



**COMMITTEE OF THE WHOLE**  
**MONDAY, MARCH 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 February 4, 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. Update on park purchase by County Supervisor Nancy Russell
7. Presentation on Wisconsin Historical Society Historic Tax Credit program
8. Discussion/Recommendation on rental inspection ordinance and chronic nuisance premises ordinance
9. Discussion/Recommendation on loud and unnecessary noise ordinance
10. **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
11. **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

12. **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

13. 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.*

2/26/13 4:45PM

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

**COMMITTEE OF THE WHOLE**  
**MONDAY, FEBRUARY 4, 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 Wall, Mott, Hill, Kehoe, Kupsik, Krohn and Tolar. Absent (excused): Hougen. Also present: City Administrator Jordan.

Tolar/Krohn motion for approval of Minutes from January 7, 2013 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.**

Jim Gee, N2454 Forest Rest Lane, President of the Board of the Geneva Lake Museum gave an update on the museum. They have been open this winter on Saturdays which has been quite successful. On Saturday, February 16, they will have Train Day with train enthusiasts from 3 states setting up model trains, and it will be a free day. On May 17, they will have a fundraising day which will be by invitation and celebrating their new exhibits, featuring and unveiling of a Wig-Wham exhibit and Crane family stained glass windows. They also have new items in the gift shop.

Jennifer Ott Wilson, 1129 Pleasant Street, commented that she is in favor of the rental inspection and chronic nuisance premises ordinance on tonight agenda. The major concerns of the Neighborhood Watch program have been safety in the neighborhood and run-down properties. The Police Department has been very helpful and safety has gotten better. Tonight she is asking for the City Council support in what they can do to help the upkeep of some of the rental properties in the neighborhood. As a landlord, she would be willing to pay a small fee to have her two rental homes inspected. She believes everyone in this community deserve to live in safe homes.

George Hennerley, 545 S. Lakeshore Drive and Executive Director of the Chamber of Commerce gave a brief recap on Winterfest; he thanked the City of Lake Geneva and everyone else affiliated with the event. Everything went off without a hitch; the Police presence provided security and the Street Department did a great job keeping the community cleaned up. This is a big undertaking and would not happen without the support of the community. They have completed their 2013 marketing plan; their budget has come up because this year was a little bit better and they are looking forward to a really strong year.

Terry O'Neill, 954 George Street, objected to the public comments statement because it prohibited public comments when the City Council held and closed a public hearing on the sidewalk café ordinance. He wants the Council to reopen the public hearing to permit comments on any new or additional items they are considering. He agrees that we need a rental ordinance but cautions care in how it is worded.

Spyro Condos, 1760 Hillcrest Drive, offered to answer any questions on the sidewalk café ordinance. He also commented on the Winterfest activities and thanked the many people who work behind the scenes to make it work. He feels it is one of the nicest family events we do in Lake Geneva.

Announcement that the Spring Primary Election is Tuesday, February 19 and all voting will take place at City Hall for this election only. President Kupsik read the press release issued by the City Clerk.

**Discussion/Recommendation to staff on possible modifications to sidewalk café ordinance.**

President Kupsik asked for input on the ordinance. Alderman Hill was unclear on leaving furniture out overnight. She also feels Items 1-6 in the section on dogs should be removed leave it up to the health code and restaurant policy. President Kupsik read some of the changes and additions that the Mayor had drafted after researching policies from other communities. The Mayor noted that the amplified sound item should be removed and addressed by some other form of ordinance that would apply to all businesses. He also noted that people will be allowed to make public comments when this comes to the Council meeting. He said staff suggested addressing the issue of people encroaching into the five-foot right-of-way with their packages, strollers or dogs. There was a question on the color of umbrellas and the Mayor explained that staff will follow guidelines from the downtown design review criteria. A lengthy discussion followed on details and wording regarding dogs, furniture, walkways, umbrellas, and the business owners' discretion and responsibility.

**Discussion/Recommendation on rental inspection ordinance and chronic nuisance premises ordinances.**

Alderman Hill said this had been discussed at length in the past and never moved forward. The concern brought up was that every property be properly inspected, which is not how this ordinance reads. It is more a matter of how to deal with absentee or problem landlords and to set up a process in which those landlords can be identified, not that you inspect everybody. She explained that she had a meeting the end of last year with members from the Neighborhood Watch, the City Attorney, City Administrator, Mayor, Chief of Police and an officer who has been trained in tenant behavioral issues. They discussed what the issues have been, what had happened in the past and what the concerns are today. They tackled it from two angles. The first is from the building code side wherein landlords would have to register and pay a fee in order to handle complaints and to know whether the landlord lives in town or not. Alderman Hill read from the proposed ordinances, stating that she liked that they address both the absentee landlord and the tenant behavior while not requiring mandatory inspection of all properties, and all for a nominal fee. The Mayor explained that the rental inspection ordinance has been on the books since 1999 but has been unenforceable. The proposed chronic nuisance premises ordinance is an adaption that was recommended by the Chief of Police of what they have done in Green Bay and Janesville. A lengthy discussion followed on why the ordinance hasn't been enforced and what can be done to accomplish the goal. The Mayor felt we should repeal the current ordinance and go with the chronic nuisance ordinance which other cities have done.

**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

Kupsik/Hill motion to adjourn at 8:38p.m. Unanimously carried.

Transcribed from audio tape.

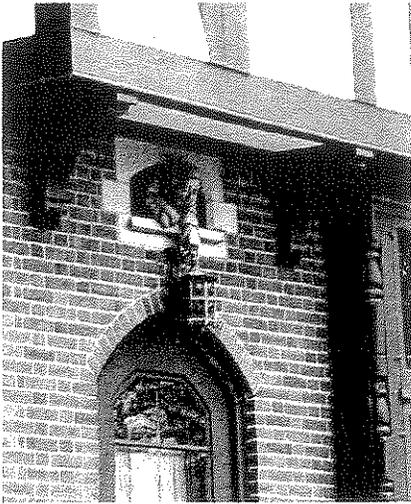
/s/ Artis M. Roenspies, Deputy City Clerk

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



WISCONSIN  
HISTORICAL  
SOCIETY

## Homeowner's Tax Credit Program

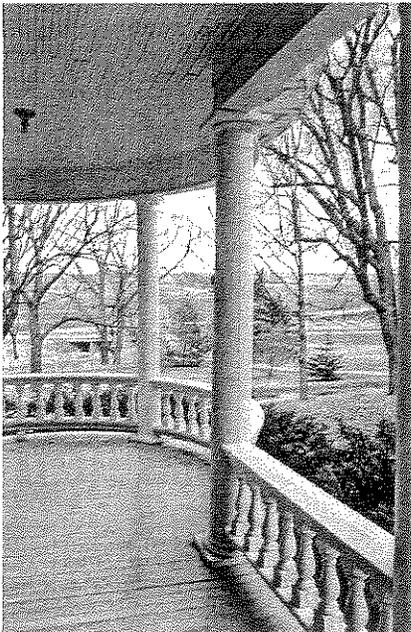


Do you live in an historic house? Are you planning work in the near future? You may qualify for income tax credits.

Wisconsin homeowners can claim a 25% state income tax credit for a qualified rehabilitation of their historic personal residences. To qualify, an owner must:

- submit a tax credit application before work begins
- spend at least \$10,000 on eligible work
- have project approved prior to construction

The maximum project cost is \$40,000, but you may submit multiple projects. All work must be approved by the Wisconsin Historical Society.



Eligible work includes repairs and rehabilitation to the exterior of your historic house; repair of the structural system; repair or replacement of the mechanical systems; and repair or replacement of the plumbing and/or electrical systems.

You may read more about the tax credit program at [www.wisconsinhistory.org/hp/architecture/tax\\_credit.asp](http://www.wisconsinhistory.org/hp/architecture/tax_credit.asp) or by calling one of the architects listed below.

**WISCONSIN TAX CREDIT REVIEWERS**



<input type="checkbox"/>	<b>WESTERN DISTRICT</b>
	Jen Davel (608) 264-6490 <a href="mailto:jen.davel@wisconsinhistory.org">jen.davel@wisconsinhistory.org</a>
<input type="checkbox"/>	<b>EASTERN DISTRICT</b>
	Mark Buechel (608) 264-6491 <a href="mailto:mark.buechel@wisconsinhistory.org">mark.buechel@wisconsinhistory.org</a>



WISCONSIN  
HISTORICAL  
SOCIETY

PRESS RELEASE:

## Historic Homeowner's Tax Credit Program

January 14, 2013 – Over 16,000 houses in Wisconsin are listed on the National Register of Historic Places. If you own and live in one of these homes, you may apply for a 25% State Income Tax Credit for repairing or rehabilitating your historic house.

