



COMMITTEE OF THE WHOLE
MONDAY, JANUARY 7, 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 December 3, 2012 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 Communications Committee duties
7. Discussion/Recommendation on building a Frisbee golf course on the City-owned portion of the former Hillmoor Golf Course site
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 Hill
- d. Plan Commission, Alderman Hougen
- e. Board of Park Commissioners, Alderman Kupsik
- f. Library Board, Alderman Wall
- g. Historic Preservation, Alderman Kehoe
- h. Cemetery, Alderman Krohn
- i. Parking Commission, Alderman Hill
- j. Communications Committee, Alderman Hill
- k. Avian Committee, Alderman Wall

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 Mott
- c. Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
- d. Geneva Lake Environmental Agency, Alderman Wall

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.*

1/4/13 2:15PM

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

COMMITTEE OF THE WHOLE
MONDAY, DECEMBER 3, 2012 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Kupsik called the meeting to order at 6:35p.m.

Pledge of Allegiance led by Alderman Kupsik.

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

Tolar/Mott motion for approval of Minutes from October 1, 2012 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.

Ed Yaeger, Water Street, Lake Geneva, read a statement on how the railroad helped in the building and development of Lake Geneva, starting in 1871. He outlined the route and procedures of the steam train in Lake Geneva, along with some of the changes that occurred until the engine service site was demolished by order in 1912 and forgotten about. In 2007, research confirmed that the engine service site property was still in its original configuration and dimension. He feels this should be turned into a park because this historic grouping is unique and needs to be preserved and protected, to recognize and honor our historic past. He outlined his ideas for the proposed park.

Jackie Getzen and Dee Fisk from the Historic Preservation Committee said they heartily agree with Mr. Yaeger regarding this park. They also addressed the need to preserve and restore some of the historic grave stones in Pioneer Cemetery. There has never been anyone designated to care for the grave stones. When they fall over and break, they are considered trash and are disposed of without notification to the families or documentation of their loss. They requested the City designate one or two individuals to oversee the gravestones and to have it open to anyone wanting to visit the cemetery.

Rick Steinberg, 1032 Williams Street, Lake Geneva, spoke in favor of the railroad park, adding that he would also like to see a locomotive in the park.

Discussion/recommendation on maintenance and open hours of Pioneer Cemetery

Hill/Wall motion to suspend the rules to have Mr. Sam Fredrickson address some of the questions on this issue. Unanimously carried.

Mr. Fredrickson explained reasons the Cemetery Commission has voted to keep the cemetery locked. He quoted an article about damage done by vandalism to a cemetery in Delavan in which 87 headstones were damaged with a repair cost of \$50,000. Pioneer Cemetery had vandalism in 1976. People around the cemetery do not wish to have it open. Before the new fence was installed, people would lift up the cyclone fence and let their dogs run in the cemetery. Regarding monument damage, the perpetual care fund is only applied to ordinary care of the lots but does not include maintenance of monuments or mausoleums. Any time someone requests having it opened, personnel at the Cemetery Office will be glad to open it for them. Alderman Hill asked about the past vandalism and how damaged stones are disposed of; Mr. Fredrickson said he was not aware that any have been. Alderman Kehoe spoke about how other communities handle their cemeteries. Discussion followed on how the Cemetery Commission and Historic Preservation Committee might have a joint meeting to address some of these issues. Sturges Taggart commented that the Cemetery Commission does not have the funds to do more than what they are doing now.

Discussion/recommendation on establishing a park in the former railroad corridor from the White River bridge west to Sage Street

Alderman Kupsik noted the letter from the City Attorney in their packets regarding ownership of the land being proposed for the railroad park and also indicated this would be a matter for the Park Board to consider. DPW Dan Winkler reviewed the history of that property since he came in 1995, starting with a gas station on part of the site on Main Street which became an abandoned and then dilapidated gas station with graffiti. The Utility Commission then

purchased and renovated the property; they have no interest in relinquishing the bridge. The bridge, owned by the Utility Commission, is not the portion under discussion tonight but rather the area up to the bridge. The bridge is constantly in a state of being graffitied; it is dilapidated, eroding and generally unsafe. Historic signs have been placed in two locations. The area also falls within their wellhead protection zone. After a lengthy discussion, the consensus was that this needs to go to the Park Board for consideration.

Standing Committee Reports given:

Finance, License & Regulation Committee, Alderman Hill
Personnel Committee, Alderman Kupsik
Public Works Committee, Alderman Mott
Piers, Harbors, & Lakefront Committee, Alderman Wall

Committee, Commission and Board Reports given:

Utility Commission, Aldermen Hougen & Wall
Tree Board, Alderman Kupsik
Police & Fire Commission, Alderman Hill
Planning Commission, Alderman Hougen
Board of Park Commissioners, Alderman Kupsik
Library Board, Alderman Wall
Historic Preservation, Alderman Kehoe
Cemetery, Alderman Krohn
Parking Commission, Alderman Hill
Communications Committee, Alderman Hill
Avian Committee, Alderman Wall

Other Boards and Committee Reports given:

Chamber of Commerce, Alderman Hill
Geneva Lake Museum, Alderman Mott
Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
Geneva Lake Environmental Agency, Alderman Wall

Hill/Wall motion to adjourn at 9:00p.m. Unanimously carried.

Transcribed from audio tape.

/s/ Artis M. Roenspies, Deputy City Clerk

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

ORDINANCE 12-27

**AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE V,
BOARD AND COMMISSIONS, DIVISION 1, GENERALLY**

1. That Section 2-231 of Chapter 2, ADMINISTRATION, Article V, BOARD AND COMMISSIONS, Division 1, GENERALLY, Section of the Lake Geneva Municipal Code is hereby amended to read as follows:

Sec. 2-231. Communications Committee.

- (a) Composition. There shall be five members on the Communications Committee. One member shall be an Alderman.
- (b) Appointment. The members shall be appointed by the Mayor and confirmed by the Common Council.
- (c) Term. The members shall serve two-year terms. The members' terms shall be staggered so as to have two members' terms expire one year and three members' terms expire the next. Any Alderman's term shall end if the Alderman leaves office.
- (d) Vacancy. Any vacancy shall be filled through the appointment procedure described above for the remainder of the term.
- (e) Salary. Members of the Communications Committee shall receive only such compensation as may be fixed by the Council.
- (f) Meeting. The Committee shall meet four times per year and shall fix its meeting dates and time, at the beginning of each calendar year. Additional meetings may be called by the Chairman or by action of the members. All meetings shall be held at the City Hall unless otherwise directed by the Mayor or Common Council.
- (g) Rules of order. The Chairperson shall call the meeting to order, shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with Robert's Rules of Order, unless otherwise provided by statute or by the rules stated herein.
- (h) Quorum. A majority of the membership of the Committee shall constitute a quorum for the transaction of business.
- (i) Organization. The members of the Communications Committee shall elect a Chairman from amongst its members. The Communications Committee may elect other officers necessary or appropriate to aid in efficiently running the Commission. The Chairperson shall appoint a Secretary to record minutes of the

Committee meeting.

- (j) Agenda. The Chairperson is responsible for the preparation of agenda and shall provide a digital or electronic copy of such agenda to the City Clerk for posting and distribution to other Committee members and the public at least 48 hours prior to such meeting. Informational material for items identified on the agenda shall also be provided with the agenda.
- (k) Committee action. Unless otherwise stated herein, the Communications Committee is advisory in its capacity and shall make recommendations on desired action to the City Council.
- (l) Submittal of minutes. The acting Secretary shall submit in a timely fashion, a digital copy of their meeting minutes to the City Clerk for posting and distribution. If action by the City Council is desired, such action shall be so noted in the minutes.

(m) Duties. The Communications Committee shall:

- (1) Advise the City Council and City Administrator on all matters relating to technology, information and communications with the City;
- (2) Evaluate and make recommendations to the City Council related to overall communications to the residents of the City of Lake Geneva with the vision of establishing a system of communications that keep its residents reasonably well-informed about the plans and actions of the City.
- (3) Advise the Mayor and City Council on issues related to cable television pursuant to applicable state and federal laws;
- (4) Monitor the local cable television franchise and review service concerns pursuant to the franchise agreement;
- (5) Study the use of public access and government channels;
- (6) Review and make recommendations concerning the City's website;
- (7) Propose facilities and equipment needs necessary for video, electronic, and digital information distribution to staff and to the public.

- 2. That Section 2-232 of Chapter 2, ADMINISTRATION, Article V, BOARD AND COMMISSIONS, Division 1, GENERALLY, Section of the Lake Geneva Municipal Code is hereby repealed.
- 3. That this ordinance shall take effect upon passage and publication, as provided by law.

