



COMMITTEE OF THE WHOLE
MONDAY, FEBRUARY 4, 2013 – 6:30PM
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 January 7, 2013 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. Announcement that the Spring Primary Election is Tuesday, February 19 and all voting will take place at City Hall for this election only
7. Discussion/Recommendation to staff on possible modifications to sidewalk café ordinance (*referred from City Council 01/28/13*)
8. Discussion/Recommendation on rental inspection ordinance and chronic nuisance premises ordinance
9. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Hill
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
10. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

- a. Utility Commission, Aldermen Hougen & Wall
- b. Tree Board, Alderman Kupsik
- c. Police & Fire Commission, Alderman Hill
- d. Plan Commission, Alderman Hougen
- e. Board of Park Commissioners, Alderman Kupsik
- f. Library Board, Alderman Wall
- g. Historic Preservation, Alderman Kehoe
- h. Cemetery, Alderman Krohn
- i. Parking Commission, Alderman Hill
- j. Communications Committee, Alderman Hill
- k. Avian Committee, Alderman Wall

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

- a. Chamber of Commerce, Alderman Hill
- b. Geneva Lake Museum, Alderman Mott
- c. Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
- d. Geneva Lake Environmental Agency, Alderman Wall

12. Adjourn

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

2/1/13 4:10PM

cc: Aldermen, Mayor, Administrator, Attorney, Department Heads, Media

COMMITTEE OF THE WHOLE
MONDAY, JANUARY 7, 2013 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Kupsik called the meeting to order at 6:35p.m.

Pledge of Allegiance led by Alderman Kupsik.

Roll Call. Present: Aldermen Hougen, Mott, Hill, Kupsik, Krohn and Tolar. Absent (excused): Aldermen Wall and Kehoe. Also present: City Administrator Jordan.

Mott/Hill motion for approval of Minutes from December 3, 2012 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.

George Hennerley with the Lake Geneva Chamber of Commerce recapped that 2012 had been a great year and thanked all who participated in the Christmas Parade. He added this is the first time ever they have had over a million hits on their website, which has recently been updated.

Discussion/recommendation on Communications Committee duties

Alderman Hill said, while she hadn't requested this to be on tonight's agenda, she was happy to discuss it. It went through a number of ordinances to get some consistency with protocol. They have been discussing making sure they have been working within the bounds of the ordinance. Administrator Jordan explained that once you have software, such as with our accounting system, you have it as long as it does the function with upgrades within it. This is something staff deals with every day and they would know best. The thing that is important here is how does the Communications Committee want staff to communicate with the citizens and how do we get the word out using Twitter, Facebook and the website.

Discussion/recommendation on building a Frisbee golf course on the City-owned portion of the former Hillmoor Golf Course site

President Kupsik opined that we have a perfect spot for a Frisbee golf course on the back nine holes of Hillmoor Golf Course which the Park Board is hoping to incorporate with the dog park. He introduced Terry Miller to give a presentation. Mr. Miller described himself as a professional disc golfer and die-hard disc enthusiast; he presented a short video. He then gave a power point presentation outlining the growth of the sport in Wisconsin, the tourist and economic advantages, how many courses and tournaments there are in the state, and the void in this region of the state. The advantages to the City are that it is inexpensive, a family activity for all ages, provides programming opportunities and exposure for the City. He gave examples of disc golf courses in the state that are a disadvantage to their cities only because they are poorly designed. It is a year-round sport growing in professionalism and incorporation into county and state parks. He gave an analysis of the proposed property and answered questions from the Council covering what amenities might be included, what caused nearby courses to have a bad rating, how many holes this property would support and maintenance costs. Park Board President Doug Skates explained that the sledding hill would remain. He said the Park Board is confident that the tee boxes could be paid for by sponsorship in order to preserve the impact fees as long as possible. He also feels it is important to put in a really good course even if it costs a little more because it would bring in more people and more revenue for the businesses in town; in addition, there should be some income from concessions as there is at Veteran's Park. Council President Kupsik said they would determine where the money will come from to pay for this and if we cannot find volunteers to install it ourselves, it might be a problem. He summed up that, if we are going to move forward with this, we want to take the time to insure it is designed to serve the best purpose.

Standing Committee Reports given:

Finance, License & Regulation Committee, Alderman Hill
Personnel Committee, Alderman Kupsik
Public Works Committee, Alderman Mott
Piers, Harbors, & Lakefront Committee, Alderman Wall

Committee, Commission and Board Reports given:

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

Other Boards and Committee Reports given:

Chamber of Commerce, Alderman Hill
Geneva Lake Museum, Alderman Mott
Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
Geneva Lake Environmental Agency, Alderman Wall

Mott/Haugen motion to adjourn at 8:32p.m. Unanimously carried.

Transcribed from audio tape.

/s/ Artis M. Roenspies, Deputy City Clerk

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

CITY OF LAKE GENEVA



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LAKE GENEVA, WISCONSIN 53147
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For immediate release

Contact:

Michael Hawes, City Clerk
262.249.4092
mhawes@cityoflakegeneva.com

All Voting for Spring Primary Election to Take Place at City Hall

Lake Geneva, Wis. – Due to low expected turnout, voting for the Spring Primary Election on Tuesday, February 19, 2013 will be held at one polling place – City Hall – as opposed to the usual two polling places. The change will impact voters in Districts 3 and 4 who will vote at City Hall instead of the Fire Station for this election only.

“This is the first election in the City since February 15, 2005 with only one statewide race on the ballot and no County or City races,” said City Clerk Michael Hawes. “Only 112 voters turned out for that election, which was a 2% turnout.”

Hawes said two polling places work well for elections with a turnout of 1,000 to 2,500 election day voters, but he said it is not necessary to use two polling places for turnouts much less than that. “Considering the time and costs that go into staffing, ordering supplies and testing voting machines, it was a no-brainer that taxpayer money would be better spent with one polling place for this election.”

The City will make every reasonable effort to communicate the polling place change to the public and signage will be posted at the Fire Station on February 19th stating that all voting that day will take place a half mile away at City Hall.

Voters residing in Districts 3 and 4 will resume voting at the Fire Station for the Spring Election on April 2, 2013.

The decision to combine polling places for the Spring Primary was approved by the City Council at a special meeting on Thursday, January 17th. The approval had to be made at a special meeting in order to meet the statutory deadline of January 22nd. Hawes said the State did not make the primary official until January 8th.

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Sec. 62-67 Exceptions [Added 1-23-2012 by Ord. No. 12-02]

(6) Sidewalk café permit issued by the City Clerk to restaurants for use of public sidewalks for restaurant tables subject to the following conditions:

a. "Restaurant" means an establishment defined in § 254.61(5) Wis. Stats.

b. The use of sidewalks for restaurant tables shall only be permitted incidental to the operation of a restaurant which is contiguous to the sidewalk and within the side property lines of the contiguous restaurant under the following conditions:

1. The restaurant tables and seats shall not be located closer than two feet from the curb of the street as measured by the closest edge of the table or seat with an occupant seated therein to the street.

2. Bollards shall be strategically located at either end, and along the street edge of the outdoor restaurant seating area. Said bollards shall be temporary and not affixed to the sidewalks. Said bollards, tables, and seats shall be removed each night when the restaurant closes.

3. The restaurant applicant is able to meet all other existing requirements for the issuance of a permit to place restaurant tables on the public sidewalk.

4. Signs or other equipment shall not be attached to public amenities such as light poles, trees, planters, benches, street signs, etc.

5. All forms of heating devices are prohibited within the sidewalk café area.

6. All furnishings such as, but not limited to, bollards, umbrellas, tables, and chairs shall not include signage, logos, or text.

7. Primary (red, blue, green, and yellow) colors, black, and fluorescent, "day glow", and/or "neon" colors shall not be permitted. Where such colors constitute a component of a standardized corporate theme or identity, muted versions of such colors shall be used.

8. A minimum of one table shall be handicap/wheel chair accessible.

9. Sidewalk cafés shall be prohibited from playing amplified music, whether live or recorded. No speakers, microphones, televisions or other audio or video devices shall be permitted at a sidewalk café.

c. The application for the permit shall first be reviewed by the Director of Public Works and the Police Department, and no permit shall be issued unless a report is made by the Director of Public Works and the Police Chief that the proposed use will not unreasonably interfere with pedestrian or vehicular traffic.

1. A detailed scaled plan of the proposed Sidewalk Café is required with the application.

d. In no event shall the uses permitted by this exception reduce the open portion of any sidewalk to less than five feet.

e. Alcohol may be served at or consumed at restaurant tables located on the sidewalk under the following conditions:

1. Bollards shall be connected in such a manner that the area where the restaurant tables are located appears as an enclosed area.

2. The holder of the sidewalk café permit has properly included the sidewalk area under a properly issued alcohol beverage license. ~~Alcohol beverages shall not be served or consumed at the sidewalk tables beyond 9:00 p.m. Service of alcoholic beverages in sidewalk cafés shall stop no later than 11:00 p.m. with all alcohol removed or consumed by 11:30 p.m. and the sidewalk café closing no later than midnight.~~

3. Signage shall be displayed indicating that alcohol beverages may not be carried outside of the enclosed seating area.

4. Food service shall be required to be available at all times the sidewalk café is serving alcohol.

f. No permit shall be issued pursuant to this exception, unless the applicant furnishes to the City Clerk evidence of public liability insurance naming the City as a party insured insuring the City against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000.

g. Persons issued permits pursuant to this article shall maintain the sidewalk area in a clean, safe, and sanitary condition.

h. The annual permit fee for a sidewalk café permit shall be based upon the number of seats seated at a table. The number of seats at any table will be limited by the application and the permit fee paid. The fee shall be \$15 per seat.

i. The permit fee issued hereunder is a privilege and not a right. A restaurant shall not permit tables and chairs to be placed on the sidewalk without a permit. A permit is ~~only valid between~~ from January 1st May 1 and October 31 of each through December 31st year. The permit may be revoked at any time for any reason in the sole discretion of the City, and the City is not obligated to return the permit fee will refund pro-rata a portion of any fee based upon a license period from May 1 through October 31.

1. Once a sidewalk café has been initially approved, establishments in good standing can be renewed each year by paying all permit fees for the following year as set by council resolution.

j. Establishments may allow dogs to accompany their owners into designated areas of sidewalk cafés.

1. All dogs must be leashed, licensed, and under control at all times.

2. Employees are prohibited from touching, petting, or handling dogs.

3. Establishments should provide bowls of water for the sole use by dogs.

4. Dogs are not allowed on furniture.

5. Dogs are not allowed to eat from café plates, bowls, or etc.

6. A conspicuous sign must be posted to designate the dog area.

REDRAFT OF ARTICLE IV, REGISTRATION AND INSPECTION OF MUTIFAMILY DWELLING UNITS AND RENTAL PROPERTY

14-121 Purpose.

The City recognizes a need for an organized registration program for landlords of residential rental units within the City in order to monitor the condition and use of rental units so that they meet and comply with all provisions of the Code of Ordinances as well as all applicable safety, health, fire, building and construction requirements promulgated by the state. The City also desires to provide a more efficient system for compelling both absentee and local landlords to correct violations and to maintain, in proper condition, rental property within the City. The City recognizes that the most efficient system to provide monitor residential rental units is by the creation of a program requiring the registration of landlords of all residential rental units within the City so that orderly monitoring or residential rental units can be made by City officials.

