



**COMMITTEE OF THE WHOLE**  
**MONDAY, JULY 1, 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 June 3, 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. **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
7. **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

8. **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 Hougen

9. 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.*

6/28/13 8:35AM

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
MONDAY, JUNE 3, 2013 - 6:30PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Alderman Kupsik.

Roll Call. Present: Aldermen Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Tolar. Also present: City Administrator Jordan.

Kehoe/Hill motion for approval of Minutes from May 6, 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.**

Bill Huntress, 1015 Pleasant St., Lake Geneva, spoke in opposition to the City's TID #4. He said he didn't support TIF because it is a burden to the taxpayers.

Richard Peterson, 300 S. Edwards Blvd., Lake Geneva, asked the Council to close TID #4. Mr. Peterson stated TIF is a burden to the taxpayers as well as the surrounding school districts.

Jim Strauss, 246 Ridge Rd, Lake Geneva, acknowledged George Hennerley for his service to the Chamber of Commerce. He also acknowledged City staff and elected officials for their efforts in running the City. Mr. Strauss spoke in favor of a shuttle idea as a way of alleviating parking issues.

**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 Lyon  
Planning Commission, Alderman Hougen  
Board of Park Commissioners, Alderman Kupsik  
Library Board, Alderman Wall  
Historic Preservation, Alderman Kehoe  
Cemetery, Alderman Taggart  
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 Lyon  
Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik  
Geneva Lake Environmental Agency, Alderman Wall

Kupsik/Hill motion to adjourn at 7:43 p.m. Unanimously carried.

Transcribed from audio tape.

/s/ Michael D. Hawes, City Clerk

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

# **FINANCE, LICENSE & REGULATION COMMITTEE**

**MONDAY, JUNE 24, 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, DPW Winkler, Comptroller Pollitt and City Clerk Hawes.

**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.**

Beverly Leonard, 1504 Dodge St., Lake Geneva, asked the Committee to recommend purchasing and installing two paddle boarding racks at the lakefront near the west-end restrooms.

David Hills, W2762 Krueger Rd., Lake Geneva, spoke on behalf of Hawks View Boutique, requesting approval of the application for a Class “B” fermented malt beverage license.

## **Approval of Minutes**

Hougen/Lyon motion to approve Finance, License and Regulation Committee meeting minutes of June 10, 2013, as distributed. Unanimously carried.

## **LICENSES & PERMITS**

**Park Permit Application filed by Geneva Lake Area Chamber of Commerce for Post Winterfest Activities Week using Riviera Park on February 6, 2014 from 3 p.m. to 8 p.m. (continued 6/10/13)**

Kupsik/Lyon motion to recommend continuing to the July 8, 2013 meeting. City Clerk Hawes said the applicant requested the park permit and street use permit applications be continued to the next meeting so they can put together more detailed plans for the event. Unanimously carried.

**Street Use Permit Application filed by Geneva Lake Area Chamber of Commerce for Post Winterfest Activities Week using Wrigley Drive on February 8, 2014 from 7 a.m. to 10 a.m.**

Hill/Kupsik motion to recommend continuing to the July 8, 2013 meeting. Unanimously carried.

**Original Class “B” Fermented Malt Beverage License Application for Hawks View Golf Club LLC d/b/a Hawks View Boutique, 728 Main St., Lake Geneva, Daniel R. Daniels, Agent**

Kupsik/Hougen motion to recommend approval. City Clerk Hawes explained the business is applying for a Class “B” license to serve fermented malt beverages on its premises. He said the state statutes allow for sporting goods stores to hold this type of license. Motion carried 4 to 1, with Alderman Mott opposed.

**Original Massage Establishment License Application filed by CJR Partners LLC d/b/a Spinal Rehabilitation Center of Lake Geneva, 800 Geneva Parkway N., Suite 102, Lake Geneva**

Kupsik/Hougen to recommend approval. Unanimously carried.

**Request to amend Renewal “Class B”/Class “B” Liquor & Fermented Malt Beverage License filed by Sandal Inc. d/b/a Lake Geneva Lanes, 192 E. Main Street, Lake Geneva, Franklin D. Guske, Sr., Agent to include front patio area in the premises description, contingent upon conditional use permit**

City Clerk Hawes said the applicant requested to amend their alcohol license to include the proposed front patio area in its premises description. He suggested as a matter of consistency with other outdoor dining areas that the Committee require bollards connected in such a manner that the patio tables appear as an enclosed area. Kupsik/Lyon motion to approve, contingent upon issuance of a conditional use permit for the patio area. Unanimously carried.

**Renewal Alcohol Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

**“Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License Application for Popeye’s Galley & Grog, 811 Wrigley Dr., Lake Geneva, Michael Anagnos, Agent**

Kupsik/Mott motion to recommend approval. Unanimously carried.

**Class “B” Fermented Malt Beverage & “Class C” Wine License application filed by Mama Ciminis LLC, 131 Wells Street, Lake Geneva, Nick Cimino, Agent**

Kupsik/Lyon motion to recommend approval. Chairperson Hill noted the premises description does not include an outdoor seating area. Unanimously carried.

**Class “B” Fermented Malt Beverage License application filed by Lake Geneva Hospitality Group LLC d/b/a Comfort Suites, 300 E. Main Street, Lake Geneva, Sam Russo, Agent**

Kupsik/Mott motion to recommend approval. Unanimously carried.

**“Class A”/Class “A” Intoxicating Liquor & Fermented Malt Beverage License application filed by Kenru LLC d/b/a Village Gourmet & World Wine Shop, 725 West Main Street, Lake Geneva, Kenneth H. Conell, Agent**

Hougen/Hill motion to recommend approval. Unanimously carried.

**“Class A”/Class “A” Intoxicating Liquor & Fermented Malt Beverage License application filed by Queso Corp. LLC d/b/a The Cheese Box, 801 S. Wells Street, Lake Geneva, Leslie Schwinn, Agent**

Kupsik/Lyon motion to recommend approval. Chairperson Hill asked how the City could renew the license when the business appeared to close last year. City Clerk Hawes stated the business owner said they are still in business but they don’t have regular open hours. He noted The Cheese Box still maintains a business license and weights and measures license with the City. City Attorney Draper said the State does not require the business to have regular open hours in order to be eligible for the alcohol license. He added that the owner provided copies of invoices to the city clerk evidencing that they have used their license in the last 90 days. Motion carried by a vote of 3 to 2, with Aldermen Hill and Mott opposed.

