



**COMMITTEE OF THE WHOLE**  
**MONDAY, AUGUST 5, 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 July 1, 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. Discussion/recommendation on elected officials wages
7. Discussion/recommendation on paperless council packets
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Hill
  - b. Personnel Committee, Alderman Kupsik
  - c. Public Works Committee, Alderman Mott
  - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen 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

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

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

11. 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.*

8/1/13 1:47PM

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
MONDAY, JULY 1, 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, Kupsik, Taggart and Tolar. Absent (Excused): Alderman Kehoe. Also present: City Administrator Jordan.

Taggart/Lyon motion for approval of Minutes from June 3, 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, suggested putting a squad car near certain intersections downtown to help enforce traffic and pedestrian regulations. Mr. Huntress also stated that he did not feel the Dunn Field restroom renovation project was necessary.

Jim Gee, N2454 Forest Lane Rd., Linn, said a city welcome sign is obstructing the view of traffic on Highway 50 for motorists turning left off of Snake Rd. He suggested the sign be reconfigured to improve the line of sight.

**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  
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

Wall/Hougen motion to adjourn at 7:32 p.m. Motion carried 7 to 0.

Transcribed from audio tape.

/s/ Michael D. Hawes, City Clerk

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



**OFFICE OF THE CITY CLERK**

MICHAEL D. HAWES  
626 Geneva Street  
Lake Geneva, WI 53147  
262.249.4092 • mhawes@cityoflakegeneva.com

Date: July 31, 2013  
To: Committee of the Whole Members  
Re: Mayor and Council Compensation

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The following is some data relating to mayor and council compensation, for your reference.

The City pays an annual salary of \$6,000 for the Mayor and \$3,500 for Alderpersons. This was last changed in 2008, when the Council increased these salaries from \$5,100 and \$3,000.

Compared to other cities and villages in Wisconsin with a population between 5,000 and 15,000, Lake Geneva's mayor and alderperson salaries appear to be slightly below average:

**Elected Officials Salary – WI Municipalities, Pop. 5,000-15,000 (n=74)**

	<b>Pop.</b>	<b>Mayor/President</b>	<b>Alderson/Trustee</b>
Lake Geneva	7,679	\$6,000	\$3,500
MEAN	9,148	\$8,030	\$3,703
MEDIAN	8,593	\$7,200	\$3,600

SOURCE: League of Wisconsin Municipalities Survey (2011). Municipalities with full-time mayors were omitted. Two municipalities that reported salaries of \$0 were also omitted.

A spreadsheet containing the survey data is attached for your reference.

Also attached is a survey of neighboring municipalities (cities and villages). The salaries for mayor/president range from \$1,200 to \$12,000, and alderperson/trustee salaries range from \$600 to \$6,000.

**ELECTED OFFICIAL WAGES  
WISCONSIN MUNICIPALITIES 5,000-15,000**

MUNICIPALITY	TYPE	YEAR	POP.	SALARY		MEETING STIPEND	
				MAYOR	ALDERMAN	MAYOR	ALDERMAN
Altoona	City	2011	6,831	\$ 4,800	\$ 2,000	\$25/sp. Mtg.	\$25/sp. Mtg
Antigo	City	2010	8,677	15,000	900	\$30/mtg	\$30/mtg
Ashland	City	2010	8,509	14,000			\$70 board mtg.; \$50 COW
Baraboo	City	2011	11,900	10,000	3,600		
Berlin	City	2011	5,309	5,000	2,400		
Brown Deer	Village	2013	12,003	5,400	3,600		
Burlington	City	2010	10,500	7,200	3,600		
Cedarburg	City	2011	11,440	6,000	2,400		
Chippewa Falls	City	2011	13,470	10,000	3,000		
Columbus	City	2011	4,932	9,000	3,000	\$50/mo	\$50/mo
Cottage Grove	Village	2013	6,230	12,443	2,400		
DeForest	Village	2013	8,965	8,000	5,000	\$30/mtg	\$30/mtg
Delafield	City	2011	6,929	7,000	3,500		
Delavan	City	2013	8,463	6,600	3,600		
Edgerton	City	2011	5,358	2,500	2,200		
Elkhorn	City	2013	10,118	8,260	5,340		
Evansville	City	2010	4,960	4,500			\$50/mtg
Fort Atkinson	City	2011	12,180	3,600	3,000		
Glendale	City	2011	12,980	5,700	2,700		
Grafton	Village	2013	11,454	6,000	3,750	\$300/yr	
Greendale	City	2010	13,950	9,007	5,500		
Hales Corners	Village	2013	7,683	5,700	3,900		
Hartford	City	2011	13,900	8,000	4,000		
Hartland	Village	2013	9,118	5,526	4,526	\$20/mtg	\$20/mtg
Hobart	Village	2010	5,868	17,900	7,500		
Holmen	Village	2010	8,138	3,000	1,800	\$30/sp.mtg	\$30/sp.mtg
Hudson	City	2011	11,900	12,000	3,600		
Jackson	Village	2013	6,782	4,000	3,000	\$15/mtg	\$15/mtg
Jefferson	City	2011	7,839	4,000	2,500		
Kimberly	Village	2013	6,559	6,000	3,900		
Kronenwetter	Village	2013	7,229	7,800	4,200		
<b>Lake Geneva</b>	<b>City</b>	<b>2013</b>	<b>7,679</b>	<b>6,000</b>	<b>3,500</b>		
Lake Mills	City	2011	5,395	3,600	2,880		
Little Chute	Village	2013	10,432	5,400	3,600		
McFarland	Village	2010	7,368	1,800		\$4/mtg	\$40/mtg
Merrill	City	2011	10,130	12,600	3,460		
Milton	City	2011	5,677	2,200	1,200		
Monona	City	2010	8,228	4,800	3,000		
Monroe	City	2011	10,950	6,400	3,000		
Mukwonago	Village	2013	7,355	7,200	4,200		
New London	City	2011	7,202	6,400	4,000		Cmte chair: \$500/yr
New Richmond	City	2011	8,003	12,000	7,000		
North Fond du Lac	Village	2010	4,988	5,740	4,221		
Oconomowoc	City	2011	14,330	25,221	6,372	\$40/mo	
Oregon	Village	2010	8,807	4,500	3,000		
Pewaukee	Village	2013	8,159	4,040	2,960		
Plateville	City	2011	10,690	3,600	2,400		
Plover	Village	2010	12,080	24,000	3,000		
Plymouth	City	2011	8,468	7,200	3,600		
Port Washington	City	2011	11,200	7,500	3,750		







**OFFICE OF THE CITY CLERK**

MICHAEL D. HAWES  
626 Geneva Street  
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Date: July 30, 2013  
To: Committee of the Whole Members  
Re: iPads and Paperless Council Packets

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A couple of aldermen expressed interest in revisiting the idea of the city issuing electronic devices to Council members. More and more municipalities are going in this direction to save on paper for meeting packets and for Council members to have a device they can use for city business.

Based on reviewing the various pros and cons of different devices and the recommendations from other communities, staff is recommending the Apple iPad as the preferred device for this discussion.

The following items are attached for your review:

- **Reasons to Consider iPads for Council Members** – reasons include reducing paper, increasing efficiency, access to more information and portability.
- **The Cost of Paper Packets** – the city uses about 25,000 sheets of paper per year on Council/Committee of the Whole packets, for a total cost of about \$2,235.
- **iPad Costs and Paper Comparison** – Over a four-year cycle, the cost of iPads are expected to be less than the cost of producing paper packets.
- **FAQ** – a list of questions and answers about iPads and how they could be implemented.
- **Sample Policy (City of Amery)**

**Recommendation**

Advise staff if the Council is interested in pursuing paperless Council packets. The next steps would be incorporating it in the 2014 budget and developing the policy.

## Why consider iPads for Council members?

- **Reduce paper.** Less paper cost. Less filing or throwing away paper. Reduce environmental impact of producing and discarding council meeting packets.
- **Increase efficiency.** Staff time can be used on other things instead of copying and assembling paper packets. Less wear on the copier.
- **Access to information.** Council members will have access to the internet, email, historical documents and maps at meetings.
- **Quick/easy to use.** iPads don't need time to "boot up" like laptops. iPad users range from 1-100 year olds.
- **Portability.** Mobile tool for checking email and making notes. Don't need access to a home computer to conduct City business. More portable and takes up less desk space than a laptop or folders of paper documents.
- **Higher-quality meeting packets.** Packets are no longer limited to 8.5x11 black and white documents. Packets can include higher-quality color images, video and web links.
- **Public image.** Shows the public that the City is innovative and eco-conscious.



## The Cost of Paper Packets

The tables below consider the costs of paper, ink, staples, and labor involved with copying and assembling the packets for regular Council meetings and Committee of the Whole Meetings (COWM). Regularly, there are two Council meetings and one COWM per month.

