



**COMMITTEE OF THE WHOLE**  
**MONDAY, MAY 6, 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 March 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. Presentation on Wisconsin Historical Society Historic Tax Credit program
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Hill
  - b. Personnel Committee, Alderman Kupsik
  - c. Public Works Committee, Alderman Mott
  - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
8. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hougen & Wall
  - b. Tree Board, Alderman Kupsik
  - c. Police & Fire Commission, Alderman Lyon

- 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 Taggart
- i. Parking Commission, Alderman Hill
- j. Communications Committee, Alderman Hill
- k. Avian Committee, Alderman Wall

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

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

10. Adjourn

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

5/3/13 2:00PM

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

**COMMITTEE OF THE WHOLE  
MONDAY, MARCH 4, 2013 - 6:30PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Alderman Kupsik.

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

Wall/Kehoe motion for approval of Minutes from February 4, 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.**

Tom Hartz, 1051 Lake Geneva Boulevard, would like to see the pedestrian walk light turn on whenever the light turns green rather than just with a push of the button.

Kevin Fleming, 1032 Wisconsin Street, commented that the three dozen people in attendance at the last Chamber of Commerce retail meeting were in unanimity that the pedestrian crossing should turn to walk when the light turns green.

Candy Kirchberg, 917 Marshall Street, commented on the ordinance for inspecting rental properties, asking that Council put some teeth into it if it passes.

**Update on park purchase by County Supervisor Nancy Russell.**

Nancy Russell informed that she represents Lake Geneva and some of Linn Township on the County Board. Located at Sheridan Springs and Short Roads, this property consists of 194 acres with a barn and house, 9,288 linear feet of the White River curling through it and a maintained five mile trail system on both sides of the river through a hardwood forest and over a one-acre pond. There will be a public information meeting at the Government Center in Elkhorn on March 18 from 6:00 to 8:00pm, with video, story boards, staff to answer questions and comment cards to help the County Board determine if they should go forward with the acquisition of the potential nature resource park. Supervisor Russell then gave more details about applying for a state stewardship grant, a park acquisition fund and a reserve fund stating that there would be no increase in the county tax levy. According to Mr. Jackly from the DNR, it is the premier property in Walworth County. Some supervisors are not in favor of this because of the current economic conditions; but we have to think of future generations. When a property like this becomes available, that is the time you have to buy it. Supervisor Russell answered questions from the aldermen.

**Presentation on Wisconsin Historical Society Historic Tax Credit program.**

This presentation has been postponed to the next meeting.

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

President Kupsik noted that each alderman has a redraft of this ordinance in his packet. The City Attorney told him this is geared towards the registration of property owners; it also has to do with the registered owners having a certificate to operate as a landlord.

The City recognizes a need for organized registration and program for landlords of residential rental units in the City in order to monitor the conditions 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 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 also recognizes that the most efficient system to provide monitoring 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 units can be made by City officials. Alderman Hougen had questions on the impact on affordable housing in Lake Geneva, range of penalties and the chronic nuisance premises document. City Attorney Draper explained that the first part of the ordinance talks about registration only so landlords can be reached when there is a problem. Then there is a certificate that allows them to rent; this was put together by the Building Inspector and Police. This is something the police desire and is based on another model from another city; they have certain problems throughout the City that they want to be able to address. Discussion followed. This item will go to the City Council.

**Discussion/Recommendation on loud and unnecessary noise ordinance.**

President Kupsik again noted this is in their packets. There is a list of things that would be concern for loud and unnecessary noise. The intent would be to issue a conditional use for any type of outdoor music or noise activity. Alderman Hougen expressed concern with the definitions of loud and unnecessary noise. He prefers the noise standards that are in the Zoning Ordinance because they are more objective. Mayor Connors commented that he has had several conversations with the Zoning Administrator on the existing ordinance. One of the problems we have is that Ordinance 98-789 is not specific enough; the decibel level does not specify the frequency of sound and we do not have a meter to check it. Typically that ordinance was intended to address an industrial business if someone was operating really loud equipment that would drift into residential neighborhoods. That ordinance was inadvertently dropped when we recodified our ordinance book because the codification company thought it was an overlap with another ordinance. If you are going to reinstate this, the BID district at one time had talked about putting a speaker system downtown to play unified music and public service announcements; the Mayor would like to see some flexibility so if they wanted to go ahead with this, it would be allowed. Discussion followed on determining noise levels, decibel meters and police enforcement. This item will go to the City Council.

**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/ Hougen motion to adjourn at 8:00p.m. Unanimously carried.

Transcribed from audio tape.

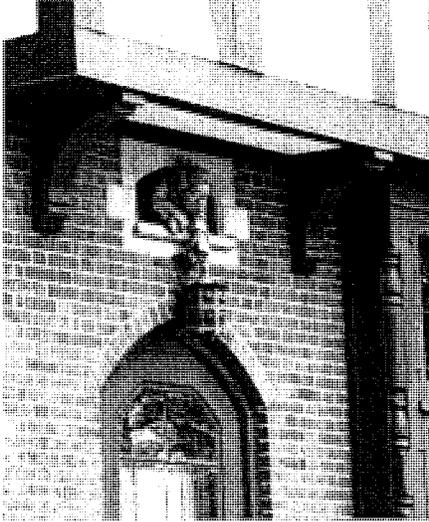
/s/ Artis M. Roenspies, Deputy City Clerk

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



WISCONSIN  
HISTORICAL  
SOCIETY

## Homeowner's Tax Credit Program

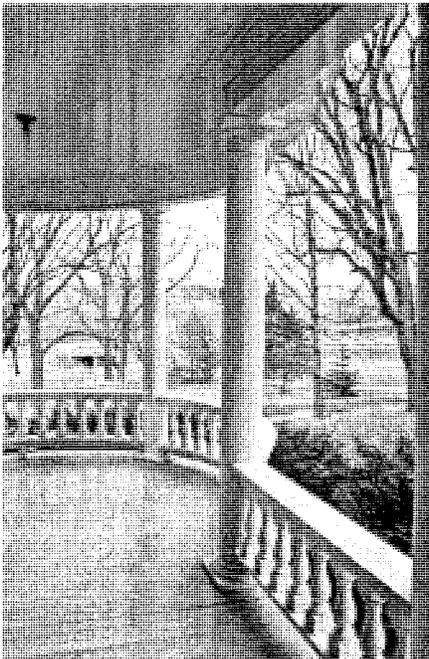


Do you live in an historic house? Are you planning work in the near future? You may qualify for income tax credits.

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**

**WESTERN DISTRICT**  
Jen Davel  
(608) 264-6490  
[jen.davel@wisconsinhistory.org](mailto:jen.davel@wisconsinhistory.org)

**EASTERN DISTRICT**  
Mark Buechel  
(608) 264-6491  
[mark.buechel@wisconsinhistory.org](mailto:mark.buechel@wisconsinhistory.org)



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:

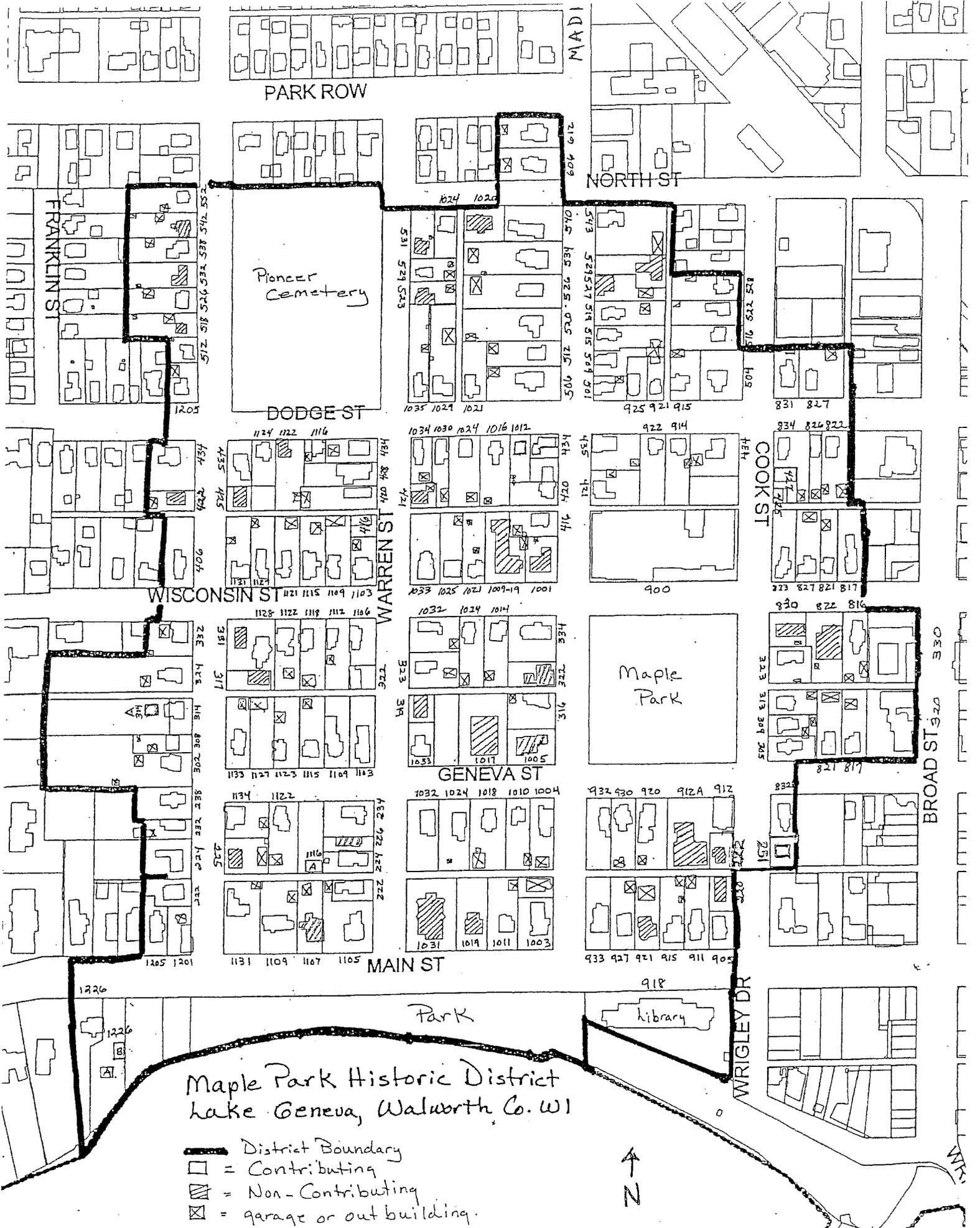
<http://www.wisconsinhistory.org/hp/register/index.asp>

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)

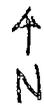
or by calling Jen Davel at 608-264-6490.

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Maple Park Historic District  
 Lake Geneva, Walworth Co. WI

-  District Boundary
-  = Contributing
-  = Non-Contributing
-  = garage or out building.



# **FINANCE, LICENSE & REGULATION COMMITTEE**

**MONDAY, APRIL 22, 2013 - 6:00PM**

**COUNCIL CHAMBERS, CITY HALL**

Chairperson Hill called the meeting to order at 6:01 p.m.

Roll Call. Present: Aldermen Kupsik, Lyon, Hougen, Mott and Hill. Also Present: City Administrator Jordan, Comptroller Pollitt, DPW Winkler and City Clerk Hawes.

## **Approval of Minutes**

Hougen/Kupsik motion to approve Finance, License and Regulation Committee meeting minutes of April 8, 2013, as distributed. Unanimously carried.

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

## **LICENSES & PERMITS**

### **Original “Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverage License Application for Two Thumbs Up, LLC d/b/a Thumbs Up, 260 Broad St., Lake Geneva, Benjamin Barels, Agent**

Hougen/Kupsik motion to recommend approval, with the condition that the current owner surrenders the license prior to issuance. Unanimously carried.

