



# COMMITTEE OF THE WHOLE

MONDAY, JUNE 6, 2011 - 6:30PM

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

## CITY HALL BUILDING, COUNCIL CHAMBERS

### AGENDA

1. Council President Krause calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from May 2, 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. 30-Minute Presentations and Question/Answer Segments for Parking System vendors:
  - A. TPS  
*approximately 6:40pm – 7:10pm*
  - B. Digital/Automated Parking Technologies  
*approximately 7:15pm – 7:45pm*
  - C. Tannery Creek  
*approximately 7:50pm – 8:20pm*
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - A. Finance, License & Regulation Committee, Alderman Krause
  - B. Personnel Committee, Alderman Hartz
  - C. Public Works Committee, Alderman Mott
  - D. Piers, Harbors, & Lakefront Committee, Alderman Marsala
8. **COMMITTEE, COMMISSION, AND BOARD REPORTS** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - A. Utility Commission, Aldermen Marsala & Hartz
  - B. Tree Board, Alderman Mott

- C. Police & Fire Commission, Alderman Krause
- D. Planning Commission, Alderman Hartz
- E. Board of Park Commissioners, Alderman Kupsik
- F. Library Board, Alderman Krause
- G. Historic Preservation, Alderman Kehoe
- H. Cemetery, Alderman Krohn
- I. Parking Commission, Alderman Marsala
- J. Communications Committee, Alderman O'Neill
- K. Avian Committee, Alderman Marsala

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

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

10. Adjourn

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*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.*

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6/2/2011 8:30am

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

**COMMITTEE OF THE WHOLE  
MONDAY, MAY 2, 2011 - 6:30PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance was led by Alderman Marsala.

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

Marsala/Mott motion for approval of minutes from April 4, 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, addressed the Committee to comment on the proposed skateboard park and plaza project. While he had spoken on the subject at previous meetings, he wanted to clarify that he was not in favor of closing the existing park. Rather, he preferred to see the City address the existing safety issues at the park, clean up the area, and repair and restore the facility to its original condition. He stated that the solution to the problems with the current park should be addressed by those individuals who were originally the proponents of constructing the skateboard park, including better management of the site. He did not see constructing a new park as a solution to those problems. If the City was genuinely concerned about the children and young adults using the park, Mr. Huntress suggested that it was imperative to address the current site safety issues immediately before one of the skateboarders suffered an injury.

**Demonstration of Wireless Roll Call Voting System (Mayor Connors)**

Victor Kluck, Roll Call Pro, addressed the Committee to discuss the electronic keypad-based voting system offered by his firm and the possible benefits of using such a system for Council and committee proceedings. Among the benefits discussed were: the fact that the system would allow for an ongoing visual display of the proceedings during the course of meetings including motions, speaking requests, and votes; the creation of an electronic records of votes and other actions to assist the clerk in documenting proceedings; and the elimination of undue influence in the voting process. Mr. Kluck noted that the Roll Call Pro system offered three versions (basic, advanced, and premium) which reflected increasing levels of features and varied in pricing from \$7,200.00 to \$13,600.00. Where the basic option would cover only voting, the more advanced systems would allow for the incorporation of the meeting agendas, ordinances, and resolutions into the visual display. Following the presentation, Mr. Kluck had the aldermen participate in an interactive demonstration of the different features of the Roll Call Pro systems.

In discussion subsequent to the demonstration, Alderman Hartz asked if the City would have an option to rent the system rather than purchasing it. Mr. Kluck offered to provide a system for the City to use on a one-month trial basis at no cost or obligation, including training for the City Clerk. Alderman Krause asked about the user-friendliness of the system from the standpoint of the City Clerk, noting that the advanced options would require the clerk to input agenda data into the system. Mr. Kluck confirmed that the agenda data would need to be keyed into the system ahead of time if the City chose to use the agenda feature of the advanced systems; however, the amount of work required of the clerk would depend on the level of system installed. He encouraged City officials to talk to clerks of municipalities and

other jurisdictions that use Roll Call Pro, which included Walworth County. Alderman Marsala inquired as to what equipment and services the City would receive for the prices quoted. Mr. Kluck stated that the cost would include software, training, one-year maintenance, ten keypads (including one spare), and a clerk keypad controller.

