



**COMMITTEE OF THE WHOLE**  
**MONDAY, JANUARY 5, 2015 – 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 December 1, 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. Discussion on the Chamber of Commerce upcoming events.
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 Lyon
  - b. Personnel Committee, Alderman Kupsik
  - c. Public Works Committee, Alderman Kordus
  - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
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 Wall & Hedlund
  - 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

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 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

10. Adjourn

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

1/2/2015 2:15 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE**  
**MONDAY, DECEMBER 1, 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, Lyon, Hedlund and Kupsik. Also present: City Administrator Jordan and Mayor Connors.

Wall/Kordus motion for approval of Minutes from October 6, 2014 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.**

Richard Peterson, 300 S. Edwards Blvd, congratulated both sides of the parking referendum for all their hard work. He felt that the parking structure would have done nothing for residents and the money should go toward paying down the city's debt or repairing streets versus borrowing money.

Terry O'Neill, 954 George St., stated that beach revenue was down this year most likely due to the cold weather. He felt that when fees are raised, there is a delayed reaction. He said in time, people will quit coming due to the cost. Mr. O'Neill also stated that he would like discussion or action taken to possibly close the TIF fund. Mr. O'Neill then questioned whether the city is really losing 20% of the water being pumped based on the Water Commission's report. Lastly, Mr. O'Neill was concerned with the depreciation and repair of city vehicles that isn't being covered by the funds set aside in the budget. He does not believe the money set aside will cover the amount of the repairs and feels the city will be in the same position of having to borrow money.

Bill Huntress, 1015 Pleasant St., commented on the parking referendum and stated that when people are upset, they turn out to vote. He believes this is what happened with regard to the parking structure. He felt that there was a lot of propaganda floating around, and people saw through it. He stated that the city is over capacity every weekend. The city cannot be made bigger and the focus should be on the people in the neighborhoods.

**Discussion on downtown residential apartment parking.**

Alderman Hill discussed Ordinance 00-12 item 2 section b. The ordinance states that a minimum of one off street parking space shall be provided to each bedroom within a commercial apartment building. She stated we will never be able to add apartments above commercial properties due to this although some have already been grandfathered in. She stated that there is a demand to turn the second floor of commercial properties into residential, and that the ban on overnight parking would be an issue as well. Ms. Hill feels that allowing residential living to the second floor of these properties would help land and business owners get the most out of their properties. Alderman Kehoe questioned the coding of the buildings and stated that would need to be inspected and changed. Alderman Lyon doesn't see a way to create off street parking downtown. He is curious to the logic behind this as it cannot be complied with. Alderman Chappell stated that she would be willing to do whatever she can to get this changed. Alderman Kordus suggested this item be discussed in Plan Commission as well as work with the Police Department to have the overnight parking regulation removed in certain areas. Alderman Wall wondered if the property owners would pay the parking space rental to the city. Ms. Hill stated that they would not. Mr. Wall feels that there is a shortage of parking now and questioned why anyone would want to give more parking spaces away with no revenue. Ms. Hill would be happy to meet with Mike Slavney, City Attorney Draper and Ken Robers to get language together and make the needed changes to forward the item to the Plan Commission.

**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, Alderman Wall & Alderman Hedlund

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

Geneva Lake Environmental Agency, Alderman Chappell

Geneva Lakes Family YMCA, Alderman Kupsik

Geneva Lake Use Committee, Alderman Lyon

Kordus/Chappell motion to adjourn the meeting at 7:36 p.m. Unanimously carried.

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/s/ Stephanie Gunderson, Assistant City Clerk

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

# **FINANCE, LICENSE & REGULATION COMMITTEE**

**MONDAY, NOVEMBER 24, 2014 - 6:00 PM**

**COUNCIL CHAMBERS, CITY HALL**

Chairperson Lyon called the meeting to order at 6:03 p.m.

**Roll Call.** Present: Aldermen Lyon, Kordus, Kupsik and Wall. Absent: Alderman Kehoe. Also Present: City Administrator Jordan, Comptroller Pollitt, Public Works Director Winkler 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**

Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of November 10, 2014, as prepared and distributed. Motion carried 4 to 0.

## **LICENSES & PERMITS**

### **Original of 2014-2015 Operator's (Bartender) license applications filed by Morgan Tisa.**

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

### **Discussion/Recommendation on schedule of Banner Fees in relation to the BID and Chamber of Commerce.**

*(Continued from November 10, 2014 Council).*

Administrator Jordan pointed out that the 2014 total revenue should be listed as \$1,900 for banner fees. Mr. Jordan had spoke with the Assistant Director of Public Works Tom Earle at the Street Department, who stated that costs for putting up the banners are approximately \$150 per hour. There are 11 banner poles with brackets and it requires two men and one bucket truck. In perfect conditions, it takes about 10 minutes; however, if there are any cars, they are unable to use the bucket truck, and would have to use a ladder. Weather also could be a factor. The 11 banners would generally take about an hour and a half, with a total cost of \$225. Mr. Jordan stated Council set a fee of \$20 for a 2 week time period and charges are also based on the amount of banner poles requested.

Kordus/Kupsik motion to recommend waiving the fee for putting up and taking down the banners for the Chamber of Commerce and the BID District only. Alderman Kupsik stated if they would hire a contractor to put up the banners, there would be some type of cost and this fee is now falling back on the taxpayers. Alderman Kordus stated he believes this is an enhancement to the city and waiving the fee offsets their contributions to the city. Mr. Kupsik pointed out that the total revenue the city would lose would be around \$1,320. Alderman Wall stated the city should get the costs back as he does not feel the taxpayers should supplement the cost. Mr. Kupsik stated he appreciates what the chamber does for the city; however, the city's truck and labor are being used. He further stated there should be a minimum fee of \$300 for installation to cover the city's costs. There was further discussion on the fee schedule and how the banner fees are charged.

Kordus/Kupsik motion an amendment to waive the banners fees for the Chamber of Commerce and the BID District for the 2014-2015 calendar year. Motion carried 3 to 1 with Alderman Wall voting "no."

### **Discussion/Recommendation on waiving fees on previously issued permits for Geneva Lake Chamber of Commerce events.**

Administrator Jordan stated there are still fees outstanding on the Taste of Lake Geneva, Oktoberfest and the Christmas Parade permits for a total of \$1,100.

Kordus/Kupsik motion to suspend the rules and have a representative from the Chamber explain the issue. Motion carried 4 to 0.

Darien Schaefer stated the permit fees for the Christmas parade just recently came up. He stated the barricade fee is something new that was not charged in the 2012 or 2013 permits and was an expense they were not aware of at the time of

permitting. Erin Thornburgh stated the request for the banner fees to be waived was submitted back in May. The item was on the agenda in June; however, it has been set aside month after month, which is why it is being reviewed now. She said when the permits were initially turned in, the Chamber was never told of any specific fees. It wasn't until after the event that they were notified of fees.

Alderman Kupsik asked if this was the first year that barricades were being charged. Administrator Jordan stated the city is now charging for barricades, but most of the fees the Chamber has, have been paid in the past. City Clerk Waswo stated these permits were all submitted back in April to the prior clerk and there were no fees collected on them at that time. Normally, when permits are submitted, all fees are collected up front. If an applicant would want the fees waived, they would submit a request and it would come before council. She stated due to new staff in both departments, payment of the fees was missed at the time of submittal. Alderman Kordus stated based on the prior motion, \$620 of those fees are for the banner installation. Alderman Lyon stated keeping with the prior agenda item and waiving the banner fees would reduce the amount owed to \$480.

Alderman Kupsik said he was concerned that the Chamber did not pay the fees up front and had not been treated the same as anyone else that would come in to get a permit. He further stated he has no objection to waiving all the fees for the Christmas parade, but he is concerned with waiving the fees for the Taste of Lake Geneva and Oktoberfest as the events are already over. Mr. Schaefer questioned why the Chamber had not been invoiced. Alderman Kordus stated there seems to be some clerical issues on both sides when these permits were applied for and issued.

Kordus/Lyon motion to create an invoice to the Chamber and BID for the outstanding \$480 to be paid upon receipt. Alderman Wall asked if the last agenda item on the waiver of banner fees is to be retroactive. Alderman Kordus stated the motion is for 2014 to 2015. Mr. Wall asked if we would refund the fees back from January 1, 2014. Mr. Schaefer stated the Chamber is only questioning the fees based on what is in front of them. He further stated that the chamber uses the banner system as a marketing tool; however, they do have other avenues for marketing.

Ms. Thornburgh stated over the 4<sup>th</sup> of July the BID put up an American Flag banner to make the City look nice. The cost of those 11 banners was nearly \$700. She stated the BID is purchasing those and asking the city to put them up as their part. Mr. Wall stated he was concerned with using the taxpayer's money to pay for something that slightly benefits them. Ms. Thornburgh stated their part is making the city look nice, which does benefit the entire city, including the taxpayers.

Alderman Kupsik stated he would like an amendment to the motion to divide the fees in half to \$550. He stated he doesn't believe the Chamber should be treated any differently than anyone else. No matter whose fault it is, there is an outstanding balance and he would like at least half of that paid.

Kordus/Lyon motion an amendment to invoice the Chamber for \$550. Motion carried 3 to 1 with Alderman Wall voting "no."

**Discussion/Recommendation on award of bid to Glen Fern Construction of Lake Geneva, WI for the Cobb Park Bathroom Remodel project in the amount of \$18,875.00 funded by the Capital Improvements Fund.**

Kupsik/Kordus motion to recommend approval. Director of Public Works Winkler stated staff recommends Glen Fern Construction as the low bidder. Mr. Winkler stated Greg Oden, was the superintendent of Scheer Construction who has now formed his own company. He had been involved in the remodeling of the Riviera as well as the Geneva and Cook Church elevator addition. Mr. Winkler stated the remodel for Cobb Park will include new plumbing fixtures, replacing a sidewalk, painting, new electrical fixtures, installing bathroom fans, a new electrical panel and redoing the fireplace. Motion carried 4 to 0.

**Discussion/Recommendation on award of bid to Glen Fern Construction of Lake Geneva, WI for the Flat Iron Park Pavilion in the amount of \$411,271.64 funded by private donations and funds raised by the Committee for the Beautification of Lake Geneva.**

Kordus/Wall motion to recommend approval. Alderman Kordus stated this is just a pass through, and it is not taxpayer funded. He stated the funds are from private donations and the Beautification Committee. Comptroller Pollitt stated the city has not received any money for the funding of the project. As advised by City Attorney Draper, she would not be able to sign any contract stating that the city has the money to pay the contract when in fact; the city does not at this time.

Kordus/Wall motion an amendment to accept the Glen Fern Construction bid, contingent on the city receiving the funds from the Beautification Committee to fully pay for the contract. Motion carried 4 to 0.

**Resolution 14-R46, a resolution amending the 2014 Capital Projects Fund Budget for the City of Lake Geneva.**

Kupsik/Kordus motion to recommend approval. Comptroller Pollitt stated these two capital projects were not on the previous budget amendment amending the capital projects as they did not think they would be done in 2014. That assumption has changed, which means the city needs to fund the borrowing. Motion carried 4 to 0.

**Resolution 14-R47, establishing the 2015 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates.**  
*(Referred by Piers, Harbors & Lakefront Committee 11/20/14)*

Kordus/Wall motion to recommend approval. Alderman Lyon clarified that this fee schedule is unchanged from this year. Motion carried 4 to 0.

**Discussion/Recommendation on renewal of CD in the amount of \$463,160.84 plus interest, maturing on November 30, 2014 from BMO Harris Bank of Lake Geneva.**

Comptroller Pollitt recommended keeping the CD with BMO Harris Bank at a rate of 0.15% for a 9 month term. Alderman Wall asked what affect this would have if the TIF is closed. Ms. Pollitt stated is should not have any affect as the TIF can't actually be closed until there is a full audit, which will probably take through the summer to complete. She stated no more increment would be collected.

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

**Discussion/Recommendation on Dog Park Fence Funding.** *(Referred by the Board of Park Commissioners 11/5/14)*

Alderman Kupsik stated this has been an ongoing discussion that the Park Board has had over the last few years. The dog park would be the final project that was earmarked for Dunn Field. The biggest cost of the dog park would be a fence; the last bid was around \$20,000 to \$30,000. The Park Board has impact fees and park fees in excess of \$56,000, which is what would be used to fund the fencing.

Kupsik/Wall motion to recommend approval of the Dog Park Fence funding from Impact Fees. Mr. Winkler stated this fits naturally with the desires of the public as the dog park was the number one recommendation of the public in the Park Use and Open Space Plan survey. Motion carried 4 to 0.

**Presentation of Accounts**

Purchase orders. None.

Kupsik/Kordus motion to recommend approval of Prepaid Bills in the amount of \$10,905.10. Motion carried 4 to 0.

Kupsik/Kordus motion to recommend approval of Regular Bills in the amount of \$298,905.46. Motion carried 4 to 0.