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this _____th day of _____, _____.

JAMES R. CONNORS, Mayor

Attest:

MICHAEL D. HAWES, City Clerk

First Reading: 12/10/2012

Second Reading: 12/10/2012

Adopted: _____

Published: _____

First reading of Ordinance 12-24, amending Chapter 2, Administration, Division 7, Parking Commission

Kehoe/Kupsik motion to suspend the rules to proceed to the second reading of Ordinance 12-24. Unanimously carried.

Hill/Kupsik motion to approve. Mayor Connors said the purpose of the ordinance is to make the language of the ordinances consistent for all committees.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Krohn and Tolar voted "yes." Unanimously carried.

First reading of Ordinance 12-25, amending Chapter 34, Historic Preservation

Kehoe/Kupsik motion to suspend the rules to proceed to the second reading of Ordinance 12-25. Unanimously carried.

Kupsik/Tolar motion to approve.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Krohn and Tolar voted "yes." Unanimously carried.

First reading of Ordinance 12-26, amending Chapter 54, Parks and Recreation, Article II, Board of Park Commissioners

Kehoe/Kupsik motion to suspend the rules to proceed to the second reading of Ordinance 12-26. Unanimously carried.

Kupsik/Krohn motion to approve. Alderman Mott expressed concern that the ordinance wouldn't allow an alderman to be elected as chairperson of the board. Mayor Connors said the problem with allowing an alderman to be chairperson is that it would affect the composition of the Plan Commission. He noted that the chairperson of the Board of Park Commissioners serves as a Plan Commission member. Alderman Tolar expressed support for the ordinance as drafted, stating it's a healthier situation having more citizens involved. Alderman Kupsik said the Board of Park Commissioners has worked well having a non-alderman chairperson.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Krohn and Tolar voted "yes." Unanimously carried.

First reading of Ordinance 12-27, amending Chapter 2, Administration, Article V, Board and Commissions, Division 1, Generally regarding the Communications Committee

Kehoe/Kupsik motion to suspend the rules to proceed to the second reading of Ordinance 12-27. Unanimously carried.

Kupsik/Hill motion to approve. Administrator Jordan said he had concerns about the provision that the committee would advise the Council and Administrator on all matters relating to technology. Alderman Hill agreed that advising on all technology matters was a stretch. She suggested it be changed to "general matters." Mayor Connors suggested the ordinance be voted down and discussed further at committee level.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik and Tolar voted "yes." Krohn voted "no." Motion carried 7 to 1.

Kupsik/Kehoe motion to continue Ordinance 12-27 to January 14, 2013 meeting. Mayor Connors asked that it be on the Committee of the Whole agenda as well.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Krohn and Tolar voted "yes." Unanimously carried.

Resolution 12-R80, a resolution in support of protecting Geneva Lake's level and the historic management of the dam by the Geneva Lake Level Corporation

Hill/Mott motion to suspend the rules to allow Larry Larkin to address the Council. Mr. Larkin approached the Council to speak on behalf of the Geneva Lake Level Corporation. Mr. Larkin asked for the Council's support in adopting Resolution 12-R80, urging the Wisconsin Department of Natural Resources (DNR) to stop the lowering of the Geneva Lake level.

Hill/Mott motion to approve. Alderman Hill said she is troubled by the lowered lake level she has seen recently. She said this issue is incredibly important and she gave her full support.

**REQUEST FOR PROPOSALS
DISC GOLF COURSE DESIGN**

REVISED
DRAFT

**CITY OF LAKE GENEVA
FORMER HILLMOOR GOLF COURSE CITY PROPERTY**

LAKE GENEVA, WISCONSIN

The City of Lake Geneva wishes to engage the services of a qualified individual or firm to provide design and bidding services for design and layout of a disc golf course at the City owned portion of the former Hillmoor Golf course located near Dunn Field, Sage Street in the City of Lake Geneva, WI.

To assist with the submittal of a proposal, we have prepared a scope of services. The actual proposal is not limited to the information herein provided but should include a scope which at a minimum meets the intent of the project. If a site visit is desired, the City Administrator (262-248-3673) or Director of Public Works & Utilities (262-248-2311) would be happy to arrange access for the designer to the site.

Design Description & General Scope of Services

This contract is for the design and preparation of plan documents as required for construction of the proposed course by volunteers or City contractors. It is the intent of the City to receive proposals at an agreed upon hourly rate for services rendered not-to-exceed a maximum amount.

Submission Deadline

The designer shall submit his proposal to the City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI 53147, no later than Friday, January 25, 2013, at 2:00 PM. City staff will review said proposals and make our selection. Selection shall be based, but is not limited to, cost and the designer's resume' of experience. We hope to have our designer on board no later than mid-February 2013.

Format

Designer's proposal shall be submitted on his own format for review by the City. Proposal is not limited in scope to that described herein, but it shall include job tasks as presented in this document. The designer is encouraged to provide the City with examples of similar completed project work.

If there are questions, please call 262-248-2311 or e-mail me at lgwater@genevaonline.com.

Sincerely,

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

Date: _____

Cc: Dennis Jordan/File

**REQUEST FOR PROPOSALS
DISC GOLF COURSE DESIGN**

**CITY OF LAKE GENEVA
FORMER HILLMOOR GOLF COURSE CITY PROPERTY**

LAKE GENEVA, WISCONSIN

INTRODUCTION

The City of Lake Geneva is requesting proposals from design firms for the layout and design of a disc golf course on the old Hillmoor Golf course site located east of Dunn Field in Lake Geneva. A map of the site available to the designer is enclosed in these documents. As part of the proposal, the designer shall work with the City to establish a dog park area along the east portion of the site closest to Dunn Field and work the course layout around this future facility.

SECTION I – DESCRIPTION OF PROJECT

The project scope shall at a minimum include but is not limited to the following tasks or activities:

1. Utilize existing design criteria and standards to lay out a disc golf course, including multiple tee and pin placement locations, utilizing the characteristics of the provided site.
2. Work with City staff to establish the exact location and dimensions of a dog park at the western edge of the proposed site, and design the proposed course to work in harmony with the dog park area.

SECTION II – SERVICES TO BE PROVIDED BY THE DESIGNER

Task One - Initial meeting and data collection

Identify key issues such as primary use of the course, existing land use, ideal course boundaries, timelines, and installation requirements, conflicting user groups, general questions and consulting. Assist the City with the location and layout of a future dog park on the western portion of the site prior to any course design.

Task Two – Professional course design

Provide a preliminary layout for an 18-hole disc golf course taking into consideration the area used by the future City dog park. Ideally, the layout will start and finish at a logical place determined by the City. Design will also take into consideration for multiple tee placements as well as multiple pin placements. Industry standard design techniques will be applied.

This course design would be sketched onto a map but also include marking flags specifically showing the locations of the tee area as well as the basket locations. Also provide an electronic GPS version of the final layout.

Task Three - Equipment selection and delivery

Project shall include specification and pricing of professional-grade, approved disc golf baskets. Baskets should be galvanized and come with a warranty. Baskets should also match the appropriate use for the course and should be both removable and provide additional anchors.

Task Four - Installation of baskets, tee signs, or tee pads

Costs and options should be made available both "in-house" City installation of baskets, tee signs, and tee pads versus if the design company or outside contractor were to do the complete installation.

Tee pads may need to be natural until design is finalized meaning concrete should be installed months after installation of the baskets to ensure they are situated in the best possible locations for the most challenging play and utilization of the site.

Task Five - Promotion, stewardship, and management

Supervisory or other help provided during installation, grand opening ceremonies, instructional introduction to the community, tournament hosting, league directing, etc.

SECTION III - ASSISTANCE TO BE PROVIDED BY THE CITY

The City will assist the designer in the conduct of services outlined in Article II by providing the following:

1. Provide access to the facility with reasonable notice.
2. Provide a designated City representative liaison to assist with site inspection, scoping, plans and specifications review, scheduling, etc.

SECTION IV - COMPENSATION

The designer shall be compensated for work performed on a per hour basis not-to-exceed an upper limit, paid out as a percentage of work product delivered. This not-to-exceed price is based on the scope of work continued in SECTION I - DESCRIPTION OF THE PROJECT. The designer is encouraged to submit his invoices either on a monthly or similarly regular basis or upon completion of his services and the course is constructed. The City pays its invoice obligations monthly and shall pay the designer within 30 days of the billing date. Compensation to the designer is one factor used by the City to evaluate the proposal.