**“Class A”/Class “A” Intoxicating Liquor & Fermented Malt Beverage License application filed by Midwest Fuel LLC d/b/a Northside Mobil, 501 Interchange N., Lake Geneva, John Consolino, Agent**

Kupsik/Hougen motion to recommend approval. Unanimously carried.

**Renewal Taxi Company License application filed by Lakefront Shuttle & Services, W3746 Lake View Drive, Geneva, WI**

Hougen/Kupsik motion to recommend approval. Unanimously carried.

**Renewal 2013-2014 Operator (Bartender) License applications**

Kupsik/Hougen motion to recommend approval. Unanimously carried.

**Original 2013-2014 Operator (Bartender) License applications filed by Krystal N. Blum, Tara M. Costa, Amber D. Agen, Marina E. Rebellato, Justin R. Bender, Kelsey B. Coltrane-Reeb, Margaret M. Roesser, Ian W. Ottoway, Kimberly D. Zimmerman, Savannah R. Dettman, Ryan E. Sylvester, Charlotte J. Wrzesinski, Gina Nocek, Eric M. Burt, Jay M. McNulty, Lonette M. Parkey, Luke J. Cucchi, Alexandria E. Witt and Shannon M. Tenney**

Kupsik/Hougen motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on award of bid for Dunn Field Restroom reconstruction**

DPW Winkler reported the City received seven bids for the construction of the replacement concessions/restroom building at Dunn Field. Mr. Winkler referenced the bid results provided in the meeting packet. Magill Construction (Elkhorn, WI) submitted the lowest base bid at \$265,045.00. Gilbank Construction (Clinton, WI) submitted the lowest bid for the base bid plus the alternate bids for heating the building and demolishing the old building at \$298,600.00. Mr. Winkler noted the base bid included a metal seam roof and each contractor submitted an alternate bid for a lower-cost shingled roof.

Alderman Mott expressed support for heating the building, stating it would allow for year-round use. Alderman Kupsik agreed, adding that it would be more difficult to add heating to the building at a later time. Mr. Kupsik said he favored the bid submitted by Gilbank including the heating and demolition.

There was considerable discussion about the different building options and costs. Administrator Jordan said \$265,000.00 was available in the TID budget. He said any cost above that could be funded by TID discretionary funding which would require a budget amendment.

Kupsik/Hill motion to recommend the award contract with Gilbank Construction, including alternate #1 for heating the building and alternate #3 for demolition of the current building, for a total amount of \$298,600.00 funded by TID #4, contingent upon approval of a budget amendment. Motion carried 4 to 1, with Alderman Hougen opposed.

**Discussion/Recommendation on installation of two stand-up paddle boarding racks at the west-end of Library Park in the amount not to exceed \$500.00 funded by the lakefront fund (recommended by Piers, Harbors and Lakefront Committee 5/23/13)**

Kupsik/Mott motion to recommend approval. DPW Winkler distributed a sketch of the racks. He said they could be constructed of treated wood similar to the kayak racks. Each rack would hold six boards. The units would be no taller than the adjacent shrubs. Alderman Hougen noted the Piers, Harbors and Lakefront Committee decided the paddle board racks would be rented for the same price as the kayak racks. Unanimously carried.

**Discussion/Recommendation on renewal of Health Insurance Plan**

Kupsik/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 \$6,844.61. Alderman Hougen requested that staff provide information about anticipated expenditures about a month before they occur. Unanimously carried.

Kupsik/Hougen motion to recommend approval of Regular Bills in the amount of \$164,438.21. Unanimously carried.

Kupsik/Hougen motion to accept the monthly Treasurer's Report for the month of March and April 2013. Unanimously carried.

**Adjournment**

Hougen/Lyon motion to adjourn at 7:14 p.m. Unanimously carried.

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/s/ Michael D. Hawes, City Clerk

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

# **PERSONNEL COMMITTEE MINUTES**

## **THURSDAY, JUNE 13, 2013 – 4:00 P.M.**

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

Meeting was called to order by Chairman Kupsik at 4:04 p.m.

Roll Call. Present: Aldermen Hill, Wall, Taggart, Kehoe and Kupsik. Also in attendance: City Administrator Jordan, Building/Zoning Administrator Brugger and City Clerk Hawes.

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

#### **Discussion/recommendation on recruitment process for building inspector/zoning administrator position**

Administrator Jordan reported that Building/Zoning Administrator Brugger submitted a letter announcing his plan to retire. Administrator Jordan said he would like to begin the recruitment process for Mr. Brugger's successor as soon as possible. Administrator Jordan distributed a job description for the building/zoning administrator position. He said he would like to advertise the job opening through the League of Municipalities, local newspaper and building inspector association. Alderman Hill suggested the less-critical qualifications be identified as "preferred" in order to attract more applicants. The Committee discussed the salary range and timeline for the recruitment and interview process.

**Hill/Wall motion to instruct staff to proceed with advertising for the building/zoning administrator position with a salary range of \$55,000-\$65,000, with an application deadline of July 19, a review period during the week of July 22 and interviews during the week of July 29.** Alderman Kehoe suggested the advertisement promote a competitive benefit package. **Motion carried 4 to 0, Kehoe abstained.**

Considerable discussion followed relating to Mr. Brugger's last day and the benefits the City provides upon retirement. The Committee asked Mr. Jordan to review Mr. Brugger's contract, to research past practices on retirement benefits and report back to the Committee at its next meeting. The Committee agreed to hold another special meeting on Monday, June 17 at 3 p.m.

#### **Adjournment**

Taggart/Kehoe motion to adjourn at 4:59 p.m. Unanimously carried.

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/s/ Michael Hawes, City Clerk

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

# **PERSONNEL COMMITTEE MINUTES**

## **MONDAY JUNE 17, 2013 – 3:00 P.M.**

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

Meeting was called to order by Chairman Kupsik at 3:01 p.m.

Roll Call. Present: Aldermen Hill, Wall, Kehoe and Kupsik. Absent: Alderman Taggart. Also in attendance: City Administrator Jordan, City Attorney Draper, Building/Zoning Administrator Brugger and City Clerk Hawes.

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

#### **Discussion/Recommendation on building inspector/zoning administrator position**

The Committee continued its discussion on retirement benefits for Barney Brugger. Administrator Jordan reported on the benefits Mr. Brugger has earned to date. He also provided information on past practices relating to retirement benefits in the City. The Committee discussed options for contracting building and zoning services in the absence of a building inspector/zoning administrator.