Kupsik/Kordus motion to recommend acceptance of Monthly Treasurer's Report for August 2014. Motion carried 4 to 0.

**Adjournment**

Kordus/Kupsik motion to adjourn at 7:02 p.m. Motion carried 4 to 0.

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/s/ Sabrina Waswo, City Clerk

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

# **FINANCE, LICENSE & REGULATION COMMITTEE**

**MONDAY, DECEMBER 8, 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, Kordus, Kehoe, Kupsik and Wall. Also Present: City Administrator Jordan, Comptroller Pollitt, City Attorney Draper, 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 November 24, 2014, as prepared and distributed. Unanimously carried.

## **LICENSES & PERMITS**

**Park Permit application filed by Cyndi Quebbemann for a Wedding Picnic using Seminary Park on May 25, 2015 from 10 a.m. to 4 p.m. (recommended by Board of Park Commissioners 12/3/14)**

Kupsik/Kehoe motion to recommend approval. Unanimously carried.

**Park Permit application filed by the Alzheimer's Association of Southeast Wisconsin for the "9<sup>th</sup> Annual Walk to End Alzheimer's" event at Library Park, from 7 a.m. to 1 p.m. on September 19, 2015 (recommended by Board of Park Commissioners 12/3/14)**

Kupsik/Kordus motion to recommend approval. Unanimously carried.

**Park Permit application filed by Lake Geneva Hope Walk, for "Lake Geneva Hope Walk" using Library Park on September 26, 2015, from 5:30 a.m. to Noon (recommended by Board of Park Commissioners 12/3/14)**

Kupsik/Kordus motion to recommend approval. Unanimously carried.

**Park Permit application filed by Mark Felix for a Wedding Ceremony using Flat Iron Park on September 26, 2015 from 3 p.m. to 5:30 p.m. (recommended by Board of Park Commissioners 12/3/14)**

Kupsik/Kordus motion to recommend approval. Unanimously carried.

**Original 2014-2015 Operator's (Bartender) License applications filed by Jane Andreas, Gayle Krahn, Amanda Martens, Scott Nalevac, Nicolaj Nielsen, April Symoens, and Roxanne White.**

Kordus/Wall motion to recommend approval. Unanimously carried.

## **Resolution 14-R48, a resolution revising the 2014 tax levy for the City of Lake Geneva.**

Kordus/Kupsik motion to recommend approval. Comptroller Pollitt stated this is a revision to the mill rate resolution that was approved after the budget hearing. The county adjusted the City's tax assessment by \$33,000, which did change the mill rate in the 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> decimal place. Unanimously carried.

## **Discussion/Action on preparing an Ordinance to establish a Demerit System for Liquor License Establishments.**

Administration Jordan explained that the City continually have issues with some establishments that sell intoxicating beverages to their patrons. The issues vary from selling beverages to minors, to having fights occurring on occasion. Several cities have passed ordinances to address these issues and the establishments which continually have recurring issues. City Attorney Draper provided an example of a demerit system ordinance that the police chief thought was particularly good; however it is just an example of what these systems look like. There was further discussion on what the statutes provide and monetary fines associated with the demerit points. Alderman Kordus stated the demerit system will provide a clear cut method to enforcing penalties for habitual offenders.

Kordus/Kupsik motion to recommend a demerit system similar to the one presented by City Attorney Draper. Unanimously carried.

**Resolution 14-R49, adopting a Natural Hazards Mitigation Plan.**

Kordus/Kupsik motion to recommend approval. Administrator Jordan stated the county approved a mitigation plan and is asking if the City would like to approve it as well, as it will allow for relief during natural disasters. Mr. Jordan stated the plan covers a number of natural hazards and will allow the city to act in a timely manner if a natural disaster should occur. Unanimously carried.

**Presentation of Accounts**

Purchase orders. None.

Wall/Kordus motion to recommend approval of Prepaid Bills in the amount of \$722.54. Unanimously carried.

Kordus/Kupsik motion to recommend approval of Regular Bills in the amount of \$126,564.57. Alderman Kupsik asked if the street department will be using the mini-excavator to dig the plots. Mr. Jordan stated they will and already have dug three graves. Mr. Kupsik asked if Down to Earth was under contract, which Mr. Jordan stated no, they were on-call. Mr. Kupsik also asked if the police department's license plate reader was mounted to one squad or transferrable between squads. Alderman Lyon stated it is hardware mounted on one car; it shoots pictures of license plates and communicates that information to a centralized data base. The plate is then compared to active records in database for delinquencies, fines or stolen vehicles. He stated the police chief reported that within the first 20 minutes, they picked up a stolen car. Unanimously carried.

**Adjournment**

Kordus/Wall motion to adjourn at 6:20 p.m. Unanimously carried.

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/s/ Sabrina Waswo, City Clerk

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

# **PERSONNEL COMMITTEE MINUTES**

**THURSDAY, NOVEMBER 20, 2014 – 4:00 P.M.**

**CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 4:08 p.m.

**Roll Call.** Present: Aldermen Chappell, Hill, Kupsik, Hedlund, and Wall. Also in attendance: City Administrator Jordan, City Clerk Waswo, and City Comptroller Pollitt.

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

**Approval of Personnel Committee minutes for May 27, 2014, June 9, 2014, June 16, 2014, June 25, 2014, July 28, 2014, August 15, 2014 and September 25, 2014 as prepared and distributed.**

Hedlund/Hill motion to approve minutes as prepared and distributed. Unanimously carried.

## **Discussion/Recommendation on hiring a Treasurer for the City.**

Lorraine Briere was recommended by City Administrator Jordan. Her official title is Financial Analyst/Treasurer. This is a full time, hourly position with benefits. Ms. Briere has proven to be very efficient in her duties and has helped with the work load to the City Comptroller.

Hill/Hedlund motion to approve. Motion carried.

## **Discussion/Recommendation on RFPs for search firms for City Administrator Position.**

The Committee discussed the five proposals they received back. Alderman Kupsik questioned if the Mayor wanted an ad hoc committee to hire the City Administrator. The Personnel Committee will hold interviews with The Nowak Consulting Group, PPA and GovHR USA. Motion carried unanimously.

## **Discussion/Recommendation on changes to organizational chart.**

City Clerk Waswo went over the recent changes to the organizational chart. The changes were noted as the Assistant City Clerk, Front Clerk A, Front Clerk B and Financial Analyst/Treasurer.

Hill/Wall motion to make the changes as recommended on the organizational chart. Motion carried.

## **Adjournment**

Wall/Kupsik motion to adjourn at 4:38 p.m. Unanimously carried.

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/s/ Stephanie Gunderson, Assistant City Clerk

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

**SPECIAL PERSONNEL COMMITTEE MINUTES**  
**MONDAY, DECEMBER 8, 2014 – 5:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 5:02 p.m.

**Roll Call.** Present: Aldermen Chappell, Hill, Hedlund, Kupsik and Wall. Also in attendance: Mayor Connors and City Administrator Jordan.

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

**Discussion/Recommendation on hiring a search firm for the City Administrator Position.**

The Committee met to discuss hiring a search firm for the City Administrator position. At the last Personnel meeting, the City Administrator was directed to call communities and individuals who were given as references by PAA and GovHR. The City Administrator provided information he received from the calls he made to the communities and individuals. After reviewing the information provided, the Committee voted to recommend GovHR as the firm to conduct the executive search.

Hill/Kupsik motion to recommend GovHR to perform the search for City Administrator. Unanimously carried.

**Adjournment**

Wall/Hill motion to adjourn at 5:33 p.m. Unanimously carried.

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/s/ Dennis Jordan, City Administrator

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



# Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe  
Alderman Rich Hedlund

Alderman Al Kupsik  
Alderman Sarah Hill

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

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## December 2014 Minutes

DATE: December 15, 2014

### MEMORANDUM

TO: Chairman Bob Kordus & Members of the Public Works Committee

FROM: Daniel S. Winkler, P.E. *DSW*  
Director of Public Works & Utilities

SUBJECT: December 11, 2013 Public Works Committee Meeting Agenda

The Public Works Committee met at **6:00 PM** at City Hall.

**Members in attendance:**

Chairman Bob Kordus   X    
Alderman Ellyn Kehoe         
Alderman Sarah Hill   X    
Alderman Al Kupsik   X    
Alderman Rich Hedlund  X  

**Staff Present:**

City Administrator Dennis Jordan         
Director Daniel Winkler (DPW)   X    
Mayor Jim Connors:   X  

Other: \_\_\_\_\_

Public in attendance: Mr. Chris Schultz & Mr. Darien Schaefer of the Chamber.

**Approval of the Minutes of the Prior (September) Meeting:**

Motion to approve by Ald.   Hedlund   and seconded by Ald.       Hill      . The motion passed   4  -  0  .

**Public Comments:**

None.

**Communications:**

1. Projects update on the various projects-DPW Winkler went through the status of all City projects.
2. Update on City Engineer selection process-It was discussed that the City made site visits to the top two candidates, Kapur of Burlington and GAI Consultants of Lake Geneva.

**Agenda Items:**

1. STH 120 & USH 12 Project Schedule & Design Plans to Date.
2. Request to Add the Museum Parking Lot Revisions to the 2014 Street Maintenance Contract.
3. Signage in the Downtown-Discussion Regarding Making Uniform.

**Agenda Item No. 1- STH 120 & USH 12 Project Schedule & Design Plans to Date.**

The plans and 2017 design completion schedule were shared with the committee. The plans did depict roundabouts at the entrance/exit ramps off USH 12. No action was taken.

**Agenda Item No. 2- Request to Add the Museum Parking Lot Revisions to the 2014 Street Maintenance Contract.**

DPW Winkler explained the request to include the parking lot modifications in the 2014 Street Maintenance contract. A unit cost estimate totaling \$17,941.00 was included from the contractor. After some discussion a motion was made by Alderman Hill to recommend change order no. 1, adding the work to the existing street contract, funded from the Parking Fund in an amount not to exceed \$20,000. The motion was seconded by Ald. Kupsik and approved 4-0.

**(This item needs to go to FLJ and Council for approval).**

**Agenda Item No. 3- Signage in the Downtown-Discussion Regarding Making Uniform.**

DPW Winkler discussed the types of signage in the downtown and showed photographs. Mr. Schaefer stated the Chamber would like to participate with recommendations on proposed revisions to the wayfaring signage. Costs and funding were discussed. The City may have as much as \$20,000 remaining in TIF#4 to assist with the upgrades. DPW Winkler advised that there is a \$500 difference between refurbishing and replacing a typical sign. The order of updating of signs appeared to be the pedestrian wayfaring signage, parking lot signage, parking lot wayfaring signage, welcome signage at the outskirts of the City, and street name signage (i.e. Main Street). DPW Winkler was asked by consensus to inventory what we had in the downtown. He thought he could locate the 1996 original wayfaring plans and would get a copy to Mr. Schaefer. The DPW also was asked to inventory the parking lot wayfaring signage for possible redoing and bring the information back to the next meeting.

**Motion to Adjourn:**

Motion to adjourn by \_\_\_Ald. Hill\_\_\_, seconded by \_\_\_Ald. Kupsik\_\_\_. Passed \_\_4-0\_ and the meeting was adjourned at 6:28 PM.

Cc: Mayor Jim Connors/Dennis Jordan/Sabrina Waswo/Common Council Members not on Committee/File

# **PIERS, HARBORS & LAKEFRONT COMMITTEE**

**THURSDAY, NOVEMBER 20, 2014 AT 6:00 P.M.**

**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Wall at 6:04 p.m.

**Roll Call.** Present: Aldermen Lyon, Kordus, Hedlund, Chappell and Wall. Others in Attendance: Administrator Jordan, City Attorney Draper, Harbormaster Chuck Gray, Attorney Brad Lochowicz, and members of the Carlson family.

## **Approval of Minutes from October 23, 2014 meeting as distributed**

Kordus/Wall motion to approve minutes from October 23, 2014 meeting as distributed. Unanimously carried.

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

## **Harbormaster's Report**

Harbormaster Gray gave an update on the lakefront revenue. The Boat Launch has revenues of about \$36,000 which is up 4% over what was planned. The upper Riviera has revenues of about \$140,000 which is up as well. Catering has brought in revenues of nearly \$31,000 which will make the plan for the year.

## **Discussion/Recommendation 2015 Buoy and Slip Rates**

Harbormaster Gray discussed how buoys are a challenge and that people are requesting slips over buoys. The City should look into any advantage to lowering the cost of buoys and raising the price of slips. Alderman Chappell asked if there would be room for more slips. City Administrator Jordan stated that the west side would be difficult. There may be a possibility on the east side by Flat Iron Park. The DNR would have to approve any additions.

Kordus/Chappell motion to maintain the current buoy and slip rates for 2015. Motion carried 4 to 1 with Hedlund voting "no."