### Paper/Copier Costs

<sup>1</sup> Each Council packet	135 pages
Total pages per meeting	1904 pages
<sup>1</sup> Each COWM packet	23 pages
Total pages per meeting	276 pages
<sup>2</sup> Total pages/month	4,084
<sup>2</sup> Total pages/year	49,008
<sup>4</sup> Cost per sheet of paper	\$ 0.006
<sup>5</sup> Copier cost per sheet	\$ 0.006
<sup>3</sup> Cost per month	\$ 37
Paper/copier per year	\$ 441

### Labor Costs Copying/Assembling Packets

<sup>6</sup> Hours per Council meeting	3.00
<sup>6</sup> Hours per COWM meeting	0.50
<sup>2</sup> Total hrs/month	6.50
<sup>2</sup> Total hrs/year	78.00
<sup>7</sup> Cost per hour	\$ 23
<b>Cost per month</b>	<b>\$ 150</b>
<b>Labor per year</b>	<b>\$ 1,794</b>

### <sup>8</sup>Environmental Impact (per year)

Sheets of paper	24,504
Pounds of paper	980.16
Wood Use	2 tons (~13 trees)
Sulfur-dioxide	13 lbs
Greenhouse gases	2,952 lbs
Hazardous Air Pollutants	1 lb
Wastewater	10,889 gal
Solid Waste	942 lbs

**Total paper, copier, labor cost per year: = \$ 2,235**

<sup>1</sup> = based on average pages per packet over last six months

<sup>2</sup> = based on producing 14 copies of the Council meeting packet twice per month, and producing 12 copies of the C.O.W.M. packet once per month

<sup>3</sup> = includes printing double-sided sheets

<sup>4</sup> = based on typical cost of \$30.00 per box of paper (5,000 sheets)

<sup>5</sup> = based on contract cost of \$0.0057 per copy (which includes toner, copier equipment and maintenance) and \$0.0066 per staple

<sup>6</sup> = includes the labor involved with copying and assembling packets only

<sup>7</sup> = average of clerk and deputy clerk hourly rates

<sup>8</sup> = computed using the calculator on the Environmental Paper Network ([environmentalpaper.org](http://environmentalpaper.org))

# iPad Costs and Paper Comparison

## Initial iPad Purchase

<sup>1</sup> Base Cost	Protection Plan	Keyboard, Cover	Software	Total Unit Cost	<sup>2</sup> Quantity	Total
\$ 500.00	100.00	80.00	50.00	730.00	12	\$ 8,760.00

## Paper Packets vs. iPad (4 yr. Cycle)

	<u>Paper Packets</u>	<u>iPads</u>	
Year 1	\$ 2,235.00	\$ 8,760.00	- Over a four-year period, the cost of the iPads should be less than costs of producing paper Council meeting packets.  - This does not take into consideration other paper items (i.e. committee agenda packets) that could be converted to electronic format.
Year 2	2,235.00	-	
Year 3	2,235.00	-	
Year 4	2,235.00	-	
	<u>\$ 8,940.00</u>	<u>\$ 8,760.00</u>	

<sup>1</sup> = cost of iPads expected to be lower after government discount/bulk order

<sup>2</sup> = quantity includes council members (8), mayor (1), city attorney (1), administrator (1) and clerk (1)

## “Frequently Asked Questions”

- **How will Council members learn to use the iPads?**

Staff will demonstrate how to use the iPad to access the internet and email, use electronic meeting packets, take notes and archive files.

- The IT Director in Williamsburg, Virginia made a helpful YouTube video showing how to use iPads for agenda packets.

<http://www.youtube.com/watch?v=wJbgTbxbW58>

- **How would meeting packets be accessed on the iPad?**

The meeting packets would be downloaded in PDF format and viewed with iAnnotate PDF app.

- **What if the battery runs out while in a meeting?**

The iPad battery lasts up to 10 hours. Council members should charge the iPad regularly. City can supply adapters (\$5 each) at each desk to plug in during meetings.

- **How do you type on the iPad?**

There is a touch-screen keyboard on the iPad. There are also options for a keyboard attachment (pictured right) or a pen stylus to write notes on documents.



- **What happens to the old iPad when a Council member leaves office or it gets replaced by a newer iPad?**

iPads could be replaced on a 4-year cycle. When Council members change, the iPad would be passed onto the successor. After the 4-year cycle, the iPad could be deployed for a different City business use or sold to the Council member at a pro-rated/reduced cost. These procedures will need to be outlined in the policy document.

- **What will be considered unauthorized or inappropriate use of the iPad?**

The policy will identify prohibitions and restrictions on use. The City will retain the right to access, inspect, monitor and/or disclose any data on the iPad. Documents on the iPad may be public information subject to Wisconsin open records laws.

- **What happens if an iPad is damaged?**

The City should purchase AppleCare for each iPad (\$99) for technical support, repairs, hardware coverage and software support for two years.

City of Amery

Electronic Media-Device Use Policy

Ordinance 6-2011

**I. Purpose**

The purpose of this policy is to use technologies to save City Funds, Staff Time, better communicate with the public and provide for a more eco-way of providing government through the use of innovative technologies. The City has committed itself to more efficient, greener, innovative procedures using technologies. The iPad is one tool to help the City of Amery accomplish these goals. By adopting this policy and providing Council Members and Staff with tablet PC as a way of conducting business makes the City of Amery a leader in Polk County and the first community in the County to adopt this way of doing City Business.

**A. Background. The standards set forth herein for use of iPad provided by the City of Amery are based on the following premises:**

1. Electronic resources have become an invaluable asset that must be protected.
2. iPad are provided to City Councilmembers and Department Heads to establish a secure, reliable, maintainable, and supportable method of communicating information to City Leaders.
3. Unless specifically exempt, information stored in any automated format is considered to be a public record. The user of an iPad will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information so that the City can make the information available when requested in accordance with the provisions of Wis. Stat. § 19.21.
4. Devices that have not been properly licensed are illegal, and the penalties are severe.
5. Incidental personal use by members of the City Council and Staff in accordance with this Policy is permissible.
6. All City Council Members and Staff issued devices will be required to read the City's Electronic Media-Device Policy and sign an acknowledgment confirming their adherence to this policy.

**B. Interpretation.**

1. This Policy does not cover employee-owned iPad being used for City work. Employee owned tablets used for City Business will be provided access to the City Wi-Fi service in City owned buildings.
2. All other policies, procedures, ordinances, and rules adopted by the Council of the City of Amery and work rules, as stated in the City of Amery Employee Handbook, governing employee conduct are applicable to the use of City iPad resources.
3. This Policy shall not be construed in a manner that causes it to conflict with any other State or Federal law or any City ordinance.
4. Authorized City Staff shall mean the City Administrator.

**C. General Use**

City of Amery

Electronic Media-Device Use Policy

Ordinance 6-2011

1. One iPad will be assigned to each City Council member and Department Head. Each iPad shall be numbered to ensure that it is consistently provided to, and used by, the same user.
2. All iPad assigned to City Councilmembers for their term of office, remain the property of the City of Amery and shall be surrendered to the City Administrator upon termination of such member's office or upon request by the City Board. Staff will return units when there at retirement or other termination of employment with the City.
3. Information pertaining to one or more scheduled meetings (i.e. meeting "packets") shall be regularly available in the Cloud or via Email Transmission.
4. Upon receipt from the City Administrator's office, City Councilmembers and Staff shall be individually responsible for viewing the meeting's packet and to review their packet in advance of the scheduled meeting.
5. All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the City, remain the property of the City.
6. The City retains the right to access, inspect, monitor, and/or disclose any data stored on any iPad owned by the City, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any other means of data input.
7. Information stored, saved, or maintained on a City iPad is considered public information and is therefore subject to public disclosure laws. Further, authorized City Staff shall have access to City iPad at any time so as to be able to inspect and monitor the material contained thereon.
8. iPad may not be used for the transmission of data during any City meeting.
9. iPad may be used for transmission while being used at home to view the meeting's packet or for doing City business.
10. Assigned iPad shall be used in an appropriate and professional manner at all times. The use of language inappropriate to the work place is prohibited.
11. Use of City iPad for the creation of offensive messages or documents, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language is strictly prohibited.
12. Incidental Personal Use: Although occasional and limited personal use of iPad is tolerated, subject to the limitations, conditions, and regulations contained in this Policy, assigned iPad may not be used in any way that:
  - i. Directly or indirectly interferes with City operations of computing facilities or e-mail services.
  - ii. Is contrary to or damages the City's interest.
  - iii. Results in any incremental costs to the City.
  - iv. Interferes with any City officer or employee's work duties, performance, or other obligations to the City.
    1. Any personal use shall be at the risk of the person engaging therein. The City is not responsible or liable for the consequences. Such use shall be limited to individualized personal communications and not

City of Amery

Electronic Media-Device Use Policy

Ordinance 6-2011

mass distribution of material. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the City Council at any time.