### **Original “Class A” Intoxicating Liquor and Class “A” Fermented Malt Beverage License Application for Lake Geneva Grassroots, Inc. d/b/a The Backyard, 252 Center St., Lake Geneva, Robert Schmalling, Agent**

Kupsik/Mott motion to recommend approval, with the condition that the current owner surrenders the license prior to issuance. Unanimously carried.

### **Street Use Permit Application filed by Sean Payne on behalf of Geneva Area Foundation (Horticultural Hall) for Lake Geneva Farmer’s Market using the alley to the south of Horticultural Hall on Thursdays from May 9, 2013 through October 24, 2013 from 7 a.m. to 1:30 p.m.**

Chairperson Hill recused herself for this item. Mott/Hougen motion to elect Kupsik as temporary chairperson. Motion carried 4 to 0. Alderman Kupsik assumed position as temporary chairperson.

City Clerk Hawes said the applicant requested to reserve parking stalls #507-519 for patrons of the farmer’s market. The applicant requested that the parking fees totaling \$1,462.50 be waived. Alderman Mott said he was not in favor of waiving the fees for the parking stalls.

Mott/Kupsik motion to recommend approval with denial of the request for waiving parking stall fees. Motion failed 2 to 2, with Hougen and Lyon opposed.

Kupsik/Hougen motion to forward to Council without recommendation. Motion carried 4 to 0.

Alderman Hill reassumed the position of chairperson.

### **Street Use Permit Application filed by George Hennerley on behalf of Geneva Lake Area Chamber of Commerce for Oktoberfest using the downtown area sidewalks, streets and alleys and closing the 200 block of Broad St. on October 12 and October 13, 2013 from 10 a.m. to 6 p.m.**

Kupsik/Mott motion to recommend approval. Unanimously carried.

### **Street Use Permit Application filed by George Hennerley on behalf of Geneva Lake Area Chamber of Commerce for Children’s Christmas Parade using Broad St. and Main St. on December 7, 2013 from 4 p.m. to 6:30 p.m.**

Kupsik/Hougen motion to recommend approval. Unanimously carried.

**Original Operator (Bartender) License Applications filed by Amanda R. Koke, Amanda J. Hanline, Staci L. Hallett, Krystal N. Blum, Justin L. Hintz and Susan O'Sullivan**

Kupsik/Hougen motion to recommend approval. Unanimously carried.

**Original Taxi Driver License Application filed by John Schiefelbein (approved by Police Chief; informational only)**

**Discussion/Recommendation on directing staff to solicit bids for north Broad St. lighting replacements funded by TID #4 (recommended by Public Works Committee 4/17/13)**

Chairperson Hill said the current lighting needs to be upgraded. She said the Public Works Committee recommended using TID #4 funds to purchase and install ornamental LED lighting fixtures, similar to those recently installed downtown. DPW Winkler said this project would qualify for TID funds because it is within the one and half mile radius of the TID. Alderman Mott expressed support for the project, stating it would help tie the area in with the rest of downtown.

Kupsik/Lyon motion to recommend directing staff to solicit bids for north Broad St. lighting replacements funded by TID #4. Alderman Hougen said he was not in favor of purchasing the ornamental light fixtures and preferred a less expensive design. Chairperson Hill agreed, stating the non-ornamental fixtures appear to be about \$100,000 cheaper. Alderman Lyon said either fixture type will still need to include the removal and installation costs. DPW Winkler suggested the Council could give further direction on how they would like staff to bid the light fixtures. Unanimously carried.

**Discussion/Recommendation on directing staff to solicit bids for Dunn Field Restroom/Concessions building construction funded by TID #4 (recommended by Public Works Committee 4/17/13)**

Chairperson Hill referenced renderings from McCormack and Etten of the proposed building design. She noted the bids would include alternates for seasonal heating, metal seam roof and handicap ramp.

Kupsik/Hougen motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on engineering agreement with Crispell-Snyder for Phase II of Main Street Tunnel Rehabilitation in the amount not to exceed \$35,000.00 funded by TID #4 (recommended by Public Works Committee 4/17/13)**

DPW Winkler reported Crispell-Snyder has completed the initial phase of the project and determined that the DNR would not require the full computer modeling if they proceeded with engineering for the second phase. The project will involve replacing the 35-40 ft. section of the storm tunnel located beneath Main St. near Wells St. as well as other components of the tunnel. Mr. Winkler said the project is a significant undertaking and has been needed for some time. He noted there will need to be traffic control measures during the eventual construction phase.

Hougen/Mott motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on award of contract with Watch it Bend for Disc Golf Course design in the amount of \$3,600.00 and the purchase of amenities in the amount of \$22,133.00 funded by park impact fees (recommended by Public Works Committee 4/17/13)**

DPW Winkler said the Board of Park Commissioners reviewed the bids for disc golf design and recommended awarding the bid to Watch it Bend. He said the Park Board also recommended proceeding with the purchase of amenities totaling \$22,133.00. Chairperson Hill expressed concern with the cost of the amenities and suggested he costs could be different depending on whether some items were donated.

Hougen/Kupsik motion to recommend award of contract with Watch it Bend for Disc Golf Course design in the amount of \$3,600.00 and the purchase of amenities in the amount of \$22,133.00 funded by park impact fees. Unanimously carried.

**Discussion/Recommendation on Equipment Replacement Fund schedule**

Administrator Jordan said the proposed schedule in the Committee's packet should have also included the 911 system in 2014 for \$110,000.00. Mr. Jordan said the Council recently established this account with an initial funding of \$750,000.00. He estimated in the future the Council would need to invest about \$400,000.00 per year. Administrator Jordan reiterated that the goal of the account was to help make the City self-sufficient and to avoid issuing debt in the future for large equipment expenditures.

Chairperson Hill expressed concern that they could not guarantee future Councils would spend the account according to this plan. Alderman Mott said it is difficult to predict the cost of equipment in future years. Administrator Jordan agreed, noting that the schedule would need to be revisited and adjusted almost annually.

Mott/Hougen motion to forward to Council without recommendation. Unanimously carried.

**Presentation of Accounts**

Kupsik/Lyon motion to recommend approval of Prepaid Bills in the amount of \$2,063.62. Unanimously carried.

Hougen/Kupsik motion to recommend approval of Regular Bills in the amount of \$163,378.14. Unanimously carried.

**Adjournment**

Kupsik/Hougen motion to adjourn at 6:55 p.m. Unanimously carried.

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/s/ Michael D. Hawes, City Clerk

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BY THE FINANCE, LICENSE & REGULATION COMMITTEE**

# **PERSONNEL COMMITTEE MINUTES**

## **THURSDAY, APRIL 25, 2013 – 4:00 P.M.**

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

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

Roll Call. Present: Aldermen Hill, Wall, Taggart, Kehoe and Kupsik. Also in attendance: City Administrator Jordan, Police Chief Rasmussen, Police Administrative Secretary Wisniewski and City Clerk Hawes.

Hill/Kehoe motion for approval of Minutes from March 28, 2013 meeting, as distributed. Unanimously carried.

Comments from the public limited to 5 minutes. None.

#### **Discussion/Recommendation on establishing a Paid Time Off (PTO) policy**

Administrator Jordan asked the Committee to review the pros and cons of Paid Time Off (PTO) programs and to direct staff on whether they would like to implement a program for the City. Mr. Jordan asked the Committee to consider whether the PTO policy would be a two-tiered policy with separate provisions for existing employees and new employees (e.g. hired after January 1, 2014). He also asked the Committee to identify what level of sick leave payout they would like to allow to retiring employees.

Alderman Hill said she was interested in surveying City employees on their thoughts about PTO. Alderman Wall asked for samples of PTO policies from other communities. Alderman Kupsik asked if PTO would be offered to all employees or just full-time employees. Administrator Jordan said it would be offered to full-time employees who work at least 30 hours per week year round and pro-rated PTO could be offered to part-time employees. Police Chief Rasmussen suggested some positions have different work hours and may need to be looked at differently.

Administrator Jordan said he will distribute a survey to staff. He said he would distribute PTO policies from other communities to the Committee. Chairman Kupsik said the Committee will review the survey responses and sample PTO policies and possibly make recommendations next meeting.

#### **Discussion/Recommendation on Employee Handbook**

City Clerk Hawes said he reviewed the policies being considered by the Police Department for their manual. He said there were 17 policies that appear to overlap with sections of the Committee's draft handbook. Committee members agreed that the 17 policies should be incorporated into the draft handbook. Mr. Hawes said he would try to have them drafted into the manual for review at the next meeting.

#### **Discussion/Recommendation on compensation study**

Administrator Jordan referenced a memorandum he distributed to the Committee regarding compensation studies. He said the purpose of the study would be to update the City's job descriptions and review its compensation levels relative to other public and private sector employers. Mr. Jordan said he received a quote from Springsted Incorporated who would do the study for \$275-\$365 per position, depending on how up-to-date the current job description is. He said the City has about 30 positions; the total cost could be \$9,000-\$11,000. Mr. Jordan noted that if the City proceeded with the project it would go out for bid.

Alderman Hill said the study seemed imperative to complete prior to the expiration of the current union contracts at the end of 2013. Administrator Jordan said the study is not funded in the 2013 budget so it would have to be funded by reserves. Alderman Wall stated the City has gone this long without a compensation study, it didn't seem like a high enough priority to do it this year and fund it with reserves. Chairman Kupsik stated it would be in the City's benefit to have this information going into 2014.

Alderman Taggart suggested the Committee members review the proposal and discuss it at the next meeting. Committee members agreed.

**Closed Session**

Kupsik/Taggart motion to go into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility for review of performance evaluation data for City Department Heads, with Administrator Jordan and City Clerk Hawes present. Unanimously carried.

The Committee entered into Closed Session at 5:05 p.m.

Hill/Wall motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session. Unanimously carried. The Committee reconvened in open session at 5:53 p.m.

**Discussion of agenda items for next meeting**

The Committee agreed to continue discussion on PTO, employee handbook, compensation study and department head evaluations. The Committee also decided to discuss a review of the parking enforcement department.

**Adjournment**

Kupsik/Hill motion to adjourn at 5:55 p.m. Unanimously carried.

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/s/ Michael Hawes, City Clerk

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



**Agenda Item No. 1-** North Broad Street Lighting Replacement.

City Attorney Draper explained to the PWC that he believed funding the lighting on Broad Street to the 1-1/2 mile distance outside of the TIF boundary is consistent with the TIF plan. After some discussion, it was moved by Ald. Kupsik and seconded by Ald. Hill to recommend to the Council that the lighting project go to bid with ornamental light fixtures and utilizing TIF#4 funding. Ald. Wall wished to see the businesses contribute to the project. The motion passed 3-1 with Wall opposed.

**(This item needs to go the FLJ and Common Council for action).**

**Agenda Item No. 2-** Dunn Field Restroom/Concession Building Architectural Design Update.

Chair Mott presented the two concepts and explained that Plan and Park Commissions approved the peaked roof concept. After further discussion it was moved by Ald. Kupsik and seconded by Ald. Hill to recommend to Council the peaked design and go out for bids. Included in the motion is to include bid alternates for seasonal heating and metal seam versus shingled roof. Also included in the project design per Plan Commission recommendation is a handicapped ramp and sidewalk from the parking space to the north of the building. The motion passed 4-0.

