



COMMITTEE OF THE WHOLE
MONDAY, DECEMBER 2, 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 November 4, 2013 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Hill
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hougen & Wall
 - b. Tree Board, Alderman Kupsik
 - c. Police & Fire Commission, Alderman Lyon
 - d. Plan Commission, Alderman Hougen

- e. Board of Park Commissioners, Alderman Kupsik
- f. Library Board, Alderman Wall
- g. Historic Preservation, Alderman Kehoe
- h. Cemetery, Alderman Taggart
- i. Parking Commission, Alderman Hill
- j. Communications Committee, Alderman Hill
- k. Avian Committee, Alderman Wall

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

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

9. Discussion on Cemetery Commission Structure/Reorganization

10. Adjourn

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

11/27/13

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE MINUTES
MONDAY, NOVEMBER 4, 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 Council President Kupsik.

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

Lyon/Taggart motion to approve Minutes from October 7, 2013 Committee of the Whole Meeting as distributed. Unanimously carried.

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items.

Terry O'Neill, 954 George Street commented on the new parking system and adding a Parking Supervisor.

Mary Jo Fesenmaier, 955 George Street spoke on the petition from George Street residents and Nancy Russell's request, along with the City's proposal, to have George Street repairs put on the Council agenda. Ms. Fesenmaier also suggested making the Piers, Harbors and Lakefront Committee a citizen committee in order to free up an alderman to serve on the newly reestablished Lake Use Committee.

The Mayor explained later in the meeting that there were more issues with the repairs than just the portion of George Street being discussed; the road running all the way out to Highway 12 is under discussion with the County. They would like to turn it over to and make the City responsible for that whole section. The Mayor, City Administrator, DPW Director and others have had meetings with County Supervisor Nancy Russell, Mr. Brunner and others; the issues have also been discussed at Public Works.

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
Board of Park Commissioners, Alderman Kupsik
Library Board, Alderman Wall
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

Lyon/Taggart motion to adjourn at 7:06p.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



FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, NOVEMBER 25, 2013 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL
MINUTES

1. Call to Order

Chairwoman Hill called the meeting to order at 6:02pm.

2. Roll Call

Present: Kupsik, Mott, Hougen, Lyon

Also Present: Administrator Jordan, Department of Public Works Director Winkler, Attorney Draper, Treasurer Klein, and Clerk Neubeck

3. 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

4. Approve the Finance, License and Regulation Committee Meeting minutes of November 11, 2013 meeting as distributed.

Motion #1: Alderman Lyon moved to approve the Finance, License and Regulation Committee Meeting minutes of November 11, 2013 meeting as distributed, Alderman Kupsik seconded, and the motion passed unanimously.

5. LICENSES & PERMITS

A. Original 2013-2014 Operator (Bartender) License applications filed by Cariese M. Hayden, Zachary N. Swangstu, Trevor A. Gillett, Sara J. Lesch, Shahana Syed, and Jonathan A. Mueller.

Motion #2: Alderman Lyon moved to approve A. Original 2013-2014 Operator (Bartender) License applications filed by Cariese M. Hayden, Zachary N. Swangstu, Trevor A. Gillett, Sara J. Lesch, Shahana Syed, and Jonathan A. Mueller; Alderman Hougen seconded; and the motion passed unanimously.

B. Event Permit Application for Carrie Swatek for the Lake Geneva Hope Walk on September 27, 2014

Motion #3: Alderman Mott moved to approve the Event Permit Application for Carrie Swatek for the Lake Geneva Hope Walk on September 27, 2014, Alderman Kupsik seconded, and the motion passed unanimously.

C. Event Permit Application for Nikki Marsicano for the Geneva Lake Art Association's Art in the Park on August 9 & 10, 2014

Motion #4: Alderman Kupsik moved to approve the Event Permit Application for Nikki Marsicano for the Geneva Lake Art Association's Art in the Park on August 9 & 10, 2014, and Alderman Lyon seconded.

Chairwoman Hill asked if all necessary fees have been paid.

Administrator Jordan replied the necessary fees have been paid.

Chairwoman Hill asked why the park fees were waived.

Alderman Kupsik said that at the last Park Board meeting, the applicants asked to waive the deposit as an issue came up regarding their budget.

Chairwoman Hill expressed her concern about blocking off Center St on a Saturday.

Alderman Kupsik said that in the past, it is closed just for loading and unloading.

Administrator Jordan said Center Street then it opens up after for through traffic. The applicants reserved 93 parking spaces as well.

