



COMMITTEE OF THE WHOLE
MONDAY, FEBRUARY 2, 2015 – 6:30 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Kupsik calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from January 5, 2015 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. Presentation of “What’s New at the Y” by Mike Kramp, YMCA
7. Introduction of Tawsif Anam, Southwest Wisconsin Regional Director for Senator Ron Johnson
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Lyon
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Kordus
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Wall & Hedlund
 - b. Tree Board, Alderman Kupsik

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

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

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

11. Adjourn

<p><i>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.</i></p>
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1/30/15 12:15pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE
MONDAY, JANUARY 5, 2014 - 6:30 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Council President Kupsik.

Roll Call. Present: Aldermen Chappell, Wall, Kordus, Lyon, Hedlund and Kupsik. Also present: City Administrator Jordan. Excused: Aldermen Hill and Kehoe.

Kordus/Wall motion for approval of Minutes from December 1, 2014 Committee of the Whole Meeting as distributed. Unanimously carried.

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

Ken Etten, 1109 Wisconsin St., spoke on behalf of The Friends of the Geneva Theater. Mr. Etten stated that he had also spoke with the Council a year and a half ago in regard to purchasing the theater. He's asking for assistance with the purchase only, not for restoration. He is wondering if the city would consider giving a portion of the available TIF funds to help the group purchase the theater. He explained that tax revenue is going down on the building, so the city wouldn't be losing money. Mr. Etten then gave a history of the theater and presented pictures. He believes it was a focal point of the community and can be again. The building would operate as a multi-use community arts center. He sees this benefitting children, seniors and adults. The community as a whole would benefit as it would draw in visitors and residents. This would create additional tax revenue and jobs. He compared this project to the turn around the Riviera Building has made.

Dee Fiske, 324 Sage St., thanked the committee for everything they did in regard to outside activities especially disc golf, skateboarding and sledding hills. Ms. Fiske urged the committee to help purchase the old theater to create a community arts center. She believes it could be just as successful as the museum. Ms. Fiske believes there is nothing for kids to do downtown, and this would remedy that issue. She feels senior citizens and families would benefit from a community arts center.

Discussion on the Chamber of Commerce upcoming events.

Darien Schaefer, President of the Geneva Lake Area Chamber of Commerce, came aboard in November 2013. He stated he has loved the move to Lake Geneva. Darien's directive has been to better serve the members and communities they represent. Since Darien has come aboard, staff has been utilized more heavily rather than outside agencies, which has opened up more funds for additional jobs with the Chamber. The Chamber is currently in the process of hiring a Sales Manager and will be hiring an Event Manager in the near future as Erin Thornburgh will be moving to the BID solely. The Chamber's Board is currently addressing space restrictions at 201 Wrigley Drive which currently houses the Chamber offices and Visitor's Center. The facility at 527 Center Street was purchased this past fall to operate as the new home for the Chamber's business offices. The 201 Wrigley Drive location will operate solely as a first class Visitor's Center. The Chamber will be launching a new look for the official visitor's magazine and the Chamber's website is being redeveloped. The first big event of the year is Winterfest. This will be the 20th anniversary of Winterfest and the 30th year for the US Snow Sculpting Competition. The Riviera building will be open for refreshments and activities. Other activities include laser tag at the YMCA, bonfires at the beach, A Soup-er Magical Evening at the Riviera, bingo night, and human dog sled races. In May, a new event named Restaurant Week will be held. Other events include Concerts in the Park and the Christmas parade. The BID will be holding Taste of Lake Geneva and Oktoberfest. The BID and Chamber will work together on Maxwell Street Days. Mr. Schaefer stated that the Chamber really values its relationship with the city.

Standing Committee Reports given:

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

Committee, Commission and Board Reports given:

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

Other Boards and Committee Reports given:

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

Kordus/Lyon motion to adjourn the meeting at 7:25 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, JANUARY 12, 2015 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

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

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

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

Approval of Minutes

Kordus/Wall motion to approve the Finance, License and Regulation Committee Meeting minutes of December 22, 2014, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Original 2014-2015 Operator's (Bartender) License applications filed by Ellen Kozak, Kirby Mazzanti, and Nicholas Schmidt.

Kupsik/Wall motion to recommend approval. Unanimously carried.

Street Use Permit application and Carriage Company License application filed by Geneva Lakes Museum to conduct horse and wagon rides on January 31, 2015, contingent on receiving the certification of liability insurance and certificate of soundness issued by a licensed veterinarian from the carriage operator, Mar-Ke Farm.

Kordus/Kehoe motion to recommend approval. Dale Buelter, Vice President of the Geneva Lake Museum stated he has discussed the map with the Police Chief who is in agreeance with the route chosen for the wagon rides. Unanimously carried.

Discussion/Recommendation on Second Reading of Ordinance 14-10, an Ordinance establishing Weight Limits for Implements of Husbandry and Agricultural Commercial Motor Vehicles.

Kupsik/Kordus motion to send to city council with no recommendation. Unanimously carried.

Discussion/Recommendation on Second Reading of Ordinance 14-13, an Ordinance establishing Child Safety Zones within the City.

Kupsik/Kordus motion to send to city council with no recommendation. Unanimously carried.

Discussion/Recommendation on Second Reading on Ordinance 14-12, an ordinance modifying Section 98-707 of the Lake Geneva Zoning Code, Exterior Lighting Standards.

Kupsik/Kehoe motion to send to city council with no recommendation. Unanimously carried.

Discussion/Recommendation on the 2015 Maintenance Contract for the LUKE parking system with Automated Parking Technologies LLC in the amount of \$61,975.

Kordus/Kehoe motion to recommend approval. Parking Manager, Sylvia Mullally stated the maintenance contract expired December 31, 2014. Once the city approves the 2015 contract, it will be in effect until December 31, 2015. The prior agreement was a full hardware/software, parts and labor maintenance contract with Automated Parking Technology (APT). APT is a distributor of the Luke machines and installed the city's 67 pay stations. Ms. Mullally stated herself and the parking staff do the day-to-day route maintenance and troubleshooting for the machines. In speaking with the vendor, Ms. Mullally was able to obtain a discounted rate as the parking department is doing more of the preventative maintenance, which she expects to continue. The other option would be to not renew the maintenance agreement, which would mean the city would incur the expense of all the maintenance, parts and labor. Included in the packet is a listing of costs to see the difference without an agreement. The total cost of \$71,638.63 was reduced to \$61,975.00, which includes a 3 month shutdown of the machines.

Alderman Wall asked if Ms. Mullally would be interested in going to school for learning about maintenance on the Luke machines. She stated she is interested in obtaining more knowledge and has already inquired with Digital, however, they will not allow her to take classes. APT is an exclusive vendor with Digital and as such, the vendor is the authorized dealer of the equipment. At this time she stated she believes the city should renew the contract as it is low risk but will continue to work with the vendor to lower the costs. Ms. Mullally is optimistic that the staff could work without the agreement, but the city will still need to set aside a certain dollar amount for parts on an annual basis. Mr. Wall stated he felt the maintenance contract is excessive.

Alderman Kehoe asked if staff could potentially do more of the maintenance versus calling APT and being charged the \$103 per hour. Ms. Mullally said she believes the staff is becoming more proficient and skilled in learning the modems and technology and is very impressed with their ability to troubleshoot. Unfortunately, she is unable to go straight to Digital, the manufacturer, and get that same knowledge as they want that exclusive to the vendor. Alderman Kupsik asked if the parts listed on the memo would need to be on hand at all times. Ms. Mullally stated yes, especially the computer control box. Mr. Kupsik pointed out that parts alone would be over \$70,000; however, APT's contract would cover both material and labor. Ms. Mullally stated the city is now paying for a warranty that uses more or less of these parts. The parts listed in her memo are just a template that she believes could be used and if not, the equipment could be carried over to the next year.

Alderman Lyon stated what Ms. Mullally is explaining is a fairly traditional manufacturer/vendor agreement whereby, the manufacturer and distributor have agreed they are not going to compete with each other. He said the manufacturer, by contract, will not do things such as train city employees, as Sylvia has pointed out, as that may be encroaching on the distributor and service organizations business. He further stated the manufacturer can't get into deal making with an end user that puts the end user in a better relationship with them as it does with the distributor. Ms. Mullally stated she is optimistic that the vendor will work with her further to come down in price in the future.

Motion carried 4 to 1 with Alderman Wall voting "no"

Presentation of Accounts

Purchase orders. None.

Kordus/Kupsik motion to recommend approval of Prepaid Bills in the amount of \$4,296.02. Unanimously carried.

Kordus/Kupsik motion to recommend approval of Regular Bills in the amount of \$135,183.63. Alderman Kupsik asked if the Time Warner cable relocation was part of the Broad Street Lighting Project, which Administrator Jordan confirmed. Mr. Jordan stated the lighting portion is complete and they are finishing taking down the old poles. Unanimously carried.

Kordus/Kupsik motion to recommend acceptance of Monthly Treasurer's Report for September 2014. Unanimously carried.