Following discussion, Council President Krause conducted a straw poll of the Committee on the question of whether the City should continue to investigate electronic voting systems. Aldermen Hartz, Marsala, Kupsik, and Krause signified "yes". Aldermen Mott, Kehoe, Krohn, and O'Neill signified "no". Council President Krause suggested that the topic should be placed on a future agenda for the Finance, License and Regulation Committee for further discussion.

#### **Update on City Server Upgrade and Email Accounts (Alderman Krause)**

City Clerk Reale reported that the City had recently completed its upgrade to a new exchange server, which changed the manner in which members of the Council would be able to access their City email accounts. He confirmed that all of the aldermen with City accounts had been able to enter their accounts using the new Outlook web access. One of the benefits of the upgrade was that all electronic correspondence would be automatically backed up on the server, which would make this data easily retrievable in the event of public records requests and the like.

#### **Discussion on Ornamental Light Poles (Mayor Connors)**

Mayor Connors stated that he had noticed during his walks around the Wrigley Bridge area that several of the ornamental light poles were rusting, some substantially. He had discussed this concern with Administrator Jordan and DPW Winkler, who were getting quotes for sandblasting and repainting the poles. Alderman O'Neill asked if the plan was to sandblast the entire poles or simply focus on the problem areas on each pole. Mayor Connors responded that it was preferred to have the entire pole repainted while the opportunity was available, adding that the project would be funded from TIF. Administrator Jordan stated that the City had done some maintenance on the ornamental poles in the past; however, this would be the first time for a complete sandblasting, repainting, and coating. He noted that there were a total of 178 ornamental poles and City officials were getting a count of how many were in serious condition. He suggested that, if the funding was available to work on all of the poles, now would be the time to do it. Mayor Connors added that the project would go through the Public Works and Finance, License and Regulation Committees for review and recommendation before coming before the Council for any action. Alderman Krohn asked if there would be any type of warranty on the refinishing work. Administrator Jordan responded that a warranty would be unlikely; however, he hoped that if the City attended to the fixtures with proper maintenance, the work could last another 15 years. Alderman Kupsik suggested that the project should also include addressing repairs to the access panels on some of the light fixtures.

#### **Finance, License & Regulation Committee, Alderman Krause**

Alderman Krause reported that he had spoken to Comptroller Pollitt, who had indicated that the draft audit report for 2010 was to be presented at the May 9 Council meeting. The intent was to present the final audit report for approval at the May 23 meeting.

#### **Personnel Committee, Alderman Hartz**

Alderman Hartz reported that the committee had completed the performance evaluations for all of the City department heads. He also stated that there were ongoing discussions at the committee level regarding possible changes to the City organizational chart and to ordinances that address the organizational hierarchy. At this point, the committee was awaiting feedback from the City Attorney on some of the recommended modifications.

Alderman Kehoe noted that Administrator Jordan had completed a draft handbook for newly elected and appointed City officials. Alderman Hartz confirmed that this item would be placed on the next Personnel Committee agenda for review and discussion, further inviting all members of the Council to review the draft and provide comments and suggestions to the committee.

**Public Works Committee, Alderman Mott**

Alderman Mott reported that several ongoing items of discussion were being continued to the next committee meeting in May. The committee was to make a final selection on the color for the banquet chairs at the Riviera, which had previously been authorized for purchase by the Council. There would be continuing discussion on topics of concern with North Edwards Boulevard, including the speed limit and street lighting. Alderman Mott noted that the committee had heard several complaints regarding the lack of sufficient lighting along the newly-constructed portion of North Edwards. The subject of installing barriers in the median island on Edwards Boulevard near Wal-Mart was also being discussed, as the City had been experiencing problems with motorists crossing over the median. The committee was also investigating the installation of sensors on the interior lighting at City Hall as a possible cost savings measure for the City. Alderman Mott noted that the next meeting was scheduled for May 12, and encouraged any aldermen with input on these topics to contact a member of the committee.