The motion passed 4-0-1 with Alderman Hougen abstaining.

6. Discussion/Recommendation on Resolution 13-R59 - 2014 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates

Motion #5: Alderman Lyon moved to recommend the City Council approve Resolution 13-R59 - 2014 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates, and Alderman Kupsik seconded.

Motion #6: Alderman Hougen moved suspend Robert's Rules of order for rules for Alderman Wall to give an update from the Piersm Harbors, and Lakefront Committee, Alderman Mott seconded, and the motion passed unanimously.

Alderman Mott said the Resolution includes 3% increase over last year's fees. The Committee felt it was justified and still a good deal compared to other piers in the area

Alderman Hougen asked if public input was involved.

Alderman Wall responded the public had the opportunity to comment, but no members of the public attended the meeting.

Alderman Kupsik asked when the last time fees were increased.

Alderman Wall replied it has been a few years.

Motion #5 passed unanimously.

7. Discussion/Recommendation on Resolution 13-R67 to amend the 2013 Capital Projects Budget to include additional street improvements

Director Winkler said this additional street improvements includes Platt Avenue as well as other streets as decided on by the City Council.

Motion #7: Alderman Kupsik moved to recommend to the City Council Resolution 13-R67 to amend the 2013 Capital Projects Budget to include additional street improvements, and Alderman Mott seconded.

Alderman Kupsik asked if the repairs on Dunfield will be completed this year.

Director Winkler replied that particular project as already been completed.

Motion #7 passed unanimously.

8. Discussion/Recommendation on Discussion/Action on Resolution 13-R68 to Create an Equipment Replacement Fund

Motion #8: Alderman Mott moved to recommend the City Council approve Resolution 13-R68 to Create an Equipment Replacement Fund, and Alderman Kupsik seconded.

Administrator Jordan informed the Committee the purpose of this fund will be to fund vehicle replaced as outlined in his memo to the City Council. He also provided a list identifying vehicles to be replaced, their amortization rate, and the amounts set aside each year to keep the fund going. He added this will provide a blueprint for replacement schedules for equipment, but by no means is the list he provided exhaustive.

Chairwoman Hill asked what the emergency management sirens pertained to.

Administrator Jordan replied that siren system is the tornado siren.

Alderman Hill said a fund was set up last year for the 911 communication system and asked where that line is.

Administrator Jordan replied that line was accidentally cut out when he was shrinking the PDF.

Alderman Hill asked if the Committee would approve the list of vehicles if it approved Resolution 13-R68.

Administrator Jordan replied the list is an update at this time, and a vote on Resolution 13-R68 will not approve the list of vehicles to be replaced. He added a request for proposal (RFP) will go out in January for the aforementioned 911 communication system.

Chairwoman Hill explained the original funding came from a really good year parking in 2012, and asked Administrator Jordan how else this vehicle replacement fund will be funded.

Administrator Jordan replied it will still be partially funded from parking funds; however, he will have a more definitive answer after the audit is completed.

Chairwoman Hill asked if the fund cannot be fully financed up front why create it at all.

Administrator Jordan explained it sets aside funding for vehicles, and staff can see how much needs to be put in each year after selling property, etc.

Chairwoman Hill asked if he had other tactics for financing the vehicle replacement fund.

Administrator Jordan replied it can come from excesses from the parking fund or from the levy.

Alderman Hougen asked if a proposal to sell City property can be put in front of the Plan Commission.

Administrator Jordan replied all sale of City property goes in front of the Plan Commission, and it is up to the City Council ultimately to make a decision going forward.

Alderman Kupsik said in past property was sold and then the new owners had to go back to the Plan Commission in the event a permit is need. He then asked if creating this fund means future Councils could not alter the plans.

Administrator Jordan replied future Councils may do as they please; however, this fund sets a plan going forward on when and how vehicles will be replaced.

Director Winkler said the vehicle list may not be all inclusive at the moment, but he would like the Council to commit and then a priority level be set. Some vehicles may last longer than others. He suggested a comprehensive look at future replacement of City property, and this list and the creation of the fund is a start.

Chairwoman Hill asked how this fund would blend with the existing capital improvement fund.

Administrator Jordan replied the two funds would not blend as the capital improvement fund focuses on infrastructure projects.

Motion #8 passed unanimously.

9. Discussion/Recommendation on Sidewalk Repairs – Safe Step Proposal

Director Winkler informed the Committee this project intends to shave tripping hazards on City sidewalks, there currents exists ten thousand dollars in budget to fund it, and the project then will allocate two and a half thousand dollars per aldermanic district per priorities. He added Safe Step is a great company to work with.