Adjournment

Kordus/Kupsik motion to adjourn at 6:30 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, JANUARY 26, 2015 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Lyon called the meeting to order at 6:02 p.m.

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

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

Mary Jo Fesenmaier, 955 George Street, stated she had questions on a pre-paid bill that references a 2012 audit. She requested clarification on when the expense actually occurred and wanted to know what account the overpayment will be taken from.

Approval of Minutes

Wall/Kehoe motion to approve the Finance, License and Regulation Committee Meeting minutes of January 12, 2015, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Change of Agent Application filed by Target Corporation d/b/a Target Store T-2348, 660 N Edwards Boulevard, Lake Geneva, to Nicholas Schmidt, 1400 Hunters Ridge Drive, Apt 15, Genoa City, WI

Kupsik/Wall motion to recommend approval. Unanimously carried.

Change of Agent Application filed by Oakfire LLC d/b/a Oakfire Pizzeria and Restaurant, 831 Wrigley Drive, Lake Geneva, to David R. Scotney, 1335 Edgewood Drive, Lake Geneva, WI

Wall/Kehoe motion to recommend approval. Unanimously carried.

Renewal of Massage Establishment License filed by Clear Waters Salon and Spa, 734 Main St, Lake Geneva, WI

Kupsik/Kordus motion to recommend approval. Unanimously carried.

Temporary “Class B”/Class “B” Wine and Fermented Malt Beverage License application filed by Susan Tumminello on behalf of the Lake Geneva Symphony Orchestra for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Drive, Lake Geneva WI for the Lake Geneva Symphony Orchestra “Love is in the Air” Valentine Gala on February 14, 2015, 6:30pm to 11:00pm.

Kupsik/Kehoe motion to recommend approval. Unanimously carried.

Temporary Operator License application filed by Jennifer Hansen on behalf of the Lake Geneva Symphony Orchestra for the “Love is in the Air” Valentine Gala on February 14, 2015, contingent upon providing proof of having taken a Responsible Beverage Server’s Course.

Kupsik/Wall motion to recommend approval. Alderman Kupsik questioned who would follow up on obtaining proof of the Responsible Beverage Course. City Clerk Waswo confirmed she would. Unanimously carried.

Temporary “Class B”/Class “B” Wine and Fermented Malt Beverage License application filed by Melissa Bochniak on behalf of Badger High School for the sale of fermented malt beverages and wine at the Geneva Lake Museum, 255 Mill Street, Lake Geneva WI for a Casino Night Fundraiser event on February 7, 2015, 6:00pm to 9:00pm.

Wall/Kordus motion to recommend approval. Unanimously carried.

Temporary Operator License applications filed by John Stefaniak, Patty Stefaniak, Kimberly Heyward, and Kevin Polheber on behalf of Badger High School for a Casino Night Fundraiser event on February 7,* 2015, contingent upon providing proof of having taken a Responsible Beverage Server’s Course.

**Clerk's Note – The date was listed incorrectly on the agenda as February 14, 2015, however, it was listed correctly in the application submitted to the council of February 7, 2015.*

Kordus/Wall motion to recommend approval. Unanimously carried.

First Reading of Ordinance 15-01, an Ordinance Amending Chapter 6, Alcohol and Beverages, to establish a Demerit Point System for Liquor License Establishments.

First reading only; no action taken.

First Reading of Ordinance 15-02, an Ordinance Amending Chapter 74, Traffic and Vehicles, Sections 74-210, 74-221, and 74-234.

Kupsik/Kordus motion to postpone the first reading of Ordinance 15-02 indefinitely. Unanimously carried.

Discussion/Recommendation on creating a Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations and Continuing Disclosure for the Promissory Note.

Kordus/Wall motion to recommend approval. Administrator Jordan stated this was recommended by our bond council in order to comply with tracking and auditing purposes. He noted that in the event of an audit, the city would receive more favorable treatment if the policy is in place. Alderman Lyon noted that according to the policy, it stipulates the Comptroller would be the compliance officer. Mr. Lyon questioned if this would impose any significant requirements to the Comptroller's job. Comptroller Pollitt stated the policy will help make the city in compliance, and would involve only using the money for tax free governmental purposes, involving a checklist and monitoring. She commented that she already does this tracking in an unofficial capacity, but this policy would make it official. Alderman Kordus stated this is not regulatory, but is good practice. Unanimously carried.

Resolution 15-R02, authorizing a step increase for Data Entry Clerk Holly Povish.

Kupsik/Kehoe motion to recommend approval. There was further discussion on what type of performance evaluation had been done and how would this item relate to act 10. Administrator Jordan stated this individual was hired under the union contract with these step increases and the PFC is recommending that this same practice continue. Alderman Kupsik questioned why this should be approved since it was part of the union packet and Act 10 eliminated the benefit of these increases.

City Attorney Draper stated under the statutes, any time a chief or subordinate is to get a raise, the council must approve it. He stated that when union employees get these step increases, they are approved when the contract is approved. This is a different situation as this individual was under the union contract and was hired under these terms and has relied on that promise. Since Act 10 came into place, suddenly she is not part of the union and does not get an automatic approval. This means that now each one of these individuals that had step raises when they were hired, must be approved by the council. Mr. Kupsik felt that once the union contract went away, this step increase also went away. He was concerned with the 6.1% increase as currently the council is struggling with granting a 2% increase in wages. Although, he commented that if this agreement was in place, as a good employer, the city should follow the agreement. Alderman Kordus did not agree as he believes the city would be setting a precedence by approving this increase. He noted that this does not have anything to do with the employee, but felt it is not equitable to gratuitously assign a 6.1% increase just because an individual has worked for the City for 2 years.

Mr. Draper stated the Police Department does performance reviews, which are probably more intense than other employee reviews. He stated that he can assure the council that if the individual is not meeting the standards for that pay, they would not be there. He noted this has been budgeted already, and they are not asking for additional monies to fund this step raise. Alderman Wall questioned how many more step increases would come before the council. Comptroller Pollitt stated there are 4 steps. Mr. Draper said that after this increase, Ms. Povish would have two more step increases. He also stated another employee would have one more step increase. Mr. Kupsik asked if these steps fell under the union contract. Mr. Draper stated yes, but it's a system that the Police and Fire Commission want to continue even for their employees who are not part of the union. Mr. Kupsik commented that the data entry clerks, dispatchers and the other employees in the police department that lost that backing now fall under the same guidelines as the office clerks and street department that are non-union employees. Mr. Kupsik agreed with Mr. Kordus that this would be setting a precedent if we allow the 6.1% increase. He felt that the union is gone and they don't fall under any union contract.

Kupsik/Kehoe withdrew their motion.

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

Discussion/Recommendation on purchase of a Dictaphone System for the Police Department.

Kordus/Kupsik motion to recommend approval. Alderman Kupsik questioned the reason for the Dictaphone and if it was part of the capital. Administrator Jordan stated about 3 or 4 years ago, the police department did purchase a Dictaphone system. However, another company purchased the system and has not been maintaining the software. He stated they have offered an upgrade to the system for \$2,000, which is only good for 2 years. The company did state that if the city would go to another system, they would give a credit on the remaining 3 years of maintenance. This would bring the cost of a new system down to \$7,935. He noted that because we are purchasing a new phone system, it is imperative that we have a system in place. Mr. Jordan stated a new system would be good for at least 10 years. Alderman Kordus felt that this is something we will have to bite the bullet on even though it wasn't in the budget. Mr. Jordan noted that in two years, it may cost \$13,000 to \$14,000 by doing the upgrade as they would need to purchase a new system at that time. Unanimously carried.

Discussion/Recommendation on a 3-year extension to the Breezy Hill Landscaping Agreement. (recommended by Public Works Committee 1/15/15)

Wall/Kordus motion to recommend approval. Unanimously carried.

Discussion/Recommendation on disallowance of claim filed by Robert Drozdowski for alleged injury caused by a slip and fall at or near 300 Wrigley Drive on March 8, 2014, pursuant to Wis. Stat. 893.80(1g).

Wall/Kordus motion to recommend disallowance of the claim. Unanimously carried.

Discussion/Recommendation on renewal of CD in the amount of \$310,595.59 plus interest, maturing on February 9, 2015 from Community Bank of Delavan.

Kordus/Kupsik motion to recommend approval. Comptroller Pollitt stated she does not have the rates as the CD does not mature for another 2 weeks; however, there is not a council meeting before that date. She recommended rolling over the CD with Community Bank for a 6 month time period as based on the outcome of the TID, the money will still be liquid if necessary. Alderman Kordus asked if the dollar amount would put the city in jeopardy based on the upcoming merger of CBD and Town Bank. Ms. Pollitt stated it would not as the city does not have any money invested with Town Bank.

Kordus/Kupsik motion an amendment to include a 6 month roll over to August 9, 2015 at the prevailing rates. Unanimously carried.

Presentation of Accounts

Purchase orders. None.