**(This item needs to go the FLJ and Common Council for action).**

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

DPW Winkler and City Attorney Draper discussed the status of approvals with the Army Corps of Engineers and WDNR. Winkler reported that the DNR and ACOE accepted Crispell's analysis of the storm tunnel section to be replaced and not requiring the expensive computer river model. The DNR also provided direction that replacing the section of the tunnel and conducting other repairs will not require disconnection of the storm inlet leads. On that basis it was recommended to proceed with Phase II of the Crispell agreement not to exceed \$35,000 for plans, specifications, permitting and approvals and bidding. It was moved by Ald. Kupsik and seconded by Ald. Hill to recommend to the Council to proceed with Phase II not to exceed \$35,000. The motion passed 4-0.

**(This item needs to go the FLJ and Common Council for action).**

**Agenda Item No. 4-** Disc Golf Course RFP Park Commission Recommendation.

DPW Winkler explained the Park Commission accepted proposals from disc golf course designers and the "Watch It Bend" proposal on the old Hillmoor property was recommended by them for approval by the City. The discussion included funding which Mayor Connors explained could come from park fees or park impact fees. The cost was discussed as \$3,600 plus all signage, etc. would cost \$22,133 per the Watch It Bend estimate. Chair Mott noted the YMCA was strongly behind the effort. It was moved by Ald. Kupsik and seconded by Ald. Mott to recommend approval of Watch It Bend in the amount of \$3,600 for design and not to exceed \$22,133 for the required amenities. It was believed that they can find volunteer labor to do the installation. The motion passed 5-0.

**(This item needs to go the FLJ and Common Council for action).**

**Agenda Item No. 5-** Veterans Park – Cement in Bench Areas.

Chair Mott discussed the pictures and pricing for concrete pads around the two remaining softball field benches which do not have pavement around them. Concrete installation beneath the player benches was discussed to be \$1,296 with funding from Park Impact Fees. The reaction from the Committee was favorable. It was moved by Ald. Kupsik and seconded by Ald. Hougen to send the installation proposal to Park Commission for a recommendation using Humphrey Contracting under the downtown concrete contract in an amount not to exceed \$1,296. The motion passed 4-0 (Hill excused).

**Motion to Adjourn:**

Motion to adjourn was made by Ald. Wall and seconded by Ald. Hougen. The motion passed 4-0 and the meeting was adjourned at 6:15 PM.

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

# **PIERS, HARBORS & LAKEFRONT COMMITTEE**

## **THURSDAY, APRIL 25, 2013 AT 6:00 P.M.**

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

The meeting was called to order by Chairman Wall at 6:00 p.m.

Roll Call. Present: Aldermen Lyon, Taggart, Kehoe and Wall. Absent (excused): Alderman Mott. Others in attendance: Mayor Connors, Alderman Hougen, Administrator Jordan, Harbormaster Gray and City Clerk Hawes.

#### **Approval of Minutes from January 24, 2013 meeting as distributed**

Wall/Kehoe motion to approve. Motion carried 4 to 0.

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

Gary Hougen, 1311 W. Main St., Lake Geneva, spoke as First District Alderman to express support for installing paddle-board storage racks near the west end pier. Mr. Hougen said he was contacted by various residents requesting this amenity. He suggested the racks could be arranged vertically or horizontally and the City could charge a similar fee as the kayak racks.

Constance Kosowski, 1023 Lake Geneva Blvd. Lake Geneva, asked for the Committee's support for installing paddle-boarding racks at the lakefront. She suggested it would help encourage another recreational opportunity at the lake.

Chairman Wall asked that Item #8 be considered next.

#### **Updates on dredging of lagoon**

Administrator Jordan said due to the spawning season the DNR has limited the timeframe for the City to complete the lagoon dredging from May 16 to May 30. However, the Geneva Lake Level Corporation indicated they would not lower the lake to the spillway level to help facilitate the dredging during that period. Mr. Jordan said there are two options. The City can proceed with having the Center St. end of the lagoon dredged right now and do the rest of the lagoon in the Fall. The other option would be to dredge all of it in the Fall. There would be an additional cost of \$3,500.00 for doing part of the lagoon now and the rest in the Fall.

Chairman Wall suggested saving the \$3,500.00 and dredging the entire lagoon in the Fall. Administrator Jordan said he will proceed with that option and he will update the lagoon slip users. Harbormaster Gray noted lagoon slip holders will need to have their boats out by October 15.

Chairman Wall asked that item #6 be considered next.

#### **Discussion/Recommendation on beach collections policy**

Administrator Jordan said he recently met with the beach managers and they have committed to making the new beach collections procedures work with the pay stations. He said the new process will address the auditors' concerns about cash handling at the beach. Mr. Jordan said he will help hire beach attendants to assist customers at the pay stations.

Chairperson Wall said staff needed direction on whether to continue renting rafts and cabanas at the beach. Harbormaster Gray said these rentals account for a small percentage of the overall beach revenue. Alderman Kehoe expressed support for ending the rental items at the beach, stating the cabanas take up space and beach users could always bring their own.

Kehoe/Lyon motion to discontinue raft and cabana rentals at the beach. Motion carried 4 to 0.

#### **Harbormaster's Report**

Harbormaster Gray reported there are currently five open lagoon slips, 16 buoys and five kayak racks available for the upcoming season. He said all other slips are leased out. Mr. Gray also reported that every Friday and Saturday is booked at the Riviera from now until November. He added that every Saturday from April 26 to October 18 in 2014 is reserved.

**Discussion/Recommendation on stand-up paddle boarding racks**

Alderman Taggart expressed concern that property owners near the lakefront are generally opposed to adding anything that would obstruct the view of the lake. After discussion, there was a consensus among the Committee that more information was needed to consider the request. Harbormaster Gray suggested that the current kayak racks be used to serve both kayaks and paddle boards.

Taggart/Kehoe motion to continue the item to the next meeting on May 23, 2013. Alderman Taggart asked that the proponents of the paddle boarding racks bring forth a more detailed plan and sketch of how the racks might be laid out at the lakefront. Motion carried 4 to 0.

**Discussion of agenda items for next meeting**

Chairman Wall said the stand-up paddle boarding rack request will be revisited at the next meeting. Mayor Connors suggested the Committee discuss an ordinance change to allow buoys and slips to be offered to more non-residents if residents who are on the waiting list decline an available buoy or slip. Alderman Kehoe said she would like to discuss potential safety issues near the west end pier. Alderman Taggart said he would like the Committee to discuss the problem of nails sticking up on the Gage pier deck board that cause a tripping hazard.

**Adjournment**

Kehoe/Lyon motion to adjourn at 6:48 p.m. Unanimously carried.

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/s/ Michael Hawes, City Clerk

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

I.) 6:00PM Joe Esposito called the meeting to order

II.) Attendance:

Joe Esposito - present  
Al Kupsik Park Board- present  
Dan Andresen - present  
George Trupis - excused  
Bob Flemming - present  
Clara Jacobs - excused  
Ron Carstensen - excused  
Candy Kirchberg - present                   - quorum met -  
John Foster - present  
Jim Connors Mayor - present

III.) Approved minutes from last meeting.

IV.) Discussed the history of the Tree Board and that it started in 1996.

Jim informed the committee that Section 82 of the ordinance statute states that the city's tree arborist is exempt from being a member of the tree board.

V.) Joe nominated and and Bob 2nd next Candy Kirchberg as Tree Board chairperson.

VI.) Park Board:

a.) Al brought the committee up to speed on the Dunn Field park concession stand and scoreboard.

b.) Hillmoor back 9 moving for disc golf park

VII.) Arborist Report:

a.) John brought the committee up to speed on the DNR's removal of all the Ash trees at Big Foot State Park. The wasp will also be released at the Park.

b.) Removal of evergreen at Flatiron park, Sugar Maple on Park Row - total of 10 trees to be removed and 8 to be replanted. Dan motioned, Al 2nd.

John reminded committee that he has permission to remove any Ash trees that cannot be treated for Ash Borer.

VIII.) New Business

a.) Celebration of Arbor Day, May 11, 10:00AM by planting a Highbred Elm in Library Park (SE corner of Library by bathrooms) in dedication of Ken Schneider (Norma). Discussed a tree to be planted in June at the Utility Commission in dedication of Larry MaGee.

b.) Tree I.D. plaque continued discussion and field trip to Paul "Rudy" Lange Arboretum in Delavan to look at plaques.

c.) Next Tree Board set for July 17, 6PM

6:59 PM Joe motioned for meeting to be adjourned. Bob 2nd

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING AGENDA  
THURSDAY, APRIL 4, 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 March 7, 2013
7. Discussion with Peg Pollitt, City Comptroller, regarding budgets, adjustments, and reports
8. Review EMS Medical Billing Reports and Starck Reports with EMS Medical Billing representative
9. Fire Department Business:
  - a. Approval of bills for the Month of March 2013. Operating in the amount of \$53,488.91 and capital in the amount of \$18,008.49, for a total of \$71,497.40
  - b. ProPhoenix Update
  - c. Leave of absence request from Peter Diehn
  - d. Request to hire new Paid on Premise and Paid on Call employees/set date and time for oral interviews
  - e. Authorize the Fire Chief to schedule additional staffing for special events at his discretion
  - f. Thank you letter from Badger Youth Wrestling Program
  - g. Fire Department activity report for March
  - h. Paratech monthly report
  - i. Items to be forwarded to the City Council
10. Police Business
  - a. Approval of bills for the Month of March 2013. Operating in the amount of \$181,290.35 and capital in the amount of \$8,084.36, for a total of \$189,374.71

- b. Request for leave of absence from Alex O'Toole
- c. Accept resignation from Reserve Officer Nicholas Hill
- d. Accept resignation from Reserve Officer Jessica Kavich
- e. Approve eligibility list for part-time dispatch hiring
- f. Confirm part-time dispatch hiring
- g. Approve eligibility list for booking officer hiring
- h. Confirm booking officer hiring
- i. Approve eligibility list for reserve officer hiring
- j. Confirm reserve officer hiring
- k. Reserve Officer Range date: May 11, 2013
- l. Squad car update
- m. Set time for Employee Award Ceremony May 9, 2013, (6:00 p.m.)
- n. Thank you letter for Officer Ward
- o. Approve Policies: Chapter 2 – Organization and Administration  
206- Emergency Operations Plan
- p. Approve Policies: Chapter 3 – General Operations  
332 – Missing Person Reporting  
334 – Public Alerts  
336 – Victim and Witness Assistance  
358 – Major Incident Notification  
359 – Firearm Injury Reporting  
382 – Service Animals
- q. Approve Policies: Chapter 4 – Patrol Operations  
445 – School Resource Officer Program  
454 – Bicycle Patrol Unit
- r. Approve Polices: Chapter 5 – Patrol Operations  
514 – Impaired Driving, Prohibited Alcohol Concentration,  
Restricted Controlled Substance
- s. Approve Policies: Chapter 6 – Investigation Operations  
602 – Sex Crime Victim's Rights

t. Approve Policies: Chapter 8 – Support Services  
804 – Property and Evidence

u. Approve Policies: Chapter 10 – Personnel  
1000 – Recruitment and Selection  
1030 – Commendations and Awards  
1034 – Meal Periods and Breaks  
1036 – Payroll Records  
1038 – Overtime Payment Requests  
1040 – Outside Employment-Law Enforcement Officer  
1052 – Department Badges  
1062 – Locker Rooms

v. Monthly Activity report for February:

2013 Dispatch activity for March: Telephone calls–3,246 911 Calls–183 Window assists–710  
2012 Dispatch activity for March: Telephone calls–3,901 911 Calls–181 Window assists–774

2013 Patrol activity for March: Calls for service-1,446 Arrests-114  
2012 Patrol activity for March: Calls for service-1,198 Arrests-134

w. Items to be forwarded to the City Council

11. Agenda items for the next regular meeting May 9, 2013

12. Motion to go into closed session per Wisconsin State Statute 19.85(1)(d), considering strategy for crime detection and prevention; Specifically staffing levels and School Safety/Liaison Officer

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

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

15. Adjourn

**CITY PLAN COMMISSION**  
**MONDAY, APRIL 15, 2013 - 6:30PM**  
**COUNCIL CHAMBERS, CITY HALL**

Mayor Connors called the meeting to order at 6:30 p.m.