**D. Prohibitions and Restrictions on Use. The use of any City iPad whether in-house or external, for any of the following purposes is strictly prohibited:**

1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including, but not limited to, broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.
2. To create or transmit defamatory material.
3. To gain unauthorized access to facilities or services accessible by the City network and intended to be used for official City business or to use such facilities or services in an unauthorized manner.
4. To conduct business or engage in any "for profit" communications or activities.
5. To access, view or obtain any "adult entertainment," sexually explicit, pornographic or obscene material unless it is for work-related investigatory purposes and with the prior approval of the City Board.
6. For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
7. To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers, or other information generated from City files.
8. To create or transmit material of an offensive nature, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language
9. To represent oneself directly or indirectly as conducting City business when using such equipment for incidental personal purposes.
10. For any purpose that would be a violation of any City work rules, City ordinance or State or Federal law, regulation, or order.

**E. iPad Applications**

1. All systems running on City iPad must be properly licensed.
2. For purposes of this Policy, applications fall into one of the following three categories:
  - i. STANDARD APPLICATIONS: These are the applications loaded onto the iPad at the time the iPad is provided to a City Councilmember.
  - ii. ACCEPTABLE APPLICATIONS: The applications available to iPad users should be uploaded with caution as to its content and purpose. Any personal use of applications is at the user's own risk. An application that is purchased will be done so at the user's expense without reimbursement from the City, at any time, unless it is deemed appropriate and necessary for all Councilmembers to have the application and it is approved by the City Board. At the end of the Councilmember's term, the iPad will be turned in to the City Clerk-Treasurer and all applications uploaded, installed and all information present, personal or work related, will be deleted.

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- iii. UNAUTHORIZED APPLICATIONS: These are applications that include racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language that would be offensive to the public.

**F. Electronic Mail and Access to the World Wide Web and other Servers.**

1. City iPad have been equipped with firewall and anti-virus software and are intended to be used to access to electronic mail (e-mail) or access the World Wide Web. Apple products have internal security and virus protection built into the product.
2. Transmission of any material in violation of U.S. or state laws or regulations is prohibited.
3. Use of wireless internet connections should be used with caution and should not be consider secure, unless there is definitive proof that it is a secure network. Extreme caution should be practiced when sending or receiving confidential or sensitive material.

**G. Security.**

1. City Councilmembers will be expected to take reasonable precautions to protect any iPad assigned to them from damage, destruction, or theft.
2. City Council and Staff members are encouraged to take appropriate steps to protect the security of networks and files by the use of passwords and by taking all necessary steps to maintain the integrity of passwords. While the City Clerk-Treasurer shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted.
3. Any suspected breach of security, damage, destruction, or theft of any iPad owned by the City should be reported to the City Administrator as soon as possible.
4. City Councilmembers and Staff are encouraged to use a backup system as there is an inherent risk that any data may be lost in the event of malfunction, damage, or theft to their assigned iPad.

**H. Paperless Meeting Packets-Public Distribution-Consultants-Vendor**

1. All City Councilmembers and Staff will be **required** to use the iPad to read and download information for meetings from the Cloud. At no time will paper copies be distributed after the devices have been assigned to the Council and Staff.
2. Meeting information will be available in the Cloud for Council Councilmembers and Staff by 4:00 p.m. the Friday prior to the meeting or equivalent day. Special meetings packet will be available 48 hours ahead of time. On the day of the meeting the most current packet will be available by the start of the meeting via download from the Cloud.
3. Council Packets will be posted online for the public no later than 4:00 p.m. the Monday prior to the Council Meeting.
4. The media will be required to go online to access information on the Council Meeting as the public will.

City of Amery

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5. All Consultants, Vendors and Public must submit reports, or requests in a PDF, TIFF or MS Word digital format or other format requested by the City.
6. The City of Amery will accept limited copies of reports or studies from the various Consultants, Vendors and the Public.

**II. GENERAL PROVISIONS**

- (A) **Severability of Provisions.** If any part of this ordinance is held to be invalid, such part will be deemed severable and its validity will have no effect upon the remaining provisions of this ordinance;
- (B) **Duration and Effective Date.** The provisions set forth in this ordinance become and will remain in full force and effect (until their repeal by ordinance) on the day of passage and adoption of this ordinance and upon publication in accordance with applicable law.

Adopted this 5<sup>th</sup> day of October, 2011

City of Amery

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Mike Karuschak Jr., Mayor

ATTEST:

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Darcy D. Long, City Administrator

# **FINANCE, LICENSE & REGULATION COMMITTEE**

**FRIDAY, JULY 26, 2013 - 8:15AM**

**COUNCIL CHAMBERS, CITY HALL**

Chair Hill called the meeting to order at 8:17 a.m.

Roll Call. Present: Aldermen Kupsik, Lyon, Hougen, Mott and Hill. Also Present: City Administrator Jordan, City Attorney Draper 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.** None.

## **LICENSES & PERMITS**

**Street Use Permit Application filed by Geneva Gifts to use eight parking stalls and portion of the sidewalk in front of 150 Broad St. for Jelly Belly RV Tour on Sunday, August 11, 2013 from 10 a.m. to 2 p.m.**

City Clerk Hawes said the applicant was recently contacted by Jelly Belly with an offer to hold a Jelly Belly RV Tour event in front of their business at 150 Broad St. on Sunday, August 11. He said the applicant has paid for the eight parking stalls that would be occupied by the RV during that time. Alderman Hougen expressed concern with overcrowding in the area. Alderman Kupsik expressed support for the event.

Hill/Kupsik motion to recommend approval, conditioned upon police chief approval and submittal of a certificate of liability insurance. Motion carried 4 to 1, with Mott opposed.

**Temporary Beer and Wine License Application filed by Geneva Lakes Area Chamber of Commerce for Plaid Party – A Taste of Lake Geneva at Flat Iron Park on Saturday, September 14, 2013 from 7 a.m. to 8 p.m.**

Chair Hill said the applicant submitted a map indicating the alcohol would be served in a blocked off area of the park located on the concrete slab.

Kupsik/Lyon motion to recommend approval. Unanimously carried.

## **Adjournment**

Hill/Lyon motion to adjourn at 8:25 a.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**

# **FINANCE, LICENSE & REGULATION COMMITTEE**

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

**COUNCIL CHAMBERS, CITY HALL**

Chair 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 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.** None.

## **Approval of Minutes**

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

## **LICENSES & PERMITS**

**Street Use Permit Application filed by Brianna Deering on behalf of Immanuel Lutheran Church to close off Park Row for Vacation Bible Camp on August 1, 2013 from 5 p.m. to 8:45 p.m.**

Hougen/Kupsik motion to recommend approval. Unanimously carried.

**Park Permit Application filed by Terry Connell and Suzy Brady on behalf of the Business Improvement District to use Flat Iron Park on Saturday, September 14, 2013 for Plaid Party – A Taste of Lake Geneva from 7 a.m. to 8 p.m. (recommended by Board of Park Commissioners 7/10/13)**

Kupsik/Lyon motion to recommend approval. Alderman Kupsik said the event was presented at the Board of Park Commissioners meeting. He said it appears to be a well-organized event that should be great for the city. Chair Hill noted the permit will allow them to reserve the park and the applicant will need to file a separate application for the temporary beer and wine license. Unanimously carried.

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

Kupsik/Mott motion to recommend approval. Unanimously carried.

**Original 2013-2014 Operator (Bartender) License applications filed by Heidi B. Lamp, Cheyanne M. Lehman, Karen A. Komar, Kristine K. Hills, Crystal L. Wetzel, Ryan M. Graves, Lindsay A. Loth, Mary L. Groth, Haley R. Torgerson, Kyle R. Schryver and Daniel R. Del Pozo**

Kupsik/Lyon motion to recommend approval. Unanimously carried.

## **Discussion/Recommendation on renewal of a TID CD in the amount of \$308,922.38 maturing on August 8, 2013**

Comptroller Pollitt distributed a list of current investment rates. She recommended reinvesting the TID CD with Community Bank of Delavan for a period of 12 months at the rate of 0.35%.

Hougen/Lyon motion to reinvest TD CD in the amount of \$308,922.38 with Community Bank of Delavan for a 12 month term at the rate of 0.35%. Unanimously carried.

## **Resolution 13-R46, establishing wages for Police Department Lakefront Reserve Officers (recommended by Police & Fire Commission 6/6/13)**

Hill/Hougen motion to suspend the rules to allow Police Chief Rasmussen to address the Committee. Unanimously carried. Police Chief Rasmussen explained the request to increase the pay rate for the two returning reserve officers who have more experience than the 12 new reserve officers. Mr. Rasmussen said he would like to start a step program that would compensate the reserve officers based on experience.