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

Alderman Marsala reported that all slip, buoy, and kayak racks had been rented for the season. He also stated that most of the interior portion of the Riviera remodeling project was now complete, with some concrete work and painting still to be done on the outside of the facility. He added that the committee had been working with the organizers of a "Stand-Up Paddle Board" event to be held at Library Park and the Riviera Beach on July 16. Following discussions with the Police Department and the beach supervisor, the committee had recommended approval of the event. This would be coming forward for Council action at the May 9 meeting. On the subject of the Riviera, Council President Krause suggested that the aldermen take a tour of the facility and Wrigley Bridge immediately prior to the June Committee of the Whole meeting.

**Utility Commission, Aldermen Marsala and Hartz**

Alderman Marsala reported that the Commission had approved the purchase of a new pickup truck with removable utility body. There was an ongoing discussion about the possibility of purchasing no-fault insurance coverage for sewerage backups. He also reported that in addressing some issues with an underground storage tank, the Commission had learned that State regulations for underground tanks required three employees to become certified dipstick operators. To get around this requirement, the Commission was investigating the possibility of replacing the underground tank with an aboveground unit, which would not carry the same requirements for dipstick certifications. With respect to the issue of no-fault insurance, Alderman Hartz noted that the Commission had voted to accept the responsibility for receiving and acting on claims for sewerage backups. Administrator Jordan responded that there had been some discussions with the City's insurance provider as to whether or not the City Council could cede that authority to the Utility Commission.

**Tree Board, Alderman Mott**

Alderman Mott noted that he was newly appointed as the Council liaison to the Tree Board. The next meeting was to be held on May 18.

#### **Police & Fire Commission, Alderman Krause**

Alderman Krause reported that the next meeting was scheduled for May 5 at 7:00pm.

#### **Planning Commission, Alderman Hartz**

No report.

#### **Board of Park Commissioners, Alderman Kupsik**

Alderman Kupsik reported that the next meeting was scheduled for May 4 at 6:30pm. He anticipated that there would be continuing discussion on the skateboard park plaza renovations and the Flat Iron Park gazebo. In response to concerns raised about the condition of the existing park, Administrator Jordan stated that staff would be contacting some of the park users to see if they could help out with cleaning up the area. Alderman Kupsik noted that some of the repair work for the current park had been delayed in anticipation of the construction of a new facility. Most of the concerns with the condition of the park were due to general wear and tear, in addition to some of the damage resulting from a water main break in Dunn Field. Alderman Krohn discussed the safety concerns with the current park, cautioning that the City could be held liable for any damages that might occur as a result of these problems since the City was aware of them. Alderman Krause stated that, if liability was a concern, the park should be closed until the issues are addressed. He further suggested that it should be left to City administration to review the condition of the park and make a determination as to the most appropriate course of action to take. On a different subject, Mayor Connors noted that the City had held a celebration in observation of Arbor Day on April 30, including the dedication of a tree in Library Park to Elmer Zingle.

#### **Library Board, Alderman Krause**

Alderman Krause reported that the Library Board had elected officers at its previous meeting, with Duanne LaFrenz being selected as President. He also stated that Ken Etten had attended the meeting to discuss the preliminary sketches for the future renovation of the library, as prepared by the late James Dresser. Unfortunately, an architectural review of the sketches had provided very little decipherable information that could be used. Alderman Krause also reported that the library was completing its lighting upgrade project through Alliant Energy.

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

Alderman Kehoe reported that the Commission continued to focus on the upcoming centennial celebration for Horticultural Hall. The members of the Commission had also expressed concern about the new signage at the Geneva Lake Museum, and Alderman Kehoe suggested that it should be raised and possibly lighted to improve visibility of the sign from the roadway. She also noted that Ed Yaeger continued to work on an historical railroad exhibit.

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

No report.