Hill/Wall motion to instruct staff to proceed with contracting with Vandewalle and Associates for planning/zoning services and to solicit bids for building inspection services during the vacancy of the building/zoning administrator position. Motion carried 4 to 0.

Alderman Kehoe asked Administrator Jordan to provide a hard copy of Mr. Brugger's current benefit package in writing for the Committee to review at its next meeting. Kehoe/Hill motion to continue the discussion of the building/zoning administrator retirement benefits to a special meeting to be held on June 24 at 5 p.m. Motion carried 4 to 0.

Kupsik/Wall motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(e) for competitive bargaining reasons for clerical and public works unions negotiations, with City Administrator Jordan, City Attorney Draper and City Clerk Hawes present. Motion carried 4 to 0.

The Committee entered into Closed Session at 4:44 p.m.

Hill/Kupsik motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and make any recommendations on any items discussed in closed session. Motion carried 4 to 0.

The Committee reconvened in open session at 4:57 p.m.

Kupsik/Wall motion to instruct the city administrator to negotiate as discussed in closed session. Motion carried 4 to 0.

#### **Adjournment**

Taggart/Kehoe motion to adjourn at 4:59 p.m. Unanimously carried.

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/s/ Michael Hawes, City Clerk

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

**PERSONNEL COMMITTEE MINUTES  
MONDAY JUNE 24, 2013 – 5:00 P.M.  
CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 5:01 p.m.

Roll Call. Present: Aldermen Hill, Wall, Kehoe, Taggart and Kupsik. Also in attendance: Mayor Connors, City Administrator Jordan, City Attorney Draper, Comptroller Pollitt, Building/Zoning Administrator Brugger and City Clerk Hawes.

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

Wall/Hill motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the governing body re: building inspector/zoning administrator, with Mayor Connors, City Administrator Jordan, City Attorney Draper, Comptroller Pollitt and City Clerk Hawes present. Unanimously carried.

The Committee entered into Closed Session at 5:02 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 5:44 p.m.

Kupsik/Wall motion to give Mr. Brugger the retirement benefits earned per contract. Motion carried 4 to 1, with Alderman Taggart opposed.

**Adjournment**

Taggart/Kehoe motion to adjourn at 5:47 p.m. Unanimously carried.

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/s/ Michael Hawes, City Clerk

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



# Public Works Committee

Alderman Bill Mott Chairman

Alderman Jeff Wall

Alderman Gary Hougen

Alderman Al Kupsik

Alderman Sarah Hill

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

Street Superintendent Ron Carstensen

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

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

Phone: (262) 248-3673

## Agenda Explanation

**DATE:** June 12, 2013

### MEMORANDUM

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

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

**SUBJECT:** June 13, 2013 Public Works Committee Meeting Agenda Explanation

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

**Members in attendance:**

Chairman Bill Mott  X   
Alderman Gary Hougen  X   
Alderman Jeff Wall  X   
Alderman Sarah Hill \_\_\_\_\_  
Alderman Al Kupsik  X   
Public in attendance: \_\_\_\_\_

**Staff Present:**

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

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

Motion to approve by Ald. Wall, Seconded by Ald. Kupsik and passed 4-0.

**Public Comments:**

Ald. Kehoe discussed the possibility of temporary parking permits either in the metered spots or the neighborhoods for residents or residents only. The consensus on the subject was that the Parking Commission should look into it. She also mentioned possibly painting the curb either side of the alley by her home yellow to provide some turning room out of the alley. PWC may put this on its next agenda if need be.

**Communications:**

DPW Winkler provided a capital projects update.

### **Agenda Items:**

1. Police Department Expansion into the Second Floor Senior Center-Discussion.
2. Right-of-Way Vacation Request – Edgewood Drive & LaSalle Street (Continued).
3. Library Park & Museum Street Lights-Replacement to L.E.D.
4. Veterans park North Parking Lot Expansion-Discussion.

### **Public Works Projects Update**

DPW Winkler gave the following rundown on Public Works Projects:

- ✓ Broad Street Lighting-Council is reconsidering the light selection. A demonstration light is on order, but we do not have a delivery date from the manufacturer as yet.
- ✓ Disc Golf Course Design-Watch It Bend received his contract and is scheduling the site visit for the summer. Winkler will advise everyone when the work begins.
- ✓ Tennis Courts Replacement-The project is finished and the Street Department set the nets & posts this week. Ald. Wall inquired as to the delay. Winkler indicated it was due to contractor confusion on who had the net posts.
- ✓ Downtown Concrete Repairs-Humphreys is nearly finished with the additional list of work.
- ✓ Dunn Field Restroom Replacement-Bid opening is June 19<sup>th</sup>.
- ✓ Public Parking Lot Repairs/Repaving-The DPW is working on plans and specifications for summer bid and early fall construction.
- ✓ Riviera Seawall-The DPW will be working on the plans and specifications for late year construction.
- ✓ West End Pier-Gage completed the 10 additional boat slips. Ald. Wall was concerned with the delays in installing the slips and the consensus was that Gage Marine should have made us their highest priority.
- ✓ Cook Street Traffic Signal-C-S will be conducting warrants evaluation/counts around the Fourth of July.
- ✓ Main Street Storm Tunnel-Crispell is in Phase II design. There is a process that pulls a new pipe section into the tunnel and the gap is grouted solid. We will be using this in place replacement method on the section under Main Street. Construction is slated for the fall.
- ✓ 2013 Street Maintenance Program-The project should bid in the next 30 days. Construction work in the downtown area will not occur before fall. Restriping of Main Street is on these plans and should be done right after award or with the assistance of the Street Department. This is also a WSLR street inventory year and the DPW will be re-rating our City streets after Labor Day.
- ✓ Lagoon Dredging-Dredging is postponed until fall due to high water levels and Lake Level Board reluctance at this time to lower the lake to assist with dredging. The lake is overtopping the dam as of Monday by a little over 3".
- ✓ Veternas Park Equipment-The Council approved batting cages and a manual scoreboard. These items have been ordered.

