



COMMITTEE OF THE WHOLE

MONDAY, MAY 2, 2011 - 6:30PM

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

CITY HALL BUILDING, COUNCIL CHAMBERS

AMENDED AGENDA

1. Council President Krause calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from April 4, 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. Demonstration of Wireless Roll Call Voting System (Mayor Connors)
7. Update on City Server Upgrade and Email Accounts (Alderman Krause)
8. Discussion on Ornamental Light Poles (Mayor Connors)
9. STANDING COMMITTEE REPORTS. The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - A. Finance, License & Regulation Committee, Alderman Krause
 - B. Personnel Committee, Alderman Hartz
 - C. Public Works Committee, Alderman Mott
 - D. Piers, Harbors, & Lakefront Committee, Alderman Marsala
10. COMMITTEE, COMMISSION, AND BOARD REPORTS The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - A. Utility Commission, Aldermen 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. Ad Hoc Committee on Policy & Procedure, Alderman Marsala
Note: The authorization for this committee expired April 24, 2011
- L. Avian Committee, Alderman Marsala

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

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

12. Adjourn

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

4/28/2011 4:30pm
CC: Aldermen, Mayor, Administrator, Attorney, Department Heads

COMMITTEE OF THE WHOLE
MONDAY, APRIL 4, 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 Mott.

Roll Call. Present: Aldermen Hartz, Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause. Also present: City Administrator Jordan.

Tolar/Marsala motion for approval of Minutes from February 7, 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. Bill Huntress, 1015 Pleasant Street said he spends a lot of time people watching at the Skate Board Park. He feels the Council is being misled in regards to the building of the new skate board park for a third of a million dollars. It has been overrun by older kids driving cars, drinking and smoking. The park has been vandalized; it's been graffitied. Good parents will not let their kids go down there unless they go down with them to watch them. The park was built for all the kids. There must be some kind of adult supervision; because the kids that are breaking the rules down there don't obey the rules anywhere, at home, school or the skate board park. Secondly, it should not have been built over water and sewer lines. Since the Water Department made the mistake of letting them build it down there in the first place, they should fix it. Instead of spending a third of a million dollars, they should get some of the many carpenters and painters who are out of work who could probably do it for five to seven thousand dollars. He feels we need to fix the one we have and supervise it.

Terry O'Neill, 954 George Street, said he had a packet delivered to the aldermen and City Clerk on March 28 labeled Legal Path to City Borrowing and listed three sections of the Wisconsin State Statute 67 on City borrowing that the City is about to violate. The purpose of this Statute is to outline the legal path for cities to borrow money and to prevent cities from doing what he believes Lake Geneva is planning to do. As a citizen, he is asking our City Attorney to write a legal opinion and explain why Statute 67.045, Statute 67.045(f), Statute 67.05 and Statute 67.05(5)(f) do not apply to Lake Geneva and why the City can borrow for an item without a three-quarter vote of the Council for that item; also why the City does not have to hold a borrowing referendum for items that cannot be approved for borrowing without a referendum.

Discussion on TIF Projects (Administrator Jordan).

Administrator Jordan said that he discussed with the Mayor the TIF which is being projected to be closed in a timely manner. The Mayor was concerned that we should go through and see where we are on these projects and hear from the Council which projects we wish to move forward on or not move forward on. Administrator Jordan outlined projects that have been completed or are nearly completed including the beach district items, the Riviera renovations, the Museum, boat facilities, Library Park, the White River Canal District boat launch, the Seminary Park underground, Dunn Field bathrooms, the underground utilities project, acquisition of two pieces of equipment, park building upgrades and Edwards Boulevard construction. He then outlined projects in progress or for which money is available, including the Flat Iron Park sidewalk and Gazebo Pavilion, the Skate Board Park, downtown alleyway improvements, Sheridan Springs traffic signals, White River Trail, downtown parking, sign

rehabilitation, downtown alleyway improvements, tree planting and administration design engineering. The White River Trail is probably the one we have expended the least on, and we received a letter from the state saying the money has been withheld for those grants that were authorized the first part of this year for purchase of property. If they were already in effect and money has been expended, they will honor any other project as having to start all over again and reapply for the grant. He asked if we wish to do that. His concern is that there will be less money and he is not sure how far in the future they will let us know. The application needs to be in by September and it usually takes them three or four months to finally make a decision which could put us into the next year. We had the money in TIF to go ahead and purchase that property anyway; would you rather do that just to get the project going so we could get it done before the TIF is closed or at least know how much money we would have to escrow and have contracts in place to finish that project. The big one is downtown parking. He asked if the Council wishes to keep looking at a parking ramp construction or if a garage is something we do not want to consider. You could also do surface parking.

Alderman Krause said the Committee could start digging at some of these now or think about it for discussion later. Administrator Jordan responded that these are things that were decided to go ahead with; there are still some of these that are still waiting for consensus on projects they really want to do. Mayor Connors added that he had asked this to be put on so there would be some discussion because, whatever projects we are going to commit to, he'd like to see us do them, get done with them and close out the TIF. He added an additional comment on the skate board park from a citizen who requested we do some kind of count to determine the usage down there. The Mayor himself noticed graffiti on the back side of it and said that will need to be cleaned up regardless.