14-122 Definitions.

[Ord. No. 99-5, § 1, 3-22-1999]

As used in this article, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended:

CITY

The City of Lake Geneva, County of Walworth, Wisconsin.

DWELLING UNIT

A single unit providing complete independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking and sanitation.

DWELLINGS

(a) MULTIFAMILY DWELLING

— A building or portion thereof containing two or more dwelling units, including a duplex;

(b) BOARDINGHOUSE, ROOMING HOUSE, LODGING HOUSE AND TOURIST HOUSE — A building arranged or used for the lodging, with or without meals, for compensation, by individuals who are not members of the same family;

(c) DORMITORY

— A space in a building where sleeping accommodations are provided for more than one person not members of the same family group, in one room; and

(e) HOTEL

— A room or rooms in any building or structure kept, used, maintained, advertised or held out to the public to be an inn, motel, apartment hotel, lodging house, boardinghouse, rooming house, tourist house, dormitory or place where sleeping, rooming, office, conference or exhibition accommodations are furnished for lease or rent, whether with or without meals.

LANDLORD

— One who holds an estate in land and lets or leases said estate in land to another person for occupancy as a residential property.

PERMANENT RESIDENT

A person or entity which occupies, or has the right to occupy, any room or rooms in a hotel or motel, or a dwelling unit, rooming unit or dwelling, for at least 30 or more consecutive days, without an intervening occupancy interval of less than 30 days.

PERSON

Any natural individual, firm, partnership, association, joint-stock company, joint venture, public or private corporation, limited liability company, or receiver, executor, trustee, conservator or other representative appointed by order of any court.

PREMISES

A lot, plot or parcel of land including the buildings or structures thereon.

RESIDENTIAL PROPERTY

Any building containing a dwelling unit, rooming unit or dwelling.

Rooming Unit

Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

14-123 Registration Requirement

No person shall hereafter allow to be occupied or let to another person for occupancy any residential property within the City for which a registration statement has not been properly made and filed with the Building Inspector. Registration shall be made upon forms furnished by the Building Inspector of the City for such purpose and shall specifically require the following minimum information:

(1) Name, address and phone number of the property owner and all persons or entities having any ownership interest in the property;

(2) Name, address and phone number of the designated local property manager if the property owner or owners live outside the City;

(3) The street address of the property;

(4) The number and types of units within the property;

(5) The maximum number of occupants permitted for each dwelling unit, rooming unit or dwellings in accordance with the applicable provisions of the Code of Ordinances; and

(6) The name, phone number and address of the person authorized to make, order or direct repairs or services for the property, if in violation of City or state codes, if the person is different than the owner, owners or local manager;

(7) Name, address and phone number of any and all person(s), entities or financial or other lending institution(s) having any interest in the property, and a detailed description of the type of all such interests held in the property by such person(s), entities or financial or other lending institution(s).

14-124 Manner of Registering

The registration must be made on or before January 1 of each even numbered year commencing January 1, 2000, by the property owner(s) or designated local property manager in the office of the Building Inspector of the City. Registration shall be required prior to the issuance of any building permits relating to the property.

14-125 Transfer of Property

Every new owner(s) of property (whether as fee owner or land contract purchaser or upon conveyance or transfer of any interest in the property) shall be required to furnish to the Building Inspector the new owner's or owners' name, address and phone number and the name, address and phone number of the new owner's or owners' duly designated local manager before closing or taking possession of the property. A new registration statement will be required from the new owner(s).

14-126 Registration Fees.

A registration fee of \$5 shall be charged for registrations required under this article.

14-127 Inspection of premises.

City officials may enter upon the premises where any licensed or permitted activity is being conducted for the purpose of inspection at any reasonable time.

14-137 Nuisance Injunctions.

Any violation of this article is hereby declared to be a nuisance. In addition to any other relief provided by this article, or the Code of Ordinances, the City Attorney may apply to a court of competent jurisdiction for an injunction to prohibit the continuation of any and all violations of this article. Such application for relief may include seeking a temporary restraining order, temporary injunction and permanent injunction. The City Attorney may

request and receive, on behalf of the City, reimbursement for any and all costs and expenses, including reasonable attorney fees, related to such injunction proceedings and any other enforcement action or litigation related to or arising from a violation(s) of this article. All such penalties or awards to the City related to a violation(s) of this article may be applied as a special assessment or lien against the property for collection by the City.

14-138 Penalty.

Any person, firm or corporation violating any provision of this article shall be fined not less than \$25 nor more than \$1,000 plus court costs and expenses, including reasonable attorney fees, for each offense, and a separate offense shall be deemed committed on each day during or on which a violation(s) occurs or continues.

14-139 Delinquent Taxes Assessments and Claims.

No license, certificate, or permit shall be granted for any premises for which taxes, assessments or other claims of the City are delinquent and unpaid or to any person delinquent in payment of such claims to the City. In the event a premises or person is delinquent in payment of such claims to the City, at times other than initial granting or renewal of a license, the Council may, in its discretion, suspend or revoke said license(s). "Delinquent" for the purposes of this section shall mean the claim remains unpaid for 30 days after it became due. Being delinquent hereunder shall be grounds for suspension or revocation of the license, permit, or certificate applicable hereunder.

14-140 Revocations and suspension.

(a) Except as otherwise provided, any license issued under this chapter may be revoked for cause by the City Council. No license shall be revoked except upon written verified complaint filed with the City Council by the Mayor, a member of the City Council, the Chief of Police or a resident of the City. The licenses shall be served with a written copy of the charges and shall be given an opportunity to be heard before the City Council. The licenses shall be given notice of such hearing, which shall be not more than 20, nor less than five days after notice, except as otherwise agreed between the parties.

(b) At such hearing the licensee shall be entitled to be represented by counsel, shall have the right to present and cross examine witnesses, and, upon request, may have subpoenas issued by the Mayor or presiding officer of the Council to compel the attendance of witnesses.

(c) After hearing the evidence, the Council may revoke such license or impose a limited period of suspension. The determination of the Council shall be final, subject to review under Chapter 2 of this Code, provided the licensee shall not be entitled to a further hearing unless granted by the City Council.

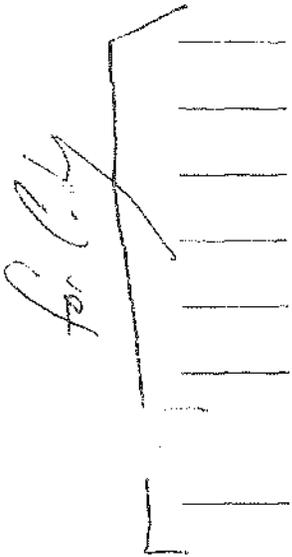
(d) The Police Department shall repossess any license revoked under this chapter.

(e) If the licensee does not apply for a hearing within the time provided, the license may be revoked by the City Council.

Chapter 147

Chronic Nuisance Premises

Sections: 14-200



- _____ Definitions.
- _____ Notice.
- _____ Abatement Plan.
- _____ Additional Nuisance Activity.
- _____ Appeal.
- _____ Violations - Penalties - Remedies - Injunctive and other relief.

Definitions. The following terms shall be defined as follows in this chapter:

- A. **Chief.** The Chief of Police or his or her designee
- B. **Enforcement Action.** Arrest, the issuance of a citation or the issuance of a written warning, verbal warning or the issuance of an order to correct.
- C. **Lake Geneva Ordinance.**
- D. **The Building Inspector.** The Building Inspector or his or her designee
- E. **Nuisance Activity.** Any of the following activities, behaviors or conduct occurring upon a premises:

1. **POLICE NUISANCE ACTIVITY**

- a. An act or Harassment, as defined in 942.013 Wis. Stats.
- b. Disorderly Conduct, as defined in 942.01, Wis. Stats.
- c. Battery, Substantial Battery or Aggravated Battery, as defined in 940.19, Wis. Stats.
- d. Lewd and Lascivious Behavior, as defined in 944.20, Wis. Stats.
- e. Prostitution, as defined in 944.30, Wis. Stats.

- f. Theft, as defined in 943.20, Wis. Stats.
- g. Receiving Stolen Property, as defined in 943.34, Wis. Stats.
- h. Arson, as defined in 943.02, Wis. Stats.
- i. Possession, Manufacture or Delivery of a Controlled Substance, to include possession, as defined in 961, Wis. Stats.
- j. Gambling, as defined in § 945.02, Wis. Stats.
- k. Trespassing, as defined in § 943.13 and § 943.14, Wis. Stats.
- l. Obstructing or resisting an officer, as defined in Lake Geneva ordinance. 50-1
- m. Disorderly houses, and defined in Lake Geneva ordinance. *
- n. Gambling, as defined in Lake Geneva ordinance. 50-1
- o. Indecent exposure and/or public urination, as defined in Lake Geneva ordinance. 50-1
- p. Drug Houses and Criminal Gang Houses, Prostitution Houses and Gambling Houses, as defined in Lake Geneva ordinance. **
- q. Disorderly conduct, as defined in Lake Geneva ordinance. 50-1
- r. Disturbing the peace by fighting, noise or other means as defined in Lake Geneva ordinance. 50-1
BY THIS ONE
- s. Curfew violations, as defined in Lake Geneva ordinance. 50-21
- t. Truancy, contributing to truancy, as defined in Lake Geneva ordinance.
- u. Purchase or possession of cigarette or tobacco products by children, as defined in Lake Geneva ordinance.

v. Property offenses, as defined in Lake Geneva ordinance.
**YOU ASK WHAT ARE THESE

w. Weapons offenses, as defined in Lake Geneva ordinance.

x. Firearms offense, as defined in Lake Geneva ordinance.

y. Animal violations of any kind, as defined in Lake Geneva ordinance. ~~100~~ Sec. 10 LG ordinances

§ 167.10 z. Fireworks, as defined in Lake Geneva ordinance.

aa. Underage alcohol activities, as defined in Lake Geneva ordinance. 6-1

bb. Adult contributing, allowing, providing alcohol to underage persons activities, as defined in Lake Geneva ordinance. 6-1

cc. Any conspiracy to commit, as defined in § 939.31, Wis. Stats., or attempt to commit, as defined in § 939.32, Wis. Stats., any of the criminal activities, behaviors or conduct enumerated above; and/or conspiracy to commit, aiding, abetting, causing, allowing, permitting, suffering or concealing the fact of such ordinance violation act or omission, as defined in Lake Geneva ordinance.

2. CODE NUISANCE ACTIVITY

~~a. Housing code violations, as defined in Lake Geneva ordinance. CH 14~~
BUILDING CODE

b. Abandoned, Unlicensed or Nonoperable vehicle violations, as defined in Lake Geneva ordinance. 46-2

c. Nuisance violations, as defined in Lake Geneva ordinance. 46-3

d. Zoning violations provided they are nuisance related and in a residential setting, as defined in Lake Geneva ordinance. CH 14

F. Owner. The owner of the premises and his or her agents.

- G. **Premises.** An individual dwelling unit; any property or premises used for residential purposes whether or not owner occupied; an individual business or commercial property; and associated common areas thereof.