**Agenda Item No. 1-** DPW Winkler provided a plan of the area and mentioned it was originally the intent of the City Hall project to expand Police into the area but it was remodeled for Walworth County senior citizens. Police Chief Rasmussen provided pictures of the ill-suited training area in the basement and explained the PD needs to expand into the second floor space. There was lots of discussion and the direction to staff was to find a suitable alternative location such as the museum meeting space for their twice monthly meetings before pursuing the matter further.

**Agenda Item No. 2-** Right-of-Way Vacation Request – Edgewood Drive & LaSalle Street (Continued).

This item was continued as the owner's engineer didn't provide any information and the requested additional area was not staked for the PWC to visit the site and observe for themselves.

**Agenda Item No. 3**– Library Park & Museum Street Lights-Replacement to L.E.D.

DPW Winkler explained the request and costs. A motion was made by Ald. Kupsik and seconded by Ald. Hougen to replace the fixtures and poles as recommended with Holophane L.E.D. fixtures. During the discussion, it was mentioned by Supt. Carstensen perhaps the City could ask the power company what our options may be to take over the poles on metering and install our fixture heads. The motion and second were withdrawn, and a new motion was made by Chair Mott and seconded by Ald. Wall to pursue the option of buying the poles, metering the use and putting our own heads on the poles. The motion passed 4-0.

**Agenda Item No. 4**– Veterans park North Parking Lot Expansion-Discussion.

Chair Mott explained what he observed as a need for additional parking on the north side of the park. The discussion included both use of the west lot and cost of the project. Administrator Jordan didn't think we had nearly enough in impact fees to cover the \$50,000 to \$60,000 likely cost of expanding the north lot. No action was taken.

**Motion to Adjourn:**

Motion to adjourn by Ald. Kupsik and seconded by Ald. Wall. The motion passed 4-0 and the meeting adjourned at 7:06 PM.

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



# LAKE GENEVA UTILITY COMMISSION

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



**Birdell Brellenthin**  
*Utility Commission President*

**Kent Wiedenhoeff**  
*Water Superintendent*

**Scott Tesmer**  
*Wastewater Superintendent*

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## PUBLIC NOTICE

### LAKE GENEVA UTILITY COMMISSION MONTHLY MEETING

June 21, 2013

The regular meeting of the Lake Geneva Utility Commission will be held on Thursday, June 27, 2013. The yearly facility tour will begin at 1:00 P.M. at the Utility Office with the meeting immediately following the inspection at 4:00 P.M. at the Lake Geneva Utility Commission, 361 W. Main Street, Lake Geneva, WI.

Minutes of the Previous Meeting

Communications

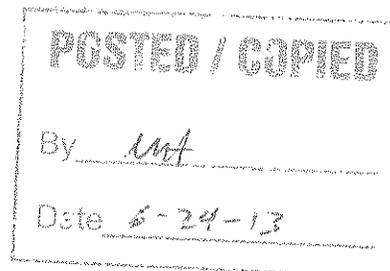
Water & Sewer Agenda Items.

1. Annual Facility Inspection. (Starting at 1:00)
2. WWTF - 2012 Compliance Maintenance Annual Report & Resolution.
3. WWTF 2014 Pick-up Truck.

Director's Report:

1. Financials Update.

Adjourn.



Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Lake Geneva Utility Commission at 262-248-2311 with as much advance notice as possible.

24 1:30  
Posted June 21, 2013 - 12:30 PM

## SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
MINUTES-----Regular Meeting  
PLACE-----Lake Geneva Utility Commission  
DATE-----May 16, 2013  
TIME-----4:00 P.M.

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

Regular monthly meeting was called to order by Pres. Brellenthin at 4:10 P.M.

Members present: Pres. Brellenthin, Saia, Esarco, Kocourek, Mayor Connors and Ald. Wall.

Minutes of the previous meeting approved as presented by Mayor Connors, 2<sup>nd</sup> by Ald. Wall. Passed 6-0.

### **Communications:**

**Sewer & Water Impact Fees of Other Utilities.**

Dan presented information collected. Saia made a motion of forwarding to the City Council to change impact fees to connection fees. The amounts are \$1,400 for water and \$1,800 for sewer, 2<sup>nd</sup> by Ald. Wall. Passed 6-0.

### **Water & Sewer Agenda Items:**

1. Identity Theft Protection Yearly Update.

Motion to approve the Identity Theft Protection theft policy by Ald. Wall, 2<sup>nd</sup> by Saia. Passed 6-0.

2. Soft Start Electrical Panel Upgrade – LaGrange Lift Station.

Motion to accept the low bid by LW Allen for \$13,470 by Mayor Connor, 2<sup>nd</sup> by Saia. Passed 6-0.

3. Portable sewer TV Camera Pricing.

Motion by Saia to accept the low bid of \$5,745.95 from UEMSI Pipeline Cleaning with the root cutter for a total of \$6,532.45, 2<sup>nd</sup> by Kocourek. Passed 4-1-1 with Ald. Wall voting no and Brellenthin abstaining.

4. Replacing Some of the WWTF Hand Operated Valves with Motorized Operators.

Motion by Saia to accept the low bid from Dorner in the amount of \$27,270 with the desire of interfacing with the SCADA system, 2<sup>nd</sup> by Ald. Wall. Passed 6-0.

5. Memorial Plaque for Secretary Larry Magee.

Motion by Mayor Connors to have Director Winkler arrange for the purchase and placement of a tree and a plaque in honor of Larry Magee with a cost of \$500 or less, 2<sup>nd</sup> by Saia. Passed 6-0. The memorial service is June 25, 2013.

**Director's Report:**

**Financials Update**

Water

EOM Cash Position	\$1,288,000
Project Commitments	\$ 200,000
Upcoming Projects	\$ TBD

Sewer

EOM Cash Position	\$2,354,000
Project Commitments	\$ 9,000
Upcoming Projects	\$ 200,000

**Review and Payment of Bills:**

Bills were presented for payment on a motion by Mayor Connors, 2<sup>nd</sup> by Escaro. Passed 6-0.

Next meeting is scheduled for Thursday, June 27, 2013 at 4:00 P.M. The yearly plant inspection will begin at 1:00 P.M., with the meeting following.

**Adjourn:**

Meeting was adjourned at 5:25 PM on a motion by Saia, 2<sup>nd</sup> by Kocourek. Passed 6-0.