## **Discussion/Recommendation on concerns raised by Riviera Tenants**

Brad Lochowicz of Seymore, Kremer, Koch, Lochowicz & Duquette LLP spoke on behalf of the Carlson family. The Carlsons are very concerned about the allegations against them and that these allegations are public knowledge. The family was also not aware that there was going to be testimony taken from complainants at the last meeting. Attorney Lochowicz is not sure the lease was violated to begin with. He and the Carlson family are hopeful and willing to do anything it takes to resolve this matter. He feels the same allegations made against the Carlsons are being practiced by other shop owners and this may be a type of school yard battle. He is unaware if the motivation behind all of this is just competition for sales or shop space. City Attorney Draper stated that perhaps a solution would be to restrict what people sell or perhaps someone would need to go. Attorney Lochowicz presented a few resolutions to keep the Carlsons in business and reiterated the family's willingness to work with the City toward a proper resolution. Alderman Wall stated that the committee has a good understanding of what took place and can close the item for the commission. They will need to come up with a resolution to this at a later date to decide what is best for everyone.

## **Discussion of agenda items for next meeting**

The Committee will discuss the beach house locker fees on the next agenda.

## **Adjournment**

Chappell/Kordus motion to adjourn at 6:32. Unanimously carried.

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/s/ Stephanie Gunderson, Assistant City Clerk

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

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
MINUTES-----Regular Meeting  
PLACE-----Lake Geneva Utility Commission  
DATE-----December 18, 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 4:00 P.M.

Members present: Pres. Brellenthin, Tony Saia, Ann Esarco, Mike Kocourek, Mayor Connors, Ald. Rich Hedlund and Ald. Jeff Wall.

Motion by Saia to approve the minutes of the previous meeting as presented, 2<sup>nd</sup> by Hedlund. Passed 7-0.

**Communications:**

None

**Water & Sewer Agenda Items:**

1. WWTF Sludge Study Report  
Discussion on sizes/types of tanks. Discussion on current usage of current tanks. Discussion of current operating procedures for sludge. Motion by Mayor Connors to accept Donohue digester design report as submitted to Commission and forward to DNR for approval, 2<sup>nd</sup> Ald. Wall. Passed 7-0. Motion by Mayor Connors to approve solicitation for proposal to be requested from two city final bidder for two 150,000 gallon tanks, 2<sup>nd</sup> by Kocourek. Passed 7-0.
2. 2015-2019 Water and WWTF CIP  
Telephone system bid will come in a bit lower than projection. Additional water main replacements and loops were discussed including the addition of Bonnie Brae Lane between Oakwood Lane and South Street. Motion by Saia to accept Water and WWTF CIP for 2015-2019 as presented, 2<sup>nd</sup> by Ald. Wall. Passed 7-0.
3. 2015 Employee compensation  
There was much discussion on pay, comparables and benefits. Motion by Kocourek to accept recommendation of 2%, 2<sup>nd</sup> by Ald. Wall. Passed 7-0.

**Director's Report:**

1. Financials Update

Water

EOM Cash Position           \$ 943,000  
Project Commitments       \$ 19,000  
Upcoming Projects           \$ TBD

Sewer

EOM Cash Position       \$2,492,000  
Project Commitments     \$ 22,000  
Upcoming Projects       \$ 200,000

Motion by Saia to approve the financials as presented, 2<sup>nd</sup> Hedlund. Passed 7-0.

**Review and Payment of Bills:**

Motion by Saia to approve the November and revised October bills as presented, 2<sup>nd</sup> by Hedlund. Passed 7-0.

Next meeting is scheduled for January 15, 2015 at 4:00 P.M.

**Adjourn:**

Motion by Saia to adjourn the meeting, 2<sup>nd</sup> Kocourek. Passed 7-0.

Meeting adjourned at 5:20 P.M.



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Secretary

CLB 12/19/14

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY NOVEMBER 6, 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 Commissioner Mark Pienkos. Commissioner Pienkos welcomes newly appointed Commissioner Brian Pollard.

2. Pledge of Allegiance

The pledge was led by Commissioner Gramm.

Commissioner Brian Pollard introduced himself.

3. Roll call

Commissioners Bittner, Gramm, Pollard and Pienkos were present. Commissioner Hartz was absent.

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 October 9, 2014.

Bittner motioned to approve the minutes from October 9, 2014 with corrections, Pienkos seconded. Motion carried 4-0.

7. Fire Department Business

a. Approval of bills for the Month of October, operating in the amount of \$57,279.37, for a total of \$57,279.37.

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

Pienkos asked about several accounts on the Fire Department Expenditures Reports. FD Workmen Disability Ins account 11-22-00-5134 is over budget. Chief Connelly advised the city is still waiting for premium reimbursement from the previous insurance carrier when the City changed companies. Equipment repairs account 11-22-00-5240 and Firehouse Repairs account 11-22-00-5241 are also over budget. Chief Connelly advised that several unbudgeted repairs were needed throughout the year. Any extra money needed will be reimbursed from the contingency fund. Accounts 11-22-00 5736 Grant Purchases and 11-22-00-5830 Act 102 Expenses have been added per request of the Commission at the budget workshop. Bittner asked about burning permit revenue and what percentage of residents is aware that they need to purchase burning permits. It was suggested to place the burning permit information on the City website to educate the public on how to purchase the permits.

b. 2015 Budget Update.

Chief Connelly said some money in the budget has been moved but he is satisfied with the budget. City Liaison Lyon advised the City was nearing the end of the process with the Public Budget Hearing on November 17, 2014 at 5:00 p.m. and everything is lined up as the City feels is appropriate.

c. Resignation and Walk-Out Ceremony for Firefighter Richard Herwald

There will be a special walk-out ceremony for retiring firefighter Richard Herwald on December 3, 2014 at 5:00 p.m. and all members of the Commission are invited to attend.

Pollard motioned to accept Firefighter Richard Herwald's resignation with regret, Gramm seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0. Resignation accepted.

d. Request to accept donation from Lake Geneva Firefighters Association in the amount of \$8,413.51 for locker replacement and to use additional donated funds of \$1,755.29 to complete project.

Gramm motioned to accept donation from the Lake Geneva Firefighters Association in the amount of \$8,413.51 for locker replacement; Pollard seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0. A second motion was made by Bittner motioned to allow use of designated fund balance not to exceed \$1,800.00 to complete the locker replacement project; Pollard seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0.

Chief Connelly advised the Firefighters Association used the funds they have received from the last 3-4 Oktoberfest celebrations. The lockers will be metal and will have better circulation.

e. Automatic Aid Agreements.

Automatic Aid Agreements have been discussed in the past but because of a decrease in volunteer firefighters it is becoming more necessary. With Automatic Aid Agreements the City of Lake Geneva will automatically dispatch one piece of equipment and maybe one chief officer to other departments and they will reciprocate when necessary. The City Attorney has looked at the initial agreements and feels they are appropriate. This process of developing the Automatic Aid Agreements will begin sometime in January.

f. EMS Steering Committee Update.

The original meeting was on October 2, 2014, and is being developed in the hopes of providing better service to the community, looking at different staffing levels and paramedic level service. At the next meeting, the committee will be developing objectives.

g. Fire Protection Ordinance/ACT 270 Update.

An answer is expected from the State now that the election is over and Chief Connelly will bring it before the Commission when one is received.

h. Monthly EMS Medical Billing / Stark Report

Since the meeting with EMS and Stark, the deficiencies have been corrected.

i. Monthly Activity Report

The Fire Department is looking into a monthly ProPhoenix report out similar to the Police Department report.

j. Monthly Paratech Report. No discussion/Action.

k. Thank you cards and letters No Action taken.

l. Items to be forwarded to City Council.

Activity report

Firefighter Herwald's walk-out on December 3, 2014 at 5:00 p.m.

8. Police Department Business

a. Approval of bills for the Month of October. Operating in the amount of \$185,882.23, capital \$4,203.09 for 2014; for a total of \$190,085.32.

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

Bittner questioned why there was a negative balance in the Wage Reimbursement account 11-21-00-4622. The negative balance is due to a line item correction. The money was moved from the Wage Reimbursement Account 11-21-00-4622 to the Law Enforcement Training Aids account 11-21-00-4362.

b. Wisconsin Act 200 Protocol/Policy

Additional information was handed out to the commission members that helped answer some of the Commissions questions from last month. Pienkos noted that the liability was not an issue as long as it was a life-saving issue. Bittner asked if the IN kits had a life expectancy and Chief Rasmussen explained that the medicine needs to be replaced every couple of years. This agreement will be with the Fire Department and they will replace them. The kits may be funded by the Walworth County Drug Unit in the future.

c. Al Exner II visit.

Lieutenant Gritzner gave a presentation about the recent visit with Al Exner, II and his wife. Mr. Exner is the son of Al Exner, the only officer killed in the line of duty for the City of Lake Geneva. Mr. Exner offered detailed police history to Chief Rasmussen, Lieutenant Gritzner, and Sergeant Dan Derrick on his recent visit.

d. Garage floor updates.

Half of the garage floor has been finished and the remaining half will be completed next week.

e. EMD/Call 911 Update.

Chief Rasmussen requested the approval of proceeding with Emergency Medical Dispatch after the first of the year. Communications Supervisor Jean Froggatt will be trained on the system and will help to train the remaining dispatchers. This program will help dispatchers assist a 911 caller until EMS units arrive. The cost for the training will be approximately \$2,400.00 and will be taken out of the 2015 training budget.

Pollard motioned to approve the planned EMD dispatching in the amount of approximately \$2,510.54 to be taken of the Police training Expenses 11-21-00-5410 in 2015. Bittner seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0.

Gramm asked if this is a new item. Chief Rasmussen said the department has been looking into the program for some time. It will also help so the Police Department will be able to handle cell 911 calls in the future.

f. Thank you letters—Tree House Child and Family Center, Lake Geneva Jaycees-Venetian Festival, Bucky’s Scholarship Gala and Al and Norma Exner. No Action Taken.

g. Monthly Activity Report for 2014:

2014 Dispatch activity for October: Telephone calls–3,111 911 Calls–226 Window assists–764  
2013 Dispatch activity for October: Telephone calls–3,721 911 Calls–228 Window assists– 991

2014 Patrol activity for October: Calls for service- 1,367 Arrests- 129  
2013 Patrol activity for October: Calls for service- 1,510 Arrests- 105

Pienkos asked about the recent fire at Sprecher’s/The Cove. Chief Connelly and Chief Rasmussen advised that it was a small fire. Gramm asked about the number of sexual assault cases as well.

h. Items to be forwarded to City Council.

Monthly reports  
Update on the garage floor  
EMD dispatching act  
Wisconsin Act 200 Protocol

9. Agenda items for next regular meeting December 4, 2014.

None

10. 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. Specifically: Police Department Personnel.

Gramm motioned to go into closed session and include Chief Rasmussen, Pollard seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0 at 8:00 p.m.

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

Pollard motioned to return to open session, Bittner seconded. Roll call vote: Bittner– Y, Gramm– Y, Pollard – Y, Pienkos – Y. Motion carried 4-0 at 8:11 p.m.

12. Adjourn

Pollard motioned to adjourn, Gramm seconded. Motioned carried 4-0 at 8:12 p.m.

Respectfully submitted,

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Cindy Papenfus  
Administrative Assistant

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

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING.**

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY DECEMBER 4, 2015 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 Commissioner Hartz

2. Pledge of Allegiance

The pledge was led by Commissioner Pollard.

3. Roll call

Commissioners Bittner, Gramm, Pollard and Hartz were present. Commissioner Pienkos was absent.

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 November 6, 2014.

Gramm motioned to approve the minutes from November 6, 2014, Bittner seconded. Motion carried 4-0.

7. Fire Department Business

a. Approval of bills for the Month of November 2014, operating in the amount of \$44,340.17, Capital in the amount of \$1,389.93, for a total of \$45,730.10.

Pollard motioned to approve the bills for November 2014, Bittner seconded. Roll call vote: Bittner- Y, Gramm- Y, Pollard - Y, Hartz - Y. Motion carried 4-0.

Gramm noted the adjustment to FD Workmen Disability Ins account 11-22-00-5134 was still not completed. City Administrator Jordan was still waiting for payment from Glass Insurance. The Commission asked that Chief Connelly contact the insurance company directly to find out the reason for the delay as they wanted the issue cleared up by year end. Hartz wondered why 11-22-00-5214 Outside Billing Services were lower this year and Chief Connelly advised it was because there were more ALS level calls than in the past, which lead to less costs. Hartz also wondered when the Fire Department would receive reimbursement for 11-22-00-5241 Firehouse Repairs. Chief Connelly stated the reimbursement to the Firehouse Repairs account probably wouldn't be until March 2015.

b. Accept with regret resignation of Firefighter/EMT Dustin Roder

Commissioner Gramm motioned to accept with regret the resignation of Dustin Roder; Pollard seconded. Motion carried 4-0.

c. Approve List of New Hires

Bittner motioned to approve the list of hires; Gramm seconded. Motioned carried 4-0.