SECTION V - CHANGES IN SCOPE

In the event additional services are required or requested by the City, the designer may request renegotiation of the agreement for additional compensation. Additional services and attendant compensation to the designer for the same shall be negotiated based upon detailed support documentation. The additional services shall not be commenced until approved by the City. Changes in scope brought about by the failure of the designer to execute his duty properly or in a timely manner, are not subject to compensation by the City.

SECTION VI - INITIATION OF PROJECT

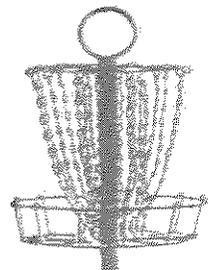
This agreement will commence immediately upon written notice to proceed from the City. An initial meeting will be held between the selected architect and City to discuss and agree upon a schedule. It is the intent of this project to build the disc golf course in advance of the 2013 summer season. Final design plans shall be provided to the City no later than Friday, May 3, 2013.

SECTION VII – REFFERENCES. QUALIFICATIONS. PREVIOUS PROJECTS. AFFILIATIONS

The City desires to utilize the services of an experienced, knowledgeable and qualified designer. It cannot be emphasized enough that this will be perhaps the most heavily weighted major criteria in selection. It is therefore expected that the designer will provide at least 3 letters of recommendation from previous clients and a minimum of at least 3 course design project examples, at least one of which is within geographic proximity of Lake Geneva, WI if possible. The intent is for City staff to visit a sampling of the designer's course design capabilities. The designer shall also list any credentials and affiliations in the disc golf course design environment.

Why Install a Course?

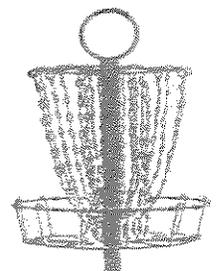
- © Inexpensive, low impact & recreational
- © Family activity
- © Programming opportunities
- © Exposure for your city or county
- © Popularity for broad demographic
- © Early adopters become established



Course Costs - 18 holes

© Baskets	\$6,500 - \$ 8,650
© Tee pads	\$ 200 - \$ 3,600
© Signage	\$ 200 - \$ 2,700
© Design	\$ 900 - \$ 3,600
© Amenities	\$ 0 - \$10,000

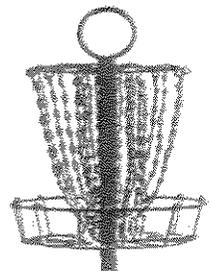
The total cost on a disc golf course can vary greatly. However, more often than not, a great disc golf course can be installed for less than \$20,000.



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The total cost on a disc golf course can vary greatly. However, more often than not, a great disc golf course can be installed for less than \$20,000.



FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, DECEMBER 10, 2012 - 6:00PM
COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Aldermen Kupsik, Krohn, Tolar, Hougen and Hill. Also Present: City Administrator Jordan, Comptroller Pollitt and City Clerk Hawes.

Approval of Minutes

Tolar/Hougen motion to approve Finance, License and Regulation Committee meeting minutes of November 26, 2012, as distributed. Unanimously carried.

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

LICENSES & PERMITS

Original "Class B"/Class "B" (Hotel Exemption) Intoxicating Liquor & Fermented Malt Beverage License application filed by Harbor Shores Hotel Management, Inc. d/b/a Harbor Shores, 300 Wrigley Dr., Lake Geneva, William Strangeway, Agent.

Chairperson Hill said the applicant asked that this application be continued to the next meeting.

Hill/Kupsik motion to continue to the January 14, 2013 meeting. Unanimously carried.

Temporary "Class B"/Class "B" License application for the sale of fermented malt beverages and wine at St. Francis De Sales Church, 148 W. Main Street, Lake Geneva, for Italian Festival on January 19, 2013

Tolar/Hougen motion to recommend approval. Unanimously carried.

Original 2012-2013 Operator License applications filed by Dorinda K. McCarthy

Kupsik/Hougen motion to recommend approval. Unanimously carried.

Original Taxi Driver License application filed by Natalia V. Ushkova and Bruce A. Spooner (approved by Police Chief; informational only)

No action taken; informational only.

Discussion/Recommendation on Change Order No. 1 for the 2012 Street Improvement Program reducing the contract in the amount of \$25,486.94

Chairperson Hill said the change order reflects a reduction in the contract amount because the contractor did not start work on Tomike St. Ms. Hill said it appears it will be more efficient to complete Tomike St. as part of the 2013 Street Improvement Program.

Hougen/Kupsik motion to recommend approval of Change Order No. 1. Unanimously carried.

Discussion/Recommendation on renewal of emergency services agreement with the Town of Geneva for the term of January 1, 2013 to December 31, 2013 (recommended by Police & Fire Commission 12/6/12)

Chairperson Hill said there are a few differences from the current contract. Rather than being a two year contract, the proposed contract is for a one-year period. She said the City will absorb false alarm charges into the annual retainer fee of \$27,000.00. Ms. Hill also noted that the Town of Geneva will be charged for itemized materials, as outlined in Exhibits 2 and 3. Alderman Hougen asked if City Attorney Draper reviewed the contract. Chairperson Hill said Mr. Draper did review the contract.

Tolar/Kupsik motion to recommend approval of emergency services agreement with the Town of Geneva for the term of January 1, 2013 to December 31, 2013. Alderman Hougen asked why the change to a one-year agreement. City Attorney Draper said it was to coordinate with the length of an ambulance contract that expires after December 2013. Unanimously carried.

Discussion/Recommendation on request to prepay bills before December 31, 2012

Chairperson Hill referenced a memorandum from City Clerk Hawes discussing the options for approving bills before the end of the month. She said she did not favor calling a special meeting to approve bills.

Tolar/Kupsik motion to recommend allowing staff to prepay bills prior to December 31, 2012 on the condition that the Comptroller submits them to the Council members for review prior to payment, and if Council members felt there were any unresolved questions or concerns about any bills a special meeting could be held or bill could be pulled to be discussed at future regular meeting. Alderman Kupsik said it has been this way in the past and there weren't any issues. Unanimously carried.

RESOLUTIONS

Resolution 12-R81, a budget amendment transferring \$26,500.00 for a comprehensive parking study funded by the Parking Fund

Kupsik/Hougen motion to recommend approval. Alderman Kupsik asked if the consultant will begin the study immediately. Administrator Jordan said the next step is signing the contract and setting a schedule. Alderman Krohn said to make sure the contract states that the work will be capped at the approved contract amount. Unanimously carried.

Resolution 12-R82, authorizing a write-off of Delinquent Personal Property Taxes in the amount of \$1,689.76 and authorizing a budget transfer from the Contingency Account

Chairperson Hill said the taxes will still be sent to the collection agency, but this resolution is to write them off our books. Alderman Krohn asked for the name of the delinquent businesses. Comptroller Pollitt said she would provide the name of the businesses to the Council. Alderman Hougen asked if the City already wrote off delinquent personal property taxes this year. Comptroller Pollitt said we wrote off a long list of delinquent personal property taxes from prior years. She said Resolution 12-R82 is just for 2012. Ms. Pollitt said it is better for the City to be writing them off on a more regular basis.

Hougen/Kupsik motion to recommend approval. Unanimously carried.

Resolution 12-R83, amending the City's Fee Schedule to add a provision on overpayment of fees

Chairperson Hill said the resolution will add the underlined provision at top of schedule of fees, which states: "The City of Lake Geneva may retain overpayments of taxes, fees, licenses and similar charges when the overpayment is \$2 or less, unless such refund is specifically requested by the remitter."

Hougen/Kupsik motion to recommend approval. Unanimously carried.

Presentation of Accounts

Tolar/Kupsik motion to recommend approval of Prepaid Bills in the amount of \$3,692.03. Unanimously carried.

Kupsik/Hill motion to recommend approval of Regular Bills in the amount of \$388,366.77. Chairperson Hill said this amount includes adding a bill from Pieper Electric for the Main St. Traffic Signal project in the amount of \$72,387.63 and a bill from Stafford Rosenbaum for Peller case legal fees in the amount of \$6,933.10. Unanimously carried.

Adjournment

Kupsik/Krohn motion to adjourn at 6:23 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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

PERSONNEL COMMITTEE
WEDNESDAY, DECEMBER 19, 2012 AT 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Kupsik at 4:10 p.m.

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

Approval of Minutes from October 25, 2012 meeting as distributed
Kupsik/Hill motion to approve. Motion carried by a vote of 4 to 0.

Comments from the public limited to 5 minutes. None.

Review of Introduction and General Employment chapters of Employee Handbook

Alderman Hill asked what the process will be for adopting the handbook. Administrator Jordan explained the Committee will review the chapters and adopt a handbook for the City to use for its non-represented staff. He said in the months leading up to the end of the year the Committee may decide to make some tweaks to take effect when the current union contracts expire.