Kordus/Kupsik motion to recommend approval of Prepaid Bills in the amount of \$66,800.07. Comptroller Pollitt stated the \$36,000 check written to the Utility Commission will be part of the 2014 business. The check is a repayment back to the Utility who had paid the City that amount in 2013 for a tax equivalent adjustment, per the auditors. Now the auditors have agreed that the adjustment was not necessary, which means the utility is due that money back. The transfer is between the two city entities, which get washed out on the audit. Unanimously carried.

Kupsik/Wall motion to recommend approval of Regular Bills in the amount of \$152,865.87. Alderman Kupsik asked Public Works Director Winkler if the final payment to Humphrey's Contracting was for the street department siding project. Mr. Winkler stated the payment is for siding, insulation and trim. He noted the project has been completed and turned out very well. Unanimously carried.

Adjournment

Kordus/Wall motion to adjourn at 6:42 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

PERSONNEL COMMITTEE MINUTES

THURSDAY, JANUARY 8, 2015 – 4:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

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

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

Comments from the public limited to 5 minutes. None.

Approval of Personnel Committee minutes for November 20, 2014 and December 8, 2014, as prepared and distributed.

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

Discussion/Recommendation regarding information provided by GovHR.

The Committee met with Mr. Szymborski from GovHR to discuss what the Committee was looking for in a new administrator, what the Committee wanted in the promotional brochure and the time schedule for the hiring process. It was decided to place the ad on January 19th. If all flows as expected, the new administrator should be hired in the last week of March. The new administrator would start 30 to 60 days after hiring depending on how much time he/she would have to give to their current employer.

Adjournment

Hedlund/Hill motion to adjourn at 5:22 p.m. Unanimously carried.

/s/ Dennis Jordan, City Administrator

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Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe
Alderman Rich Hedlund

Alderman Al Kupsik
Alderman Sarah Hill

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

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January 15, 2015 Meeting Minutes

DATE: January 16, 2015

MEMORANDUM

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

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

SUBJECT: January 15, 2015 Public Works Committee Meeting Minutes

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

Members in attendance:

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

Staff Present:

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

Other: Sylvia Mullally (Parking Enforcement)

Public in attendance: Mr. Jeff Prey (DNR), Mr. Dan Schuller (DNR), Mr. Jim Weiss, Mr. Chris Schultz, Mr. Ross Adams, Mr. Brian Pollard, Ms. Penny Roehrer, Ms. Mary Jo Fesenmaier, Mr. Richard Melmin, Mr. Terry O'Neill.

Approval of the Minutes of the Prior (December) Meeting:

Motion to approve by Ald. Hill and seconded by Ald. Kupsik. The motion passed 5-0.

Public Comments:

Ms. Fesenmaier asked if the PWC would put on a future agenda to discuss requiring public sidewalks on north Sage Street. Ms. Roehrer said she was against any roadway changes at Big Foot State Park. Mr. O'Neill asked if the City had to purchase all of its County 600-ton allocation of sand/salt mix from the County. The reply given at the meeting was that we only had to pay for what the City actually uses from its set aside allocation.

Communications:

1. Projects & Activities Update – DPW Winkler said the list of project updates was attached for information and he would answer any questions.

Agenda Items Discussed:

1. Signage in the Downtown-Discussion Regarding Making Uniform-Continued from December Meeting
2. South Lakeshore Drive at Big Foot State Park.
3. Downtown Landscaping Maintenance Contract-Breezy Hill.
4. Downtown Street Parking Reconfigurations.

Agenda Item No. 1– Signage in the Downtown-Discussion Regarding Making Uniform-Continued from December Meeting.

A motion was made by Alderman Hill and seconded by Alderman Kupsik to continue this item until next month as the Chamber had not as yet provided a reply on the pedestrian signage information given them. The motion passed 5-0.

Agenda Item No. 2- South Lakeshore Drive at Big Foot State Park.

Chair Kordus introduced the discussions City staff was asked to have with the DNR regarding South Lakeshore Drive shoreline erosion problems. He said the discussions included possible roadway realignment alternatives. DPW Winkler reported that when the DNR met with the City regarding the shoreline, the DNR advised us they were considering roadway possibilities as part of a planned update to their park master plan. Their goal was to improve the situation at the lake, making it safer for day users.

Mr. Schuller of the DNR spoke regarding their plans for the park and meetings with City staff including the roadway. Alternatives were discussed with the priority to maintain the north-south South Lakeshore Drive connection from Linn to the City and the City's desire to explore relocating the City launch ramp to the park at the same trailer parking spaces count as the City presently has. He mentioned the alternative roadway concepts. It was noted that in Concept "B" that the roadway bridge over the lagoon would be very expensive, so the road concept along the east side of the lagoon seemed to be the frontrunner alignment. He explained that other potential improvements to include the improvement/replacement of present visitor center and bathroom facilities, an improved safer beach with adjacent parking and handicapped access, reducing pedestrian street crossing conflicts to the beach, kayaking launching and rentals, bike/pedestrian trails, and working with the adjacent youth camp to make their situation safer with a potential pedestrian underpass.

Mr. Schuller pointed out that the DNR never condemns property for public purpose, and any final plan is always the outcome of a public and transparent process that will probably only move forward if the stakeholders are interested in seeing the State invest to improve Big Foot Park. He also offered to Mr. Weiss to meet with the Town of Linn Board to discuss the park master plan, gauge their interest and preferences, and solicit input.

Mr. Prey of the DNR discussed the various potential elements of their concept plan, and that DNR funding would probably be in 2017-2019 time-frame. Mr. Winkler said the question before the PWC was are they interested at all in working with the DNR on their master plan including a new South Lakeshore Drive on the east side of the lagoon as the DNR Concept Alternative "C". The PWC consensus was that safety was important to them, the roadway alignment in the context of the DNR concept plan made sense, continue working with the Town of Linn and the youth camp as they are both stakeholders in Big Foot State Park, get answers to some of the issues discussed including any legal matters, timing/scheduling, funding and costs, and report back to the PWC before going to Council.

Agenda Item No. 3– Downtown Landscaping Maintenance Contract-Breezy Hill.

It was moved by Alderman Hill to recommend to Council to extend the landscaping contract with Breezy Hill for another 3-year term at 3% in 2015, 0% in 2016 and 3% in 2017 as recommended by staff. The motion was seconded by Alderman Kupsik and approved 5-0.
(This item needs to go to Finance and Council for consideration).

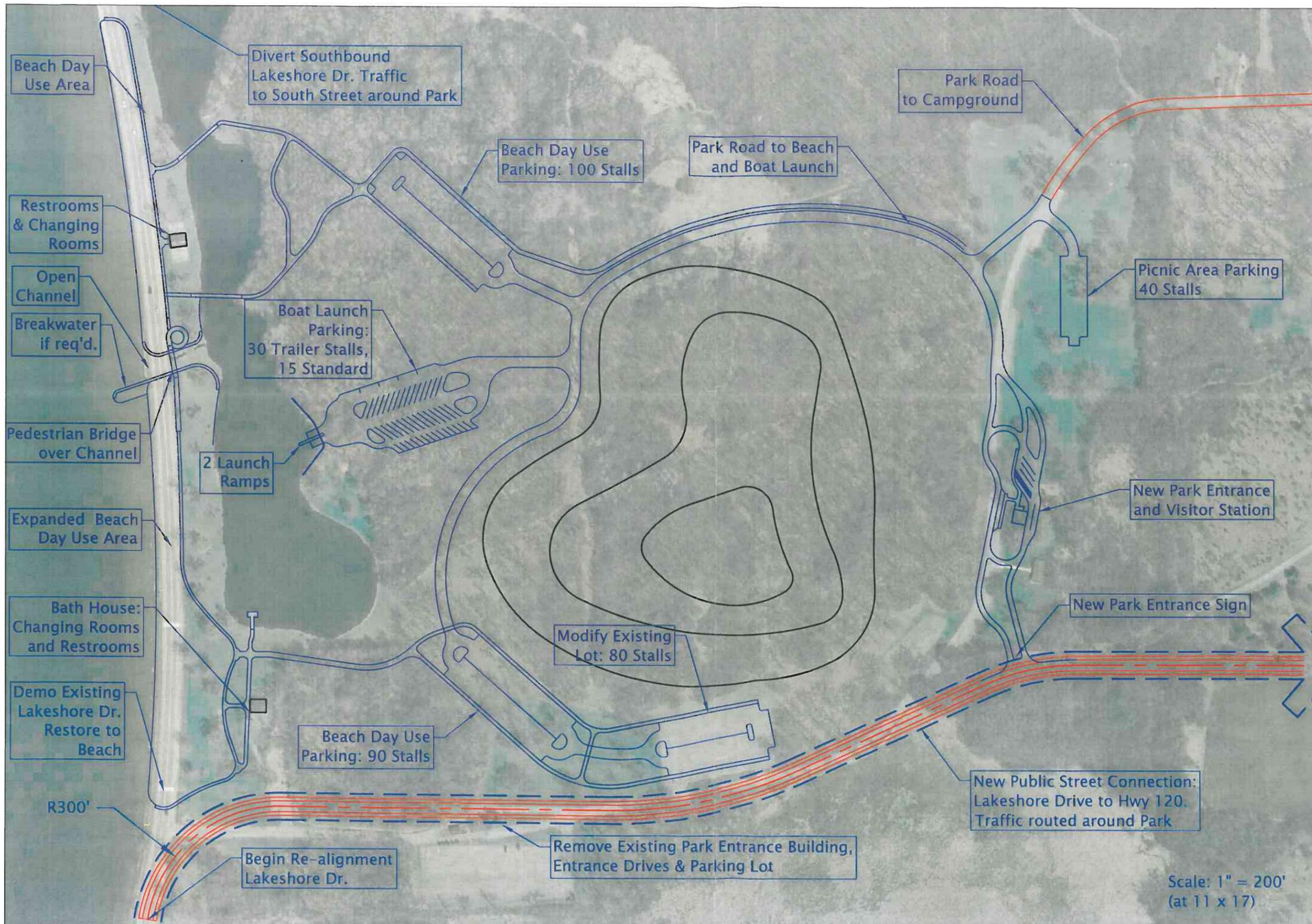
Agenda Item No. 4– Downtown Street Parking Reconfiguration.

DPW Winkler explained he and Parking Enforcement Manager Sylvia Mullally, who was in attendance to answer questions, examined additional parking opportunities in the downtown and provided the PWC with a list of recommendations. He also explained that added angle or parallel parking needed to be in City ordinance to be enforceable. By consensus the Committee agreed/approved of the list.

Motion to Adjourn:

Motion to adjourn was made by Alderman Hedlund and seconded by Alderman Hill. The motion passed 5-0.

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



Bureau of Facilities and Lands
101 S. Webster St.
Madison, WI 53703



State of Wisconsin
Department of Administration
Division of Facilities Development
Big Foot Beach State Park
Lake Geneva, Walworth County

Lakeshore Drive & Park Entry
Big Foot Beach State Park
WDNR - Bureau of Parks
Walworth County, Wisconsin

Sheet Title:
Conceptual Development Plan - Alt. D
Lakeshore Drive and Entrance Road Reconfiguration

Revisions:		
No.	Date	Description
1	02/09/09	Addendum No. 1

Graphic Scale	0' 50' 100' 150'
DFD Number	N/A
Set Type	PR
Date Issued	12/12/2014
Sheet Number	C101D

Scale: 1" = 200'
(at 11 x 17)

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
MINUTES-----Regular Meeting
PLACE-----Lake Geneva Utility Commission
DATE-----January 15, 2015
TIME-----4:00 P.M.

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

Regular monthly meeting was called to order by Pres. Brellenthin at 4:00 P.M.

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

Motion by Ald. Wall to approve the minutes of the previous meeting as presented, 2nd by Kocourek. Passed 5-0.

Communications:

None

Water & Sewer Agenda Items:

- 1. WWTF Sludge Storage Tank Design Proposals
Motion by Kocourek to approve Kapur & Associates proposal for \$66,585, 2nd by Ald. Wall. Passed 5-0.

Director's Report:

- 1. Financials Update

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$ 901,000	EOM Cash Position	\$2,557,000
Project Commitments	\$ 19,000	Project Commitments	\$ 13,000
Upcoming Projects	\$ TBD	Upcoming Projects	\$ 200,000

Motion by Ald. Hedlund to approve the financials as presented, 2nd Ald. Wall. Passed 5-0.

Review and Payment of Bills:

Motion by Ald. Wall to approve the bills as presented, 2nd by Ald. Hedlund. Passed 5-0.

Next meeting is scheduled for February 19, 2015 at 4:00 P.M.

Adjourn:

Motion by Kocourek to adjourn the meeting, 2nd Ald. Hedlund. Passed 5-0.

Meeting adjourned at 4:25 P.M.

Dan Winkler

Acting Secretary

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY JANUARY 8, 2015, AT 7:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The plead was led by Commissioner Hartz

3. Roll call

Commissioners Bittner, Gramm, Pollard, Hartz and Pienkos were present.

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

5. Acknowledge correspondence - NONE.

6. Approval of regular meeting minutes from December 4, 2014.

Bittner motioned to approve the minutes from December 4, 2014, Pollard seconded. Motion carried 5-0.

7. Police Department Business:

a. Approval of bills for the Month of December 2014. Operating in the amount of \$199,747.80, capital \$631.03; for a total of \$200,378.83.

Hartz motioned to approve the bills for December 2014, Gramm seconded. Roll call vote: Bittner - Y; Gramm - Y; Pollard -Y; Hartz -Y; Pienkos -Y; Motion carried 5-0.

b. Badger High School Student Government presentation to display Operation Click stickers on squads. Two Badger High School students gave a presentation on Operation Click and requested that the Lake Geneva Police Department place "Operation Click" stickers on the squads to draw attention to the program. Kunes donates a car every year for this program. Officer Richardson noted students sign the contract annually if they want to park in the High School Parking lot during the school year. Chief Rasmussen said the police department is happy to place the stickers on the back of the squad cars. Commission Pienkos and Chief Rasmussen noted that both the Police and Fire Commission and the Police Department are very supportive of the "Operation Click" program. Gramm motioned to approve placing "Operation Click" stickers on the squad cars; Pollard seconded. Roll call vote: Bittner - Y; Gramm - Y; Pollard -Y; Hartz -Y; Pienkos -Y; Motion carried 5-0.

c. Affiliation agreement between LGFD and LGPD regarding Naloxone (Narcan).

Hartz motioned to approve the agreement between the LGFD and LGPD regarding Naloxone; Bittner seconded. Roll call vote: Bittner - Y; Gramm - Y; Pollard -Y; Hartz -Y; Pienkos -Y; Motion carried 5-0.

Chief Rasmussen advised training will begin after the agreement is signed.

d. School resource officer agreement.

Bittner motioned to approve the School Resource Officer Agreement; Gramm seconded.

Bittner amended the motion to approve the School Resource Officer Agreement with the items discussed; Gram seconded. Roll call vote: Bittner - Y; Gramm - Y; Pollard -Y; Hartz -Y; Pienkos -Y; Motion carried 5-0.

Discussion was made regarding corrections to the agreement and clarification on some of the wording. Hartz asked about the procedure of background checks for the schools. Chief Rasmussen advised that the schools do their own background checks.

e. Use of force presentation by Officer Tom Giovannoni.

Officer Tom Giovannoni gave a presentation regarding Use of Force training that is used in the department. The training is consistent throughout the State regarding proper techniques and when to go from verbal to physical force. Most of the training is done in-house. Minimum training required by the State is 24 hours however; the department's reserves receive in excess of 36 hours. Some of the training includes scenario training and range training. Use of Tasers is minimal because of training. Bittner asked about body cameras and Chief Rasmussen stated the department has been looking into this and has been testing a specific camera. There is a question of storage costs and open records costs. Pienkos did a ride-along with the officers and felt it was very interesting, including the Automated License Plate System.

f. Citizen services update.

Lieutenant Gritzner advised that Tuesday January 6, 2015 members of the police department received training regarding the Citizen Services program. There is a lot of work to be done to begin the initial program. The Department has to decide what types of call for service can be made over the website. The disclaimers have been sent to the City Attorney to review and the IT questions/setup has been referred to Jeff Miskie.

g. Donations of \$300.00 and \$100.00 from Mr. Albert Exner.

Pollard motioned to accept the donations from Mr. Albert Exner, Jr.; Bittner seconded. Motion carried 5-0.

Donations to be used for a future memorial for Al Exner, Sr.

h. Monthly activity reports. – No discussion/Action.

2014 Dispatch activity for December: Telephone calls– 2,661 911 Calls– 169 Window assists–662
2013 Dispatch activity for December: Telephone calls– 3,705 911 Calls– 191 Window assists– 738

2014 Patrol activity for December: Calls for service- 1,187 Arrests- 123

2013 Patrol activity for December: Calls for service- 1,293 Arrests- 119

i. Yearly statistics.

2014 Dispatch activity: Telephone calls–43,491 911 Calls– 2,584 Window assists– 9,382

2013 Dispatch activity: Telephone calls 46,912 911 Calls– 2,397 Window assists–11,112

2014 Patrol activity: Calls for service- 17,968 Arrests- 1,956

2013 Patrol activity: Calls for service- 18,472 Arrests- 1,830

Hartz wondered how to measure success—by more arrests or fewer arrests. Chief Rasmussen noted that the only way to show what a good job the department does is by the absence of crime. Most types of calls the departments receive is “quality of life” calls. We do not have a high rate of violent crime in the city. Hartz asked what the percentage of arrests leads to convictions. Chief Rasmussen stated there is no specific report at this time but we will look into one. Bittner questioned parking enforcement citations and thought the percentage would drop with the parking department writing more citations. Chief Rasmussen said the department still handles all the parking violations except for the parking meters and simple citations written downtown.

j. Request from Council President to receive all Police and Fire Commission meeting minutes and Fire and Police reports via email.

Hartz motioned to send Police and Fire Commission meeting minutes and Fire and Police Reports via email; Pollard seconded. Motion carried 5-0.

k. Items to be forwarded to City Council

Monthly reports, Operation Click Report; School Resource Officer Agreement and Narcan Agreement.

8. Fire Department Business

a. Approval of bills for the Month of December 2014, operating in the amount of \$29,667.44, fire hydrant rental of \$57,173.00, Capital of \$8,360.82 for a total of 95,201.26.

Pienkos motioned to approve the bills for December 2014, Hartz seconded. Roll call vote: Bittner - Y; Gramm - Y; Pollard -Y; Hartz -Y; Pienkos -Y; Motion carried 5-0.

Hartz noted that the FD Workmen Disability Ins account 11-22-00-5136 was refunded and it was added to the expenditure report. Hartz also asked about account 11-22-00-5241 Firehouse Repairs. Chief Connelly stated this will only be refunded if the Fire Department is over budget and when the City meets with the auditors sometime in March.

b. EMS Medical Billing-Write Off-Other category explanation (see enclosed)

Chief Connelly reviewed the memo from EMS billing which explains what includes "other" on the billing statements. Pienkos was impressed with how the billing has been put in order and Chief Connelly said it has improved remarkably.

c. Refund from insurance agency-Line Item 5134 Workers Disability.

This was discussed with the bills.

d. Budget Overages Questions from Dec. PFC meeting.

Chief Connelly stated this was also addressed during the bills. The Fire Department will only be reimbursed if over budget.

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

There is no update from the State at this time. Pollard wanted clarification on Act 270. Chief Connelly stated Act 270 is the Uniform City Code. Any cities that have stricter fire codes and ordinances had to send their codes and ordinances to the State if they wanted to keep them. Bittner and Hartz requested a list of the codes/ordinances that the fire department is asking to have reviewed by the State. The list will be brought to the February meeting.

f. Update on EMS Steering Committee-Recent Meeting.

The Steering Committee met on January 8, 2015. The Fire Department is looking at increased staffing, additional coverage and advanced level of service. The committee is currently working on a summary of what the Department of Administration would recommend. Once that is decided it will be presented and then forwarded to the City Council.

g. Monthly EMS Medical Billing and Stark Report - No discussion/action.

h. Fire Department Activity Report

Chief Connelly advised that 1,106 calls were made this year. The statistics will be compared with ProPhoenix and the old firehouse system. Fire department inspectors did 1,887 fire inspections this year including Town of Geneva and the City of Lake Geneva.

i. Monthly Paratech Report. No discussion/action.

j. Thank you cards/letters—Barb Fleming (sister of retired FF Richard Herwald), Beth Guest- family member involved in car crash.

A thank you note was received from the family of retired Firefighter Richard Herwald and from a family member regarding the assistance of a car crash.

k. Items to be forwarded to city council
Monthly report.

9. Agenda items for the next regular meeting February 5, 2015.

Fire Department state codes, Police Department reserve hiring update, Police Department SRO Agreement and Narcan agreement changes.

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

Hartz motioned to go into closed session, Gramm seconded. Roll call vote: Bittner - Y; Gramm - Y; Pollard - Y; Hartz - Y; Pienkos - Y; Motion carried 5-0 at 8:29 p.m.

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

Bittner motioned to return to open session, Gramm seconded. Roll call vote: Bittner - Y; Gramm - Y; Pollard - Y; Hartz - Y; Pienkos - Y; Motion carried 5-0 at 8:58 p.m.

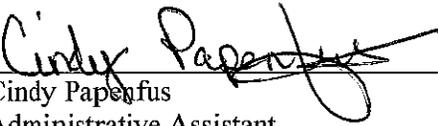
12. Discussion and action on closed session items if needed.

No discussion or action.

13. Adjourn.

Pollard motioned to adjourn the meeting, Bittner seconded. Motion carried 5-0 at 8:59 p.m.

Respectfully submitted,


Cindy Papenfus
Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members - Mayor

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

**CITY OF LAKE GENEVA
PLAN COMMISSION MEETING**

MONDAY, JANUARY 19, 2015 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

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

2. Roll Call

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

3. Approve Minutes of December 15, 2014 Plan Commission meeting as distributed.

MOTION #1

Skates/Adams moved to approve the Minutes of 12/15/14 Plan Commission meeting as distributed.
The motion carried unanimously.

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

PUBLIC SPEAKER #1 - Debra Chisewski / Caboose Condo Owner, 301 Townline Road

Chisewski stated her concerns regarding Item #8 and the lots that are being combined.

PUBLIC SPEAKER #2 - Cheryl Ryan / 795 Curtis Street

Ryan does not agree to combine the two parcels because she is against the future development.

5. Acknowledgment of Correspondence.

Acknowledgement #1 - Letters of objection received regarding agenda item # 9 - Tax Key ZMEA 00052 & ZYUP 00130C / Basso development – from:

Geralyn Baiocchi
Tom & Sheila Campbell
Debora Nauert

Stacey Holtz
Maureen Ziegenhorn
Sherri Slater

Acknowledgement #2 - Mayor Connors also stated that a letter from American Transmission Company was received regarding the proposed Spring Valley-North Lake Geneva Electric Reliability Project. The letter stated there will be a public hearing on Tuesday January 27th, 2015 from 4 to 7:30 pm at the Wheatland Center Elementary School (Cafeteria) located at 6606 368th Avenue, Burlington, Wisconsin.

***A copy of this letter is on file with these minutes and will also be posted on the Lake Geneva City Website.*

6. Downtown Design Review. - None

- 7. Public Hearing and recommendation on a Conditional Use Application filed by Wendy & Rodger Fisher, 946 Ceylon Court, Lake Geneva, WI 53147, to construct an addition (Master Bathroom) to a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 946 Ceylon Court, Tax Key No. ZA1240 00002.**

DISCUSSION David G. Hagney / Hagney Architechts, LLC - Rockford, IL 61108
Hagney reviewed the details of the application with the commission and Planner Slavney, as well as addressing their general inquiries.

MOTION #2

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

MOTION #3

Kupsik/Gibbs moved to approve the recommendation on the Conditional Use Application filed by Wendy & Rodger Fisher, 946 Ceylon Court, Lake Geneva, WI 53147, to construct an addition (Master Bathroom) to a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 946 Ceylon Court, Tax Key No. ZA1240 00002, including the finding of fact as listed in the staff report. The motion carried unanimously 5/0.

- 8. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Basso Builders, 405 Skyline Drive, Lake Geneva, WI 53147 to combine two parcels to facilitate a future development on Skyline Drive, Tax Key No's. ZYUP 00130C & ZMEA 00052.**

DISCUSSION Warren Hansen / Farris, Hansen & Associates Inc. - Elkhorn, WI 53121
Hansen addressed the commission regarding the application details of the application for land division review. Hansen, the commissioners and Planner Slavney discussed the details of the Wetlands issues. Planner Slavney stated that the two separate zoning districts will remain, altering this will not alter these zoning boundaries.

MOTION #4

Kupsik/ Skates move to approve the recommendation on the Application for Land Division Review for a Certified Survey Map submitted by Basso Builders, 405 Skyline Drive, Lake Geneva, WI 53147 to combine two parcels to facilitate a future development on Skyline Drive, Tax Key No's ZYUP 00130C & ZMEA 00052, including staff recommendations. The motion carried unanimously 5/0.

- 9. Public Hearing and recommendation on a request filed by Basso Builders, 405 Skyline Drive, Lake Geneva WI, 53147 for a Zoning Map Amendment to change the zoning, on a CSM created from two parcels, from Rural Holding Zoning District (RH) & Single Family Zoning District (SR-4) to Multi-Family Residential-8 (MR-8) at the property located on Skyline Drive and Curtis Street, Current Tax Key No's. ZYUP 00130C & ZMEA 00052.**

DISCUSSION

Planner Slavney addressed the public and the commission to clarify some of the steps and details of this type of request. He stated that the property owner has been working with staff for two years in getting ready for this point. He stated that the staff's role is not to approve zoning map amendments but to help the applicant submit an application that meets our application requirements.

He clarified for everyone that tonight's meeting is just about rezoning and not about a particular project. He then went on and explained in detail that there will be additional future opportunities for Public Hearing regarding any potential planned development.

CON'T DISCUSSION

Warren Hansen / Farris, Hansen & Associates Inc. - Elkhorn, WI 53121

Hansen addressed the commission regarding the details of this zoning recommendation request and presented a display board showing the potential planned development. He commented on the existing wetlands to the south east, stating that they would be preserved in a conservation zoning district (as it is now).

Kupsik requested an explanation regarding items on the Staff Report under A-Section 2; A, B, C and D.:

- A. If, after the public hearing, the Commission wishes to recommend *approval*, then the appropriate fact finding would be in agreement with Items 1 and 3, and one or more factors of Item 2, of the following.
 1. The proposed Zoning Map Amendment furthers the purposes of the Zoning Ordinance as outlined in Section 98-005 and the applicable rules and regulations of the Wisconsin Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA).
 2. One or more of the following factors have arisen that are not properly addressed on the current Official Zoning Map:
 - a. The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Plan;
 - b. A mistake was made in mapping on the Official Zoning Map;
 - c. Factors have changed, making the subject property more appropriate for the proposed Multi-Family Residential-8 (MR-8) zoning;
 - d. Growth patterns or rates have changed, thereby creating the need for an amendment to the Official Zoning Map.
 3. The proposed amendment to the Official Zoning Map maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

Planner Slavney explained that the zoning ordinance was written to have the planning commission make findings about any request in zoning map amendment and any one of the factors noted in this section of the staff report would be sufficient to justify a zoning map amendment. But a zoning map amendment is a discretionary power of the planning commission recommending to the common council. Even if the commission found more of those factors are present it doesn't compel the commission to recommend approval of the zoning map amendment. However, the commission is required to find at least one of those factors present in order to make the recommendation.

PUBLIC SPEAKER #1

Deborah Chiczewski – Caboose Condo Owner, 301 Townline Road

She noted that a big part of the Lake Geneva Comprehensive plan is preservation of the community. She brought and passed a photo around of what the land looks like and stated that there were deer on the property before the wetland delineation took place and before Mr. Hansen did his surveying. A lot of burning was done of this beautiful land. In addition she made a request that anyone who will be voting tonight should not vote until they have gone to look at the land. She stated her concerns regarding making such a major change in zoning from Rural Holding to Multi Family. In addition she stated that she would like to see the wetland delineation report from Sewerpak before any vote takes place.

PUBLIC SPEAKER #2

Maureen Ziegenhorn – Caboose Condo Owner, 301 Townline Road

She has concerns about security, traffic, safety and privacy.

PUBLIC SPEAKER #3

Geralyn Baiocchi – Caboose Condo Owner, 301 Townline Road

She discussed in detail the C2 zoning delineation and stated that it is the only C2 zone in Lake Geneva. She also has concerns about security, traffic safety and privacy.

PUBLIC SPEAKER #4

Cheryl Ryan – 795 Curtis Street, neighborhood home owner

She stated that her main focus is to stop this process here. She stated that there already is a huge traffic and congestion problem in the area. She made note that there are already 3 subdivisions in the area, one on Curtis Street and two on Townline Road. These all affect the area already. She went on in detail to discuss traffic congestion/impact concerns. In addition she feels this would be in contrast to the city's mission statement on the comprehensive plan. She also has concerns about security, traffic safety and privacy.

PUBLIC SPEAKER #5

Manfred Boos – Caboose Condo Owner, 301 Townline Road

He has concerns about security, traffic safety, density and privacy.

Mr. Boos submitted additional letters of opposition to the City for the record.

**All were duplicate letters with the exception of two. Those two new letters are attached to the minutes.*

Letter # 1 – William & Carol Olsen

Letter # 2 – Debra Kasput & Linda Marr

PUBLIC SPEAKER #3 – Returned to the Podium

Geralyn Baiocchi – Caboose Condo Owner, 301 Townline Road

She requested that the commission postpone the vote as they feel there was not enough time given for the home owners in the neighborhood to do a proper review of the request.

PUBLIC SPEAKER #6

Tim Dunn – 499 Manning Way, neighborhood home owner

He has concerns regarding the entrance proposed on Manning Way as well as concerns of potential flooding for any future developments on this property.

PUBLIC SPEAKER #7

Agent Curtis - 320 Manning Way, neighborhood home owner

He is concerned that the rural animal life will no longer remain, as well as losing/compromising the close community atmosphere the home owners currently enjoy on Manning Way.

He has concerns about security, traffic safety, density and privacy.

PUBLIC SPEAKER #8

Shawn Levitt - 223 Skyline Drive, neighborhood home owner

He is also concerned that they will lose/compromise the close community atmosphere the home owners currently enjoy on Manning Way. He has concerns about security, traffic safety, density and privacy.

PUBLIC SPEAKER #9

Peter Schultz - 501 Manning Way, neighborhood home owner

He also has concerns about security, traffic safety, density and privacy and would like to preserve their single family homes.

PUBLIC SPEAKER #10

David Shouder – 420 Manning Way, neighborhood home owner

He also has concerns about security, traffic safety, density and privacy.

He requests that the vote be postponed until the people can be more prepared.

He does not feel that it is fair to change the atmosphere of their property.

PUBLIC SPEAKER #11

Joshua Basso – Basso Builders

His office is adjacent to this property. He stated the C2 needs to and will be maintained to secure the wildlife. He clarified that they only have one subdivision project going currently – not three. He further stated that he is happy to work with the neighbors around and welcomes anyone to come to his office anytime to discuss it.

DISCUSSION CON'T.

Warren Hansen / Farris, Hansen & Associates Inc. - Elkhorn, WI 53121

Mr. Hansen responded to some of the concerns stated by the public, clarifying some details of the wetlands delineation and noting 15 acres of C2 will be preserved, there will be no access to the roads to the Caboose Condo's etc.

MOTION #5

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

DISCUSSION

Planner Slavney addressed the commission with some explanation and details regarding the wetlands delineation, general mapping, traffic issues and how it is reviewed and addressed (ie # of trips per day etc). Inspector Robers gave a brief clarification of the notification process.

MOTION # 6

Kupsik/Gibbs move to continue this to the February meeting -- the recommendation on a request filed by Basso Builders, 405 Skyline Drive, Lake Geneva WI, 53147 for a Zoning Map Amendment to change the zoning, on a CSM created from two parcels, from Rural Holding Zoning District (RH) & Single Family Zoning District (SR-4) to Multi-Family Residential-8 (MR-8) at the property located on Skyline Drive and Curtis Street, Current Tax Key No's. ZYUP 00130C & ZMEA 00052. The motion carried 4/1 Skates.

Kupsik stated to the public, that he had no doubts to pass this tonight, the proper process was followed etc.; but as a good faith gesture to the citizens, the commission will postpone the vote in an effort to allow citizens to do further review on their own.

- 10. Public Hearing and recommendation on a Precise Implement Plan (PIP) Amendment filed by Interra-Sky Lake Geneva LLC, 2400 Augusta Drive, Suite 330, Houston TX, 77057 for their building at 200 N Edwards Blvd., Lake Geneva, WI 53147 to modify the entrance over an existing tenant space, Tax Key No. ZA196100001.**

DISCUSSION

David Schwartz/Innovative Construction Solutions Inc. – Brookfield, WI

Schwartz addressed the commission regarding the details of item #10.

There was general discussion between Mr. Schwartz, Planner Slavney & members of the commission regarding the potential changes.

Attorney Draper stated that all seem to agree with the concept but the “tweaking” has not been worked out. He suggested that the commission should provide their suggestions and continue this item to the next meeting. The commission suggested the brick columns to be extended and to add a crown element to the top area.

MOTION #7

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

MOTION # 8

Mayor Connors/Kupsik move to approve the basic design recommendation on a Precise Implement Plan (PIP) Amendment filed by Interra-Sky Lake Geneva LLC, 2400 Augusta Drive, Suite 330, Houston TX, 77057 for their building at 200 N Edwards Blvd., Lake Geneva, WI 53147 to modify the entrance over an existing tenant space, Tax Key No. ZA196100001, subject to a final approval to be at the February/March meeting. The motion was carried unanimously.

11. Public Hearing and recommendation to the City Council for the adoption of the City of Lake Geneva Park and Open Space Plan 2015-2020.

DISCUSSION

Planner Slavney addressed the commission regarding the details of the Park and Open Space Plan for 2015-2020. He stated that this was a thorough rewrite of the 2008 plan. Adopting this plan will make the city eligible to pursue Federal Lawcon and State stewardship planning and development grants that can be used to acquire land and make improvements. He gave a brief overview of how the grants system works. He discussed the results of the recent survey that was sent out to the city residents. He stated this is the best plan that his office has ever produced and briefly went thru the proposed Park and Open Space Plan (2015-2020). He also thanked many who were involved in the preparation of this document and plan.

PUBLIC SPEAKER #1

Dick Melman – 1191 Lake Geneva Dr – Lynn Township

Mr. Melman expressed his opinions regarding the new Park and Open Space Plan.

He is unhappy that it does not include the revamping of Big Foot State Park and spoke in detail regarding that issue.

MOTION #9

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

DISCUSSION

Commissioner Skates addressed the room from the podium.

He briefly went over some of the items from the 2008 Park & Open Space Plan and status of those items to date. He went over the new plan and he also included commendations to those who helped to prepare this document and plan.

MOTION # 10

Kupsik/Skates move to approve the recommendation to the City Council for the adoption of the City of Lake Geneva Park and Open Space Plan 2015-2020. The motion carried unanimously.

12. Adjournment

MOTION #11

Skates/Adams move to adjourn the meeting at 8:41 pm. The motion carried unanimously.

Building and Zoning Commission

626 Geneva Street

Lake Geneva, Wi 53147

ATTN: Ken Robson

RE: Letter of Objection

I am writing in regards to the planned development of current Tax Key Number ZMEA0052 and ZYUP0013OC. On January 10, 2015 Linda Marr and I, who own a condominium at the End of the Line Caboose Village, received a notice from Mayor James R. Connor, City Plan Commission, City of Lake Geneva. The notice states there will be a Public Hearing on January 19, 2015 at 6:30 PM before the City Plan Commission regarding a zoning map amendment to change the zoning on a parcel from Rural Holding Zoning District to Multi Family Residential 8.

When Linda Marr and I purchased our condominium July 16, 2002 we were told the property behind our condominium was designated as wetlands and there would be no new construction done on that land. We have enjoyed countless summers in Lake Geneva at our condominium. We have enjoyed observing the variety of wildlife that inhabits the land behind our condominium. We also contribute to Lake Geneva with shopping and dining at the small businesses in town.

We were disappointed to see the plans of Basso Builders to construct five buildings each containing six townhouses which would sit approximately 20 feet from our condominium. With such specific plans in place it was also disturbing to know that we were not notified earlier of Basso Builders plans to build on this parcel of land.

Linda Marr and I would like confirmation from the Wisconsin Department of Natural Resources/ DNR that this parcel is no longer classified as a wetland habitat.

Linda Marr and Debra Kasput would like to go on record that we are in objection to the rezoning of the parcel of land to Multi Family Residential 8.

Sincerely,

Debra Kasput Linda Marr

301 E. Townline Road

Lake Geneva, Wi 53147

William & Carol Olsen

301 Townline Rd Unit 1

Lake Geneva, WI 53147

To City of Lake Geneva

IN response to the change of zoning! We are very much against the change by the city. One of our biggest concerns is the problem with rental properties with increase of VANDALISM. Our complex thru the addition of houses in the area has seen an increase of kids in our pool and on our property. The city by changing codes and adding rental properties open us up for an increase of constant problems and costs. Our property taxes this year increased by 61% yes I said 61%. If the city changes this, our views will change, our wetland area will change and our vandalism will most likely change. Is the builder or city take responsibility for this increase? I also have problems with drunks and kids by the bike path!! Are there any plans to change foot traffic thru our area?

William & Carol Olsen

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

Finance Committee

Thursday, January 8, 2015 at 7:30 a.m. (Director's Office)

Present: Lafrenz, Lyon, Oppenlander; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Oppenlander approved a recommendation to the Library Board to approve \$49,878.13 in General Funds and \$67.03 in Donated Funds for the month of December 2014.

Board of Trustees Meeting

Thursday, January 8, 2015 at 8:00 a.m.

Minutes

Call to order

Oppenlander called the meeting to order at 8:09 a.m.

Roll Call

Members present: Brookes, Dinan, Lafrenz, Lyon, Oppenlander; Also present: Peterson and Benson

Adoption/Amendment of agenda

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

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

Oppenlander asked for a motion to approve the minutes of the meeting on December 11, 2014. Lafrenz made a motion to approve the minutes as proposed. Lyon seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the December 23, 2014 meeting of the Finance Committee. Lafrenz made a motion to approve the minutes of the December 23, 2014 meeting as proposed. Lyon seconded. Motion carried unanimously.

President's Report

Oppenlander presented a list of his recommendations for Chairmen of the Board's various committees and asked for other suggestions or requests. Oppenlander asked for a motion to accept the proposed slate of Committee Chairmen. Lyon made a motion to accept the motion as proposed. Lafrenz seconded. Motion carried unanimously.

Building & Grounds

Oppenlander reviewed the three bids submitted for annual preventative maintenance of the building's HVAC systems. Oppenlander reported that the Finance Committee recommended the proposal from Vorpagel for a preventative maintenance contract in 2015. Discussion followed. Oppenlander asked for a motion to approve the Vorpagel proposal. Lyon made a motion to approve the Vorpagel proposal. Dinan seconded. Motion carried unanimously.

Peterson reported on the transition to the new cleaning service through a local franchise of Jani-King. The service will start on January 19, 2015.

Finance

Oppenlander made a motion to approve \$49,878.13 in General Funds. Lafrenz seconded. Motion carried unanimously. Oppenlander made a motion to approve \$67.03 in Donated Funds. Lafrenz seconded. Motion carried unanimously.

Peterson reported that City Administration will meet with the consulting firm, Springsted, Incorporated to review the results of the Job Classification and Category Study.

Oppenlander introduced the portfolio proposal submitted by Voyager. Discussion followed. Oppenlander stated that Kundert will present the proposal for further discussion at the February 12, 2015 meeting.

Personnel

Peterson reported on managing staff PTO requests. Discussion followed.

Director's Report

Peterson reported on the 9% decrease of total 2014 check-outs from total 2013 check-outs. This statistic impacts the Library's annual operating budget by reducing revenues in fines and fees and adjacent county reimbursements.

Benson reported on a busy month ahead for adult and youth programming.

Adjournment

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:05 a.m. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Chris Brookes
Vice-President

Next meeting: Thursday, February 12, 2015 at 8:00 a.m.

Lake Geneva Historic Preservation Commission Meeting Minutes

January 15, 2015 6:30 P.M. Lake Geneva City Hall

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

Present: Ken Etten, Dee Fiske, Jackie Getzen, Louise Rayppy, Mary Tanner. Patrick Quinn and Ellyn Kehoe were absent. Michael Rehberg and David Desimone, the Director of Black Point, were present as guests.

Approval of the Minutes of Historic Preservation Commission Meeting of December 11, 2014.

Comments from the public: Michael Rehberg and David Desimone discussed a future Historic Walking Tour with docents. We will be working together on this and they will return for the next meeting.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners Association: On January 31, the Geneva Lake Museum of History will be offering sleigh rides as part of Winter Fest and will be doing an ice cutting demonstration. On February 14, there will be a free Train Show with numerous exhibitors.

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

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

Report from Patrick Quinn and discussion on the status and updated version of A Historic Geneva Walking Tour booklet: Patrick has agreed to modify the initial report and to make some significant changes to the structure of the Tour. We will have a discussion on our next meeting as to how to proceed and how to coordinate our efforts with Black Point and the Geneva Lakes Area Museum.

Report and discussion regarding the status of the installation of two new Historic Signs from Timberline Signs listing Civil War and other veterans buried at Pioneer Cemetery and Oak Hill Cemetery: We are waiting for warmer weather for the installation of the signs by the Street Department.

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

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

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

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Dee Fiske

City of Lake Geneva Parking Commission
January 21, 2015– 6:00pm
Conference Room 2A, City Hall
Minutes

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.

2. **Roll Call at 6:03pm**

Present: Chairman Krause, Fleming, Swangstu and Alderman Kordus

Also Present: Mayor Connors, City Administer Jordan and Parking Manager Mullally

Not Present: Schaefer (Non-Voting)

3. **Approval of Minutes**

Kordus/Fleming motioned to approve minutes. Motion carried 4 to 0.

4. **Open Comments**

Donna Karabidas of 944 Henry Street requested that the City's residential stickers extend parking time from two to four hours. Kordus suggested that Karabidas use the sticker for the first two hours free then pay for an additional two hours.

5. **Discussion/Recommendation on Shuttle Services**

Administrator Jordan requested the year-round events/dates for the bus shuttle. The cost, budgeted at \$7,000 per year is funded by the Parking fund.

Fleming/Krause motion to approve the following events.

- 4th of July (Saturday and Sunday)
- Art in the Park (Saturday and Sunday)
- Venetian Festival (Saturday and Sunday)
- Oktoberfest (Saturday and Sunday)
- Taste of Geneva (Saturday only) (Sept. 12th)
- Winterfest (Saturday and Sunday)

Motion carried 4 to 0.

6. **Recap of discussion to increase parking stalls**

Parking Manager Mullally stated that per discussion with Director of Public Works Winkler, it was estimated that the city could add parking stall inventory by reconfiguring stalls from parallel to angled in the following areas:

800 block of Geneva Street-North side - gain of (7) stalls;

200 block of Cook Street- West side - gain of (9) stalls plus (1) van accessible on corner; Mullally noted that the Methodist Church declined authorization to close their curb cut (loss of 2 stalls);

200 block of Broad Street-West side - gain of (5) stalls plus (1) van accessible (north of alley);

300 block of Center Street-West side - gain of (10) stalls plus (1) van accessible (south of alley);

300 block of Broad Street - (1) Van accessible (first stall north of Geneva); and (1) van accessible (north of alley-Traver Hotel)

7. Discussion on adding parking stalls on the blocks of 500 N. Broad, 400 N. Broad and 700 Geneva

Ms. Mullally consulted with Mr. Winkler regarding adding stalls in the following areas:

500 block of Broad-East side - gain of (1) angled stalls and (1) van accessible (if needed)

400 block of Broad-East side - gain of (2) parallel motorcycle stalls

700 block of Geneva-South side - gain of (3-4) angled stalls pending on filling curb cut; Mr. Jordan stated that the \$3,000 estimated cost would come out of the Parking fund.