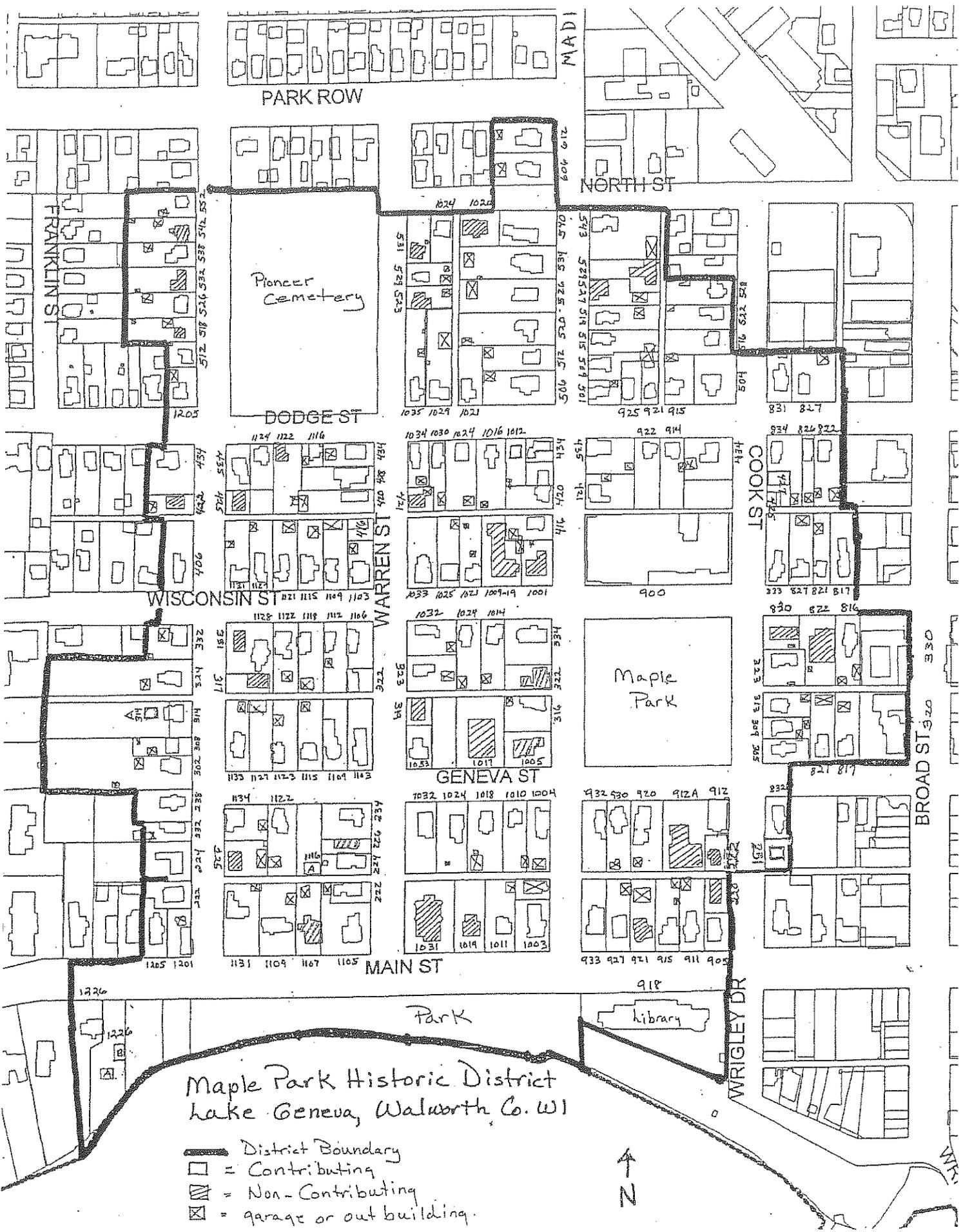
In order to receive this tax credit you must own and live in a historic house; apply for and receive project approval before beginning the project (applications are reviewed and approved by the Society); spend a minimum of \$10,000; and meet minimum standards. There is no review fee.

Eligible work includes repairs and rehabilitation to the exterior of your historic house; repair of the structural system; repair or replacement of the mechanical systems; and repair or replacement of the plumbing and/or electrical systems. Examples of common projects include exterior house painting, furnace replacement, window repairs and roof replacement.

To find out if you are eligible to apply, visit:  
<http://www.wisconsinhistory.org/hp/register/index.asp>

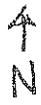
Additional information as well as the applications can be found at  
[www.wisconsinhistory.org/hp/architecture/tax\\_credit.asp](http://www.wisconsinhistory.org/hp/architecture/tax_credit.asp)  
or by calling Jen Davel at 608-264-6490.

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Maple Park Historic District  
 Lake Geneva, Walworth Co. WI

- District Boundary
- = Contributing
- ▨ = Non-Contributing
- ⊗ = Garage or out building.



**REDRAFT OF ARTICLE IV, REGISTRATION AND INSPECTION OF MULTIFAMILY 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 of 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.

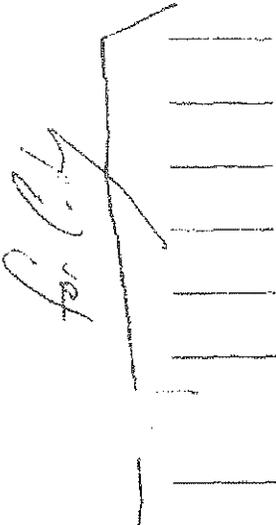
(d) The Police Department shall repossess any license revoked under this chapter.

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

Chapter 14

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 943.62, 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
- 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.  
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. ~~Sec 10~~ <sup>50-3 + 50-4</sup> Sec. 10 LG ordinance

§ 167.10 z. Fireworks, as defined in Lake Geneva ordinance. <sup>30-116</sup>

aa. Underage alcohol activities, as defined in Lake Geneva ordinance. <sup>6-1</sup>

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

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

<sup>BUILDING CODE</sup>  
~~a. Housing code violations, as defined in Lake Geneva ordinance. C 11 14~~

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

c. Nuisance violations, as defined in Lake Geneva ordinance. <sup>46-3</sup>

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

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.

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**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.

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**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.

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**Appeal.**

- 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.

ORDINANCE NO. 685

The Common Council of the City of Lake Geneva does hereby ordain as follows:

Section I. Section 9.38 LOUD AND UNNECESSARY NOISE PROHIBITED of the Municipal Code of the City of Lake Geneva is hereby created and to read as follows:

9.38 (1) LOUD AND UNNECESSARY NOISE PROHIBITED.

(a) The making, creation or maintenance of such raucous or unusually loud noises which are prolonged and unnatural in their time, place and use affect and are a detriment to public health, comfort, convenience, safety, welfare and prosperity of the residents of the City of Lake Geneva; and

(b) The necessity in the public interest for the provisions and prohibitions hereinafter contained and enacted, is declared as a matter of legislative determination and public policy, and it is further declared that the provisions and prohibitions hereinafter contained and enacted are in pursuit of and for the purpose of securing and promoting the public health, comfort, convenience, safety, welfare and prosperity and the peace and quiet of the City of Lake Geneva and its inhabitants.

2. LOUD AND UNNECESSARY NOISE PROHIBITED.

It shall be unlawful for any person to make, continue or cause to be made or continued any loud and unnecessary noise.

3. TYPES OF LOUD AND UNNECESSARY NOISES.

The following acts are declared to be loud, disturbing and unnecessary noises in violation of this Section, but this enumeration shall not be deemed to be exclusive:

(a) Horns, signaling devices.

The sounding of any horn or signaling device on any automobile, motorcycle or other vehicle on any street or public place in the City of Lake Geneva for longer than three (3) seconds in any period of one minute or less, except as a danger warning; the creation of any unreasonable loud or harsh sound by means of any signaling device and the sounding of any plainly audible device for an unnecessary and unreasonable period of time; the use of any signaling device except one operated by hand or electricity; the use of any horn, whistle or other device operated by engine exhaust and the use of any signaling device when traffic is for any reason held up.

(b) Radios, phonographs, loud speakers, amplifiers and similar devices.

The use of operation or permitting to be played, used or operated any radio receiving set, musical instrument, phonograph or other machine or device for the producing or reproducing of sound in a loud and unnecessary manner. The operation of any radio, stereo or other similar instrument, phonograph, machine or device in a manner as to be plainly audible at the property line of the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this Section.

Page 2.

4. PENALTY SECTION.

Whoever violates any of the provisions of Section 9.38 of the Municipal Code of the City of Lake Geneva within the limits of the City of Lake Geneva shall be subject to a forfeiture of not less than fifty dollars (\$50.00) plus court costs for the first offense and one hundred fifty dollars (\$150.00) plus court costs after or the second subsequent offense.

Section II. This Ordinance shall be in effect and in force after its passage and publication.

Dated this 15th. day of August, 1990.

APPROVED:



Spyro Condos, Mayor

ATTEST:



Colleen Alexander, City Clerk

First Reading: 8/27/90  
Second Reading: Suspension of rules  
Adoption: 8/27/90  
Published: 8/30/90

**PERSONNEL COMMITTEE**  
**THURSDAY, FEBRUARY 21, 2013 AT 4:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Kupsik at 4:01 p.m.

Roll Call. Present: Aldermen Kupsik, Wall, Krohn, Kehoe and Hill. Others in attendance: Administrator Jordan, Police Chief Rasmussen, Meter Supervisor Johnson, Assistant Meter Supervisor Gruenwald and City Clerk Hawes.

**Approval of Minutes from January 24, 2013 meeting as distributed**  
Wall/Kehoe motion to approve. Unanimously carried.

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

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

City Clerk Hawes said he revised the definition of "relative" based on the discussion from last meeting. He said he used language that Police Chief Rasmussen forwarded to him.

Administrator Jordan commented that the Police Department is in the process of completing a personnel handbook. He said they are subscribed to a service that will provide "best practice" policies on the latest federal and state laws. Mr. Jordan suggested the City use the definition of "relative" that they come up. Police Chief Rasmussen reported that the new personnel handbook would be completed in about a year.