Alderman Hill asked about the change to a "40-hour work week." Administrator Jordan said the draft handbook includes a 40-hour work week so that the City is consistent with the Federal Labor Standards Act (FLSA) in that overtime is accrued after the employee hits 40 hours worked in the total week. He said this will also mean that certain office employees that currently work 37.5 hour weeks would work 40 hour weeks.

Alderman Hill asked if the language on page 8 regarding access to personnel records was in conflict with the Health Insurance Portability and Accountability Act (HIPAA). Administrator Jordan said he will review that with the City Attorney.

The Committee discussed the employment introductory period, outside employment and background check consents.

Chairman Kupsik said the Committee will review Chapters 3 and 4 at the next meeting on January 24th.

Discussion/Recommendation on parking supervisory position and job description

Administrator Jordan said the Committee has the opportunity to discuss establishing a new supervisory parking position. He explained the parking operations have greatly changed now that the new system is in place. He said the parking operations require a different supervisory approach. Mr. Jordan noted the current meter supervisor is not interested in the revamped position.

Chairman Kupsik agreed with the need for a new type of supervisory position, noting the new parking system is complex with software and equipment issues. Administrator Jordan said the person would be charged with basic maintenance of the parking stations; any major issues with the kiosks would be handled by the consultant.

Alderman Hill said she agreed the City needs a full-time person dedicated to overseeing parking operations. She suggested it replace the current parking supervisory position. Ms. Hill said she thought the draft job description needed some revising. In particular, she suggested adding policy and procedure review, data reporting, employee management and revenue management. Administrator Jordan said some financial aspects should stay within the Finance Department. Alderman Hill further commented that the job requirements of three years experience and four-year degree are tough. Ms. Hill said she is curious how the results of the parking study will fit in with this proposed position.

Alderman Krohn expressed support for the new position. Alderman Kehoe suggested the City consider someone with IT skills for the position. Chairman Kupsik asked what the salary range for the position would be. Alderman Hill suggested it be in the \$35,000-\$45,000 range.

Administrator Jordan asked that Committee members review the draft job description and forward him their suggestions by January 10th. He will then provide a copy of the revised job description to the Parking Commission for their review on January 15th. Chairman Kupsik said the job description can be reviewed by the Committee of the Whole in February. It would then need to be approved by the Council.

Discussion on future agenda items

Chairman Kupsik said the employee handbook and the parking supervisor position will be discussed at the next Personnel Committee meeting on January 24th.

The Committee discussed whether it would discuss cemetery maintenance duties at a future meeting. Administrator Jordan said cemetery maintenance is currently overseen by the Cemetery Commission.

Adjournment

Kupsik/Kehoe motion to adjourn at 5:19 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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



Public Works Committee

Alderman Bill Mott Chairman

Alderman Arleen Krohn

Alderman Gary Hougen

Alderman Al Kupsik

Alderman Sarah Hill

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

Street Superintendent Ron Carstensen

City of Lake Geneva

626 Geneva Street

Lake Geneva, WI 53147-1914

www.cityoflakegeneva.com

Phone: (262) 248-3673

MINUTES

DATE: December 17, 2012

MEMORANDUM

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

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

SUBJECT: December 13, 2012 Public Works Committee Meeting Minutes

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 Arleen Krohn X

Alderman Sarah Hill X

Alderman Al Kupsik X

Public in attendance: Mr. Chris Schultz

Staff Present:

City Administrator Dennis Jordan X

Director Daniel Winkler (DPW) X

Ron Carstensen (Street Supt.) X

Mayor Jim Connors:

Other:

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

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

Public Comments:

None.

Communications:

Sample memorandum from DPW Winkler regarding Item No. 7.

Agenda Items:

1. Main Street Storm Tunnel Rehabilitation-Continued Discussion.
2. Riviera Seawall Repair-Update.
3. Cook Street Traffic Signal-Estimated Cost & Design Proposal from Crispell-Snyder.
4. Riviera Washrooms-New Counter Tops-Bids.
5. Handicapped Parking Stall Additions - Downtown.
6. No Parking Zone Request - Park Row & Clover Street.
7. Communications Changes on Projects - Discussion.
8. Consideration of the Sale of Part of the City Property at the Street Department.

Agenda Item No. 1—Main Street Storm Tunnel Rehabilitation-Continued Discussion.

There was significant discussion regarding the format of the Crispell proposal and perhaps the City developing its own RFP form for the City Engineer. It was also asked by Krohn when the City Engineer's contact with the City for their services comes due. Administrator Jordan wasn't sure but thought it renews automatically. There was further discussion regarding how far we go down the design path to find out if the LOMAR analysis is required, as it is very expensive. The PWC wished to get that answer, whether or not the project could go to bid and construction by spring.

It was moved by Ald. Hill and seconded by Ald. Kupsik to continue this item to the next PWC meeting and give staff a chance to get the answers from the engineer. The motion passed 5-0.

Agenda Item No. 2—Riviera Seawall Repair-Update.

DPW Winkler presented a proposal in the amount of \$5,500 from Crispell to analyze and report on the seawall included an estimated cost to repair.

It was moved by Ald. Hill and seconded by Chair Mott to approve the proposal. The motion passed 5-0. **(This item needs to go to FLJ and Common Council for consideration).**

Agenda Item No. 3— Cook Street Traffic Signal- Design Proposal from Crispell-Snyder.

The DPW a revised Crispell-Snyder proposal to include the traffic counts discussed at the November meeting. The PWC was not sure what items nos. 1 & 2 would cost for the project to precede to the point of going to design.

It was moved by Ald. Hill and seconded by Ald. Hougen to proceed with items nos. 1 & 2 in and amount not-to-exceed \$2,000. The motion passed 5-0. **(This item needs to go to FLJ and Common Council for consideration).**

Agenda Item No. 4—Riviera Washrooms-New Counter Tops-Bids.

The Director shared a memorandum with three bids for counter top replacements. The discussion was to go with the under counter sinks and new faucets as specified.

It was moved by Ald. Kupsik and seconded by Ald. Hill to go with the Humphreys Contracting low bid in the amount of \$24,050 in quartz as proposed by Administrator Jordan. They also wished to have any under counter cabinets refaced to match and wanted that price for consideration at award. The motion passed 5-0. **(This item needs to go to FLJ and Common Council for consideration).**

Agenda Item No. 5-Handicapped Parking Stall Additions in the Downtown.

Photos and a location map were presented to the PWC by Director Winkler for comment. There was none and no action was taken.

Agenda Item No. 6- No Parking Zone Request – Park Row & Clover Street.

A letter with map was presented to the PWC for consideration of no parking signage on the south side of Park Row at the vision triangle with Franklin Street just west of Franklin.

It was moved by Ald. Kupsik and seconded by Ald. Hougen to approve no parking and ask the City Attorney to draft up any required ordinance for the Council to vote on. The motion passed 5-0. **(This item needs to go to the City Attorney for action and then to FLJ and Common Council for consideration).**

Agenda Item No. 7- Communications Changes on Projects - Discussion.

DPW Winkler shared a draft memorandum of activity taking place in Public Works. The consensus was for the Director to provide such updates on a regular basis to keep the Aldermen informed.

Agenda Item No. 8- Consideration of the Sale of Part of the City Property at the Street Department.
Administrator Jordan explained that it was the 3rd time the request has been made and the property owner in question would like a final answer but she could not be at the meeting. Superintendent Carstensen indicated the area was vital as a snow depository.

It was moved by Ald. Hill and seconded by Ald. Hougen to continue the item to the next meeting to give the owner of the adjacent property the chance to appear. The motion passed 5-0.

Motion to Adjourn:

It was moved by Ald. Hougen and seconded by Ald. Kupsik to adjourn. The motion passed 5-0 and the meeting adjourned at 7:28 PM.

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

SECRETARY'S MINUTES

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

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

Regular monthly meeting was called to order by Pres. Brellenthin at 4:45 P.M.

Members present: Brellenthin, Magee, Saia, Esarco, Ald. Wall, Ald. Hougen and Mayor Connors.

Minutes of the November meeting approved on a motion by Hougen, 2nd by Mayor Connors. Motion Passed.

Communications:**Water & Sewer Agenda Items:**

1. Chimney Repairs Quotation-Holton Brothers
 The repair is to the chimney at the main office building. The price is in the range of \$8,625 to \$9,825. Saia made the motion to approve, Connors 2nd. Motion passed.
2. Sampler Refrigeration Unit Replacement
 The sampler refrigeration unit replacement was discussed. Saia made a motion to purchase two units from Wm Reed of Germantown, WI. Price is approximately \$8,000. Connors 2nd Motion Passed.
3. 2013 Employee Compensation
 The 2013 employee compensation was discussed. Esarco made a motion for a 3% increase, Saia 2nd. Motion Failed. Wall made the motion for a 2% increase, Hougen 2nd. Motion Passed. Raising McKaig and Eckland to Operator 2 status. Connors made motion, Hougen 2nd. Motion Passed.