#### **Parking Commission, Alderman Marsala**

Alderman Marsala reported that discussions had taken place between Chairman Fleming and Warren Flitcroft regarding the bollards on Wisconsin Street at Central Denison School. He noted that Mr. Flitcroft had agreed that school district personnel would be responsible for moving the bollards, which had been handled by Mr. Fleming in years past. He also reported that the Commission had reviewed Chapter 5 (Parking) of the City Policy Manual, which was being forwarded to the Council for approval. The Commission continued to discuss parking systems and gather information from demonstrations of systems in other municipalities to compile into an overall plan.

**Communications Committee, Alderman O'Neill**

Alderman O'Neill reported that the April meeting had been cancelled due to a scheduling conflict with the City Council Organizational Meeting. He stated that a rescheduled meeting should be set before the end of the month.

**Ad Hoc Committee on Policy & Procedure, Alderman Marsala**

Alderman Marsala noted that the ad hoc committee had reached its expiration date, with Chapters 3 (Public Works), 6 (Parks), and 7 (Personnel) still remaining to be completed. Chapters 4 (Lakefront) and 5 (Parking) had been through review by Piers, Harbors and Lakefront and Parking Commission respectively, and would be on the Council agenda for action at the May 9 meeting.

**Avian Committee, Alderman Marsala**

Alderman Marsala noted that the second Saturday in May had been designated as International Migratory Bird Day. A small ceremony was planned to highlight Lake Geneva's achievement of the Bird City USA designation at the new signage on the eastern entrance to the City. He stated that he looked forward to getting the members of the committee together to begin working toward meeting the criteria necessary to retain Bird City status.

**Chamber of Commerce, Alderman Krause**

Alderman Krause reported on the highlights of the April 20 meeting, including: the addition of five new members, ongoing concerns about getting existing members to pay dues in a timely fashion, and a presentation by Grace Eckland on marketing strategies and statistical data. He also noted that Chicago Home and Garden was sponsoring an event at the Riviera on May 14 and 15.

**Lake Geneva Museum, Alderman Mott**

Alderman Mott noted that he was the new Council liaison to the museum. He remarked on the tour that the Council had taken of the museum prior to this evening's Committee of the Whole meeting, adding that he had found it very informative. Mayor Connors noted that the annual meeting had been held on May 1, with a new president being elected by the members. The new signage had been installed and the TIF projects on the interior and exterior of the museum building were now complete. Mayor Connors stated that the renovated meeting room was available for groups to rent, which would provide an additional source of income for the museum. He further encouraged residents and visitors to take advantage of the opportunity to visit the museum. Alderman Marsala added that individuals should also be encouraged to support the Geneva Lake Museum by becoming members for a reasonable annual fee.

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

Alderman Hartz reported that a dedication ceremony for Fermano Park was scheduled for May 13 at 11:00am, at which time the new signage was to be unveiled.

**Geneva Lake Environmental Agency, Alderman O'Neill**

Alderman O'Neill reported that the next meeting was scheduled for May 12.

Kehoe/Hartz motion to adjourn at 7:48pm. Unanimously carried.

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/s/ Jeremy A. Reale, City Clerk

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

## SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
 MINUTES-----Regular Meeting  
 PLACE-----Lake Geneva Utility Commission  
 DATE-----May 19, 2011  
 TIME-----4:45 P.M.

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

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

Members present: Brellenthin, Magee, Saia, Shepstone, Mayor Connors, Ald. Marsala and Director Winkler. Ald. Hartz absent.

Minutes of April meeting were approved.

**Communications:**

**Water & Sewer Agenda Items:**

- 2010 Compliance Maintenance Annual Report & Resolution - WWTF  
 2010 Compliance annual report presented and discussed. This is for the WWTF. Resolution was presented and approved on motion by Shepstone, Saia 2<sup>nd</sup>. Motion passed.
- VFD Proposals - Booster Pumps 1A & 3B  
 Bids for VFD controls and pump 1A & 3B were presented. Saia made motion, Marsala 2<sup>nd</sup> to award job to Water Well Solutions in the amount of \$21,164.00. Motion passed.
- Identity Theft Prevention Yearly Update  
 Identity Theft Prevention program was presented and updated. Marsala motion, Shepstone 2<sup>nd</sup> to approve. Motion passed.