Aldermen Hill and Wall agreed that the City should review its handbook with the Police Department's, once completed, to ensure they are in agreement with policies. Alderman Hill suggested the Committee continue working on the draft employee handbook before them to get something in place.

Hill/Kupsik motion to direct staff to incorporate verbiage from the Police Department handbook once completed into the general Employee Handbook. Unanimously carried.

**Review of remaining chapters of Employee Handbook:**

**a. Employee Benefits Programs**

The Committee discussed vacation days, compensatory time and deferred compensation. Chairman Kupsik and Alderman Hill agreed that two weeks of vacation seemed excessive for first year employees. Administrator Jordan said vacation days could change when the Committee considers a Paid Time-Off Policy (PTO). Alderman Krohn asked if the City could change benefits for employees that have been existence for a number of years. Administrator Jordan said yes the City could, but you would want to balance that with being able to attract and retain good employees. Alderman Wall said we could grandfather certain things for current employees. Chairman Kupsik suggested the Committee discuss the PTO policy at the next meeting and consider putting it into the manual to replace the current benefit policies.

Alderman Hill asked if the phone number for the employee assistance program should be provided directly in the handbook. Administrator Jordan said employees are given business cards that have this contact information.

**b. Work Schedules & Communications**

Administrator Jordan said department heads will manage work schedules of their department based on the 40-hour work week policy.

**c. Leave**

Alderman Hill said she would like to see bereavement leave addressed for domestic partners. Chairman Kupsik suggested referring to the City Attorney on how to address that.

**d. Safety and Security**

The Committee discussed the topics of security alarms, drug and alcohol testing and employee conduct. Alderman Hill said the mention of "immoral conduct" on page 42 seemed too subjective. Alderman Hill suggested considering different language for drug testing on page 49 that such testing would be required in the event of "serious" accidents. Ms. Hill further asked that the grievance policy be affixed to the handbook as an appendix.

**Discussion/Recommendation on parking supervisory position and job description (continued 1/24/13)**

Administrator Jordan distributed the latest version of a draft job description for a new parking supervisory position. Aldermen Wall, Krohn and Kehoe expressed opposition for creating the new position. Chairman Kupsik said the new system has maintenance and service needs that are not currently handled adequately by the department. He said the alternative is signing onto a service contract at the cost of \$1,000 per unit. Alderman Wall asked how things would be different if they hired the new position. Administrator Jordan said you would have someone to operate the software, conduct analysis and make recommendations to the Parking Commission for policy/fee changes. Alderman Wall said he felt this work didn't justify a new full-time position.

Alderman Krohn asked why the additional operating needs weren't considered when the pay stations were initially purchased. Administrator Jordan and Chairman Kupsik said these additional needs were known. Alderman Hill said there should be a project plan of how the pay stations would be administered long-term. She asked how a new position would affect the current organization of the parking enforcement department. Administrator Jordan said the new position could replace the current supervisor and assistant supervisor position.

Meter Supervisor Johnson gave a run-down of all the staff members and consultants that are involved with administering the pay stations. Assistant Meter Supervisor Gruenwald talked about the ongoing challenges the department has faced in the first year of administering the pay stations.

Alderman Hill asked Parking Commission Marty Smith for his take on the parking personnel needs. Chairman Smith said his committee does not concern itself with staffing, but from a policy perspective there is need for increased data collection and reporting. He said the Parking Commission is interested in receiving more information about parking stalls on a section by section basis so they can make better policy decisions. Administrator Jordan said the software is capable of providing detailed parking data but it takes staff time to produce it and extrapolate it. He said that under current staffing it would be the administrator, comptroller and city clerk using the software.

The Committee discussed the merits of changing one or more of the existing positions from part-time to full-time. Administrator Jordan said the department has traditionally been part-time employees.

Administrator Jordan said the parking study should provide some recommendations on staffing and overall operations. City Clerk Hawes said he would see what he had on file for job descriptions for the existing parking meter positions. Chairman Kupsik said he would like additional information at the next meeting for the Committee to come up with a solution and have something in place for the Spring.

**Discussion on future agenda items**

Chairman Kupsik said the Committee would continue discussion on the proposed parking position and the employee handbook. He asked Administrator Jordan to bring information on PTO policies to consider for the handbook.

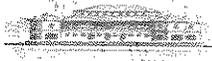
**Adjournment**

Kupsik/Wall motion to adjourn at 5:47 p.m. Unanimously carried.

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/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: February 22, 2013

## MEMORANDUM

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

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

SUBJECT: Minutes of the February 21, 2013 Public Works Committee Meeting

The Public Works Committee met 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  

Staff Present:

City Administrator Dennis Jordan   X    
Director Daniel Winkler (DPW)   X    
Ron Carstensen (Street Supt.)   X    
Mayor Jim Connors:   X    
Other: \_\_\_\_\_

Public in attendance:    Mr. Bob Schroeder, Ms. Mary Jo Fesenmaier, and Mr. Tom Hartz   

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

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

Public Comments:

Mr. Schroeder and Ms. Fesenmaier commented in favor of leaving salt/sand mix percentage the same. Mr. Schroeder provided handouts on the topic.

Communications:

Email from Mr. Ted Peters in favor of the City leaving its salt/sand mixture percentage the same.

Agenda Items:

1. Trostel Alley Possible Dedication – Continued Discussion.
2. Consideration of the Sale of Part of the City Property at the Street Department – Continued Discussion.
3. North Broad Street Lighting Replacement – Lighting Cost Alternatives.
4. Consideration of Striping and Parking Space Changes – Westbound Main Street East of Center Street.

5. Salt/Sand Application Ratio Changes - Discussion.
6. Disposal of Surplus Street Department Equipment – Discussion.
7. 2013 Tentative Street Maintenance Contract Priority Listing.
8. STH 120 & USH 12 Interchange Sidewalks.
9. Dunn Field Restroom Architectural Proposals.
10. Adjustments to Downtown Traffic Signals Operations – Discussion.
11. Possible Additional Downtown Sidewalk Repairs – North Broad Street.

**Agenda Item No. 1– Trostel Alley Possible Dedication – Continued Discussion.**

DPW Winkler explained that Trostels would provide us a letter expressing a desire to donate the triangular piece of property to the City so we could extend the alley to Madison Street. It was moved by Ald. Hougen and seconded by Ald. Hill to recommend Council pursue the land dedication with Trostel pending receipt of the letter from them outlining the offer. The motion passed 5-0.  
(This item would go to Council pending City Administration receipt of the letter).

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

City Administrator Jordan provided an approximate cost basis for land requested by the adjacent property owner on CTH H. It would be worth \$90,000 to \$100,000. After discussion of the pros and cons of a conditional sale and possible swap of part of the land, it was suggested by Chair Mott we develop a memorandum of understanding outlining terms of a sale or future sale. Mayor Connors noted that staff should meet with the property owner and discuss any conditions to determine if she was agreeable. It was moved by Chair Mott and seconded by Ald. Hill to meet with the property owner and bring the information back to the Committee for a final recommendation. The motion passed 4-1 with Ald. Krohn voting nay.

**Agenda Item No. 3– North Broad Street Lighting Replacement – Lighting Cost Alternatives.**

The DPW provided cost differentials on light pole alternatives and locations. Administrator Jordan noted the Council may be able to use TIF funds to finance it. Former alderman Hartz acknowledged that the possibility was still being explored to form a B.L.D. to help pay for the poles. The PWC by consensus asked DPW Winkler to develop a more detailed estimate to include both the less expensive poles and ornamentals used in the downtown. The limits of the improvement would stretch to George Street per the second map in the agenda packet.

**Agenda Item No. 4– Consideration of Striping and Parking Space Changes – Westbound Main Street East of Center Street.**

DPW Winkler provided two options for restriping Main Street and noted Option #2 was similar to that approved by the Parking Commission. Chair Mott spoke in favor of removing some of the parking on the north side of Main Street. Superintendent Carstensen suggested we try the lane division per Parking Commission recommendation and if that doesn't work, consider removing parking at that point. By consensus, staff was asked to arrange to restripe Main Street to reflect Option #2.  
(This may need to go to Council for approval).

**Agenda Item No. 5– Salt/Sand Application Ratio Changes - Discussion.**

Mr. Schroeder and Ms. Fesenmaier spoke in favor of leaving the salt/sand ratio the same. Superintendent Carstensen provided a maintenance cost analysis for discussion. Chair Mott noted that other communities use much more salt than we do. Ald. Hougen spoke in favor of leaving the ratio the same and stated the sand gives good traction on ice. Ald. Kupsik was in favor of upping the salt percentage as it would leave less mess to clean up. Ald. Hill felt the sand created a mess and was poor traction under ice conditions when salt would be more effective. She was in favor of an increase in the ratio and/or giving the Street Superintendent flexibility to deal with extreme conditions.

Ald. Krohn thought the ratio was fine as-is. DPW Winkler noted that an increase in ratio would not result in much more salt application, but would reduce the sand clean up and related maintenance costs. The ordinance was discussed and Mayor Connors noted there was a provision to give the Street Superintendent flexibility to apply salt. He suggested adding a sentence to the ordinance something along the lines of "Under extreme weather conditions and in the interest of public safety, the Street Department may opt to apply 100% salt on arterial streets and hills." The language was approved by consensus with the direction to ask the City Attorney to review and tidy up the wording. (This item needs to go to the City Attorney for an ordinance change and then to Council at a future meeting).