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Secretary

CLB 05/17/13

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING AGENDA  
THURSDAY, JUNE 6, 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 May 9, 2013
7. Discussion/action on workshop items if needed
8. Police Business
  - a. Approval of bills for the Month of May 2013. Operating in the amount of \$201,400.44 and capital in the amount of \$6,535.75, for a total of \$207,936.19
  - b. Pay increase for two returning Reserve Officers
  - c. Accept letter of retirement from Officer Ralph Braden
  - d. Accept resignation from Reserve Officer Daniel R. Kallman
  - e. Sprint Nextel Notification of Initiation of 4G
  - f. Approve Policies: Chapter 3 – General Operations
    - 302 – Use of Force Review Boards
    - 306 – Handcuffing and Restraints
    - 314 – Vehicle Pursuits
    - 316 – Officer Response to Calls
    - 320 – Domestic Abuse
    - 322 – Search and Seizure
    - 324 – Temporary Custody of Juveniles
    - 326 – Vulnerable Adult Abuse
    - 328 – Discriminatory Harassment
    - 330 – Child Abuse
    - 338 – Bias-Motivated Crimes
    - 340 – Conduct

- 342 – Department Technology Use
- 344 – Report Preparation
- 346 – News Media Relations
- 348 – Court Appearance and Subpoenas
- 352 – Mutual Aid and Outside Agency Assistance
- 356 – Registered Offender Information
- 360 – Death Investigation
- 362 – Identity Theft

Chapter 3 – General Operations Continued:

- 364 – Private Persons’ Arrested
- 368 – Limited English Proficiency Services
- 370 – Hearing Impaired/Disabled Communications

g. Chapter 10 – Personnel

- 1020 – Personnel Complaints
- 1026 – Personnel Files

h. Monthly Activity report for May 2013:

2013 Dispatch activity for May: Telephone calls–4,143 911 Calls–217 Window assists–1,057  
2012 Dispatch activity for May: Telephone calls–4,246 911 Calls–209 Window assists–1,020

2013 Patrol activity for May: Calls for service-1,701 Arrests-167  
2012 Patrol activity for May: Calls for service-1,495 Arrests-146

i. Items to be forwarded to the City Council

9. Fire Department Business:

a. Approval of bills for the Month of May 2013. Operating in the amount of \$47,123.50, hydrant rental in the amount of \$57,122.75, and capital in the amount of \$9,726.80, for a total of \$113,973.05

b. Meeting date with Town of Geneva for contract review

c. HVAC correspondence from City Administrator

d. Traffic Pre-emption

e. Pro-Phoenix

f. Coverage for Linn Township

g. Fire Prevention Ordinance

h. Fire Department activity report for May

i. EMS Medical Billing and Stark monthly reports

- j. Paratech monthly report
  - k. Thank you letter from Geneva Lake Museum
  - l. Items to be forwarded to the City Council
10. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories or disciplinary data of specific person(s): Specifically Fire Department Personnel.
  11. Motion to return to open session per Wisconsin State Statute 19.85(2)
  12. Discussion and action on closed session items if needed.
  13. Agenda items for the July Meetings:
    - Tuesday, July 2, 2013 at 5:00 p.m. to approve the bills
    - Thursday, July 11, 2013 at 7:00 p.m. for all other business
  14. Adjourn

**CITY PLAN COMMISSION**  
**MONDAY, JUNE 17, 2013 - 6:30PM**  
**COUNCIL CHAMBERS, CITY HALL**

Prior to the meeting, Mayor Connors appointed Alderman Hougen as temporary chairperson in the mayor's absence.

Alderman Hougen called the meeting to order at 6:30 p.m.

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

**Approval of Minutes**

Skates/Poetzinger motion to approve Plan Commission meeting minutes of May 20, 2013, as distributed. Motion carried.

**Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to five (5) minutes. Applicants will be allowed when their item is discussed.**

None.

**Correspondence.**

There was a notice from the county for a Conditional Use application that was applied for on the former RW Miller asphalt plant. This was an FYI of the meeting that will be Thursday June 20, 2013 at 5:30pm at the Government Center at 100 West Walworth Street, Elkhorn, WI 53121.

**Public Hearing and recommendation on a Conditional Use Application filed by Franklin D. Guske, W797 Myrtle Road, Pell Lake, WI 53157, for outdoor dining (Outdoor Commercial Entertainment) at 192 Main Street, Tax Key Number ZYUP 00107.**

Mike Carstensen N3350 Laurel Rd., manager of Lake Geneva Lanes, explained the proposal for outdoor dining. Flower asked if using the parking spaces for this use is not of a concern for the required parking of the bowling alley. Brugger stated that there is more than enough parking to accommodate this use. There will be parking stops used to block cars from coming into the dining area. Administrator Jordan asks if they will be asking for a liquor license. Brugger stated that it is for the Council to decide, not the Plan Commission. Flower/Skates motion to close the public hearing. Motion carried. Flower expresses her concern for proper barriers to contain the dining area separate from the parking lot and to use nice aesthetics while doing that. Skates/ Gibbs to recommend approval of the Conditional Use Application filed by Franklin D. Guske, W797 Myrtle Road, Pell Lake, WI 53157, for outdoor dining (Outdoor Commercial Entertainment) at 192 Main Street, Tax Key Number ZYUP 00107. Motion carried unanimously.

**Public Hearing and recommendation on a Conditional Use Application filed by Sunrise Gardens LLC, 203 E. Beloit St. Apt A Darien, WI 53114 for Roger and Wendy Fisher, 1234 National Ave., Rockford, IL 61103, to modify an existing passive recreation area by repairing/rebuilding existing wood stairs in the same location and adding a deck with canvas awning to the stairs in the Lakeshore Overlay District at 946 Ceylon Ct., Tax Key Number ZA1240 00002.**

Brugger described the project briefly and described that it is mostly to be repaired with the slight enlargement of the bottom landing to accommodate the awning. Alderman Hougen stated that he visited the property and was able to answer any questions that may arise. Skates/Poetzinger motion to close the public hearing. Motion carried. Hougen/ Flower motion to recommend approval of the Conditional Use Application filed by Sunrise Gardens LLC, 203 E. Beloit St. Apt A Darien, WI 53114 for Roger and Wendy Fisher, 1234 National Ave., Rockford, IL 61103, to modify an existing passive recreation area by repairing/rebuilding existing wood stairs in the same location and adding a deck with canvas awning to the stairs in the Lakeshore Overlay District at 946 Ceylon Ct., Tax Key Number ZA1240 00002. Motion carried unanimously.