The Committee then discussed the need for and ideal location of the outside bathrooms at the Library, which do need to be upgraded as well as the Chamber bathrooms. Administrator Jordan next brought up the landscape, walkways and lighting in the beach area and lakefront area. Alderman Tolar noted that they are trying a new type of lighting in the alley; we could wait to see if that works out well, then perhaps just change the bulbs. Alderman Marsala hates to lose the nostalgic look; Alderman Krause noted that LED lighting is more efficient than conventional lighting. Alderman Hartz suggested putting a date on each item by which we want to take some final action; otherwise, these things will just languish. Alderman Krause said these items should be sent to the appropriate committees. Administrator Jordan added that the money allotted for additional boat slips proposed on the East end was not approved; the money in the account goes back to all the entities proportionately. The discussion on Flat Iron Park was narrowed down to the sidewalk and doing something with the gazebo. A bid was received for the sidewalk. DPW Director Winkler responded that the Public Works Committee referred replacement of the pavilion to the Planning Commission, Park Commission, Tree Board and Jaycees; the recommendation was to go with the open concept and maintenance-free, with masonry columns and roof tiles that would play off the architecture of the Riviera buildings. The location would be more in the middle of the park for both safety and sound. The plaque and weather vane will be transferred to the new structure. The Skate Board Park was next discussed. Alderman Fesenmaier explained that she would like to see it continue in the process; they have had special meetings where the project was bid out and will be further discussed at the meeting Wednesday night. Some of the issues that have been raised have been discussed or are in discussion; she would hate to see it dropped without letting the Park Board continue the discussion and bring it to the Council with the general concept design. Administrator Jordan said nothing has been done yet with the White River Trail District. Part of it is hinging on purchasing the property. Alderman Krause reiterated Administrator Jordan's question which was do we want to reapply for the grant or just fund it ourselves. Discussion followed on whether we have time to reapply for the grant,

will we be approved for it, who owns the property and is it still for sale. It was decided to reapply for the grant.

There was a lengthy discussion on parking needs. Alderman Marsala said the Parking Commission brought up a few possibilities for the City Administrator to get some numbers on, but none of them have been practical purchases. They have backed off on a parking structure because the recovery rate for the expense of the structure and ongoing maintenance is not justifiable or recoverable. Alderman Hartz wondered if we should employ the City Planner to put together a parking plan that makes some sense and uses some planning criteria. He feels we are not looking at all our options. Administrator Jordan responded that the 1995 Plan is still rather valid; the hard part is that the land is expensive and where do you do it? We can talk to Vandewalle about. Alderman Marsala said the Parking Commission is working to come up with an overall plan. Other suggestions included putting up a parking structure on parking lots we already have, a trolley, and a shuttle service. Mayor Connors said that going through SWRPC to refresh our 1995 Plan might be more cost-effective.

City Administrator Jordan suggested the downtown signage rehabilitation money needs to be spent on cleaning and painting various signage and light poles downtown. DPW Director Winkler echoed the need for refreshing signs and poles; the Council could also give direction on creating a standard of the different wayfaring signs.

In addressing alleyway improvements, City Administrator Jordan said the thought process was to improve the backs of the buildings so we could do some landscaping and make the alleyways more inviting for pedestrians. Discussion included safety of pedestrians in alleys, business owner's cooperation, having the City Planner draw up some plans and grant money for historic preservation.

The next category addressed was traffic signal money. City Administrator Jordan said the Council may wish to look at signals at Main Street and Cook Street. Mayor Connors added they may want to consider looking at the traffic signals on Main Street at Center and Broad Streets because they are older signals that are run on timers rather than sensors in the street. Perhaps they could be engineered to improve the traffic flow downtown. DPW Director Winkler informed the Committee that the signals at Wells and Main as well as by Geneva Square are on sensors. Alderman Krause said he would like to see some bids on all these signals. Alderman Mott added we should also look at Edwards Boulevard and Townline Road.

Finance, License & Regulation Committee, Alderman Krause

Alderman Krause reported that the audit should be done in May, ahead of schedule. They are pecking away at the liquor license issue and it should be coming before them at the next meeting or two.

Personnel Committee, Alderman Hartz

No meeting, no report.

Public Works Committee, Alderman Tolar

Alderman Tolar reported they are still talking about the selection of the chairs for the Riviera. They have some bids for doing the roof. They talked about Cook Street lighting; adding lighting along Edwards Boulevard by the bridge; flashing lights at crosswalks; upsizing the parking lot signs for Dunn Field, which was dropped; increasing the speed on Edwards Boulevard and the speed limit by Big Foot Beach State Park; replacement of the Gazebo; the Maple Park sidewalk and repair of the chain link fence.

Piers, Harbors, & Lakefront Committee, Alderman Marsala

Alderman Marsala reported the buoys and slips should all be rented by the end of the week. The harbormaster has had training sessions with staff for the new equipment upstairs, including the sound system. Lagoon slip modifications are nearly done. They decided that buoy and slip renewal notifications will go out in future years, by ordinance, January 1st for the first notice, February 1st for the second, March 1st for the third, with payment due by March 15. One of the life guard towers blew over last year in a storm, so they will be securing them with concrete. They have had a request for a paddleboard competition at the beach and an idea for a shuttle service; both will be addressed at the next meeting. The issue of dogs swimming at the West Pier is already covered by the ordinance we have in place.