Motion #9: Alderman Kupsik moved to recommend to the City Council approve the Safe Step Proposal for sidewalk repairs, Alderman Hougen seconded, and the motion passed unanimously.

10. Discussion/Recommendation on Riviera Concrete Replacement & 2014 Sidewalk Replacement Bids

Director Winkler said the Public Works Committee had staff bid out the repairs which include 2/3 of the sidewalk horseshoe in front of the Riviera, and seven bids were received with Mohr Construction being the lowest bidder at \$20,538. He added Mohr Construction did the library bathroom remodeling. Furthermore, the Beautification Committee may pay to extend bricks from the fountain so it is more inviting to the main entrance.

Alderman Kupsik asked if the Beautification Committee puts in brick and the concrete is recessed if that is mentioned in the bid.

Director Winkler replied it is not; however, the a change order would be done in the event the Beautification Committee approves to do the brick work.

Motion #10: Alderman Kupsik moved to recommend the City Council approve the Concrete Replacement & 2014 Sidewalk Replacement Bid from Mohr Construction in the amount of \$20,538, Alderman Mott seconded, and the motion passed unanimously.

11. Discussion/Recommendation on Fire Station Exhaust Bids

Director Winkler explained the system will have pipes that magnetically connect to tailpipes which will ease in public safety vehicles leaving and overall safety in firehouse.

Chairwoman Hill asked why this was not done in the past and if fire impact fees can be used.

Attorney Draper explained as long as there is an increase in population to justify the expenditure fire impact fees can be used. Because of this increase in population, the City now requires more fire employees to remain on site in the event of an emergency.

Alderman Kupsik added this project will save energy in the firehouse as it will eliminate opening doors and fanning out the entire building.

Attorney Draper said cannot use impact fees cannot be used to correct deficiencies; rather, they can only be used to offset the costs associate with the impact of new development.

Motion #11: Chairwoman Hill moved to recommend the City Council approve the bid for the Fire Station Exhaust system, Alderman Kupsik seconded, and the motion passed unanimously.

12. Presentation of Accounts

A. Purchase Orders.

None

B. Prepaid Bills in the amount of \$1,213.16

Motion #12: Alderman Kupsik moved to recommend the City Council approve Prepaid Bills in the amount of \$1,213.16, Alderman Hougen seconded, and the motion passed unanimously.

C. Regular Bills in the amount of \$288,668.16

Motion #13: Alderman Kupsik move to recommend the City Council approve Regular Bills in the amount of \$288,668.16, Alderman Lyon seconded, and the motion passed unanimously.

13. Adjournment

Motion #14: Alderman Hougen moved to adjourn, Alderman Kupsik seconded, and the motion passed unanimously.

The meeting adjourned at 6:56pm.

Tim Neubeck, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE FINANCE COMMITTEE

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES

MONDAY, NOVEMBER 11, 2013 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Chair Hill called the meeting to order at 6:00pm

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

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.

Mott/Lyon motion to approve the Finance, License and Regulation Committee Meeting minutes of October 14, 2013. Unanimously carried.

LICENSES & PERMITS

Kupsik/Lyon motion to recommend approval of Original 2013-2014 Operator (Bartender) License application filed by Vincent Balogh. Unanimously carried.

Discussion/Recommendation on renewal of a CD in the amount of \$312,934.36 maturing on November 18, 2013

Hougen/Lyon motion to recommend renewal of a CD in the amount of \$312,934.36 with Talmer Bank for a 6-month term at an interest rate of 0.45%. Unanimously carried.

Discussion/Recommendation on renewal of a CDARS in the amount of \$600,000.00 maturing on November 21, 2013

Kupsik/Mott motion to recommend renewal of a CDARS in the amount of \$600,000.00 maturing on November 21, 2013. Hill/Lyon motion to approve renewal of the CDARS in the amount of \$600,000.00 for a 26-week term at Community Bank of Delavan at an interest rate of 0.15%. Unanimously carried.

Discussion/Recommendation on Contract for City Clerk Tim Neubeck

Kupsik/Mott motion to adopt the contract for City Clerk Tim Neubeck as revised in handout. Discussion follow on slight changes in the contract regarding compensation and performance. Unanimously carried.

Discussion/Recommendation on purchase of Truck to replace Unit #20 in Street Department

Administrator Jordan explained that two Street Department chippers and the cemetery truck were sold and would like to go out for bids to replace Truck #20 using those monies. Alderman Hill expressed concern on this process. There was a lengthy discussion on how funding is controlled and priority of this truck replacement.