**Downtown Design Review.**

**252 Center St. Patrick Kavanaugh** showed the existing sign and dimensions and the proposed new location of the newer sign. This would be 20% smaller than the existing one. It will still be a multi-tenant sign. This will be brick. It will be an off-white type of color to be similar to the color of the building. Flower asked if the color of the sign will tie in with the color of the brick of the grill area. No it will not. Brugger stated that he will approve the exact location of the sign with the Zoning permit. This approval is for the new location of the sign and the color of the brick itself. Skates/Gibbs motion to approve the sign location and setup as presented at 252 Center St. Motion carried unanimously.

**706 Geneva St. Bomb Shelle.** The pink is the same color of Absolutely Home around the corner (same building). Flower expresses a concern with the color of the pink. Skates/ Poetzinger motion to approve the wall sign as presented. Motion carried 4-1 (Flower voting no). Motion carried.

**911 Main Street. My Sister and Me.** Flower/ Poetzinger motion to approve the free standing sign as presented. Motion carried.

**Adjournment**

Skates/Flower motion to adjourn at 7:03 p.m. Unanimously carried.

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/s/ Jennifer Special Administrative Assistant

**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 JUNE 5, 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 6:00 PM. DPW Dan Winkler read the roll.

### Roll Call:

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

### Staff & Aldermen Present:

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

### Public Present:

Mr. Rod Brenner, Marsha Fox, Chris Schultz, Mike Coolidge, Ted Peters, Member of Jaycees.

### Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Hartigan to approve the minutes of the May 1, 2013 meeting and seconded by Commissioner Hassler. The motion passed 5-0 (Connors, Quickel & Swanson late).

### Public Input:

Ms. Fox and Mr. Brenner asked if the Park Commission would approve Coke vending machines in Dunn Field at the concession stand. They offered to give the City a percentage of the profits. Mr. Brenner suggested moving the concession building closer to the skate park or the fence at Hillmoor to encourage disc golf users to buy things.

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:**

Park Ground Water Testing-Mr. Ted Peters explained that his agency would like to set two well points to determine water table conditions in Donian Park downstream from the lake. He said they wanted to verify that groundwater did contribute to White River flows. He also said they would like to also do some groundwater testing but that would not happen for at least a year. It was moved by Commissioner Kupsik and seconded by President Skates to approve the request to install the well points with the condition that the location be coordinated with DPW Winkler. The motion passed 8-0.

Beautification Committee Band Shell Discussion-Administrator Jordan was asked to discuss this item as Mr. Todd Krause of the Beautification Committee was not able to attend. He stated the Beautification Committee through Mr. Todd Krause was pursuing the possibility of an entertainment pavilion at Flat Iron Park. He and Mr. Winkler noted it would go in the same location as the existing concrete slab but octangular in shape and less elongated. Mr. Jordan said the idea is to have the stage a few feet off ground level. President Skates said he was originally opposed to anything in the park but the pavilion would be a nice addition as it didn't block views. The Jaycees met with Mr. Krause and at this point didn't think it would hurt their event. It was moved by Mayor Connors to continue and seconded by Commissioner Hartigan. The motion passed 8-0.

Public Works Items Discussion/Decisions –DPW discussed the various amenities around the skateboard park including trash cans and bleachers. Mr. Coolidge of the YMCA presented pricing for the batting cages and manual scoreboard at Veterans Park. It was moved by Alderman Kupsik to proceed with the concrete pads under the benches in the amount of \$1,296 as recommended by Public Works Committee along with \$200 for the two scoreboard posts and the \$995 for the manual scoreboard plus shipping, in a total amount not to exceed \$3,000 funded from park impact fees. The motion was seconded by Commissioner Hassler and passed 8-0.

President Skates stated that batting cages were a decade overdue and moved to proceed with the 2 Jugs Sports 55' long x 14' wide 119# weight batting cages in the amount of \$2,660 plus shipping. It was moved by Commissioner Quickel and seconded by Commissioner Hassler to recommend approval. Mayor Connors offered a friendly amendment for Mr. Coolidge to provide the City with the cost for the 190# strength netting as an option for the Council to consider at its June 24<sup>th</sup> meeting. With the friendly amendment approved the motion passed 8-0.

After discussion of the park amenities and Street Superintendent Carstensen's input that the trash receptacles needed to be heavy concrete, it was moved by Mayor Connors and seconded by Commissioner Hassler that the City purchase 4 heavy concrete trash receptacles similar to the ones we previously had in the downtown, funded through TIF for installation around the skateboard park. Pricing is to be provided to Council at the next meeting after pricing was obtained.

Other issues discussed included when the tennis court nets were going up and if we had done anything with painting of the Maple Park tennis court light poles. DPW Winkler would look into both.

Skateboard Park Maintenance Schedule-Alderman Kupsik said the item was covered in the previous discussion.

Parks Recycling Program Discussion –There was a long discussion on this item and no consensus as to how to proceed without budget for purchasing the containers and a concern for how staff would perform the task without overtime as well as park user contamination issues. John's Disposal was a collection possibility but it was believed the containers need to be emptied more than one or two times weekly. The DPW will contact John's Disposal inquiring of the cost for a recycling dumpster someplace in Library Park.

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

Various Parks & the Beach, February 3 – 8, 2014 including the closure of Wrigley Drive in front of Flat Iron Park. The Chamber of Commerce is planning several activities related to Winterfest. It was moved by President Skates and seconded by Commissioner Swanson to approve. The motion passed 8-0.

Seminary Park, July 27, 2013, 2:30 PM to 7:00 PM for a Foster family picnic. It was moved by Mayor Connors to approve and seconded by Alderman Kupsik, contingent upon clarification of where in the park the request is for, i.e. the pavilion. The motion passed 8-0.

Flat Iron Park, August 24, 2013, Elizabeth Zasada Wedding at the Gazebo & a picnic to follow. It was moved by President Skates to approve and seconded by Commissioner Hartigan. The motion passed 8-0.

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

Commissioner Swanson had a list of items that was discussed at the meeting. There was also mention of some loose & scaled paint on the fencing at Maple Park. Alderman Kupsik also noted a broken concrete corner at the Seminary Park Gazebo.

## **Old Business:**

Park Amenities Funding/Priority Discussion-This item was discussed under Public Works Committee park items.

Disc Golf Park Schedule Discussion-DPW Winkler-The DPW hand nothing new to report but said the contract was late getting out, and he would contact the designer for his schedule.