Chair Hill noted it was a 6.5% wage increase being requested, which is higher than wage increases that were previously approved for seasonal staff. Police Chief Rasmussen said the requested increases were in line with comparable positions in neighboring communities. Chair Hill asked if the wages would come from the Police and Fire budget. Mr. Rasmussen said the lakefront reserve officers are funded out of the City lakefront fund.

Hougen/Kupsik motion to recommend approval. Unanimously carried.

**Presentation of Accounts**

Hougen/Mott motion to recommend approval of Prepaid Bills in the amount of \$57,279.05. Unanimously carried.

Lyon/Hougen motion to recommend approval of Regular Bills in the amount of \$175,104.03. Unanimously carried.

Kupsik/Lyon motion to recommend acceptance of the Monthly Treasurer's Report for May 2013. Unanimously carried.

**Adjournment**

Hougen/Kupsik motion to adjourn at 6:26 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  
THURSDAY, AUGUST 1, 2013 AT 9:45 A.M.  
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Kupsik at 9:55 a.m.

Roll Call. Present: Aldermen Kupsik, Taggart, Wall and Hill. Absent (Excused): Alderman Kehoe. Others in attendance: Administrator Jordan and City Clerk Hawes.

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

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 to interview candidates for the Building Inspector/Zoning Administrator position, with Administrator Jordan and City Clerk Hawes present. Motion carried 4 to 0.

The Committee entered into closed session at 9:58 a.m.

Mayor Connors joined the meeting at 10:50 a.m.

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

The Committee reconvened in open session at 12:37 p.m.

Kupsik/Wall motion to direct the city administrator to schedule third interviews as discussed in closed session. Motion carried 4 to 0.

**Adjournment**

Kupsik/Hill motion to adjourn at 12:38 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  
FRIDAY, JULY 26, 2013 AT 8:45 A.M.  
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Kupsik at 8:55 a.m.

Roll Call. Present: Aldermen Kupsik, Kehoe, Taggart, Wall and Hill. Others in attendance: Administrator Jordan and City Clerk Hawes.

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

**Approval of Minutes of the following committee meetings: May 23, 2013, June 13, 2013, June 17, 2013, June 24, 2013 and July 17, 2013.**

Taggart/Wall motion to approve. Unanimously carried.

Kupsik/Hill motion to suspend the rules and allow Building/Zoning Administrative Assistant Special sit in on the interviews. Administrator Jordan indicated it is not typical for employees to be involved with the interview process of the position they report to. Motion failed by a vote of 2 to 3, with Taggart, Wall and Kehoe opposed.

Kupsik/Hill 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 to interview candidates for the Building Inspector/Zoning Administrator position, with Administrator Jordan and City Clerk Hawes present. Unanimously carried.

The Committee entered into Closed Session at 8:58 a.m.

Kupsik/Taggart 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 12:28 p.m.

Hill/Wall motion to direct the city administrator to schedule second interviews as discussed in closed session. Motion carried 4 to 0, Kehoe abstained.

**Adjournment**

Taggart/Kupsik motion to adjourn at 12:34 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  
WEDNESDAY, JULY 17, 2013 – 4:00 P.M.  
CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 4pm.

Roll call. Present: Aldermen Hill, Wall, Kehoe, and Kupsik. Absent: Alderman Taggart. Also present: City Administrator Jordan, Building/Zoning Administrative Assistant Special and Deputy Clerk Roenspies.

Comments from the public limited to 5 minutes. None.

**Review of applications/resumes for Building Inspector/Zoning Administrator position and recommendation for candidate interviews.**

City Administrator Jordan presented a chart of the candidates and their qualifications; he recommended five based on his review of those qualifications. Discussion followed on the types of qualifications required and questions to be asked in the interviews.

Kupsik/Hill motion to interview the top five and bring them in for a first interview. Unanimously carried. The committee agreed to hold the first interviews on Friday, July 26 at 9:00am, 9:45am, 10:30am, 11:20am and 12:05pm. If second interviews are necessary, the committee members felt Wednesday, July 31 would work the best for all. Alderman Wall said he would not be available until noon on that day. Administrator Jordan will put together a list of questions and committee members may add additional questions, as long as all the candidates are asked the same questions.

Kupsik/Wall motion to adjourn at 4:32pm. Unanimously carried.

/s/Artis M. Roenspies, Deputy 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

## Minutes

**DATE:** July 17, 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:** July 18, 2013 Public Works Committee Meeting Minutes

The Public Works Committee met 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  Excused

Alderman Al Kupsik  X

Public in attendance:  Mr. Todd Krause

**Staff Present:**

City Administrator Dennis Jordan  X

Director Daniel Winkler (DPW)  X

Ron Carstensen (Street Supt.)  X

Mayor Jim Connors:  X

Other:  City Attorney Dan Draper

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

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

**Public Comments:**

None.

**Communications:**

DPW Winkler provided a capital projects update.

**Public Works Projects Update**

Below please find an update on Public Works projects:

- ✓ Broad Street Lighting-The demonstration light head has arrived and the pole is scheduled for an early August delivery. The pole will be installed by mid-August if it arrives on schedule. The DPW met with Alliant to scope the project and sent plans to Time Warner for their comment as there will be cable relocation costs to the City as part of abandoning the ole light poles on the north end of the project.

- ✓ Disc Golf Course Design-Watch It Bend will be in tentatively August 3<sup>rd</sup>. The DPW has received equipment quotes and is reviewing them.
- ✓ Tennis Courts Replacement-The project is finished and final payment will be going to Council on 7/22.
- ✓ Downtown Concrete Repairs-Humphreys is finished with the additional list of work. We will be finalizing quantities and closing out the contract in the next 30 days.
- ✓ Dunn Field Restroom Replacement-Demolition may begin as soon as July 29<sup>th</sup>.
- ✓ Public Parking Lot Repairs/Repaving-DPW has the project out for bids with the bid opening 8/1.
- ✓ Riviera Seawall-The DPW will be working on the plans and specifications for late year construction.
- ✓ Cook Street Traffic Signal-C-S conducted traffic warrants evaluation/counts this week.
- ✓ Main Street Storm Tunnel-Crispell is in Phase II design. The Administrator a letter to the DNR requesting to bypass lake flows around the pipe rehabilitation project. Construction is slated for the fall.
- ✓ 2013 Street Maintenance Program-C-S has the project out for bids with a bid opening of 8/1.
- ✓ Lagoon Dredging-Dredging is postponed until fall. The lake is overtopping the dam by about 4", and the goal is to do this project the same time as the storm pipe project under Main Street while the lake is drawn down to the top of the dam.
- ✓ Veterans Park Equipment-Scoreboard is onsite and installation to coincide with the concrete pads under the Field #5 player benches. The benches will be formed Wed or Thurs and poured the next day. Batting cages are ordered.

**Agenda Item No. 1**– Police Department Expansion into the Second Floor Senior Center–Discussion.

Options were discussed, and it was decided that it must be a City facility, and parking and ease of access are high priority. Possibilities included the Riviera, Fire Department, Library and Museum. Of these, the one that best fit the need was determined to be the museum meeting room. City Administrator Jordan mentioned that he spoke with Jim Ghee of the museum and that they indicated they could work out something on the Monday/Thursday schedule. Mr. Jordan said he would confirm the relocation with the seniors and provide feedback to the Park Commission. By consensus the new location with its kitchen and more user friendly environment was approved contingent upon no problems with the seniors.

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

DPW Winkler mentioned the staking was done and provided the engineer's opinion that drainage would not be adversely impacted on LaSalle Drive. After some discussion it was moved by Ald. Kupsik to vacate the right-of-way as requested for \$1,500, two trees planted on the site, and all transaction costs paid by the property owner. The motion was seconded by Ald. Wall. The discussion included a referral to the City Attorney and if he says this item needs to go to Plan Commission, it would go there first before consideration by FLJ and Council. The motion passed 3-0 as Ald. Hougen had to be excused.

**Agenda Item No. 3**– Flat Iron Park Proposed Pavilion.

Mr. Todd Krause of the Beautification Committee gave the Committee a presentation and the response was by consensus very favorable. Ald. Hougen asked about cost and Krause indicated that the hope was to fund as much as possible by donations including one from the Beautification Committee. Administrator Jordan indicated there were monies from TIF that could also be used. Another suggestion was to maybe sell bricks. Ald. Kupsik liked the plan but wanted to see the trees and berm behind the stage removed. Chair Mott wanted to see drop screens. Nobody had a problem with naming rights. Next step is to go back to Park Commission with the final rendering and get final Park Commission recommendation and then to Plan Commission.