Utility Commission, Aldermen Marsala & Tolar

Alderman Tolar reported they discussed purchase of another truck, with a boom they can add when needed. They will discuss the sewer back-up policy at the next meeting; Alderman Marsala said they are considering no-fault insurance.

Tree Board, Alderman Fesenmaier

Alderman Fesenmaier reported Arbor Day will be celebrated on April 30 in Library Park at 9:30am.

Police & Fire Commission, Alderman Tolar

Alderman Tolar reported they gave Commissioner Storms a plaque for his years of service; they also received an invoice from the Milwaukee Sheriffs Department for the bomb scare here at the schools. The Lake Geneva Jaycees gave money to purchase new barricades. They had a problem with their 911 system but it is back in operation. They approved the booking officers eligibility list, confirmed the booking officers hires and the part-time dispatch hiring. The swat team received the County Swat Team of the Year award. The Fire Department talked about their fire truck. They had a request from Covenant Harbor for a fire truck for a special day they had there.

Planning Commission, Alderman Hartz

No meeting, no report.

Board of Park Commissioners, Alderman Fesenmaier

No meeting, no report.

Library Board, Alderman Krause

Alderman Krause reported there was another record circulation for any previous February. They are updating the lighting at the Library through the energy program. They are adding DVD shelving. They have many great events down there which are very well attended.

Historic Preservation, Alderman Kehoe

Alderman Kehoe reported the date is set for the next Tales of Lake Geneva program on July 31, 2011. It will also be honoring the 100th anniversary at Horticultural Hall.

Cemetery, Alderman Krohn

Alderman Krohn reported that at their last meeting they discussed the quarterly treasurer's report, the financial statements from the Edward Jones investment fund for the last three months, cemetery fence painting, and truck repairs that need to be done.

Parking Commission, Alderman Marsala
No meeting, no report.

Communications Committee, Alderman Fesenmaier
No meeting, no report.

Ad Hoc Committee on Policy & Procedure, Aldermen Fesenmaier & Marsala
Alderman Fesenmaier reported they are meeting this week.

Chamber of Commerce, Alderman Krause
Alderman Krause reported he was not able to attend the March meeting, but they have a new webpage.

Lake Geneva Museum, Alderman (Vacant)
Mayor Connors said the museum is open, the new façade is complete and the interior work is done as well. The Lake Geneva History Buff Board of Directors will have their annual membership meeting on Sunday, May 1st at 1:30pm. There will be a short program on the design and progress on the new exhibit, Ceylon Court.

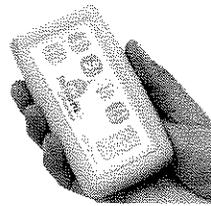
Lake Geneva Economic Development Corporation, Aldermen Mott & Hartz
No meeting, no report.

Geneva Lake Environmental Agency, Alderman Fesenmaier
No report.

Geneva Lake Use Committee, Alderman Krohn
No report.

Marsala/Tolar motion to adjourn. Unanimously carried.

Transcribed from audio tape.
/s/ Artis Roenspies, Deputy Clerk



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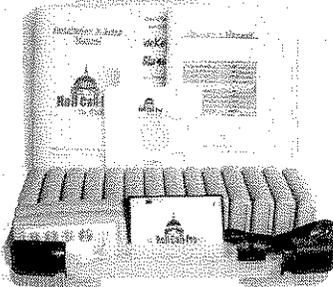
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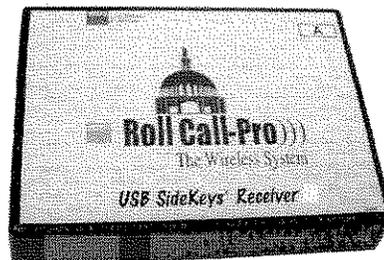
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City of Lake Geneva
Board of Park Commissioners - Meeting Minutes
April 6, 2011

Meeting was called to order by Chair Skates at 6:33 p.m.

Members present: (all)

Chair Doug Skates, Council Liaison Alderman Mary Jo Fesenmaier, Lynn Hassler, Barb Philipps, Dave Quickel, Pat Schroeder, John Swanson, Mayor Jim Connors

Also present: Alderman Frank Marsala, Sean Payne, Nathan Duda, Patrick Mott, Rod Brenner, Marcia Fox, Pat Solheim, Alyssa Schnurer, David Broaden, Rob Twining, Lisa Seiser, Ryan Harris, Dan Winkler, Dennis Jordan

Minutes from the regular March 2, 2011, meeting and the special meetings of March 24 and March 30, 2011, approved unanimously on a motion by Philipps, second by Hassler.

Public Input: none

Permits:

- A. Permit previously approved at the August 4, 2010 meeting.
Place- Flat Iron Park
Date and Time – October 22, 2011 10:00 a.m. to 4:00 p.m.
For- wedding ceremony
Name- Kim Salor
Estimated people #: 75
Fees- previously paid
Applicant is further requesting a tent. Motion by Schroeder, second by Philipps, to approve the set up of a tent that would adequately fit 75 people. Chair Skates will contact the applicant to remind her of the No Alcohol policy and to remind her to have the tent taken out of the park in a timely manner.
Approved unanimously.