**Roll Call.** Mayor Connors, Alderman Hougen, Commissioners Gibbs, Flower, Olson, Skates and Poetzing. Also Present: City Attorney Draper, Building/Zoning Administrator Brugger, City Administrator Jordan and City Clerk Hawes.

**Approval of Minutes**

Hougen/Skates motion to approve Plan Commission meeting minutes of March 18, 2013, as distributed. Unanimously carried.

**Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to five (5) minutes. Applicants will be allowed when their item is discussed.** None.

**Correspondence.** None.

**Public Hearing and recommendation on a Conditional Use Application filed by Nicholas E Petros and Angele Petros, PO Box 505, Lake Geneva, WI 53147, for amending their existing Group Development to add an additional unit in the Central Business zoning district at 704 Main St., Tax Key No. ZOP 00307**

Ken Etten, architect from McCormack and Etten, presented the application on behalf of the applicant. He explained the proposal involved changing the property from two tenant spaces to three tenant spaces. Mr. Etten said he would ensure that the property met accessibility requirements.

Attorney John Olson spoke on behalf of the applicant, verifying that the applicant was not seeking an alcohol license at this time.

Attorney Richard Torhorst commented that according to a prior court order the alleyway adjacent to the property was to remain unblocked to the tenants to the west and south.

Hougen/Olson motion to close the public hearing. Unanimously carried.

Hougen/Skates motion to approve the Conditional Use Application filed by Nicholas E Petros and Angele Petros, PO Box 505, Lake Geneva, WI 53147, for amending their existing Group Development to add an additional unit in the Central Business zoning district at 704 Main St., Tax Key No. ZOP 00307, including all staff recommendations. Unanimously carried.

**Public Hearing and recommendation on a Conditional Use Application filed by Dorothy Fiske, 324 Sage Street, Lake Geneva, WI 53147, for operating a bed and breakfast establishment in the Neighborhood Office (NO) zoning district at 324 Sage St., Tax Key No. ZOP 00134**

Dorothy Fiske, 324 Sage St., Lake Geneva, stated she would like to occasionally rent out one or two rooms of her home. She said it would not be a full-time bed and breakfast. Commissioner Flower asked about the availability of parking. Ms. Fiske said there is parking for three in front of the house.

Flower/Skates motion to close the public hearing. Unanimously carried.

Skates/Flower motion to approve the Conditional Use Application filed by Dorothy Fiske, 324 Sage Street, Lake Geneva, WI 53147, for operating a bed and breakfast establishment in the Neighborhood Office (NO) zoning district at 324 Sage St., Tax Key No. ZOP 00134, including all staff recommendations. Unanimously carried.

**Public Hearing and recommendation to consider an amendment to the Zoning Ordinance of the City of Lake Geneva to consider an amendment to Section 98-913(9)(c) to resolve a conflict in the Downtown Design Overlay regulations**

Building/Zoning Administrator Brugger suggested amending Section 98-913(9)(c) of the Zoning Ordinance so that the residential construction review area would be consistent with the downtown design district boundaries. He said the west boundary should be changed from Forest St. to Cook St.

Skates/Poetzinger motion to close the public hearing.

Skates/Poetzinger motion to amend Section 98-913(9)(c) of the Zoning Ordinance of the City of Lake Geneva to resolve the conflict in the Downtown Design Overlay regulations. Unanimously carried.

**Public Hearing on a zoning map amendment of Rural Holding (RH) to be placed on the following parcel located at W2358 N. Bloomfield Rd., recently annexed to the City of Lake Geneva: PT NW 1/4 SEC 6 T1N R18E DESCAS: COM SE COR NW 1/4 SEC 6,N2D29'W 726', S86D04'05"W TO NE COR GENEVA MEADOWS APARTMENTS, S3D3'55"E 694.07',E TO POB. 12.49 ANNEXED TO CITY OF LAKE GENEVA UNDER #852281 OMITS MB 6-7A. TAX KEY NO.: ZYUP 00195**

Building/Zoning Administrator Brugger said the zoning map should be amended to reflect the permanent zoning of this recently annexed property. He said the zoning of Rural Holding (RH) would be appropriate.

Hougen/Olson motion to close the public hearing. Unanimously carried.

Hougen/Skates motion to approve a zoning map amendment of Rural Holding (RH) to be placed on the following parcel located at W2358 N. Bloomfield Rd., recently annexed to the City of Lake Geneva: PT NW 1/4 SEC 6 T1N R18E DESCAS: COM SE COR NW 1/4 SEC 6,N2D29'W 726', S86D04'05"W TO NE COR GENEVA MEADOWS APARTMENTS, S3D3'55"E 694.07',E TO POB. 12.49 ANNEXED TO CITY OF LAKE GENEVA UNDER #852281 OMITS MB 6-7A. TAX KEY NO.: ZYUP 00195. Unanimously carried.

**Public Hearing on a zoning map amendment of Rural Holding (RH) to be placed on the following parcel located at the southwest corner of the intersection of N. Bloomfield Rd. and HWY 120, recently annexed to the City of Lake Geneva: LOT 1 CERTIFIED SURVEY NO.4330 AS RECORDED IN VOL 28 OFC.S. ON PAGE 51 WCR. LOCATED IN NW 1/4 SE 1/4 & SW 1/4 SE1/4 SEC 6 T1N R18E.506305 SQ FT OMITS MA3187-1 ANNEXED TO CITY OF LAKE GENEVA UNDER #852918 OMITS MA4330-1. TAX KEY NO.: ZA433000001**

Building/Zoning Administrator Brugger said the zoning map should be amended to reflect the permanent zoning of this recently annexed property. He said the property owner was recently issued a conditional use permit to build a church. Mr. Brugger said the zoning of Rural Holding (RH) would continue to be appropriate.

Flower/Hougen motion to close the public hearing. Unanimously carried.

Hougen/Gibbs motion to approve a zoning map amendment of Rural Holding (RH) to be placed on the following parcel located at the southwest corner of the intersection of N. Bloomfield Rd. and HWY 120, recently annexed to the City of Lake Geneva: LOT 1 CERTIFIED SURVEY NO.4330 AS RECORDED IN VOL 28 OFC.S. ON PAGE 51 WCR. LOCATED IN NW 1/4 SE 1/4 & SW 1/4 SE1/4 SEC 6 T1N R18E.506305 SQ FT OMITS MA3187-1 ANNEXED TO CITY OF LAKE GENEVA UNDER #852918 OMITS MA4330-1. TAX KEY NO.: ZA433000001. Unanimously carried.

**Public Hearing on a zoning map amendment of Single Family Residential (SR-4) to be placed on the following parcel located at 223 Skyline Drive, recently annexed to the City of Lake Geneva: LOT 1 CERTIFIED SURVEY NO.4457 AS RECORDED IN VOL 29 OFC.S. ON PAGE 78 WCR. LOCATED IN NW 1/4 SW 1/4 SEC 31 T2NR18E. 28347.15 SQ FT CITY OF LAKE GENEVA OUT OF N LY31-8 OMITS ZHIGH-15 TAX KEY NO.: ZA445700001.**

Building/Zoning Administrator Brugger said the zoning map should be amended to reflect the permanent zoning of this recently annexed property. He said the property was given a temporary zoning of Single Family Residential (SR-4). He said SR-4 would be appropriate for its permanent zoning and it would be consistent with the comprehensive plan.

Skates/Olson motion to close the public hearing. Unanimously carried.

Skates/Poetzinger motion to approve a zoning map amendment of Single Family Residential (SR-4) to be placed on the following parcel located at 223 Skyline Drive, recently annexed to the City of Lake Geneva: LOT 1 CERTIFIED SURVEY NO.4457 AS RECORDED IN VOL 29 OFC.S. ON PAGE 78 WCR. LOCATED IN NW 1/4 SW 1/4 SEC 31 T2NR18E. 28347.15 SQ FT CITY OF LAKE GENEVA OUT OF N LY31-8 OMITTS ZHIGH-15 TAX KEY NO.: ZA445700001. Unanimously carried.

**Public hearing and recommendation on a Petition for Direct Annexation by Unanimous Approval on behalf of the Property Owners of territory located in the Towns of Linn and Bloomfield, Walworth County, Wisconsin, to the City of Lake Geneva, Walworth County, Wisconsin, pursuant to Section 66.0217(2), Wisconsin Statutes, filed by Lake Geneva Economic Development Corporation, PO Box 1300, Lake Geneva, WI 53147, as the sole owners of record of the real property in the territory sought to be annexed, such territory being more particularly described as Lot 1 and Outlot 1 of Certified Survey Map No. 4088 according to the recorded plat thereof, recorded in Volume 25 of Certified Surveys on Page 272 as Document No. 721000, located in part of the SE 1/4 of the SE 1/4 of Section 12, Town 1 North, Range 17 East, and part of the SW 1/4 of the SW 1/4 of Section 7, Town 1 North, Range 18 East, all in Walworth County, Wisconsin. IA408800001 and IA408800002 MA408800001 & MA408800002. Also a parcel of land located in the Southeast 1/4 of Section 12, Town 1 North, Range 17 East, and the Southwest 1/4 of Section 7, Town 1 North, Range 18 East, Walworth County, Wisconsin, more particularly described as follows: Commencing at the Northwest corner of said Southeast 1/4; thence N 89° 30' 05" E 550.00 feet to the point of beginning; thence continue N 89° 30' 05" E to the Northeast corner of said Southeast 1/4, 2096.67 feet; thence N 87° 35' 59" E along the North line of the Southwest 1/4 of Section 7, Town 1 North, Range 18 East, 840.72 feet; thence S 54° 29' 21" E 367.95 feet to the Westerly right of way of State Highway "120"; thence 959.63 feet: along the arc of a curve to the left with a radius of 2690.28 feet and a chord which bears S 30° 43' 08" W 954.55 feet; thence S 20° 30' 00" W 330.61 feet to the North line of Certified Survey Map No. 1878: thence N 66° 04' 07" W 597.95 feet to the Northwest corner of said Certified Survey Map; thence S 29° 07' 18" W along the West line of said Certified Survey Map and also the West line of Certified Survey Map No. 4088, 354.14 feet; thence S 76° 15' 35" W along the West line of Certified Survey Map No. 4088, 129.30 feet; thence 152.30 feet along the arc of curve to the right with a radius of 1055.00 feet and a chord which bears S 40° 26' 21" E, 152.17 feet; thence S 10° 26' 00" W 175.04 feet; thence S 13 06' 43" E 82.46 feet; thence N 66° 18' 34" W 102.17 feet; thence N 10° 36' 58" 48.66 feet; thence S 89° 26' 56" W 1911.36 feet; thence N 11° 20' 17" E 440.24 feet; thence N 61° 37' 54" E 111.80 feet; thence N 27° 33' 16" E 458.94 feet; thence N 1° 48' 12" W 225.00 feet; thence N 31° 32' 53" W 201.56 feet; thence N 22° 15' 40" W 429.57 feet to the place of beginning. IL 1200015B and MB70006B. EXCEPTING THEREFROM THE FOLLOWING: A parcel of land located in part of the SE 1/4 and NE 1/4 of the SE 1/4 of Section 12, T1N, R17E, Town of Linn, Walworth County, Wisconsin, more particularly described as follows: Commencing at the East 1/4 corner of said Section 12; thence along the East line of the SE 1/4 of said Section 12, S 01° 48' 53" E, 1087.26 feet to a point in the North line of Lot 1 of Certified Survey Map No.1878 thence N 66° 05' 47" W, 50.36 feet to the place of beginning, said place of beginning being 88 feet +/- from the shore of the existing pond; thence S 38° 15' 00" W, 304.42 feet to a point which is S 21° 42' 11" E, 60 feet +/- from the shore of the existing pond; thence S 21° 42' 11" E, 62.54 feet; thence N 29° 05' 26" E, 340.07 feet to the point of beginning, including the lands lying between the existing pond and the above-described parcel of land which parcel is approximately 301 feet along the shore of the existing pond.**

Attorney Richard Torhorst spoke on behalf of the applicant, describing the location of the subject property. He said the applicant is requesting the zoning of Rural Holding (RH) because there are no specific redevelopment plans at this time. However, at a future time the property owner would like to develop a commercial park with a potential large development. Commissioner Skates asked if there is potential for any park or recreational space within the property. Mr. Torhorst said there is a nice pond on the property and there is potential for public park space in the future. Commissioner Flower asked about future utility needs. Mr. Torhorst said there would need to be extension of sewer and water service from the City to this property at the time of redevelopment. He said the City has the capacity to serve utilities to the property.