**Agenda Item No. 4-** Replacement Front End Loader for the Street Department. (Taken second on the agenda 4-0 on a motion by Chair Mott and second by Ald. Kupsik).

DPW Winkler explained the situation with the loader and its role in snow removal and usage on the Riviera Beach. It was moved by Ald. Kupsik and seconded by Ald. Wall to go to bids for a new loader. The specification should include Caterpillar, John Deere and any other reputable manufacturer with the hope to obtain at least 3 bids. Jordan indicated the funding could come from the capital equipment replacement fund and TIF #4. Use of TIF funds was confirmed by the City Attorney as he was still at the meeting. The motion passed 4-0.

**Agenda Item No. 5-** Shore Erosion in Front of Big Foot State Park. (Taken first on the agenda 4-0 on a motion by Chair Mott and second by Ald. Wall).

City Attorney Draper was there to explain that he was asked to research who had maintenance responsibility for an erosion problem along the 2000' shoreline in front of Big Foot State Park. He indicated that the State has authority up to the high water mark, and that he looked over the WDOT's abandonment agreement with the City. It wasn't fully clear if the City owned and controlled the road which included the shoreline to the high water mark. There was lots of discussion and the first course of action, as recommended by Mayor Connors, was to have Administrator Jordan get answers from the WDOT, WDNR and possibly Senator Kedzie on ownership, control and maintenance responsibility before continuing with any formal course of action. This approach passed by consensus.

**Motion to Adjourn:**

Motion to adjourn by Ald. Wall and seconded by Ald. Kupsik. The motion passed 3-0 and the meeting adjourned at 7:25 PM.

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



**TREE BOARD**  
**WEDNESDAY, JULY 17, 2013 – 6:00PM**  
**CITY HALL, CONFERENCE ROOM 2C**

**AGENDA**

1. Call to order
2. Roll Call
3. Approve minutes from previous meeting
4. Comments from the public limited to 5 minutes
5. Street Department and Arborist Report – John Foster
  - a. Ash borer update
  - b. Removal of City trees that were approved and those which had to be removed due to storms and other conditions
  - c. Plan for removal and replacement of Maple Park’s oldest trees
6. New Business
  - a. Tree identifier continued discussion – Dan Andresen
  - b. Set next meeting date
7. Adjourn

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

7/11/13 5:00PM  
cc: Aldermen, Mayor, Administrator, Media

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING AGENDA  
THURSDAY, JULY 11, 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 June 6, 2013
7. Tentative schedule and budget activities
8. Fire Department Business:
  - a. Request approval of new Fire Prevention Ordinance (handed out at June meeting)
  - b. Update on Town of Geneva Contract
  - c. Pro-Phoenix update
  - d. 2013 Budget
  - e. Linn Township coverage
  - f. EMS Medical, Stark Collections, and City's Revenue reports
  - g. Fire Department activity report for May
  - h Paratech monthly report
  - i. Items to be forwarded to the City Council
9. Police Business
  - a. Crossing Guard duties for 2013-2014 school year
  - b. 2014 Budget
  - c. Workman's Compensation Claims

- d. Sergeant Bridgett Way graduated from Staff and Command Training at Northwestern University
- e. Accept letter of retirement from Sergeant Russ Carstensen
- f. Purchase of plaques and date of presentations to Russ Carstensen and Mark McClellan
- g. Portable Property Disposition Service
- h. S.M.A.R.T. Presentation

- i. Approve Policies: Chapter 3 – General Operations
  - 372 – School Employee Arrest Reporting
  - 378 – Public Safety Cameras
  - 380 – Child and Dependant Adult Safety
  - 384 – Volunteers
  - 386 – Native American Graves Protection and Repatriation
  - 388 – Off-Duty Law Enforcement Actions

Chapter 4 – Patrol Operations

- 400 – Patrol Function
- 402 – Racial or Bias-Based Profiling
- 404 – Roll Call
- 406 – Crime and Disaster Scene Integrity
- 410 – Ride-Along
- 412 – Hazardous Material Response
- 414 – Hostage and Barricade Incidents
- 416 – Response to Bomb Calls
- 418 – Emergency Detentions
- 420 – Citation/Summons and Release
- 422 – Diplomatic and Consular Contacts
- 424 – Rapid Response and Deployment
- 426 – Reporting Law Enforcement Activity Outside of the Jurisdiction

Chapter 8 – Support Services

- 802 – Communications
- 806 – Records

- j. Activity update for July 4<sup>th</sup> weekend

- k. Monthly Activity report for June 2013:

2013 Dispatch activity for June: Telephone calls–4,347 911 Calls–267 Window assists–1,123  
 2012 Dispatch activity for June: Telephone calls–4,386 911 Calls–214 Window assists–1,206

2013 Patrol activity for June: Calls for service-1,891 Arrests-182  
 2012 Patrol activity for June: Calls for service-1,822 Arrests-273

1. 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 persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.
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 next regular meeting August 8, 2013.
14. Adjourn



# 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 JULY 10, 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 \_\_\_X\_\_\_, Lynn Hassler \_\_\_X\_\_\_, Barb Hartigan \_\_\_X\_\_\_,  
Rick Steinberg \_\_\_X\_\_\_, Peggy Schneider \_\_\_X\_\_\_, Dave Quickel \_\_\_LATE\_\_\_, John Swanson \_\_\_X\_\_\_,  
Ald. Al Kupsik \_\_\_X\_\_\_, Mayor Jim Connors \_\_\_LATE\_\_\_ (\_\_\_9\_ Total).

### Staff & Aldermen Present:

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

### Public Present:

Mr. Chris Schultz, Ms. Suzie Brady, Mr. Terry Connell, representatives of Badger Leadership Dynamics (Mr. Dakota Carmer), Jaycees representative, Mr. Tim Townsend, and the City's concessionaire.

### Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Hartigan to approve the minutes of the June 5, 2013 meeting and seconded by President Skates. The motion passed 7-0.

### Public Input:

Badger students spoke about their proposed project, Free Little Library. They wished to pursue approval of drop/pick-up boxes near the Beach House and elsewhere in Library Park. President Skates indicated he would contact them. Mr. Jordan wasn't sure if Plan Commission approval was required or not. It was the consensus of the Commission that the concept was a great idea.

Ms. Suzie Brady and Mr. Terry Connell of the B.I.D. spoke regarding their application for a Taste of Lake Geneva to be held at Flat Iron Park on September 14<sup>th</sup>. The rest of the discussion was delayed until consideration of the park use permit.

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

Ms. Suzie Brady and Mr. Terry Connell of the B.I.D. continued their presentation regarding application for a Taste of Lake Geneva to be held at Flat Iron Park on September 14<sup>th</sup>, noon to 6 PM. After questions about this first time event, it was moved by Ald. Kupsik and seconded by Commissioner Hartigan to approve the event subject to a site plan, working out the details on parking space rental, a \$300 deposit, and changing the time to 7 AM to 8 PM. The motion passed 7-0-1 with Quickel absent and Connors abstaining as he missed most of the discussion.

Mr. Tim Townsend of Black Circle Records requested additions to his approved permit for Flat Iron Park, on Saturday, August 3, 2013. The request included selling of bottled water and T-shirts with the proceeds of both to go to the charity Love, Inc. of Burlington, placement of porta-potties, and 10'x10' tents. After discussion, it was moved by Ald. Kupsik and seconded by Commissioner Hartigan to approve the request as presented. The motion passed 9-0.

Wedding, July 11, 2014, Library Park, 4 PM. The request did not include the time frame. It was moved by Ald. Kupsik to approve and seconded by Commissioner Hassler. President Skates indicated he would contact them for more information and was asked to remind them that no alcohol rules apply. The motion passed 8-0.

One Year Birthday Party, 8/24/13, Veterans Park, Patelle. It was moved to approve by Commissioner Hartigan and seconded by Commissioner Hassler. The motion passed 9-0.

Polstein of Hebrew Theological, 40 people to play ball at Veterans Park Followed by Dinner at Seminary Park, July 17 and 24, 2013. It was moved by Commissioner Hartigan to approve and seconded by Commissioner Quickel. The motion passed 9-0.

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

President Skates remarked that all parks were in great condition and thank you to Street Department staff. He noted the Hispanic Sunday league at Veterans Park fell short of cleaning up after themselves and that there would be a meeting to determine the future of the league if the mess isn't cleaned up. Commissioner Swanson commented that parks look wonderful but for some of the gathering going on near the skate park.

## **New Business:**

Beautification Committee Bandshell Discussion- Mr. Todd Krause gave a detailed presentation of the proposed pavilion located where the existing concrete slab is situated at Flat Iron Park. He noted he met with the Jaycees and others for input. The pavilion as proposed is 1600 SF in size, 8-sided, 45' x 35' roughly, similar in architecture to the Riviera and new gazebo in the park, 2' off the ground with a concrete slab, and sized to accommodate at least 50 performers. Quickel asked about cost and the structure may cost \$300,000 and hopefully would be funded by private donations and TIF. Naming rights were also discussed. The Park Commission liked the concept. The next stop should be Public Works and back to Park Commission with a completed donor application form for an approval recommendation to Council. A color rendering was viewed as a good idea.