8. Discussion on reenacting the “Over the Line” parking violation

Ms. Mullally recommended that the City add an “over the line” parking violation so that compact stall violations can be enforced. The matter would be brought up to City Attorney Draper per Ms. Mullally.

9. Update on Passport citation writer demo

Ms. Mullally stated that she is reviewing the department’s current citation writer contract and researching the citation component from Passport. Ms. Mullally stated the advantages:

- The user’s ability to review their own tickets/pictures; appeal online, and search account with less information
- The enforcer’s ability to see if violators are first or repeat offenders on the street

Ms. Mullally stated that she would continue to research citation options to see if there are systems that are more efficient and economical to the current contract.

10. Discussion on the parking app demo

All members had a positive response in regard to offering a parking app in the future. Ms. Mullally suggested initiating a pilot program with the company, in which the members could evaluate. The item would be discussed at the next meeting.

11. Next meeting on February 18, 2015 at 6:00pm

12. Motion to Adjourn at 6:47 pm. Motion carried 4 to 0.

Minutes submitted by Parking Manager Mullally.

Geneva Lake Museum Board Meeting

December 10, 2014

President Jim Gee called the meeting to order at 5:30 in the Mill Street room. Directors present: Dale Buelter, Vern Magee, Mary Olson, Dick Bain, Maianne Bonifacic, Barb Buelter, Jim Davis, Chuck Ebeling, Pat Gee, Lynn Grayson, Dana Hagenah, Betty Less, Joanne Niessner, Mary Tanner, & Davey Williams. Absent: Don Rutkowski. Staff present: Karen Jo Walsh, Helen Brandt, Pat Cramer. Others in attendance: Council Rep, Elizabeth Chappell, former board members Vernon Haan and Penny Simonetto, and volunteers Allen and Lois Maywald.

At the beginning of the meeting, board members were given a list of suggested names for the upcoming fundraising party to be held in May. We were to choose our top 3 favorites and the committee will announce the 3 top choices and they will choose one of the top 3. It will be a Roaring 20's theme and the name should reflect that. We were asked to hand them in at the end of the meeting.

Director Karen Jo Walsh suggested the minutes be reflected to show museum hours during January – March be Tuesday, Friday, Saturday, Sunday from 11 to 3. Motion to change by Chuck, second by Dee. Carried. Motion to approve minutes as revised by motion by Dee, second by Joanne, carried. Mary Olson handed out the treasurer's report for October and November. Board members were encouraged to take them home and study. Mary suggested we wait until January and then decide if any more money can be added to our endowment funds.

Helen gave her report; Vernon Haan donated a creamer and sugar and set of ironstone platters from the railroad he was associated with. John Notz donated 90 note cards depicting the boat house at Black Point.

Director's Report: A review of surveys and statistics are provided to us to assist in short and long term planning. Reports attached for November and some of December figures shown binging totals thus far for the year to 18, 868! Thank you TEAM! One carload of Toys for Tots has been delivered with the hope that we can deliver another carload tomorrow. Tuesday @ 2 workshops for January through May are printed and have been given to Jesse to post on our website and Jennifer to use on Constant Contact. Copies available at front desk. Maxwell Paintings have been returned to us on December 6th and look magnificent on the their newly painted wall, thanks to Annunciata. Disaster Plan Update: the city wants to 'take over' the alarm system, which would eliminate that cost. Next disaster committee meeting is scheduled for January 7th. Just a reminder: the museum has accomplished all of the StEPS accreditation levels except for one. That one has been put on 'hold' awaiting the board's decision to make it a priority. Karen hopes the board will agree to once again prioritize StEPS in 2015. *Chamber Social Night scheduled for Thursday, February 19th from 5 to 7 pm.* We have been asked to prepare the publicity for that event as we 'do it so well!' Please put it on your calendar. The Gas Company said the pipes from the building to meter were found to have a leak. Tom, from the city, has also received the notice and is handling it with the city. Two different non-profits brought up the fact—while visiting the museum-- regarding the lack of any information on *Guide Star*. This is an internet site which is trusted for the information it shares on “all” national non-profits. The museum lacks any information except for the 990's, which are public information and it does not even give the address of the museum or mention the museum. This is where donors go to confirm before making 'donations' and should be updated. The website is <http://www.guidestar.org/organizations/39-1455568/geneva-lake-history-buffs.aspx>

Karen took a field trip to the **Chudnow Museum of Yesteryear** in Milwaukee. She will be working

with museum director Steve, as we prepare for our next exhibit in Mill Street. He will be doing a workshop in March 2015. Collaboration is the key!! Winterfest 2015: Karen proposes we should be open January 31st until 6 pm since our workshop is from 4 to 5. Thanks to all of you who shared cookies for our Victorian Christmas event...they were well received and enjoyed by all. Thanks to Penny for serving cider. Over **400** people came to see the museum that day and over **700** for the Craft Show.

Dale spoke about the museum involvement in Winterfest this year, which will include signage in the Riviera, and some directional arrows directing them to the museum for the workshop January 31st from 4 to 5 on Ice Harvesting. Dale will repeat the workshop he did last year that was so popular. Chuck wondered if all of the data was needed and Karen assured him it was necessary for planning and other facets of the museum when developing exhibits, hours open, volunteers, and many other things. A decision will be made for hours that we will be open for Winterfest at the January meeting.

Finance committee: The committee, Jim and Mary Olson, proposed in an electronic vote that this year, we consider time and service bonuses for our paid staff. The vote carried and Helen, Pat Cramer and John will receive a bonus this year.

Fundraising Committee: Marianne reported that no meeting was held this month but they will be meeting early in January. Pat Gee gave the results so far for the Jim Davis letter: we have had responses from 74 people, which is 6% of those contacted, bringing in \$8,274 with \$704 in expenses. Thank you notes have been sent to all who have donated.

Marketing and Publicity: Chuck said Karen gave him a Tuesday @ 2 schedule so he could post it on Facebook. It will also go on Pinterest Karen said.

Planning and Exhibits: Dale said the outdoor sign with our hours is incorrect and will be changed by Friday of this week. The big project he is working on is the lighting on Main St. P J Electric is doing the work and Dale is very pleased with all aspects of their work and have come in under budget. Next, they will move the luggage cart that has been outside on the ramp. It will be moved onto the grass near the south end of the building, with city approval. The Chamber will be moving to their new offices on Center Street and the old facility near the lake will be a tourist stop full of brochures. Dale ended his report by thanking everyone and said 2014 has been a great year for the museum.

Membership: Jim reported we have 467 members right now with 219 new members added this year. A letter has been sent by Jim to all overdue members with the hope they will pay their membership dues and be reinstated. A total of 68 letters were sent.

Old Business: Bricks from the old railroad station, donated by Tom Nickels, have been received and Karen plans on selling them at the train show. We need to come up with a price and we have someone to acknowledge the authenticity with a paper or some type of engraving, but not on the brick. Chuck suggested we give one of the bricks to Ed Yager, a railroad enthusiast. Motion was made by Chuck, second by Dee, carried.

Lynn said the **corporate sponsor letter** has been approved by the board and she is hoping we can obtain a mailing list from the Chamber. She plans to have the letters go out in late January. Dale will talk to Darren and lay the ground work for asking for the list of addresses.

New Business: Several people have spoken to Jim about **snow removal**; Dale, Marsha, Karen and Helen have been doing some of it around the doors front and back. Dee commented she knew someone who lives in the area that may do it for a fee. She will give contact information to Karen. Penny added

that the area under the mailbox needs attention as water and ice gather there.

Thank you acknowledgments for in-kind donations: Marianne said people who give us service or products have to be thanked in a proper way. We want to acknowledge what they have done and if they want to use it for tax proposes, they can. It is not up to us to make that decision, but if they have something in writing, they can do that. Karen said we do have notes that we can use. Jim will write letters to major contributors. Elizabeth suggested a section on the website where we can thank people. Chuck added that some organizations run ads in the *Regional News* thanking people in that way. Mary Olson said she has to have the proper paperwork to show in-kind donations in her report.

Video Camera: Elizabeth asked we were able to use the camera she donated to GLM. Karen responded that it can only be used on a one on one basis, therefore it can't be used for Tuesday @ 2. Karen said it will be great for interviews and oral history recording and we thank her for her donation.

Pat Gee collected the papers with suggestions for the Roaring Twenties party. The meeting was adjourned and everyone was invited to stay for a Christmas party where we enjoyed Italian Beef sandwiches and a variety of food and drink.

Vern Magee
Secretary

cc Jim Connors
Elizabeth Chappell
Sabrina Wasco