Director's Report:

1. Financials Update

Water

EOM Cash Position \$1,527,000
 Project Commitments \$ 61,000

Sewer

EOM Cash Position \$2,336,000
 Project Commitments \$ 13,000

Review and Payment of Bills:

Bills were presented for payment on a motion by Wall, Hougen 2nd. Motion Passed.

Next meeting is scheduled for Thursday, January 17, 2013 at 4:45 P.M.

Adjourn:

Meeting was adjourned at 5:50.

Parry Magee

Secretary

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, DECEMBER 6, 2012, 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. Welcome new Commission Member, Rick Bittner
5. Election of Commission Secretary
6. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
7. Acknowledge correspondence
8. Approval of minutes from the regular meeting November 8, 2012.
9. Fire Department Business:
 - a. Approval of bills for the Month of November 2012. Operating in the amount of \$46,246.83 and Capital in the amount of \$3,100.00, for a total of \$49,346.83
 - b. Awards recognition to Fire and EMS Personnel
 - c. Approve Geneva Township Emergency Services Contract
 - d. Accept donation of extrication tool from the Lake Geneva Rotary Club
 - e. Accept donation of forcible entry door stimulator from the Lake Geneva Jaycee's
 - f. Narrow Banding
 - g. ProPhoenix System
 - h. Fire hose and ventilation saws
 - i. Automatic Response Agreements (Auto-Aid Agreement)
 - j. 2006 Chevy Impala taken out of service
 - k. Monthly Billing Insurance Tracking Report

- l. Monthly EMS Medical Billing Reports
 - m. Fire Department Activity Report for November
 - n. Paratech Report for November
 - o. Items to be forwarded to the City Council
10. Police Business
- a. Approval of bills for the Month of November 2012. Operating in the amount of \$189,746.42 and Capital in the amount of \$2,492.76, for a total of \$192,239.18
 - b. Squad Purchase
 - c. Approve eligibility list for Data Entry/Records Clerk hiring
 - d. Authorization to hire Data Entry/Records Clerk from the eligibility list
 - e. Job description for Data Entry/Records Clerk position
 - f. Accept resignation from part time employee
 - g. Request approval to begin hiring process for part-time dispatchers
 - h. Alarm monitoring system
 - i. Accept anonymous \$50.00 donation
 - j. Discussion on becoming a wireless 911 PSAP
 - k. Monthly Activity report for November and year to date comparisons:
 - 2012 Dispatch activity for November Telephone Calls – 3,854 911 Calls – 231 Window Assists – 713
 - 2012 Patrol activity for November: Calls for Service: 1,073 Arrests: 73
 - 2011 Patrol activity for November: Calls for Service: 1,097 Arrests: 99
 - l. Items to be forwarded to the City Council
11. Agenda items for the next regular meeting January 10, 2013
12. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical, social, or personal histories or disciplinary data of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person(s) referred to: specifically Police Department employee(s) and 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. Specifically Police Department employee(s)

13. Motion to return to open session per Wisconsin State Statute 19.85(2)
14. Authorization to start promotion process from Reserve Officer to Full Time Status and create an eligibility list for future vacancies.
15. Discussion and action on closed session items if needed
16. Adjourn

A quorum of the City Council may be present to gather information; however, no formal Council action will be taken.

**CITY PLAN COMMISSION
MONDAY, DECEMBER 17, 2012 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL**

Meeting called to order by Mayor Connors at 6:34pm.

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

Hougen/Olson motion to approve the November 19th 2012 minutes. 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.

An email received from William Henry asking for item #10 to be postponed until the January Plan Commission meeting.

An email received from the City Engineer in regards to item #9 on tonight's agenda.

Both items will be on record with the Clerk's office.

Public Hearing on an amendment to the existing General Development Plan filed by Jodeen Mikkelsen, N1595 E Lakeside Lane, Lake Geneva, WI 53147, to allow for division of the property and to establish additional permitted uses at 942 Maxwell Street and 1200 La Salle Street, Tax Key numbers ZCL2 00014A and ZCL2 00014 respectively. Ken Etten, Mc Cormack and Etten Architects approached the podium and explained the project. Etten explained the splitting of the two buildings into two parcels. There are two buildings on the property. They were zoned Planned Industrial but are currently Planned Development. The Plan would be to divide the parcels into two portions (one building per parcel). The current parcel is 77,156 square feet in area (1.74 acres). It is desired to break it into roughly two equal parts. The zoning would still remain Planned Development as it even currently doesn't meet all the setbacks for Planned Industrial zoning. The uses would still be in line with other Planned Industrial uses as well as Group Development.

Hougen questions the uses for the building facing La Salle Street and how it could be an issue for nearby residential properties. Etten stated that the building itself has been there for a number of years and has been utilizing Industrial uses. He also stated that during a PIP phase of the amendment process is when the Commission would be told of any new uses that could have an effect on nearby properties. Flower asks if there will continue to be easements for the docks on the south and the north end of the building. Etten explained how it could be difficult to maneuver the access off of La Salle Street to get to the south end of the that building so an easement would be preferred to access off of Maxwell Street and come to the south end of the La Salle Street building. Flower asked for more specifics on the parking. Etten said it would be more defined in the PIP stage of this project. Flower asks about access points. Brugger stated that tonight's approval is the general approval and that we would discuss more of the site design at a later stage. Discussion followed. Connors asked for Etten to show how a delivery truck will utilize the loading area on the La Salle Street building. Etten showed how the small truck would enter off of Maxwell Street, come across the Maxwell Street proposed parking area and back up to the La Salle Street building. The dock is really just a door access to the lower part of the building. This area will not accommodate a semi truck and probably never did. More discussion occurred on why the lots are proposed to be split. No public comments were made. Hougen/Skates to close the public hearing. Motion carried. Skates asked if the approval tonight is based off the lot division that was proposed tonight. Brugger stated in a general way but it could change slightly when the actual Certified Survey Map approval comes before the Commission. Discussion followed on the access approvals and whether that happens now or at a later time (with the CSM and/or the PIP approval). Brugger gave an explanation. Etten showed the pictures up close. **Hougen/ Skates motion to approve an amendment to the existing General Development Plan filed by Jodeen Mikkelsen, N1595 E Lakeside Lane, Lake Geneva, WI 53147, to allow for division of the property and to establish additional permitted uses at 942 Maxwell Street and 1200 La Salle**

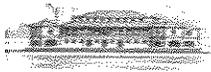
December 17, 2012 Plan Commission

Street, Tax Key numbers ZCL2 00014A and ZCL2 00014 respectively including appropriate accommodations to be made for traffic flow and deliveries and to also include all staff recommendations. Hougen confirms that his decision is based off of the interpretation of the ordinance definition. The ordinance provides for future evolution of the business enterprise and its desire to have it occur in a place that has been lacking in redevelopment in former years. Skates also agrees. Mayor Connors states that our Comprehensive Plan promotes infill development and redevelopment where opportunities exist. Motion carried unanimously.