**Director's Report:**

- Director Winkler presented financial report & Project Update. Below are the Financials & Investments Update:

April

Water

EOM Cash Position \$1,244,000  
 Project Commitments \$ 56,000

Sewer

EOM Cash Position \$2,319,000  
 Project Commitment \$ 40,000

**Review and Payment of Bills:**

Bills were presented for payment on motion by Shepstone, Saia 2<sup>nd</sup>. Motion passed.

Next meeting is scheduled for Thursday, June 23, 2011 at 4:45 P.M.

Congratulations to staff on condition of plant.

**Adjourn:**

Meeting adjourned at 5:15 P.M.

*Larry Magee*

Secretary

CLB 05/20/11

LAKE GENEVA TREE BOARD

Minutes of May 18, 2011, Meeting

1. Call to order by Chairman George Troupis.
2. Roll call. Present--voting members George Troupis, Doug Elliott, Clara Jacobs and Alderman Bill Mott; and nonvoting Arborist Jon Foster, Mayor Jim Connors and Park Board Chairman Doug Skates. Absent: Tree Board members Joe Esposito, Dan Andresen and Bob Flemming.
3. Approve minutes of March 16, 2011, minutes. Moved by Elliott, seconded by Jacobs to approve. Approved 4-0.
4. Public comment. None.
5. Park Board report. None.
6. New Business.
  - A. Tree Board officers election. Moved by Mott, seconded by Jacobs to postpone election to July meeting. Carried 4-0.
  - B. Highway 50 East tree planting. Foster commented on project. Moved by Jacobs, seconded by Elliott to proceed with plantings. Motion carried 4-0.
7. A. Tree Maintenance. Foster cited trees to be removed. Removal of several approved on motion by Troupis, seconded by Jacobs.
  - B. Hazardous tree at 1137 Wheeler Street. Foster said tree will be removed.
8. Old Business. Foster was directed to plant trees along Edwards Boulevard extension. Foster advised that whenever an old tree is

(over)

removed, a new one should be planted to replace it.

9. Open Forum. None.

10. Adjourn. On motion by Elliott, seconded by Jacobs, the board voted 4-0 to adjourn. Time 6:50 p.m.

Respectfully submitted

A handwritten signature in cursive script that reads "Doug Elliott". The signature is written in dark ink and is positioned between the typed phrase "Respectfully submitted" and the typed name "Doug Elliott, secretary".

Doug Elliott, secretary

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING AGENDA  
THURSDAY, MAY 5, 2011, AT 7:00 P.M.**

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Welcome new Commission member, Steve Madson
5. Welcome new Council Liaison Todd Krause
6. Welcome Town of Geneva Liaisons Larry Kulik and Jim Dailey
7. Election of Officers: President, Vice President, and Secretary
8. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
9. Correspondence Received
  - a. "The Role of the Police and Fire Commission" training at UW-Madison
10. Approval of minutes from the regular meeting April 7, 2011
11. Set date and time for special organizational meeting
12. Fire Department Business:
  - a. Approval of bills for the Month of April: Operating in the amount of \$40,113.50, capital in the amount of \$360.38, and impact fees in the amount of \$930.00, for a total of \$41,403.88
  - b. Approve participation in Memorial Day Parade and Children's 4<sup>th</sup> of July parade
  - c. Approve coverage for the Big Foot Triathlon June 2011
  - d. Memorandum of Understanding with Paratech for coverage in Geneva Township
  - e. Fire Inspection Fee Ordinance
  - f. EMS Committee Report
  - g. Capital Projects update
  - h. Pictures of Fire Department Personnel

- i. Hand out Fire and Police Knox Box Policy (approve at June meeting)
  - j. Report on new hires
  - k. Accept resignation of Greg Davis
  - l. Succession planning
  - m. Monthly activity report
  - n. Paratech monthly report
13. Police Department Business:
- a. Approval of bills for the Month of April: Operating in the amount of \$208,081.42 and Capital in the amount of \$10,607.99, for a total of \$218,689.41
  - b. 911/Telephone System
  - c. Dictaphone Recording System update
  - d. Radio Repeater
  - e. Capital Projects update
  - f. Update on States Budget Bill
  - g. Hand out policy number 4-5-14 Electronic Control Devices (approve at June meeting)
  - h. Reminder of Reserve Training and cookout on May 15<sup>th</sup>, 2011
  - i. Monthly activity reports
  - j. Police Department Employee Awards
14. Items for the agenda for the next regular meeting June 9, 2011
15. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical information to specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person referred to: specifically Fire Department employee
16. Motion to return to open session per Wisconsin State Statute 19.85(2)
17. Adjourn