- B. Motion by Swanson, second by Quickel, to approve permit upon payment of \$25 application fee and waive the security deposit and reservation fee.
Place- Library Park
Date and Time – June 11, July 9, and August 13, 2011 (second Saturdays of each month) from 5:00 to 7:00 p.m.
For- free concerts in the park
Name- Tara Trent, Maple Park Homeowners Association
Estimated people #:
Fees- need to pay \$ 25 application, \$0 security deposit, and \$0 reservation.
Special requests: access to electrical power
The Association will be providing the band/music for each date; Chair Skates will check with Trent about a conflict in July with a wedding earlier that same day.
Approved unanimously.

- C. Place- Library Park/Riviera Beach
Date and Time – Saturday, July 16, 2011 7:00 a.m. to 4:00 p.m.
For- Stand-up Paddle Board Racing
Name- Nathan Duda, Clear Water Outdoor
Estimated people #: 250+
Fees- paid \$ 25 application, \$300 security deposit, and \$105 reservation.
Special requests: electric, permission for tents
Nathan Duda and Sean Payne explained the route on the lake, use of the west end of the beach and a portion of the park next to the beach for demonstrations and educational pieces. Water Safety Patrol will be involved with the lake route.
Proceeds will be donated to the Water Safety Patrol.
(see approval below)
- D. Motion by Swanson, second by Quickel, to approve permit and waive security deposit and reservation fee.
Place- Library Park
Date and Time –Sunday, April 24, 2011 6:00 to 7:00 a.m.
For- Easter sunrise service
Name- Penny Erickson, First Congregational United Church of Christ
Estimated people #: 15-20
Fees- paid \$ 25 application, \$0 security deposit, and \$0 reservation.
Approved unanimously with the Mayor abstaining.
- E. Motion by Quickel, second by Philipps, to approve permit and waive security deposit and reservation fee.
Place- Flat Iron Park
Date and Time – Thursdays July 7, July 14, July 21, July 28, August 4, August 11, and August 25, 2011 6:00 to 8:00 p.m.
For- Concerts in the Park
Name- George Hennerley, Chamber of Commerce
Estimated people #: 100-300
Fees- paid \$ 25 application, \$0 security deposit, and \$0 reservation.
Approved unanimously.
- F. Motion by Swanson, second by Schroeder, to approve permit upon payment of \$25 application fee and waive security deposit and reservation fee.
Place- Riviera
Date and Time – January 30 to February 5, 2011
For- Winterfest 2012
Name- George Hennerley, Chamber of Commerce
Estimated people #: 10,000+
Fees- need to pay \$ 25 application, \$0 security deposit, and \$0 reservation.
Approved unanimously.

Motion by Philipps, second by Hassler, to suspend the rules to discuss the City Park Concession item next on the agenda. Approved unanimously.

Old Business:

City Park Concessions Contract-

Patrick Mott, Alyssa Schnurer, Rod Brenner and Marcia Fox submitted proposals/bids for the Veteran's Park Concessions contract. Each were allowed 10 minutes to speak regarding their proposals and to answer questions from Board members.

Motion by Hassler, second by Schroeder, to recommend approval of the Ro-Della proposal and bid. Unanimously carried. [Recommendation goes to City Council.]

Old Business:

Skate Park Proposal-

Proposals were received from American Ramp, Spohn Ranch, Grind Line, and Who Skates.

Motion by Swanson, second by Quickel, to hold a special Board of Park Commission meeting on Wednesday, April 20 beginning at 6:00 p.m. Each company will be given 30 minutes for presentations and 15 minutes for questions. The mayor will consider calling a joint meeting with the City Council and to have the presentations shown live on the Cable channel. The public will also be encouraged to attend. Approved unanimously.

Motion by Schroeder, second by Philipps, to suspend the rules to discuss the Flat Iron Park Gazebo location and the Paddle Board event items next on the agenda. Approved unanimously.

New Business:

Flat Iron Park Gazebo Location –

The Public Works Committee recommended building the new gazebo in the location of the splash water feature from the original Flat Iron Master Park plan proposal. Neither the minutes of that committee meeting nor the gazebo design and location packet were made available to the Park Commission.

David Broaden from the Lake Geneva Jaycees was allowed to comment. His group's concerns centered on the need to leave room for the Venetian Festival rides including the tree canopies above.

Motion by Swanson, second by Skates, to approve the new location and structure as approved by the Public Works Committee. The weather vane and dedication plaque from the current gazebo will be incorporated into the new gazebo. Approved unanimously.

New Business:

Paddle Board Event-

Motion by Swanson, second by Philipps, to accept the permit C (above) including approvals by the police and street departments. Approved unanimously.

Park Assignments and Repairs-

Commissioners are encouraged to walk through their assigned areas throughout the month for maintenance or safety concerns. Contact Dan Winkler or Ron Carstensen.

Mayor Connors mentioned that the snow fence along the bike trail between the YMCA and Curtis Street needs to be removed.

Chair Skates asked that the electrician test the scoreboards and lights at Veteran's Park to ensure everything is operational for the season.

Old Business:

Dog Park -

Commissioners will walk to Dunn Field next week to view possible locations. Park impact fees can be used for fencing the dog park according to Dennis Jordan. Alderman Fesenmaier encouraged the City to mow its CURRENT dog park at Four Seasons Nature Preserve until another secondary location is approved.

Old Business:

Final high impact events application draft as discussed at January meeting – Continued to May meeting.