**Agenda Item No. 6– Disposal of Surplus Street Department Equipment - Discussion.**

Street Superintendent Carstensen provided a listing of equipment that he proposed to send to auction. It was his hope to use the proceeds to purchase replacement truck #20 which was bumped off the funded list on the current borrowing and into 2014 unfunded. Ald. Hill and Ald. Hougen inquired if this was consistent with past practice. There was also clarification by Administrator Jordan to Ald. Krohn as to how the Police Department has cars funded in its operating budget due to annual replacements. It was moved by Ald. Kupsik and seconded by Ald. Hougen to recommend sale of the listed surplus equipment. The discussion was not clear as to how to handle directing the proceeds to buy the next replacement pickup truck identified at a \$25,000 cost in the five year Capital plan. (Footnote: It may require a Council resolution to amend the present 2013 CIP). The motion to sell surplus equipment passed 5-0 and discussion of using the proceeds to be taken up by FLJ and Council. (This item needs to go to FLJ and Council).

**Agenda Item No. 7– 2013 Tentative Street Maintenance Contract Priority Listing.**

The tentative street listing for this year was presented by DPW Winkler for Consideration. After discussion of the streets and how the priorities were arrived at, it was moved by Ald. Hill and seconded by Ald. Hougen to approve the list and ask Crispell-Snyder to develop a design proposal for the 2013 Street Maintenance Contract based upon the list for PWC consideration. The motion passed 5-0.

**Agenda Item No. 8– STH 120 & USH 12 Interchange Sidewalks.**

DPW Winkler introduced the new proposal from the DOT regarding sidewalks from Geneva Square to the Showboat theaters. Mayor Connors noted they were going to build the sidewalks and require us and Lyons to take them for maintenance. Chair Mott noted the DOT will pay for the sidewalks, our portion is very small compared to Lyons, and the sidewalks will all be constructed at once in 2017. DPW Winkler noted we can probably require the adjacent property owners to maintain the sidewalks and they will be 8' wide for ease of maintenance even if the City steps in and does them. It was moved by Ald. Hougen and seconded by Chair Mott to recommend accepting the sidewalk maintenance agreement from the DOT. The motion passed 5-0. (The final agreement with revised language is forthcoming by the WDOT for City Attorney review and consideration by Council at its March 11, 2013 meeting).

**Agenda Item No. 9– Dunn Field Restroom Architectural Proposals.**

DPW Winkler reviewed Administrator Jordan's memorandum on the advertisement for proposals for this project. Ald. Hill questioned why other architects didn't submit sample sketches of what their vision for the restroom would look like, and only Etten did so. Mayor Connors indicated that the City didn't offer to pay extra to do that and in addition at least one architect noted that if he submitted a great design the City liked and didn't get the work, that the selected architect could utilize the concept. Chair Mott noted time was running short to begin the project design. After discussion of the cost comparisons, including construction costs, it was moved by Ald. Kupsik and seconded by Ald. Mott to recommend approval of the Etten proposal for the design of the restroom building. The motion was approved 5-0. (This item needs to go to FLJ and Council).

**Agenda Item No. 10– Adjustments to Downtown Traffic Signals Operations - Discussion.**

DPW Winkler provided an explanation of modification to signal operations to date. Mr. Hartz and Ald. Hill expressed that pedestrians should be given priority over cars. Mr. Hartz also noted that the walk/don't walk was automatically green across Main Street, not Broad and Center with Main Street. DPW Winkler replied if that is the case, it is not correctly adjusted and said he would investigate. Direction was given by consensus to default to green walk in both directions under normal operations at Center/Main and Broad/Main. *(Side note: The signals were observed under normal operation at 7:55 AM today, and the walk did come on as properly set in the east-west Main Street direction under the adjusted setting as described in the DPW memorandum. It was also observed to be properly set on don't walk automatically when the signal came on green in the north-south direction, requiring a pedestrian to push the button to get the green walk to cross Main Street).*

**(As the direction was unanimous from PWC, the DPW will arrange to change the setting to add the green walk in the north-south direction at both Center Street and Broad Street. This item need not go to Council unless Administration decides to move it forward).**

**Agenda Item No. 11– Possible Additional Downtown Sidewalk Repairs – North Broad Street.**

DPW Winkler provided a listing of additional needed sidewalk repairs, most of which proceed up Broad Street. After discussion of whether or not to perform this work under the present contract and its unit pricing with Humphreys versus bidding out this small volume of work, it was moved by Ald. Kupsik and seconded by Ald. Hougen to recommend approval of the list with Humphreys under present City contract. DPW Winkler noted he needed to contact the property owners regarding the cost-share areas if the added work is approved in the present contract. The motion was approved 5-0.

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

**Motion to Adjourn:**

It was moved to adjourn by Ald. Kupsik and seconded by Ald. Hougen. The motion passed 5-0 and the meeting adjourned at 9:09 PM.

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

## SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
 MINUTES-----Regular Meeting  
 PLACE-----Lake Geneva Utility Commission  
 DATE-----February 20, 2012  
 TIME-----4:45 P.M.

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

Regular monthly meeting was called to order by Pres. Brellenthin at 4:46 P.M.

Members present: Brellenthin, Mayor Jim Connors, Ald. <sup>W</sup>Wall, Ald. Hougen and Ald. Jeff Wall.

Minutes of the December 2012 meeting approved on a motion by Hougen, 2<sup>nd</sup> by Mayor Connors. Motion Passed 4-0.

**Communications:**

Director Winkler read a letter from Atty. David Williams regarding the Geneva Inn that due to property tax implications they were not going to annex to the City at this time to obtain service to adjacent homes the owner bought.

**Water & Sewer Agenda Items:**

1. Reservoir #1 Lid and Piping Replacement Bids.  
 Director Winkler explained the bid results and recommended rejecting the bids, revising the proposal documents and sending it back out. It was moved by Mayor Connors and seconded by Ald. Wall to reject the bid and rebid the project. The motion passed 4-0.
2. WWTF Sludge Study.  
 Director Winkler provided a brief explanation of the status of the study and change in operations. His memorandum and the consultant's report were discussed. The Commission noted the Director's memorandum was easy to understand. It was moved by Ald. Hougen to proceed as recommended. The motion was seconded by Ald. Wall and approved 4-0.
3. No Fault Sanitary Sewer Back-up Coverage.  
 The Director shared a quotation and information regarding no fault sewer back-up insurance and the cost of \$1.75/resident or \$13,500 annually for the additional coverage. Questions included what is covered by the insurance and that the limits were \$100,000 per occurrence for all claims and \$300,000 aggregate in any given year. The expense was also discussed and options presented. It was moved by Ald. Hougen and seconded by Mayor Connors to approve the additional insurance and add \$1/quarter or \$0.34/month to the fixed portion of the bill. Discussion was that this go into effect with next quarter's bill and that the Director promote the coverage. The motion passed 4-0.
4. East Street Tower Land for a Park Use.  
 Mayor Connors explained that the Badger High Leadership Dynamics was interested in a project, and he discussed the possibility of a bocce ball court or courts at our East Street former water tower site. It was the unanimous consensus that they would work with them on moving the project forward if there was still interest.

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING AGENDA  
THURSDAY, FEBRUARY 7, 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 January 10, 2013
7. Fire Department Business:
  - a. Approval of bills for the Month of January 2013. Operating in the amount of \$71,372.99 and capital in the amount of \$16,327.76, for a total of \$87,700.75
  - b. Approval of bills for the Month of December 2012. Operating in the amount of \$6,084.40 and capital in the amount of \$1,960.00, for a total of \$8,044.40
  - c. ProPhoenix update
  - d. Auto-Aid Agreements
  - e. Report on recent fire incidents
  - f. Traffic accident involving fire department squad
  - g. Chief Connelly and Captain Opper completed the pilot class for AEMT.
  - h. The passing of former Lake Geneva Firefighter Beth McAulay
  - i. Badger Cubs Wrestling Club request for EMS stand-by
  - j. Fire Department activity report for January
  - k. Paratech report for January
  - l. Items to be forwarded to the City Council

8. Police Business

- a. Approval of bills for the Month of January 2013. Operating in the amount of \$304,518.03 and capital in the amount of \$3,920.15, for a total of \$308,438.18
- b. Approval of bills for the Month of December 2012. Operating in the amount of \$4,328.97 and capital in the amount of \$1,902.00, for a total of \$6,230.97
- c. Confirm the promotion of Reserve Officer Glen Nettessheim to full-time status
- d. Promotion process for detective position
- e. Hiring process for reserve officers, booking officers, and part-time dispatch
- f. Wireless 911 Public Safety Answering Point
- g. Squad car update
- h. Authorization to transfer two vehicles to the fire department
- i. Lexipol update
- j. Letter of Commendation for Officer Sean Hinzpeter
- k. Monthly Activity report for January and year to date comparisons:

2013 Dispatch activity for January: Telephone calls – 3,942 911 Calls – 176 Window assists – 709  
2012 Dispatch activity for January: Telephone calls – 3,715 911 Calls – 132 Window assists – 637

2013 Patrol activity for January: Calls for service - 1,307 Arrests - 86  
2012 Patrol activity for January: Calls for service - 1,016 Arrests - 130

Year end reports for 2012:

2012 Dispatch activity: Telephone calls – 47,570 911 Calls – 2,345 Window assists – 10,260

2012 Patrol activity: Calls for service – 16,466 Arrests - 1,780

2011 Patrol activity: Calls for service – 16,733 Arrests - 1,601

- l. Items to be forwarded to the City Council

9. Agenda items for the next regular meeting March 7, 2013

- 10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(d), considering strategy for crime detection or prevention; specifically school safety, and Wisconsin State Statute 19.85(1)(f), considering medical information of specific person(s), which if discussed in public would likely have a substantial adverse effect upon the reputation of said person(s); specifically police department personnel.

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

12. Discussion and action on closed session item(s) if needed

13. 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, FEBRUARY 18, 2013- 6:30 PM  
COUNCIL CHAMBERS, CITY HALL**

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

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

Mayor Connors wanted to remind everyone that there is a Supreme Court election tomorrow and that all the polling places have been combined into one location and that will be here at City Hall.

Hougen/Skates motion to approve the January 21st 2013 minutes. Motion carried unanimously.

**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.**

The Commissioners received a letter from Don Voit of Vista del Lago in opposition to the request on the agenda tonight. A copy will be on file in the Clerk's office.

Correspondence was received from the Geneva Towers Homeowners Association in opposition to the request for outdoor music including live entertainment requested by Daniel Caravette. A copy will be on file in the Clerk's office.

**Public Hearing and recommendation on a Conditional Use Application filed by Vista del Lago Homeowners Association, 1070 S. Lake Shore Drive, Lake Geneva, WI 53147, for landscaping (lawncare) including retaining walls, widening the lake path, remove and replace the patio and add a fire pit and plantings located in the Lakeshore Overlay District at 1070 S. Lake Shore Drive, Tax Key No. ZCNV 00001-58.** Tony Panazzo, caretaker at Vista del Lago and Steve Scheel from Scheel & Associates approached the podium and explained the project before the Commission tonight. The erosion needs to be addressed before it becomes more of a problem. There is currently invasive plantings along the hill that are proposed to be replaced with native plantings. The lake path is proposed to be widened to accommodate the storage of the boat piers in the winter. The proposed patio is to be of a step down type as to not inhibit any lake views while utilizing the patio. Panazzo explained that after coming to the Plan Commission to see how the Commission would view the project, it then went before the Homeowners Association. Panazzo explained the necessary number of votes to go forward with the plan and that the majority of the people are in favor of the plan. There were some that voted no and some that did not vote at all. They have also hired an engineering firm which will begin boring samples next week. Skates asks more specifics on the lawn area. The lawn area (on top of the hill) has some slope but is very mow able. Skates also asks how much the rosetta stone mass has been reduced from the original proposal. Scheels stated maybe 8%-10% and Panazzo reiterated that ivy will be planted to assist in covering much of the stone. Brugger asks if the patio can be moved back to the other side of the sidewalk. Panazzo states that it would be very visible to the first floor owners and is not functional in its current state. The drainage flow also inhibits some of the location of this patio. The floor of the patio will be rosetta stone and permeable material. It will not be poured concrete. John Dreffin, 1070 S. Lake Shore Dr. Bldg 9-2A approached the podium and explained his support of this project. Skates/Hougan to close the public hearing. Motion carried. **Skates/ Olson motion to recommend approval on the Conditional Use Application filed by Vista del Lago Homeowners Association, 1070 S. Lake Shore Drive, Lake Geneva, WI 53147, for landscaping (lawncare) including retaining walls, widening the lake path, remove and replace the patio and add a fire pit and plantings located in the Lakeshore Overlay District at 1070 S. Lake Shore Drive, Tax Key No. ZCNV 00001-58, with staff recommendations and request that an Erosion Control plan be submitted and approved prior to permit issuance.** Skates elaborated on his favor with the plan. Hougen stated his comments for and also against the project expressing his concerns. Attorney Draper explains that the County has no jurisdiction on this matter here in the City and the DNR may have some input depending on the amount of land being

disturbed. **Connors/Skates friendly amendment to have the DNR review this project. Amendment carried unanimously. Discussion followed. The original motion carries unanimously.**

**Public Hearing and recommendation on a Conditional Use Application filed by Daniel Caravette, 664 Cedar Point Drive, Williams Bay, WI 53191, to allow outdoor music including live entertainment (Outdoor Commercial Entertainment) for their existing Outdoor Entertainment area at 642 Main Street, Tax Key No. ZOP 00305.**

Dan Caravette, 664 Cedar Point Drive, Williams Bay approached the podium and explained his proposal. Brugger asks how he is going to control the music volume on the live music. Caravette states that the music will be going into the beer garden area and not out. He anticipates that it will only be about a three piece band and not heavy rock and roll band. Where he is planning to have the band is about a 12 foot drop from the street level and the music will be absorbed by a wall. The goal is to contain the sound in a 50' x 30' area. The live music will be Friday and Saturday only and go from no earlier than 5pm and no later than 9pm. Hougen asks about the music he has heard when he has walked by there before. Caravette explains that through the past music uses, he has brought in consultants to have better placement of the musician to make sure that the proper steps are taken care of to minimize the sound surrounding the property. Caravette talks about the flora that is along the concrete wall (post office) helps to absorb the sound and he was taught more about proper height/placement of the speakers to adjust the sound. Connors asks about the proximity of Mill Creek and assuring their potential issue with noise. Caravette states that he proposes to go over to Mill Creek and make sure that there is no noise problem on his end as well as the consensus of Mill Creek staff/guests. Brugger explains that part of this application is to allow for approximately 50 more guests to be allowed on the volleyball area in addition to the already allowed 46 patron. This project will also include allowing tents to be set up for special events. The previous approval already gave him permission to have the events outside. Slavney asks about additional lighting. Caravette states this will not be a permanent stage. It will only be a foot elevation, box set that would be put out there during the music being played. It will only be the musician and his instruments. No lighting, no fog machine etc. Brugger asks if there is any reason why the musician cannot be accommodated acoustically?

Caravette stated anything is possible but doesn't want to risk the musician not committing to playing because they may have not done it before. Slavney asks about the number of calls related to noise complaints that the police were called on. He also commented on the speakers on the roof and not remembering the City approving them. Caravette explained that it is his fault. He had speakers on the outside and they were within arms reach and were getting vandalized. He had them detached and put up on the roof. He accepts full responsibility. He is willing to make it work with the surrounding businesses to make sure that there will be no issue. Caravette explains that atmosphere music will turn on around 3pm and turn off for live music. They will turn back on until about 1am. Slavney states that if the City allows for this (technically for the first time) and the volume is not controlled appropriately, the City can proceed with action to have all of the speakers/outdoor music removed. Caravette explains that is why he is taking much action to assure this will not happen and will accept that decision. Hougen/Poetzing motion to close the public hearing. Motion carried. **Hougen/ Skates motion to approve the Conditional Use Application filed by Daniel Caravette, 664 Cedar Point Drive, Williams Bay, WI 53191, to allow outdoor music including live entertainment (Outdoor Commercial Entertainment) for their existing Outdoor Entertainment area at 642 Main Street, Tax Key No. ZOP 00305, to include the addition of the four speakers that are currently installed, change the former volleyball area to a dining area, tents as approved by the fire department and that the sound from all outdoor music is limited to no further than the perimeter of the parcel. Skates friendly amendment to review this Conditional Use approval at the September Plan Commission meeting. Amendment fails for lack of second. Connors/Hougen friendly amendment that the music be limited to acoustic only, the hours as requested by the applicant, the outdoor music be no later than 11pm, with the music to not be discernible at the lot line and that the review will occur at the November Planning Commission. Amendment carried unanimously. Connors/Skates motion to limit this Conditional Use only to this owner and not be transferrable. Amendment carried unanimously.** Brugger explains that Bella Vista had a piano bar approved until 11pm. The Baker House had acoustic music approved in the garden area as well. **Original Motion carried unanimously.**

**Public Hearing and recommendation on a Conditional Use Application filed by Marina Bay Boat Rentals, 300 Wrigley Drive, PO Box 51, Lake Geneva, WI 53147, to reduce the size of the current pier to 100 feet located in Baker Park in front of 300 Wrigley Drive.** Tammy Carstensen, 300 Wrigley Drive approached the podium on behalf of Harbor Shores Condominiums, Terry Johnson, 2535 Countryside Drive, Delavan, approached the podium on behalf of Marina Bay Boat Rentals and also Jeff Reed, Reeds Construction, 1692 Walburg Rd, Burlington, WI also approached the podium. Johnson explains that he is here as a co-applicant with Harbor Shores. Attorney Draper explains that the Barker Park agreement gives the property owners (Harbor Shores) rights to have a pier on that property. Connors asks about

construction time frame and if it would start after then spawning season. Johnson has not heard back from the DNR on that. Hougen asks how the riparian rights were determined. This specific method is based off of an extension of the property lines.

Pete Milligan, leases the space next door from the Baker House, and wants to know how close the reconfigured pier will be and affect his business. Johnson states that there will be 30 feet between them.

Charles Colman, Geneva Lake Conservancy. He applauds the limits to the pier lengths on the lake.

Poetzinger/Skates motion to close the public hearing. Motion carried. **Connors/ Skates motion to recommend approval on a Conditional Use Application filed by Marina Bay Boat Rentals, 300 Wrigley Drive, PO Box 51, Lake Geneva, WI 53147, to reduce the size of the current pier to 100 feet located in Baker Park in front of 300 Wrigley Drive including staff recommendations and final approval by the DNR and Army Core of Engineers.** Motion carried unanimously.

**Public Hearing and recommendation on a Conditional Use Application filed by Kehoe-Henry & Associates Inc. on behalf of Lake Geneva Joint 1 School District 208 South Street, Lake Geneva, WI 53147, for a gymnasium addition to the North end of the existing school building (Indoor Institutional) located at 535 Sage Street, Tax Key No. ZOP 00003A.** Bill Henry, Kehoe-Henry & Associates approached the podium on behalf of the Joint 1 School District and explained the project. The original school building was built in 1951. In 1965 an addition was built onto the south end of the building. There is a large storm sewer that runs through the site. It is s 30 inch and 36 inch depending on what part of the line you are looking at. This line cuts through where the new addition is proposed therefore, three new manholes are to be installed to re route the storm sewer. Henry explains that they will be building into the hill, an area not utilized by the children. There will be a grade level entry from the existing building into the new area. There will be a ramp on the east side of the addition going toward the playground to provide handicapped accessibility. The addition will house just the gymnasium itself. Part of the old gymnasium will be remodeled into a library which will be a larger size and will be more accommodating to the number of students in this school as well as comparable to other schools in the district. The former library will be turned into a computer lab and a special education area for the students. The exterior is proposed at this time to be of brick and to be in similar texture/color to the 1951 brick that is currently on the building. There will be accent brick panels that will be slightly recessed to be similar in treatment when the windows were reduced in size when they were done in the 1980's. Hougen asks about the egress of students during construction. Henry states that he has not had a chance to look into that but will work with Brugger to find the best way to make that happen. Discussion occurred on the sanitary storm sewer locations. Connors asks about the exterior elevation difference between the old building and the new addition. The top of masonry is 13'4" and the top of the fascia is 12' 1". There is less than a foot and a 1/2 difference. The original gymnasium will still be the highest point of the buildings. That is not being altered at all. The dumpsters are planned to stay where they are and it was suggested by Brugger to maybe have some dumpster screening in the future.

Skates asks how this gym will be in comparison to the middle school gym. The middle school gym is about 50' x 84'. This gym floor will be 42' x 74'. This will be a little smaller than the middle school but still have adequate room for use. The main difference is the space around the perimeter of the court boundaries. It was asked in the Staff meeting why there are no windows in the gym. It was explained that windows are not ball friendly.

Eric Anderson, 611 Sage Street. He shares a driveway with the school and the new gym is proposed to go between his property and the existing school. He accepts many things that happen to his property for living next to the school. However, he doesn't care for the one spot on the 17 acres that the school has, of locating an addition right next to residential neighbors. He explains that he has a vacant lot that he bought specifically for no one to build on it to protect his views. He is also concerned that the gym addition will encourage more traffic (pedestrian and vehicular) to occur to get closer to the gym to pick up the kids or attend activities. Will people be parking on his lawn again (as they were prior to the parking lot being made). He expresses the concern that the lawn that has been maintained by him and the past owners of the property that he now owns makes it ten feet closer to where is appears the building it going. This was recently discovered. He doesn't contest the property line nor the care that he does for it. He in support of the school but just wanted to express his concerns.

Henry explains that other sites on the property were looked at for this expansion. He demonstrated some of the possible locations and then explained why it wasn't as workable. Olson left her seat at 8:05pm. Henry explains that when events are in the gym, parking will be in the South parking lot and access will be thru the school to the gym. Olson returned to her seat at 8:09pm. Henry explains that the addition is proposed to be brick with brick accents and plenty of landscaping as required by the City.

Diane Bauman, 602 Sage Street approached the podium and explained that one of the reasons they have stayed in their home so long is because of the view that they have of Dunn field. She feels that this will be a detriment to her property value and hopes that the location could be moved to the back side of the building (the east side).

Poetzinger/Olson to close the public hearing. Motion carried unanimously. **Hougen/ Skates motion to recommend approval of the Conditional Use Application filed by Kehoe-Henry & Associates Inc. on behalf of Lake Geneva Joint 1 School District 208 South Street, Lake Geneva, WI 53147, for a gymnasium addition to the North end of the existing school building (Indoor Institutional) located at 535 Sage Street, Tax Key No. ZOP 00003A, subject to a general maintenance easement for any utility repairs that the City may make, final engineering as approved by the City Engineer and all staff recommendations.** Hougen explains that he would like to see some sort of architectural change to break up the "wall" of brick. He also expresses the possibility of researching options to allow for unbreakable windows/skylights. Connors reiterates that if parapets were added it would obstruct the vision more from the added height of the building. Brugger also commented that it could add extra expense depending on the height because it could cause for drift loads to be calculated and the roof top requiring more support. Rooftop mechanical units will be on top of this building and will be visible which is how you are able to view the current roof. **Connors/Skates friendly amendment on the old northwest corner of the building (between the new and old portion) door be restricted to emergency access only.** Brugger comments that the relocated spruce trees could be spotted along the north end of the building to break up the "wall". Brugger also shares that there is no sidewalk on the door that is being suggested to be emergency access only and only a landing so it is proposed to be a limited access door. **Unanimous approval on the amendment.** **Connors/Hougen amendment to have the School District work with Staff to relocate the proposed trees to break up the wall on the North side. Unanimous approval on the amendment.** Discussion occurred on the limitation of the gymnasium and nearby doors. **Connors/Skates amendment to the amendment that the limitation on the old northwest corner of the building door is limited to emergency access or staff use only. Unanimous approval on the amendment. Original motion carried unanimously.**

**Review and Recommendation on a Certified Survey Map located in the Town of Linn within the City's extra territorial jurisdiction review area.** Attorney Dennis Lynch approached the podium on behalf of George and Jacqueline Leedle. He would like to separate the farmhouse from the farm land for family use of both at this time. He explains that there is a recommendation from the City Engineer about a right of way dedication. The applicants have not been informed of this by any other jurisdiction and they are at a status quo about that decision at this time. He believes that if they comply with the City's request for the Right of Way dedication then it would violate the County's requirement for setback on the house. Brugger states that the City understands the issue and states that the City would settle for a reservation versus a dedication. The applicants would prefer to leave it as is and not make any concessions. Attorney Lynch states that all corrections will be made. The reservation will be an advantage as it will only be required when and if the land would come into this jurisdiction or any other jurisdiction. **Connors/ Skates motion to recommend approval on a Certified Survey Map located in the Town of Linn within the City's extra territorial jurisdiction review area including a 50' reservation of right of way for which ever jurisdiction it may come into and subject to all corrections suggested by the Department of Administration in a letter dated Feb 4, 2013 and Crispell Snyder in a letter dated Feb 12, 2013 for Tax Key No. IL24 00006. Motion carried unanimously.**

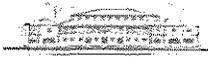
#### **Downtown Design Review.**

252 Center Street. Salon Renda. This is part of a multi-tenant monument sign. It is dark gray and black lettering with a gold perimeter border. Hougen/Skates motion to approve the signage as presented. Motion carried unanimously.

Skates/Hougen motion to adjourn at 8:47 pm. 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](http://www.cityoflakegeneva.com)

Phone: (262) 248-3673

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## MINUTES OF THE FEBRUARY 6, 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  X , Lynn Hassler  EXCUSED , Barb Hartigan  X ,  
Rick Steinberg  X , Peggy Schneider  X , Dave Quickel  LATE , John Swanson  X ,  
Ald. Al Kupsik  X , Mayor Jim Connors  X . (  7  Total).

### Staff & Aldermen Present:

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

### Public Present:

Andy Kerwin, Rod Brenner, Ryan Lasch.

### Approve the Minutes of the Prior Meeting:

It was moved by   Commissioner Swanson   to approve the minutes of the January 2013 meeting and seconded by   Commissioner Hartigan  . The motion passed  7  -0.

### Public Input:

Mr. Rod Brenner inquired as to the status of the bathroom/concession building in Eastview School.

Alderman Kupsik read an email from Mr. Ted Peters of GLEA was interested in groundwater monitoring in wetlands and was wondering if the City was interested in participating.

Commissioner Swanson read a letter from Own Jarrette in support of the possibility of a disc golf course.

## **Park Permits/Park Donations:**

1. Alzheimer's Walk, 9/21/13 Library Park, 7 AM to 1 PM, Andy Kerwin, 500 plus in attendance. Includes a request for 6 parking stalls. Mr. Kerwin explained it was the 7<sup>th</sup> annual walk and it raised \$107,000 last year. It was moved to approve the request with the Council to decide approval of the 6 parking stalls by Mayor Connors and seconded by Commissioner Swanson. Passed 8-0.
2. Easter Egg Hunt, 3/30/13, 8 AM to 3:30 PM, Jaycees, Ryan Lasch, with electric and bathrooms if possible. Mr. Lasch said they would work with the police department regarding the event. It was moved to approve by Alderman Kupsik and seconded by Commissioner Swanson. Motion passed 8-0.
3. Shamrock Run, Veterans Park 3/16/13, including bathrooms. It was discussed that the only bathrooms that are available are those at the repair building which is heated. It was moved by Mayor Connors and seconded by Commissioner Hartigan to approve. The motion passed 8-0.
4. Wedding Vows, Flat Iron Park, \_\_\_\_\_, 5 PM to 9 PM. It was moved by President Skates to approve and seconded by Mayor Connors. The motion passed 8-0.
5. Easter Sunday Observance, 3/31/13, Library Park, Sunrise 6 AM, Penny Erickson with electricity by west end of the beach. Alderman Kupsik moved to approve the request with a waiver of the fee, and seconded by Commissioner Quickel. The motion passed 7-0-1 abstention by Mayor Connors.
6. Exchange of Wedding Vows by the Flagpole, Library Park, 9/14/13, 3 PM to 6:30 PM, Mary Jo Herman. President Skates was going to verify the location to be the Veteran Memorial, not in front of the Riviera. It was moved to approve by Commissioner Quickel and seconded by Commissioner Swanson. The motion passed 8-0.
7. Hope Walk, Library Park, 9/28/13, Carrie Swatek. It was moved to approve with deposit and residential fee charged. The motion was seconded by Commission Steinberg and passed 8-0.

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

There was discussion regarding how nice Four Seasons looks and the possibility of a dog exercise area. Mayor Connors noted that people don't pick up after their dogs in Rushwood Park with the discussion of possibly installing a sign.

Commissioner Swanson left the meeting at this point at 6:50 PM.

## **New Business:**

### Park Fee Schedule Update Discussion

President Skates presented a draft of park fees. The discussion focused on deposits. It was moved by Mayor Connors to approve the proposed schedule with the security deposit charged per event, not by the day. The motion was seconded by Alderman Kupsik. With the mover's permission, it was clarified to also add after both the resident and non-resident rates, after the up to 150 people line at each location at the bottom of the three columns add, "150 people or more, High Impact Events, On a Case by Case Basis". There was discussion on the rental portion of the fees. By consensus it was decided to add a general comment "subject to availability". Also, the Commission wished to have the Street Superintendent reviews the list and make sure he was in agreement or comment on any problem areas. The motion was approved 7-0.

## **Old Business:**

### Frisbee Golf Design-Discussion

DPW Winkler presented the RFP and the two bids received. President Skates wished to continue to see the RFP modified to extend it to March 1<sup>st</sup> in an effort to get three proposals, and have the proposal adjusted to reflect the extension and address the scope to reflect designing the course to make it fun but with elements added for the future to make it competitive. The Commission asked the DPW to go back out and do this by unanimous consensus.

### Veterans Park Scoreboard Update – Dennis Jordan/Mayor Connors

Mayor Connors reported that a local lending institution has agreed to buy a sponsorship, which makes two so far.

## **Adjourn:**

It was moved to adjourn by Alderman Kupsik and seconded by Commissioner Hartigan. The motion passed 7-0 and the meeting was adjourned at 8:04 PM.

## **Set Next Meeting Date:**

The next regular meeting is scheduled for March 6, 2013

Respectfully Submitted,

*Daniel S. Winkler*

Daniel S. Winkler, P.E.  
Park Commission Secretary  
& Director of Public Works & Utilities  
02/11/13

(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  
918 West Main Street Lake Geneva,  
Wisconsin 53147 262. 249. 5299  
Special Meeting  
Thursday, February 21, 2013  
7:30 a.m.  
Minutes

**Call to order**

Jones called the meeting to order at 7:35 a.m.

**Roll call:** Brookes, Dinan, Jones, Kersten, Kundert,  
Lafrenz, Wall; Also present: Peterson

**Adoption/Amendment of agenda**

Jones asked for a motion to adopt the agenda. Wall made a motion to adopt the agenda. Kersten seconded. Motion carried unanimously.

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

There were not any special or intervening meetings.

**President's Report**

Jones led a discussion regarding interior upgrades. Discussion followed.

Jones asked for a motion to approve the purchase of new upholstery for the children's seating area from Baraboo Tent and Awning for \$3,755 from private funding. Kersten made a motion to approve the purchase. Dinan seconded. Motion carried unanimously.

Jones asked for a motion to recommend a plan from our interior consultant for the Smith Meeting Room. This plan would include: 1) provisions for chair storage; 2) break the project into two or three phases; 3) put out requests for local bids; 4) provide a timeline for completion of each phase; 5) present an interior consultant fee proposal for each phase. Kersten made a motion as stated. Brookes seconded. Motion carried unanimously.

**Adjournment**

Lafrenz asked for a motion to adjourn at 9:00 a.m. Kersten made a motion to adjourn. Wall seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones,  
Secretary

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

Finance Committee

Thursday, February 14, 2013 at 7:00 a.m. (Director's  
Office)

Present: Kundert, Lafrenz, Oppenlander, Wall Also  
present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$57,540.22 in General Funds and \$186.31 of expenditures of Donated Funds.

Board of Trustees Meeting

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

Call to order

Lafrenz called the meeting to order at 8:06 a.m.

Roll call

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

Adoption/Amendment of agenda

Lafrenz asked for a motion to adopt the agenda. Brookes made a motion to adopt the agenda. Kundert seconded. Motion carried unanimously. Lafrenz asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda. 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 January 10, 2013 meeting. Kundert made a motion to approve the minutes. Oppenlander seconded. Motion carried unanimously.

President's Report

Lafrenz welcomed Barb Dinan, School District Representative, to the Library Board of Trustees.

Peterson introduced Jim Novy, Lakeshores Library System Technical Administrator. Novy reviewed the recent computer purchase and answered questions. The revised bid was approved in a Trustee email vote in mid-January.

Lafrenz asked for volunteers to serve on the Nominations Committee. Brookes and Oppenlander offered to serve and will report at March 2013 meeting.

Lafrenz announced confirmation of Kundert's reappointment as Walworth County representative.

Lafrenz reported on recent communication from Peg Williams.

Lafrenz introduced Jamie Hegel to present her recommendations regarding the Smith Meeting Room. Discussion followed.

Oppenlander reported that he will meet with Peterson to reformat the Five-Year Strategic Plan.

#### **Buildings & Grounds**

Lafrenz reported that staff will schedule a commercial vendor regarding an evaluation of the exhaust fans when the snow is off the roof.

#### **Finance**

Kundert reported on January 2013 expenditures. Kundert made a motion to approve \$57,540.22 in General Funds. Wall seconded. Motion carried unanimously. Kundert made a motion to approve expenditures in Donated Funds for \$186.31. Brookes seconded. Motion carried unanimously.

#### **ClosedSession**

Oppenlander 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.

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

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

Peterson reported on January 2013 service statistics which included 92 new patron card registrations and check-outs of 16,127 which is the second highest January on record. Benson reported on great attendance at quilt program and upcoming adult and youth programming in February.

Peterson reported that the Friends have approved the purchase of a total of four Kindle-Fire e-readers. Staff training will be coordinated with staff at Lakeshores Library System.

#### **Adjournment**

Kundert made a motion to adjourn at 10:30 a.m. Wall seconded. Motion carried unanimously.

Respectfully submitted,  
Jones, Secretary

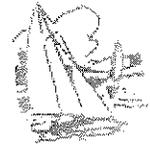
Diane

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

LAKE GENEVA HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA  
FEBRUARY 14, 2013 – 6:30 P.M.  
LAKE GENEVA CITY HALL,  
626 GENEVA STREET, LAKE GENEVA, WI 53147

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1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of *Historic Preservation Commission* Meeting of January 10, 2013.
4. Comments from the public and correspondence.
5. Reports from the *Geneva Lake Area Museum* and the *Maple Park Homeowners' Association*.
6. Update re: the status of *Geneva Theater Building / Community Arts Center*, discussions with the City of Lake Geneva, and updates on [www.friendsofgenevatheater.org](http://www.friendsofgenevatheater.org) website.
7. Report re: discussion with the *Lake Geneva Cemetery Commission* on restoration work at *Pioneer Cemetery* and review of information from Rick Bernstein at the Wisconsin Historical Society to nominate *Oak Hill Cemetery* as a National Historic Site.
8. Continued discussion re: potential 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.
9. 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*.
10. Discussion re: potential projects and promotional ideas for the *LGHPC*, including preparation of a *Historic Lake Geneva Walking Tour* brochure, future "*Tales of Lake Geneva*" educational presentations, and updates on our website [www.historiclakegeneva.org](http://www.historiclakegeneva.org).
11. Adjournment



## PARKING COMMISSION

WEDNESDAY, FEBRUARY 20, 2013 – 6:00PM

CITY HALL, CONFERENCE ROOM 2A

### AMENDED AGENDA

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Approval of Minutes from January 15, 2013 meeting as distributed
4. Comments from the public limited to 5 minutes
5. Parking System Update
6. Update on Parking Manager position.
7. Review and next steps for Rich Parking Study – review and possible recommendation.
8. 25 Minute Parking Spaces – review and possible recommendation.
9. Shuttle Bus – Update about Winterfest.
10. Update regarding lane markings and parking in front of Subway.
11. Update regarding enforcement of Compact Car parking spaces.
12. Date and Agenda items for next meeting.
13. Adjourn

AMENDED 2/18/13 ADDED ITEM #8
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<p><i>This is a meeting of the Parking Commission. No official Council action will be taken; however, a quorum of the Council may be present.</i></p>
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2/18/13 10:05AM

cc: Aldermen, Mayor, Administrator

**COMMUNICATIONS COMMITTEE  
WEDNESDAY, FEBRUARY 6, 2013 AT 4:00 P.M.  
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Alderman Hill at 4:05 p.m.