**City of Lake Geneva**  
**Board of Park Commissioners – Meeting Minutes**  
**May 4, 2011**

The Board of Park Commissioners met on Wednesday, May 4, 2011 at City Hall at 6:30PM. The meeting was called to order at 6:31 PM by President Doug Skates. DPW Dan Winkler read the roll.

**Members Present:**

President Skates, Lynn Hassler, Ald. Al Kupsik, John Swanson, Mayor Jim Connors, and late was Dave Quickel.

**Members Absent:**

Barb Hartigan and Pat Schroeder.

**Staff Present:**

DPW Dan Winkler, Administrator Dennis Jordan.

**Public Present:**

Ald. Bill Mott, Richard Steinberg, Peggy Schneider, Ryan Harris, Sara Oldhouson, Greg Odden, Augie Fleer, and Lisa Seiser.

**Public Input:**

None.

**Minutes of the Special April 20, 2011 Meeting:**

The minutes were approved 5-0 on a motion by Hassler and second by Swanson.

**Permits:**

Skates read two additional dates requested by the Chamber of Commerce for use of Flat Iron Park. They were June 26, 2011 and June 30, 2011. The dates were approved 5-0 on a motion by Swanson and second by Hassler.

The PowWow at Dunn Field was requested for June 16<sup>th</sup> through June 19<sup>th</sup> at Dunn Field. The request with usual considerations was approved 5-0 on a motion by Swanson and second by Kupsik.

**New Business:**

Eagle Scout Project at Veterans Park-Scout Augie Fleer presented his Eagle Scout project at Veterans Park which included work to the storage garage, posts at the Lion's Den building, and at Softball Field #5. Mr. Odden explained the request in more detail. After much discussion regarding repairing and staining the garage building siding instead of vinyl siding it and staining the Lion's Den posts but painting the new base shoes white, the request was approved 6-0 on a motion by Swanson and second by Hassler. A final plan and schedule is to be brought back to the next Park Commission meeting as work would not begin until after school lets out.

Beautification Committee Offer to Landscape the Terrace Behind Softball Field #5- Winkler spoke on behalf of the Committee regarding the proposal funded 100% by the non-profit organization. It was explained that Mr. Crothers of the Grand Geneva would develop a plan for final approval. Alderman Mott said he would personally maintain the landscaping. The donation was approved 6-0 on a motion by Swanson and second by Kupsik with a plan to be submitted for final approval prior to the installation.

Sign Rehabilitation at Donian Park-Skates explained he, Winkler and Mrs. Clara Jacobs met to look at the Badger High installed sign on Main Street. The problem was that the plaques either side with names of donors on small plates need replacement. He also said Jacobs had some donation funds to purchase new display boxes and that the small name plates probably all need to be redone. It was moved by Quickel to approve the offer to repair/replace the display boards with donated funds and ask Mr. Winkler to bring back next month with what will be installed. The motion was seconded by Kupsik and approved 6-0.

Nomination for Secretary of the Commission-Skates said that with the change in Council that we need a secretary. There were no volunteers and with two possible vacancies on the Commission to be filled in the next month, it was moved by Skates to table this item until next month. The motion was seconded by Hassler and approved 6-0.