The list of new hires includes: POP Personnel-Jaemie McDonough and Paul Cox. POC Personnel-Paul Veneman, Brenten Stettner, and Alexander Pernice.

d. New Apparatus Bay Locker Installation Complete

Chief Connelly showed a picture of the new Apparatus Bay Locker installment and said the Firefighter Association did a nice job and donated about \$8,500.00 and the labor costs for the lockers. Station 2 will also be getting some lockers and the Firefighter Association will also pay for that expense.

e. Update on Fire Protection Ordinance/ACT 270-None

The State asked the City Attorney for the City's definition of a Public Building and a Commercial Building. There was a 1990 definition recognized by the State and the City Attorney will send a copy of that definition to the state.

f. Update on EMS Steering Committee-None

Lt. Detkowski and Alderman Lyon discussed a better presentation with regard to numbers. The next meeting will be December 9, 2014 at 1:00 p.m.

g. Monthly EMS Medical/Stark Report - NO ACTION

Bittner commented that the reports look much better than a couple of years ago. Hartz asked what "write off to others" meant. Chief Connelly believed it was refunds to the individual, Medicare or Medicaid but he would verify with EMS. Hartz also noted that only 5% of the bills are over 90 days old.

h. Monthly Fire Department Activity Report

There have been about 1,030 calls so far this year.

i. Monthly Paratech Report. – No discussion/action.

j. Thank you cards/letters- North Shore Fire/Rescue-Chief Whitaker, Marilyn Heiden

Chief Connelly noted that Lt. Dennis Detkowski did a great job with Pro-Phoenix training at North Shore Fire/Rescue. Marilyn Heiden also sent a nice Thank You note regarding installing her smoke detectors.

Forward items to City Council:

Acknowledge the Union contributions at the fire department including the new lockers and the retirement ceremonies.

Monthly activity reports.

8. Police Department Business

a. Approval of bills for the Month of November 2014. Operating in the amount of \$175,262.16, capital in the amount of \$19,835.00; for a total of \$195,097.16.

Pollard motioned to approve the bills for the month of November 2014, Bittner seconded. Roll call vote:

Bittner– Y, Gramm– Y, Pollard – Y, Hartz– Y. Motion carried 4-0.

Hartz noticed that Police Department Salaries, Account 11-21-00-5110 is up slightly. Chief Rasmussen advised the amounts will be reviewed and resolved by year end.

b. Citizen Services Update.

Training will begin January 6, 2015. Chief Rasmussen said they were hoping to inform the public in the tax bill about the new program. Hopefully by midyear they will send a notification to the public. Bittner asked if it was too late to notify the public of the new program on the tax bill. Chief Rasmussen said it was too late to add on this year's mailing but it can be added to next year's newsletter.

c. ALPRS update.

ALPRS is up and running and is working great. Chief Rasmussen reported that within 20 minutes of training one officer, that officer found a stolen vehicle.

d. Request to begin Reserve Officer Hiring process in January 2015.

The Department is looking at hiring approximately 5-6 new reserve officers for 2015.

Gramm motioned to begin the reserve officer hiring process in January 2015; Bittner seconded. Motion carried 4-0.

d. Request to begin Booking Officer Hiring process in January 2015.

Chief Rasmussen advised that three booking officers are moving on to become officers so 2-3 new booking officers are needed.

Pollard motioned to begin the booking officer hiring process in January 2015; Bittner seconded. Motion carried 4-0.

e. Resignation request from Dispatcher Jodi Cordes from her full time position but remain employed as a part time dispatcher.

Bittner motioned to accept resignation of Jodi Cordes from full time dispatcher and approve her position as a part time dispatcher; Gramm seconded. Motion carried 4-0.

Bittner asked if it was necessary to keep Cordes on as a part time dispatcher. Chief Rasmussen said there were no costs to keep Cordes on as a part time dispatcher as she has already been trained and there are no benefits paid out. Chief Rasmussen also advised that there is a need for part time dispatchers.

f. 2014 Dispatch activity for November: Telephone calls 2,633 911 Calls- 173 Window assists- 616  
2013 Dispatch activity for November: Telephone calls-1,994 911 Calls- 158 Window assists- 839

2014 Patrol activity for November: Calls for service- 1,227 Arrests- 87  
2013 Patrol activity for November: Calls for service- 1,257 Arrests- 107

Chief Rasmussen advised that we are looking at a record 17,000 calls like last year. Dispatch answered 40,000 calls this year and 1,000 people at the window. Hartz asked about the two separate drug paraphernalia charges listed. Chief Rasmussen stated one is a city ordinance and one is a criminal charge. Hartz wondered if Chief Rasmussen felt this was a safe community overall compared to other years and other communities. Chief Rasmussen noted a lot of the calls are quality of life calls and the crimes are usually known offenders to each other, not random targets. Crimes of opportunity are low here because of reserve officers walking around down town in the summer. Lake Geneva is not a bedroom community but safe. Bittner was surprised that Heroin is such a problem here. Chief Ramussen advised that it is definitely a growing problem nationwide. Very few people get off heroin once they are addicted because it is easy for everyone to obtain and is available in every community.

9. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c) Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: specifically pertaining to employee negotiations.

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 Police Department Personnel.

Bittner motioned to go into closed session; Gramm seconded. Roll call vote: Gramm– Y, Pollard – Y, Bittner– Y, Hartz – Y. Motion carried 4-0 at 7:42 p.m.

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

Pollard motioned to return to open session, Gramm seconded. Roll call vote: Gramm– Y, Pollard – Y, Bittner– Y, Hartz – Y. Motion carried 4-0 at 7:56 p.m.

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

Gramm motioned to hire Rebecca Kostman as full time dispatcher beginning at the proposed third year rate and benefits for dispatchers with the understanding that this does keep the budget within balance; Pollard seconded. Roll call vote: Gramm– Y, Pollard – Y, Bittner – Y, Hartz – Y. Motion carried 4-0.

12. Agenda items for the next regular meeting January 8, 2015.

School resource officer agreement.

Items to forward to City Council—monthly reports.

13. Adjourn

Pollard motioned to adjourn the meeting; Gramm seconded. Motion carried 4-0 at 8:01 p.m.

Respectfully submitted,



Cindy Papenfus  
Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members – Mayor

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING.**

**CITY OF LAKE GENEVA  
PLAN COMMISSION MEETING**

**MONDAY, DECEMBER 15, 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: Al Kupsik, John Gibbs, Cindy Flower, Doug Skates, Sara Adams, Inspector Ken Robers  
Also Present: Planner Mike Slavney, Atty. Dan Draper, Mayor Connors, Assistant Gregoles  
Not Present:

**3. Approve Minutes of November 17, 2014 Plan Commission meeting as distributed.**

MOTION #1

Kupsik/Skates moved to approve the Minutes of 11/17/14 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. None**

**5. Acknowledgment of Correspondence. None**

**6. Downtown Design Review.**

**A. Application by Roger Wolff for Venture Investment Partners LLC, 751 Geneva Parkway, Lake Geneva, WI 53147 for a change in exterior appearance, at a currently vacant storefront at 719 W. Main Street, Tax Key No. ZOP 00277.**

DISCUSSION - Roger Wolff

Wolff and members of the commission discussed the details of the application and clarified colors and materials. Inspector Robers stated that color samples should be provided on the materials to be used and if approved should be contingent on seeing these samples, as none are provided at tonight's meeting.

MOTION #2

Kupsik/Gibbs moved to approve the application by Roger Wolff for Venture Investment Partners LLC, 751 Geneva Parkway, Lake Geneva, WI 53147 for a change in exterior appearance, at a currently vacant storefront at 719 W. Main Street, Tax Key No. ZOP 00277, contingent upon the provision of the actual color samples on the material. The motion carried unanimously.

**B. Application by Rock Central, Inc, 26 W. Geneva Blvd., Williams Bay, WI 53191 for a two signs at their new location located at 529 W Main Street, Tax Key No. ZOP 0000301.**

DISCUSSION

Ms. Sharp – General Mgr of Rock Central

Ms. Sharp and the commissioners discussed the details of the application and clarified colors, materials and location of the signs. A 1 page image was also distributed to the commission for reference of the signs look and design. (Copy attached to the minutes.)

MOTION #3

Kupsik/Flowers moved to approve the application by Rock Central, Inc, 26 W. Geneva Blvd., Williams Bay, WI 53191 for a two signs at their new location located at 529 W Main Street, Tax Key No. ZOP 0000301.  
The motion carried unanimously.

**7. Public Hearing and recommendation on a Precise Implement Plan (PIP) Amendment filed by Ken Wenz, 1131 Wisconsin Street, Lake Geneva, WI 53147 for Bistro 220 Restaurant to convert from a restaurant to a Commercial Apartment at 220 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00243.**

DISCUSSION Ken Wenz

Wenz and the commissioners discussed the details of the PIP recommendation.  
Inspector Robers stated that at Staff meeting earlier the Fire Department stated that the building needs a pull style fire alarm in it and should have been done at an earlier time. Sprinkler system is not needed at this time. It is the Fire Department's decision as to how many alarms will be required.

MOTION #4

Kupsik/Flowers moved to approve closing the Public Hearing.  
The motion was carried unanimously.

MOTION #5

Kupsik/Flowers moved to approve the recommendation on a Precise Implement Plan (PIP) Amendment filed by Ken Wenz, 1131 Wisconsin Street, Lake Geneva, WI 53147 for Bistro 220 Restaurant to convert from a restaurant to a Commercial Apartment at 220 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00243; including staff recommendations and contingent upon meeting the fire code. The motion carried unanimously.

\*NOTE: Mayor Connors stated for the record that the Staff Report that the proposed Conditional Use maintains the desired consistency of land use, land use intensities and land use impacts related to the environment of subject property.

**8. Public Hearing and recommendation to modifying Section 98-707, Exterior Lighting Standards.**

DISCUSSION Planner Slavney

Planner Slavney addressed the commission on the details of the modification for Section 98-707 regarding Exterior Lighting Standards. Slavney also clarified all questions and concerns brought forward by the commissioners.

MOTION #6

Kupsik/Skates moved to approve closing the Public Hearing.  
The motion was carried unanimously.

MOTION #7

Mayor Connors/Kupsik moved to approve the recommendation to modifying Section 98-707, Exterior Lighting Standards. The motion carried unanimously.

*Minutes Continued on the next page...*

**9. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Richard W Torhorst, PO Box 1300, Lake Geneva, WI 53147 on behalf of Edwin C Meltzer Art Foundation, Inc., 101 Broad Street, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area at Tax Key # JG 1300010A, and being in the Town of Geneva.**

DISCUSSION Richard Torhorst

Torhorst addressed the commission with brief details on the application as well as handing out a 5 page correspondence from Sal Dimiceli Sr. in regards to the application. (Original copy filed with the minutes.) Inspector Robers stated that our City Engineers have looked over the application and survey map's and find no issues with the request.

MOTION #8

Kupsik/Gibbs moved to approve the lot line adjustment. The motion carried unanimously.

MOTION #9

Mayor Connors/Flower moved to approve the plat regarding the recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Richard W Torhorst, PO Box 1300, Lake Geneva, WI 53147 on behalf of Edwin C Meltzer Art Foundation, Inc., 101 Broad Street, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area at Tax Key # JG 1300010A, and being in the Town of Geneva. The motion carried unanimously.

**10. Adjournment**

MOTION #10

Skates/Gibbs moved to adjourn the meeting at 7:09 pm. The motion carried unanimously.

**ROCK CENTRAL – PROPOSED #2**

**529 W. MAIN STREET**



**LARGE SIGN: 62" X 48"**

**SMALL SIGN: 88" X 7"**

# Trinity Mt. Estates

Town of Geneva  
101 Broad St. Suite C3  
Lake Geneva, WI 53147

To Whom It May Concern:

In regards to adding 3, five acre parcels to Trinity Mt. Estates, we the property owners would like to add the 3, five acre lots.

Due to the parcel of land being adjacent/contiguous to Trinity Mt. Estates, we have been concerned for years that this land does not get developed with a higher density than five acres, per lot, like the Heatheridge subdivision on the other side of this property. Please see accompanying aerial view with tax keys.

The 3, five acre parcels run alongside our private road, Trinity Lane. As you can see by the aerial there is a natural flow of the 3, five acre parcels into Trinity Mt. Estates.

I thank you for your consideration

Health & Happiness,

God Bless,

Sal Dimiceli Sr.

  
President

Phone: 262-903-500

Fax: 262-249-3001

Email: [sal@sal21.com](mailto:sal@sal21.com)



**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

A CERTIFIED SURVEY MAP OF PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4, ALL IN SECTION 13, TOWN 2 NORTH, RANGE 17 EAST, GENEVA TOWNSHIP, WALWORTH COUNTY, WISCONSIN.