Notice.

- A. Whenever the Chief determines that four (4) or more Police Nuisance Activities resulting in enforcement action have occurred at a premises on separate days during a 12-month period, only the Chief may notify the premises owner and tenant in writing. In reaching this determination, the Chief shall not count nuisance activities resulting in enforcement actions that were reported by the owner of the premises. Only the Chief may initiate and implement the procedure and enforcement for Police Nuisance Activities under this Chapter.
- B. Whenever the Building Inspector determines that four (4) or more Code Nuisance Activities resulting in enforcement action have occurred at a premises on separate days during a 12-month period, only the Building Inspector may notify the premises owner and tenant in writing. In reaching this determination, the Building Inspector shall not count nuisance activities resulting in enforcement actions that were reported by the owner of the premises. Only the Building Inspector may initiate and implement the procedure and enforcement for Code Nuisance Activities under this Chapter.
- C. The Chief and Building Inspector may jointly agree to initiate, implement and enforce this Chapter in the event that an aggregate for four (4) or more combined Police Nuisance Activities and Code Nuisance Activities, in any combination thereof, resulting in enforcement actions have occurred at a premises on separate days during a 12-month period.
- D. The notice shall contain the street address including unit number if applicable or legal description sufficient to identify the premises, a description of the nuisance activities and enforcement actions that have occurred at a premises; a statement indicating that the cost of future enforcement may be assessed as a special charge against the premises, and a notice as to the appeal rights of the owner.
- E. The written notice shall be delivered to the owner of the premises by one of the following methods in descending order of preference: personal service, certified mail, first class mail, posting and/or publication, such other means as provided by law for service of process in a civil action, in that order, as the Chief or Building Inspector, as

applicable, may determine appropriate under the particular facts and circumstances.

Abatement plan. Any owner receiving such notice shall personally meet with the City Official – Chief or Building Inspector – who issued the notice, or with the applicable City Official's designee, within five (5) days of receipt of such notice. The Chief or Building Inspector, as applicable, and owner shall review the problems occurring upon the premises and/or property. Within ten (10) days of this meeting, the owner shall submit to the Chief or Building Inspector, as applicable, or the applicable City Official's designee, a detailed written abatement plan designed to forthwith and effectively end all the nuisance activity upon the premises. The plan shall also specify a name, address and telephone number of a person living within sixty (60) miles of the premises who can be contacted in the event of further police, fire or inspection activities and/or contact.

Additional nuisance activity. Whenever the Chief or Building Inspector, as applicable determines that:

1. Additional nuisance activity and/or enforcement action has/have occurred upon a premises for which the written notice has been issued under this Chapter; and
2. This additional nuisance activity and/or enforcement action has/have occurred more than fifteen (15) days after the written notice was served; and
3. Reasonable effort has not been made by the owner of the premises to abate the nuisance activity; then the Chief or Building Inspector, as applicable may calculate all of the cost, fees and expenses arising from and/or pertaining to any and all such police and related City responses and enforcement including, but not limited to, actual burdened labor, overtime, materials, vehicle use and related administrative time and efforts for this and any subsequent nuisance activities and enforcement actions upon, for and/or pertaining to the premises. The Chief or Building Inspector, as applicable shall then cause all such costs, fees and expenses to be charged against the owner of the premises and the premises itself, and if unpaid, charged, assessed, levied and collected by the Chief as a special charge against the premises/property.

Appeal.

- 2.
- A. **Appeal by Affected Property Owner.** An affected owner of the premises may appeal the Police Chief's or Building Inspector's, as applicable, determination and invoiced special charges arising from and imposed for the police and related costs, fees and expenses set forth in this Ordinance in the manner set forth in this subsection.
 - B. The appeal shall be in writing, filed with the City Clerk, stating with specificity the grounds for the appeal and the relief requested. The appeal shall be filed within ninety (90) days of the invoice from the City Clerk.
 - C. The appeal shall be considered only if filed prior to the time that any unpaid special charges imposed against the premises/property under this chapter are turned over by the treasurer onto the tax roll.
 - D. Chapter 68 of the Wisconsin Statutes shall not apply to such an appeal nor shall any other provision of state law or city ordinance to the contrary. The appellate procedure set forth herein shall govern and be exclusive.
 - E. Upon receipt of the written appeal, the Clerk shall set the matter for a public hearing for a regularly scheduled meeting of the Common Council not less than thirty (30) days nor more than sixty (60) days after the filing of the written appeal.
 - F. The Clerk shall provide written notice to the appellant and to the Chief of Police or Building Inspector, as applicable, of such Common Council meeting hearing date, time and place.
 - G. The parties may agree to continuances and stipulations as to procedure and substance, but in no event shall the hearing be continued beyond the time set forth in subparagraph C.
 - H. The hearing shall be open to the public, recorded by a sound recording device and the recording preserved for seven years by the City Clerk. A party may request a court reporter but the requesting party shall pay all costs of the court reporter in advance regardless of the determination of the appeal.
 - I. The appellant and the Chief of Police or Building Inspector, as applicable, may each present witnesses who testify upon oath after being duly sworn-in by the City Clerk, the Deputy City Clerk or any other person authorized by law to administer oaths.

- J. After the hearing, the Common Council in open session shall deliberate and then make a determination by recorded motion, second and vote with a majority of Council Members voting governing.
- K. The City Clerk/Treasurer shall adjust all invoices, tax and related City records in accord with the Council's determination.

_____ **Violations – Penalties – Remedies – Injunctive and other relief.** In addition to the special charges authorized and described above, the following penalties, remedies and other relief are cumulative and not exclusive, may be jointly and severally sought and/or employed by the City and may be ordered and/or imposed, as applicable, by the courts.

- A. **First Offense.** Any person who shall violate any provision of this chapter or any regulation, rule or order made hereunder shall forfeit and pay to the City not less than \$100 nor more than \$1,000, together with the costs of prosecution.
- B. **Subsequent Offenses.** Any person who shall violate any provision of this chapter or any regulation, rule or order made hereunder within twenty four (24) months after committing a previous violation shall forfeit and pay to the City not less than \$200 nor more than \$5,000, together with the costs of prosecution.
- C. Each and every day that a violation occurs, continues and/or remains present constitutes a separate offense.
- D. The City, in addition to the above monetary penalty(ies) and special charges may from time to time seek and obtain, and the court may order, temporary and/or permanent injunctive relief, abatement, and such other legal and/or equitable relief, remedies, judgments, and/or orders of the court against any person(s) and/or property(ies) as the court may, from time to time, deem necessary, appropriate and/or desirable to effectuate the intent of this chapter and the public good, peace, order, welfare, and/or safety.
- E. In addition to the above penalties, relief and remedies, the Common Council may refuse to issue or not renew any license or permit to the owner of the premises and/or the premises, after conducting a public hearing thereon.
- F. It shall be the responsibility of the convicted person(s) to immediately abate each and every violation upon the premises property as expeditiously as possible, unless otherwise directed by the City or the court.

- G. This chapter is cumulative in its legal affect and is not in lieu of any and all other legal and equitable remedies under City ordinances, state statutes, state administrative codes, and common law, including, but not limited to, forfeiture of the property to the City under this chapter and/or the applicable state statutes.

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, JANUARY 28, 2013 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Aldermen Kupsik, Krohn, Tolar, Hougen and Hill. Also Present: City Administrator Jordan and City Clerk Hawes.

Approval of Minutes

Hougen/Tolar motion to approve Finance, License and Regulation Committee meeting minutes of January 14, 2013, as distributed. Unanimously carried.

Kupsik/Hougen motion to suspend the rules and consider Item #5 before Item #4 on the agenda. Unanimously carried.

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.

LICENSES & PERMITS

Temporary "Class B" License application submitted on behalf of Catholic Daughters for the sale of wine at St. Francis de Sales Catholic Church, 148 W. Main Street, Lake Geneva, for Catholic Daughters Wine Tasting on February 12, 2013

Kupsik/Tolar motion to recommend approval. Unanimously carried.

Original 2012-2013 Operator License applications filed by Brandon S. Stevens and Jennifer E. Garner

Kupsik/Hougen motion to recommend approval. Unanimously carried.

Discussion/Action on agreement with Crispell-Snyder, Inc. for Main Street Tunnel Rehabilitation, Phase I, Tasks 1 through 3, in an amount not to exceed \$2,000.00 (recommended by Public Works Committee 1/17/13)

Administrator Jordan said the City has been planning to do either a repair or full replacement of the Main Street tunnel. He said it would be prudent to first do an analysis of both options. If either of the options causes a raise in water level, the DNR may require the City to build a retention or detention pond.

Hougen/Kupsik motion to recommend approval of the agreement with Crispell-Snyder, Inc. for Main Street Tunnel Rehabilitation, Phase I, Tasks 1 through 3, for an amount not to exceed \$2,000.00. Alderman Kupsik asked about the timeline of the project. Administrator Jordan said the DNR will review the analysis and get back to the City with a determination. He said he would hope that would occur by March or April. Alderman Krohn asked if the analysis would be capped at \$2,000.00. Administrator Jordan it should cost less than that. Unanimously carried.

Discussion/Action on purchase of chipper from Vermeer - Wisconsin, Inc. in the amount of \$42,500.00 funded by the capital fund

City Clerk Hawes reported the Street Department obtained three quotes for a brush chipper and the lowest quote was from Vermeer - Wisconsin, Inc. for \$42,500.00. He said the chipper is in the 2013 capital budget; it is a different component than the chipper box which was purchased in 2012.

Hougen/Kupsik motion to recommend purchase of the chipper from Vermeer - Wisconsin, Inc. in the amount of \$42,500.00 funded by the capital fund. Unanimously carried.

RESOLUTIONS

Resolution 13-R05, establishing the terms and conditions of a Trapping Permit

Administrator Jordan explained the City applied for a grant to purchase 60 acres of wetland located north of the former Hillmoor Golf Course. He said when you apply for the grant you try to include as many recreational activities as possible. Mr. Jordan said the City decided to include trapping as one of the activities and an ordinance was adopted that allowed for trapping in this area and along the White River. The purpose of Resolution 13-R05 is to establish the terms and conditions for the permit, including the fee of \$25.00. Mr. Jordan said the type of animals that could be trapped in this area would include raccoons, beavers and muskrats; coyote control may also be a consideration.

Alderman Hougen asked how much money the City would receive from the grant. Administrator Jordan said about \$80,000 to \$90,000. Alderman Hougen expressed concern with the trapping area being near the proposed dog area. City Attorney Draper said dogs need to be kept on a leash. Mr. Jordan added that the dog area will be an enclosed, fenced area. The Committee discussed that the trapping boundary area could change once the City owns the parcel north of the former Hillmoor Golf Course. Mayor Connors said the southern border of the current trapping area could be moved north of the bridge. Mr. Connors noted there are specific DNR trapping seasons that trappers would need to comply with.

Alderman Hougen said he was concerned about the effect that trapping could have on the surrounding ecosystem.

Kupsik/Tolar motion to recommend approval. Motion carried 4 to 0, with Hougen abstaining.