#### **Old Business:**

Skate Park Presentation Candidate Discussion/Selection-There was much discussion regarding the interviews of the three firms. Opinions were solicited by President Skates. Quickel liked all presenters but was concerned for location and suggested the YMCA for security reasons. He liked ASD. Swanson said he watched the presentation on TV and liked the precast elements and was concerned with cast-in-place concrete. Kupsik wished to keep the park in Dunn Field someplace and said we need to be concerned with how deep to dig. He liked the concept of having ASD develop the plans and specifications and having all builders bid the work. Swanson wished to see the road closed. Mayor Connors wished to see the park closer to the parking lot or where the tennis courts presently are. He thought ASD had the most innovative designs and to have them design and have the others bid. Jordan said that if the YMCA was to be seriously considered that the TIF may have to be amended. Mott said there used to be closed gates on the road to the well houses and that the YMCA location would result in some unhappy neighbors. Ryan Harris said the YMCA site would at least be secure. Skates said ASD impressed him and he liked Mike McIntyre's presentation and approach to the park. He would like to see 20% of the park built by the specialists and 80% using local concrete contractors. Skates did not think the tennis court site was large enough and he looked all over the City for something better than Dunn Field without success. Harris said the skateboarders liked ASD. Quickel said ASD was not big on precast elements. Mayor Connors said it was his impression that ASD can include precast elements if that is what we want. It was discussed that ASD charges an 8% rate based upon estimated construction costs. Quickel said that with project plans that perhaps we could solicit donors.

Kupsik moved to select ASD or the ASD/Who Skates team for development of the project design and bidding plans/specifications at an 8% design fee not-to-exceed \$30,000. The motion was seconded by Quickel and approved 6-0.

Dog Park-There was discussion regarding a site for the dog park. Dunn Field and locations of the former golf course were discussed as was parking and access to the area. Use of TIF funds for the improvements versus other park funds was further discussed. It was moved by Hassler to recommend to the Council the use of the old Hillmoor Golf Course 8<sup>th</sup> fairway for a dog park. The motion was seconded by Swanson and approved 6-0. The details of the project would be worked out once approval by the Council is granted.

**Park Assignments/Repair Update:**

Mayor Connors mentioned that the Donian Park Sign at Center Street appeared to have been vandalized and the top needs to be repaired. Swanson complemented the Street Department for repairing the bike trail fence along the trail by Curtis Street but indicated the silt fence along the trail needed to come out. Mott mentioned the bark chips at the line of trees by Veterans Park get kicked around and wondered if we had any better solution to the ongoing problem.

**Adjourn:**

The meeting was adjourned 6-0 at 8:33 PM on a motion by Swanson and second by Hassler.

Respectfully Submitted,



Daniel S. Winkler, P.E.

Director of Public Works & Utilities

05/05/11

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

**Finance Committee**

Thursday, May 12, 2011 at 7:30 a.m. (Director's Office)  
Present: Kundert, Oppenlander Also present: Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$42,992.92 in General Funds and \$687.98 in Donated Funds.

**Board of Trustees Meeting**  
Thursday, May 12, 2011 at 8:00 a.m.

**Call to order**

Lafrenz called the meeting to order at 8:00 a.m.

**Roll call**

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

**Adoption/Amendment of agenda**

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

**President's Report**

Lafrenz asked the Board to review Committee Appointments for 2011-2012 and submit requests to him.

Lafrenz reviewed letter sent to Mrs. Dresser regarding the Dresser document.

Peterson reported that there is no information at this time regarding the 2011-2012 budget.

Lafrenz encouraged the Board to attend the Lakeshores Library System Annual Trustee Meeting on May 26, 2011.

Lafrenz asked the Board to consider any contacts they may have to support Volunteer Appreciation Luncheon.

#### **Building & Grounds**

Peterson reported on the progress of the lighting upgrade. It is expected work will be completed the first week of June.

Lafrenz presented three bids for installing circuit breakers. Discussion followed. Krause made a motion to accept the \$350 bid of Stephan Electric. Brookes seconded. Motion carried unanimously

Krause reported that the City is discussing plans to remodel the public restrooms adjacent to the Library on the southeast end of the building. Discussion followed. The Board requested that the plumbing of the restrooms operate independently of the Library facility.

#### **Finance/Endowment**

Kundert reviewed monthly expenditures and made a motion to approve \$42,992.92 in General Funds and \$687.98 in Donated Funds. Jones seconded. Motion carried unanimously.