## **Old Business:**

Disc Golf Park Schedule Discussion-DPW Winkler reported he is looking to the designer for an August site visit for designing the new course and updated pricing on amenities as approved by Council.

Dunn Field Restroom/Concession Status Update-DPW Winkler reported the project has been awarded and fully funded, and he has met with Gilbank onsite with his asbestos inspector. The project will break ground in a few weeks and completion is slated for the end of September. The contractor will take the building out of service as soon as possible and demolish it. The men's side is closed due to weekend vandalism. Porta-potties may be set temporarily during construction.

Park Amenities Funding/Priority Discussion-President Skates urged everyone to check out their parks for possible projects for discussion next meeting. DPW Winkler passed out the March 2013 priority project listing.

**Adjourn:**

It was moved by Commissioner Hartigan and seconded by Commissioner Hassler to adjourn. The motion passed 9-0 and the meeting was adjourned at 8:07 PM.

**Set Next Meeting Date:**

The next regular meeting is scheduled for August 7, 2013.

Respectfully Submitted,

*Daniel S. Winkler*

Daniel S. Winkler, P.E.  
Park Commission Secretary  
& Director of Public Works & Utilities  
07/11/13

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

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

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

**Roll Call.** Commissioners Gibbs, Olson, Skates, Flower and Poetzinger. Also Present: Mayor Connors, City Attorney Draper, City Administrator Jordan, City Planner Slavney and Administrative Assistant Special. Absent: none.

**Approval of Minutes**

Skates/Gibbs motion to approve Plan Commission meeting minutes of June 17, 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.**

None.

**Public Hearing and recommendation on a Conditional Use Application filed by John and Barbara Salyer, 456 West Sunset Road, Barrington, IL 60010-41587, for a fence in the Lakeshore Overlay District and in the Estate Residential (ER-1) zoning district at 845 Bayview Dr., Tax Key Number ZGB 00006.** Scott Lowell, Lowell Management, Lake Geneva, WI, approached the podium on behalf of John and Barbara Salyer. He initially stated that he would like to have an amendment to the project proposed to have an aluminum black coated fence (instead of white vinyl) and the setback off the lake path will be more like 4-5 feet from the lake path instead of 3-4 feet and have plantings done in front of the fence. Hougan asked for the purpose of the fence. Lowell stated that there was an incidence this last weekend of dogs running without leashes along the lake path and the Salyers have a dog. They would like that protection for the dog. The vegetation will be no more than 2-3 feet tall. Flower/Skates motion to close the public hearing. Motion carried. Skates/Olson motion to recommend approval on a Conditional Use Application filed by John and Barbara Salyer, 456 West Sunset Road, Barrington, IL 60010-41587, for a fence in the Lakeshore Overlay District and in the Estate Residential (ER-1) zoning district at 845 Bayview Dr., Tax Key Number ZGB 00006, including the Staff recommendation of the vegetation and also including the stated changes to the project as mentioned of the material and color as well as the setback off the lake path. Motion carried unanimously.

**Concept Plan discussion on a proposed Planned Development for property at 406 S. Wells Street. Tax Key Number ZOP 353.** Susan Ekizian, 406 S Wells Street. She is proposing vacation rental for her home. She would like to do it during the summer months. She plans to reside here full time. She works in Chicago and has a place there to go when she rents out. Slavney stated that this is the only way to accomplish this use (with a Planned Development). Skates asks if she decides to change the rental time frame (more than just the summer) can she just do it or does she have to come before the Commission. Slavney explains the process and the applicant would like to keep it to no more than 50 days a year. Mayor Connors expresses his concern with possible noise on the back patio.

**Set public hearing for expired Planned Developments.** (Expired GDP of Stone Ridge East, expired PIP amendment of Summerhaven Phase 1, expired PIP amendment for Wrightwood). The City attorney explains the administrative reasoning for rezoning the expired developments. Connors/Skates motion to set the public hearing for August 19, 2013. Motion carried unanimously.

**Downtown Design Review.**

None

**Adjournment**

Skates/Gibbs motion to adjourn at 6:47 p.m. Unanimously carried.

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/s/ Jennifer Special Administrative Assistant

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

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

**Finance Committee**

**Thursday, July 11, 2013 at 7:30 a.m. (Director's Office)**

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

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$57,895.71 in General Funds and \$1,675.00 expenditures of Donated Funds in June.

**Board of Trustees Meeting**

**Thursday, July 11, 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, Jones, Kersten, Kundert, Lafrenz, Oppenlander, and Wall.

Also present: Peterson and Benson

**Adoption/Amendment of agenda**

Lafrenz asked for a motion to adopt the agenda. Wall made a motion to adopt the agenda. Kundert 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 June 13, 2013 meeting. Kundert made a motion to approve the minutes. Oppenlander seconded. Motion carried unanimously.

**President's Report**

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

Jones and Peterson reported on the meeting yesterday with library consultant and application of impact fees. Discussion followed.

**Buildings & Grounds**

Kundert reported that the Finance Committee reviewed four bids to replace the broken window on the west end of the lakeside. Discussion followed. The Board asked for further clarification about the specs of each bid. Peterson will follow-up. Oppenlander made a motion to authorize Kundert to make a final decision about selecting the vendor at a cost not to exceed \$1,500. Kersten seconded. Motion carried unanimously.

Peterson reported that staff is following-up on the installation of a security system at each of the service desks for staff to use in the case of an emergency.

### **Finance**

Oppenlander made a motion to approve \$57,895.71 in General Funds and \$1,675.00 in Donated Funds. Wall seconded. Motion carried unanimously.

### **Director's Report**

Peterson reported on June service statistics noting a record number of 1,047 check-outs on July 8.

Peterson reported that a new Library Assistant II has been hired to start on July 29<sup>th</sup>.

Peterson reported that a summer intern, placed through the Workforce Development Program, started on Monday, June 24. She is doing a great job working in the Circulation Department for 20 hours/week through mid-August.

Peterson reported that the patrons who use the public internet are very satisfied with the improvement in service and that the staff appreciates the patrons' satisfaction and positive feedback.

Benson reported on upcoming adult programs and the almost daily events for children and youth scheduled during the summer to encourage visits to the Library.

### **Adjournment**

Wall made a motion to adjourn at 9:21 a.m. Kersten seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones, Secretary

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

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

**July 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, Patrick Quinn, Dee Fiske, Mary Tanner, Louise Rayppy. Absent were Ellen Kehoe and Floradell Scarborough

**Approval of the Minutes of Historic Preservation Commission Meeting of June 13, 2013.**

**Comments from the public:** None

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

The Museum's Venetian Night Boat Trip is planned for August 18<sup>th</sup>. The tickets are \$40 each and there are a limited number of seats available. The Tour of Elgin Club tickets are also available for Sept. 25<sup>th</sup> for \$100 each and includes luncheon at Pier 290. Patrick Quinn's new book "Sketches of Lake Geneva" will be published by the Geneva Lake Museum.

The Museum is continuing with their Tuesday at two meetings for the general public. There is a minimal charge for non members and is offered free to members.

## **Update on the status of the historic Geneva Theater Building**

The Jachimeks are working on repairing the roof and removing the seats that are no longer usable. They have no specific plans for the theater at the present time, but wish to make a profit on their investment. They will meet with Ron Onesti of St. Charles who has restored several old theaters.

## **Update on discussions between the Lake Geneva Cemetery Commission and the Lake Geneva Historic Preservation Commission regarding potential restoration work, signage upgrades and open hours at Pioneer Cemetery.**

Patrick Quinn cleaned 24 of the Civil War Veterans markers with horse soap and a brush. Discussion of the possibility of replacing some of the markers for their graves with reproduction Civil War markers. Rick Bernstein will be contacted for possible sources for the markers.

The cemetery is now open with no problems from dogs or the public.

**Update regarding proposed new Historic Signs for the Whiting House Hotel, the Frank Lloyd Wright Geneva Hotel, the Lake Geneva Seminary and the Lake Geneva Public Library.**

The two new signs have been preliminarily approved and sent to Timberline Signs for estimates and recommendations. The sign for the Library is also being planned and has been submitted to Timberline Signs.

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

There are two new plaques.