Penny Roehrer, 951 S. Lakeshore Dr. #1, Lake Geneva, asked the status of the City's Smart Growth Plan. She expressed concern with the timing of the annexation request. She said she would oppose creating a TID to support a future business park.

Dick Malmin, N1991 S. Lakeshore Dr., Town of Linn, expressed concern that the property could be contaminated from an old dump site that was located near the property.

Jim Strauss, 246 Ridge Road, Lake Geneva, said he was concerned that the annexation would lead to more "big box" development in the City. He said he was also concerned about getting into a land war with neighboring municipalities.

Attorney Torhorst said the timing is good for the City to annex the property. He said the City's master plan shows the property as a commercial development site. He said the property owner would work with the City to ensure any future development would be in the best interest of the City. Mr. Torhorst added that the property has been monitored for contamination and it was shown there was not any leakage or seepage from the former landfill site.

Flower/Olson motion to close the public hearing. Motion carried 6 to 0, Alderman Hougen abstained.

Connors/Skates motion to approve the Petition for Direct Annexation by Unanimous Approval on behalf of the Property Owners of territory located in the Towns of Linn and Bloomfield, Walworth County, Wisconsin, to the City of Lake Geneva, Walworth County, Wisconsin, pursuant to Section 66.0217(2), Wisconsin Statutes, filed by Lake Geneva Economic Development Corporation, PO Box 1300, Lake Geneva, WI 53147, as the sole owners of record of the real property in the territory sought to be annexed, such territory being more particularly described as Lot 1 and Outlot 1 of Certified Survey Map No. 4088 according to the recorded plat thereof, recorded in Volume 25 of Certified Surveys on Page 272 as Document No. 721000, located in part of the SE 1/4 of the SE 1/4 of Section 12, Town 1 North, Range 17 East, and part of the SW 1/4 of the SW 1/4 of Section 7, Town 1 North, Range 18 East, all in Walworth County, Wisconsin. IA408800001 and IA408800002 MA408800001 & MA408800002. Also a parcel of land located in the Southeast 1/4 of Section 12, Town 1 North, Range 17 East, and the Southwest 1/4 of Section 7, Town 1 North, Range 18 East, Walworth County, Wisconsin, more particularly described as follows: Commencing at the Northwest corner of said Southeast 1/4; thence N 89° 30' 05" E 550.00 feet to the point of beginning; thence continue N 89° 30' 05" E to the Northeast corner of said Southeast 1/4, 2096.67 feet; thence N 87° 35' 59" E along the North line of the Southwest 1/4 of Section 7, Town 1 North, Range 18 East, 840.72 feet; thence S 54° 29' 21" E 367.95 feet to the Westerly right of way of State Highway "120"; thence 959.63 feet: along the arc of a curve to the left with a radius of 2690.28 feet and a chord which bears S 30° 43' 08" W 954.55 feet; thence S 20° 30' 00" W 330.61 feet to the North line of Certified Survey Map No. 1878: thence N 66° 04' 07" W 597.95 feet to the Northwest corner of said Certified Survey Map; thence S 29° 07' 18" W along the West line of said Certified Survey Map and also the West line of Certified Survey Map No. 4088, 354.14 feet; thence S 76° 15' 35" W along the West line of Certified Survey Map No. 4088, 129.30 feet; thence 152.30 feet along the arc of curve to the right with a radius of 1055.00 feet and a chord which bears S 40° 26' 21" E, 152.17 feet; thence S 10° 26' 00" W 175.04 feet; thence S 13° 06' 43" E 82.46 feet; thence N 66° 18' 34" W 102.17 feet; thence N 10° 36' 58" E 48.66 feet; thence S 89° 26' 56" W 1911.36 feet; thence N 11° 20' 17" E 440.24 feet; thence N 61° 37' 54" E 111.80 feet; thence N 27° 33' 16" E 458.94 feet; thence N 1° 48' 12" W 225.00 feet; thence N 31° 32' 53" W 201.56 feet; thence N 22° 15' 40" W 429.57 feet to the place of beginning. IL 1200015B and MB70006B. EXCEPTING THEREFROM THE FOLLOWING: A parcel of land located in part of the SE 1/4 and NE 1/4 of the SE 1/4 of Section 12, T1N, R17E, Town of Linn, Walworth County, Wisconsin, more particularly described as follows: Commencing at the East 1/4 corner of said Section 12; thence along the East line of the SE 1/4 of said Section 12, S 01° 48' 53" E, 1087.26 feet to a point in the North line of Lot 1 of Certified Survey Map No.1878 thence N 66° 05' 47" W, 50.36 feet to the place of beginning, said place of beginning being 88 feet +/- from the shore of the existing pond; thence S 38° 15' 00" W, 304.42 feet to a point which is S 21° 42' 11" E, 60 feet +/- from the shore of the existing pond; thence S 21° 42' 11" E, 62.54 feet; thence N 29° 05' 26" E, 340.07 feet to the point of beginning, including the lands lying between the existing pond and the above-described parcel of land which parcel is approximately 301 feet along the shore of the existing pond.

Mayor Connors said the annexation and redevelopment of this property would be consistent with the City's master plan. He said it would meet the planned business designation on the land use map. It would be consistent with the goals of economic development in Chapter 9 and land use in Chapter 5. Mr. Connors added that the property is ideally situated from a transportation perspective.

Motion carried by a vote of 6 to 0, Alderman Hougen abstained.

**Review and Action on a Site Plan Review filed by the City of Lake Geneva for replacing the existing restroom/concession building at Dunn Field, Tax Key No. ZOP 00003A**

Ken Etten, architect from McCormack and Etten, presented a site plan for the replacement of the restroom/concession building at Dunn Field. He said the building would have increased capacity for restroom users and a larger concession area. It also would have a small office and storage area. Mr. Etten said the building would have a slightly larger footprint than the existing building. Building/Zoning Administrator Brugger asked if there is a curb ramp from the parking lot to the building. The Commission discussed various aspects of the building and generally expressed support for the site plan as presented.

Skates/Hougen motion to approve the Site Plan filed by the City of Lake Geneva for replacing the existing restroom/concession building at Dunn Field, Tax Key No. ZOP 00003A.

Connors/Skates motion an amendment to add a handicap ramp between the two handicap parking stalls that would connect to a sidewalk that would take a 90 degree bend left and go south connecting with the building. Unanimously carried.

Unanimously carried.

**Downtown Design Review.**

Building/Zoning Administrator Brugger said the new owner of the business located at 252 Center St. is requesting to use a new grill cooker with hood in the front lawn of the property. He noted the business was granted a conditional use to use the grill and the conditional use is scheduled to be reviewed by the Plan Commission in July. Commissioner Flower said the proposed grill looks portable which isn't consistent with the conditional use that had been granted. Commissioner Skates agreed, adding that he thought the grill would not fit in aesthetically with the downtown area. Skates/Flower motion to deny the grill cooker unit and hood as presented. Unanimously carried.

**Adjournment**

Skates/Hougen motion to adjourn at 8:07 p.m. Unanimously carried.

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/s/ Michael D. Hawes, City Clerk

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



# Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik  
Rick Steinberg  
John Swanson

Lynn Hassler  
Peggy Schneider  
Mayor Jim Connors

Barb Hartigan  
Dave Quickel

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

## MINUTES OF THE MAY 1, 2013

City Hall 2<sup>nd</sup> Floor Room 2A

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:05 PM. DPW Dan Winkler read the roll.

### Roll Call:

President Doug Skates \_\_\_X\_\_\_, Lynn Hassler \_\_\_X\_\_\_, Barb Hartigan \_EXC\_\_\_,  
Rick Steinberg \_\_EXC\_\_\_, Peggy Schneider \_\_\_X\_\_\_, Dave Quickel \_\_\_X\_\_\_, 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 (Late)\_,  
Administrator Dennis Jordan \_\_\_\_\_.

### Public Present:

Mr. & Mrs. Kevin Austin, Mr. Mike and Mrs. Julie Goral.

### Approve the Minutes of the Prior Meeting:

It was moved by Mayor Connors to approve the minutes of the May meeting and seconded by Mr. Quickel. The motion passed 7-0.

President Skates made a motion to suspend the rules and go directly to new business. The motion was seconded by Ald. Kupsik and passed 7-0.

### New Business:

Tree Board Appointment Discussion-Ald. Kupsik and President Skates mentioned that Bob Flemming and Joe Esposito were re-appointed. Ms. Candy Kirchberg was elected Chair of the board. It was moved by Kupsik and seconded by Skates to concur with the appointments and chair. The motion passed 7-0.

Skate park Use Discussion-Mr. and Mrs. Kevin Austin discussed their request to conduct a skate competition at our new park on June 29<sup>th</sup> from 11 AM to 6 PM. Mr. Austin represents the Optimist Club of Delavan. He requested the fee to be waived as he didn't know how many boarders would sign up for the event and the club only tries to break even. The entry fee would be set at around \$10 per participant to cover prizes. There was discussion of paying the fee if there were any funds left over from signing up and waiving the fee for the club but not if the event has a sponsor such as the board shop. There was also an assurance that the sponsor would clean up the entire park after the event. Skates said the Commission could set the deposit to insure it would be cleaned up. It was moved by Ald. Kupsik and seconded by Mr. Quickel to approve the event waiving the \$105 fee but charging a \$300 security deposit. Mayor Connors offered an amendment that if the Board Shop or another private sponsor was secured for the event that the fee not be waived. That motion was seconded by Mr. Swanson and passed 7-0. The main motion included the caveat of no waiver if the event secured a sponsor and if there were excess revenues from sign ups that either would be used to pay the park use fee. The motion passed 7-0.

Battlefieldlive Wisconsin Park Use Discussion-Mr. and Mrs. Goral appeared to discuss their business which is laser tag for parties and other gatherings. Their interest was to find out how their clients could go about reserving a park and which parks the City could make available. Some of the set-ups could include inflatable barriers. The discussion included that this activity could take place at Cobb Park or Four Seasons Nature Preserve but it should not disrupt any of the parks along the lakefront. The other concern was for participants firing what appear to be weapons or rifles in the park without City knowledge until a panicked person contacts the police department. The discussion also included input from the Police Chief on this type of activity in the City parks. A brochure was handed out for everyone to better understand this activity. No formal action was needed as the discussion was for exchange of ideas and possibilities at this point.

### **Public Input:**

None.

President Skates did have a 5-resident, 5-non-resident request for recycle containers in the parks. This item was not on the agenda but will be placed on a future agenda for discussion.

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

A request was made from Renee Weiss for a June 8<sup>th</sup> use of the pavilion at Seminary Park from 2 to 7 PM. A check of the reservations indicated the cheerleader school had the park reserved that week including Saturday. By consensus the request was denied as the park was already rented. President Skates would with Artis to confirm the conflict and notify the requester.

