOU from the YMCA. There was discussion of the Broad Street crosswalk near Simple Restaurant. They approved installation of an additional handicapped ramp at the west side of Broad. Alderman Marsala added that the maintenance of the volley ball courts will be done by the YMCA; he said they had also discussed controlling the pedestrian traffic at Cook and Main with some kind of signaling device rather than a stop light. Mayor Connors noted that we had some assistance from the Department of Transportation removing the abandoned gas sign at the off ramp by Highway 50 and they will be doing some site restoration as soon as it dries out a little.

Piers, Harbors, & Lakefront Committee, Alderman Marsala

Alderman Marsala reported that there have been 41 bookings for the Riviera so far this year, which is a 37% increase over last year, and we are already booking into 2013. We have collected about \$15,000 to date in catering fees and are anticipating that amount again by the end of season. The boat launch is down about 24% because of the bad weather in June but that could still pick up with the nicer weather. They discussed the study of how long visitors to the beach had to wait and the results of the monitoring done on ten of the busiest days; the longest waiting period was five minutes and the average was two to three minutes. The beach revenue is running pretty parallel to last year; even though the attendance is down, the income is within a few dollars of last year at this time because of the rate increase. The revenues on July 4 were the highest ever on any given day; in fact, we had the all-time top week this year also. He complimented Harbormaster Gray on the excellent job he has done and George Stephen for the very good records he keeps for the Beach. Alderman Krause asked if the fees had been set for renting the Riviera Ballroom in 2013, and said they may want to consider setting those two years out when they adjust the fee schedule again.

Utility Commission, Aldermen Marsala and Hartz

No meeting, no report.

Tree Board, Alderman Mott

Alderman Mott reported that Arborist John Foster reported a tree down in Rushwood Park because of the storm. He indicated they need to remove 33 trees around town, and that 50 to 60 trees need to be replaced in addition to that. The cost is estimated at \$10,000 to \$15,000. The Tree Board went to the historic railroad site and recommended only tall dead trees and a storm-damaged tree be removed; all other densely growing trees and bushes of varying heights should not be removed.

Police & Fire Commission, Alderman Krause

Alderman Krause reported they have a new web page for the Commission; there was continuing dialogue about the 911 telephone system. The state budget bill has been on each agenda for updates. One of the bigger items is the disposition of the property of the fire truck we are replacing and some police items that are going to be disposed of as well. The funding will go back into the General Fund. Chief Connelly brought up the issue of the fire inspection fee ordinance and would like to see that come around again for consideration.

Planning Commission, Alderman Hartz

Alderman Hartz reported they have not met since the last Council.

Board of Park Commissioners, Alderman Kupsik

Alderman Kupsik reported they had an update on the skateboard park. There were some issues regarding the location as to snow removal, parking and buried water and sewer lines. The dog park was discussed and after the meeting, the Board went to the potential dog park to look at possible layout and determine an actual size. They met with Joe Peyer from the YMCA to discuss the detail of what his plans were for a sand volleyball setup at Veteran's Park; some questions came up as to the type of court the city would be willing to look into and the Mayor had brought in some information regarding particular types of sand volleyball courts. Overall, the parks are in pretty good shape with a few minor issues that were brought up to Mr. Winkler who said the Street Department would take care of them. The people who hold the concession stand contract came in to request a discussion on renewing their contract for next year and possibly having a multi-year contract. The consensus of the Board was that everyone seems to be pleased with the operation of the concession stand. One of the items for the next meeting will be updating some of the signs in the parks and considering a friendlier type of sign. The Fourth of July weekend generated 8.5 tons of garbage.

Library Board, Alderman Krause

Alderman Krause reported the highlights of their July 14 meeting. They finished up the organizational chart. The Beautification Committee is looking at doing some updated landscaping on the lake side of the library. Financially they are at the six month term and everything is right on target. June was the busiest month of all time with 15,894 items checked out. The annual book sale is August 13.

Historic Preservation, Alderman Kehoe

Alderman Kehoe reported that the Tales of Lake Geneva session was taped by Tom Laughlin and will be on disc. Approximately 100 persons were in the audience; the presenters were Marcie Douglass, Sue Morton, Christine Moritz, Lucy Otzen and Harry Hartshorne. The committee also discussed the Geneva Theatre group; they are continuing to work on financial establishment of organization with the help of volunteers. They are also working with Rick Bergstein, a representative from the State Historical Society in Madison, for a meeting on the restoration of cemeteries. The railroad plaque is now planted on Sage Street. The Horticultural Hall 100th anniversary events start Friday evening, August 5, 2011.

Cemetery, Alderman Krohn

Alderman Krohn reported on the June 16 meeting. They had the treasurer's quarterly report; Sturge Taggart gave a report on their financial statement from Edward Jones. Under unfinished business, Mr. Taggart had had quite a few questions about the cemetery at the April meeting so he and Sam Fredrickson had a meeting with Lance and Clint to ask them questions, such as who they were to report to and complaints about unanswered phone calls; this is all on file at the office for those interested. They had bids from Sheldon Landscaping and B&J Landscaping regarding the planting on the front entrance and the triangle; the bids were close and they chose B & J Landscaping. Lance was supposed to check on road repairs;

they were to be done by Craftsman. The commission approved purchase of a new John Deere tractor for \$4,750.00 with the discount and trade-in.

Parking Commission, Alderman Marsala

Alderman Marsala reported on the meeting of July 14. They discussed the parking study and progression plan; they will have questionnaires that will involve tourists, business people and residents. They talked about the theater and adding four more spaces there since it is closed. Administrator Jordan gave an update on the parking system and different alternatives. The Commission made recommendations on their preferences to do solar and to use coins, credit cards and cash.

Communications Committee, Alderman O'Neill

No meeting, no report.

Avian Committee, Alderman Marsala

No meeting, no report. He is hoping to have a meeting toward the end of this month.

Chamber of Commerce, Alderman Krause

No meeting, no report.

Lake Geneva Museum, Alderman Mott

Alderman Mott reported they had a very extended meeting. They are working on a quater grant application to be used in part for the Whiting House guest register which includes signatures of Ulysses S. Grant, General Sheridan and Henry Wadsworth Longfellow. David Novack, who graduated from Badger 50 years ago, made a donation of wood flooring for the Ceylon exhibit. They have new products in the museum store. They are promoting their annual Venetian Festival Cruise.

Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik

Alderman Kupsik reported they had their regular meeting and addressed some concerns over buying back some of the properties in the industrial park. They discussed going in some different directions as far as marketing some of their properties; Mr. Cardiff was looking for someone to work with him on it. Alderman Hartz added they had a presentation from a representative of the state who covers economic development in Walworth County who talked about the difference between the state of Illinois and the state of Wisconsin; businesses are looking to come north across the border, but they have run into a couple of issues with lack of technical training and specific building types. That may be something we should look at for the continuing health of our city. Discussion followed on possible ways to do this. Alderman Kupsik pointed out that one of the biggest disadvantages is we do not have enough trained people available to fill these positions that these businesses need. Gateway in Kenosha and Racine has a bigger campus with a larger curriculum, whereas in Elkhorn it is a limited curriculum.

Geneva Lake Environmental Agency, Alderman O'Neill

No report.

Marsala/Mott motion to adjourn. Unanimously carried.

Transcribed from audio tape.

/s/ Artis Roenspies, Deputy Clerk

Motion to _____, Second by _____. Passed _____ by _____.

Agenda Item No. 3- North Broad Street Lighting Replacements – Discussion. (Continued).

DPW Winkler and Superintendent Carstensen discussed the 29 old square box fixtures on aluminum poles and concrete raised bases on North Broad Street between Geneva Street and North Street. The 3 Alliant wood poles with cobra head mast arms at the intersection of North and Broad Streets were also discussed for possible replacement. The Committee by consensus was interested in ornamental poles like the rest of the downtown. The possible replacement cost for all 32 lights with new concrete bases was discussed to be as much as \$350,000 or more. Ald. Krohn asked if the lighting could be extended to George Street and how many more lights would be needed. There was also discussion regarding pushing all new conduit and rewiring everything. This item was continued for the DPW to obtain additional pole counts prior to taking further action.

DPW Winkler drove the area from North Street to George Street. Per the map, there are 14 existing poles located almost entirely on the west side of William Street. We would need to in-fill with 5 poles for spacing purposes and eliminate the one light pole on the east side of the street. What is recommended is that we continue with ornamental lighting to the north from North Street to George Street on the west side of the street with 18 new light poles with double heads. Again, the street lights would all be on the west side of the street where they presently exist to save double the conduit and wiring. If we replace the 29 box lights between Geneva and North Streets on both sides of the street with ornamentals, we would go with single head fixtures. This section of road is much wider than the segment from North Street to George Street.

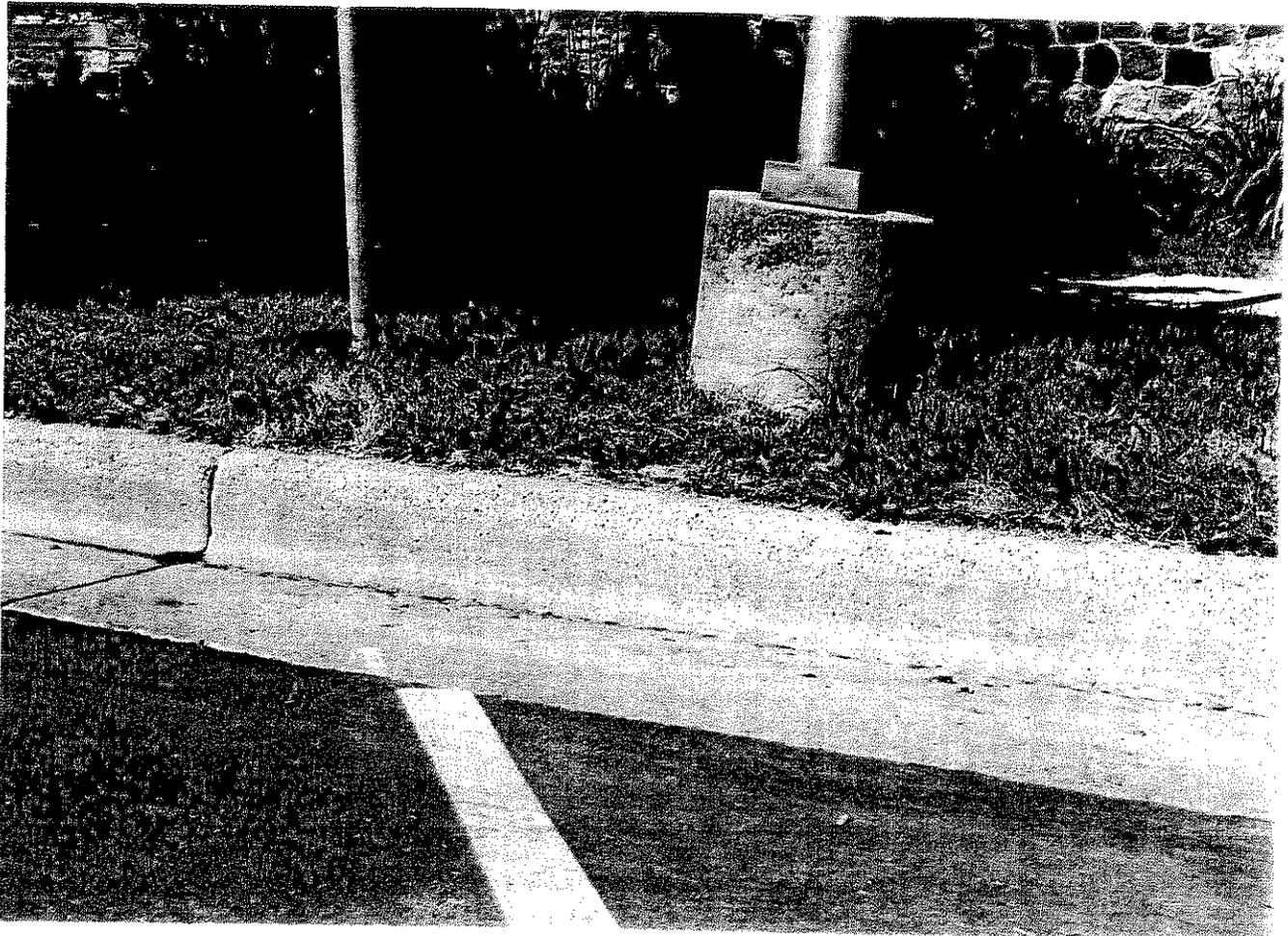
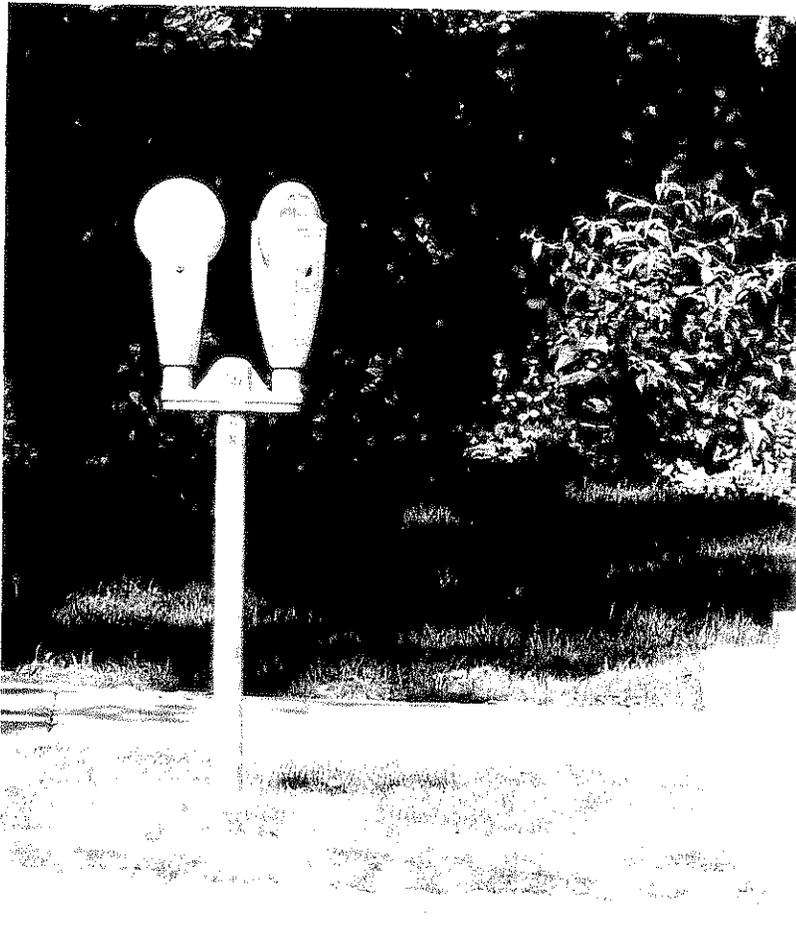
The total cost depends upon the difficulty of running new conduit and wiring, but going with ornamental antique lights similar to the rest of the downtown with new concrete bases could cost \$9,000 for single head and \$10,000 for a double headed light pole. Re-running the numbers, the project cost could be as much as \$440,000 for the lights installed as discussed, and another \$150,000 to \$200,000 to run all underground conduit and wiring. In summary, a lighting project with single-headed lights on both sides of Broad Street from Geneva to North Street, and double-headed fixtures on one side of the Street from North Street to George Street could run \$600,000 to \$700,000 complete.

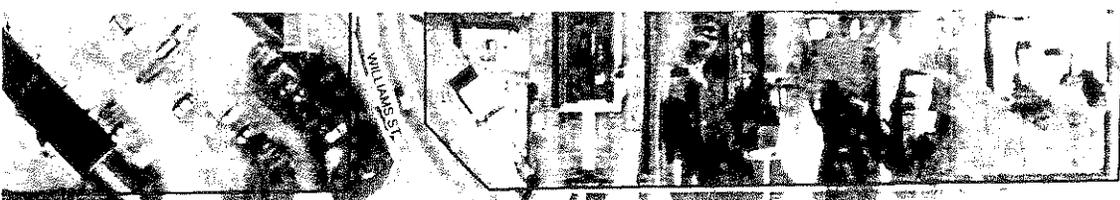
Direction is requested.

Motion to _____, Second by _____. Passed _____ by _____.

Agenda Item No. 4 - Hand Dryers to Replace Paper Toweling in City Bathroom Facilities – Discussion. (Continued).

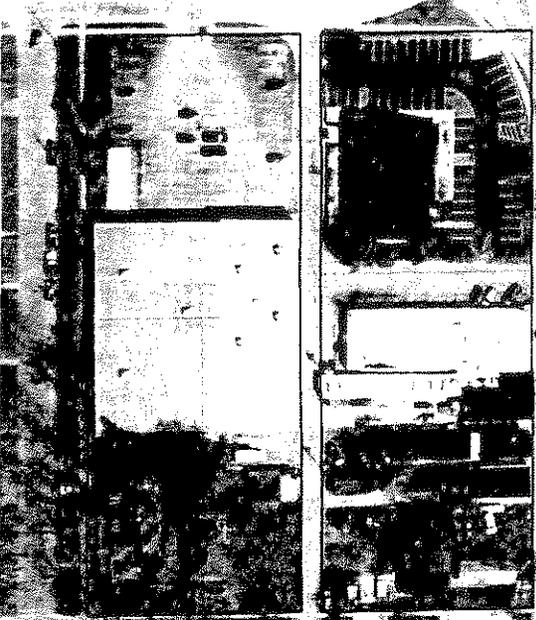
At our last PWC meeting, Street Superintendent Carstensen provided pricing to replace the paper towel dispensers with the more cost effective hand dryers. The cost presented from Elkhorn Chemical was \$337.00 each or a total of \$6,754.00 and from UnoClean of Elgin, IL the units were \$354.85 each. Chair Mott noted the cost did not include electrical installation by our City electrician. DPW Winkler stated the electrical work would be done by the City Electrician on time and materials basis as each location is different. Chair Mott wished to make sure that both the library and Chamber buildings were included in the discussion. Carstensen provided a demo hand dryer. The consensus was that the Committee liked the project and cost savings of not having to deal with paper toweling.



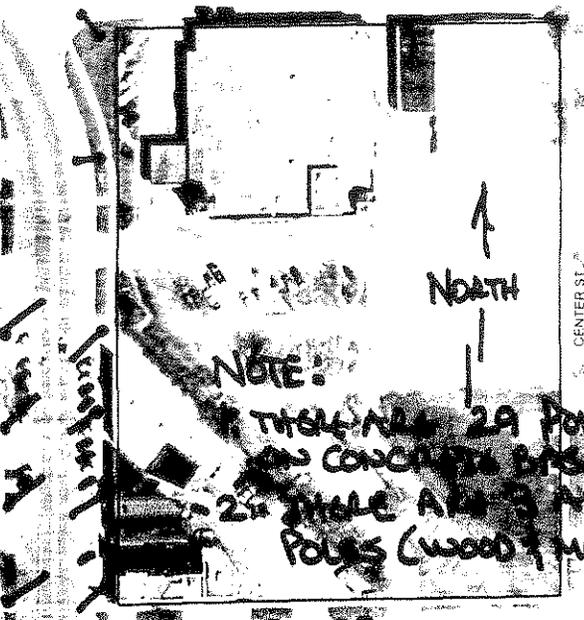


NORTH ST

NORTH ST



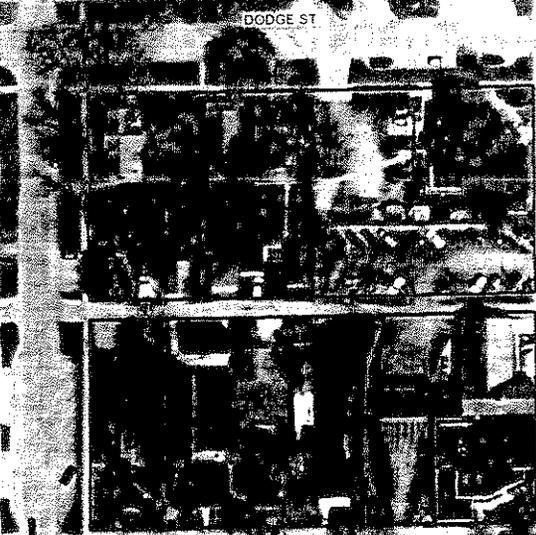
DODGE ST



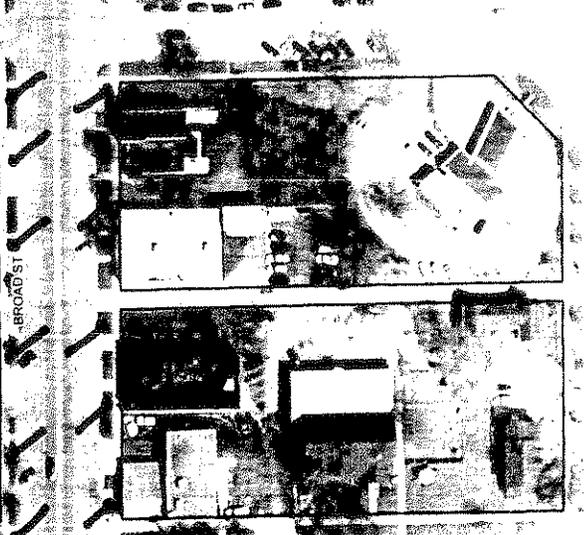
CENTER ST

NOTE:

THESE ARE 29 POLES
ON CONCRETE BASES
- 25 IRON AND 4 WILMANT
POLES (WOOD & HAST ALN).



WISCONSIN ST



BROAD ST



GENEVA ST

NORTH BROAD STREET LIGHTING
NO SCALE

DSW
7/19/11





NORTH BROAD STREET LIGHTING - NORTH END
NO SCALE

DSW
8/15/11

**LAKE GENEVA POLICE AND FIRE COMMISSION
AMENDED MEETING AGENDA
THURSDAY, AUGUST 4, 2011, AT 7:00 P.M.**

****Item 10m was added to agenda**

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
5. Acknowledge Correspondence
6. Approval of minutes from the regular meeting held on July 7, 2011
7. Creation of Web Page for the Commission, City email addresses, and on line access to agendas, minutes, and packets
8. 2012 budget preparation and schedule budget meeting
9. Police Department Business:
 - a. Approval of bills for the Month of July 2011. Operating in the amount of \$189,526.32 and Capital in the amount of \$13,092.86, for a total of \$ 202,619.18
 - b. Accept \$25.00 donation from Safety Town and approve purchase of bike helmets with the donation
 - c. 911/Telephone System update
 - d. Capital Projects
 - e. Disposition of Police Department Property
 - f. Accept resignation from part time dispatch, Sherry McConeghy
 - g. Storage of the "Beat the Heat" Vehicle
 - h. Correspondence received by Chief
 - Letter for Officer Richardson
 - Letter from Judge Sibbing
 - i. Monthly Activity reports and upcoming events
 - j. Items to be forwarded to Council

10. Fire Department Business:
 - a. Approval of bills for the Month of July 2011. Operating in the amount of \$50,021.35 and Capital in the amount \$865,025.45, for a total of \$915,046.80
 - b. Memorandum of Understanding between the Lake Geneva Fire Department and Paratech Ambulance for coverage in Geneva Township
 - c. Fire Inspection Fee Ordinance Update
 - d. Capital Projects update – Floor repair/replacement, new copier, Tower Ladder Truck
 - e. EMS Committee Report and hand out proposed plan for review
 - f. Succession planning
 - g. Fire Department and EMS boundary change with Geneva Township
 - h. Approve sale of old Ladder Truck
 - i. Sprecher’s fund raiser offer
 - j. Monthly Activity Report will be distributed next month
 - k. Paratech Report
 - l. Items to be forwarded to Council
 - m. Staffing for special events
11. Agenda items for the next regular meeting September 8, 2011
12. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical information of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person referred to: specifically Police Department employee and Fire Department employee and Wisconsin State Statute 19.85(1)(e), conducting other specified public business whenever competitive or bargaining reasons require a closed session: specifically the implications in Acts 10 and 32 pertaining to union contract and negotiations
13. Motion to return to open session under Wisconsin State Statute 19.85(2)
14. Discussion and action on closed session items if needed
15. Adjourn

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

**City of Lake Geneva
Board of Park Commissioners
Regular Meeting**

August 3, 2011 6:30 PM

MINUTES

Call to Order:

The Board of Park Commissioners call to order President Skates. DPW Dan Winkler reads the roll.

Roll Call:

President Doug Skates X , Lynn Hassler X , Barb Hartigan X ,
Rick Steinberg X , Peggy Schneider X , Dave Quickel X , John Swanson
 X , Ald. Al Kupsik X , Mayor Jim Connors Excused/Arrived Late .

Staff & Aldermen Present:

DPW Daniel Winkler X , Street Superintendent Ron Carstensen ,
Administrator Dennis Jordan , Ald. Bill Mott, Ald. Tom Hartz.

Public Present:

Mike Coolidge of the YMCA.

Approve the Minutes of the Prior Meeting:

It was moved by Hartigan to approve the minutes of the July 6, 2011 meeting, seconded by Swanson. The motion passed 8-0.

Public Input:

Mr. Coolidge said he was there to answer any questions regarding the proposed volleyball courts. Alderman Mott brought up the 20 game fall baseball program and the cost to operate the lights at Molitor Field, being \$11.30/hour. Skates indicated he was going to meet with Mr. Ken Johnson and Bob Vorpapel who was running fall ball and discuss with him possibly contributing to the cost. Mr. Coolidge said the YMCA did not run the program but did prepare the fields. Quickel and Swanson both defended the use of the field including night lights. Schneider thought the fall program was also worthwhile. President Skates said he would place the matter on the next agenda for a more thorough discussion.

Permits:

None.

Park Assignments/Repair Update:

Swanson provided his list to DPW Winkler who said he would pass it along to the Street Department.

Old Business:

Skate Park Design Progress-Winkler provided copies of the 30% design plans and the Commission discussed the location, costs and process. The consensus was the plan as proposed is fine, the DPW needs to review the plans and specifications, and the project may need to be reviewed for location by the Plan Commission. Skates said he would check in with the Building Inspector. Swanson did note that page SP-1.4 was not actually what the plan looks like. Skates said the plans were only 30% finished and the perspectives were to show generally what the park would look like. Skates tried to set a final plan approval meeting for next week to try to break ground by September, but could not get a consensus date and time for the meeting.

Dog Park Discussion-Kupsik reported that the Commission saw Mr. Carstensen's marked out area but wished to make it bigger as well as shift it further to the south nearer the proposed skateboard park site. Swanson wished to fence in a much larger area also. Hassler wished the entire park to be accessible from the south gate by the road coming in so people could park in the new City lot, walk past the skateboard park, and enter the dog park. She also noted we wished to close the road at some point, so the dog park access should be further south. Skates said there is never a perfect time to build the park but he has received several calls in support of it. The Commission did not want small and large dog separate areas. Winkler cautioned that not all opinions he has heard were in support of the park, so there will be people out there questioning whether it should be built or not. The Commission by consensus continued the item until the Street Department had a chance to mow the area so we could better evaluate the amount of work required to restore the turf to usable condition. Skates said the Street Department does quality work and he was confident it would look nice after a few mowings. There was also some discussion regarding the possibilities if the area was returned to a golf course use. One possibility was the installation of a removable fence.

Eagle Scout Project at Veterans Park-Plan & Schedule Discussion-DPW Winkler reported that the last contact he had with Scoutmaster Odden was that the eagle scout would be on the job getting the project finished in August.

Volleyball Court Discussion-Winkler reported that the Public Works Committee unanimously supported the volleyball courts in the location previously discussed off the east and north corner of the park repair building contingent upon a memorandum of understanding with the YMCA that they will build and maintain it. It was explained that the courts would be built as proposed by Mr. Winkler to include some drainage. It was moved by Quickel to approve and seconded by Hartigan. Skates mentioned this item also may have to go to Plan Commission but he wasn't sure and would check with the Building Inspector. The motion passed 8-0.

New Business:

Discussion on Park Signage-Al Kupsik said he would like to see attractive signage in the parks that consolidated the scattered park rules on signs already there. He thought compliance would be better if the signs were strategically placed. Swanson wished to see bigger signs. Quickel said the signage makes little difference and compliance can only be obtained by enforcement. Winkler suggested the park commissioner assigned the park identify what they wished to see and it would be arranged for. Kupsik said we really need to concentrate on Library and Flat Iron Parks as those had the biggest problems. Skates said we would add this one for the next meeting agenda to discuss further when he will present the Commission with the new list of park assignments.

Miscellaneous-Quickel thought we needed a nice park brochure to promote what we have to offer. Skate said a lot of our park information is on the City website. Quickel also wished to recognize John Swanson for his efforts to promote the dream team games.

Adjourn:

The meeting was adjourned at 7:55 PM on an 8-0 vote after a motion by Mayor Connors and second by Hassler.

Next Meeting-September 7, 2011 at 6:30 PM.

Respectfully Submitted,



Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
08/04/11

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

Finance Committee

Thursday, August 11, 2011 at 7:30 a.m. (Director's Office)
Present: Krause, Kundert, Lafrenz, Also present: Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$\$49,056.33 in General Funds and \$8,181.31 in Donated Funds.

Board of Trustees Meeting
Thursday, August 11, 2011 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, Kersten, Krause, Kundert, Lafrenz, Also present: Peterson and Benson

Adoption/Amendment of agenda

Lafrenz asked for a motion to approve the agenda. Kundert made a motion to approve the agenda. Brookes seconded. Motion carried unanimously.

Disposition of minutes of previous regular meeting and any intervening

special meeting(s)

Lafrenz asked for a motion to approve the minutes of the July 14, 2011 meeting. Kersten made a motion to approve the minutes of the July 14, 2011 meeting. Kundert seconded. Motion carried unanimously.

President's Report

Lafrenz presented the Organizational Chart for the Library staff which included recommendations made at the July Board meeting. Discussion followed. Krause recommended that the position of maintenance man be titled that rather than Library Assistant I. He also asked that the temporary position of summer intern be included in the chart. Peterson will follow-up with revisions.

Lafrenz presented an update about the permanent loan of two Geneva Hotel windows designed by Frank Lloyd Wright from University of Wisconsin-Milwaukee School of Architecture. The Board reviewed a draft of the contract submitted by UW. Delivery date of the windows will be scheduled after Labor Day. Krause recommended that library staff take a photo of the windows to document their condition upon receipt by the Library. Windows will be secured and displayed in Swanson Center glass case until

installed. Discussion followed about program plans to celebrate the event.

Lafrenz reported on Peterson's recent meeting with Chief of Police Michael Rasmussen regarding extensive background investigations of new hires. Discussion followed. Krause recommended that the initial screening conducted by the Police Department is sufficient. The Board asked Peterson to report to Rasmussen that the Library Board agreed to pursue the initial screening only for new hires.

Building & Grounds

Lafrenz reported that although a delay had occurred with the loan application for the lighting upgrade to Alliant Energy, it had been resolved this week. Loan application process is moving forward with City and ECW.

Peterson reviewed current status of Advantage Alarm security lock at the workroom entrance. The Board reviewed options and agreed to purchase a new lock.

Peterson reported that the Beautification Committee had a proposal for lakefront landscaping on their agenda this month. Peterson will ask Dan Winkler to take a look at the drainage. She will also follow up with Northwind for ideas.

Public Information

Peterson reported that the Library will be advised about our proposal to the United Way of Walworth County early next week.

Finance/Endowment

Kundert reviewed monthly expenditures and made a motion to approve \$49,056.33 in General Funds and \$8,181.31 in Donated Funds. Jones seconded. Motion carried unanimously.

Kundert led a discussion on a preliminary review of a first draft of the 2012 operating budget.

Public Information

Kersten reported that the United Way of Walworth County did not fund our 2011 request for funding of the collection, but encouraged the Library to submit in 2012. Discussion followed.

Director's Report

Peterson reported on current service statistics. Library staff checked-out 14,722 items in the month of July, making it the third busiest month on record. The top three busiest months on record were all in 2011 in the months of March, June, and July.

Peterson presented a report on the value of library services based on calculations established by the Massachusetts Library Association. The value of services, based on the Library's 2010

Annual Report submitted to the State of Wisconsin Department of Public Instruction, provided by Lake Geneva Public Library are calculated at over \$3 million.

Benson reported on the high participation for the youth summer programs and upcoming adult programming.

Adjournment

Kundert made a motion to adjourn at 9:15 a.m. Kersten seconded. Motion carried unanimously.

Next meeting: Thursday, September 8, 2011 at 8:00 a.m.

Respectfully submitted,

Diane Jones
Secretary

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

Monday, August 22, 2011 at 8:30a.m (Directors Office)

Present: Kundert, Lafrenz, Oppenlander Also present:
Peterson

Call to order

Lafrenz called the meeting to order at 8:35 a.m.

Adoption/Amendment of agenda.

Kundert asked for a motion to adopt agenda. Motion carried
unanimously.

Chairman's Report

Kundert led discussion on preliminary draft of 2012 Budget.

Adjournment

Oppenlander made a motion to adjourn at 9:40 a.m. Kundert
seconded. Motion carried unanimously.

Next meeting

September 8, 2011 at 7:30am

Respectfully submitted,

Larry Kundert
Treasurer

**LAKE GENEVA HISTORIC PRESERVATION
COMMISSION MEETING AGENDA
AUGUST 11, 2011 – 6:30 P.M.
LAKE GENEVA CITY HALL**

1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of Historic Preservation Commission Meeting of 7/14/11.
4. Comments from the public and correspondence.
5. Reports from Maple Park Homeowners' Association (including work on new sidewalk, new fence and removal of sign at Maple Park) and the Geneva Lake Area Museum and the replacement Historic Wisconsin Power & Light sign.
6. Update re: installation of New Historic Railway Sign at Sage Street and ongoing discussion on signage at former Lake Geneva Railroad Station site and continuation of proposed "Railroad Heritage Trail" through the City of Lake Geneva.
7. Follow-up report on the "Tales of Lake Geneva" program held on Sunday, July 31, 2011, in conjunction with 100th Anniversary of Horticultural Hall in 2011 with speakers Harry Hartshorne, Marcie Douglass, Sue Morton, Christi Moritz and Lucy Otzen.
8. Report re: the status of the Geneva Theater Building at 244 Broad Street in Lake Geneva and the August 2, 2011, meeting of The Friends of The Geneva Theater re: creation of a Community Cultural Arts Center and the www.friendsofgenevatheater.org website.
9. Discussion re: potential projects for the balance of the 2011 fiscal year such as additional Historic Railroad signage, future "Tales of Lake Geneva" educational presentations and potential program in May, 2012, on Cemetery Restoration at Pioneer Cemetery with Rick Bernstein and Wisconsin Historical Society.
10. Discussion re: additional promotional ideas for Historic Preservation Commission including promotions with the National Trust for Historic Preservation and updates on the L.G.H.P.C website www.historiclakegeneva.org.
11. Review of Plaque Program and status of recent applications and any other business, including Historic District design reviews and review of materials from the Wisconsin Historical Society and the National Trust for Historic Preservation.
12. Adjournment

GENEVA LAKE ENVIRONMENTAL AGENCY
Minutes of the July 21, 2011
Board of Director's Meeting

Present: D. Bowman, T. Woods, J. Lovell, D. Rasmussen, L. Coyle, G. Roth, P. Kenny, L. Lunberg, C. Workman, T. Peters, W. Wagner and guest Margie Bryski.

1. The meeting was called to order by Chairman Bowman at 7:00 pm.
2. Margie Bryski was introduced as a Car Rally planning committee member in charge of the Meet and Greet and the Dance. She discussed the history, her involvement and progress of the planning and the joint efforts of the committees to make the event a success. She expressed the significant of having somebody who is committed to the project especially the coordination of the different committees.
3. **Motion by C. Workman to accept the June 2011 minutes. CU**
4. **Motion by L. Lunberg to accept the June 2011 bookkeeper's report. CU.**
5. Staff reports:
 - a. Nothing to add. **Motion by J. Lovell to accept the Director's report. CU**
 - b. W. Wagner discussed her report. **Motion by C. Workman to accept the Intern's report. CU.**
6. Old Business:
 - a. Peters updated the board on the groundwater project and the timeline for well testing. There was some discussion on what will happen to the results and concern over the results being public record. Other than to the individual well owner/user, the results will be referenced by tax key number, similar to what was done with the arsenic test of the past.
 - b. The Town of Linn and Linn Sanitary District's agreement regarding obligations to the GLEA has been amended to state that only the citizen rep to the GLEA be a Sanitary District resident. The amendment has been approved by both the LSD and the Town.
 - c. There was some discussion on the status of the requested amendment to the Town's master plan for the Trossen property on Linn Pier Rd. The request will be addressed at the next Town Plan Commission meeting July 25, 2011.
 - d. Nothing new to report from the group meeting other than there is some consideration of the GLA/GLC/EEF/GLEA group is considering putting together a response team for environmental issues. Discussion was also on the differences/similarities of the groups.
 - e. After some discussion on the air monitoring efforts and their value to GLEA and whether the GLEA needs a contract with the operator (Peters), **C. Workman moved to sign the agreement. CU**
7. New Business:
 - a. Peters explained that as in past summer the GLEA has been asked to conduct some sampling of private beaches and wells. He stated that in those cases the Agency bills the party for its costs excluding time.
 - b. Peters updated the board on the developments with the Lodge on Geneva Ridge and the arraignment for the car rally.
 - c. Discussion on the Aurora agreement and payment to Peters. There was a consensus of agreement with the present arraignment.
 - d. The use of monthly staff reports was discussed and felt appropriate for the review of staff productivity.

- e. The protocol for payment of bills was reviewed.
 - f. Peters explained the protocol for the GLEA addressing complaints of failing septic systems.
 - g. Peters reviewed the protocol for the GLEA addressing environmental issues brought to their attention.
 - h. Discussion on the GLEA's attorney's opinion that the Open Meeting Laws and Open Records Law do not apply to the GLEA. It was again suggested to follow them as much as possible.
 - i. An annual GLEA audit was again discussed with the consensus that it was not needed since the board receives and approves monthly bookkeeper's reports.
 - j. Board meeting attendance was discussed with no action taken.
 - k. It was felt by the board that it is the role of the GLEA to supply factual information rather than be an advocate on environmental issues.
 - l. There was a consensus to not need to go into a closed session.
8. It was suggested to contact Mecum in Walworth regarding the car rally as he has a large collection of classic cars.
9. Next meeting set for Aug 18th.
10. **Motion to adjourn at 8:56pm by P Kenny.**