Review and Recommendation on a Conditional Use Permit that was granted to Geneva Bay Market and Gifts, 252 Center Street, Lake Geneva for an outdoor grilling area. This was desired by the Plan Commission to be reviewed at the end of November 2012. Patrick Kavanaugh approached the podium and explained the grill project. Brugger asked if the grill has been in operation. Patrick stated it had been tested and has been in use a few times and works well. Hougen asks if the locals were still enthusiastic as they were in the approval stage. Kavanaugh stated yes and he has gained new patrons as well. Brugger stated that aesthetically it looks nice however Staff has not seen it in use. Skates stated he would like to still see this grill in operation. Hougen stated that he hasn't been informed of any problems with this use. **Skates/Hougen motion to extend this review to revisit the use of the outdoor grill at the July 15, 2013 Plan Commission. Motion carried unanimously.**

Review and Action on an Architectural Design for Core Commercial on the Target Outlot on North Edwards Blvd. (Tax Key number ZA3997 00003). Bill Hoch representing Excel Engineering and Kim Pischke of Core Commercial approached the podium and explained the proposal for the architectural review. Hoch stated that Target is now imposing new restrictions which include flipping the tenants (buildings) from the original approval. Brugger stated that in regards to the buildings being relocated, the ordinance is pretty specific and will need to have a Precise Implementation Plan Amendment done. The final building plans need to be precise. In regards to the Architectural review, regarding the new single tenant building location, the south side is the first thing you will see when you come around Edwards Boulevard. Staff wanted to see a little something on that side of the building perhaps some faux windows with an awning to tie it in and give it a bit of a building front look. If you need additional parapets to screen the HVAC equipment (as Staff doesn't want to see the metering equipment, HVAC equipment, etc.) That was pretty much the only thing Staff had a comment on (the elevations). Everything else seemed to be ok. Brugger clarifies that on the loading area of the medical building will not have a semi parked there the majority of the time. Hoch stated that it is a loading area only (deliveries). Flower asked for clarification regarding the orientation of Edwards Boulevard and also the determination of which building is which. Hougen asked if a 3-dimensional concept can be brought forward for review. Hoch stated that it could but it would be done at a cost. This was not done in a specific CAD system for review. Flower commented that without seeing the site plan determining the proper orientation of these buildings in relation to its surrounding. **Hougen/ Skates motion to approve the Architectural Design for Core Commercial on the Target Outlot on North Edwards Blvd. (Tax Key number ZA3997 00003) in order to move into the Precise Implementation Plan Amendment process to be determined at the next Plan Commission meeting.** The colored photos labeled with a November revision date is the most current plans. Hoch and Pischke asked if an approval can be made on the old versions so an approval can be made tonight. Flower commented that she has a problem with the roof variations or lack thereof from the Edwards Blvd. elevation that was asked of them from the last meeting. Brugger recommends that a parapet similar to the one corner be added to the southeast corner and a couple faux windows and awning be added to make it look less like the back of a building. **Motion fails 0-5 with Alderman Hougen abstaining.**

Flower would prefer awnings and more roof variations. Brugger stated that the new elevations can be approved for the buildings in the PIP approved locations. Barney also stated that on the south end of the first building on this outlot, the first thing that you will see on as you come around the corner on Edwards Blvd. will present the whole Target complex and suggests some faux windows and perhaps an awning to dress up that side of the building. **Connors/Hougen motion to approve the elevation plans for A2.0a dated Oct 18 2012 (multi-tenant building) to include an awning on the south elevation and on A2.0b dated Nov 15 2012 to approve the elevations (on the south) for the single tenant building to work with staff to add either faux windows and awnings and/or combination parapet. Motion to also include proper screening for HVAC equipment and meters (reviewed by Staff). Motion carried unanimously.** The new locations of the buildings will still need to come back for approval.



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik

Lynn Hassler

Barb Hartigan

Rick Steinberg

Peggy Schneider

Dave Quickel

John Swanson

Mayor Jim Connors

Director of Public Works Daniel S. Winkler, P.E., Secretary
Street Superintendent Ron Carstensen

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914
www.cityoflakegeneva.com Phone: (262) 248-3673

MINUTES OF THE JANUARY 2, 2013

Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:00 PM. DPW Dan Winkler read the roll.

Roll Call:

President Doug Skates , Lynn Hassler , Barb Hartigan ,
Rick Steinberg , Peggy Schneider , Dave Quickel late, John Swanson ,
Ald. Al Kupsik , Mayor Jim Connors , (8 then 9 total).

Staff & Aldermen Present:

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

Public Present:

Mr. Chris Schultz, Mr. Terry Miller, Mr. Ryan Stelzer

Approve the Minutes of the Prior Meeting:

It was moved by Alderman Kupsik to approve the minutes of the November meeting and seconded by Commissioner Hartigan. The motion passed 8-0.

Public Input:

None.

Park Permits/Park Donations

8/12 – 8/19/13, Venetian Fest (Flat Iron, Library & Seminary Parks) Special requests & waivers of fees. Motion by Commissioner Swanson to approve and seconded by Commissioner Hartigan. Discussion included the President reading off the listing of recipients of Jaycee proceeds from the event. The motion passed 8-0.

6/29/13, 8:00 AM – 1:30 PM, Andersen Wedding (Flat Iron Park Gazebo) No special requests. It was moved by Alderman Kupsik to approve and seconded by Commissioner Quickel. The motion passed 9-0.

6/28/13, 2:00 PM – 6:00 PM, Wiegel Wedding (Library Park). Request electricity from the west restroom building for a microphone. No other special requests. The event will place 200 chairs in the park and there will not be any tents. It was moved by Alderman Kupsik to approve the request contingent upon the wedding set up being at the west end of the park, and seconded by Commissioner Hassler. The motion passed 9-0.

New Business:

Frisbee Golf Design-Discussion

It was moved by Mayor Connors to suspend the rules and take the disc course discussion out of order. The motion was seconded by Commissioner Hartigan and passed 9-0.

Mr. Terry Miller of the State of Wisconsin Disc Golf Association was present to explain disc golf, show the different discs used, and generally promote the sport. He said he looked over the Hillmoor site and a nice course would fit in the site including designing it around the proposed dog park. Mr. Miller was asked if he could design the course and how much it would cost. He said he designed courses and could do it complete ready to go with plans for under \$2,000, but designing the course was secondary to promoting construction of a course in the area. He also passed out an estimate of what a typical course would cost to build (< \$20,000). The emphasis was on bringing someone in to design it correctly the first time. Particulars included discussion of the tee boxes (5' x 7' x 12' trapezoid in concrete), and having multiple pipes in the ground to provide for 2 or 3 different basket locations to avoid wearing out the grass. Commissioner Hassler asked if Hillmoor was big enough for a good course and the answer was yes. The consensus was to place this item on next Monday's Committee of the Whole Meeting for further discussion. (The website for further information is: www.pdga.com)

Tree Board Appointment Discussion-Candy Kirchberg, Candidate

President Skates moved to recommend approval of Candy Kirchberg to the Tree Board and seconded by Alderman Kupsik. After some discussion of possible qualifications of board members and the purpose of the Tree Board and what they do, the motion was approved 9-0.

Park Assignments/Repair Update:

No Comments.

Old Business:

Veterans Park Scoreboard Update – Dennis Jordan/Mayor Connors

Administrator Jordan explained the status of the effort to obtain sponsors. He said he would send out some letters to banks inquiring of their interest.

Adjourn:

It was moved by Commissioner Quickel to adjourn and seconded by Commissioner Hartigan. The motion passed 9-0 and the meeting was adjourned by 7:45 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for February 6, 2013.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.

Park Commission Secretary

& Director of Public Works & Utilities

01/03/13

(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

Agenda

Finance Committee

**Thursday, December 13, 2012 at 7:00 a.m.
(Director's Office)**

Board of Trustees Meeting

Thursday, December 13, 2012 at 8:00 am

Call to order

Roll call & introduction of visitors

Adoption/Amendment of agenda

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

special meeting(s)

Public comments

President's report

1. Legacy Committee
2. Walworth County Board
3. School District Representative
4. Impact Fees
5. Computers

Building & Grounds

Finance

1. Monthly Review
2. 2013 Budget

Closed Session

**Adjourn to 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.**

Director's Report

1. Service Statistics
2. Estate
3. Programming

Adjournment

Next Meeting: Thursday, January 10, 2013 at 8:00
a.m.

Lake Geneva Historic Preservation Commission Meeting Minutes

December 13, 2012 6:30 p.m. Lake Geneva City Hall

Roll Call: Present: Ken Etten, Mary Tanner, Jackie Getzen, Ed Yaeger, Dee Fiske & Patrick Quinn.

Absent: Chairperson Ellyn Kehoe

Approval of the Minutes of Historic Preservation Commission Meeting of November 8, 2012.

Election of Historic Preservation Commission Officers as per Ordinance 12-25 amending Chapter 34, Historic Preservation, of the Lake Geneva Municipal Code, Section 34-33(d).

Motion by Patrick Quinn Seconded by Dee Fiske to elect Ken Etten as the Chairperson of the Historic Preservation Commission. Unanimously approved. Motion by Ed Yaeger, Seconded by Patrick Quinn that the Secretary shall be appointed at each meeting. Unanimously approved.

Comments from the public: None

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

The Museum will be open all winter on Saturdays and will continue the programs on Tuesdays at 2 p.m. The stained glass windows from the Crane Estate have been delivered to Gilbertsons for repairs. Numerous Indian artifacts have been loaned to the Museum and will be on display next summer. Feb. 16th there will be a large Train Show at the Museum.

Mary Tanner and Alderwoman Kehoe will discuss the possibility of keeping Pioneer Cemetery open with the Cemetery Commission.

Discussion of the 2013 Historic Preservation Commission Budget
The Budget was approved for \$6500.