Presentation of Accounts

Tolar/Kupsik motion to recommend approval of Prepaid Bills in the amount of \$2,338.07. Unanimously carried.

Tolar/Hougen motion to recommend approval of Regular Bills in the amount of \$90,212.96. Unanimously carried.

Adjournment

Hougen/Kupsik motion to adjourn at 6:31 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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

PERSONNEL COMMITTEE
THURSDAY, JANUARY 24, 2013 AT 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Kupsik at 4:03 p.m.

Roll Call. Present: Aldermen Kupsik, Wall, Krohn and Hill. Absent: Alderman Kehoe (arrived at 4:05 p.m.). Others in attendance: Police Chief Rasmussen. Library Director Peterson and City Clerk Hawes.

Approval of Minutes from December 19, 2012 meeting as distributed
Kupsik/Krohn motion to approve. Unanimously carried.

Comments from the public limited to 5 minutes. None.

Review of Anti-Discrimination & Harassment and Conflict of Interest & Confidentiality chapters of Employee Handbook

Alderman Wall said the sections looked good. Chairman Kupsik agreed. Alderman Hill said she would review the sections and e-mail her comments to City Clerk Hawes. Police Chief Rasmussen suggested the Committee review a memorandum from past City Attorney Reilly for a different definition of the term "relative." City Clerk Hawes said he would review that information and provide a revision of the section to the Committee. Chairman Kupsik suggested the Committee review Chapters 5-9 for the next meeting.

Discussion/Recommendation on parking supervisory position and job description

Alderman Hill said she would like to see how this position would fit into the parking department as a whole. She said she would like to see a recommended organizational chart from the City Administrator.

Alderman Wall said he did not feel this type of position was warranted. He said there are less parking stations with the new system than there were parking meters to take care of. Mr. Wall said another staff person could easily review parking data with the computer software. He suggested the City add an assistant position to the City Administrator to help oversee parking and assist with other projects. He said he didn't know what a parking operations supervisor would be doing with their day in the dead of winter.

Chairman Kupsik said there are ongoing maintenance needs involved with the new system. He said the current Parking Meter Supervisor stated she was not interested in taking on this type of role on a full-time basis. Mr. Kupsik said an alternative to hiring an operations supervisor would be purchasing the 24-hour service plan at the cost of \$1,000 per machine. Alderman Krohn said she was under the impression that the new system would not require ongoing maintenance. Alderman Kehoe suggested the Committee identify a list of the top needs of the parking department that need greater attention. Alderman Hill agreed, stating that the City Administrator should work with current Meter Supervisor to put together a list of the existing "holes" in the department and what would be addressed by a new position.

Kehoe/Krohn motion to continue to the next meeting on February 21, and to invite Meter Supervisor Johnson and Parking Commission Chairperson to the meeting to further discuss the needs of the parking department. Unanimously carried.

Discussion on future agenda items

Chairman Kupsik said the Committee could continue working on the employee handbook and the parking supervisory position.

Adjournment

Hill/Wall motion to adjourn at 5:12 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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

Public Works Committee

Alderman Bill Mott Chairman

Alderman Arleen Krohn

Alderman Gary Hougen

Alderman Al Kupsik

Alderman Sarah Hill

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

Street Superintendent Ron Carstensen

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914

www.cityoflakegeneva.com

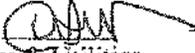
Phone: (262) 248-3673

MINUTES

DATE: January 18, 2013

MEMORANDUM

TO: Chairman Bill Mott & Members of the Public Works Committee

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

SUBJECT: January 17, 2013 Public Works Committee Meeting Minutes

The Public Works Committee is scheduled to meet at 6:00 PM at City Hall.

Members in attendance:

Chairman Bill Mott X
Alderman Gary Hougen X
Alderman Arleen Krohn X
Alderman Sarah Hill X
Alderman Al Kupsik X

Public in attendance: Ms. Celine Hayden, Mr. Joe Cardiff,

Staff Present:

City Administrator Dennis Jordan X
Director Daniel Winkler (DPW) X
Ron Carstensen (Street Supt.) X
Mayor Jim Connors: X
Other: Ald. Jeff Wall, Ald. Ellyn Kehoe

Approval of the Minutes of the Prior (November 2012) Meeting:

Motion to approve Ald. Hougen and seconded by Ald. Krohn. Motion passed 5-0.

Public Comments:

None.

Communications:

None.

Agenda Items:

1. Trostel Alley Possible Dedication.
2. Consideration of the Sale of Part of the City Property at the Street Department-Continued Discussion.
3. Main Street Storm Tunnel Rehabilitation-Continued Discussion.
4. Public Sidewalks - Discussion.

Agenda Item No. 1--Trostel Alley Possible Dedication.

Mr. Joe Cardiff appeared on behalf of Trostels and the Development Corporation regarding the alley between Trostels and Pleasant Street. Trostels wishes to vacate the triangle of land to the City if interested. They are not interested in using it for ingress and egress. The discussion dedicating the land from the alley south to Pleasant Street to the City and the City arranging to extend the alley straight east at its or possibly a shared cost. Mr. Cardiff took Mr. Winkler's sketch to share with the property owner and Mr. Jordan will arrange a meeting to pursue this further. Cost options included all City, cost-shared, and using Street Maintenance funding to get the work done.

Agenda Item No. 2-- Consideration of the Sale of Part of the City Property at the Street Department.

Ms. Hayden appeared before the Committee to discuss a strip mall plan she has for CTH H if the City is willing to eventually sell the old railroad right-of-way. She indicated that if the City was willing to consider sale of the land, that she would continue to try to acquire the remaining properties along that stretch. An option was discussed and Administrator Jordan will pursue with the City Attorney and get back to the PWC. An appraisal or assessed value was part of the discussion but no action was taken. It was moved by Chair Mott and seconded by Ald. Hougen to continue this item to the next meeting after the Administrator has received an answer from the City Attorney. The motion passed 5-0.

Agenda Item No. 3--Main Street Storm Tunnel Rehabilitation-Continued Discussion.

After DPW Winkler explained the revised proposal, it was moved by Ald. Kupsik and seconded by Ald. Hill to recommend approval of Phase I, Tasks 1 thru 3 in an amount not to exceed \$2,000. Mayor Connors requested the proposal be broken into two parts, Task I and Task II, to make the concept of what we are doing more understandable. The motion was approved 5-0.

(This item needs to go to FLJ and Common Council for consideration).

Agenda Item No. 4-- Public Sidewalks-Discussion.

DPW Winkler and Administrator Jordan discussed sidewalk situations throughout the City where varying gaps occur and the issue of complaints of being required to shovel sidewalks to nowhere. It was noted that one resident would rather remove a sidewalk with a gap at the end than shovel it. By consensus, the PWC opted to not change either the ordinance or the City's sidewalk shoveling policy mid-winter. Mayor Connors emphasized the City needs to treat all sidewalk situations equally. The DPW also presented a City sidewalk map where gaps and priority recommendations occur, and he was asked to estimate the sidewalk quantities and costs to infill with sidewalks. The estimate was asked to list costs by type of street and the hope was to continue the discussion at the next PWC meeting.

Motion to Adjourn:

It was moved by Ald. Hougen and seconded by Ald. Hill to adjourn. It was brought up that items for the next meeting should include Main Street striping east of Center Street and a discussion of the City Engineer's contract. The motion to adjourn passed 5-0 and the meeting adjourned at 8:08 PM.

Cc: Mayor Jim Connors
Dennis Jordan
Mike Hawes
Common Council Members not on Committee
File

PIERS, HARBORS & LAKEFRONT COMMITTEE

THURSDAY, JANUARY 24, 2013 AT 6:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Wall at 6:01 p.m.

Roll Call. Present: Aldermen Tolar, Mott, Hougen, Kehoe and Wall. Others in attendance: Mayor Connors, Harbormaster Gray, Beach Manager Clifford and City Clerk Hawes.

Approval of Minutes from October 25, 2012 meeting as distributed

Tolar/Hougen motion to approve. Unanimously carried.

Comments from the public limited to 5 minutes. None.

Harbormaster's Report

Harbormaster Gray said there was not much new to report since the last meeting. He said Riviera bookings are well ahead of last year. Every Friday and Saturday is booked through the summer. He is now booking into 2014. Mr. Gray said most of the bookings are for weddings.

Discussion/Recommendation on 2013 pier and buoy rates

Chairman Wall referred to a comparison of rates with Fontana and Williams Bay. He said that he made a motion at the last meeting for a 10% increase to bring the rates more in line with the other communities. The motion failed due to lack of second so that Committee members could think it over.

Alderman Hougen said a 10% increase seemed reasonable compared to the other communities. Alderman Tolar suggested an increase at the cost of living rate. Alderman Mott said a cost of living increase would be reasonable if that type of adjustment was made annually, but since an adjustment hasn't been made for some time, a larger increase is appropriate at this time. Alderman Hougen suggested increasing the resident rate by 2% and the other categories by 10%. The Committee discussed the merits of changing the cost of the lagoon slips to be the same as the buoy rental rates.

Wall/Mott motion to recommend increasing the lagoon slip to the rate of buoys, and to increase rates 10% across the board. Motion carried by vote of 3 to 2, with Tolar and Hougen opposed.

Discussion/Recommendation on renewal of pier and buoy leases

Harbormaster Gray said the commercial lease rates are tied to the annual pier and buoy rates set by resolution. He said the buoys use the non-resident rate and the slips use the non-resident property owner rate.

Hougen/Kehoe motion to recommend approval of the commercial lease agreements with Gage Marine, Marina Bay Boat Rentals and Lake Geneva Boat Line, Inc. for a three year period using the 2013 rates as set by the Council. Unanimously carried.

Discussion/Recommendation on beach collection procedures

City Clerk Hawes said the Committee last discussed installing a kiosk for beach passes and purchasing a new register for collections as ways to address the recommendations in the beach operations audit. Mr. Hawes said Administrator Jordan has researched registers and determined some options for a touch-screen point-of-sale system that could accept credit card and perform a number of different functions.

Mr. Hawes said he spoke with Comptroller Pollitt who expressed concern with creating an additional merchant ID for the City. The City currently has four merchant IDs and each ID has its own set of costs and fees. Mr. Hawes explained an option that was discussed among staff for using kiosks only and no cash register; he said this option would allow the City to accept credit cards without having to create an additional merchant ID and it would fully address the recommendations of the beach audit. He said the kiosks do not give change, but there is an option for the kiosk to issue a voucher for change. He said they could keep a small cash drawer for change where they issue beach wristbands. Mr. Hawes said that

if they went with an all-kiosk option, they should staff a person to greet visitors, to help with the kiosk transactions and to do basic trouble-shooting with the kiosks, such as replacing receipt rolls. He said the City could order the kiosk in a different color at the beach to differentiate from the parking kiosks.

Mayor Connors said having someone staff the kiosk would allow them to verify ages at the point of purchase. Beach Manager Clifford said the beach entrance area can get pretty congested; he suggested the kiosks be at the top of the steps and not at the bottom.

The Committee discussed the use of the west end gate; Mr. Clifford said the gate is never open and visitors are funneled through the east entrance.