Kundert reported that he had followed-up with Voyager as requested by the Board to merge Swanson, Building and Special Projects Funds into the same allocation. Lafrenz thanked Kundert for following-up with Voyager.

#### **Public Information**

Peterson reported that United Way is scheduling interviews with grantees on May 17<sup>th</sup>. Peterson will coordinate our participation.

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

Peterson reported on current service statistics. April 2011 set a record of check-outs at 13,323. The Library reported 11 consecutive months of 12,000 or more circulation. Website access has increased 10% since last year.

Peterson reported that the interview process for the Circulation staff positions went well. Two candidates have been offered the positions. Discussion followed. Krause

recommended background checks of new and current employees be submitted to the City of Lake Geneva Chief of Police.

Peterson reported on community partnerships throughout Lake Geneva and Walworth County.

Peterson reported on the success of the 2011 Big Read Finale held at Horticultural Hall on April 29<sup>th</sup>.

**Adjournment**

Kundert made a motion to adjourn at 9:00 a.m. Eckola seconded. Motion carried unanimously.

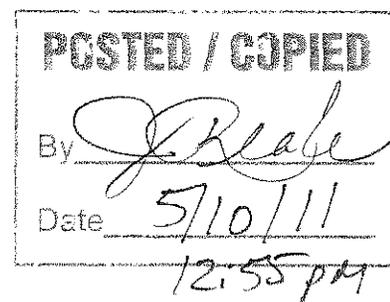
Next meeting: Thursday, June 9, 2011 at 8:00 a.m.

Respectfully submitted,      Diane Jones  
Secretary

**LAKE GENEVA HISTORIC PRESERVATION  
COMMISSION MEETING AGENDA  
MAY 12, 2011 – 6:30 P.M.  
LAKE GENEVA CITY HALL**

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1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of Historic Preservation Commission Meeting of 4/14/11.
4. Comments from the public and correspondence.
5. Reports from Geneva Lake Area Museum and Maple Park Homeowners' Association, including update on remodeling work at the Museum and replacement of Historic Wisconsin Power & Light Sign.
6. Ongoing discussion on creation of proposed "Railroad Heritage Trail" through the City of Lake Geneva including updates on background information, photos, route, and finalizing New Signage at Sage Street site.
7. Update re: the future of the Geneva Theater Building at 244 Broad Street in Lake Geneva and report on the April 5, 2011, meeting of The Friends of The Geneva Theater re: creation of a Community Cultural Arts Center.
8. Discussion re: "Tales of Lake Geneva" program on Sunday, July 31, 2011, in conjunction with 100<sup>th</sup> Anniversary of Horticultural Hall in 2011 including potential speakers.
9. Discussion re: potential projects for the 2011 fiscal year such as additional historic signage, educational programs, repainting fence and repair of tombstones at Pioneer Cemetery, etc.
10. Discussion re: additional promotional ideas for Historic Preservation Commission including promotions with the National Trust for Historic Preservation and "Dozen Distinctive Destinations" program, updates on L.G.H.P.C website ([www.historiclakegeneva.org](http://www.historiclakegeneva.org)) and link to Chamber of Commerce website.
11. Review of Plaque Program and status of recent applications and any other business, including Historic District design reviews and review of materials from the Wisconsin Historical Society and the National Trust for Historic Preservation.
12. Adjournment



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

## **PARKING COMMISSION**

**THURSDAY, MAY 26, 2011 – 6:00PM**

**CITY HALL BUILDING, CONFERENCE ROOM 2A**

### **AGENDA**

1. Call meeting to order
2. Approve minutes of April 21, 2011 meeting
3. Comments
4. Parking Study
5. Parking System
6. Parking Master Plan
7. Agenda Items for next meeting
8. Adjournment

*Submitted by Kevin Fleming, Chair*

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

5/24/2011 10:00 AM  
cc: Committee Members: Martin Smith, Dennis Swangstu, John Button, Kevin Fleming, Alderman Marsala, George Hennerley  
Mayor & remaining Council  
Administrator, City Clerk, Department Heads, Attorney, Parking Dept.