**OWNER:**  
 EDWARD C. MELTZER  
 ART FOUNDATION INC.  
 SALVATORE J. DIMICELI, PRESIDENT  
 101 BRAOD ST., SUITE C3  
 LAKE GENEVA, WI 53147

ZONED C-2

BASIS FOR BEARINGS  
 THE EAST LINE SE 1/4 SECTION  
 13-2-17 WAS ASSUMED  
 S 00°46'52" E AS PLATTED



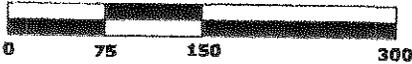
SCALE 1 INCH = 150 FEET

*Mark L. Miritz*  
 MARK L. MIRITZ  
 WI PROFESSIONAL  
 SURVEYOR S-2582  
 DECEMBER 7, 2014

EAST 1/4 CORNER  
 SECTION 13-2-17

reserved for Walworth County register of Deeds

**GRAPHIC SCALE IN FEET**



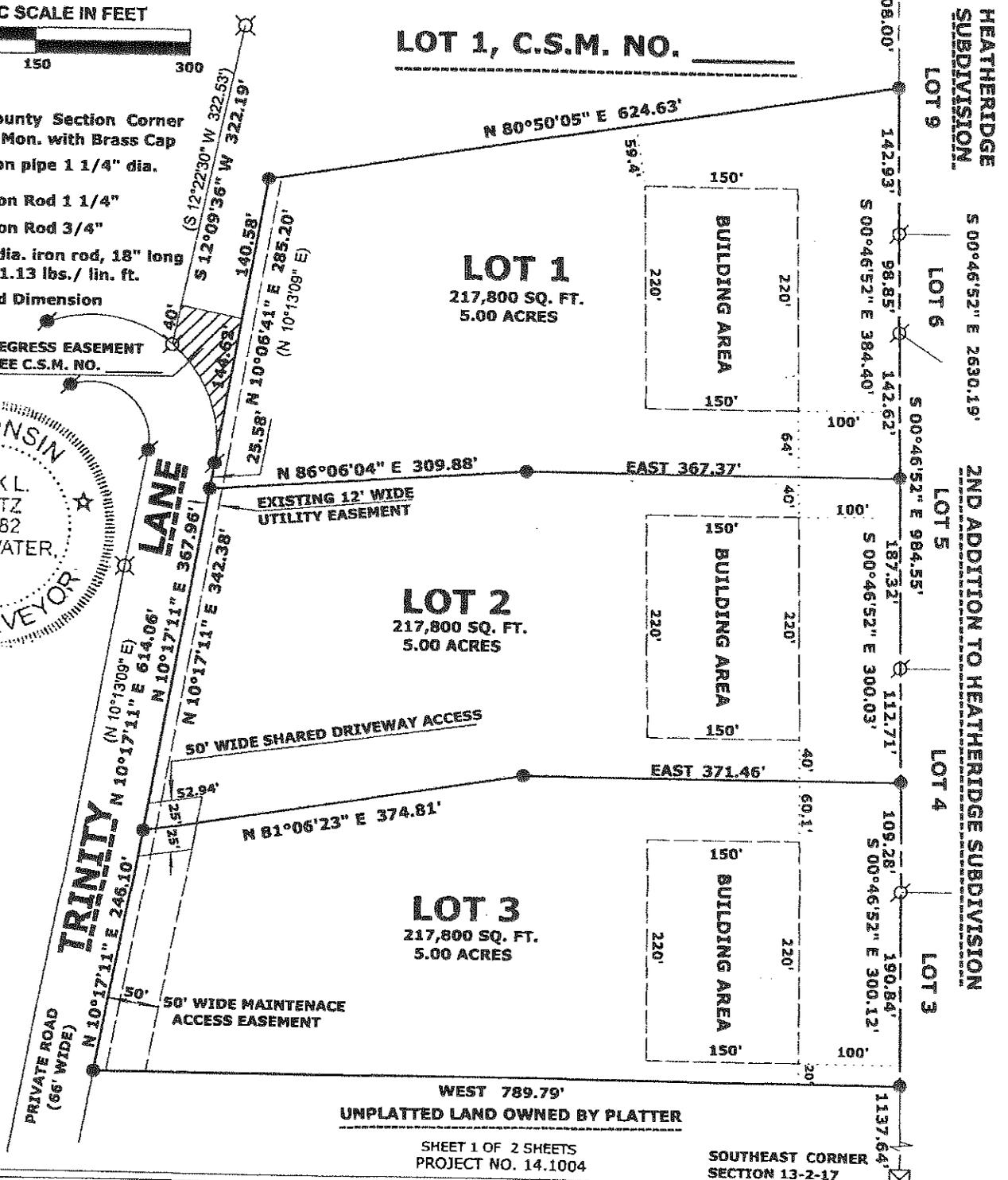
**Legend**

- ☒ Found County Section Corner Concrete Mon. with Brass Cap
- Found Iron pipe 1 1/4" dia.
- Found Iron Rod 1 1/4"
- ⊗ Found Iron Rod 3/4"
- Set 3/4" dia. iron rod, 18" long weighing 1.13 lbs./ lin. ft.
- (xx) Recorded Dimension

INGRESS & EGRESS EASEMENT  
 FOR LOT 1-SEE C.S.M. NO.



**LOT 1, C.S.M. NO. \_\_\_\_\_**



SHEET 1 OF 2 SHEETS  
 PROJECT NO. 14.1004

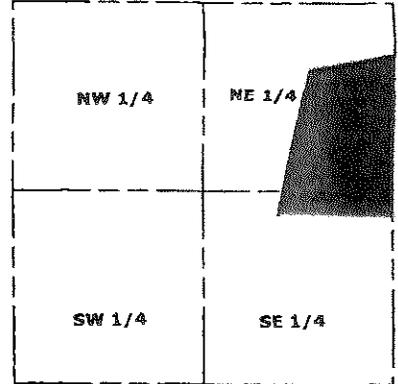
SOUTHEAST CORNER  
 SECTION 13-2-17

**CERTIFIED SURVEY MAP NO.** \_\_\_\_\_

**VOL.** \_\_\_\_\_, **PAGES** \_\_\_\_\_

A CERTIFIED SURVEY MAP OF PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4, ALL IN SECTION 13, TOWN 2 NORTH, RANGE 17 EAST, GENEVA TOWNSHIP, WALWORTH COUNTY, WISCONSIN.

**LOCATION SKETCH**



**SE 1/4 SECTION 13-2-17**

**SURVEYOR'S CERTIFICATE:**

I, MARK L. MIRITZ, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT AT THE DIRECTION OF EDWARD C. MELTZER ART FOUNDATION, INC., OWNER, I HAVE SURVEYED THE PROPERTY HEREON DESCRIBED AND THAT THE CERTIFIED SURVEY MAP HEREON SHOWN IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION OF IT AND THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATE STATUTES, AND THE SUBDIVISION CONTROL ORDINANCE, WALWORTH COUNTY, WISCONSIN.

A CERTIFIED SURVEY MAP OF PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4, ALL IN SECTION 13, TOWN 2 NORTH, RANGE 17 EAST, GENEVA TOWNSHIP, WALWORTH COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS: COMMENCE AT THE EAST 1/4 CORNER OF SAID SECTION 13; THENCE S 00°46'52" E 508.00 FEET ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SAID SECTION 13 TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID EAST LINE S 00°46'52" E 984.55 FEET; THENCE WEST 789.79 FEET TO THE EASTERLY RIGHT-OF-WAY OF TRINITY LANE (A PRIVATE ROAD); THENCE N 10°17'11" E ALONG SAID TRINITY LANE 614.06 FEET TO A FOUND IRON ROD; THENCE N 10°06'41" E 285.20 FEET; THENCE N 80°50'05" E 624.63 FEET TO THE POINT OF BEGINNING, AND CONTAINING 653,400 SQUARE FEET OR 15.000 ACRE(S) OF LAND, MORE OR LESS.

*Mark L. Miritz*  
MARK L. MIRITZ  
WI PROFESSIONAL LAND SURVEYOR S-2582  
DECEMBER 7, 2014



**OWNER'S CERTIFICATE:**

AS OWNER, EDWARD C. MELTZER ART FOUNDATION, INC., WE HEREBY CERTIFY THAT WE HAVE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED HEREON.

\_\_\_\_\_  
SALVATORE J. DIMICELI (PRESIDENT)

STATE OF WISCONSIN) SS  
COUNTY OF WALWORTH)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_  
THE ABOVE NAMED SALVATORE J. DIMICELI, TO ME KNOWN TO BE THE PERSON  
WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
COUNTY, WISCONSIN.

NOTARY PUBLIC  
MY COMMISSION EXPIRES \_\_\_\_\_

**GENEVA TOWNSHIP APPROVAL:**

APPROVED BY THE TOWN BOARD OF THE TOWN OF GENEVA ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014

\_\_\_\_\_  
JOSEPH F. KOPECKY, TOWN CHAIRPERSON

**WALWORTH COUNTY APPROVAL:**

APPROVED BY THE WALWORTH COUNTY ZONING AGENCY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014

\_\_\_\_\_  
RICK STACEY, CHAIRPERSON

**CITY OF LAKE GENEVA APPROVAL:**

RESOLVED, THAT THE CERTIFIED SURVEY MAP HEREON, BEING LOCATED IN THE EXTRATERRITORIAL PLAT JURISDICTION AREA FOR THE CITY OF LAKE GENEVA, WISCONSIN IS HEREBY APPROVED BY THE COMMON COUNCIL OF THE CITY OF LAKE GENEVA, WISCONSIN.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR  
THIS INSTRUMENT DRAFTED BY MARK L. MIRITZ

SHEET 2 OF 2 SHEETS  
PROJECT NO. 14.1004

N9330 KNUTESON DRIVE  
WHITewater, WI 53190

**LAND-MARK SURVEYING**

PHONE: (262) 495-3284  
CELL: (262) 949-1239  
MarkMiritz@Land-MarkSurveying.com

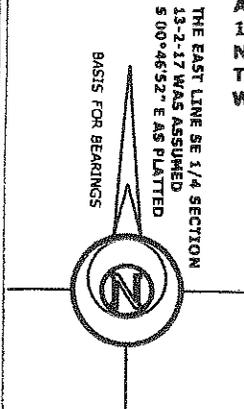
**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

A REDIVISION OF LOT 12, TRINITY MOUNTAIN ESTATES AND A PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 13, ALL LOCATED IN PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 13, TOWN 2 NORTH, RANGE 17 EAST, GENEVA TOWNSHIP, WALWORTH COUNTY, WISCONSIN.

**OWNERS:**  
 RUSSELL BOWMAN  
 BARBARA BOWMAN  
 2754 HAMPDEN COURT  
 UNIT 408  
 CHICAGO, IL 60614

**ZONED C-2**

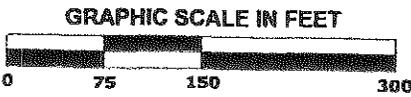
**THIS IS A LOT LINE ADJUSTMENT**  
 "THIS LOT LINE ADJUSTMENT IS FOR THE PURPOSE OF A SALE OR EXCHANGE OF LAND BETWEEN ADJOINING LAND OWNERS THAT DOES NOT CREATE ADDITIONAL LOTS AND THE ORIGINAL PARCELS ARE NOT REDUCED BELOW THE MINIMUM SIZE REQUIRED BY THE WALWORTH COUNTY CODE OF ORDINANCES (ZONING/SHORELAND ZONING)."



SCALE 1 INCH = 150 FEET

reserved for Walworth County register of Deeds

EXISTING SANITARY SYSTEM ON LOT 1 APPEARS TO BE FUNCTIONING. NO EVALUATION AS TO MEETING THE REQUIREMENTS FOR REPLACEMENT SYSTEM UNDER "SPS 383" OF THE WISCONSIN ADMINISTRATIVE CODE.