Dunn Field Restroom/Concession Status Update-DPW Winkler-The DPW reported the bids are due back on June 19<sup>th</sup>.

Veterans Park Scoreboard Update-Dennis Jordan/Mayor Connors-Administrator Jordan reported more contacts for sponsorships of the scoreboards and that the bulletin board is installed and has a sponsor, the Ford dealer.

## **Adjourn:**

It was moved by Commissioner Steinberg and seconded by Commissioner Quickel to adjourn. The motion passed 8-0 and the meeting was adjourned at 8:03 PM.

## **Set Next Meeting Date:**

The next regular meeting is scheduled for July 10, 2013.

Respectfully Submitted,

*Daniel S. Winkler*

Daniel S. Winkler, P.E.  
Park Commission Secretary  
& Director of Public Works & Utilities  
06/06/13

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

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

**Finance Committee**

**Thursday, June 13, 2013 at 7:30 a.m. (Director's Office)**

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

After reviewing outstanding bills, Oppenlander approved a recommendation to the Library Board to approve \$49,412.28 in General Funds and \$9,265.73 expenditures of Donated Funds for May..

**Board of Trustees Meeting**

**Thursday, June 13, 2013 at 8:00 a.m.**

**Call to order**

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

**Roll call**

Members present: Brookes, Dinan, Jones, Lafrenz, Oppenlander, and Wall.

Also present: Peterson

**Adoption/Amendment of agenda**

Lafrenz asked for a motion to adopt the agenda. Dinan made a motion to adopt the agenda. Brookes seconded. Motion carried unanimously. Lafrenz asked for a motion to add Donation of Art under President's Report. Wall made the motion to add Donation of Art under President's Report. Dinan seconded. Motion carried unanimously. Lafrenz made a motion to adopt the agenda as amended. Oppenlander seconded. Motion carried unanimously.

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

Lafrenz asked for a motion to approve the minutes of the May 9, 2013 meeting. Brookes made a motion to approve the minutes. Dinan seconded. Motion carried unanimously.

**President's Report**

Lafrenz and Peterson updated the Board on the progress of work in the Smith Meeting Room.

Lafrenz updated the Board on the application of impact fees for a possible reconstruction of the west end of the Library.

Discussion followed. The Library Board agreed with the recommendation of Peterson to pursue a space needs assessment.

Lafrenz reported on the proposal by the son of volunteer and Friend Jane Johnston to donate a chalk drawing of the Library in memory of his mother. Discussion followed. Oppenlander made a motion to make an exception to the Board's policy on art donations and accept this gift. Diinan seconded. Motion carried unanimously.

### **Personnel**

Lafrenz asked for 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 exercises responsibility.** Wall made a motion to go into **Closed Session.** Oppenlander seconded. Motion carried unanimously.

Wall made a motion to go out of **Closed Session.** Dinan seconded. Motion carried unanimously.

### **Buildings & Grounds**

Lafrenz asked the Board to consider options for surveillance in the Library for staff and patron safety. Discussion followed. Oppenlander made a motion to explore video surveillance options and to authorize Peterson to purchase and install a system of alarm buzzers at service desks not to exceed \$200. Wall seconded. Motion carried unanimously.

### **Finance**

Oppenlander made a motion to approve \$49,412.28 in General Funds and \$9,265.73 in Donated Funds. Wall seconded. Motion carried unanimously.

### **Director's Report**

Peterson reported on May service statistics indicating a decline of check-outs in the month of May. Other libraries of comparable size in the Lakeshores Library System also report the same.

Peterson reported that Ellie Jordan has retired from the Reference staff effective June 5, 2013.

Peterson reported on the success of the reception for Mrs. Dresser and Jamie Hegel in conjunction with the "2013 Wright & Like Tour" on June 8<sup>th</sup>.

Peterson reported on the successful launch of the Library's Facebook page which is managed by Joanne Wollaeger. During one week in May, 753 visits to our Facebook page were reported.

Peterson reported that negotiations between Lakeshores Library System and Mid-Wisconsin Federated Library System continue to move in a favorable direction to maintain the SHARE Consortium.

Peterson reported on recent adult programs and the events for youth scheduled during the summer to encourage visits to the Library.

**Adjournment**

Wall made a motion to adjourn at 9:15 a.m. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones, Secretary

Next meeting: Thursday, July 11, 2013 at 8:00 a.m.

**LAKE GENEVA HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA  
JUNE 13, 2013 – 6:30 P.M.  
LAKE GENEVA CITY HALL,  
626 GENEVA STREET, LAKE GENEVA, WI 53147**

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1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of *Historic Preservation Commission* Meeting of May 16, 2013.
4. Comments from the public and correspondence.
5. Reports from the *Maple Park Homeowners' Association* and the *Geneva Lake Area Museum* including report on *30<sup>th</sup> Anniversary Event* held on *May 17 & 18*.
6. Update on the status of the historic *Geneva Theater Building*, including discussions with new owners and potential nomination to the National Register of Historic Places.
7. Report on joint meeting of the *Lake Geneva Cemetery Commission* and the *Lake Geneva Historic Preservation Commission* on May 29 regarding potential restoration work, signage upgrades and creating open hours at *Pioneer Cemetery* and potential nomination of *Oak Hill Cemetery* as a National Historic Site
8. Update regarding proposed new Historic Signs at *Seminary Park* and the *Whiting House / Hotel Geneva* sites and any potential new signs for the "*Railroad Heritage Trail*" through the City of Lake Geneva.
9. Review of recent *Plaque Program* applications and information from the *Wisconsin Historical Society*, *National Trust for Historic Preservation* and the *Wisconsin Association of Historic Preservation Commissions*.
10. Discussion re: potential projects and promotional ideas for the *LGHPC*, including updated version of a *Historic Lake Geneva Walking Tour* brochure, future "*Tales of Lake Geneva*" educational presentations, and updates on our website [www.historiclakegeneva.org](http://www.historiclakegeneva.org).
11. Adjournment



**PARKING COMMISSION**  
**WEDNESDAY, JUNE 19, 2013 – 6:00PM**  
**CITY HALL, CONFERENCE ROOM 2A**

**AGENDA**

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Comments from the public limited to 5 minutes
4. Passport Parking will explain their mobile phone pay option program
5. Ellyn Kehoe - Consider temporary Residential Parking Sticker for Residential Areas
6. Update of Rich and Associates parking study.
7. Parking System Update
8. Non-enforcement weekends for 2013. (Ala Maxwell Street days)
9. Review parking budget year to date
10. Update on the "ambassadors" that were to have been hired for this season.
11. Date and Agenda items for next meeting.
12. Adjourn