Old Business:

Fermano Park sign location-

Motion by Skates, second by Philipps, to locate the Fermano Park sign approximately 20 feet east of the sidewalk/bike trail off Edwards Boulevard south in the business park. It was suggested to put a garbage can and doggie bag dispenser near the sign also. Approved unanimously.

Motion by Swanson, second by Philipps, to adjourn at 9:15 p.m. Approved unanimously.

Respectfully submitted,
Mary Jo Fesenmaier
City Council Alderman Dist. 2

Next regular meeting: Wednesday, May 4, at 6:30 p.m.

**These minutes are unofficial until adopted by the Board of
Park Commissioners at a subsequent meeting.**

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

Finance Committee

Thursday, April 14, 2011 at 7:30 a.m. (Director's Office)
Present: Kundert, Lafrenz Also present: Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$56,796.01 in General Funds and \$656.13 in Donated Funds.

Board of Trustees Annual Meeting

Thursday,
April 14, 2011 at 8:00 a.m.

Call to order

Lafrenz called the meeting to order at 8:02 a.m.

Roll call

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

Adoption/Amendment of agenda

Lafrenz asked for a motion to amend the agenda to include Trustee Reappointment under President's Report. Jones made a motion to amend the agenda as proposed. Kundert seconded. Motion carried unanimously. Lafrenz asked for a motion to adopt the agenda as amended. Kundert made a motion to adopt the amended agenda. Brookes seconded. Motion carried unanimously.

Disposition of minutes of previous regular meeting and any intervening

special meeting(s)

Kundert made a motion to approve the minutes of the April 1, 2010 Annual Meeting. Brookes seconded. Motion carried unanimously.

Nominations & Election of Officers

Lafrenz presented nominations for the slate of officers for 2011-2012:

Duanne Lafrenz	President
Fritz Oppenlander	Vice President
Diane Jones	Secretary

Larry Kundert

Treasurer

Lafrenz asked three times for any further nominations for the Office of President. No other nominations were proposed. Lafrenz asked for a motion to elect Lafrenz as President. Kundert made a motion to elect Lafrenz as President. Eckola seconded. Motion carried unanimously.

Lafrenz asked three times for any further nominations for the Office of Vice President. No other nominations were proposed. Lafrenz asked for a motion to elect Oppenlander as Vice President. Brookes made a motion to elect Oppenlander as Vice President. Eckola seconded. Motion carried unanimously.

Lafrenz asked three times for any further nominations for the Office of Treasurer. No other nominations were proposed. Lafrenz asked for a motion to elect Kundert as Treasurer. Krause made a motion to elect Kundert as Vice President. Eckola seconded. Motion carried unanimously.

Lafrenz asked three times for any further nominations for the Office of Secretary. No other nominations were proposed. Lafrenz asked for a motion to elect Jones as Secretary. Eckola made a motion to elect Jones as Secretary. Brookes seconded. Motion carried unanimously.

President's report

Lafrenz expressed his appreciation to the Library Board for their commitment to the Library this past year and acknowledged the value of the various backgrounds and perspectives of each Board member.

Lafrenz asked that the Board approve the reappointment of Fritz Oppenlander to the Library Board of Trustees through April 30, 2014. Eckola made a motion to approve the reappointment of Oppenlander. Kersten seconded. Motion carried unanimously.

Adoption of 2011-2012 Meeting Schedule

Lafrenz asked for a motion to approve the calendar for the Library Board of Trustees monthly meeting dates for the year May 2011-April 2012: May 12, 2011, June 9, 2011, July 14, 2011, August 11, 2011, September 8, 2011, October 13, 2011, November 10, 2011, December 8, 2011, January 12, 2012,

February 9, 2012, March 8, 2012, April 12, 2012. Kundert made a motion to approve the meeting schedule as proposed. Eckola seconded. Motion carried unanimously.

Adjournment

Kundert made a motion to adjourn at 8:11 a.m. Kersten seconded. Motion carried unanimously.

Board of Trustees Meeting Thursday, April 14, 2011 at 8:15 a.m.

Call to order

Lafrenz called the meeting to order at 8:13 a.m.

Roll call

Members present: Brookes, Eckola, Jones, Kersten, Krause, Kundert, Lafrenz; Also present: Peterson, Benson, and Ken Etten

Adoption/Amendment of agenda

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

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

Lafrenz asked for a motion to approve the minutes of the March 10, 2011 meeting. Kundert made a motion to approve the minutes. Kersten seconded. Motion carried unanimously.

President's Report

Lafrenz introduced Ken Etten who reviewed Dresser document with Board. Discussion followed. Board recommended that the Director develop a five-year strategic plan to identify Library service goals.

Lafrenz advised the Board to anticipate impact of current state legislation on the 2012 budget. Krause reported that the City will begin the process of working on the City's 2012 budget soon. It is premature to confirm any details.

Building & Grounds

Lafrenz reported that the dates for the lighting upgrade installation will be scheduled soon.

Peterson reported on an emergency service call this week with Geneva Lakes Electric. They replaced four circuit breakers and submitted a proposal to replace all circuit breakers. Discussion followed. Peterson will follow-up with getting two more bids for the project.

Finance/Endowment

Kundert reviewed monthly expenditures and made a motion to approve \$56,796.01 in General Funds and \$656.13 in Donated Funds. Jones seconded. Motion carried unanimously.