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

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Dee Fiske



**PARKING COMMISSION**  
**WEDNESDAY, JULY 17, 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. Update of Rich and Associates parking study. Annaka Norris might attend.
5. Parking System Update
6. Update of Passport Parking mobile phone pay option program
7. Discussion of Parking Stall delineation
8. Question about non-enforcement weekends for 2013. (Ala Maxwell Street days)
9. Review parking budget report from last meeting
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.*

07.15.13 2:20pm

cc: Aldermen, Mayor, Administrator

**AVIAN COMMITTEE**  
**Thursday, July 11, 2013 at 5:30 PM**  
**City Hall, Conference Room 2A**

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

**Roll Call:** Present: Maureen Winkler, Mackenzie Bestold, Donald Forbes, Alderman Wall and Administrator Dennis Jordan. Others in attendance: 2 guests.

Approval of Minutes from June 6, 2013 motioned by Ms. Winkler, seconded by Mr. Forbes.

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

None.

**Discussion on planning of International Migratory Bird Day (IMBD) event.**

Lake Geneva's second annual IMBD event will be held on Thursday, August 29 at 6:30 PM at the Lake Geneva Museum. Bob Mueller will be speaking again and will send a list of possible discussion topics in advance of the event to review.

The Riviera chimney will be open within the next few weeks. The Utility Commission chimney has been uncapped. The chimney at St. Francis Catholic Church has been capped due to concerns over bat and bird droppings in the building near the day care facility.

**Discussion on bird houses.**

Ms. Winkler's husband will attach one of the newly constructed bird houses to the side of the Utility Commission. Alderman Wall will secure materials from Dunn Lumber for the construction of 16 additional houses to be made by students at Badger High School this fall. Marie Collins has confirmed students can help. Swift houses will be made of treated wood.

A guest citizen presented alternative bird house construction plans for Bluebirds in the event a park is built on the former Hillmoor property. Previously the property was the site of many bluebird sightings.

It was also discussed that monitoring of the bird houses could be done from the ground if occupancy of the houses is all that is required to monitor.

**Discussion on future agenda and meeting date.**

Agenda items:

- IMBD recap
- Follow up on outstanding items for bird houses – construction, location, maintenance (houses will require regular monitoring)
- Birdathon 2014
- Bird City status preparation/discussion

Next meeting: Thursday, July 11 at 5:30 PM.

**Adjournment**

Winkler/Bestold motion to adjourn at 5:51 PM. Unanimously carried.

Mackenzie Bestold, Secretary 7/29/13

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

**DATE:** Thursday, July 11, 2013

**TIME:** 7:38 a.m.

**PLACE:** Harbor Shores

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

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

**Minutes:** June 13, 2013 minutes approved on a motion by Steve Lois, Seconded Kevin Fleming.

**Financial Statements, Bills submitted for payment:** Approved on a motion by Tammie Carstensen. Seconded Tom Hartz. Carried.

-Legal Fees will be coded under Miscellaneous 7035. CC and CVB split.

-Search Wide Fee: A number will be created for recruitment fees. CC and CVB split.

Open Invoices: Tabled until August meeting.

**New Members:** Six new members were approved on a motion by Kevin Fleming. Seconded John Stensland. Carried. New members are Seasons on the Lake, Constant Cravings, Nuvo Restaurant, River Valley Ranch, Pluffenstein Design, Galena Garlic.

**Search Committee Update:** Interview process finished by end of next week. Nei Turner working with Search Wide on the interview process. Goal is to have position filled in about 16 weeks.

**Annual Dinner:** BIDS for Annual Dinner Location and Catering were received from Grand Geneva Resort, The Abbey Resort, and Hawks View. Motion to approve Grand Geneva Resort by Tom Hartz. Seconded Steve Lois.

Acknowledgement Award for George Hennerley. Plaque will be ordered and presented to George at upcoming Concerts in the Park this summer. Tammie to contact George for date.

Credit card used for George's insurance was canceled. Last credit card invoice will be paid minus the insurance payment on card.

Award Nominees for Annual Dinner:

-Outstanding Citizen: Nominees were Dr. Greg Gerber, John Swanson, and Vern McGee. Vern McGee chosen on a motion by Steve Lois, Seconded Sarah Hill.

-Community Betterment Award: Phillip Sassano (Reel TV) and John Halverson were nominated. John Halverson was chosen on a motion by Sarah Hill. Seconded Tom Hartz.

**Upcoming Events:**

- Oktoberfest: BID and Chamber office will be looking into new vendors for entertainment and activities.
- Winterfest: Winterfest Committee will be taking over all Winterfest planning. Winterfest activities will be extended to Flat Iron Park this year.
- Taste of Lake Geneva: Sept. 14 & 15. Will be held in Flat Iron Park. Trying for alcohol permit in tent at Flat Iron Park for Saturday. (Sprechers, Geneva Lake Brewery, Studio Winery.) Restaurants would be sampling food on Sunday in the downtown area.
- Concerts in the Park Sign-Up Sheet: A Board member is requested to assist Chamber with Concerts in the Park.

**Chamber Member Report:**

- 30 members attended on Lake of the Lake Cruise Line.
- New members acknowledged
- What is Lake Geneva Missing? Simple restaurant is collecting most responses. Information will be compiled on Face Book Page.

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

- Resumes being reviewed for Barney Brugger's position. Any ideas or recommendations on the City Building and Zoning Administrator position can be addressed to Sarah Hill.
- Budget: Union contract negotiations will be addressed. Very important for Chamber to have a strong presence at future budget meetings regarding tourism tax dollars.

**Other Business:**

- Shore Reporter Publication: Documentation stating all properly filed tax forms is in Chamber Office.
- IT Services: Martin Group will be the Chamber's IT contact at \$50 per hour.
- Darrel Crone has been terminated.
- Eleven Gables: Decision made to remove Eleven Gables from the website. Renewal notice has not been sent. Direct all calls from Eleven Gables to Tammie Carstensen.

Motion by Sarah Hill, Seconded Steve Lois, to have a Closed Session on CVB issues.

- Board is making Tammie Carstensen the Acting Chairman of the CVB and has added Tom Hyslop to the Executive Committee.

.Meeting Adjourned on a motion by Tammie Carstensen. Seconded John Stensland. Carried.

**Next C/C BOARD MEETING – August 8, 2013 7:30 A.M. at HARBOR SHORES ON LAKE GENEVA.**

## Geneva Lake Museum Board Meeting

July 10, 2013

**President Jim Gee** called the monthly board meeting to order at 5:30 in Mill St Center with VP Dale Buelter, Treasurer Mary Olson and Secretary Vern Magee present. Directors present were Barb Buelter, Pat Gee, Marianne Boneifacic, Mary Tanner, Dee Fiske, Joanne Niessner, Dick Bain, Lynn Grayson, Jim Davis, and Don Rutkowski. Absent: Dana Hagenah, Chuck Ebeling, and Betty Less. Staff present: Karen Jo Walsh, Pat Cramer, Helen Brandt, city rep Dennis Lyon, advisory board member Peg Williams and guest Louise Rutkowski and volunteer Noel Payne.

**Minutes** from previous meeting approved by motion by Barb, second by Dee, carried. The treasurer said she needed to know when money came in, if it was a memorial and who it was for. Karen said she or staff makes a copy of every check so that should help identify the memorials if people put the name of the person on the bottom left of the check. About 900 dollars has been spent so far from the Magee memorial fund, with most of that going for Molly, the cow. There is 69,000 plus as of June 30 in our checking account. The board accepted the report and no other action is needed.

**Curator's report:** Helen said second month in a row that we went over 1000 guests. There were 761 from class visits and special events, and 746 regular patrons making a total for June 1507. Helen thanked Jim Gee, and Dale and Barb Buelter for helping with a tour that John Notz arranged. She said there were quite a few tours coming up and asked for the boards help; people signed up for tours coming up in July and early August. Helen mentioned there was only one response from an ad asking for help on weekends, but that high school student did not follow through.

**Director's report:** We received publicity from Lake and Country magazine that highlighted the Elgin Club Tour to be held on 9/25. Painting on Main St has been updated with historic colors. A volunteer picnic lunch will be held August 8 from 12:30 to 2pm. We had an article in the Geneva Lake Guardian on Woodland people thanks to Jim Gee and Lynn Grayson. Over 230 people gathered June 25<sup>th</sup> for a Celebration of Life for Larry Magee with a brunch that followed. A store in Delavan is going out of business has given us an antique rug and some window treatments. Two new display cases are here and will be placed in Mill St. Baylock has fixed front door and has put self locking handles on 3 doors. The newsletter will be out shortly. We will have a new Pickard China exhibit beginning in April through December of 2014. Molly, the cow has joined the farm exhibit. Staff and some board members attended workshop on customer service by WI Dept of Tourism. Rack cards need to be ordered with some changes made to photos and hours. Karen is updating items on loan for Richard Chilton. Mary Olson suggested a workshop at night occasionally so people that work could come. Education committee will meet August 14 at 3:45. Thanks to Clara Jacobs and Burly for outside landscaping help. Lynn is working on grant from Garden Club and also on AASLH for conservation and preservation and also with Royal Joy Williams Quester group for drug store windows with leaded glass. The popular bride exhibit is in the education area until the end of September. Beacon is doing a front page article in their next edition after interviewing Karen and Vern Magee. A new exhibit if planned featuring an 1840's surveyor's compass on loan from the Thomas McKaig family. We will have representation at the Walworth County Fair by board members taking a turn helping in the tourism booth. Help is needed for the following dates for upcoming tours: 7/18; 7/24; 7/25; 8/4; and 8/13. The free old newspapers are back thanks to Denny Tiechow. Groupon is going well with over \$1080 taken in so far compared to \$715.00 last year, which was reported by Pat Cramer. After the director talked about the Pickard China exhibit, a motion was made to approve the exhibit by Vern Magee, second by Don, motion carried. Surveys done by Marsha were attached to this report and will be sent to city

officials. The surveys will help Lynn write grants because we have stats showing how many hours are donated by so many people.