Alderman Hougen asked if there would be a public relations challenge with using kiosks at the beach. City Clerk Hawes said the City would need to communicate that the purpose is to address the recommendations of the audit, to provide credit card payments and that there would be someone staffing the kiosks to ensure it runs smoothly.

Beach Manager Clifford said it may be a problem that people would use large bills at the kiosks solely for the purpose of getting change. Mayor Connors said we would need to set a maximum on the type of bills you can use at the kiosk.

Alderman Mott suggested that both sides of the beach building be utilized, with a cash register on both sides.

Kehoe/Hougen motion to recommend purchasing two kiosks to use for beach collections with a cash box at the bottom of the stairs to use to issue change. Beach Manager Clifford suggested they also have transactions at the bottom of the stairs for people buying beach passes. Mayor Connors said having transactions at the kiosks only would mean less cash on hand, increased detailed record-keeping with the kiosk software and faster movement of patrons through the line at the bottom of the stairs. Mr. Clifford suggested phasing in this change and having both the kiosks and cash drawer for the first year. Alderman Mott said it didn't make sense to phase it in.

Kehoe/Hougen motion to amend the motion to recommend purchasing three kiosks instead of two. Unanimously carried.

Mott/Tolar motion to amend the motion to eliminate the option to purchase beach passes from all of the other kiosks in the City. Unanimously carried.

Mott/Wall motion to amend the motion to include the purchase and installation of two turnstiles to use for people exiting the beach. Motion failed by vote of 2 to 2, with Tolar and Hougen opposed and Kehoe abstaining.

Original motion with amendments carried by vote of 4 to 0, with Kehoe abstaining.

Updates on dredging of lagoon

City Clerk Hawes said Administrator Jordan believed the permit from the DNR was in its final stage of approval. Mayor Connors said staff is working through issues relating to timing the dredging after spawning and whether to give lagoon slip owners a launch pass to use during dredging.

Discussion of agenda items for next meeting

Chairman Wall said no items were identified yet for the next meeting.

Adjournment

Kehoe/Tolar motion to adjourn at 7:35 p.m. Unanimously carried.

/s/ Michael Hawes, City Clerk

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

Lake Geneva Tree Board Meeting Agenda

Wednesday, January 16, 2013

Lake Geneva City Hall 6PM

- I.) Call to order – Al Kupsik
- II.) Roll Call
- III.) Approve minutes previous meeting
- IV.) Public Open Comments
- V.) Park Board Report
- VI.) Street Department and Arborist Report – John Foster
 - a. Ash borer update
- VII.) New Business
 - a. Arbor Day discussion
 - b. Consideration of “tree identifier plaques” (Candy Kerchberg)
 - c. Set next meeting date
- VIII.) Old Business
- IX.) Open Forum
- X.) Adjourn

Lake Geneva City Hall 6PM

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, JANUARY 10, 2013, AT 7:00 P.M.**

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
5. Acknowledge correspondence
6. Approval of minutes from the regular meeting December 6, 2012
7. Police Business
 - a. Approval of bills for the Month of December 2012. Operating in the amount of \$212,546.85 and Capital in the amount of \$13,879.85, for a total of \$226,426.70
 - b. Approval of bills (submitted to date) for the month of January 2013. Operating in the amount of \$23,662.00 and Capital in the amount of \$2,695.80, for a total of \$26,357.80
 - c. Approve Data Entry/Records Clerk job description (handed out at December 2012 meeting)
 - d. Update on Data Entry/Records Clerk hiring
 - e. Confirm Lieutenant's promotion
 - f. Request permission to start the promotion process for Detective
 - g. Certify eligibility list for promotion from reserve officer to full time
 - h. Request permission to start the hiring process for Reserve and Booking Officers
 - i. Wireless 911 Public Safety Answering Point
 - j. Monthly Activity report for November and year to date comparisons:

2012 Dispatch activity for December Telephone Calls – 3,395 911 Calls – 190 Window Assists – 611

2012 Patrol activity for December: Calls for Service: 1,221 Arrests: 94
2011 Patrol activity for December: Calls for Service: 1,297 Arrests: 91

- k. Items to be forwarded to the City Council
8. Fire Department Business:
- a. Approval of bills for the Month of December 2012. Operating in the amount of \$50,386.38, fire hydrant rental in the amount of \$57,106.00, and Capital in the amount of \$32,051.86, for a total of \$139,544.24
 - b. EMS Medical Billing Reports and discussion with Company Representative (Insurance Tracking Report may be discussed also)
 - c. Geneva Township Contract Revisions
 - d. Request for funds for annual service awards
 - e. Discuss questions from the December meeting reference the 2012 budget
 - f. ProPhoenix update
 - g. Blount resignation letter
 - h. New personnel
 - i. Automatic Response Agreements (Auto-Aid Agreement)
 - j. Monthly Billing Insurance Tracking Report
 - k. Fire Department Activity Report for December
 - l. Paratech Report for December and Annual Report
 - m. Items to be forwarded to the City Council
9. Agenda items for the next regular meeting February 7, 2013
10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical, social, or personal histories or disciplinary data of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person(s) referred to: specifically Police Department employee(s) and 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. Specifically Police Department employee(s)
11. Motion to return to open session per Wisconsin State Statute 19.85(2)
12. Approve Police Lieutenant contract and forwarded to City Council for approval
13. Discussion and action on closed session item(s) if needed

14. Adjourn

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

**CITY PLAN COMMISSION
MONDAY, JANUARY 21, 2013 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL**

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

Roll Call: Alderman Hougen, Commissioners Olson, Skates and Poetzinger. Also Present: Mayor Connors, City Attorney Draper, Building/Zoning Administrator Brugger, City Administrator Jordan and Administrative Assistant Special. City Planner Slavney and Commissioner Flower were excused.

Mayor Connors wanted to let everyone know about Residents are invited to an Open House hosted by American Transmission Company on Jan.29 & 30 to give feedback on a proposed Power Transmission Line from Kenosha County to Walworth County. More information is included on the City's website.

Skates/Hougen motion to approve the December 17th 2012 minutes. Motion carried.

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. Applicants will be allowed when their item is discussed.

None.

Correspondence.

None.

Public Hearing and recommendation on a Precise Implementation Plan (PIP) Amendment, filed by Tim Crum of Dimension IV – Madison, 6515 Grand Teton Plaza, Suite 120, Madison WI 53719 on behalf of Walworth Apartments, LLC 2 E. Mifflin Street, Suite 801, Madison, WI 53703, to construct a new maintenance garage, remove and then add new parking stalls at 250, 260 & 270 Country Club Drive, Tax Key Number ZOP 00002F. Tim Crum, Dimension IV-Madison approached the podium and explained the project. Olson asked if any trees will have to be removed when this project moves forward. Crum stated that yes, two trees will have to be removed. He also stated that they are not in good condition. Pat Chia, from Cardinal Capital Management, approached the podium and explained that they are planning to add 8-10 arbor vitae's up by the parking lot. It will help to shield the building from headlights and things like that. That area by the shed are mostly scrub trees and want to save as many bigger trees as they can. Hougen asked if the parking stalls will be deep enough. Both Crum and Brugger stated that they are designed as such and meet the ordinance. Hougen/Skates motion to close the public hearing. Motion carried. **Hougen/Olson motion to approve the Precise Implementation Plan (PIP) Amendment, filed by Tim Crum of Dimension IV – Madison, 6515 Grand Teton Plaza, Suite 120, Madison WI 53719 on behalf of Walworth Apartments, LLC 2 E. Mifflin Street, Suite 801, Madison, WI 53703, to construct a new maintenance garage, remove and then add new parking stalls at 250, 260 & 270 Country Club Drive, Tax Key Number ZOP 00002F including staff recommendations.** Hougen states that it looks like a straight forward project and increase the safety aspect according to the Fire Department requirements. Motion carries unanimously.

Public Hearing and recommendation on a Precise Implementation Plan (PIP) Amendment, filed by Core Commercial, Inc., PO Box 1154, Appleton, WI 54912, to relocate the buildings and also for approval of a revised Certified Survey Map. Both were approved with the original Precise Implementation Plan at the Plan Commission October 15, 2012 and at the City Council October 22, 2012 at the Outlot in front of Target along N. Edwards Boulevard, Tax Key Number ZA3997 00003. Bill Hoch, representing Excel Engineering and Core Commercial approached the podium and explained the changes to the Plan. Hoch shows the changes of the location of the buildings, parking changes and the addition of more trees as requested by City Planner Slavney. Hoch also mentioned that the tenant needed more handicapped stalls so Hoch worked with City Planner Slavney to make the arrangements for that. Hoch also showed the elevation changes that were requested by the City Plan Commission. There are also evergreen screening around the utility transformers as well as the dumpster enclosures. Pages C1.2-C1.5 with a revision date of 1.21.13 will show all of these reflected changes as many of them were done today and not able to be passed out in time for the meeting. Hougen/Olson motion to close the public hearing. Motion carried. **Hougen/ Skates motion to approve a**

January 21, 2013 Plan Commission

Precise Implementation Plan (PIP) Amendment, filed by Core Commercial, Inc., PO Box 1154, Appleton, WI 54912, to relocate the buildings and also for approval of a revised Certified Survey Map. Both were approved with the original Precise Implementation Plan at the Plan Commission October 15, 2012 and at the City Council October 22, 2012 at the Outlot in front of Target along N. Edwards Boulevard, Tax Key Number ZA3997 00003 including the letter from Crispell Snyder dated 1.11.13 and all other staff recommendations. Several comments in the positive were made regarding the project. Motion carried unanimously.

Public Hearing and recommendation on a Conditional Use Application filed by Lake Geneva House of Music LLC, Chris Buttleman, 1024 Wisconsin Street, Lake Geneva, WI 53147, for Indoor Sales and Service and to allow for music lessons at 529 W. Main Street, Tax Key Number ZOP 00301. Chris Buttleman, 1024 Wisconsin Street approached the podium to explain his project. He is the owner of the Lake Geneva House of Music LLC. Mayor Connors reiterates that the tax business in the front part of the building will remain. Buttleman stated that it will remain. He will utilize the rear part of the building on the first and second floor. The larger rehearsal space will be used for groups. The hours may change slightly from reflected in the packet. He has worked on sound proofing on the building. Brugger reminded the Commission that the reason for the Conditional Use is for the lessons part of this business. Buttleman stated that the earliest he would open the business is 8:00am and the latest he would stay open is 11:00pm. No comments from the public. Skates/Hougen motion to close the public hearing. Motion carried. Skates/Olson motion to approve the Conditional Use Application filed by Lake Geneva House of Music LLC, Chris Buttleman, 1024 Wisconsin Street, Lake Geneva, WI 53147, for Indoor Sales and Service and to allow for music lessons at 529 W. Main Street, Tax Key Number ZOP 00301 including all staff recommendations and the maximum stated hours of 8:00am – 11:00pm. Positive comments were made regarding the business. Motion carried unanimously.

Discussion and Recommendation on an ETP modification submitted by Attorney Robert Liebsle for land located in the Town of Linn. Attorney Robert Liebsle approached the podium on behalf of the Margaret T Borg Trust for a modification to a setback line on Lot 2 in Trinke Estates in the Town of Linn which is within the city's ETP jurisdiction. Due to the remodeling that the owners would like to do, the requirement of the setback modification will need to be done. Hougen reiterated that Liebsle will need to go to the County and to the Town for additional approval. Liebsle agrees. Hougen asks for clarification on the high water mark and the use of retaining walls within the Conservation zoning and whether that will be a problem. Liebsle stated that no changes will be made to the retaining walls, only the home. Mayor Connors/Skates motion to recommend approval on an ETP modification submitted by Attorney Robert Liebsle for land located in the Town of Linn, Tax Key Number IIE 00002, Lot 2 of Trinke Estates, and for the City to sign off on any required and associated City of Lake Geneva documentation. Motion carried unanimously.

Review and Action on a Site Plan to reconstruct bathrooms at Big Foot State Park. Bill Henry, from Kehoe-Henry & Associates Inc, approached the podium and explained the project on behalf of the Big Foot Beach State Park. Currently there are only 4 showers in the current facility and is in a state of disrepair. The DNR would like to make it a toilet and shower building providing 7 showers including a family shower. This will also be handicapped accessible. Page C101 as compared to C101R shows a change from the submitted drawing in the location of the sanitary sewer line. This will be gravity fed heading back from the new toilet/shower building to a manhole that is located on the south side of the intersection of Lake Geneva Boulevard and South Street. The revision allows for more distance between the campsites and the sewer line (As requested by the DNR). Page C102 as compared to C102R shows a change from the submitted drawing in the location of the handicapped accessible sites. The DNR requested that the existing handicapped sites stay as they are in the current location and that a new handicapped site be added right across from the new shower facility. The existing sites will remain on gravel and the new site will be the only one that is asphalt. The new building will be of decorative masonry design and some stone accents columns with a metal roof with large overhangs for camper protection. Hougen asks if the size of the facility is comparable to Pine Woods up near the Kettle Moraine that appears to have a similar shower facility. He also asks if hot water will be available. Henry states that there will be hot water. Brugger reiterated that no additional campsites will be added. Henry confirms that is correct, there are total of 100 campsites and will not change. The additional accessible site will be constructed from an existing non-accessible site. Shower 104 and 105 will retro fitted to accommodate handicapped accessibility in addition to a dedicated ADA shower stall and the family shower. Skates asks if anything is proposed to occur with the building that is closest to S. Lake Shore Drive. Park Ranger Matt Daniels states that there is nothing proposed in the 5 year plan. Hougen/Skates motion to approve a Site Plan to reconstruct the bathrooms at Big Foot Beach State Park including all staff recommendations and including

correspondence from Crispell Snyder dated 1.14.13 and the revised sheets C101R and C102R. Motion carried unanimously.

Downtown Design Review.

None.

Skates/Hougen motion to adjourn at 7:22pm. Motion carried.

/s/ Jennifer Special, Building/Zoning Administrative Assistant

These minutes are not official until approved at the next Planning Commission meeting.



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik

Lynn Hassler

Barb Hartigan

Rick Steinberg

Peggy Schneider

Dave Quickel

John Swanson

Mayor Jim Connors

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

Street Superintendent Ron Carstensen

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914

www.cityoflakegeneva.com

Phone: (262) 248-3673

MINUTES OF THE JANUARY 2, 2013

Call to Order:

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

Roll Call:

President Doug Skates , Lynn Hassler , Barb Hartigan ,
Rick Steinberg , Peggy Schneider , Dave Quickel late, John Swanson ,
Ald. Al Kupsik , Mayor Jim Connors . (8 then 9 total).

Staff & Aldermen Present:

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

Public Present:

Mr. Chris Schultz, Mr. Terry Miller, Mr. Ryan Stetzer

Approve the Minutes of the Prior Meeting:

It was moved by Alderman Kupsik to approve the minutes of the November meeting and seconded by Commissioner Hartigan. The motion passed 8-0.

Public Input:

None.

Park Permits/Park Donations

8/12 - 8/19/13, Venetian Fest (Flat Iron, Library & Scrimery Parks) Special requests & waivers of fees. Motion by Commissioner Swanson to approve and seconded by Commissioner Hartigan. Discussion included the President reading off the listing of recipients of Joyce proceeds from the event. The motion passed 8-0.

6/29/13, 8:00 AM - 1:30 PM, Andersen Wedding (Flat Iron Park Gazebo) No special requests. It was moved by Alderman Kupsik to approve and seconded by Commissioner Quickel. The motion passed 9-0.

6/28/13, 2:00 PM -- 6:00 PM, Wiegel Wedding (Library Park). Request electricity from the west restroom building for a microphone. No other special requests. The event will place 200 chairs in the park and there will not be any tents. It was moved by Alderman Kapsik to approve the request contingent upon the wedding set up being at the west end of the park, and seconded by Commissioner Hassler. The motion passed 9-0.

New Business:

Frisbee Golf Design-Discussion

It was moved by Mayor Connors to suspend the rules and take the disc course discussion out of order. The motion was seconded by Commissioner Hartigan and passed 9-0.

Mr. Terry Miller of the State of Wisconsin Disc Golf Association was present to explain disc golf, show the different discs used, and generally promote the sport. He said he looked over the Hillmoor site and a nice course would fit in the site including designing it around the proposed dog park. Mr. Miller was asked if he could design the course and how much it would cost. He said he designed courses and could do it complete ready to go with plans for under \$2,000, but designing the course was secondary to promoting construction of a course in the area. He also passed out an estimate of what a typical course would cost to build (< \$20,000). The emphasis was on bringing someone in to design it correctly the first time. Particulars included discussion of the tee boxes (5' x 7' x 12' trapezoid in concrete), and having multiple pipes in the ground to provide for 2 or 3 different basket locations to avoid wearing out the grass. Commissioner Hassler asked if Hillmoor was big enough for a good course and the answer was yes. The consensus was to place this item on next Monday's Committee of the Whole Meeting for further discussion. (The website for further information is: www.pdga.com.)

Tree Board Appointment Discussion-Candy Kirchberg, Candidate

President Skates moved to recommend approval of Candy Kirchberg to the Tree Board and seconded by Alderman Kapsik. After some discussion of possible qualifications of board members and the purpose of the Tree Board and what they do, the motion was approved 9-0.

Park Assignments/Repair Update:

No Comments.

Old Business:

Veterans Park Scoreboard Update -- Dennis Jordan/Mayor Connors

Administrator Jordan explained the status of the effort to obtain sponsors. He said he would send out some letters to banks inquiring of their interest.

Adjourn:

It was moved by Commissioner Quicker to adjourn and seconded by Commissioner Hartigan. The motion passed 9-0 and the meeting was adjourned by 7:45 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for February 6, 2013.

Respectfully Submitted,

Daniel S. Winkler

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

01/03/13

(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, January 10, 2013 at 7:30 a.m. (Director's Office)
Present: Kundert, Lafrenz, Oppenlander, Wall Also
present: Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$58,564.13 in General Funds and no expenditures of Donated Funds.

Board of Trustees Meeting
Thursday, January 10, 2013 at 8:00 a.m.

Call to order

Lafrenz called the meeting to order at 8:10 a.m.

Roll call

Members present: Brookes, Jones, Kersten, Kundert, Lafrenz, Oppenlander, Wall. Also present: Peterson and Benson

Adoption/Amendment of agenda

Lafrenz asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda. Wall seconded. Motion carried unanimously. Lafrenz asked for a motion to add Kimball Trust under the President's Report. Kundert made a motion to include Kimball Trust under President's Report. Kersten seconded. Motion carried unanimously. Lafrenz made a motion to amend the agenda as proposed. Motion carried unanimously. Lafrenz asked for a motion to adopt the agenda as amended. Kersten made a motion to adopt the agenda as amended. Oppenlander seconded. Motion carried unanimously.

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

Lafrenz asked for a motion to approve the minutes of the December 13, 2012. Brookes made a motion to approve the minutes. Kersten seconded. Motion carried unanimously.

President's Report

Lafrenz reported that Jamie Hegel has inquired about setting up meetings with local electricians regarding the Smith Meeting Room. Discussion followed. Peterson will coordinate meetings based on recommendations from City Administration.

Peterson brought up the conflicts that may arise with adult and youth programming and the proposed upgrade of the Smith Meeting Room. Discussion followed.

Lafrenz advised the Board that the representative of the Kimball Trust has notified us of an estate inventory. Peterson will forward list to Board upon receipt.

Peterson reported that representatives from the Wright & Like Foundation visited the Library and asked the Library to be one of the sites for the Wright & Like 2013 Tour in early June. Discussion followed. Brookes made a motion to accept the invitation to be a site on the tour. Kundert seconded. Motion carried unanimously.

Finance

Kundert reported on December 2012 expenditures. Kundert made a motion to approve \$58,564.13 in General Funds. Wall seconded. Motion carried unanimously. Kundert reported that there was no activity this month in Donated Funds.

ClosedSession

Jones made a motion to adjourn to Closed Session pursuant to WI Statutes 19.85 (1) © Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. Brookes seconded. Motion carried unanimously.

Oppenlander made a motion to come out of Closed Session. Kersten seconded. Motion carried unanimously.

Brookes made a motion to adjust salary of Reference Associate. Oppenlander seconded. Motion carried unanimously.

Director's Report

Peterson reported on December service statistics. Total check-outs for 2012 exceeded year-end 2011 checkouts by nearly 15,000 items, an increase of 8.66%.

Benson reported on upcoming adult and youth programming in January and February.

Adjournment

Kundert made a motion to adjourn at 9:50 a.m. Jones seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones,
Secretary

Next meeting: Thursday, February 14, 2013 at 8:00 a.m.

Lake Geneva Historic Preservation Commission Meeting Minutes

January 30, 2013 6:30 p.m. Lake Geneva City Hall

Roll Call: Ken Etten, Ed Yaeger, Dee Fiske, Patrick Quinn, Chairperson Eilyn Kehoe.
Absent: Mary Tanner, Jackie Getzen *Public:* Tara Trent

Approval of the Minutes of Historic Preservation Commission Meeting of December 13, 2012.

Comments from the public: None

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

The Museum is open during the winter on Saturdays, 10-4 p.m. The "Tuesdays at Two" continue through the winter and are very successful with attendance from 20-30 guests.

Report re: the status of the Geneva Theater Building/ Community Arts Center and updates on the www.friendsofgenevatheater.org website. Report on future fundraisers and budget

Discussion with the Lake Geneva Cemetery Commission on restoration work at Pioneer Cemetery and proposal to nominate Oak Hill Cemetery as a National Historic site.

Rick Bernstein will be contacted to nominate Oak Hill Cemetery as a National Historic site. Ed Yaeger will get the application to Ken Etten to be filled out and submitted. Discussion of the need to protect Historic homes from demolition such as the Victorian Inn which is slated for demolition.

Continued discussion re: New Historic Signs at Seminary Park and the Whiting House/ Hotel Geneva sites: the Railroad Heritage Trail through the City of Lake Geneva and possible railroad park on Sage Street. Patrick Quinn is working on the verbiage for the sign and Eilyn Kehoe will request clearing the brush on the south side of the apartment home on Sage Street near the sledding hill.

Review of recent Plaque Program applications and information from the Wisconsin Historical Society, National Trust for Historic Preservation and the Wisconsin Association of Historic Preservation Commissions.

Discussion re: potential projects and promotional ideas for the LGHPC, including preparation of a Historic Lake Geneva Walking Tour Brochure

Meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Dee Fiske

Parking Commission Minutes
Tuesday January 15, 2013 6:00 p.m.
Lake Geneva City Hall – Room 2A

1. Meeting called to order at 6:06 p.m. by Chair Smith.
2. Roll Call: Commission Members: Marty Smith, Ald. Sarah Hill, Dennis Swangstu, Kevin Fleming, George Hennerley. Excused Absence: John Button. Also in attendance: Dennis Jordan, Kerri Johnson, Ald. Bill Mott, Mayor Jim Connors, Chris Schultz.
3. Minutes of November 20, 2012 Commission Meeting unanimously approved on a motion by Alderman Hill. Seconded by Swangstu.
4. Comments from the public: None
5. Review of job description for parking operators, supervisor, and election of Parking Commission Chair. Chair Smith read the draft job description of the Parking Commission Chair. Dennis Jordan asked commission members to review a draft of job description and asked for any comments or suggestions. Discussion. Concern for impact of new parking study on new position. Discussion. Commission members encouraged to get their ideas to Mr. Jordan. Parking Commission Chair: Chair Smith volunteered his appreciation for being current Chair and his desire to see the parking study done correctly. Motion by Fleming for Smith to return as Commission Chair, Seconded by Ald. Hill. Carried unanimously. Discussion. On the need for other Commission officers. General consensus was that a Vice Chair was necessary. Motion by Swangstu, Seconded by Ald. Hill to appoint Fleming as Vice Chair. Carried unanimously.
6. Review of next steps for Rich parking study. After City Council review and minor revisions, contract for City of Lake Geneva Downtown Parking Study was forwarded to Rich & Associates, Inc. Annaka L. Norris, Project Manager for Rich & Assoc. responded affirmatively to the minor changes and the contract was signed. Annaka to provide the commission with a general

outline on how we proceed with the study. Chair Smith volunteered a list of items in the study the Commission will need to address. They included:

They use Go To Meeting. Do we have a computer with large screen that can be used for this?

Info needed at Kickoff Meeting:

1. Past planning, parking and/or traffic studies and counts
2. Existing parking counts
3. Land use square footage by block
4. Parking system revenue and expense information for the last 5 years.
5. Legal information pertaining to financing, special assessments, TIF, etc.
6. Current/future development and expansion plans
7. Current Zoning information.
8. A list of appropriate individuals to contact during the study.

We recommend that public meetings be held throughout the process. Our experience is that the more involved stakeholders are in the process and the more they feel that their thoughts and concerns are being considered, the more receptive they are to the recommendations even though they might not agree with all of them. (Rich)

They will develop stakeholder interview list with the parking commission.

Ald. Hill asked who the parking stakeholders are. Consensus of Commissioners was that the entire community has a stake in parking in Lake Geneva and should be asked to participate in the study.

It is anticipated that the parking study process will be initiated at the Parking Commission and expand from there.

Chair Smith encouraged all Commission members to be involved and active in all facets of the parking study.

Discussion followed concerning best day of the week to hold commission meetings. Discussion. Consensus was to shift to Wednesday from Tuesday. Next meeting set for Wed. Feb. 20th at 6 p.m. at City Hall.

7. Parking System update: Red spaces to get new stickers stating 'No Free Parking In Red (short term) spots.'

Discussion: Regarding establishment of paid spaces on Wisconsin and Dodge streets between Broad and Center. Additional paid parking would necessitate additional Luke pay stations at a cost of approximately 10K each.

Discussion: Regarding hard wired verses solar powered Luke stations followed. As we familiarize ourselves with the parking system, changes will be made, units moved, and the system continually tweaked.

Ald. Hill brought up the elimination of red spaces, feeling they should be eliminated.

Discussion: Kerri Johnson stated the hand held units continue to be improved. Battery powered Luke stations are working better now because they are being used a lot less and more light is reaching the solar panels.

Ald. Hill called for a year end 2012 summary of revenue, tickets, and any other relevant information. This info will also be needed by Rich & Assoc. for the parking study.

8. Shuttle Bus. Shuttle will run on Sat & Sun Feb. 2 & 3 during Winterfest.

Ald. Hill asked about final cost for shuttle in 2012.

Discussion: On 2013 shuttle schedule. It was agreed to ask City Council to fund shuttle scheduled from parking funds for the following. Each is Sat. & Sun. 8 a.m. to 9 p.m., except Venetian Festival when the schedule is extended to 11 p.m. Venetian Festival, Art in the Park, Labor Day, Oktoberfest, and Winterfest. All were encouraged, pending approval, to add the shuttle availability to all relevant web sites. Motion by Fleming to approve funding request. Seconded by Swangstu. Carried unanimously.

9. Lane markings and parking in the Subway (North Pavilion Bldg.) area.
Discussion. Motion by Fleming. Seconded by Ald. Hill to ask City Council, Public Works Committee, Ald. Mott Chair, to recommend lane configuration of left turn, straight, and right turn lane after last parking stall on north side of Main is cleared. Carried unanimously. Parking in that area is to be revisited after impact of lane changes is known.

10. Next Meeting. As previously agreed to at this meeting, the next Parking Commission Meeting is Wednesday, Feb. 20th at 6 p.m. at City Hall.

11. Adjourn. Motion by Swangstu to adjourn at 8:45 p.m. Seconded by Fleming. Carried unanimously.



COMMUNICATIONS COMMITTEE

WEDNESDAY, FEBRUARY 6, 2013 – 4:00PM

CITY HALL, CONFERENCE ROOM 2A

AGENDA

1. Meeting called to order by Chairman Hill
2. Roll Call
3. Approval of Minutes from December 5, 2013 meeting as distributed
4. Comments from the public limited to 5 minutes
5. Update on Communications Committee ordinance
6. Elect a chairperson
7. Update on public/private partnership and Chamber of Commerce update
8. Update on online meeting playback
9. Discussion/recommendation on “Welcome Packet” creation
10. Discussion on city logo and branding
11. Review of website statistics
12. Set next meeting date
13. Adjourn

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

01/29/13 2:21PM
cc: Aldermen, Mayor, Administrator, Media

**GENEVA LAKE AREA CHAMBER OF COMMERCE
BOARD OF DIRECTORS
MINUTES**

DATE: Thursday, January 10, 2013
TIME: 7:38 a.m.
PLACE: Harbor Shores
PRESENT: John Stensland, George Hennerley, Brett Sundstrom, Kevin Fleming, Steve Lois, Michael Jackson, Tom Hartz, Tammie Carstensen, Steve Schroeder, Tom Hyslop, Sarah Hill, Grace Eckland, Helen Johnson, Ardith Berkanovic

John Stensland, President called the meeting to order at 7:38 a.m.

Minutes: December 13, 2012 minutes approved on a motion by Tammie Carstensen, seconded Kevin Fleming. Carried.

Financial Statements, Bills submitted for payment: December 2012 financials approved on a motion by Michael Jackson, seconded Steve Lois. Carried.

Discussion followed.

- The amount of dollars generated in membership revenue and the Chamber nonprofit classification. George to follow up on IRS rules and Chamber audit regarding the nonprofit classification limitations we need to be aware of.

New Members: Six new members were approved on a motion by Tom Hartz, seconded Sarah Hill. Carried. New Members are: The Owl Tavern, Signalfire, Green Eyed Lady, Lake Geneva House of Music, Lakefront Shuttle, BattlefieldLive, WI

Retail Division Report: Kevin Fleming

Chamber Web Site Update:

- Communications Meeting will have a RFP for Chamber Web Site Overhaul and maintenace by February Meeting.

Items to be considered for inclusion on site are:

- Calendar, demographics, commercial real estate, process to open business, school news, government news, membership news (promotions, job awards) upcoming events.
- Site should be more user friendly with no login required.
- Next Communications meeting is January 24, 2013.

Discussion followed using Social Media to do e-mail blasts via text for local businesses (specials – sales). Contact should be made to Badger High School Intern Program to set up and maintain.

Update staffing model for Chamber Web Site and Social Media. Motion to approve by Brett Sundstrom, seconded John Stensland. Carried.

Geneva Theatre Update: Pam Ellis and Ken Enton will give update on consultant study by February meeting. Chamber is looking for Friends of the Geneva Theater to give recommendations for Chamber assistance.

City of Lake Geneva Report: Sarah Hill

- Communication Committee will be on Agenda for next City Council meeting.
- Parking Study Approved: Recommendations should be completed by end of summer.
- Parking Shuttle: Looking into extending hours to accommodate employees during major events, i.e. Winterfest.

- Support and encourage new Business Development. Better communication is needed with all departments involved. To help bridge gap in communication recommendation made for Economic Development Corp., and the Mayor meet with Chamber Executive Committee.
- Traffic Signals: Refinements will be made as needed.

Study on Tax Base of downtown and outlying areas requested. George to look into.

To Do List: IRS Rules/Noprofit and Audit
Cash Flow Analysis for Chamber
Geneva Theatre Update (Pam Ellis)

Meeting adjourned at 9:22 a.m. on a motion by Steve Lois, seconded Kevin Fleming. Carried.

Geneva Lake Museum Board Meeting

January 9, 2013

President Jim Gee called the meeting to order at 5:26, noting that directors that were able to come were in attendance. Officers present were Vice President Dale Buelter and Secretary Vern Magee; treasurer Mary Olson was absent along with directors Chuck Ebeling, Lynn Grayson, Mary Tanner and Don Rutkowski. Those board members present were Marianne Bonifacic, Dana Hagenah, Pat Gee, Barb Buelter, Joanne Niessner, Dee Fiske, Dick Bain, Betty Less, Vernon Haan along with Director Karen Jo Walsh, Curator Helen Brandt and Office Manager Pat Cramer, plus city council liaison Bill Mott. Assistant to the director, Marsha Engquist joined us at 6pm.

A motion to **accept the minutes** as sent electronically was made by Dee and second by Barb. Motion carried with no discussion. Betty Less mentioned she did not receive minutes from November or December. They are put in board members who do not have email; Karen offered to make another copy for her. With the absence of the treasurer, the president reported that we have approximately 54,000 in the bank plus the **10,000 donation from Harry Hartshorne**, which will be discussed later in the meeting.

Helen Brandt gave the statistics for the previous month and was thrilled to report we had 623 guests for the month of December with 73 regular patrons and 550 from 12 special events and class tours. We have broken all previous records in 2012, with **7,060 guests visiting the GLM**. It was also noted we had people from 37 states and 15 countries. Our best previous attendance at this location was in 2009 when we had 4,330 guests.