Kundert asked the Board to review proposed 2010 Budget resolution amendment which authorizes the withdrawal of \$48,100 from the Library General Reserve Fund to cover materials expenditures required to meet Walworth County collection standards and qualify for Walworth County reimbursements at 2011 level. Discussion followed. Kundert made a motion to approve the proposed amendment. Eckola seconded. Motion carried unanimously.

Kundert reviewed recommendations presented by Voyager representative. Discussion followed. Kundert made a motion that Voyager move Building Fund monies to commingle with the Swanson Fund and Special Projects Fund. Kersten seconded. Motion carried unanimously.

Closed Session

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

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

Public Information

Peterson reported that the United Way of Walworth County is reviewing the proposal we submitted and will schedule interviews soon.

Director's Report

Peterson asked the Board to review the Calendar of Library Operations for May 2011- April 2012 for holiday closings:

Monday May 30, 2011, Saturday, July 2, 2011* (not a paid holiday), Monday July 4, 2011 , Monday September 5, 2011, Thursday November 24, 2011, Saturday, December 24, 2011, Monday, December 26, 2011, Saturday, December 31, 2011, and Monday, January 2, 2012.

Brookes made a motion to approve the calendar as proposed. Eckola seconded. Motion carried unanimously.

Peterson reported that March 2011 was an all-time high with 15,146 items checked-out and the Library has had 10 consecutive months of check-outs over 12,000.

Peterson reported on the status of the collection and the dvd shelving.

Peterson asked the Board to add the word "non-refundable" to the Smith Meeting Room policy which states a \$35 application fee to reserve the Smith Meeting Room. Discussion followed. Brookes made a motion to add "non-refundable" to the policy. Kundert seconded. Motion carried unanimously.

Peterson reported on programming during National Library Week and the month of April.

Adjournment

Kundert made a motion to adjourn at 9:56 a.m. Krause seconded. Motion carried unanimously.

Next meeting: Thursday, May 12, 2011 at 8:00 a.m.

Respectfully submitted,

**Diane Jones
Secretary**

CITY OF LAKE GENEVA
626 GENEVA ST.
LAKE GENEVA, WI 53147

PARKING COMMISSION

THURSDAY, APRIL 21, 2011 – 6:00PM

CITY HALL BUILDING, CONFERENCE ROOM 2A

AGENDA

1. Call meeting to order
2. Approve minutes of February 24, 2011 meeting
3. Comments
4. Policy Manual, City Website – Parking
5. Proposed Revisions to City Code – Red Meters; Two-Hour Parking (Wisconsin St)
6. Parking Study
7. Central/Dennison/Wisconsin Street parking and bollards
8. Property acquisition; parking structure
9. Parking system update
10. Parking Master Plan
11. Agenda Items for next meeting
12. Adjournment

Submitted by Kevin Fleming, Chair

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

4/18/2011 9:00 AM
cc: Committee Members: George Hennerley, Dennis Swangstu, John Button, Kevin Fleming, Alderman Marsala
Mayor & remaining Council
Administrator, City Clerk, Department Heads, Attorney, Parking Dept.

AD HOC POLICY AND PROCEDURE COMMITTEE
WEDNESDAY, APRIL 6, 2011 – 4:00 PM
CITY HALL BUILDING, CONFERENCE ROOM 2A

The meeting was called to order by Mayor Connors at 4:11 pm.

Roll Call. Present: Alderman Fesenmaier, Alderman Marsala, Mayor Connors, City Clerk Reale, and Administrator Jordan.

Approval of minutes from the March 23, 2011 committee meeting.

Fesenmaier/Marsala motion to approve minutes from the March 23, 2011 committee meeting, as presented. Unanimously carried.

Comments from the public as allowed by Wis. Stats. 19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes. None.

Continued review and discussion regarding current City Policies and Procedures and status of format revisions.

City Clerk Reale distributed copies of a revised draft of Chapter 1, Section 1.2 (“Purchasing Procedures”), containing the modifications recommended by the Committee at its previous meeting. He noted that staff had added statements to clarify the prequalification process for bidding of projects in excess of \$10,000.00. As directed by the Committee, the policy now stated that a vendor who applies and fails to become prequalified would not be sent a bid package and, if a bid is submitted by such vendor, that bid would be rejected and remain unopened. A vendor who submits a bid without having applied for prequalification would be given ten business days to become prequalified so the bid could be considered for award. The Committee directed staff to strike any remaining references specifying that the prequalification process would only apply to public works projects, and to include citations to any applicable state statutes referenced in the policy document.

The Committee then perused the prequalification application packet drafted by Alderman Fesenmaier, using the existing public works prequalification packet as a template. This document was to be included in the policy as an appendix to Section 1.2. Some minor changes were recommended to ensure that the form would be as general as possible, as it would eventually be used for bids of all types of projects, goods, and services. With the recommended revisions, the consensus of the Committee was that Chapter 1 could be forwarded to the Council for consideration at its April 11, 2011 meeting.

Chapter 3, Section 3.3 (“Sidewalks”), was reviewed by the Committee. The provisions for sidewalk specifications included in the Policy Manual were compared with a document provided by DPW Winkler detailing the specifications used by the Public Works Department. Following discussion, the consensus was to add the language from the DPW document regarding thickness and concrete specifications to replace existing provisions in Section 3.3, and to include an additional provision for pre-pour and post-pour inspections of sidewalk forms.

The next Committee meeting was scheduled for Tuesday, April 12, 2011 at 4:00pm.

Marsala/Fesenmaier motion to adjourn at 5:44 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE AD HOC POLICY AND PROCEDURE COMMITTEE**

**AD HOC POLICY AND PROCEDURE COMMITTEE
TUESDAY, APRIL 12, 2011 – 4:00 PM
CITY HALL BUILDING, CONFERENCE ROOM 2A**

The meeting was called to order by Alderman Marsala at 4:10 pm.

Roll Call. Present: Alderman Fesenmaier, Alderman Marsala, City Clerk Reale, and Administrator Jordan. Absent: Mayor Connors. Also present: Comptroller Pollitt.

Approval of minutes from the April 6, 2011 committee meeting.

Fesenmaier/Marsala motion to approve minutes from the April 6, 2011 committee meeting, as presented. Unanimously carried.

Comments from the public as allowed by Wis. Stats. 19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes. None.

Continued review and discussion regarding current City Policies and Procedures and status of format revisions.

Before the committee commenced with its review of Chapter 3, Comptroller Pollitt addressed the members to discuss the need for the addition of a policy governing City electronic mail accounts and usage thereof. She reported that the City would be implementing a new server during the weekend of April 16-17, a change that would have an impact on how external users access their City email accounts. With the upgraded server, all City emails would be automatically backed up in the system, which would make them more easily retrievable in the event of public record requests for such data and the like. She distributed sample email policies that had been provided by Jeff Miskie as a basis for discussion. The committee requested that City Clerk Reale provide copies of the sample policies to the members of the Communications Committee for their review and feedback.

In its subsequent review of Section 3.3 (Sidewalks), the Committee recommended including sidewalk permit forms as exhibits appended to the section. It was further recommended that the existing sidewalk permit be amended to include a notation referencing the inspection of the forms and grading by a representative of the Public Works Department. Staff was directed to clarify whether the "Sidewalk Breaking Permit" referenced in the section was a separate permit form and, if so, to include such form as an appendix to Section 3.3 as well.

City Clerk Reale distributed revised copies of Section 3.4 (Snow and Ice Control), which was reviewed by the Committee. He explained that all references to state statutes or the municipal code had been verified for accuracy and updated as needed. With respect to the subsection on sidewalk snow removal, staff was directed to amend the policy document to clarify the differences between proper removal procedures in residential versus downtown commercial areas. Alderman Fesenmaier suggested that the layout of the subsections in Section 3.4 should be reviewed to determine a more logical order of information. Administrator Jordan responded that staff would address the arrangement of the various subsections in the next revision of Section 3.4. The Committee also recommended including a provision for drug and alcohol testing for any CDL operator involved in an accident. This was to be reviewed by City Attorney Draper.

Fesenmaier/Marsala motion to adjourn at 5:51 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

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BY THE AD HOC POLICY AND PROCEDURE COMMITTEE**

**GENEVA LAKE AREA CHAMBER OF COMMERCE
and
LAKE GENEVA AREA CONVENTION & VISITORS BUREAU
BOARD OF DIRECTORS
MINUTES**

DATE: Wednesday, April 20, 2011
TIME: 7:35 a.m.
PLACE: Harbor Shores
PRESENT: Brett Sundstrom, Kevin Fleming, Mary Ann Spencer, Ed Svitak,
Allen Anderson, Tamie Davis-Carstensen, Jesse Jacobs, Bill Gage,
Todd Krause, George Hennerley, Grace Eckland, Helen Johnson,
Ardith Berkanovic

In the absence of President Karin Bennett, George Hennerley called the meeting to order at 7:35 a.m.

Minutes: March 16, 2011 minutes approved on a motion by Todd Krause, seconded by Bill Gage. Carried.

Financial Statements, Bills submitted for payment: Discussion on Credit Card Fees not budgeted for 2011. March Financials approved on a motion by Jesse Jacobs, seconded by Brett Sundstrom. Carried.

Activities Report: George Hennerley submitted report for March and April to date. See attached.

Professional Division Board Position: Will be addressed at May meeting.

New Members: Five new members were approved on a motion by Kevin Fleming, seconded by Brett Sundstrom. Carried. New members are: Field Stone Farm Carriage and Pony, LLC, Lake Geneva Ultimate Car Wash, Lakehouse Tap & Grille, Urban Balance, LLC, and Denecke's Computer Service, LLC.

Retail Division Report: (Kevin Fleming) May Days Update: May 14 & 15. Chicago Home & Garden is sponsoring event. Area florists/nurseries/landscapers/architects scheduled at various umbrella kiosks on Lake Geneva streets.

Pansies for downtown flower pots are put on hold due to inclement weather.

Social Nite (April 20) Recap: 35 to 40 attended. Well received.

City Council Report: Todd Krause. Two new council members were sworn in at last meeting. Terry O'Neil and Alan Kupsik.

Other Business: Grace gave her activity report for the benefit of C/C & CVB Board Members. (See report under CVB minutes)

Kevin Fleming expressed his disappointment with having the BID left out of the WTMX Radio Co-op the CVB had undertaken. Discussion followed.

Meeting adjourned at 9:40 a.m. on a motion by Bill Gage, seconded Todd Krause. Carried.

Brett Sundstrom called the CVB meeting to order at 9:50 a.m.

Minutes: March 16, 2011, approved on a motion by Al Anderson, seconded George Hennerley. Carried.

Financials: March financials approved on a motion by George Hennerley, seconded Bill Gage. Cash flow discussion on e-mail newsletter and banner income reporting. Travel Guide income time table (late summer) also discussed.

RFP/Group Leads Update: Document procedure and tracking form will be presented at May Board meeting.

CVB Marketing Report: Grace Eckland.

Advertising

4/24	Newspaper	Daily Herald	Wisconsin Insert	140,000
5/19	Newspaper	CST/Pioneer Press Combo	Travel Wisconsin	478,338
6/1	Newspaper	Chicago Tribune	Summer Pleasures	794,350
6/1	Magazine	Chicago Parent	Going Places	87,500
5/1	Magazine	Experience Wisconsin	Lake Geneva	50,000
6/1	Magazine	Naperville	Travel	30,000
5/1	Magazine	Quintessential Barrington	Travel	21,500
5/1	Magazine	Quintessential New Trier	Travel	26,000
4/13	Broadcast	WTMX Co-op Program	4/13 – 7/25	
7/1	Online	Travel Wisconsin	Signature Events AdMail	9,500
5/24	Online	Etarget	Custom	40,437
5/1	Online	CST – Daily Headline News	May, June, July	182,250
5/1	Online	CST – DHN – Naperville/Aurora/Elgin/Joliet	May, June, July	111,196
6/1	Search Mktng	Google Adwords	May, June, July	
6/1	Search Mktng	Facebook	May, June, July	

- Project managing WTMX Co-op Radio Advertising Campaign, April 13th thru July 25th.

PR/Social Media

- Transition planning and activities, ongoing
- Celtic report

Web Site

- 2010 1/1 – 4/18 132,358 2010
- total – 685,411
- 2011 1/1 – 4/18 154,326
- Banner program, 8 annual, 1 seasonal, 3 monthly (for 3 months) coming May 1
- Banner pricing, Marketing Committee review
- Specials and “Lake Geneva Getaway” criteria, Marketing Committee review

“Lake Geneva Getaway”

Lake Geneva Getaway”	February	3,402
	March	3,827

E-newsletter – April

Released to 16,317

Survey to in-house database

Report included.

Group Marketing

- Project managed Affordable Meetings, April 13-14, Navy Pier, Chicago
- March 30, Circle Wisconsin Vendor Roundtable – 26 vendors (meeting planners, tour operators), approximately 50 members. Five CW members attended from our area, Millie's, Grand Geneva, LGCL, WCVB, LGACVB. Was well run: good contacts made.
- Affordable Meetings, April 13 & 14, Navy Pier, Chicago in conjunction with three CVB partners, The Abbey, Grand Geneva, Lake Geneva Cruise Line. Feedback on tradeshow from three attendees is:
 - Attendance was low, poor in both quality and quantity.
 - The attendance was poor and the quality of the individuals were mediocre. This is based on years past when we had around 200-250 ppl per day. This year we had about 50 ppl stop by the booth. Think the fact that they charged meeting planners to attend this year may have impacted the attendance.
 - This show is dying, feel the investment was not worth it.
 - The question about investment will be something that will be needed to be answered after follow-up.
 - The booth was at the back, not a good location
 - The location of the booth was fair as it was by the lunch table and several individuals stopped by after lunch
 - Suggestions for improvement would be maybe marketing our locations and participation to the attendee list prior to the show. Note, this was a service of the show management, but required the vendors to provide their mailing lists to them.
 - Booth appearance was a positive, but too big for this show
 - However, look forward to doing another show co-operatively, maybe the Holiday Showcase next.
 - Thank you again for allowing us to participate in your feedback

WGOT – Wisconsin Governor's Conference on Tourism

- March 6-8, Dells, attended. Good conference this year.

Lake Geneva Area Convention & Visitors Bureau & Walworth County Visitors Bureau

There was a joint meeting between the two visitors' bureaus on Thursday, April 14, the purpose of which was to discuss how best to leverage resources/strategies, eliminate duplications while promoting both organizations. The synopsis of the joint meeting:

- WCVB would like acknowledgement at the table of the WACVB Association.
- Evaluation of utilizing Audra of the WCVB staff for tradeshow for both organizations
- Work jointly for a Tourism Week, May 2011, presence
- Work jointly with the involved parties on the WDOT FAM tour for October 2011 or Spring of 2012
- WCVB is currently undergoing a branding evaluation, the results of which will be important to community and region

Walworth County Visitors Bureau Board of Directors working collaboratively with Lake Geneva Area CVB discussion:

- George Hennerley and Brett Sundstrom to meet to discuss further the role of both organizations.

CVB Marketing Committee Meeting: April 29, 2011, 7:30 a.m. at Grand Geneva

Chamber Lodging Board Position: Motion to nominate Tammie Carstensen by Bill Gage, seconded Ed Svitak. Carried. Discussion followed on adding Lodging Board position, if that need arises.

CVB Treasurer At Large Lake Geneva position: Scheduled for May Board meeting.

Motion adjourned at 10:35 a.m. on a motion by Ed Svitak, seconded by Bill Gage. Carried.