Kupsik/Lyon motion requesting staff to get bids on a new Street Department truck to replace Truck #20. Motion carries 4-1, with Hill opposed.

Discussion/Recommendation on Revision of 2013 Street Improvement Program (corrected from “2014”)

Alderman Hill noted the year should read 2013 Street Improvement Program. DPW Winkler explained this is asphalt patching on Peller Road north of Main and a section of driveway down to the concession stand at Dunn Field. There are sufficient funds in Capital Project and these repairs need to be done before the winter makes them much worse.

Kupsik/Mott motion to approve overage of \$8,800 out of excess capital funds. Unanimously carried.

Discussion/Recommendation on application for low power FM Station.

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

Presentation of accounts.

Purchase Orders. None.

Kupsik/Mott motion to approve prepaid bills in the amount of \$7,348.96. Roll Call. Unanimously carried.

Kupsik/Hougen motion to approve regular bills in the adjusted amount of \$449,584.16. Roll Call. Unanimously carried.

Kupsik/Hougen motion to adjourn. Unanimously carried.

/s/Artis Roenspies, Deputy City Clerk



PERSONNEL COMMITTEE MEETING
MONDAY, NOVEMBER 18, 2013 – 4:30PM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

- 1. Meeting called to order by Chairman Kupsik**
Chairman Kupsik called the meeting to order at 4:35 pm.

- 2. Roll Call**

		Vote 1	Vote 2
Chairman Kupsik	Present	Y	Y
Alderman Wall	Present	Y	Y
Alderman Hill	Present	Y	Y
Alderman Kehoe	Present	Y	Y
Alderman Taggart	Absent (excused)	-	-

Also Present:
Dennis Jordan, City Administrator
Teresa Klein, City Treasurer
Tim Neubeck, City Clerk

- 3. Comments from the public limited to 5 minutes**
None
- 4. Review of applications/resumes for Building and Zoning Administrative Assistant position and recommendation for candidate interviews**
Administrator Jordan explained candidates are given priority based upon their preferred experience in building and zoning as well as overall public sector experience.

Alderman Wall asked why the Personnel Committee is involved so early in the hiring process.

Administrator Jordan explained past configurations of the Personnel Committee wanted to interview candidates. However, he said department heads and executive staff only should go through the Personnel Committee this early in the process.

Alderman Hill suggested the Personnel Committee not be involved until the final decision and allow staff to come up with a final list of candidates.

Chairman Kupsik concurred due to the fact all employees are approved by the City Council.

Administrator Jordan recommended reopening the search for Building and Zoning Administrative Assistant and change the posting to “position open until filled.”

Motion #1: Alderman Hill moved to open the application period until a suitable candidate for Building and Zoning Administrative Assistant can be found, Alderman Wall seconded, and the motion carried.

Administrator Jordan said the notice will be reposted on the City’s website and social media accounts as well as in the local newspaper.

Chairman Kupsik asked how much longer he anticipates the posting to be up.

Administrator Jordan replied it depends on how long the local newspaper takes to send out.

Chairman Kupsik said in light of the current recommendation of the Personnel Committee, the Committee should cancel the November 21, 2013 Personnel Committee meeting.

5. Adjourn

Motion #2: Alderman Hill moved to adjourn, Alderman Wall seconded, and the motion carried.

The meeting adjourned at 4:47pm.

Tim Neubeck, City Clerk

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



Public Works Committee

Alderman Bill Mott Chairman

Alderman Jeff Wall

Alderman Gary Hougen

Alderman Al Kupsik

Alderman Sarah Hill

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

Street Superintendent Ron Carstensen

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

www.cityoflakegeneva.com

Phone: (262) 248-3673

MINUTES

DATE: November 20, 2013

MEMORANDUM

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

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

SUBJECT: November 14, 2013 Public Works Committee Meeting Minutes

The Public Works Committee met at **6:01 PM** at City Hall.

Members in attendance:

Chairman Bill Mott X
Alderman Gary Hougen X
Alderman Jeff Wall X
Alderman Sarah Hill X
Alderman Al Kupsik X

Staff Present:

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

Public in attendance: Mr. Chris Schultz, Ms. Mary Jo Fesenmaier, Mr. Kevin Brunner, Mrs. Nancy Russell

Approval of the Minutes of the Prior (October) Meeting:

Motion to approve by Wall and seconded by Kupsik. The motion passed 5-0.