**Fund Raising:** Marianne asked Helen to give a short update on the book sale which will be the 24<sup>th</sup> and final book and bake sale to be held over Labor Day weekend for 4 days. It will be Friday, Saturday, Sunday and Monday from 10 to 4pm. We will **not** be extending free admission to the museum with a \$5 book purchase. Pat Gee reported on the Venetian Festival boat ride to be held August 18<sup>th</sup> with price and music the same as last year. A sheet was sent around for board members to sign up for the food they will bring that night. Helen will place an ad combining the book sale and the boat cruise as was done last year. Pat hopes Ellen Burling will let Gage Marine guests know about our cruise like she did last year. Karen updated the Elgin Club tour and said so there is more room for guests, the volunteers will not be on the boat; tickets are \$100.00 and include lunch at Pier 290, the boat ride and touring of 7 Elgin Club original homes. Jim Davis has been working out details so the timing is right for all guests.

**Marketing and Publicity:** In Chuck's absence, Jim said he had a note from him telling him there is much more activity on facebook. Karen mentioned Mo Winkler is checking nearly every day which is why we are having more activity on the account.

**Planning and Exhibits:** Dale said he is pushing now on his own project and also has forgotten to write down his volunteer hours many times. We all know, however, how much time Dale devotes to to GLM. The Lake Level exhibit is still going well; Larry Matelski will cut out the shape of the lake from some expensive material and A+ Graphics will do the art work. He hope to be done in about one month. Cost will be \$300.00. Dale attended the Chamber meeting and reported to them the 4 fundraising events we have going on. He also told them of the Chimney Swifts or "Birds Night Out" on August 29<sup>th</sup> to be held behind the museum and on Main St. We will be watching for the birds at 6pm. Dale said he was gratified by all of the good comments from the group of seasoned architects that John Notz brought in.

**Collections:** Dee reported we have received a number of things this June such as the wooden horse and covered wagon, Magee clocks, a woman's uniform and other military supplies, the surveyor's compass, ice cutting tools, kitchen items and the East Lake Mirrior from the Button estate. Some of these things are on loan and some are donations. She aslo read a list of things we are looking for and things we do not need.

**Membership:** We have paid to date 247 members, and new memberships year to date is 41. There are 37 overdue members and 1 new life member, John Notz. Jim is still working on the idea of honorary life members and will present something when he has it ready.

**Museum Store:** Pat Gee said we are up about \$700.00 from last year at this time. She also obtained a case of the novel, *Black Point* from the author's wiodow and invited anyone who might want one to purchase in the store. We are also carrying the new book on the lake front homes in Lake Geneva and it sells for \$48.00.

**Old Business:** Jim suggests we try an ad in another publication to try to get volunteers such as the *Beacon* or the *Shopper*. Pat Gee suggested reaching out to the Quester groups for volunteers.

**New Business:** The president said he recently had lunch with the new director at Black Point, who would like to partner with GLM and possibly Yerkes. Still in the early stages of discussion, but the possiblity of a bus tour starting at the GLM, going to Black Point and ending at Yerkes with a

concentration on architecture of Black Point and Yerkes because they are so different. Dave will be visiting the GLM soon and it is a start to including both museums in future endeavors. Patrick Quinn has finished his book and we are looking for financial help to publish it with the profits going to GLM. Don asked about the possibility of a CD for an introduction to the museum and Karen said she and Noel have been discussing this and it is something they will continue to explore. They would like to include local historians such as Burly, Clarence Read, Vern Stephan and others that have knowledge of days gone by in Lake Geneva.

Helen wanted the board to know Mr Burnett, who has the doctor's carriage on loan, also had a train exhibit that he wanted to put here, but space prevented that. He said he found a good home for it in Argyle WI and invited any who were interested to visit their 3 story train exhibit in that area.

There being no further business, the president adjourned the meeting at 7:10 pm.

Vern Magee  
Secretary

cc: Dennis Lyon  
Jim Connors  
Mike Hawes

Geneva Lake Environmental Agency

Director's Report

June – July 2013

-Well sampling at KNC is ongoing at least twice a week. We are measuring elevations relative to a temporary bench mark that has been established and surveyed in at each site. All appears to be going OK as no wells have gone dry. I don't think we will start to do any water quality measurement till next summer. I am hoping to install some staff gauges on Southwick and Harris Creek within the next month.

-I have not yet heard from the Lake Geneva Garden Club regarding our application for a grant to help fund the groundwater well installation and monitoring.

-There has been a request to consider installing a third groundwater well in Lake Geneva further downstream from the proposed location of the other two wells. I suspect the reason for the request to help understand the groundwater/lake/stream relationship further down flow. I am waiting for some more information on the reason and location of these wells. We have received two steel casing and caps and have painted them brown.

-On Thursday July 11, Chris Well, an associate professor at GWC, and I took two WDNR people from the Bureau of Research out on the lake to assist with a shoreland habitat assessment at 10 pre-selected locations around the lake. We will get a copy of their work along with any final report. Thanks to Gordy's we were able to take them out on a boat more suited for Geneva Lake than their 15 ft. outboard. Things went well.

-In late June we were asked by Bio-Aquatic Services, the people doing the chemical application for aquatic plant management on Geneva Lake, if we could post a copy of their permit on our web page. They also asked if we could post a notice of the proposed date of application. I agreed to and did post them. I think it is a good idea as we usually get a few calls when this takes place. Due to the number of calls about getting on the spray list and the weather, the date of application has been postponed twice. It is now scheduled for July 16, a rather late date compared to past years.

-We were asked by the County for any information on a navigable stream located on south shore Linn that has been altered. I prepared some scans of the field notes and pictures from when we did the co-operative navigability determination study we did with the WDNR in 2002.

-Cairie's been working on getting the annual letter ready for mailing. We have all of them stuffed and are now putting labels on them. We anticipate getting it out next week.

-We have been contacted by two associate professors from UW-Madison regarding being involved in a “a needs assessment interview study on the mapping of well water contamination in Wisconsin for the purpose of communicating environmental health risks.” I was in contact with one of them during the design of our groundwater/drinking water well sampling program in past years. More on this at the meeting.

Ted Peters,

Director

GENEVA LAKE ENVIRONMENTAL AGENCY (GLEA)  
WALWORTH, WISCONSIN  
BOARD OF DIRECTORS MONTHLY MEETING  
**Thursday, July 18, 2013 at 7:00 p.m.**

PLEASE TAKE NOTICE that the monthly meeting has been called by the Geneva Lake Environmental Agency Board of Directors on **Thursday July 18, 2013** beginning at 7:00 p.m., at George Williams College Campus Lower Association Hall, 350 Constance Boulevard, Williams Bay, Wisconsin.

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

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

**Roll Call**

**General Business**

1. Approve Minutes for Meeting held May 24, 2013.
2. Monthly Review Items:
  - a. Bookkeeper's Income Statement with Budget-May and June
  - b. Bookkeeper's Balance Sheet-May and June
  - c. Bookkeeper's Disbursement Report-May and June
  - d. Bookkeeper's Current Donations Report-through June
  - e. Staff Reports -May/June/July
    - Director's Report
    - Intern's Report

**Old Business**

1. KNC Groundwater monitoring and other potential sites.
2. Southwick Creek Storm water runoff from gravel pit.
3. LSD/ Walworth County Sanitation Division letter.
4. Public Hearing on L. Hatch's 200 ft. Pier application.

**New business:**

1. Lake Geneva Garden Club Grant.
2. Williams Bay Pier issues.

**Commissioner's Report**

**Adjournment**

Dated July 15 17, 2013, Posted: GLEA office and website [www.genevaonline.com/~glea](http://www.genevaonline.com/~glea),  
*Theodore Peters, Director* [glea@genevaonline.com](mailto:glea@genevaonline.com)