Chamber of Commerce requested Flat Iron Park for its concert series on 7/3, 7/11, 7/18, 7/25, 8/1, 8/8, 8/22, and 8/29. It was moved by Ald. Kupsik to approve and seconded by Mr. Quickel. The motion passed 7-0.

Chamber of Commerce requested the Riviera Park for Winterfest from 1/26/43 to 2/2/14. It was moved by Ms. Schneider to approve and seconded by Mr. Swanson. The motion passed 7-0.

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

No comments.

## **Old Business:**

Frisbee Golf Designer Award-Discussion-DPW Winkler advised the Board that the Council approved the design proposal and authorized purchase of equipment. The City Attorney is wrapping up his review of the contract and the designer has been contacted and is ready to proceed anytime. President Skates indicated there should be movement on this initiative within the next 1-2 months.

Dunn Field Restroom/Concession Status Update-DPW Winkler shared the preliminary plans of the new building with the Board. The consensus was to bid it out at the earliest possible time and proceed to construction depending upon start and completion dates. Alternates did include heat and the standing metal seam roof.

Veterans Park Scoreboard Update-Ald. Mott explained the contractor came to the park and went over operations with the YMCA and DPW Winkler. The controls are now the YMCA's to care for. Mayor Connors said to the best of his knowledge there are no new sponsors for the remaining boards.

Arbor Day-President Skates announced Arbor Day is May 11<sup>th</sup> at 10:00 AM at the Library, honoring Mr. Ken Schneider. Ald. Kupsik will speak for the Park Commission and Mayor Connors will do the welcome.

## **Adjourn:**

It was moved by Mr. Quickel and seconded by Ms. Hassler to adjourn the meeting. The motion passed 7-0 and the meeting adjourned at 7:28 PM.

## **Set Next Meeting Date:**

The next regular meeting is scheduled for June 5, 2013.

Respectfully Submitted,

*Daniel S. Winkler*

Daniel S. Winkler, P.E.  
Park Commission Secretary  
& Director of Public Works & Utilities  
05/02/13

(If anyone finds any inaccuracies, errors or needs to adjust the minutes please call or email me prior to the next meeting.)

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

**Board of Trustees Annual Meeting  
Thursday, April 11, 2013 at 8:00 a.m.**

**Call to order**

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

**Roll call**

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

**Adoption/Amendment of agenda**

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

**Disposition of minutes of previous regular meeting and any intervening**

**special meeting(s)**

Brookes made a motion to approve the minutes of the April 5, 2012 Annual Meeting. Oppenlander seconded. Motion carried unanimously.

**President's report**

Lafrenz expressed his gratitude to the Library Board, staff, and volunteers for their service this past year and highlighted our achievements in 2012.

**Nominations & Election of Officers**

Lafrenz presented nominations for the slate of officers for 2013-2014:

Duane Lafrenz	President
Fritz Oppenlander	Vice President
Diane Jones	Secretary
Larry Kundert	Treasurer

Lafrenz asked three times for any further nominations for each of the Officers. No other nominations were proposed. Lafrenz asked for a motion to elect Officers as proposed. Oppenlander made a motion to elect Officers as presented. Brookes seconded. Motion carried unanimously.

**Adoption of 2013-2014 Meeting Schedule**

Lafrenz asked for a motion to approve the 2013-2014 Board meeting schedule as presented. Kundert made a motion to approve the Board meeting schedule as presented. Dinan seconded. Motion carried unanimously.

**Calendar of Operations**

Lafrenz asked the Board to review the proposed 2013-2014 Calendar for Library Operations.. Lafrenz asked for a motion to approve the proposed calendar. Dinan made a motion to approve calendar as proposed. Oppenlander seconded. Motion carried unanimously.

**Adjournment**

Kundert made a motion to adjourn at 8:20 a.m. Wall seconded. Motion carried unanimously.

Respspectfully 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, April 5, 2012 at 7:30 a.m. (Director's Office)**  
Present: Kundert, Lafrenz, Oppenlander. Also present:  
Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$60,200.72 in General Funds and \$46.58 in Donated Funds.

**Board of Trustees Meeting**  
**Thursday, April 5, 2012 at 8:15 a.m.**

**Call to order**

Lafrenz called the meeting to order at 8: 42 a.m.

**Roll call**

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

**Adoption/Amendment of agenda**

Lafrenz asked for a motion to approve the agenda. Kundert made a motion to approve 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 March 8, 2012 meeting. Brookes made a motion to approve the minutes. Kersten seconded. Motion carried unanimously.

### **President's Report**

Lafrenz reported on the luncheon with Mrs. Dresser and family, and Mr. Hartshorne.

Lafrenz proposed that the Board establish a Legacy Committee to explore the possibility of creating a legacy for Mr. Dresser.

Lafrenz proposed that the Board establish a 5-Year Strategic Planning Committee to recommend a plan of action the next five years.

### **Building & Grounds**

Peterson reported on the recent installment of a permanent sound system for the Smith Meeting Room which was funded by the Friends of the Lake Geneva Public Library.

Peterson reported that the proposal to landscape lakeside is pending.

### **Finance/Endowment**

Kundert reviewed monthly expenditures and made a motion to approve \$60,200.72 in General Funds and \$46.58 in Donated Funds. Oppenlander seconded. Motion carried unanimously.

Kundert led a discussion about impact fees and schedule of expenditures. Peterson asked the Board to consider a proposal to add shelves in various units throughout the library and to install an additional shelving unit for the Swanson Center. Discussion followed. Kundert made a motion that Peterson pursue additional bids not to exceed \$2,836.50 and to be funded from impact fees and to proceed with final decision after consultation with Kundert. Brookes seconded. Motion carried unanimously.

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

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

**Director's Report**

Peterson reported that the Library staff checked out 18,138 items in the month of March. This exceeded any other monthly check-out statistic by over 1,200 items.

Peterson reported on the state-wide expansion and funding of the E-book collection.

Benson reported on upcoming adult and youth programming and current art exhibits.

**Adjournment**

Oppenlander made a motion to adjourn at 10:05 a.m. Brookes seconded. Motion carried unanimously.

**Next meeting: Thursday, May 10, 2012 at 8:00 a.m.**

**Respectfully submitted,**

**Diane Jones  
Secretary**

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

**April 11, 2013 6:30 P.M. Lake Geneva City Hall**

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

**Roll Call:** Ken Etten, Ed Yaeger, Dee Fiske, Patrick Quinn, Ellyn Kehoe, Mary Tanner and Jackie Getzen Public Present: Cindy Long who has applied to be Director of Black Point and Louise Rayppy.

**Approval of the Minutes of Historic Preservation Commission Meeting of March, 2013 with correction to #8.**

**Comments from the public** None

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

Celebrating the 30<sup>th</sup> Anniversary of the Geneva Lake Museum on May 17, 2013 6-9 P.M. with cocktails and hors d'oeuvres at the Geneva Lake Museum. The unveiling of the Native American exhibit and the Crane Windows. Tickets are \$60 with raffle tickets at \$10.00 each. Larry Magee, a major contributor to the museum, has passed away.

Tara Trent is the President of the Maple Park Homeowners Association. They are working on a news flyer with information for the association members. On May 6<sup>th</sup> at 6:30, at the Committee of the Whole at City Hall there will be a speaker on renovation of old homes.

Denny Teichow has taken photos of the Victorian home on Main street that is about to be demolished and submitted them to Dan Duchrow at the Wisconsin Historical Society for documentation.

**The Wisconsin Association of Historic Preservation Commissions will hold their 2013 Spring Conference on Saturday, April 27, 2013, at the Milton House in Milton, Wisconsin.**

**Report re: the status of the Geneva Theater Building** and updates on the [www.friendsofgenevatheater.org](http://www.friendsofgenevatheater.org) website. The theater was sold and closed on May 1<sup>st</sup>. There has been no indication of what the future use of the building will be. Carol Cartwright has done a preliminary walk through of the building for nomination to the National Register of Historic Places.

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

A joint meeting of the Cemetery Commission and the Historic Preservation Commission will be held as soon as all members of the Cemetery Commission are available and a mutually agreed upon date can be arranged. It will be held in City Hall and will be recorded.

**Continued discussion re: new historic signs for the Whiting House Hotel, the Frank Lloyd Wright Geneva Hotel and the Lake Geneva Seminary along with the Railroad Heritage Trail through the City of Lake Geneva.**

We are trying to locate new photos of the Whiting House, the Geneva Hotel and the Lake Geneva Seminary with a high resolution for the proposed new signs. Dee Fiske and Mary Tanner will check with the Geneva Lake Museum.

Ed Yaeger announced that he would be stepping down from the Historic Preservation Commission at the end of his term in May. We thanked Ed for his years of service and his special interest in the history of the railroad in Lake Geneva. Louise Rayppy indicated she was interested in serving on the Commission and we passed this information on to Mayor Connors.

**Review of recent Plaque Program applications and information from the Wisconsin Historical Society.**

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

Meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Dee Fiske

**Parking Commission Minutes**  
**Wednesday, April 17, 2013**  
**6:00 p.m. City Hall – Upper Break Room**

1. **Meeting Call to Order** at 6:13 p.m. by Chair Smith.
2. **Roll Call.** In attendance Chair Smith, Commissioners Swangstu, Fleming, Button, and Hennerley. Ald. Sarah Hill did not attend. Also in attendance: Kerri Johnson, Christ Schultz, Ald. Hougen, Mayor Connors.
3. **Minutes of March 20, 2013** were motioned for approval by Fleming, seconded by Swangstu. K. Johnson pointed out Cindy Grunewald's name was misspelled. Minutes to reflect correct spelling. Minutes, as corrected, passed unanimously.
4. **Comments** from the public. None
5. **Review and Next Steps for Rich Parking Study.** Review and possible recommendations. Chair Smith had a phone conversation with Annaka Norris, Planner from Rich. Timetable is tentatively set for meetings in May and surveys in June. Discussion on kick-off meeting. Phone Conference? Open Meetings? Chair Smith will contact Rich to set up conference call as soon as possible which will be scheduled, duly noticed and posted. Ms. Norris will also be asked to provide a tentative schedule for the entire study. Community and business meetings will be scheduled subsequent to the kick-off conference phone call with Rich. Those commissioners not included in the phone conference will be kept informed.

Discussion on survey questions. There will be three distinct surveys.

- 1.) Employees.
- 2.) Owner/Operators
- 3.) Everyone Else

Each survey was reviewed by the Commissioners. A number of suggested changes, deletions and additions were made. Chair Smith to convey those changes to Rich for incorporation in the surveys.

6. **License Plate Recognition.** Motion by Fleming, seconded by Button to table until after the surveys are complete. Passed unanimously.
7. **Talmer Paid Parking Lot.** Motion by Fleming, seconded by Button, to table the matter until completion of the parking study. Carried unanimously.
8. **Parking System Update.** Kerri Johnson reported the following: Per Fire Inspector - the backup batteries are now housed in the police lock-up. The staff for parking enforcement is being brought up to summer strength. Two kiosks to serve Dodge, west and east of Broad, to be installed as weather permits. Kiosks near the beach will only make available beach passes. That capability will be removed from all the others.

Uniforms for 2013 have just been ordered. Commissioners to study a new design for 2014.

Next meeting may be kick-off tele-conference depending upon time line for parking meetings and survey.

Next meeting is scheduled at the regular time and date – May 15 at 6:00 p.m. at City Hall, Room 2A unless the parking study kick-off meeting requires the date to be changed.

Motion to adjourn by Swangstu, seconded by Fleming. Unanimously passed. Meeting adjourned at 7:55 p.m.