Public Comments:

None.

Communications:

DPW Winkler provided a summary update on the various City projects. The following is the project list discussed:

- ✓ Broad Street Lighting-Light poles have been ordered. Time Warner has gotten back to us with undergrounding costs. PWC should revisit the project scope.
- ✓ Disc Golf Course Design-Scherrer Construction volunteers are working on tee boxes 11/9. Sleeves are cast in concrete in 5-gallon buckets and installed. Baskets are assembled and installed. Jaycees may do volunteer tree pruning on 11/16.
- ✓ Downtown Concrete Repairs-Humphreys is finished with the additional list. The contract will be closed out in November barring any further additions.
- ✓ Dunn Field Restroom Replacement- The contractor is 95% complete. Floor painting remains. Final inspection 11/13.

- ✓ Public Parking Lot Repairs/Repaving-Frank Bros. has the Center Street parking lot to pave and stripe and the work is complete. They had to pull off until the dredging contractor was done. The present schedule calls for completing the work on 11/14 or 11/15.
- ✓ Riviera Seawall- The west wall is done. Contractor is working on the east wall.
- ✓ Cook Street & Main Street Traffic Signal-Project is under design for January 2014 bidding.
- ✓ Main Street Storm Tunnel-Globe Contractors set up the bypass pumping system and excavated the stream bed at the west side of the culverts. Sliplining pipe for the west side to be installed this week.
- ✓ 2013 Street Maintenance Program-The project is 99% complete. Platt Avenue paving was added and is complete. Two patch areas were approved by Council on 11/11 for work yet this week.
- ✓ Lagoon Dredging-Work is complete and the contractor has demobilized. Final payout pending after evaluation of dock damage by Gage and Administration.
- ✓ 2013 Fall Tree Planting-Project was completed this week. Final payout made.
- ✓ Front End Loader Replacement-Equipment awarded to Miller-Bradford for Case end loader. Delivery still a few weeks away.
- ✓ 2013 Fall Crackfilling-Project is complete. Final payout made.
- ✓ Riviera Sidewalk Replacement-Project is out for bids with a bid opening of 11/21.
- ✓ Main Fire Station Ventilation-Project is out for bids with a bid opening of 11/21.
- ✓ Replacement Truck #20-Approved by Council to go out for bids 11/12.

Agenda Item No. 1– CTH “H” George Street Paving Discussion.

Walworth County representatives Mr. Kevin Brunner and County Chair Nancy Russell appeared to encourage the City to accept a portion of CTH “H” for maintenance after they repair it in two years. They said the road is 28 years old and after repairing it, the City was in a better position to maintain it properly. Mr. Ron Barrett of 929 George Street spoke and said something needed to be done next year. Ms. Mary Jo Fesenmaier said two years is too long to wait. Alderman Hill said she lives on the street and it was awful. DPW Winkler was asked his opinion and he explained we had multiple options, but since the road needed to be done one way or another, the only viable option to the City is to repair the section from Tolman Street to William Street ourselves and work out a future reimbursement from Walworth County. Mr. Brunner and Mrs. Russell didn’t want to do that and said they would go back to their public works committee in December and ask them to fund the work on the .9 mile section next year. Mr. Jordan noted that the upcoming capital project borrowing includes money to repair George Street if needed. The discussion shifted to the entire CTH “H” through the City and whether or not the City should accept it someday and whether or not CTH “H” should be rerouted around the City. DPW Winkler provided a map of a possible reroute around to the north back to STH 120 to USH 12, which was not well received by the County representatives. He pointed out that when Wells Street was taken over by the City, that CTH “H” was rerouted as was STH 120 down South Lakeshore Drive. The net result was an immediate and huge reduction in heavy truck traffic and noise on the roads. Mayor Connors provided overhead projector slides showing the number of current abutting township properties along the route through the City that would directly benefit from the City taking the road for maintenance, but not contribute to its care. DPW Winkler and Mrs. Russell recognized the County’s problems with how they plow the segment not under discussion from George Street to the Piggly Wiggly traffic signal and the possibility of doing some swaps of snow plowing.

It was moved by Ald. Hill and seconded by Ald. Kupsik that the City staff prepare and send a letter to the County, requesting they advance the 0.9 section of reconstruction work on CTH “H” between the north City limits and William Street to 2014 and that the City and County staff continue discussions regarding CTH “H” maintenance. Mr. Brunner asked the letter be received at the County by December 11th in time for the County’s next meeting. The motion passed 5-0.

Agenda Item No. 2- