



COMMITTEE OF THE WHOLE
TUESDAY, SEPTEMBER 2, 2014 – 6:30 PM
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 August 4, 2014 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **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 Lyon
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Kordus
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Wall & Taggart
 - b. Tree Board, Alderman Kupsik
 - c. Police & Fire Commission, Alderman Lyon
 - d. Plan Commission, Alderman Kupsik

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

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

- a. Chamber of Commerce, Alderman Kordus
- b. Geneva Lake Museum, Alderman Chappell
- c. Lake Geneva Economic Development Corporation, Aldermen Kupsik & Lyon
- d. Geneva Lake Environmental Agency, Alderman Chappell
- e. Geneva Lakes Family YMCA, Alderman Kupsik
- f. Geneva Lake Use Committee, Alderman Lyon

9. Adjourn

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

8/28/14 6:30 PM

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE
MONDAY, AUGUST 4, 2014 - 6:30 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kupsik called the meeting to order at 6:30 p.m.

Pledge of Allegiance led by Council President Kupsik.

Roll Call. Present: Aldermen Chappell, Wall, Kordus, Hill, Kehoe, Kupsik and Lyon. Absent (excused): Alderman Taggart. Also present: City Administrator Jordan.

Kordus/Kehoe motion for approval of Minutes from July 7, 2014 Committee of the Whole Meeting as distributed. Motion carried 7 to 0.

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

The following residents of the Manor subdivision made statements concerning the residence at 1551 Orchard Lane, which they said was being leased continually on a short term basis: David Frost, 1556 Orchard Lane, Don Getzen, 15 Lakeview Drive, Tyke Green, 1615 Lakeshore Drive, Jackie Getzen, 15 Lakeview Drive, Marcie Holman, 1566 Orchard Lane, Tom Nickels, 45 Lakeview Drive, Sue Alter, 1584 Orchard Lane, Pete Peterson, 1601 Evergreen Lane, Bob Nordhaus, 1566 Orchard Lane, and Joan Thompson, 1561 Evergreen Lane.

The owner of the residence, Chuck Barranco, 1551 Orchard Lane, stated he thought his house was being targeted and was not violating any rules.

Terry O'Neill, 954 George Street, made comments about state transportation funds and TIF.

Standing Committee Reports given:

Finance, License & Regulation Committee, Alderman Lyon
Personnel Committee, Alderman Kupsik
Public Works Committee, Alderman Kordus
Piers, Harbors, & Lakefront Committee, Alderman Wall

Committee, Commission and Board Reports given:

Utility Commission, Aldermen Wall
Tree Board, Alderman Kupsik
Police & Fire Commission, Alderman Lyon
Planning Commission, Alderman Kupsik
Board of Park Commissioners, Alderman Kupsik
Library Board, Alderman Lyon
Historic Preservation, Alderman Kehoe
Cemetery Commission, Alderman Kordus
Parking Commission, Alderman Kordus
Communications Committee, Alderman Kordus
Avian Committee, Alderman Wall

Other Boards and Committee Reports given:

Chamber of Commerce, Alderman Kordus
Geneva Lake Museum, Alderman Chappell
Lake Geneva Economic Development Corporation, Aldermen Kupsik & Lyon
Geneva Lake Environmental Agency, Alderman Chappell
Geneva Lakes Family YMCA, Alderman Kupsik
Geneva Lake Use Committee, Alderman Lyon

Hill/Wall motion to adjourn. Motion carried 7 to 0.

The meeting was adjourned at 7:52 p.m.

/s/ Dennis Jordan, City Administrator

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

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, AUGUST 11, 2014 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Lyon called the meeting to order at 6:01 p.m.

Roll Call. Present: Aldermen Lyon, Kupsik, Wall, Kordus. Arrived Late: Alderman Kehoe. Also Present: City Administrator Jordan, Comptroller Pollitt and City Clerk Waswo.

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.

Approval of Minutes

Kordus/Wall motion to approve Finance, License and Regulation Committee meeting minutes of July 14, 2014 and July 28, 2014, as distributed. Motion carried 4 to 0.

LICENSES & PERMITS

Original “Class A”/Class “A” Liquor & Fermented Malt Beverage License applications filed by Kwik Trip, Inc. d/b/a Kwik Trip 219, 710 Williams Street, Lake Geneva, Jillian L. Ricker, Agent

Kupsik/Wall motion to recommend approval. Motion carried 4 to 0.

Park Permit Application filed by Amanda Braun to use Cobb Park for a baby shower on August 16, 2014 from 12:00 pm to 10:00 pm. (recommended by Park of Board Commissioners on August 6, 2014)

Kupsik/Wall motion to recommend approval. Motion carried 4 to 0.

Park Permit Application filed by Colleen LaMonte for use of Veterans Park for a Baptismal Party on August 16, 2014 from 10:00 am to 2:00 pm. (recommended by Park of Board Commissioners on August 6, 2014)

Kupsik/Wall motion to recommend approval. Motion carried 4 to 0.

Alderman Kehoe arrived at 6:05 pm

Park Permit Application filed by Cherish Melton for a Graduation Party in Seminary Park on August 23, 2014 from 1:00 pm to 5:00 pm. (recommended by Park of Board Commissioners on August 6, 2014)

Kupsik/Wall motion to recommend approval. Unanimously carried.

Renewal Taxi Company License application filed by A1 Lake Geneva Limousine & Taxi, 612 Crawford Street, Lake Geneva, Vita Gieron, owner, contingent on proof of vehicle insured on liability insurance.

Kordus/Kupsik motion to recommend approval. Unanimously carried.

Renewal Taxi/Trolley Driver License application filed by Vito Gieron (approved by the Police Chief; information only).

Item read in by Alderman Lyon.

Original 2014-2015 Operator’s (Bartender) License applications filed by Seline Blachly, Kim Caputo, Sharon Corey, Todd Kalmerton, Kimberly Kurowski. Shani McKay, Jeff Robbins, Pamela Rollmiller-Peters, Laurie Scheer, Logan Schulte, Hannah Schultz, Robert Scoville, Johnathon Steltenpohl, Deanna Swonger, and Michael Tarr.

Wall/Kordus motion to recommend approval. Unanimously carried.

Renewal 2014-2015 Operator (Bartender) License applications as per attached report summary.

Kordus/Wall motion to recommend approval. Unanimously carried.

Resolution 14-R40, authorizing the Issuance and Sale of \$2,560,000 General Obligation Promissory Notes, Series 2014A.

Kordus/Kupsik motion to recommend approval. Jerry Dudzik from Springsted Incorporated stated they received 12 bidders that provided very aggressive bids. The City went through a bond rating process for these notes and attained a very positive Aa2 rating, which highlights good financial management, healthy fund balance load/debt burden and rapid debt repayment. All the bids were very close, with PNC bidding 1.66%. Mr. Dudzik stated that back in June, the true interest cost was at 1.77%, which is good news as the lower interest rate will be a savings to the City. He further stated that for smaller issuances Springsted typically receives discount bids, however this was bid at a premium. Mr. Dudzik recommended accepting the PNC bid.

Kordus/Wall motion to recommend approval. Unanimously carried.

Discussion/Action on approval of GAI Consultants Engineering Design and Construction Management Proposal for 2014 Street Improvement Program not to exceed \$59,100.

Kordus/Kupsik motion to recommend approval. Administrator Jordan stated that this item is for the design of the engineering and scope of the project. Alderman Kehoe asked when the project would be started. Mr. Jordan stated construction will start in the fall and the design will start within the next two weeks. Alderman Wall was concerned if this was a reasonable price. Mr. Jordan stated DPW Winkler reviews these prices for fairness. Motion carried 4 to 1, with Alderman Kehoe refraining.

Discussion/Action on free parking during Maxwell Street Days.

Kordus/Wall motion to move to council without recommendation. Unanimously carried.

Discussion/Action on Dunn Field Concession Agreement.

Administration Jordan stated that Tanya Kasten wrote a letter to the council requesting being let out of her contract as she is not receiving the amount of people and sales that she had anticipated. She is also requesting a refund on a portion of what she's paid for the lease. Alderman Kupsik stated this item was brought before the Park Board at the last meeting. He stated Ms. Kasten had a number of concerns; however the Park Board was unanimous with holding her to the contract and not refunding the fee as there is always a risk in opening up a new concession stand. There was further discussion on what would happen if no action was taken with a consensus that the contract would remain in place.

Wall/Kupsik motion to take no action on the item. Administrator Jordan stated Ms. Kasten is specifically requesting to be let out of the contract and also stated she has already closed the concession stand and won't be there for the rest of the summer. Alderman Kupsik acknowledged that it is her decision whether or not she wants to be open and would like to leave the contract as is without any refund. Alderman Kordus suggested tabling the item. Chairman Lyon was concerned with how the City feels about the concession stand being closed in a brand new park area. There was discussion on whether or not to send the item back to the Park Board or for allowing more bids to someone who would like to use the concession stand for disc golf tournaments or other activities at the park. Mr. Kupsik stated the Park Board would handle the issue further if someone were to approach the City to use the concession stand. Alderman Kehoe stated the committee should think about tabling the item. Mr. Kordus stated that taking no action is effectively the same thing as tabling the item. Motion carried 4 to 1, with Kehoe voting "no."

Discussion/Action on renewal of CDARS in the amount of \$600,000 maturing on August 21, 2014 from Community Bank of Delavan.

Kordus/Kupsik motion to recommend approval. Comptroller Pollitt stated the committee needs to approve the length of time for renewal. Pending the outcome of the parking structure referendum, Ms. Pollitt recommended a 6 month time period with Community Bank of Delavan at 0.15%.

Kordus/Kupsik motion an amendment to approve a 6 month time period with Community Bank of Delavan at 0.15%. Unanimously carried.

Discussion/Action on Disallowance of Claim filed by Mark C. Sieh for damage to his vehicle caused by falling city tree limb, pursuant to Wis. Stats. 893.80 (1g).

Wall/Kordus motion to approve disallowance of claim. Administrator Jordan stated a citizen had their car parked in the parking lot across the street and the tree branch fell due to the weight of the walnuts. Mr. Jordan stated the amount of the claim was a little over \$1,000. Unanimously carried.

Discussion/Action on placing a referendum on the November 4, 2014 ballot, to request approval to construct a public parking structure located at 818 Cook Street paid for by funds from the Tax Incremental District #4 at a cost not to exceed \$6,999,999.99.

Kordus/Kupsik motion to move to council without recommendation and to amend the wording to state Geneva Street as opposed to Cook Street and amend the dollar amount to \$6,999,995.00. Unanimously carried.

Presentation of Accounts

Purchase orders. None.

Wall/Kupsik motion to recommend approval of Prepaid Bills in the amount of \$724.79. Unanimously carried.

Kordus/Kupsik motion to recommend approval of Regular Bills in the amount of \$198,160.44. Unanimously carried.

Adjournment

Wall/Kordus motion to adjourn at 6:33 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, AUGUST 25, 2014 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Aldermen Lyon, Kupsik, Wall, Kordus and Kehoe. Also Present: City Administrator Jordan, Comptroller Pollitt and City Clerk Waswo.

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.

Approval of Minutes

Kordus/Wall motion to approve the Finance, License and Regulation Committee Meeting minutes of August 11, 2014, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Street Use Permit Application filed by Russ Tronsen on behalf of Badger High School for the Homecoming Parade on Friday, October 3rd, 2014 from 4:30 p.m. to 5:00 p.m.

Wall/Kordus motion to recommend approval. Unanimously carried.

Original 2014-2015 Operator's (Bartender) License applications filed by Joseph Riley, Robert Fish, Megan Eling, Freda Pryga, James Behrens, Toni Grandt, Linzie Grunt, Charles Phinisee, Cherlyn Steadman, Cindy Gale, Samantha Sojka, and Jasmin Garcia.

Kordus/Wall motion to recommend approval. Unanimously carried.

Renewal of 2014-2015 Operator's (Bartender) license applications filed by Casey Coulter and Nancy Cherney.

Wall/Kordus motion to recommend approval. Unanimously carried.

Presentation of Accounts

Purchase orders. None.

Wall/Kordus motion to recommend approval of Prepaid Bills in the amount of \$3,465.81. Unanimously carried.

Kordus/Wall motion to recommend approval of Regular Bills in the amount of \$177,497.90. Alderman Kordus asked for clarification on the Arnold & O'Sheridan payment. Administrator Jordan stated this was part of the \$55,000 that had already been approved. He stated there are more services to be rendered for the design and planning for the referendum. Unanimously carried.

Adjournment

Kehoe/Kordus motion to adjourn at 6:06 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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BY THE FINANCE, LICENSE & REGULATION COMMITTEE**

PERSONNEL COMMITTEE MINUTES

THURSDAY, AUGUST 21, 2014 – 4:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

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

Roll Call. Present: Aldermen Kupsik, Hill and Wall. Absent: Aldermen Chappell and Taggart (excused). Also in attendance: City Attorney Draper, Mayor Connors, City Administrator Jordan, Comptroller Pollitt, Chief Rasmussen, Adm. Lt. Gritzner and Chris Schulz.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation on proposed change to Ordinance 2-49(3)

Attorney Draper discussed the proposed change to Ordinance 2-49(3). He explained that the Ordinance would have the Personnel Committee and the Common Council hire Department Heads, but non-exempt employees could be hired by the Department Heads. The Department Heads could also fire employees, but would have to follow the grievance procedure in the Personnel handbook and City policies and procedures.

Hill/Wall motion to recommend approval to the changes to Ordinance 2-49(3). Motion carried 3 to 0.

Acceptance of letter of retirement from the City Administrator

Hill/Wall motion to accept the City Administrator's retirement letter and start the process to search for a replacement. Motion carried 3 to 0.

Discussion/Recommendation on reorganizing city hall staff

Administrator Jordan and Comptroller Pollitt provided job descriptions for the Deputy Clerk, Accountant, Front Clerk A and Front Clerk B/Treasurer positions. The front counter staff, the Comptroller, City Clerk and Administrator met and discussed what should be the duties of each position to make them as efficient as possible. It was universally agreed that the Deputy Clerk/Treasurer position had more duties than one person could perform efficiently. It is recommended that the Treasurer position be split off from the Deputy Clerk position and placed on one of the front counter positions. The Municipal Court is also in need of a part-time position to help during court times and for data entry and collections. Front Counter Clerk A could assume those limited duties. In this reorganization, we have taken the former half-time Treasurer position and the part-time Municipal Court position and placed those duties on front counter personnel. The Comptroller had previously asked to replace the Accounting Clerk position with an accountant and also add another part-time accounting person. Under this new arrangement, the accounting part-time help will not be hired.

Wall/Hill motion to approve the reorganization plan and forward a recommendation to Council to change the Ordinance section concerning the Deputy Clerk/Treasurer position. Motion carried 3 to 0.

Closed Session

Hill/Wall motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the

governmental body has jurisdiction or exercises responsibility in reference to candidates for the Street Department Laborer position.

Roll Call: Aldermen Hill, Wall and Kupsik voted “yes.” Motion carried 3 to 0.

Hill/Wall motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session.

Roll Call: Aldermen Hill, Wall and Kupsik voted “yes.” Motion carried 3 to 0.

Kupsik/Hill motion to recommend the Common Council approve the hiring of Daniel Hall at a rate of \$19.00 per hour. After a 6 month positive review, his rate of pay will be increased to match the full time street department employees. Motion carried 3 to 0.

Adjournment

Hill/Wall motion to adjourn at 4:52 p.m. Motion carried 3 to 0.

/s/ Dennis Jordan, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
MINUTES-----Regular Meeting
PLACE-----Lake Geneva Utility Commission
DATE-----August 14, 2014
TIME-----4:00 P.M.

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

Regular monthly meeting was called to order by Pres. Brellenthin at 4:03 P.M.

Members present: Pres. Brellenthin, Tony Saia, Mayor Connors, and Ald. Jeff Wall.

Motion by Saia to approve the minutes of the previous meeting as presented, 2nd by Ald. Wall. Passed 4-0.

Communications:

None

Water & Sewer Agenda Items:

1. Amended 2013 Audit & Discussion of Future Rates – Pat Romanesko
 Pat Romanesko explained the amended audit. Reasons were OPEB modified tax accrual adjustment to full accrual, will be 311^k/12, and overpayment to City of \$36,000 for tax equivalent.
 Pat – Discussion of rate increase. Rule of thumb, reserves should be 3 mons. expenses. Have \$3.6 million less 500^k or \$3.1 million beyond minimums. A 5% sewer rate increase would generate 50^k. Motion by Mayor Connors to accept the restated 2013 audit, 2nd by Ald. Wall. Passed 4-0.

Director's Report:

1. Financials Update

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$ 951,000	EOM Cash Position	\$2,314,000
Project Commitments	\$ 89,000	Project Commitments	\$ 50,000
Upcoming Projects	\$ TBD	Upcoming Projects	\$ 200,000

Motion by Ald. Wall to approve the financials as presented, 2nd Saia. Passed 4-0.

Review and Payment of Bills:

Motion by Mayor Connors to approve the bills as presented, 2nd by Saia. Passed 4-0.

Next meeting is scheduled for Thursday, September 18, 2014 at 4:00 P.M.

Adjourn:

Motion by Ald. Wall to adjourn the meeting, 2nd Saia. Passed 4-0.

Meeting adjourned at 5:00 P.M.

Daniel S Winkler P. E.

Acting Secretary

CLB 08/15/14

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JULY 10, 2014 AT 7:00 P.M.**

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

1. Call meeting to order.

Meeting was called to order at 7:00 p.m. by President Pienkos.

2. Pledge of Allegiance

The pledge was led by Commissioner Rick Bittner

3. Roll call

Commissioners Hartz, Bittner, Gramm and Pienkos were present.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes - NONE

5. Acknowledge correspondence - NONE

6. Approval of regular meeting minutes from June 5, 2014.

Hartz motioned to approve the minutes from June 5, 2014, Gramm seconded. Motion carried 4-0.

7. Police Department Business

a. Approval of bills for the Month of June 2014. Operating in the amount of \$196,183.32, capital \$99,508.47; for a total of \$295,691.79.

Bittner motioned to approve the bills for the month of June 2014, Hartz seconded. Roll call vote: Bittner – Y, Gramm – Y, Hartz – Y, Pienkos – Y. Motion carried 4-0.

b. 911 Update.

911 system is installed and is running perfectly. The only problem involves the phones within the department because of the old phone system but that will be fixed with a new system when the Capital budget is ready. Bittner asked to tour the dispatch area to see how the system works. A tour of the building will be set up next month. Hartz asked if the 911 system is connected to ProPhoenix. They are not directly connected but 911 and ProPhoenix work in conjunction with one another.

c. Noise ordinances

The Police Department provided the relative noise ordinances per Commissioner Pienkos' request last month. There was some discussion regarding enforcing radio, bar and motorcycle noise.

d. Proposed demerit system for liquor licenses.

Chief Rasmussen has proposed setting up a demerit system for liquor licenses. The City Attorney has proposed it to the City Council and they are looking into setting up a proper demerit system. Hartz reviewed demerit systems in other cities. He asked if we can print out a

breakdown of where incidents occur within the city. Bittner agreed that it would be nice to tie down the incident to a location. A report can be run for each legal license establishment.

e. Capital updates

City Administrator Jordan said the Capital Improvement money should be available next month.

f. 4th of July weekend report.

The State Park was very busy this weekend with approximately 10,000 people and only 2 DNR rangers. There were cars parked on the roadway with drinking and fireworks. The park is located in the city's jurisdiction so the department had to step in and help out over the weekend. Next year the Police Department will reach out to the DNR agents and work out a better situation for the 4th of July weekend. The Police Department went to 370 calls from Thursday until Monday morning. It was a very busy weekend.

g. Resignation letter from Reserve Officer Brannodyn Mullikin.

Gramm motioned to accept Reserve Officer Brannodyn Mullikin's resignation; Bittner seconded. Motion carried 4-0.

h. Thank you letters.

Received Thank You letter for Officer Walser regarding Clark Gas Station.

i. Monthly Activity report for 2014:

Next month the police department will provide a separate report for calls to liquor license establishments. Pienkos noticed that assists to Fires and EMS went up in June. Chief Rasmussen advised that is because the Police Department tries to assist with every call.

2014 Dispatch activity for June: Telephone calls- 4,398	911 Calls- 278	Window assists- 936
2013 Dispatch activity for June: Telephone calls- 4,347	911 Calls-267	Window assists- 1,123

2014 Patrol activity for June: Calls for service-1,960	Arrests-210
2013 Patrol activity for June: Calls for service-1,822	Arrests-273

j. Items to be forwarded to City Council.

Monthly reports, 911 system up and running, and demerit system.

8. Fire Department Business

a. Approval of bills for the Month of June 2014. Operating in the amount of \$67,613.89, capital \$388.78, fire hydrant rental of \$57,173.00, for a total of \$125,175.67.

Bittner motioned to approve the bills for the month of June 2014, Hartz seconded. Hartz questioned account 11-22-00- 5134-Workmen Compensation Insurance. Chief Connelly stated that he did not know the answer and Comptroller Peg Pollitt was out of the office. He will clarify the amount next month. Bittner stated that he wanted to make sure the Fire Department and Police Department do the appropriate documentation to hold their department accountable for their daily activities.

Roll call vote: Bittner – Y, Gramm – Y, Hartz – Y, Pienkos – Y. Motion carried 4-0.

b. Answer to Questions Regarding Fire Inspection Billing Revenue.

The Fire Department changed their software package and I-pads so there was a 3 month lag to get all the data entered into the RMS system. As of June 24, 2014 approximately \$13,000 has been sent to city hall for invoicing so the billing process is catching up to the inspections.

c. Answer to Questions Regarding Status of New Fire Protection Ordinance.

A letter has been sent to the State by the City Attorney requesting that some of our codes be accepted that than the Uniform Commercial Building Codes. The Fire Department is currently waiting for a response from the State regarding recognizing our current ordinances. The variances with the State are mostly construction related. The State codes are uniform throughout the state.

d. Accept following donations—

- \$275.00 donation from Lake Geneva Chamber of Commerce for participation in Winter Fest Activities.
- \$200.00 Donation from Eastview Student Council.
- Accept service donation for tire change from Larry's Towing and Recovery (\$60.00).

Gramm motioned to accept the donations, Hartz seconded the motion. Motion carried 4-0.

e. Monthly Activity Report

Chief Connelly handed out the activity report at the meeting. Town of Geneva Liaison asked what four calls were sent to the Town of Geneva. Chief Connelly believed there were two Paratech calls, a moped accident and grass fire.

f. Paratech Report. No action taken.

g. EMS Medical Billing and Stark Report.

Chief Connelly asked if the questions were answered by Eric Kiefer regarding EMS billing last month and the Commission stated they were.

h. Thank you cards and letters- See Donation Lake Geneva Chamber of Commerce.
No Action taken.

i. Items to be forwarded to City Council.

Monthly activity report.

9. Agenda items for the next regular meeting.

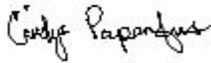
Tour areas of the Police Department. Demerit System.

Fire Inspection Billing Revenue, Fire Protection Ordinance, Geneva Township meeting, Workman's Comp Disability Account.

10. Adjourn

Bittner motioned to adjourn the meeting; Gramm seconded. Motion carried 4-0. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Cindy Papenfus". The signature is written in a cursive, slightly slanted style.

Cindy Papenfus
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaisons
City Administrator
City Clerk
City Comptroller
Council Members - Mayor

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY AUGUST 7, 2014 AT 7:00 P.M.**

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

1. Call meeting to order.

Meeting was called to order at 7:00 p.m. by President Pienkos.

2. Pledge of Allegiance

The pledge was led by Commissioner Thomas Hartz

3. Roll call

Commissioners Hartz, Bittner, Gramm and Pienkos were present.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes - NONE

Commissioner Pienkos noted that he met with Town of Geneva Liaison Mike Mumford and Chief Connelly prior to the meeting to review the Town of Geneva Fire and Emergency contract with the Town of Geneva and the City of Lake Geneva Fire Department.

5. Acknowledge correspondence - NONE

6. Approval of regular meeting minutes from July 10, 2014.

Gramm motioned to approve the minutes from July 10, 2014, Hartz seconded. Motion carried 3-0. Commissioner Bittner arrived after approval of the minutes.

Commissioner Hartz asked a question about Liquor license ordinance being referred to the City Council. An update on Liquor License Ordinance will be discussed later.

7. Police Department Business

a. Approval of bills for the Month of July 2014. Operating in the amount of \$286,277.47, capital \$1,028.11 for 2014; for a total of \$287,305.58

Hartz motioned to approve the bills for the month of July 2014, Gramm seconded. Roll call vote: Gramm – Y, Hartz – Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

Hartz questioned Revenue account 4622 Wage Reimbursement and Revenue Account 4735 Communications Reimbursement-Fire Dept—With regard to 4622, Lieutenant Gritzner stated the School was just billed for the school liaison fees for the year so that account will be increasing. For Account 4735- That is the Fire Department reimbursement account for communications and that will be billed at the end of the year.

Commissioner Gramm had a question about Data Processing account 5305. Lieutenant Gritzner advised the account covers work costs for any computers and technical support. The costs with ATT and Phoenix came in higher than expected.

b. Update on Demerit System Ordinance.

Lt. Gritzner explained the reports and stated that an ordinance was sent to Attorney Draper for review. The Commission had some questions about the reports and how it was broken down into categories to determine the actual violations and demerits to specific locations. Chief Rasmussen

and Attorney Draper have worked together on this ordinance. The reports can be filtered to review actual violations at specific violations if the ordinance is put in place.

c. Capital Project Updates.

The Capital is pushed back again for a better interest rate. Per City Liaison Lyon, Bond Issuance is on the City Council meeting for Monday August 11, 2014 for approval.

d. Update ProPhoenix Citizen Services Program.

Members of the Police Department and Liaison Lyon met with a member of the ProPhoenix Citizen Services Program. Lt. Gritzner stated it was a good program but it would have to be promoted to the community in order for it to be successful. There are many good features to the program. Liaison Lyon was impressed with the system and felt it would be good for the community to provide public safety and visibility. There were great mapping features on it and it would create great visual awareness for the Police and Fire Departments. Businesses would also update their relevant information every six months on line. Commissioner Hartz thought the benefit of the program would be great but would like it promoted to businesses so they would want to be a part of it rather than something they were required to do.

e. Monthly Activity report for 2014:

2014 Dispatch activity for July: Telephone calls-	4,058	911 Calls-	290	Window
assists-	973			
2013 Dispatch activity for July: Telephone calls-	5,235	911 Calls-	284	Window
assists-	1,340			

2014 Patrol activity for July: Calls for service-	1,612	Arrests-	186	
2013 Patrol activity for July: Calls for service-	2,024	Arrests-	174	

Calls are down from last year but Lt. Gritzner felt that may be because the parking meter department is more visible and available to the public and there were no Alpine Valley Concerts in the months of June and July.

Commissioner Hartz questioned the sick call in. Those logs are called in because that's how it is tracked through Phoenix. The high call volume indicates someone was out of the office for a major surgery or maternity leave.

f. Items to be forwarded to City Council.
Activity Reports

8. Fire Department Business

a. Approval of bills for the Month of July 2014. Operating in the amount of \$67,363.91, for a total of \$67,363.91.

Bittner motioned to approved the bills for July 2014, Hartz seconded. Roll call vote: Gramm – Y, Hartz – Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

Hartz questioned the revenue account 4730-Township Fire Services. The Township is billed based on calls and hours the trucks are used. Chief Connelly advised that the Town of Geneva is billed quarterly. Hartz also questioned account 5134-Workmen Disability Insurance. City Administrator Jordan had originally thought the policy contract ran from October to October but he was mistaken and the policy runs from January 31 to January 31. The new policy actually went into effect in May so the Fire Department should receive approximately 7 months

reimbursement from the previous policy. However, the accident policy coverage increased so the account will still be over budget.

b. Fire Inspection Billing Revenue.

Current revenue for Fire Inspection Billing received is approximately \$23,000. Another \$2,000-3,000 has been sent to City Hall for billing so total billed right now is about \$24,000-\$25,000. The Fire Department is anticipating being caught up on everything including current inspections by September. All the Fire Inspection information should be entered next year into the ProPhoenix system.

c. Fire Protection Ordinance.

A copy of the letter that was sent to the Department of Safety from City Attorney Draper was enclosed in the agenda packet. The six items on the letter were a portion of the sprinkler and fire alarm ordinance. The multi-family code was updated by the State so that is similar to the City's guidelines. Commissioner Bittner is concerned about the older buildings downtown with regard to the sprinkler system codes. Chief Connelly advised that once we get a response from the State regarding Act 270 we can evaluate the ordinances and update as necessary.

d. Auditors Comments/Observations EMS Billing.

The auditors noticed discrepancies in the EMS billing. Eric Keifer will speak to the auditing firm to clarify some billing concerns and then he will report to the Police and Fire Commission once that is done. Commissioner Pienkos acknowledged that this is a complex issue and appreciates the fact that Liaison Lyon and Alderman Hill advised the City Council that the Police and Fire Commission have been reviewing the EMS billing statements. This will be reevaluated at the September meeting. Chief Connelly advised they are looking at an electronic billing sheet to be put on company's web site so Fire Department can compare that the billing company is filling out the sheet properly.

e. Explanation for Line Item 5134.

This was covered under the Fire Department Bills section.

f. Policy for liquidation of used/outdated equipment.

Hartz motioned to move discussion of the Policy for Liquidation of used/outdated equipment to after the closed session, Bittner seconded. Motion carried 4-0.

g. EMS Steering Committee.

Chief Connelly discussed setting up an EMS Steering Committee in anticipation of significant changes regarding EMS services and changes for dispatching. Some significant changes in the County have taken place called Emergency Medical Dispatch (EMD). As a result of this, Paratech responds to all calls in the county and on frequent occasions are not available to Lake Geneva calls after the POP crew goes home. EMS then has to transport more of their own calls. The Fire Department is looking into moving to a Paramedic level and staffing full time. They will be having an organizational meeting and setting up objectives at the end of the month. Commissioner Hartz and Liaison Lyon have agreed to be on the committee with Commissioner Gramm as an alternate.

h. Fire House Repairs.

The Fire House has experienced several major repairs in the last month including repairs to a natural gas back-up generator in the fire station, which was a flex gas line and a portion of the exhaust system for the generator. The water heater also had to be replaced. Fire Bells also damaged one of the doors but they are paying for that through their insurance company.

i. Resignation from Luke Morarend.

Hartz motioned to accept the resignation of Luke Morarend; Bittner seconded. Motion carried 4-0.

j. Monthly Fire Department Activity Report. - NO ACTION TAKEN.

k. Monthly Paratech Report.

Hartz noted the response times for Paratech calls and asked if the Fire Department makes note of response times. Per Chief Connelly, some of the Paratech times are recorded by dispatch but the times provided the Police and Fire Commission are the times provided by Paratech. Response times are set by standard setting agencies and are always followed.

l. Monthly EMS Medical Billing and Stark Report.

Hartz noted that the aging receivables is 5.5% and was pleased with that amount. Pienkos noted that Starck reported almost \$100,000 to receive.

m. Thank you cards/letters.

A thank you was received from the Walworth Fire Department for assistance to a barn fire.

Items to be forwarded to City Council.

Monthly reports.

9. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Fire Department Personnel and Police Department Personnel.

Hartz motioned to go into closed session; Gramm seconded. Roll call vote: Gramm – Y, Hartz – Y, Bittner – Y, Pienkos – Y. Motion unanimously carried at 8:05 p.m.

10. Motion to return to open session per Wisconsin State Statute 19.85(2)

Bittner motioned to return to open session; Hartz seconded; Motion unanimously carried at 8:25 p.m.

11. Discussion and action on closed session items if needed.

None.

f. Policy for liquidation of used/outdated equipment.

Discussion was made as to the wording of the policy. Pienkos stated that something needed to be added to note that any funds made should be added to the general fund. Bittner also noted that in #3 a liquidation method of “sale” needed to be added. Additionally, a cash handling procedure also needed to be created. Pienkos asked if the Police Department had a procedure in

place. Lt Gritzner advised that the police department does have proper procedures and policies in place on cash handling. A cash handling procedure will be reviewed at the next meeting. Gramm made a motion to add a #5 to the policy Disposal of Obsolete Equipment or Supplies as stated: "Any proceeds received as result of the disposal of obsolete equipment or supplies will be receipted and returned to the general fund of the City of Lake Geneva." and to add in #3 the wording after follows: "sale", etc. (continue wording as it reads in the policy). Bittner seconded. Roll call vote: Gramm – Y, Hartz – Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

12. Agenda items for the next regular meeting.

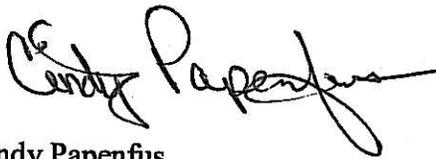
Cash Handling Policy, Auditor comments on EMS billing, Update on Town of Geneva and City of Lake Geneva Fire Department contract.

13. Adjourn

Hartz motioned to adjourn the meeting; Gramm seconded. Motion carried 4-0 at 8:41 p.m. Commissioner Bittner advised that he will not be at the next meeting scheduled for September 4, 2014 at 7:00 p.m.

A tour of the Police Department was held after the meeting for anyone interested in attending.

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaisons
City Administrator
City Clerk
City Comptroller
Council Members - Mayor

**CITY OF LAKE GENEVA
PLAN COMMISSION MEETING**

MONDAY, AUGUST 18, 2014 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

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

2. Roll Call

Present Kupsik, Flower, Skates, Adams, Robers, Connors, Draper
Not Present Gibbs
Also Present Administrator Jordan, Planner Slavney, Gregoles

3. Approve Minutes of July 21, 2014 Plan Commission meeting as distributed.

MOTION #1

Kupsik/Skates motion to approve the Minutes of 7/21/14 Plan Commission meeting as distributed.
The motion carried unanimously.

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

PUBLIC SPEAKER #1

Kathy George, Brick and Mortar Home & Outdoor store Owner

The following statement was read into record by Kathy George on behalf of herself and her husband.

“I’m here tonight because of the color we have chosen for the design of our building. The ordinance was made to stop the city from becoming the “Dells”, as it was explained to us. That was nearly 20 years ago. The world has changed and the ordinance needs to change as well. In place of it, it needs to encourage investment and maintenance of the city’s buildings and reflect the beauty and lifestyle of the lake areas. The result should be that the locals want to shop the town they live in, not ignore and go to another big box store on the highway. Tourists should come to enjoy a small town that has moved forward to compete and welcome them with new fresh special and attainable shops and restaurants. People should be motivated to raise their children, open new businesses or plan retirement in a community rich with activity and enjoyment and opportunity. We want to thank all who have come in support, who have signed, spoke out, called or wrote to the City. We appreciate the overwhelming positivity expressed to us on a daily basis by all. It is a true statement that we have not had one negative comment to our beautiful addition to the city. We thank council woman Hill for her efforts and support. We thank the Mayor for his agreement on our building and the olive branch that he threw to us in an attempt to have us stay open – have a stay of time to open. We thank the Building Inspector for giving us occupancy permit approving the great cover up. We thank this Board for putting the issue on the Agenda tonight and we are in support of the change because we believe it will make and be of great value for all businesses in the city of Lake Geneva. Thomas and I do look forward to the day we can have our grand opening in a building that will represent the beauty of the city and the lake region. Thank you.”

5. Acknowledgment of Correspondence. – NONE

6. DOWNTOWN DESIGN REVIEW

A. Application by Jayson Rishling for a sign at The Board Shop located at 269 Broad Street, Tax Key No. ZOP 00262.

DISCUSSION

Inspector Robers gave a brief overview of the application.

MOTION # 2

Kupsik/Skates moved to approve the application by Jayson Rishling for a sign at The Board Shop located at 269 Broad Street, Tax Key No. ZOP 00262. The motion carried unanimously.

7. Public Hearing and recommendation on a Conditional Use Application filed by Gerald Sommers, 930 Maytag Road, Lake Geneva, WI 53147, to construct an Addition to a Single Family Residence on an existing lot using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 930 Maytag Road, Tax Key No. ZCE 00006.

PUBLIC SPEAKER #1 John Swarp, President of DDCI Architects (agent for owner)
Mr. Swarp gave a brief overview of the application and clarified questions from the Commissioners.

MOTION # 3

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

MOTION # 4

Kupsik/Skates move to approve the recommendation on a Conditional Use Application filed by Gerald Sommers, 930 Maytag Road, Lake Geneva, WI 53147, to construct an Addition to a Single Family Residence on an existing lot using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 930 Maytag Road, Tax Key No. ZCE 00006, including staff recommendations and the finding of facts from the staff report. The motion carried unanimously.

8. Public Hearing and recommendation on a request filed by Immanuel Lutheran Church, 700 Bloomfield Road, Lake Geneva WI, 53147 for a Zoning Map Amendment to change the zoning on a parcel from Rural Holding Zoning District (RH) to Planned Office Zoning District (PO) at 700 Bloomfield Road, Tax Key No. ZA433000001.

PUBLIC SPEAKER #1 Peter Jergens, 131 Darwin (agent for the church)
Jergens briefly discussed the details of the request.

MOTION # 5

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

DISCUSSION

Brief comments and clarification made by Planner Slavney regarding the details of the request in general and also specific to a possible future food pantry location.

MOTION # 6

Kupsik/Adams move to approve the recommendation on a request filed by Immanuel Lutheran Church, 700 Bloomfield Road, Lake Geneva WI, 53147 for a Zoning Map Amendment to change the zoning on a parcel from Rural Holding Zoning District (RH) to Planned Office Zoning District (PO) at 700 Bloomfield Road, Tax Key No. ZA433000001, including the finding of facts from the staff report. The motion carried unanimously.

9. Public Hearing and recommendation on a Conditional Use Application filed by Immanuel Lutheran Church, 700 Bloomfield Road, Lake Geneva WI, 53147, to operate a Group Day Care Center (9+ Children) in a Planned Office Zoning District (PO) at 700 Bloomfield Road, Tax Key No. ZA433000001.

PUBLIC SPEAKER #1 Peter Jergens, 131 Darwin (agent for the church)
Jergens briefly discussed the details of the request.

MOTION # 7

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

MOTION # 8

Kupsik/Adams move to approve the recommendation on a Conditional Use Application filed by Immanuel Lutheran Church, 700 Bloomfield Road, Lake Geneva WI, 53147, to operate a Group Day Care Center (9+ Children) in a Planned Office Zoning District (PO) at 700 Bloomfield Road, Tax Key No. ZA433000001, including the finding of facts and contingent upon receiving State approval. The motion carried unanimously.

10. Discussion and recommendation to modifying Section 98-913, Exterior Colors within the Downtown Design Overlay Zoning District and setting a public hearing.

DISCUSSION

A detailed discussion was held by the Commissioners, Planner Slavney and Attorney Draper. Attorney Draper stated that the requirements to amend the zoning regulation found in section 98-902 is that you have to identify language that you want to change in a particular regulation, provide proposed changes for that section that you are addressing and then set up a public hearing 45 days once everything has been turned in.

The discussion centered on how this change would take place, how other communities handle this in their area's, how to define a primary color and/or removing the term primary from the ordinance altogether. In addition they discussed taking the term Black out of the ordinance and keeping the restriction of neon colors the same. Some of the suggestions offered were to have a sample of the material with the chosen color submitted to the commission prior to approval, clarification of color shades, clarification of accents or % of color is needed, and if you are using a natural material that varies in color in a fine grained kind of way, such as a brick or granite or marble, that would only count as one of the colors.

Planner Slavney commented that Lake Geneva ranks in the middle as far as comparison to other communities and what standards are required. Flowers requested Down Town District area clarification. Flower also pointed out a spelling error found on page 281 - Item #1 – fifth row down on the far right side.

MOTION #9

Flower/ Skates motion to instruct staff to draft changes to Section 98-913 with the following points:

- *Page 281 - Spelling Error / Typo
- *Page 283 - To include providing samples with actual color on the actual material
- *Page 291 – Remove the word black (Item 10A)
- *Offer the option of the natural materials that can be used as one color of the three different colors
- *Find new wording for primary colors
- *Criteria for % of bright colors that can be used as accents

The motion carried unanimously.

11. Continued Review of Amendment Requests for the Lake Geneva Comprehensive Plan.

DISCUSSION

Robers stated that the Basso plan is the only one that has been submitted at this point.

MOTION #10

Mayor Connors/Kupsik motion to forward a request to Council to set a joint public hearing date for the Basso amendment request to the Lake Geneva Comprehensive Plan. The motion carried unanimously.

12. ADJOURNMENT

MOTION # 11

Skates/Flower moved to adjourn the meeting at 7:37 pm. Motion carried unanimously.

QUORUM OF CITY COUNCIL MEMBERS MAY BE PRESENT

**CITY OF LAKE GENEVA
PLAN COMMISSION MEETING
SPECIAL MEETING**

MONDAY, AUGUST 25, 2014 - 5:30 PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

1. Meeting called to order at 5:30 pm by Mayor Connors.

2. Roll Call

Present Kupsik, Flower, Gibbs, Adams, Robers, Connors, Draper
Not Present Skates
Also Present Administrator Jordan, Gregoles

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

4. Acknowledgment of Correspondence - None

5. Public Hearing and recommendation to consider an amendment to Section 98-503 Floodway, Floodfringe, and the Floodplain Ordinance of the Zoning Code of the City of Lake Geneva to adopt the new flood insurance rate maps issued by FEMA on file with the Walworth County Land Use and Resource Management Department, 100 W. Walworth Street, Elkhorn, WI 53121. Ordinance would become effective September 3, 2014.

Administrator Jordan gave a brief overview of the recommendation, stating there are no changes.

MOTION #1

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

MOTION #2

Kupsik/Mayor Connors moved to approve the recommendation to consider an amendment to Section 98-503 Floodway, Floodfringe, and the Floodplain Ordinance of the Zoning Code of the City of Lake Geneva to adopt the new flood insurance rate maps issued by FEMA on file with the Walworth County Land Use and Resource Management Department, 100 W. Walworth Street, Elkhorn, WI 53121. Ordinance would become effective September 3, 2014. The motion carried unanimously.

6. Adjournment

MOTION # 3

Flower/Gibbs moved to adjourn the meeting at 5:33 pm. The motion carried unanimously.

QUORUM OF CITY COUNCIL MEMBERS MAY BE PRESENT

Requests from persons with disabilities, who need assistance in order to participate in this meeting, should be made to the City Clerk's office, in order for appropriate accommodations to be made. Posted 8/22/14



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Brian Olsen
John Swanson

Lynn Hassler
Peggy Schneider
Mayor Jim Connors

Barb Hartigan
Dave Quickel

Director of Public Works Daniel S. Winkler, P.E., Secretary

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

MINUTES OF THE 6:00 PM AUGUST 6, 2014 MEETING

City Hall 2nd Floor Room 2A

Call to Order:

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

Roll Call:

President Doug Skates ___X___, Lynn Hassler ___X___, Barb Hartigan ___X___, Peggy Schneider ___X___, Dave Quickel ___X___, John Swanson ___X___, Ald. Al Kupsik ___X___, Brian Olsen ___X___, Mayor Jim Connors ___X___ (___9___ Total).

Staff & Aldermen Present:

DPW Daniel Winkler ___X___, _____
Administrator Dennis Jordan ___ ___.

Public Present:

Mr. Mike Kramp, Mr. Mike Coolidge, Mr. Bill Mott, Mr. Kirk Ladue.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Swanson to approve the minutes of the July 2014 meeting, and seconded by Commissioner Hartigan. The motion passed 9-0.

Public Input:

Mr. Kirk Ladue appeared requesting access to Veterans Park ball fields and inquiring about concessions at the park during his tournaments.

Permits & Park Donations:

NAME: Amanda Braun DATE: 8/16/14 LOCATION: Cobb Park USE: Baby Shower -President Skates read the permit request. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Hartigan. After verification of the location, the motion passed 9-0.

NAME: Colleen Lamont DATE: 8/16/14 LOCATION: Veterans Park USE: Baptism Party -President Skates read the permit request. It was moved by Mayor Connors to approve, and seconded by Commissioner Olsen. The use included use of the pavilion and the motion passed 9-0.

NAME: Charis Melton DATE: 8/16/14 LOCATION: Seminary Park USE: Graduation Party-President Skates read the permit request. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Olsen. The motion passed 9-0.

NAME: Maudie Campbell DATE: N/A LOCATION: Library Park USE: Donation of a Park Bench for Her Deceased Son-DPW Winkler discussed the donation. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Olsen. The motion to accept the park donation passed 9-0.

Park Assignments/Repairs Update/Maintenance:

The following items were brought up and discussed:

- Library Park Sidewalk cracks and brick edging. DPW Winkler noted that much of the work was approved and will be done after Labor Day weekend.
- Rushwood Park-Mayor Connors noted that the picnic table was missing, mulch is needed beneath the play equipment, and abandonment of the play pipes is in question. The pipes will be on next month's agenda.
- Veterans Park concession building has several column base shoes broken off and in need of replacement.
- Seminary Park swings-some are wrapped around the top and need to be reversed.

NEW BUSINESS

Dunn Field Concession Discussion-President Skates read a letter from the concessionaire requesting to be relieved of her lease obligations and asking for consideration of a partial refund. After discussion it was moved by Commissioner Olsen to recommend to the Council not to deviate from the approved lease. The motion was seconded by Alderman Kupsik and approved 9-0.
(This item needs to go to FLJ and Council for consideration)

Fall Soccer League Discussion-YMCA-(Taken out of order #1)

Mike Kramp of the YMCA provided a draft of an agreement for adult men's fall soccer at Veterans Park. After discussion of the proposal and in consideration of past problems, the Commission by consensus was against anyone other than the YMCA running a fall men's soccer league at the park. The YMCA was advised that they had the green light to conduct a fall men's league and be responsible for it without having to come back before the Park Commission, including collecting fees, arranging for referees and having staff onsite during the games.

YMCA Programs Update-(Taken out of order #2)

Mike Coolidge presented his summaries of their summer programming. With the dream team, a total of 546 kids participated in t-ball, girls' softball, baseball, and traveling baseball. There were also 12 men's softball teams and kickball. Their hope is to conduct a disc golf league and fall flag football. They are also looking into somebody to run events at the skate park. Comments from the Commission were favorable but no action was taken.

OLD BUSINESS

Park Use & Open Space Plan Details/Discussion; Survey/Post Card-

President Skates & DPW Winkler discussed the status of the planning effort and that the post card was top priority to get out next week. The goals and objectives were looked at without revision and the park criteria stood as presented. The body of the draft plan arrived late and the Commissioners were given a copy and asked to look it over and bring forward any questions to DPW Winkler or President Skates.

Dog Park Discussion-President Skates, Commissioner Hartigan and DPW Winkler only provided summary detail of the efforts to raise monies thus far. One question was how much park funding remains to help fund the project. President Skates and Mayor Connors noted they had the entire project plan with estimated costs available for donors.

Future Meeting Agenda Items-August

- Maple Park Tennis Court Light Pole Painting
- Consideration of Grilling in Donian Park (added by DPW).
- Discussion of Concessions at Veterans Park by Event Sponsors in Lieu of the Leased Concessionaire.
- Abandoning the Play Pipes at Rushwood Park.
- Traveling Youth Leagues Outside of the YMCA Using Fields in Veterans Park.
- Capital Improvements Program for Parks for 2015.
- Discussion of a Parks Intern for 2015.

Adjourn:

It was moved Commissioner Olsen and seconded by Commissioner Hassler to adjourn. The motion passed 9-0 and the meeting was adjourned at 8:10 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for September 6, 2014.

Respectfully Submitted,

Daniel S. Winkler
Secretary

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, August 14, 2014 at 7:30 a.m. (Director's Office)

Present: Brookes, Kundert, Lafrenz; Lyon; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$68,357.02 in General Funds and \$171.10 in Donated Funds.

Board of Trustees Meeting

Thursday, August 14, 2014 at 8:00 a.m.

Call to order

Brookes called the meeting to order at 8:12 a.m.

Roll Call

Members present: Brookes, Dinan, Jones, Kundert, Kersten, Lafrenz, Lyon. Also present: Peterson and Benson

Adoption/Amendment of agenda

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

Disposition of minutes of previous regular meeting and any intervening special meeting(s)

Brookes asked for a motion to approve the minutes of the of July 10, 2014 meeting. Lafrenz made a motion to approve the minutes. Kundert seconded. Motion carried unanimously.

Public Comments

Peterson introduced Jim McClure of 91.1 FM WGTD Radio Station. Discussion followed. Lafrenz made a motion to accept McClure's proposal to record broadcasts for Community Matters radio show in the Lake Geneva Public Library for one year. The Board will re-evaluate the proposal after one year. Lyons seconded. Motion carried unanimously.

President's Report

Brookes discussed officer medical leave. Discussion followed, and no action was required.

Brookes discussed Smith Meeting Room update. Discussion followed regarding selection of chairs for the room. Lafrenz made a motion to purchase 100 mocha colored folding chairs. Dinan seconded. Motion carried unanimously. Kundert made a motion that the chairs be paid for from the special projects funds. Dinan seconded.

Brookes introduced a discussion regarding renewing membership to the Chamber of Commerce. Lafrenz moved to continue membership to the Chamber of Commerce for one year. Kersten seconded. Motion carried unanimously.

Brookes introduced a discussion regarding purchase of a microfilm machine and digitization of library microfilm. Discussion followed.

Building and Grounds

Peterson gave an update on the library book drops. Peterson reported on capital improvement project for window blinds. Peterson gave an update on bids for planters in front of the library.

Finance

Kundert made a motion to approve \$68,357.02 in General Funds. Lyon seconded. Motion carried unanimously. Kundert made a motion to approve \$171.10 in Donated Funds. Lafrenz seconded. Motion carried unanimously.

Kundert moved to increase petty cash fund for the library's two cash drawers from \$500 to \$650. Lyons seconded. Motion carried unanimously.

Peterson gave an update on the credit card payment option.

Peterson reported that the 2015 annual operating budget review process will begin at the next board meeting.

Director's Report

Peterson reported on circulation statistics, new cardholder applications, and wireless Internet sessions for July 2014.

Peterson updated the Library Board on the Fiber System Project.

Kundert made a motion to pay Adam's Electric \$560 for a new outlet for the fiber system project to be paid for out of the maintenance line of the library budget. Lyons seconded. Motion carried unanimously.

Benson reported on the busy summer programming for adults and youth.

Adjournment

Brookes asked for a motion to adjourn at 9:43 a.m. Kundert made a motion to adjourn. Lyon seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones
Secretary

Next meeting: Thursday, September 11, 2014 at 8:00 a.m

**City Of Lake Geneva
Parking Commission Minutes
Conference Room 2A
Wednesday, July 16,2014 6:00 p.m.**

1. Call to Order by Chair Martin Smith
Present: Martin Smith, Kevin Fleming, Dennis Swangstu, Bob Kordus, Mayor Connors, Darien Schaefer, Dennis Jordan, Todd Krause, Sylvia Martinex-Mullally
Visitor: Ruth Hackman, Roger Wolf,
2. Approval of Minutes: Kevin Fleming 2nd by Dennis Swangstu, Passed unanimously.
3. Comments From The Public: Ruth Hackman concerned about 54 Ft Trucks attempting to Turn into alley behind the 800 block of Main Street. Would like trucks no longer than 43 Feet Long be allowed to enter Alley. Asking for Ordinance.

Roger Wolf. Questioning Parking on Maxwell Street Days. Free Parking Entire Weekend. P.R. Opportunity for weekend offering free parking.

Bruce Bennit: Corner Stone Store, Also agrees with Free Parking for Maxwell Weekend.
4. Review of Parking Ramp Status: Bob Kordos Stated Elevator will be in Structure. Structure needs to be User Friendly, Architecturally Pleasing, and decision on Rest Rms. Pour Verses Pre Fab. Over Time Cost Comes out about the Same Because of Additional Maintenance. Poured in Place Needs to be done in Warmer Weather but is a Better Structure. Elevator costs \$25,000 per floor or \$100,000. Bathrooms are not advised Due to Security Issues. Name of Structure: Geneva Street Parking Garage.
5. Free Parking During Maxwell Street Days: Not a Parking Commission Issue, Needs to be Put Forward to the City Council. Concern for Lack of Revenue for Entire Weekend. Comparable Revenue to 4th of July , \$26,000.
Decision From Parking Commission: Group of Merchants Make a Recommendation to Council.
Motion by Bob Kordus to Send it to FLR with Request for Free Parking over Maxwell Street Days. 2nd By Kevin Flemming, Passed Unanimously.
6. Pay By Phone Review: Sylvia reported Lang Enterprises offer Smart Cards for \$5.00 Per Card Min 1000. Pay Like a Credit Card, Pay at Kiosk use Time desired. Card Can Be Recharged at Kiosk. Decision From Commission, Wait for more information and Other Company Proposals.
7. Parking Stall Markings: Desire to Mark All Areas From 200 Block of Maxwell, 200, 300,400, Block of Madison, 300,400 Block of Cook. 900 Block of Geneva.

Motion to Be Sent to Public Works by Kevin Flemming and 2nd By Bob Kordus. Motion Passed Unanimously.

8. Shuttle Bus Schedule For Venetian Fest 8am to 11 pm.
Need To Modify Signs, Shuttle Free Parking Signs, Need Attractive Signage. Parking Fund To Pay for 4 Signs.
Reclaiming Parking Space by Theater. Todd Krause Made a Motion to Turn Area Back Into Parking Stalls with Need to Be Compliant with Handicap, 2nd by Kevin Flemming, Passed Unanimously.
9. Repaint Subway Turn Lane. Restriping Arrows Near Subway. Mary Presented Diagram To Show Ease of Direction. Motion By Kevin Flemming To Restripe According to Diagram and 2nd By Todd Krause, Passed Unanimously.
- 10 Date of Next Meeting: August 20, 2014. 6:00p.m.
- 11 Motion To Adjourn by Todd Krause, 2nd by Marty Smith, Passed Unanimously.

Minutes Respectfully Taken by Dennis Swangstu

Geneva Lake Museum Board Meeting

August 13, 2014

Vice President Dale Buelter called the meeting to order at 5:30 in the Library/Research Room with Vern Magee, secretary in attendance and Jim Gee and Mary Olson absent. Director's present: Dana Hagenah, Dee Fiske, Mary Tanner, Jim Davis, Joanne Niessner, Marianne Bonifacic, Barb Buelter, Dick Bain, Betty Less and Don Rutkowski. Absent: Pat Gee, Chuck Ebeling, Lynn Grayson. Council rep Elizabeth Chappell absent. Staff present: Karen Jo Walsh, Helen Brandt, Pat Cramer. Guests: Peg Williams, Noel Payne, Vern Haan.

The July minutes were approved with a motion from Dee, second by Joanne, carried. With Mary Olson absent, there was no treasurer's report at this meeting.

Helen gave the Collections report with many things taken in this month. Some of the things mentioned but not a complete list: Vintage Clothing from an Estate Sale, paid for with money from the Larry Magee Memorial Fund, a nursing cape worn by Ruth Hinzpeter, several things from the Harry Hartshorne Estate sale which included a pillow, straw hat, a painting done by Harry, and other memorabilia that will be put into an exhibit. Also 6 photo prints of the Railroad Depot put on canvas that were donated by Jerry Pollack, and a 30" x 57" aerial print of the city taken in the 70's donated by Jim Davis, and a ceremonial dagger.

Karen gave the Director's Report: Becky has finished her internship; her professor was very pleased with her progress and loves our museum and plans to send other interns from Parkside College. Becky's friend Nate also helped work on the mural and participated in a workshop held in Mineral Point attended by Becky and Betty Less. Another intern, Patricia, from Whitewater, is working on walk through, exhibits, and filing. Kyler, a high school intern, does odd jobs and cleaning for us. The Harry Hartshorne wall: we have some wonderful photos, paintings and one of Harry's hats to put up in the south gallery. Thanks to the McCormick s for the books to add to this exhibit and to the Baker House for two church paintings that Harry loved. We have recently received \$2000.00 for our GLM endowment. Betty Less and Karen are working on many new artifacts of clothing that have come in. We thank Betty for her washing, ironing and sewing. We are still working with ad hoc committee for the 20's and 30's exhibit. We are still looking for items if any of you have any to lend us for the spring opening. GLM will be showcasing two portraits of Dr and Mrs Maxwell which will arrive in October. Attendance is up so we need to decide if we want to be open full time in September or at least the first week.

At this point in the meeting, we stopped to discuss and vote on this. Helen suggested we stay open until the Mail boat quits running for the season, which is September 15th. A motion by Dee, second by Barb to stay open full time until September 15, motion carried. We then continued with Karen's report. Tonight is Lake Geneva;s bird night out, so Karen will leave after her report to host this even with the city in Mill St Centre. Thanks to Larry and Dale for installing our new screen on Main St. Constant Contact sheet is attached and would like us to get our contacts to over 1,000. You can add email contact by simply going to the GLM website and click on "join our mailing list". We can keep our friends, neighbors and family updated on what is happening at GLM. Thanks to Ed Schwinn for getting us two new QR codes: one for facebook and one for Mr Potter, who hangs in the dining room. We are looking for more QR codes. The volunteer picnic at the GLM was a big success and they are looking forward to the next one. The schoolhouse video now works, thanks to Marsha. She also has installed one by the typewriters. Dale and Joe are working on covers for the 3 oldest typewriters but there is still one for the children to touch. Thanks to Fred for helping to build a new podium and to

Betty Haseley for adding fringe to the parlor curtains. We have many rentals coming up and will be needing volunteers to help host them. One of the volunteers needs to have a key and be able to turn off the exhibits when the party is over. *At the Lake magazine* came to interview the GLM and Holly came to take photos for the fall issue. We look forward to seeing the upcoming issue of the magazine. *Royal Joy Williams Questers* group donated \$150 after the Victorian melodies program was held at the GLM. Tuesdays @ two are still popular and average attendance is usually 45 to 50 people. We always need ideas for future programs if anyone can suggest a name. Barb and Joanne have attended another disaster training session at Parkside College in Kenosha. Betty Less, Becky L and Nate attended a fiber workshop on *Preserving Private Ryan's Uniform* in Mineral Point. This type of training is essential to our growth and for our development as a productive museum and is also needed in StEPS. Local history and historic preservation conference October 24-25 in Elkhart Lake sponsored by the Wisconsin Historical Society. Brochure in office if anyone is interested. Our outdoor sign finally wore out and we have a new one to advertise our workshop and other happenings at GLM. Our phone number is now outside thanks to Dale. Vern and Karen represented the museum at the Chamber After Hours to see the *Eddie Cash Music Hall*. We learned more history and had fun too. We are looking for articles for our fall newsletter; please let Karen know if you have an idea. Her report ended with her encouraging all to read the attached statistics and comments from the surveys. You will find them very interesting and we thank Marsha for tabulating them.

Committee Reports

Nominating Committee: GLM Director's have been sent the resume and recommendation of **Davey Williams** to become a board member. Motion by Vern, second by Dana to approve, motion carried unanimously. We welcome Davey to the board and look forward to the knowledge he brings to the GLM.

Fund Raising: Marianne gave her report: Pat Cramer gave an update on the Venetian Festival Boat Cruise to be held August 17. There are 83 people signed up now and food and music are all set. With a 1920's theme, it should be a good time for all. A Non-Event Fundraiser in November will consist of a letter that **Jim Davis** is writing. He read the letter and all were pleased with his persuasive approach. In the letter he will suggest donations of 25, 50 or 100 dollars.

The May 22, 2015 event will be on Prohibition and **Pat Gee** is working on that. It will tie in with the 1920's and 30's exhibits that **Karen and her team** are working on.

A LGCC Cocktail Party/ Luncheon is planned for next fall on a Saturday. Trivia night is still TBD. There will be a Midway Village Tour on **April 14, 2015**, which will be a bus trip and fund raiser that **Barb** is working on.

Plans are in full swing for the **Cemetery Tour** which will be held this October 11 from 11 -2 rain or shine. **Dana and Jim Davis** are working on that, with **Marsha** doing the Graphics.

Karen reported that Helen and Pat Cramer will no longer be on the fundraising committee due to too many other commitments.

There was **no Marketing and Publicity report** because Chuck was absent.

Dale gave a short Planning and Exhibit report: Dale said he attended the Chamber meeting this morning and pushed for a few more people to attend the Boat Cruise. He also said a mini review of the proposed new lighting plan was not presented because of time constraints. At this point, Jim Davis made a motion to allow Dale to allocate up to 7,000 on the lighting, second by Vern and with little discussion the motion carried unanimously. If the estimate is higher, he will come back to the board for further approval.

Membership: In Jim's absence Vern gave the membership report that we now have 405 current paid to date members. Of that number, 171 are new this year. We also have 33 Life Members, 46 Benefactors, 10 Patron, 3 Commercial/ Business, 58 Supporting, 1 Student, and 232 Seniors.

Old Business: none

New Business: none

The meeting was adjourned at 6:30 in time for the board to attend the Swifts Night Out meeting in the Mill St room. Everyone then moved to the rear of the building to watch the birds make their evening flight into the GLM Chimney. They made a spectacular entrance and swirled around for awhile and then all of a sudden they were gone....Everyone that watched were fascinated with the show they put on.

Vern Magee
Secretary

cc Jim Connors
Elizabeth Chappell
Sabrina Waswo

**GENEVA LAKE ENVIRONMENTAL AGENCY
WILLIAMS BAY, WISCONSIN
Board of Director's Meeting Official Minutes.**

June 19, 2014

The GLEA meeting was called to order at 7:00 pm, Thursday June 19, 2014 by Chairman D. Bowman at Lower Association Hall, on Lewis Dr., George Williams College Campus, and Williams Bay WI.

- **Members Present:** T. Leith (Linn Twn.), D. Bowman, (W. Bay), G. Ahnert (LG). L. Lundberg (W. B.), P. Kenny (Fontana), D. Jameson,(WB), E. Chappell (LG.)
- **Members absent** C. Jones (Linn Twn.),J. Lovell (Walworth Twn.)
- **Also Present:** Ted Peters, Esther Sharp (GLEA staff) A. Peterson (Fontana President)

General Business:

1. Motion by G. Ahnert to accept the May 29th minutes. CU.

a. There was a question as to why the FICA payment for year to date is so much higher than was is budgeted. Peters will check into it and get back to the board with an answer. **Motion by P. Kenny to accept the May 2014 Income Statement with Budget. CU.**

b. Motion by T. Leith to accept the May 2014 Balance Sheet. CU.

c,d. Copies of the April 2014 disbursement and donation reports were reviewed.

e. Peters added that the membership structure for the North American Lake Management Society has changed. Options were discussed and there was an agreement to pay for Peters' individual membership as a professional member for an additional \$10. He mentioned that he has been asked to say a few words about the GLEA at the GLA's annual meeting. He also mentioned that they are still having problems with the new copier. Martin has taken it back and has replaced it with a loaner for the time being. **Motion by E. Chappell to accept the director's report. CU.**

E. Sharp reviewed her staff report updating some of the numbers regarding the well testing program. **Motion by T. Leith to accept the intern's report. CU**

Old Business:

1. a. Peters followed up on some of the results of the well testing.
b,c,d. Program training, the project overview and memorandum-of-agreement were addressed at the last meeting.
2. Peters submitted two proposals for the GLEA audit. D. Bowman motioned to go with Deignan & Assoc. for the audit.
3. One verbal estimate for the surveying of the KNC wells was received. Two other firms were contacted but nothing has been received. No action by the board.
4. Noting on the Trust

New Business:

1. There was some discussion on the possibility of including the area on the west side of HWY 67 north of Williams Bay in the program. Due to the number of respondents in the primary study area it was felt that we may not have time to do so. Perhaps latter or perhaps under a County program.

T. Leith passed out some info on care for urban trees using some new technology. There was some concern expressed by Fontana about the use of GLEA funds to test private wells in Linn. Peters mentioned with groundwater contributing about 1/3 of the water entering Geneva Lake annually, getting information about groundwater quality is very helpful in understanding what is coming into the lake. There was also some concern about Peters being president of the LSD and the Director of the GLEA and how this can appear to be inappropriate in the context of this project. These concerns were noted as this relationship has been discussed by the GLEA and the LSD in the past.

Next meeting date set for July 17, 2014 at the same time and place.

Motion by P. Kenny to adjourn at 8:25 pm.

These minutes were prepared by T. Peters. Approved 7/17/14