# **COMMUNICATIONS COMMITTEE MINUTES**

## **WEDNESDAY, MAY 1, 2013 – 5:00 P.M.**

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

Meeting was called to order by Chairman Milliette at 5:03 p.m.

Roll Call. Present: Alderman Hill, Gary Milliette, Ron Berndt, Andrew Fritz and Jeff Miskie. Absent: Shane Morelock (excused). Also in attendance: Mayor Connors, Emergency Management Coordinator Peters and City Clerk Hawes.

Berndt/Hill motion for approval of minutes from February 6, 2013 meeting, as distributed. Motion carried 4 to 0.

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

John Peters, Emergency Management Coordinator, gave an update on the public/private partnership project. Mr. Peters said the steering committee has met twice and is in the process of planning quarterly training sessions on various emergency preparedness topics. He suggested the Communications Committee consider using its television channel to disseminate more information, such as safety reminders.

#### **Discussion/recommendation on “Welcome Packet” creation**

Mr. Fritz said the Business Improvement District (BID) is looking into reviving this project. The idea would be to provide a packet of need-to-know information to new businesses. Alderman Hill said she also talked to George Hennerley at the Chamber of Commerce about the idea. Ms. Hill noted the chamber has a welcome kit for new residents. Chairman Milliette said the City website was designed with the “businesses” menu bar at the top for directing business owners to the appropriate information for building and zoning permits with the City. The Committee took no action.

#### **Discussion/recommendation on changing City Hall internet providers**

Chairman Milliette said he was concerned that the internet service to City Hall from AT&T is too slow. He received quotes from Geneva Online and Time Warner and didn't think they were much better. Mr. Miskie commented that the speed at City Hall is about 5mbps down and 0.6 mbps up. He said staff doesn't often hit capacity other than when the city clerk is uploading the meeting videos. Mr. Miskie said he is looking into setting up an FTP client to automatically upload the videos outside business hours. He noted that he felt good about using AT&T because they have a more reliable network than Time Warner Cable in this geographic area. The Committee agreed with keeping the current service from AT&T.

#### **Discussion/recommendation on making Plan Commission meeting packets available to the public in electronic format**

Chairman Milliette said it made sense for the City to provide electronic Plan Commission packets because most architects and Plan Commission applicants are fully capable of providing their plans electronically. Alderman Hill said it would not be as easy for residents without computer capabilities to provide their documents electronically. Mr. Milliette suggested those applicants could go to a print shop and have their materials scanned into electronic format. Mr. Fritz suggested researching how this process is done in other communities and identifying a model process.

Hill/Fritz motion to direct the City Clerk to poll other communities on how and whether they provide electronic Plan Commission meeting packets. Motion carried 4 to 0.

#### **Update on City buildings wireless connectivity**

Mr. Miskie reported the City is in the process of installing a wireless connection between buildings to send and receive information. He said the equipment is already installed at most buildings, but they are still addressing line of site issues at the library and Riviera. Mr. Miskie noted the project was budgeted in the capital budget.

**Review of website statistics**

City Clerk Hawes distributed statistics on viewership of the City's website from Google Analytics. He also distributed statistics on the online meeting videos usage.

**Set next meeting date**

Chairman Milliette suggested the next meeting be held on Wednesday, September 4, 2013 at 5 p.m.

**Adjournment**

Milliette/Berndt motion to adjourn at 6:00 p.m. Unanimously carried.

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/s/ Michael Hawes, City Clerk

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

**AVIAN COMMITTEE**  
**THURSDAY, APRIL 11, 2013 AT 5:30 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Wall at 5:34 p.m.

Roll Call. Present: Alderman Wall, Maureen Winkler, Mackenzie Bestold and Donald Forbes.

**Approval of Minutes from August 2, 2012 and August 28, 2012.**

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

**Nomination of President and Secretary.**

Alderman Wall noted a recent change to Ordinance 12-23 (Section 1(d)) which now states that members of city committees should elect a President and Secretary; the Alderman is not required to chair the committee.

Alderman Wall opened the floor for nominations. Winkler nominated Alderman Wall to serve as President, seconded by Forbes. Alderman Wall accepted; unanimously approved.

Alderman Wall nominated Bestold as Secretary; seconded by Winkler. Accepted; unanimously approved.

**Discussion on Great Wisconsin Birdathon**

The Birdathon is an event observed during the month of May to encourage bird observation and raise money for bird cities and the Bird Protection Fund. Lake Geneva has not participated in the program in the past.

Committee discussed potentially pooling resources with other area Bird Cities (Williams Bay, Fontana) to celebrate the event this year. Members of the Lakeland Audubon Society were present at the meeting and suggested a Bird Walk during which bird observation could be done.

Given so little time to prepare and fundraise, Committee decided to postpone participating in the Great Wisconsin Birdathon in 2013 and set it as a goal for 2014.

**International Migratory Bird Day (IMBD)**

Committee recapped success of first IMBD celebration in Lake Geneva last September featuring a "Swift Night Out" at the museum. Mr. Forbes (and represented guests) suggested the event be held earlier than September to catch peak migration of the Swifts. All committee members agreed and selected August 22 or August 29 as possible dates for this year's celebration. Final date will be determined closer to Fall migration season.

Mr. Forbes asked if Administrator Jordan checked on the availability of the Riviera chimney as a potential swift habitat. Alderman Wall did not know, but would follow up with Jordan. Mr. Forbes also asked if the city would consider a man-made tower on the Riviera building given that the Riviera would be a prime location for next year's event. The committee discussed the unlikelihood that appending a new structure on the Riviera building would be approved.

Following up on last meeting's discussion, Alderman Wall commented that Badger High School students would be willing to build Swift towers if provided with materials. Material cost per tower is \$500. Forbes distributed mock-ups of swift nest boxes that could be built in lieu of a tower. One 4 x 8 piece of plywood can make four units. Concern was raised that Starlings and Sparrows may overtake the nest boxes rather than Swifts for which the boxes are intended. It was determined that Winkler's husband will make the first prototypes of nest boxes. The committee will discuss where to hang them at the next meeting. Possible locations include Badger High School, Central Dennison School, new park at old Hillmoor site, park along White River.

Alderman Wall will ask Mike Dunn of Dunn Lumber if they might consider material donations for future construction of nest boxes or towers for the Swifts.

**Discussion on future agenda**

Bestold suggested further planning discussion on IMBD for August and Bird House construction.

**Discussion on future meeting date.**

The Committee agreed to meet next on Thursday, May 16 at 5:30 PM

**Adjournment**

Winkler/Bestold motion to adjourn. Unanimously carried.

Mackenzie Bestold, Secretary 4/13/13

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

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

**DATE:** Thursday, April 11, 2013  
**TIME:** 7:38 a.m.  
**PLACE:** Harbor Shores  
**PRESENT:** John Stensland, George Hennerley, Kevin Fleming, Tom Hartz, Tammie Carstensen, Steve Lois, Bill Gage, Jesse Jacobs, Steve Schroeder, Michael Jackson, Tom Hyslop, Sarah Hill, Karen Bennett, Grace Eckland, He Johnson, Ardith Berkanovic

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

**Minutes:** March 14, 2013 minutes approved on a motion by Tammie Carstensen, seconded Kevin Fleming. Carried with the following amendment: Add to March 14, 2013 minutes: Extensive discussion on web site problem, job performance, and lack of follow through.

**Financial Statements, Bills submitted for payment:** March, 2013 Financials approved on a motion by Steve Lois, seconded Michael Jackson. Carried. Discussion followed on cash flow breakdown. Chamber to provide a cash flow spreadsheet with year projection and year to date by month actual information.

**New Members:** Five new members approved on a motion by Tom Hartz, seconded Bill Gage. Carried. New members are: Be Jeweled, The Tattered Butterfly, Burlington Flowers and Interiors, The Harvard State Bank, Skydive Milwaukee.

**Chamber Member Meeting Report:** Kevin Fleming and Tom Hartz April 10 meeting was held at City Hall. Attendance was 30 members.

-Women's Week-end Update: (over 200 registered).

-Winterfest Committee Report: Following are the initial plans to extend Winterfest activities from Feb. 3 – 8, 2014:

Mon, 2/3: Laser Tag at YMCA with proceeds going to YMCA

Tues, 2/4: Skate, Fire, Smores, Hot Coco, Fire Trucks Baggo Tournament at Geneva Lake Beach with proceeds going to Lake Geneva Fire and Rescue

Wed, 2/5: Cookie Bake Sale by Girl Scouts at Horticulture Hall with proceeds going to Side by Side (not final)

Thurs 2/6: Human Dog Sleds by Boy Scouts on Wrigley Dr. with proceeds going to Lakeland Animal Shelter.

Fri. 2/7: Scavenger Hunt Final Destination and Tally at Talmer Bank & Trust with proceeds going to Lake Geneva Food Pantry.

Sat. 2/8: Reindeer Run, Chili/Soup cook off at Riviera with Winterfest Dance.

St. Patrick's Day parade is also being planned for next year.

**What Are We Missing?** Partnered with Real Life TV and Lake Geneva Regional News. What do locals want to see in the community? Gathering input data and feedback – community contact. Strengthen bond within community. Check out the video-Lake Geneva Regional News Facebook.

**Communications Meeting Report:** Primary navigation is still being worked out. Web site revamp should take 4 – 6 weeks. Report on status will be presented at May Board meeting. Requested a monthly update from Tom Hartz on the Chamber

Web site and ePage City progress.

- Sarah Adams will be main contact for Chamber site/vendor information. Helen Johnson will be contact for maintenance and updates. Request to have all information regarding hosting, domain, and passwords for the new Chamber site be put on a spread sheet for easy access.

**CVB Web Site:**

- Two Board members, in addition to George, should be on a contact list for notification for any emergencies concerning the web site. Cell phone #s for John Stensland, Tammie Carstensen, Jesse Jacobs, George Hennerley should be on file.
- Discussion on host site, dedicated server, and rack space. A second party should look at dedicated server. Jeremy Kinsey (Jaycees) should be contacted for his input. Jeremy Kinsey, Grace, and George to meet before May Board meeting.

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

- City Council: Redraft all impact fees for new developers voted on.
- Recommended Chamber have more of a presence at City Council meetings
- Chamber Board needs to be informed of upcoming meetings of interest

**Around the Corner with John McGivern is coming to Lake Geneva:** PBS show will focus on where people live, work, and play. They are interested in finding places and people that will tell the viewers what is special about Lake Geneva. Deidre Martin will be meeting with George on Sat. April 13 for recommendations. PBS show will be filming June 3 – June 6. Show will be broadcasting mid-January.

**Tom Hughes, Capture the Moment,** presented recent local demographic information on Lake Geneva he received from a Whitewater professor. Need to further discuss the data with Tom before we proceed.

**Caribou Coffee** will be changing to Peetes Coffee very soon.

**Hwy 50 West:** Construction/resurfacing work to begin April 22 and continue through October.

**Affordable Health Care:** Information meeting regarding new changes on health care will be presented by Michael Cook. More details to come.

**I.T. Position:** Job description distributed. Need 3 resumes before decision is made. Position and applicants will be discussed at May Executive Meeting. Job descriptions for Chamber staff also requested for May Executive Meeting.

Meeting adjourned at 9:15 on a motion by Kevin Fleming, seconded Bill Gage. Carried

**Next C/C BOARD MEETING – May 9, 2013, 7:30 A.M. at HARBOR SHORES ON LAKE GENEVA.**

**Geneva Lake Museum  
Annual Meeting Of The Membership  
April 14, 2013**

**The annual meeting** of the general membership of the Geneva Lake Museum was called to order at 1:30 by President Jim Gee. Officers present: Vice President Dale Buelter, Secretary Vern Magee, Treasurer Mary Olson; Directors: Dick Bain, Barb Buelter, Dee Fiske, Pat Gee, Don Rutkowski, Dana Hagenah, Marianne Bonifacic, Chuck Ebeling, Lynn Grayson, Betty Less, Joanne Niessner, and Mary Tanner. Staff in attendance were Director Karen Jo Walsh, Assistant Marsha Engquist, Office manager Pat Cramer and Curator Helen Brandt. Clara Jacobs from the Advisory board also attended. Approximately 42 members were present in the audience.