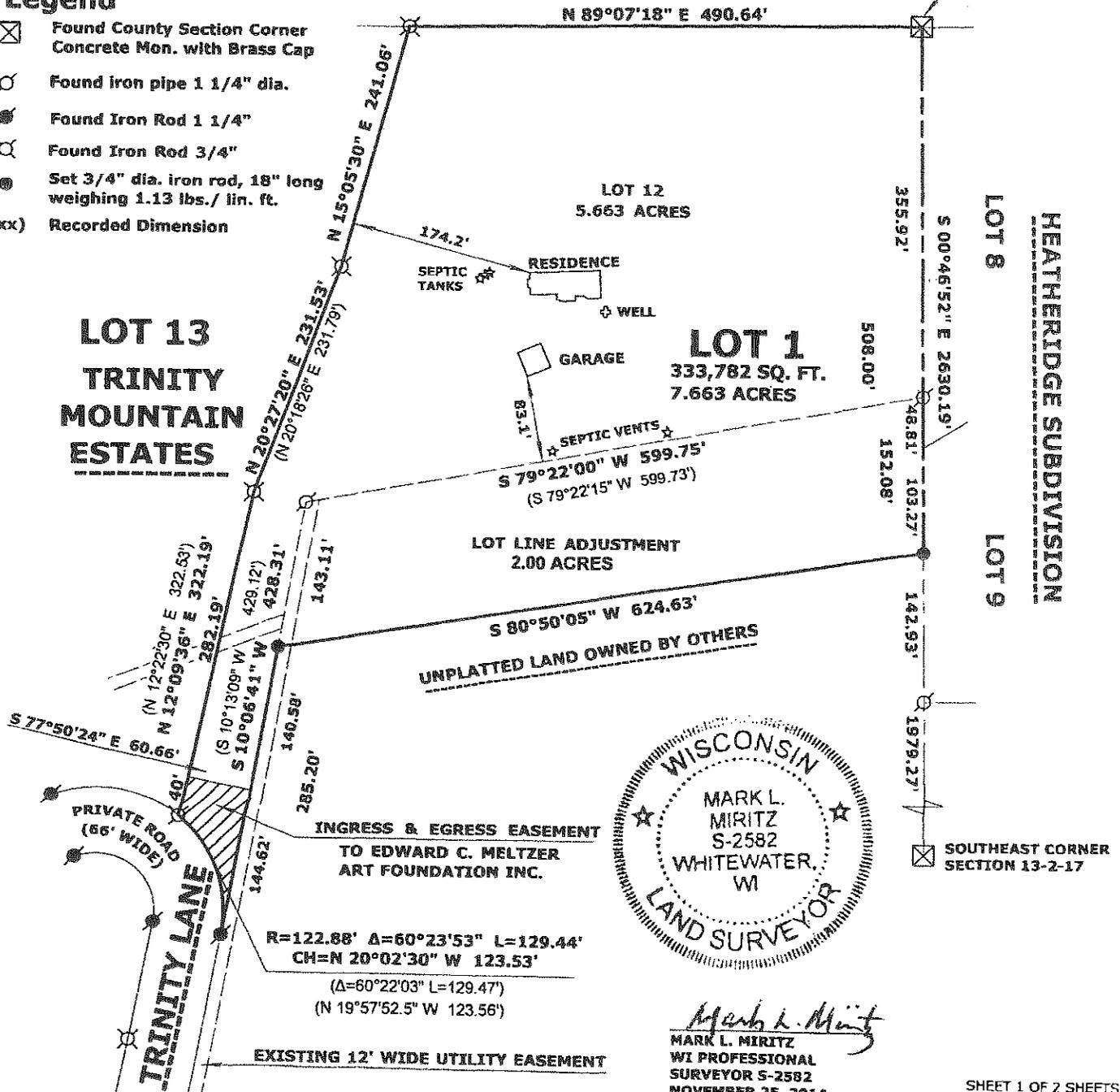
**Legend**

- ⊠ Found County Section Corner Concrete Mon. with Brass Cap
- ⊙ Found iron pipe 1 1/4" dia.
- ⊙ Found Iron Rod 1 1/4"
- ⊙ Found Iron Rod 3/4"
- Set 3/4" dia. iron rod, 18" long weighing 1.13 lbs./ lin. ft.
- (xx) Recorded Dimension

**LOT 13  
 TRINITY  
 MOUNTAIN  
 ESTATES**

UNPLATTED LAND OWNED BY OTHERS

EAST 1/4 CORNER SECTION 13-2-17



*Mark L. Miritz*  
 MARK L. MIRITZ  
 WI PROFESSIONAL  
 SURVEYOR S-2582  
 NOVEMBER 25, 2014

⊠ SOUTHEAST CORNER SECTION 13-2-17

SHEET 1 OF 2 SHEETS  
 PROJECT NO. 14.1004



# Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik

Lynn Hassler

Barb Hartigan

Brian Olsen

Peggy Schneider

Dave Quickel

John Swanson

Mayor Jim Connors

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

Phone: (262) 248-3673

## MINUTES OF THE 6:00 PM DECEMBER 3, 2014 MEETING

City Hall 2<sup>nd</sup> 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 \_\_\_LATE\_\_\_, Mayor Jim Connors \_\_\_X\_\_\_ (.8\_ to start and 9 total).

### Staff & Aldermen Present:

DPW Daniel Winkler \_\_\_X\_\_\_.

### Public Present:

Mr. Chris Schultz, Mr. Andy Kerwin & the Alzheimer's walk coordinator, Mr. Darin Schaefer, Mr. Mike Slavney

### Approve the Minutes of the Prior Meeting:

It was moved by Mayor Connors to approve the minutes of the November 5, 2014 meeting, and seconded by Commissioner Hartigan. The motion passed 8-0. Later in the meeting Mayor Connors moved that the minutes be revised to reflect Commissioner Quickel in attendance. The motion was seconded by Alderman Kupsik and approved 9-0.

### Public Input:

None.

### Permits & Park Donations:

YMCA Tournaments Discussion-DPW Winkler presented a draft of a Veterans Park Field Rental Agreement developed by the YMCA and reviewed with staff. There was discussion of the process of the YMCA coming to the Park Commission for approval of a park use permit, the park use fee amount the City would charge, how approval of souvenir sales would work, the City Attorney would need to review the procedure/City Ordinance regarding souvenirs/liability language, and that the YMCA is not charging enough and should revisit the rates. The DPW and President Skates were asked to review the park use fee in other communities. The matter by consensus was continued.

DATE 1/26/15 -2/1/15, 2/3/15, 2/6/15, 2/7/15 LOCATION Flat Iron Park, Riviera front lawn, Riviera Beach USE Winterfest

President Skates read the permit. Security deposit was waived. It was moved by Mayor Connors to approve contingent upon approval of the remaining reviewing departments, and seconded by President Skates. The motion passed 9-0.

DATE 9/19/15 LOCATION Library Park USE Alzheimer's Walk, 9 AM to 1 PM

President Skates read the permit. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Hartigan. The motion passed 9-0 to include special requests.

DATE 5/23/15 LOCATION St. Francis Church & School USE 5K Run

President Skates read the permit and DPW Winkler described the route. It was moved by Alderman Kupsik to approve if the Park Commission has the authority, and seconded by Commissioner Hartigan. The motion passed 9-0 after discussing if it is Council that approves road races.

DATE 5/25/15 LOCATION Seminary Park USE Family Picnic

President Skates read the permit. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Hassler. The motion passed 9-0.

DATE 8/8/15-8/9/15 LOCATION Flat Iron Park USE Art in the Park

President Skates read the permit. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Olsen. There was discussion of the new pavilion but no decision if it can be used at no cost to the event. The motion passed 9-0.

DATE 9/26/15 LOCATION Flat Iron Park USE Felix Wedding, 1 PM-6 PM

President Skates read the permit. It was moved by Mayor Connors to approve, and seconded by President Skates for the Gazebo. There may also be a tent. The motion passed 9-0.

DATE 9/26/15 LOCATION Library Park USE Hope Walk, 6 AM-2 PM

President Skates read the permit. It was moved by Commissioner Hartigan to approve, and seconded by Commissioner Quickel. The motion passed 9-0.

## **Park Assignments/Repair Update/Maintenance:**

None.

## **NEW BUSINESS**

None.

## **OLD BUSINESS**

### **Park Use and Open Space Plan-Final Discussion and Recommendation to City Council.** (This item was taken first out of order on a motion by President Skates and second by Commissioner Hassler. Motion passed 8-0.)

Mr. Slavney appeared to discuss the final draft of the plan. Commissioner Swanson inquired how long it was good for and the response was 5 years. Mr. Slavney said the final plan will be scheduled for approval in January of 2015. DPW Winkler commented on the document's thoroughness particularly the park impact fee analysis. It was moved by Alderman Kupsik to forward the plan to the Planning Commission and seconded by Commissioner Hartigan. During discussion Mayor Connors suggested making a recommendation to approve the plan of that is the intent of the Commission. Alderman Kupsik made an amendment to his prior motion to recommend endorsing the plan as part of his original motion. The amendment was seconded by Commissioner Hartigan and passed 9-0. The new main motion as amended passed 9-0.

### **Dog Park Update**

DPW Winkler reported that the fence funded from park use fees was approved at Council on November 24<sup>th</sup>. He said he would be developing plans and bid documents this winter for spring of 2015 construction. No other action was taken. There was some discussion that the Park Commission needed to have rules and fees decided prior to opening the park.

### **Future Meeting Agenda Items-January 2015**

- Dog park rules and fees.
- Flat Iron Park Pavilion rental rates.
- YMCA Tournament Fields Rental Agreement.

### **Adjourn:**

It was moved by Mayor Connors and seconded by Commissioner Olsen to adjourn. The motion passed 9-0 and the meeting was adjourned at 7:28 PM.

### **Set Next Meeting Date:**

The next regular meeting is tentatively scheduled for February 4, 2015.

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, December 11, 2014 at 7:00 a.m. (Director's Office)

Present: Kundert, Lafrenz, Lyons, Oppenlander; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$66,312.92 in General Funds and \$361.37 in Donated Funds for the month of November.

**Board of Trustees Meeting**

Thursday, December 11, 2014 at 8:00 a.m.

**Minutes**

**Call to order**

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

**Roll Call**

Members present: Brookes, Dinan, Jones, Kersten, Kundert, Lafrenz, Lyons, Oppenlander; Also present: Peterson and Benson

**Adoption/Amendment of agenda**

Oppenlander asked for a motion to adopt the agenda. Lyons made a motion to adopt the agenda. Brookes seconded. Motion carried unanimously.

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

Oppenlander asked for a motion to approve the minutes of the meeting on November 13, 2014. Lafrenz made a motion to approve the minutes of the November 13, 2014 meeting. Brookes seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the December 4, 2014 meeting of the Personnel Committee. Lafrenz made a motion to approve the minutes of the December 4, 2014 meeting of the Personnel Committee. Dinan seconded. Motion carried unanimously.

**President's Report**

Oppenlander welcomed Bob Anderson from Voyager. Anderson reviewed the Library's portfolio. Discussion followed. Anderson will prepare a proposal for the Board's review at their January 8, 2015 meeting.

Oppenlander updated the Board on the Smith Meeting Room. Discussion followed. It was agreed to plan an Open House for the Smith Meeting Room during National Library Week in April 2015.

Peterson reviewed Library Highlights for 2014.

**Building & Grounds**

Kundert reviewed Vorpapel proposal for a preventative maintenance contract in 2015. Discussion followed. Peterson will follow-up with two more bids.

Kundert reviewed three bids for a new cleaning service. Discussion followed. Lyons made a motion to approve the proposal from JaniKing contingent upon review of the contract by the City Attorney. Lafrenz seconded that motion. Motion carried unanimously.

### **Finance**

Kundert made a motion to approve \$66,312.92 in General Funds. Lafrenz seconded. Motion carried unanimously. Kundert made a motion to approve \$361.37 in Donated Funds. Lafrenz seconded. Motion carried unanimously.

Kundert reported that City Administration is waiting for the results of the Job Classification and Category Study to finalize the City's Library Operating Budget.

Kundert reported the contribution of the Board of Trustees for the purchase of the Scan Pro 3000 in partnership with the Library Foundation and Friends Group.

### **Personnel**

Lafrenz reported on the outcome of the Personnel Committee meeting on December 4, 2014.

Lafrenz also reported on the outcome of the Personnel Committee meeting on November 15, 2014.

Oppenlander presented an update of the Library's Organizational Chart. Lafrenz made a motion to approve the updated Organizational Chart as presented. Lyons seconded. Motion carried unanimously.

### **Director's Report**

Peterson reported on the decrease in check-outs for the month of November and anticipated the year-end total check-outs for 2014 will be significantly lower.

Peterson reported on the completion of the Fiber Optic Project.

Benson reported on November adult programming and upcoming youth programming.

### **Adjournment**

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:42 a.m. Lyons seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones,  
Secretary

**Next meeting: Thursday, January 8, 2015 at 8:00 a.m.**

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

**Finance Committee**

Tuesday, December 23, 2014 at 8:00 a.m. (Director's Office)

**Minutes**

**Call to order**

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

**Roll Call**

Members present: Lafrenz, Kundert, Oppenlander; Also present: Peterson

**Adoption/Amendment of agenda**

Kundert asked for a motion to adopt the agenda. Oppenlander made a motion to adopt the agenda. Lafrenz seconded. Motion carried.

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

None

**Chairman's Report**

Kundert led a discussion on his recommendation to deposit certificates of deposit as they mature into a new account at Voyager. Discussion followed regarding the portfolio. Committee agreed to introduce this proposal to the Library Board of Trustees at their next meeting on Thursday, January 8, 2015.

**Adjournment**

Kundert asked for a motion to adjourn at 8:40 a.m. Lafrenz made a motion to adjourn. Oppenlander seconded. Motion carried.

Respectfully submitted,

Andrea W. Peterson  
Director

Lake Geneva Historic Preservation Commission Meeting Agenda

November 13 , 2014- 6:30 p.m. Lake Geneva City Hall

Meeting called to order by President Ken Etten at 6:30 p.m. at Lake Geneva City Hall.

Present: Ken Etten, Louise Rayppy, Patrick Quinn, and Jackie Getzen. Absent were Mary Tanner, Dee Fisk, and Ellen Kehoe .

Approval of the minutes of October 9<sup>th</sup> meeting.