Roll Call. Present: Alderman Sarah Hill, Gary Milliette, Ron Berndt, Andrew Fritz and Shane Morelock. Absent: Jeff Miskie (excused). Others present: Administrator Jordan, Emergency Management Coordinator Peters and City Clerk Hawes.

**Approval of Minutes from December 5, 2012 meeting as distributed**

Hill/Berndt motion to approve minutes from the December 5, 2012 committee meeting, as prepared. Unanimously carried.

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

**Update on Communications Committee ordinance**

Alderman Hill said the ordinance was recently amended by the City Council to expand the Committee's responsibilities to include resident communications. The amended ordinance also provides that the Committee members may elect a chairperson from any of its members (the previous ordinance stated the alderman serves as chairperson).

**Elect a chairperson**

Fritz/Berndt motion to nominate Gary Milliette as chairperson. Unanimously carried.

**Discussion/recommendation on establishing a low power informational radio station**

Administrator Jordan said there was a suggestion from the Parking Commission to establish an a.m. radio station to broadcast information about services around the City, such as the availability of the parking shuttle. Mr. Jordan asked for feedback about the idea. Committee members suggested staff determine what type of additional content would be broadcasted and how the availability of the service will be communicated. Mr. Jordan said he will continue to research the concept.

**Update on public/private partnership and Chamber of Commerce update**

Emergency Management Coordinator Peters announced the public/private partnership kickoff meeting date will be on February 28 at 8:30-10:30. He said the purpose of the meeting will be to gather input from businesses on what type of issues and training topics they hope to get out of the program. Alderman Hill suggested that Mr. Peters continue to explore text messaging as a communications tool.

Alderman Hill gave an update on Chamber of Commerce communications. She said that the Chamber of Commerce will be making efforts to differentiate itself from the Convention and Visitors Bureau.

**Update on online meeting playback**

City Clerk Hawes said Jeff Miskie is finalizing a procedure for encoding and uploading meeting videos. He said he anticipated that meeting videos will be online soon.

**Discussion/recommendation on "Welcome Packet" creation**

Alderman Hill said she would like to discuss the possibility of establishing a welcome packet to provide basic information to new businesses. She said the packet could include main contacts and frequently asked questions. Mr. Fritz said a similar project was discussed by the Business Improvement District

(BID) but did not get implemented. Chairperson Milliette said the website was designed to accomplish the goals of a welcome packet. Alderman Hill suggested that Mr. Fritz gather the information from the BID on the welcome packet they started and the Committee can discuss how to proceed at the next meeting.

#### **Discussion on city logo and branding**

Alderman Hill referenced a memorandum from City Clerk Hawes discussing how various different logos are being used throughout the City. She suggested the Committee make a recommendation for a standard logo to be used consistently. Ms. Hill said it should be easily identifiable as the official City logo. After considerable discussion, the Committee agreed that the City seal would serve well as the standard City logo.

Berndt/Fritz motion to recommend staff use the City seal as the standard logo. Unanimously carried.

#### **Review of website statistics**

The Committee reviewed the website statistics distributed by City Clerk Hawes. Mr. Hawes said the statistics were exported from the City's content management provider. He said he recently set up a Google Analytics account.

Alderman Hill noted that the City had 3,000 more homepage visits in January compared to December.

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

The Committee agreed to hold the next meeting on Wednesday, May 1.

#### **Adjournment**

Hill/Fritz motion to adjourn at 5:48 p.m.

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/s/ Michael Hawes, City Clerk

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

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

**DATE:** Thursday, February 14, 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, Chairman called the meeting to order at 7:38 a.m.

**Minutes:** January 10, 2013 minutes approved on a motion by Tammie Carstensen, seconded Kevin Fleming. Carried.

**Financial Statements, Bills submitted for payment:** January, 2013 Financials approved on a motion by Kevin Fleming, seconded Tom Hartz.. Carried.

George Hennerley addressed two accounting issues:

- Excess Cash. As long as the cash is accrued to normal course of business. Requested a letter from Chamberlain & Henningfield confirming this.
- Cash Flow Breakdown: Chamber office has installed Quick Book Premium. This will enable cash flow projection.

**New Members:** Two new members approved on a motion by Kevin Fleming, seconded Steve Lois. Carried. Dream Vacations Unlimited, LLC and Capture the Moments Digital Images.

**Chamber Member Meeting:** Kevin Fleming and Tom Hartz

- On Feb. 8, 2013 five web-site design companies gave presentations on redeveloping and maintaining the Chamber web site. Information will be presented to Board at the March meeting.
- Winterfest Recap: Committee developed to plan an event for week-end after Winterfest at Riviera with possible chili cook-off, entertainment/alcohol, activities, etc. The 2013 Winterfest Spirit Award was given to the BID. Spirit award recipient is decided by the sculptors – given for regular and consistent support of the event.
- Dan Winkler and Dennis Jordan will address pedestrian crossing issues at March Chamber meeting.

**Geneva Theatre Update:** Tom Hartz. Community Investor (Frantz Hobart) has been contacted to do a consultant study on the theatre – historic value, renovation. Management would be taken over by private business.

**City of Lake Geneva Report:** Sarah Hill

- Communication Committee: Logo (official seal) has been decided.
- City Council Meetings are now available online.
- Developing Welcome Packets for inquiries regarding starting a new business
- Public/Private Partnership for Emergency Preparedness: Kick off event scheduled for Thursday, February 28, 2013 at Riviera Ballroom, 8:30 a.m. to 10:30 a.m.
- Park-Street-Parade Permits: Redoing forms to simplify process.
- Outdoor Dining: Food and alcohol can be served until 11:00 p.m. with all alcohol consumed by 11:30 p.m. Outdoor cafes will no longer have to take tables and chairs

in overnight during the summer. Owners must ensure that outdoor furniture and fixtures are properly secured against wind and theft. From Nov. 1 to April 30 tables and chairs may be brought out for serving during unseasonable warm weather, but they must be removed at night. No advertising allowed on umbrellas.

Executive Committee Report:

- Pay raises, retroactive to staff.
- Two new Chamber positions will be added. (Group Sales and a CVB/CC Web Site Administrator.

Meeting adjourned at 8:30 a.m. on a motion by Tammie Carstensen, seconded Steve Lois.  
Carried.

**Next C/C BOARD MEETING – MARCH 14, 2013, 7:30 A.M. at HARBOR SHORES ON LAKE GENEVA.**

Geneva Lake Environmental Agency  
Director's Report  
Jan. 2013 – Feb. 2013

-We recently sent out our notice for our summer 2013 intern position. Specific projects that the intern will be involved in include; beach monitoring for recreational use, calibrating and using Virtual Beach modeling, organizing and assessing 20 years of Geneva Lake plankton data and groundwater monitoring within several watershed wetlands. I am contacting the Geneva Lake communities to see if they had any preference for groundwater monitoring.

-This winter we do have ice-on. According to our call the lake froze over completely on Sunday, Feb. 3. In the last fifteen years, the lake has not frozen three winters, 1998, 2001 and last winter, 2012. During that same time, ice-on occurred in February during 2006 and 2007 and now in 2013. All other years within that time, ice-on was either in December or January.

-I have been working with Virtual Beach modeling, attempting to get a better understanding of how it works and how it can be fine-tuned to our needs. As mentioned previously, we will continue to do actual beach sampling for e-coli, turbidity and conductivity with the anticipation of getting some good real time data to calibrate the model. Hopefully we can get the intern to also work with the model.

- I believe I sent out some info to all about the George Williams College speaker series that culminates in an Earth Day presentation by Chad Pregracke. GWC has put together a poster with info on the speaker series. We will do some marketing with them to specifically promote the Earth Day event.

-I am still shopping for an office computer. I recently purchased a personal lap top and a subscription to Office Pro. The subscription approach is something that Microsoft is doing different with their software. In the past you bought the software and it was good for one computer until new software is released. Now you buy a subscription for one year and it is good for five licenses or computers. You must re-subscribe annually for \$100. I am anticipating using the GLEA's new computer as one of the five licenses I have.

-The WOWRA conference was very informative. I meet some State people who can be helpful to us in our sanitary waste management with POWTS. In fact, the County has requested a meeting with them and State Wastewater Specialist to discuss our cesspool issues and what we can do about it.

-I am working on the Winter edition of Geneva Waters. FYI, this is the 29<sup>th</sup> year that we have published Geneva Waters. Any comments or suggestion on a new look?

-Over the years the GLEA, with the financial support of several area groups, have offered scholarships to area high school students to attend the Central Wisconsin Environmental Station's Natural Resource Careers Workshop. Unfortunately, CWES no longer offers the program. They have suggested that we contact the Trees for Tomorrow camp in Eagle River who offers a similar Natural Resource Careers workshop experience. I am working with them and the area schools to dovetail our scholarship program into the Trees for Tomorrow experience.

-Big Foot Country Club will be doing some major stream improvement within their property. This area is the headwaters of one of the major inflowing streams in the watershed and traditionally has had extremely good water quality and cold water fisheries. We were invited to attend a meeting with several WDNR fisheries, biologist and water reg. people to visit the area where the work will be done, with discussion on actions and processes. It sounds like things will be done properly with a positive review by WDNR.

Submitted by Ted Peters, Director, Geneva Lake Environmental Agency