Director's report: Karen wants to order a new Open sign and was told to go ahead with that. Highlighting her report were these items. A full report will be filed at the museum and sent to city hall. Karen's brothers, Mark and Dave, worked two days with Dale, Burly and Jerry to organize the storage area to meet StEPS accreditation standards. In addition, they built out the new education center area in the North Gallery. The cost was very little because all wood from the Crane window crates were taken apart and reused. The black out painting was completed that was required about the Native American mural and exhibit. She reminded the board the final payment will be due when the mural is completed by Mark Middlesteadt. The Victorian Christmas decorations were packed away for next year with the help of Dale, Barb, Joanne, Pat, Jim, Chuck, Vicky, Tim and friends and Karen and Marsha. The GLM is getting ready for a big **Train Show February 16th**. Board members will be expected to help with this large undertaking. The **Antique Road Share, Tuesdays at Two** and **Grand Geneva Thursdays** are outreach endeavors and going well but also need the support of volunteers and board members. A **Certificate of Appreciation** was received from the **Town of Bloomfield Police Department** for the GLM support for **Kids Day Out**. **Donations** were received from **Harry Hartshorne, Gloria Garvey**, for the Crane window exhibit, and **Patrick and Shirley Ryan** for the general operating fund. Also thanks to Bill Mott and Susan and Tom Raia for the donation of computers. Karen suggested the museum be open on Friday of Winterfest on February 1st along with our regular Saturday hours during the winter months. Vern Magee made the motion to be open Friday. Dee seconded motion; there was no discussion and motion carried unanimous. Board members were encouraged to read the volunteer hours that Marsha tabulates regularly. This is important to record as it shows how much money has been saved by having volunteers do various tasks that have to be done. Dana and Linda West are working in the library room and reorganizing the books with color coding to make it easier to find certain books. A wish list of 18 items was included as a hand out so board members are aware of needed items.

Finance Committee: Jim spoke to this committee in the absence of Mary Olson. He would like to put the \$10,000 from Harry Hartshorne into a quasi endowment and has checked several banks to see who does this type of endowment. After checking, the Walworth Bank, does set these up and Jim will write the resolution for our specific needs and we will have an attorney look it over. He mentioned that Marsha suggested we name it *The Harry Hartshorne Endowment Fund* and he agrees, and wanted board approval for this name. Pat made the motion to name the endowment after Harry, Barb seconded the motion, no discussion, and motion carried unanimous. Vern Haan wanted it noted that Mike Keefe gave us \$23,000 when we moved to this building; \$13,000 was in building materials from houses taken down on Main St and 10,000 was in cash for set up expenses. He hoped that he has been thanked properly for this very generous donation.

Fundraising: Marianne met with her committee to discuss the May event and invited *Celebrations* to attend and give input for food to be served. There are about 10 committees for *History Loves Company* and is asking all board members to help where they can. There will be a raffle but the kind of raffle has not been decided yet. Each board member will be given tickets to sell before the event. We are hoping to come up with an idea for the raffle that will be appealing to many people, which will determine the price. Betty asked if board members were responsible for the tickets given to them to sell and was told they were not, but the committee hoped all would try to sell the tickets. Dale will go before the committee of the whole next month to let the council and listening audience know of the upcoming activities we are having, as suggested by council liaison Bill Mott.

Marketing and Publicity: Chuck is absent tonight but Jim asked Dana about WLKG radio station. Dana spoke to Tom Kwikowski about the community calendar and we can publicize activities for \$10.00 and they will mention them a number of times and for another \$10.00, they will put it on their website. We will go ahead with this advertising and Dana was also told about a Sunday morning radio show called *Life Matters* and suggested they interview Karen so that we can put our name out there in another venue.

Planning and Exhibit: Dale said the main focus will be the Wigwam exhibit for the next few months, along with the Jerseyhurst/Crane windows. Karen explained with graphs where we are in the completion of exhibits. Dale mentioned all of the people they have met with recently for the windows including a new consultant, **Rolf Achilles**, who validated all that has been done so far. When mentioning the Train Show, Karen emphasized the need for board members and volunteers to help that day with numerous tasks. Sorting James Conway artifacts still needs to be done and that will be taking place for the next few months. The education area was completed quickly and now we will be waiting for carpeting to be installed, which has been measured for, and a large TV when affordable or donated. Dale attended the Chamber meeting and because we will be open Friday and Saturday, we are hoping to attract some of the Winterfest crowd. The South Gallery and the Lake Level exhibit need to have better signage so they don't miss those important exhibits; if anyone has ideas for that, pass them on to Karen or Dale. Also needing tweaking are the log cabin, a bathtub platform, some painting, Viley, and other areas of the museum. Karen would like different music in different rooms to reflect what is happening in that room and she would like to add more lights where appropriate.

Membership: We now have **264 members** which is a big jump from last year. Letters were sent out recently and signed by Jim to members that are inactive and to some whose membership is due soon.

Museum Store: Pat reported that we do not have year end totals yet, but she and Barb did take an inventory and we have \$3087 in cost. They have about \$8700 in sales at the end of November and are

looking at new lines to add to the store. There are new archival photos available now and an easy to flip through way of looking at them. Some have been matted and shrink wrapped and can be purchased for 39.00 and framed by the customer in standard size frames. Others have been matted and framed for purchase.

Old Business: StEPS update from Karen Jo, who passed out papers and showed the board we have a **silver certificate for the first standard: Mission, Vision and Governance. Second standard: Gold certificate for Audience. Third standard: Interpretation, Gold certificate received.** Fourth standard, Collections, is a work in progress but the paper work has been sent in at the Silver level. An Ad Hoc committee consisting of Helen, Dee, Betty, Dale, Joanne, Barb, Pat Cramer, and Karen Jo met for 2 hours and reviewed, competed, and **approved changes to the Collections Policy, Collections Plan and Collections Management.** Karen asked for board approval and since a large number of board members worked on this, a motion was made by Barb and seconded by Dee to approve the policy handed out; there was no discussion. All approved the motion with one abstention. The remaining StEPS will be completed after the May celebration.

Jim announced all members should have received the latest revisions in committee assignments electronically. Those without computers will receive a copy. Lynn is working on the AASLN award and we will receive an update from her in an email. Karen reported that the proper papers Jim Conway requested have been sent to him and his donation to us thus far as appraised by Mary Tanner is 35,576. All items have been given to us with the exception of the Native American artifacts, which are on extended loan. Our new policy on Collections required that we keep something for at least 2 years before trading or selling the item.

New Business: Vern Magee moved to extend a benefactor membership to Dave Novak for one year, second by Betty. Motion carried. His gift membership was given as a thank you for the wood flooring he donated for Ceylon Court and the vignette wall. Karen suggested James Conway be given a life membership because of his large donation. Motion by Dee to give Mr Conway life membership, second by Joanne. Discussion followed with Marsha questioning if this is wise considering others who have given so much perhaps in time, materials, and cash donations. Motion was amended to give Mr Conway a benefactor membership for one year. Motion carried. Jim reported that Vern Haan had given him a letter of resignation but will move to the Advisory Board. This was received with regret, but all are happy he will still be with us as an adviser when he is available. He received a round of applause for his many years of service and a thank you from Jim on behalf of the board. He said he has been a part of the board for 2 years before we moved to this location. All were warned of the icy conditions in the parking lot and around the building. Dale has put sand out but warned all to be careful.

Meeting was adjourned at 7pm.

Vern Magee
Secretary

GENEVA LAKE ENVIRONMENTAL AGENCY (GLEA)
WALWORTH, WISCONSIN

BOARD OF DIRECTORS MONTHLY MEETING
Thursday, January 17, 2013 at 7:00 p.m.

PLEASE TAKE NOTICE that the monthly meeting has been called by the Geneva Lake Environmental Agency Board of Directors on **Thursday, January 17, 2013** beginning at 7:00 p.m., at George Williams College Campus Lower Association Hall, 350 Constance Boulevard, Williams Bay, Wisconsin.

AGENDA
THE FOLLOWING AGENDA ITEMS MAY BE CONSIDERED FOR
DISCUSSION, CONSIDERATION AND ACTION

Call Meeting of GLEA Board of Directors to Order- Chairman Richard Bowman

Roll Call

General Business

1. Approve Minutes for Meeting Held December 13, 2012.
2. Monthly Review Items:
 - a. Bookkeeper's Income Statement With Budget
 - b. Bookkeeper's Balance Sheet
 - c. Bookkeeper's Disbursement Report
 - d. Bookkeeper's Current Donations Report
 - e. Director's Report

Old Business

1. 2013 Earth Week/Day - approval for expenditure of money
2. Lake Level Corp and WDNR
3. Update on financial situation regarding end of year
4. 2013 intern project

New Business

1. Beach modeling workshop, 2013 beach sampling
2. WOWRA and effluent filters for septic systems
4. LSD/ Walworth County Sanitation Division meeting
5. Director's compensation

Commissioner's Report

Adjournment

Dated January 11, 2013
Posted: GLEA office and website www.genevaonline.com/~glea
Theodore Peters, Director
glea@genevaonline.com

Geneva Lake Environmental Agency
Director's Report
December, 2012 – January, 2013

-On January 15-17, 2013 I will be attending a training workshop on developing predictive models for beach water quality. It is being put on by the US Environmental Protection Agency, US Geological Survey and the WDNR. The workshop will include hands on training on how to use free tools to gather additional lake data and develop functional predictive models for each beach. This along with our continued weekly sampling should help us better understand what and why is happening from a bacteria perspective. The workshop will be held at the USGS office in Madison.

-Depending upon the outcome of the beach modeling workshop I think that our beach sampling program may be taking some new directions. The USEPA has released some new beach water criteria and monitoring guidelines and it is unsure how Wisconsin will adopt those guidelines. Regardless, we will start to include turbidity reading with our sampling.

-Following the workshop I have a meeting scheduled with some USGS people to review and get some answers to questions relative to the new lake level gauge that was installed on Geneva Lake last summer.

-There is a problem with an overpayment of the Director's salary as a result of an error in Quick Books. We have looked at several options and will discuss at the meeting. We ended the year in good financial condition. Again our donations exceeded our budgeted amount. We still have some major bills outstanding and hope to get them taken care of within the next few weeks. One of the outstanding bills is mileage. I have not yet submitted a mileage invoice as I usually wait until the end of the year and see how we end financially.

-The Linn Sanitary District recently meet with the Walworth County Sanitation Division to see how we can work together to get the remaining private on-site wastewater treatment systems identified in their inspection program as having problems brought up to working and compliant systems. Several steps in the process have been identified. More on this at the meeting.

-I would like to convince the Linn Sanitary District to initiate a big PR and promotion campaign to get POWTS users in the Geneva lake area to use effluent filters. I will be attending the Wisconsin On-site Water Recycling Association annual meeting next week where I will get info on the filter and talk to professionals in the industry about ideas on getting an effluent filter program initiated.

-I answered some questions from a potential new home owner about the impacts of global climate change on Geneva Lake and the surrounding lakes. The request for info was directed to us by Jim Smith of the Geneva Lake Association.

-The deadline for the Ice-On Contest guesses has passed. We received 168 entries, down from last year. Several did pick no-ice again. We just have to wait and see what happens. The recent warm spell makes one wonder if we will see ice over this year.

-It's time to start putting together advertisement for our summer intern. As discussed in the past I am thinking of doing some groundwater monitoring in the wetlands around Geneva Lake. This would include installing some min-piezometers (observation wells) to track the water table in these areas. More on this at the meeting.

Submitted by Ted Peters, Director, Geneva Lake Environmental Agency