Comments from the public : none.

Reports from the GenevaLake Area Museum and Maple Park Homeowners Association: The Cemetery walk was successful with 167 people attending. A Victorian Christmas display will be at the museum starting December 6<sup>th</sup>.

Update on Geneva Theater building: Price is \$995,000 with some people looking. Meeting to be held by theater group, with possible use of TIF money on the agenda.

Historic Lake Geneva Walking Tour booklet: There was an extensive review of the Walking Tour booklet, contents will be e-mailed to members for further review. Quotes for cost of publication will also be e-mailed. Another tour, pamphlet sized, is also being considered for historic areas of the city.

Historic Signs: Signs are ready and locations have been established. They are waiting to be installed.

Oak Hill Cemetery as a National Historic Site: no report.

Extant buildings on Maple Lawn property: no report.

Plaque Program applications: There is an interested party at 930 Sage Street.

Reviewed information from state and national historical organizations.

Reviewed other projects and promotional ideas for LGHPC.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Jackie Getzen

# **Lake Geneva Historic Preservation Commission Meeting Minutes**

**December 11, 2014 6:30 p.m. Lake Geneva City Hall**

**The meeting was called to order by President Ken Etten at 6:30 p.m. at Lake Geneva City Hall.**

**Present: Ken Etten, Dee Fiske, Louise Rayppy, Patrick Quinn, Jackie Getzen. Elyn Kehoe and Mary Tanner were absent**

**Approval of the Minutes of Historic Preservation Commission Meeting of November 13, 2014.**

**Comments from the public: None**

**Reports from the Geneva Lake Area Museum and the Maple Park Homeowners Association**

**The Maple Park homeowners gathered at Tara Trent's home following the Christmas Parade. The museum has had an extremely successful year with marvelous attendance at their "Tuesday at Two" meetings. The Train Show will be held on February 14 and the Piccard China display will be removed in January. The hours of the museum are 11-4 on Sunday and open on Friday, Saturday Sunday and Monday during January and February.**

**Update on the Geneva Lake Theatre Building. The Historic Preservation Commission is hoping that the City will help with the purchase of the Theater Building for a Community Arts Center.**

**Ken Etten has received some very early photos of the interior of the Theater from Andrew Schneider of Chicago. They detail the very elegant interior that once existed.**

**Report from Patrick Quinn and discussion on the status and updated version of A Historic Geneva Walking Tour. Patrick has agreed to modify the initial report and to make some significant changes to the structure of the Tour. We will have a discussion on our next meeting as to how to proceed.**

**Report and discussion regarding two proposed new Historic Signs from Timberline Signs listing Civil War and other veterans buried at Pioneer Cemetery and Oak Hill Cemetery. Motion passed to approve the ordering of the signs and to use the current money in the budget as well as some from next year's budget to pay for these signs.**

**Continued discussion regarding nomination of Oak Hill Cemetery as a National Historic Site, including input from historic consultant John Notz. This is an ongoing project.**

**Review of recent Plaque Program applications, and information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians and the Wisconsin Association of Historic Preservation Commissions. A new plaque has been added at 930 Sage Street.**

**Update re: potential projects and promotional ideas for the LGHPC, educational programs and updates on the website [www. historiclakegeneva.org](http://www.historiclakegeneva.org).**

**Meeting adjourned at 7:30 p.m.**

**Respectfully submitted,**

**Dee Fiske**

**City of Lake Geneva Parking Commission**  
**November 19, 2014 – 6:00pm**  
**Conference Room 2A, City Hall**  
**Minutes**

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.
2. **Roll Call at 6:00pm**  
Present: Chairman Krause, Fleming, Kordus, and Swangstu  
Also Present: Schaefer (Non-Voting), Mayor Connors, Alderman Hill and Parking Manager Mullally
3. **Approval of Minutes**  
Kordus/Fleming motion to approve meeting minutes from October 15, 2014, as prepared and distributed. Motion carried 4 to 0.
4. **Open Comments**  
None
5. **Discussion on Parking Referendum**  
Krause suggested that Mullally check on and/or keep any pictures or documents from the ramp referendum. Krause then discussed the lost opportunity that the City had by receiving \$7 million dollars which would not have to be paid back. Unfortunately, from some conversations he had with people, he realized that they were misinformed, specifically about receiving money back if the referendum was voted down.  
Kordus commented that in his district, he made phone calls and knocked on doors speaking to about three hundred people. After the fact, he received phone calls asking when the \$1000 check per resident would be distributed. Fleming also stated that at a Chamber meeting it was discussed that someone asked if the \$1000 check would be per person or per household.  
Krause asked Connors how the TIF money dissolves out. Connors explained that his understanding is, although not confirmed, a percentage goes to Joint One, Badger, County, Gateway, and the City. Although, Hill stated that the Council has to vote to close it first.
6. **Smart Card Program Update**  
Mullally began a discussion regarding piloting a residential smart card program which would replace the resident parking sticker. The smart card could be programmed for 200 parking hours and used in the kiosks similar to a credit card. The advantages would be that parking time for residents would be “portable” instead of confined to two consecutive hours per stall per day and card usage would be easily tracked. The smart card could also act as a gift card for merchants. The disadvantages would be that individuals would be obligated to use the parking kiosk instead of just parking; the City would need to purchase a minimum of 1,000 cards, and new software. Kordus stated it

may not be a bad idea to start a pilot program ahead of 2016. Hill countered by stating it would be changing the user experience in dealing with machines instead of a sticker. Fleming stated there would be more wait time at machines during the summer season. Kordus suggested separate rates. Mullally reiterated that some municipality smart card programs have worked and others have not. Mullally suggested that if residents were happy with two hour parking as is then to concentrate on moving forward with research on parking apps for merchants programs. Fleming suggested waiting on action on smart cards as it is two hours free across the board. Krause stated there was no urgency and to table action until the next meeting.

## 7. **Discussion/Recommendation on increasing parking stalls on Cook Street and South Lake Shore Drive**

Mullally recommended the following options on the 200 block of Cook Street between Main and Geneva Street:

- Reconfigure current (9) parallel parking spaces (one handicap) to a potential of (15) angled parking spaces on the **west** side of Cook Street
- Reconfigure current (10) parallel parking spaces into angled parking on the **east** side of Cook Street
- Reconfigure the 200 block of Cook Street between Main and Geneva Street to **one way street** going south allowing angle parking on both sides of street.

Connors recommended getting permission from the Methodist Church on Cook Street to close the curb cut on the west side of Cook Street to allow angled parking on the west side of Cook Street. Hill stated reconfiguring Cook Street into a one-way street may be a traffic cluster however, Mullally stated that Cook and Main Street is one of the highest traffic areas in the summer. By not allowing vehicles to make a right turn on Cook Street pushes traffic further west whereas, more parking inventory is available.

Krause asked Mullally to follow up with the Methodist Church and forward to the Public Works Committee.

Connors also stated that the 700 and 800 block of Geneva Street was considered to “flip-flop” angled parking from south side of Geneva to north side of Geneva Street because there are less curb cuts.

Kordus will check with Winkler regarding the reconfiguration and engineering costs of the Sage Lot in order to add twenty more spaces.

Krause/Fleming made a motion to pursue additional parking on the west side of Cook Street and to think about reconfiguring Cook Street (200 block) to a one way going south on the next agenda. Motion carried 4 to 0.

### **South Lake Shore Drive**

Mullally recommended to reroute tour bus parking from South Lake Shore Drive to Dunn Park (bus designated area in front of school) or at Dunn Parking lot. Connors suggested

leaving at least two bus spaces for performers in the back of the Cove. Fleming stated that South Lake Shore Drive was once proposed as angled parking on the west side as part of a proposal for new homes. Krause asked Mullally to work with Winkler in researching angled parking on South Lake Shore but keeping two stalls for buses behind the Cove. Krause asked Mullally to propose something for the next meeting regarding South Lake Shore Drive angled parking.

**8. Discussion/Recommendation on adding parking stalls to Broad Street in front of Geneva Theatre**

Mullally recommended to mark and add parking stalls in front of the Geneva Theatre. Kordus stated that Winkler already has the layout but held off because of interest in someone buying the theatre. Connors stated in order to change parking in front of Geneva Theatre, we would need to change the entire parking ordinance which lists every block and location.

Kordus/Swangstu motion to recommend to Public Works that plans to create a potential of five parking stalls, including a handicap, in front of the (former) Geneva Theatre be pushed through. Motion carried 4 to 0.

**9. Discussion/Recommendation on additional ways to increase parking**

Fleming made a suggestion to encourage Central Dennison to purchase the rental house on Wisconsin Street between Cook and Broad to create a parking lot. Fleming suggested the parking lot because the City already provides their employees with parking. Krause stated that he would ask Jordan.

Kordus compiled a list of suggestions that people stated to him regarding parking. Hill stated that individuals should come to committee meetings to make suggestions.

**10. Next meeting on December 17, 2014 at 6:00pm**

**11. Adjournment**

Fleming/Swangstu motion to adjourn. Motion carried 4 to 0.

Meeting adjourned at 6:57pm

/s/ Sylvia Martinez-Mullally, Parking Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PARKING COMMISSION**

**City of Lake Geneva Parking Commission**  
**December 17, 2014 – 6:00pm**  
**Conference Room 2A, City Hall**  
**Minutes**

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.
  
2. **Roll Call at 6:04pm**  
Present: Chairman Krause, Fleming and Kordus  
Also Present: Schaefer (Non-Voting), Mayor Connors, and Parking Manager Mullally  
Not Present: Swangstu
  
3. **Approval of Minutes**  
Kordus/Fleming motioned to approve minutes. Motion carried 3 to 0.
  
4. **Open Comments**  
None
  
5. **Passport Parking Representative-Conor Kelly- Pay-by-Phone App**  
Passport Parking representative, Conor Kelly, presented the Commission with his company's various cloud-based parking management solutions which enables customers to pay for parking via smart phone (downloadable app), pay by web, pay by text or pay by voice. Passport Parking specializes in two elements: mobile pay-by-phone (smart phone) application and enforcement with real time reporting.  
Kelly presented the following information:
  - Passport Parking app is a user-friendly and convenient option to pay for parking
  - Passport created the parking app for the City of Chicago-Park Chicago
  - Since July 2014 25% of parking in the City of Chicago is paid via parking app
  - Passport has a merchant validation program in which merchants can create and maintain their own account and offer parking discounts to their customers by entering a created code
  - Passport provides customers with a pre-paid "wallet" option which gives them the ability to add and/or store prepaid funds to their accounts; lowering their costs (similar to a gift card)
  - The parking app can be used as a virtual residential permit or virtual smart card whereas residents are identified with their license plate with set parameters
  - A Passport parking app in the City of Lake Geneva would be transferable to other participating Chicagoland and suburban municipalities
  - Customer user fees for the parking app would be between \$0.15-\$0.35 per transaction or a one-time \$0.60 setup fee for a pre-paid wallet balance

- Passport offers an enforcement component to their service which includes real time reporting, stored ticket information, progressive ticket options, and collection service. The basic service cost is based on citation recovery or \$3.00 per paid ticket and equipment costs.

#### 6. Discussion on Smart Card Programs

Kordus suggested a trial period for piloting a smart card program for residents. Kordus suggested the trial would consist of 100-150 cards. Although, Mullally stated that the industry leader POM only offers a minimum order of 1,000 cards, she would continue to research the program as directed.

#### 7. Increasing parking stalls on Sage lot, South Lake Shore Drive, 700 and 800 block of Geneva Street, 200 block of Cook Street, 200 block of Broad Street and update on curb cut near Methodist Church

- Sage lot-Kordus stated that the reconfiguration of the Sage lot would be on the Council's agenda on Monday December 22, 2014
- South Lake Shore Drive-Connors suggested leaving two bus stalls on the north entrance (near Burger King) and converting the two bus stalls (south) into parallel parking; changing striping
- 700 block of Geneva Street-Krause stated to keep street the same configuration because of the steepness
- 800 block of Geneva Street-Mullally was asked to proceed with Winkler to see how many angle stalls they could pick up on the northside
- 200 block of Cook Street- Mullally was asked to proceed with Winkler to see how many angle stalls they could pick up on the west side
- 200 block of Broad Street-Connors suggested that an ADA accessible stall could be created by the alley and proceed with striping
- Curb cut near Methodist Church-Mullally stated that the Church needed to contact its Board of Trustees for a decision regarding filling the curb cut
- Mullally suggested that the 200 block of Center Street (west side) was also wide enough for angled parking; Connors suggested that an ADA accessible stall could be created by the alley in front of the Oral Surgery office and angled on the west side-Ordinance change needed
- Connors suggested an ADA accessible stall could be created on block 11 in front of Traver Hotel (north of alley)

Krause stated that all of the recommendations should go to Winkler for a visual and then to the Council for decision. Krause asked Mullally to keep searching the City for more inventory.

**8. Update on recommendation to Central Dennison School**

Fleming proposed that the School purchase the lot for parking.  
No action on this item.