Report re: the status of the Geneva Theater Building/ Community Arts Center and updates on the www.friendsofgenevatheater.org website.

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

Continued discussion re: the Railroad Heritage Trail through the City of Lake Geneva with potential new signs. Continued discussion on the need to clear brush on the south side of the apartment home on Sage Street near the sledding hill.

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.

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

Meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Dee Fiske

**COMMUNICATIONS COMMITTEE
WEDNESDAY, DECEMBER 05, 2012 AT 3:30 P.M.
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairperson Hill at 3:31 p.m.

Roll Call. Present: Chairperson Hill, Gary Milliette, Ron Berndt and Jeff Miskie. Absent: Julie Drolshagen. Others present: Emergency Management Coordinator Peters and City Clerk Hawes.

Approval of Minutes from August 29, 2012 meeting as distributed

Milliette/Berndt motion to approve minutes from the August 29, 2012 committee meeting, as prepared. Motion carried by a vote of 3-0.

Comments from the public limited to 5 minutes. None.

Update on media outlet coordination

Chairperson Hill said that with Lake Geneva Regional News designated as the City's official newspaper, we want to make sure we have good lines of communication with them. Chris Schultz, a journalist for the newspaper, commented that communication from the City has generally been good. John Halverson, general manager of the newspaper, said he could meet with City Clerk Hawes to discuss any ways that communication could improve with website/social media tools. Mr. Halverson said they continue to prefer email as a primary form of contact.

Discussion on public/private communications initiatives introduced by John Peters, Emergency Management Coordinator

Emergency Management Coordinator Peters explained the public/private partnership project he is working on. He said the purpose of the effort is to establish lines of communication prior to an emergency event happening. He said he is working with the Chamber of Commerce to collect emails from businesses to establish a contact list. Chairperson Hill said Mr. Peters should work together with City Clerk Hawes, who will be working to establish a weekly e-mail blast for the City. Ms. Hill noted that e-mail lists are public record so it will be important to have a policy or disclaimer for the e-mail list.

Discussion/recommendation on Communications Committee charter

Chairperson Hill suggested the committee recommend changes to the committee's charter. She said the current charter limits their duties to the City website and Channel 25. Ms. Hill referenced a few examples of communications committee charters from other communities. Mr. Milliette said one of the committee's duties should be advising on all technology purchases. Mr. Miskie disagreed that the committee should be involved with all technology purchases, noting that department heads have certain resources and expertise for deciding on software and other purchases. Chairperson Hill agreed with Mr. Miskie, but suggested the committee advise on bigger, infrastructure related technology improvements. Ron Berndt said it is important to differentiate between communications and technology. He suggested they both be part of the scope but identified separately.

Berndt/Milliette motion to recommend adding the sentence from Cupertino, California's communications committee charter regarding technology and the sentence from Delavan's communication committee charter regarding resident communications to the committee's duties in the municipal code. Motion carried by vote of 3 to 0. An ordinance will be drafted and forwarded to City Council for consideration.

Discussion/recommendation on online meeting storage and playback

Mr. Milliette presented an option for providing City meeting videos online. He said the City could have videos stored on a service provided by Amazon. He ran some cost estimates, assuming the City would compress its meeting video files down to about 500MB. Mr. Milliette explained if the City had about 300 videos in five years stored on Amazon it would cost about \$171 per year for storage. He said the cost of streaming with Amazon's S3 would be about \$4-\$5 per month depending on how many times the videos were streamed. Chairperson Hill expressed concern with a "per use" cost, stating it could be difficult to plan for unknown costs

Ron Berndt said he had a different recommendation for online videos. He said he evaluated five different video hosting services for storing, hosting, streaming and embedding online videos. He recommended the City use Vimeo Plus. Mr. Berndt explained it is like YouTube, except you own your assets and there are no ads or sidebars. He said Westchester County, New York is a good example of how it's been used for government meetings. He said Vimeo offers a good user experience for multiple formats – mobile, PC, Mac and tablets. The cost is \$60 per year with a max of 5GB of storage. City Clerk Hawes said Vimeo Pro offers 50GB of storage for \$200 per year. The committee agreed the City would probably need the capacity available with Vimeo Pro.

Mr. Miskie said he would review both the Amazon and Vimeo platforms. Chairperson Hill asked Mr. Miskie to send an email to the committee with his recommendation.

Hill/Milliette motion to recommend the City providing streaming videos using Vimeo Pro, contingent on Jeff Miskie's research and approval of using this service. Mr. Miskie said he will also consider what other costs might be involved. Motion carried by a vote of 3 to 0.

Discussion followed about whether the City should consider an additional service to store and archive its videos online. Mr. Miskie said there is no legal requirement to archive videos online.

Discussion/recommendation on bandwidth options

Mr. Milliette suggested the City's current upload speeds provided by AT&T are not acceptable. He said the City should consider bandwidth options available with other providers. Mr. Miskie said the City currently gets speeds of 1.5 mbps down and 0.5 mbps up. He said the Police uses Time Warner and the other City Hall offices use AT&T. Mr. Miskie said he preferred using two different providers in case one goes down he can switch over to the other. He said he will review bandwidth options as part of the video streaming project.

Discussion on Citywide technology review

Chairperson Hill said the committee talked last meeting about doing an IT review of the City. She said City Clerk Hawes distributed a sample technology assessment RFP that he used at his last job. Ms. Hill said the IT review would be a way to take inventory on what exactly the City uses in its various departments. Mr. Miskie said it will be important to have a focused scope. Mr. Berndt said he'd be happy to participate. Mr. Miskie cautioned that various aspects of the police network cannot be included in the review. City Clerk Hawes suggested they meet with different departments to explain the purpose of the IT review.

Review of website statistics

City Clerk Hawes distributed website statistics for the last two months. He said it appears someone set up a Google Analytics account for the City, but he wasn't able to determine the login information to access the account. Mr. Hawes said he set up a new Google Analytics account which will give us better data this

point forward. Mr. Berndt mentioned we might consider qualitative statistics as another approach to evaluating website usage.

Set next meeting date

Chairperson Hill said she will go through the calendar and set four meeting dates for 2013. She said additional meeting dates could be scheduled as needed.

Adjournment

Berndt/Milliette motion to adjourn at 5:38 p.m.

/s/ Michael Hawes, City Clerk

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

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

DATE: Thursday, December 13, 2012
TIME: 7:35 a.m.
PLACE: Harbor Shores
PRESENT: George Hennerley, Ed Svitak, Brett Sundstrom, Kevin Fleming, Steve Lois, Jessie Jacobs, Michael Jackson, Tom Hartz, Bill Gage, Tammie Carstensen, Steve Schroeder, Karin Bennett, Tom Hyslop, Grace Eckland, Helen Johnson, Ardith Berkanovic

Tammie Carstensen, in John Stensland's absence, called the meeting to order at 7:35 a.m. **Minutes:** November 8, 2012 minutes approved on a motion by Tom Hartz, seconded by Kevin Fleming. Carried.

Financial Statements, Bills submitted for payment: November, 2012 financials approved on a motion by Steve Lois, seconded Brett Sundstrom. Carried
Discussion followed regarding using a cash flow analysis program in the future. George will follow up.

New Members: Eight new members were approved on a motion by Bill Gage, seconded Michael Jackson. Carried. Two Men and a Truck, Maxwell Mansion 1886, Nelson's Hometowne Recreation, DJ Felix Entertainment, Form Wealth Management Group of Wells Fargo Advisors, Mercy Care Health Plans, Short & Sweet-Tasty Treats; We're Just Like Family, LLC.

Retail Division Report: Kevin Fleming

Chamber member meeting on Dec. 12 at Geneva Lake Museum. 28 businesses attended – representation from retail, dining, lodging, attractions and professional businesses. A communication Sub-committee (Sarah Adams, Bill Dalzell, Tom Hartz, Philip Sassano, Kevin Fleming) was developed to study and recommend changes for the Chamber Web Site.

Subjects addressed:

- Improve communication between City of Lake Geneva and local businesses: Chamber member e-mail addresses will be provided to the Lake Geneva City Business license to help in communication.
- Improve access to Chamber site – more of a profile. Resolution – obtain three bids from web site developers to update and maintain Chamber site.

Discussion followed on what Chamber site should contain: Should be a functioning website for current businesses and new businesses:

- Easy access
- Community information available to the public (calendar, demographics, commercial real estate listings, process for opening a business in Lake Geneva, school news, government news/ordinances
- Membership news

City News: Kevin Fleming gave update on Stop/Go lights. Programmed system. Refinements will be made as needed.

Geneva Theater Bldg/Friends of the Geneva Theatre: Update on feasibility study/consultant is tabled for next month.