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

6/17/13 9:51 AM  
cc: Aldermen, Mayor, Administrator



**AVIAN (BIRD) COMMITTEE**  
**THURSDAY, JUNE 6, 2013 – 5:30PM**  
**CITY HALL, CONFERENCE ROOM 2A**

**AGENDA**

1. Meeting called to order by Chairman Wall
2. Roll Call
3. Approval of Minutes from April 11, 2013 meeting, as distributed
4. Comments from the public limited to 5 minutes
5. Discussion on time, date and planning of International Migratory Bird Day (IMBD) event
6. Discussion on construction and location of bird houses
7. Discussion on future agenda and meeting date
8. Adjourn

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

6/3/13 3:40PM  
cc: Aldermen, Mayor, Administrator, Media

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

**DATE:** Thursday, June 13, 2013

**TIME:** 7:35 a.m.

**PLACE:** Harbor Shores

**PRESENT:** John Stensland, Brett Sundstrom, Kevin Fleming, Tom Hartz, Tammie Carstensen, Steve Lois, Jesse Jacobs, Michael Jackson, Sarah Hill, Grace Eckland, Helen Johnson, Ardith Berkanovic

John Stensland, Chairman called the meeting to order at 7:35 a.m.

**Minutes:** May 9, 2013 minutes approved on a motion by Jesse Jacobs, Seconded Brett Sundstrom with two changes. Under Financial Statements, Bills submitted for payment, change Executive Meeting to Executive Committee Meeting. Change no increase in membership dues and to offer the 5% discount for early payment to read extend the 5% discount for early payment as in 2012. Carried.

Minutes of May 22, 2013 C/C and CVB Special Board Meeting: Motion to approve by Kevin Fleming, Seconded Tammie Carstensen with one change. Add Michael Jackson to members present at May 22, 2013 Board Meeting.

**Financial Statements, Bills submitted for payment:** Discussion.

- Gross Payroll (6010) reflects George Hennerley's settlement.
- Legal Bill: Executive Committee Meeting will approve invoice, discuss correct accounting posting at the July meeting.
- Telephone Expense: Cell phone contract to be negotiated
- Repair & Maintenance Expense: Includes Chamber computer servicing.

Motion by Steve Lois, Seconded Tammie Carstensen to negotiate with Martin Group the copy machine contract and I.T. services. Carried.

Motion to approve May 31, 2013 Financials by Michael Jackson, Seconded Steve Lois. Carried.

**Search Committee Update:** Search firms have been researched. A preliminary job description received from Brett Sundstrom. Board approval is needed for search firm fee and salary package for position.

- Motion to approve budget of \$30,000 to \$50,000 for search firm fee by Tom Hartz, Seconded by Sarah Hill. Carried.
- Motion to set salary package for position for \$90,000 to \$110,000 by Michael Jackson, Seconded by Tom Hartz. Carried.

**New Members:** Six new members approved on a motion by Kevin Fleming, Seconded Brett Sundstrom. New Members are The Backyard, Barrique Wine & Brew Bar, A Younger You, Pieper Porch Winery & Vineyard, A Gum Gal, Lake Geneva Harley-Davidson

**Eleven Gables Complaint:**

- Motion to approve sending \$200 gift checks to Katie Hama (party placing complaint against Eleven Gables.) by Kevin Fleming, Seconded Jesse Jacobs. Carried.
- Motion to approve 'not to renew' Eleven Gables as a Chamber member by Sarah Hill, Brett Sundstrom. Carried.

**Chamber Member Meeting Report:** 33 members attended.

- Kevin Fleming gave update on Around the Corner filming. Show to air in Jan/Feb 2014 and again in May/June 2014. Preview show scheduled in Lake Geneva in January.
- Tammie Carstensen gave update on Winterfest activities scheduled for Feb. 3-8, 2014 (week after main snow sculpting event).
- The Lake Geneva Public/Private Partnership is presenting a training workshop on Workplace Violence at the Riviera on June 19, 2013 at 8:00 a.m. Chamber to resend info to all members.

**Communications Meeting Report:**

- A Chamber web site plan needs to be developed and recommendations brought to Board.

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

- Premier Resort Tax: Mayor Connors wrote a letter to Gov. Walker asking for assistance in getting Lake Geneva on the premier resort tax list. Discussion followed regarding pros and cons.
- Additional full liquor licenses: Sarah Hill and Mayor Connors to meet with head lobbyist – Free up licensing without legislative action (resort exception)
- Barney Brugger, City Building and Zoning Administrator, will be retiring at end of month.

**Other Business:**

- Gift Checks:** Chamber is running low on gift checks. Re-ordering will be addressed at July Board meeting
- C/C and CVB Events:** Chamber staff to prepare listing of all events – dates, contact info, and all preparation required before and during events.

Meeting Adjourned on a motion by John Stensland, Seconded Kevin Fleming. Carried.

**Next C/C BOARD MEETING – July 11, 2013, 7:30 A.M. at HARBOR SHORES ON LAKE GENEVA.**

## Mike Hawes

---

**From:** Cairie Virrueta (GLEA) [cairie@glea.us]  
**Sent:** Wednesday, June 19, 2013 12:19 PM  
**To:** cairie@glea.us  
**Subject:** GLEA June Board Meeting

Hello,

The GLEA Board of Directors regularly scheduled meeting for June 20<sup>th</sup> does not have a quorum and as a result is cancelled. The next scheduled meeting is Thursday, July 18<sup>th</sup>. Reports will be sent out prior to the July meeting.

Thank you,

## Cairie Virrueta

Administrative Assistant  
Geneva Lake Environmental Agency  
P.O. Box 914  
Williams Bay, WI 53191

Office in the Upper Association Building at George Williams College  
located at 350 Constance Boulevard in Williams Bay

Office: (262) 245-GLEA \* Fax: (262) 245-4533

Email: [cairie@glea.us](mailto:cairie@glea.us)

Website: [www.genevaonline.com/~glea/](http://www.genevaonline.com/~glea/)

GLEA is on Facebook- be sure to 'like' us: [Geneva Lake Environmental Agency](#)

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