**9. Off Season Alternatives**

Connors distributed two proposals to eliminate the seasonal two-free hour parking ordinance. The first proposal would make free unlimited parking from the dates November 15<sup>th</sup> -March 31<sup>st</sup>; and the second proposal would make free unlimited parking from November 15<sup>th</sup> -February 28<sup>th</sup>.

Kordus/Fleming motioned to recommend to Council to make free unlimited parking from the dates November 15<sup>th</sup> -March 31<sup>st</sup>. Motion carried 3 to 0.

**10. Next meeting on January 21, 2015 at 6:00pm**

**11. Meeting Adjourn 3-0 at 7:57pm**

# **COMMUNICATIONS COMMITTEE MINUTES**

## **TUESDAY, DECEMBER 16, 2014 – 4:00 P.M.**

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

Meeting was called to order by Chairman Milliette at 4:05 p.m.

Roll Call. Present: Chairman Gary Milliette, Alderman Bob Kordus, Advisor Jeff Miskie, C. Andrew Fritz IV, Jeffrey Kriegel, Ron Berndt. Also present: City Clerk Waswo

**Kordus/Fritz motion for approval of minutes from September 18, 2013 meeting, as distributed.** Motion carried 4 to 0.

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

None.

#### **Discussion on Election of Officers**

Kordus/Fritz motion to continue with Gary Milliette as Chairman of the committee. Motion carried 4 to 0.  
Milliette/Kordus motion to name C. Andrew Fritz, IV as Recording Secretary. Motion carried 4 to 0.

#### **E-Alert newsletter**

City Clerk Waswo discussed the purpose of the E-Alert newsletter and how it is currently being used. Currently, the newsletter is only going out to people who sign up for it on the City's website. Ms. Waswo would like it to be focused more on city news rather than the promotion of events around the city to avoid favoritism or hard feelings from the many organizations in the community. Ms. Waswo also discussed the use of the City's Facebook and Twitter accounts. Chairman Milliette suggested using the newsletter to notify residents of street closings and such during events or construction. Alderman Kordus suggested not sending too aggressively, as this may annoy subscribers and cause them to unsubscribe. Mr. Kordus suggested in the bottom perhaps adding links to employment opportunities, legal notices and such. Jeff Miskie suggested adding answers to general questions that are being asked at the front counter at City Hall regularly. Mr. Milliette suggested adding a section for feedback.

#### **ISP Discussion**

Chairman Milliette suggested increasing internet speeds for City Hall. Alderman Kordus stated that this was not in the committee's purview. The Communications Committee's purview is to advise the Council and Administrator on matters relating to technology, information and communication with the City or as referred by city staff or Council. The committee's purpose is to evaluate or make recommendations to Council related to overall communications to the residents. He stated that ISP in City Hall does not improve communication with residents.

#### **Cloud Computing discussion**

This is another item that is not in the scope of the Communications Committee's purview. Jeff Miskie stated that he does not want to cross a line where security information becomes a part of public record. Alderman Kordus suggested taking items such as this to the Committee of the Whole.

#### **Set next meeting date**

Kordus/Milliette suggested meeting quarterly on the 3<sup>rd</sup> Tuesday at 5:00 p.m. The next meeting will be held on March 17, 2015 at 5:00 p.m. Unanimously carried.

#### **Adjournment**

Kordus/Milliette motion to adjourn at 4:48 p.m. Unanimously carried.

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/s/ Stephanie Gunderson, Assistant City Clerk

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

## Geneva Lake Museum Board Meeting

November 12, 2014

**President Jim Gee** called the meeting to order at 5:30 in the Mill St room. Board members present : Dale Buelter, Vern Magee, Marianne Bonifacic, Pat Gee, Joanne Niessner, Barbara Buelter, Dick Bain, Betty Less, Davey Williams, Jim Davis, Don Rutkowski. Absent: Lynn Grayson, Mary Tanner, Dana Hagenah, Mary Olson, Dee Fiske and City rep Elizabeth Chappell. Staff present: Karen Jo Walsh, Helen Brandt, Pat Cramer. Other guest: Vernon Haan.

The **minutes were approved** as sent electronically with motion by Betty Less and second Barb Buelter.

Motion carried. There was no treasurer's report because of Mary's absence. **Helen** gave the Collections report: We have a one year loan from the Maxwell Foundation to exhibit the portraits of Mr and Mrs Philip Maxwell. Karen worked with Lori Grove, President of the Foundation, for several months and they are now here and exhibited in the Research/ Library Room. Mr Maxwell has been called the 'father' of Lake Geneva because he brought forth the money to plot city when it consisted of 1600 acres. Maxwell Street in Chicago and in Lake Geneva are named after him. He was a government surgeon and worked at Fort Dearborn in Chicago. What is now the Maxwell Mansion was his home and has been restored thanks to Bethany and Andrew who own the building now along with the Baker House. The portraits of Philip and Jursha will go back to Chicago to complete the restoration of them and then returned for the duration of their exhibit. It is noted that Mr Dreihaus paid for the restoration of these portraits. Dale reported that John Notz told him to always ask him first if we ever need restoration done in the future.

**Directors Report:** Karen went over the surveys collected from visitors; many said they came to do shopping and also they had seen our flier. These were the two reasons cited most frequently when Marsha did these statistics. She hopes other board members will take fliers and be responsible for taking them to business places that each of us go to frequently. Pat and Jim Gee do this often and she wants others to join them and do their part in taking rack cards and fliers to many places. The surveys that board members received showed the attendance in 2007 to the present in 2014. As of the end of October, we have had 16,724 guests visit the GLM! The Tuesday @ 2 keeps growing and as of the end of October, we have had 1793 people attend them this year. The 3<sup>rd</sup> page of this report shows the number of people that visit on certain days, which we should be aware of when we consider which days to be open. If we are open only 3 days a week in the low season, we should reconsider Fridays, as that is a low day as shown in the statistics. Saturday, Sunday and Tuesdays are high volume days for us. These are facts and figures to show the city that we are a destination and an important part of the tourist crowd who come to Lake Geneva. We show visitors from 37 states and 38 countries! This concludes her statistics report and she then went to her regular report: We are collecting gifts for Toys to Tots and have 2 boxes in the museum where board members can place an unwrapped toy by December 11<sup>th</sup>. Workshops are planned through the end of May as of now. We are collaborating with the Lake Geneva Arts Foundation, the Kundurt musicians, and the Belfry Theater. Lori Grove valued the Maxwell Paintings at over \$20,000. A rider for insurance has been taken out by the Foundation and paid for by them. The Holiday decorations are almost up, thanks to the team of Barb, Joanne, Annunciata, Cathie Swift, Betty, Jim R and Vern and Cathy Klink. We are planning an Open House with the Chamber for an evening in February. Karen suggested that we be open when the children have a holiday such as Veteran's Day as we received many calls asking if we were open. In January and February we are open only 1 day a week; Karen is suggesting we be open 3 days a week. Don made a motion we be open 4 days a week during January and February from 11 to 3 on Saturday, Sunday, Monday and Tuesday. Pat

second the motion and after some discussion motion carried. After this motion, we returned to the Disaster Plan update and review by Barb and Joanne who attended a workshop on this. Karen suggested going over this report at a Planning Meeting as there is too much to go over right now. We need to plan so we would be prepared in case of a flood, fire, or some other disaster. In the new future the fire department will come in and advise us how to react in case of a fire. A copy will be put at the front desk and another in the kitchen on what things to grab first in case of a disaster. The Planning meeting in December will be devoted to going over the things presented in the workshop. Returning to the Director's Report: Williams Bay Historical Society event was informative and we are collaborating with them. There was a good turn out for Trick or Treat on Main Street with 527 people in attendance in a little over an hour. Karen has included information on the Museum Magazine in the pages given to Board members and asks that we read them. The museum website is being kept updated in a timely manner. From the Multi Chamber Scramble that Vern and Karen attended, they learned that Social Media is still very important with Facebook # 1 (which is not being kept up) and # 2 is Youtube, which we have only one of, and # 3 is a mix of Twitter, Pinterest and Linked In. The museum must develop a plan for media and marketing. *Roll Out the Barrels* by **Gary J. Hess** donated his book to the research library. A thank you from the Williams Bay Recreation Department for museum support of Boo in the Bay singing pumpkins of \$50 from GLM. Chuck suggested that in the near future we should have a part-time person in charge of Social Media and Public Relations with ongoing oversight. We are just doing bits and pieces now which is not enough as we grow in numbers of visitors. Karen talks to Constant Contact weekly so that is being managed well but the other social media needs help for sure. Chuck said he donated \$100 of his money and is 'buying friends' on facebook. Reminder from Karen: Mill St will be open with the Pickard China exhibit through January and then the room will be closed to dismantle Pickard and put up the Roaring Twenties exhibit. The Train Show is February 14<sup>th</sup> and then the carpet could be cleaned to be ready for the Grand Opening in May. Artist *Kirsten Davis* donated her skill in painting a 'Photo Board' which will be used for the 20's and 30's exhibit. The only thing she asked for is to be given a GLM membership for a year, which Karen okay-ed. Karen asked we don't forget the '*Brief exhibit*' of underwear' coming to Main Street in February.. She ended her report by wishing everyone a Happy Thanksgiving

**Finance Committee:** Jim reported that we have added \$20,000 to our Endowment Fund, with \$10,00 going into each of the separate accounts. A \$1,000 was recently given to us from the Lions Club, who asked that it be put in our Endowment Fund.

**Fundraising:** Marianne reported we have had a very good year with the Cemetery Walk, and the Jim Davis letter. The Roaring Twenties fundraiser will be held in May and a trip to the Rockford museum will be held in April. A surprise gift from Clear Sky Lodge will be Oct 10, 2015. Jim Davis gave a wrap up of the Cemetery Walk saying we made a profit of \$1593.00 and reported that we received \$500 in response to Jim's letter; the donor said it was made because of the Cemetery Walk. A booklet will be made up with the information from the walk so others can read and enjoy the research that went into it. Jim said the cemetery committee now wants 25% of our proceeds if we do this again. Pat Gee gave the report on Jim's letter so far: 1170 letters went out using a local company ABT to do the mailing which saved us money for postage. Marianne got *A Plus Graphics* to donate all of the printing for us for which we are grateful. Expenses for the letter were \$643.00 and so far we have received 29 replies bringing in \$2,225. There are some letters left so people were encouraged to take them if they knew people that they could send them to. Pat worked with the database to take people out that we did not have a current address for and hand addressed some where she had a new address. Pat G is doing the research on the 20's and 30's event which will be held May 22<sup>nd</sup>. The committee recently went to the Water's Edge on Lake Como to see where Bugs Moran used to hang out and stay there years ago. They reported the basement was most interesting for the committee to see with walls 15" thick. There were

bars on all of the windows and they saw where the money was counted from the Speak Easy. Marianne said the fundraising committee are considering how they should thank the donors and is hoping they can agree, or she suggested perhaps an ad hoc committee could do this. She also announced Ed Schwinn is a new member of the fundraising committee.

**Planning and Exhibits:** Dale said between Karen and himself, many items are on the agenda to get done and they will be working on them now and into next June. He has met 6 times working on the lighting to be done on Main St and recently all has changed due to the health of the installer's wife. If the price is right, we will be switching to PJ Electric to do the work. The goal is to have some of the lighting on Main St complete by the time of the Craft Show on November 29<sup>th</sup>. Dale also told the board that Burly talked to him and offered storage space at the waste water plant. This will enable us to have more organized space in our storage area at the museum. Karen will take photos of what will be stored at the waste water plant. Dale will work with Burly to see that we have some sort of contract so all will be informed.

**Membership:** We have a total of 463 members with 40 of those being overdue. Of the 463, we have 36 Life Members, 44 Benefactor, 8 Patron, 3 Business/Commercial 60 Supporting, 59 Adult, 1 Student, and 251 Seniors. Jim will send out a letter in December to those overdue and the inactive list.

**Old Business:** Jim reviewed Constant Contact to make sure all of the board are receiving the notices that are sent out each week. He also mentioned the Electronic Calendar and Pat Cramer takes care of that and invited anyone that didn't know how to access it, see her.

**New Business:** Jim said a friend of his has offered the GLM a small pile of bricks that came from our Railroad Station. Karen and Chuck both had ideas on how they could be used for display and fund raising. The owner will drop them off in the near future. After discussing how to engrave them, it was decided it would be best to leave them plain and give people a certificate of authenticity if they purchase one.

Jim discussed how we can thank our 'in-kind' contributions. Several ideas were suggested such as a Thank you box on the web page, in our newsletter, or a personal letter or in an annual report. Karen brought up the Burlington Chamber and said she talked at length with them at the Chamber Scramble. Vern made a motion to join the Burlington Chamber, Don second, and after some discussion, motion carried.

There being no other business, the president adjourned the meeting at 7 pm.

Vern Magee  
Secretary

cc Jim Connors  
Elizabeth Chappell  
City Clerk