Meeting adjourned at 8:55 on a motion by Kevin Fleming, seconded Tom Hartz. Carried.

Next Board Meeting January 10, 2013 at Harbor Shores.

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Geneva Lake Museum Board Meeting

December 12, 2012

President Jim Gee called the board meeting to order at 5:30pm in Mill St Centre. Officers present were Vice President Dale Buelter, Treasurer Mary Olson, and Secretary Vern Magee. Directors in attendance were Dick Bain, Marianne Bonifacic, Barbara Buelter, Chuck Ebeling, Dee Fiske, Pat Gee, Lynn Grayson, Vernon Haan, Dana Hagenah, Betty Less, Joanne Niessner, Don Rutkowski, and Mary Tanner. Staff present were Director, Karen Jo Walsh, Curator Helen Brandt, and Office Manager Pat Cramer. Our liaison to the city, Bill Mott was present along with guests Joy Haan, Louise Rutkowski, and Vicki Ebeling.

A motion by Chuck Ebeling and second by Mary Tanner to approve the November minutes, motion carried. **Mary Olson** presented the treasurers' report and explained the restricted funds are listed at the bottom of the report on the first page. We have 42,710.97 in our checking account. **Helen** gave the curators' report stating we had 551 guests in November and 15 tours and class visits and special events that brought in 276 patrons. Our year to date numbers are **6,366**, making this an outstanding achievement for the GLM. Our **Victorian Christmas Party** on December 1st was a huge success with **412 guests** and 28 volunteers who greeted them and made them feel welcome as they toured the museum adorned with 20 Christmas trees and enjoyed refreshments in Mill St Centre. Santa was on hand to visit with the children and adults alike.

Director's Report:

Karen Jo proudly announced we have received our **3rd StEPS certificate**, earning a gold status for Interpretation, the highest award given. We are half way there to becoming an accredited museum. We are working on the next certificate entitled Collections. The director listed 21 events that have taken place or will take place between November 3 and December 12. See her complete report sent to the city and filed with the minutes at the GLM. Only highlights of her report are mentioned here.

The **wigwam exhibit** is moving along nicely with much work being done in preparation for the muralist to come in January. The **Antique Road Share** is being well received with volunteers going to assisted living places and sharing artifacts with residents. By the end of December, they will have visited 5 homes for seniors in the area as an outreach program. The Tuesday at Two workshops are going well with numbers increasing and a few memberships sold. The day Patrick Quinn spoke, we sold 6 copies of the Annals of Lake Geneva at \$20.00 a copy. Holiday greetings have been sent to benefactors and others we would like to remember at this time of year. Karen pointed out we have at least 9 new things to look at from Dolly Dalmatian in the fire truck to the new mannequins gracing the research room. The city has added weather stripping to both of our garage doors which will keep the heat in and the mice out, we hope. Karen ended her report by saying this has been a stimulating and rewarding year and may we continue to expand our love of history to all ages so it stays alive.

Committee reports

Fiance committee met and they want to get the museum financially stable. Jim suggested a quasi endowment which he was involved in doing at a college where he was on the board. In a quasi endowment, we can take funds from it, if needed, but it requires a resolution from the board and usually requires two thirds of the board voting for it. It cannot be touched by an individual and Jim has spoken to bankers and can write the resolution himself. It will take place in January. Chuck suggested giving the endowment a name, which Jim thought was a great idea.

Fundraising met recently and Marianne reported that the committee felt the Victorian Christmas party was such a success and it will be done again next year with the date set for December 7th. We will again have a May event which will feature the **wigwam** and the **Crane windows**. A list will be created

so the board can sign up and will see where they can be of assistance in making it successful again. Dana gave a brief report on the **Elgin Club tour** for next September and the committee is working on details such as setting a price for tickets and deciding how much help will be needed. Karen reminded the board that **February 16th** will be a train event which will also be open and free to the public as a community outreach program.

Marketing: Chuck was pleased that the Regional News gave us great coverage with a half page of the paper promoting the anchor that has been placed in front of the museum with Dale doing the brick work, painting the buoy and Chuck writing about it. The Lake Geneva magazine will carry a quarter page ad this year for the museum and it will be distributed everywhere and available all year. The chamber had nearly a million hits year on their website and we will have a flag that will give us more presence and easier to find us. Bill Mott pointed out Sarah Hill is the council rep and may be of some help to Chuck if needed.

Planning and Exhibits: Dale showed the board his simple outline in speaking to the Jaycees, who told him to be quick and enthusiastic. He felt he must have accomplished that because by the time he was finished, they awarded us \$1000.00 for the wigwam. He pointed out that there is much to do before May, such as building the wigwam and the fireplace in the log cabin, class room theater, the lake level display that is 8 years old and needs revamping to keep it fresh. There are still collections in boxes waiting to be accessioned and put out from the Conway donations. Dale noted the Christmas tree take down which will begin shortly after Christmas and put in boxes and labeled for next year. Board members were encouraged to help with this even if they can work just for a short time. The Crane windows were opened and viewed today at Gilbertson's Stain Glass with the Regional News there to take a photo that will appear in the paper in the next few weeks. They are beautiful and arrived safely from Hawaii. We're not sure how they got to Hawaii but we are happy they have returned.

Membership: We are up in numbers between 30 and 40% for which we are all thrilled. Karen mentioned that our life members have received a special holiday greeting to thank them for their support. Jim is sending a letter to those with overdue memberships and will hand sign each one of them.

Museum Store: Pat reported that she and Jim and Marianne and Frank went through our archives for suitable photos to reproduce, mat and frame. A few of them are complete and are hung and are for sale in the store. When one sells, it can be reproduced within a week and offered for sale again. Prints will also be for sale in standard sizes so people can purchase them and frame them themselves or have them professionally framed. Morgans' store has also graciously suggested to have some of them for sale in her store and give the museum a portion of the sales. Dee suggested we mention the prints for sale on our website.

Old business: Jim handed out a new committee assignments list, noting that this will change as people decide which committees they choose to become a part of or resign from. Jim still wants to contact Bay Lock to see about more security and panic bars on the Mill St and kitchen doors. Karen said Jesse was doing a fantastic job on keeping the website up to date and is doing this as an in kind donation to the museum. Lynn asked if we have a facebook page and was told we don't at this time but hope to get one in the future. Jim reminded Lynn the majority of the board was over 60 and most do not do facebook.

New business: Lynn has been emailing people to find out if we can qualify for an award for republishing *Annals of Lake Geneva Wisconsin* this past spring. If we would receive this award, it would help in writing future grants. If we meet the criteria, we will certainly apply. The award will be an honor but there is no monetary advantage to us. There are other grants we hope to apply for that will award funds but require attaining certain numbers that must be sent for. We are applying for a grant that would allow us to do oral history and film the person giving us the oral history. Lynn is also

looking into more local and area grants that are available. Marianne suggested looking into Kikoman in Walworth who give grants for educational purposes. Karen told the board she is trying to accommodate James Conway who needs a completed appraisal soon. So far his appraisal shows he has given us \$23,000 in donations.

Bill Mott mentioned that we have many people in the museum who care about Lake Geneva and encouraged anyone that is interested to take out papers to run for office. The dead line to turn in papers in January 2, 2013.

The meeting was adjourned at 6:30 and everyone stayed to enjoy a Christmas party with the museum furnishing sandwiches from Piggly Wiggly and board members bringing the rest of the food to share.

Vern Magee
Secretary

cc Mike Hawes, city clerk
Jim Connors, mayor
Bill Mott, alderman

GENEVA LAKE ENVIRONMENTAL AGENCY (GLEA)
WALWORTH, WISCONSIN

BOARD OF DIRECTORS MONTHLY MEETING
Thursday, December 13, 2012 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, December 13, 2012** beginning at 7:00 p.m., at George Williams College Campus Lower Association Hall, 350 Constance Boulevard, Williams Bay, Wisconsin.

AMENDED 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 October 18, 2012
2. Monthly Review Items:
 - a. Bookkeeper's Income Statement with Budget
 - b. Bookkeeper's Balance Sheet
 - c. Bookkeeper's Disbursement Report
 - d. Bookkeeper's Current Donations Report
 - e. Director's Report

Old Business

1. 2013 Earth Week/Day
2. Lake Level Corp and WDNR
3. 2012 Intern's final report
4. Action on GLEA's 2013 GLEA Budget

New Business

1. 2013 Internship project
2. USGS/GLEA Joint funding Agreement
3. Training session on Beach models

Commissioner's Report

Adjournment

Dated December 11, 2012
Posted: GLEA office and website www.genevaonline.com/~glea
Theodore Peters, Director glea@genevaonline.com