**Jim** asked for a **moment of silence** to honor **Wilma Jacobson and Larry Magee**; both passed away recently and volunteered their time at the museum, Wilma as a docent and Larry in various rolls by using his truck to move things, add casters so things moved easily, changed light bulbs, and even as a skeleton at the Halloween event last fall.

**Karen** presented flowers and a gift certificate to **Helen and Betty** who have been with the museum for 30 years. Jim also mentioned long time members Clara Jacobs, Joan Mellien, Vern Stephan, and Vern Haan. All were thanked for their dedication and time spent at the museum to make it what it is today.

The minutes of the previous annual meeting held April 25, 2012 were sent electronically and were approved by a motion by Marsha and second by Peg Williams, motion carried.

**Reelection of directors** Lynn Grayson, Vern Magee, Jim Davis, Joanne Niessner, and Pat Gee was done by a motion by Marsha Engquist and second by Betty Less, motion carried. Jim announced all of the present officers have agreed to serve again and were reelected by a motion from Dee and second by Lynn, motion carried.

**Curators report:** Helen believes we are in a rebirth Renaissance period with the GLM because we have had such a wonderful year with 7,060 guest in 2012 compared to 3585 in 2011. We had 91 tours, class visits and special events during the year with 3105 people attending. Especially large attendance came in August with 970, September 923 and October 1048 people. Helen also reported we had guests from 36 states and 15 countries and were escorted by 19 docents throughout the year. She said we now have some men docents for which we are happy to see and thank all of them for the time given to the GLM.

**Treasures Report:** Mary Olson reported that we have \$50,00 plus in the bank and \$7,600 of that are restricted funds. We also have a deposit for an upcoming event and \$816 for payroll taxes that have been paid in April. Fund raising was up significantly and the store is doing very well also.

**Directors report:** Karen and Marsha gave a power point to the audience with Karen narrating as the pictures were shown on the screen. Many dreams became reality as they showed the progress made this year such as the improvements to the Log cabin with many more interesting artifacts and a field-stone fireplace made by Ken Cramer with volunteer Josh washing all of the collected rocks. The wigwam was one of the biggest challenges and began with a professional artist painting the background which was done by a generous donation from John and Dana Hagenah. An education center was created at the north end of the building with construction done by Karen's brothers. A pipe was added to the wood stove in the general store connecting it to the wall which makes it more realistic. Yellow paint

was added behind the shelves in the general store making the merchandise pop and stand out thanks to Joanne and Barb. Hours of work by Dale will bring us the beautiful Crane windows from the Jerseyhurst estate, which came back to Lake Geneva after spending years in Hawaii. They are being restored at Gilbertson Stained Glass and will be unveiled on May 18. The Newberry anchor was re-located out side with the help of men, a crane and a truck with some added paint touches by Dale. Karen stressed how important volunteers are; they change light bulbs, clean, paint, pack decorations and a variety of other tasks for which we could not exist without them. The Halloween night was new this past year and was so successful we plan to do it again. We also had a Victorian Christmas which was bright and colorful with many, many Christmas trees. The Train show was another big attraction with 956 people attending and will be repeated next year at the same time. History Loves Company was a big success as was Venetian Night where those in attendance enjoyed the boat, refreshments, fireworks and live music. Tuesdays at 2 was highlighted as a wonderful addition to things going on weekly at the GLM. Karen encouraged anyone in the audience to use their skill to host a workshop. The education committee achieved many things this year, among them 4 certificates in the StEPs program. They also do research with other museums and do out reach programs at senior facilities and Grand Geneva. The research library was revamped thanks to Dana and Linda West plus many other volunteers. We are also proud of republishing the book *Annals of Lake Geneva Wisconsin* and Lynn Grayson has submitted this in hopes of us winning an merit award for this to be announced this summer. We are constantly updating our website and now with the help of Maureen Winkler and some other volunteers we are on facebook and looking into Twitter. Many non profits groups are now meeting in the Mill Street Centre which has become a popular place. All in all we have had a great year.

**Nominating Committee:** Jim announced that Mary Olson would be stepping down as treasurer later this year, and that position is the most difficult to fill. The committee has a candidate in mind and Vern and Jim have interviewed him, however he has not accepted our offer to become a board member yet so his name was not revealed. Jim did tell the membership of his credentials, all of which would make him an ideal candidate. We will wait for his decision and are hopefully he will accept.

**Finance Committee:** Mary and Jim, the only members of this committee right now, are proposing the GLM have a quasi endowment. Jim is visiting different banks to find the best place for the money that Harry Hartshorne has given us which will be used to start the endowment, and he will write the resolution and have an attorney look it over first. This will allow us to touch some of the principal with a large support of the board of directors, if that is ever necessary.

**Fund Raising:** Marianne feels the visibility of the museum in the community has been heightened with the many events that have taken place this past year. The profits from the events were read by Marianne and are as follows; May event 13,716.02; Book Sale, \$1476.19; Venetian Night, 2,400; Fall Luncheon 2,965.00 bringing the total profit to \$20,557.22. This was an increase of 10 fold compared to 2011 where the profit was 2989.00 for the year. Plans are moving along nicely for Elgin Club tour to be held in September and arriving there by a Gage boat and visiting 7 homes.

**Marketing and Publicity:** Chuck said we spend very little on advertising and have only a small budget, but some has been donated and when we do pay, it's important to get a good return on money spent. We have a wonderful relationship with the Regional News who has given us good publicity in a news type story, which is free. Social media is being used more this year with our web site being updated frequently by a volunteer at no charge to us. Facebook is being used more with help from several people; we have over 100 hits, but we can do much better, and will look at Twitter also. Pat Cramer will continue to put us in as many publications as possible. Chuck placed an ad in the Lake Geneva magazine for \$500, but is not sure he would do it again, however there will be 15,000 copies

out there for tourist to pick up throughout the season.

**Planing and Exhibits:** Karen reported we are still looking for authentic artifacts for the Wigwam Exhibit and people would not have to donate them but we would be happy if they would loan them. Dale explained that along with the Wigwam Exhibit up front, the Crane Windows will be unveiled for the first time at the rear of the building. Some friendly competition is taking place between Karen and Dale with the two new exhibits and we look forward to seeing both of them. The Lake Level Exhibit will be relocated and updated to the lobby of the museum where it will be more visible to the general public. Alan Maywald is stepping up and doing the electrical work needed for the new exhibits.

**Collections:** Dee Fiske reported that there were 86 donations made to the museum so far this year from 14 donors. A large collection of over a 1000 pieces was donated by Mr James Conway from Kenosha which involved giving him an appraised value on many of his things. Karen made a plea for anyone interested in donated or loaned items help us record them and take care of them to preserve them. Dee read a very long list of some of the items brought into the museum this past year.

**Membership:** Jim gave the membership report and enthusiastically told the audience that last year we had 194 members and this year we have 280.

**Museum Store:** Pat Gee reported that the items that were not selling were put on sale, did away with consignment sales and changed the lay out of the store. They have ordered more books and coloring books and puzzles, all with a historic theme. T shirts and sweat shirts have not done as well as hoped. Archival photos have been framed and some just matted so we have something different to sell. All items are now bar coded which will make it easier to keep track of items especially when busy. Artist Paulette Jensen allowed us to use one of her painted pieces that we can put on any thing we would want to personalize such as T shirts or small mint boxes. We are calling this our signature piece and are grateful to Paulette for permitting us to use her art work. With more open hours and new merchandise, the store did \$9200.00.

**Old Business:** We realized that StEPS and AASLH have been covered earlier in the meeting. StEPS was explained to the membership and Karen told them we have 2 Silver and 2 Gold certificates. Betty wanted to thank everyone for the honor bestowed upon Helen and her self.

**New Business:** Marsha announced that a wonderful cake awaits us when the meeting is over in honor of Betty and Helen. Vern Magee suggested that people look at the statistics that Marsha prepared so they can see the volunteer hours worked and various things guests filled out while visiting the GLM. We almost hit 10,000 hours given by volunteers which will help when we apply for grants. It is a team effort that keeps the doors open along with the support of the city of Lake Geneva. Jim explained how much the city does for us with a stipend every month along with the use of the building. Vern Magee mentioned that her late husband, Larry, was the alderman that got the first stipend in place for the museum.

There being no other business, Jim adjourned the annual meeting for the year 2013.

Vern Magee  
Secretary

Geneva Lake Environmental Agency  
Director's Report  
March - April 2013

-After attending the KNC Board meeting and discussing our revised groundwater monitoring plan the concept was met favorably. Working with Dr. Bart from UW- Madison, they will be doing some separate groundwater monitoring in the fen area to better understand the fen and its relationship to the whole wetland. I will be ordering the well material in the very next future. We hope that we can get them install in the next month. Approx. cost per well will be around \$55. We propose 6 wells. The biggest cost may be the surveying of the wells.

- I anticipate installing two staff gauges, one in Southwick Creek and one in Harris Creek. I am checking with WDNR to see what we need to do to put these gauges into navigable streams. They will also need to be surveyed. This will help us relate water table to stream stage.

-I have been contacted by a student from UW-Oshkosh who is doing a survey on attitudes towards the shore path. We have corresponded about who their target audience is and how best to reach them. I have asked for a copy of the survey for comments.

-We have made the call that ice-out was Tuesday April 9<sup>th</sup>. I was out of town but this is what I have been able to gather from discussion with several persons who would know. That resulted in 65 days of ice cover compared to a 25 yr mean of 64.2 days and an average of 53.8 days for the previous 12 years.(since 2000).

-After reviewing 26 applications and interviewing three candidates we have offered Sam Thomson, UW-SP, the intern position for summer of 2013. He accepted. He will be spending the summer in Milwaukee and commuting to the job. More on Sam at the meeting.

- I believe we have a candidate for the Willard L. Gross Scholarship to attend the Natural Resource Careers Workshop at Trees for Tomorrow. I was contacted by a teacher at Badger informing me that he completed the teacher evaluation and sent the form to the camp. He did not share with me the name of the student. If the teacher feels the applicant is worthy and if he is accepted by the camp we will give him the scholarship. He is the only candidate at this time.

-I ordered and received the new computer. I have not yet had time to set it up and make the transition but I hope to do so soon. Total cost was under \$900.

-The GWC/GLEA Earth Day event is coming soon. It looks as if Chad will arrive late afternoon and start his presentation at 6:00 pm. He is bringing 60 bare rooted seedlings of oak that we will give out for free at the event. For several reasons we moved the event from the Mable Cratty building to the Carry Ann Room in the Winston Paul Building. Notices were sent to media and various lake groups by both the GLEA and GWC.

-Lake level continues to rise. I have gotten a few calls from pier people asking if the lake is exceptionally high for this time of the year. The gates have been closed for some time. As of Friday 4/12/13 lake level was approximately 6 inches above the spillway. According to old Lake Level Corp. readings that may be a record high for April.

-The GLEA/GWC/Gateway Lake Quality Day is scheduled for April 25<sup>th</sup> from 4-6 pm. It will expose students to how to test for different chemical, physical and biological aspects of a lake and what the numbers mean.

-The Wisconsin Lake Conference was a good learning experience. Although the theme was on working together for lakes, there was a lot on aquatic invasives.

-As I prepare this report the campus has been without internet access for four days and thus some items I discuss may be old as I have not been able to view my email or internet. Hopefully it will be resolved soon.

twp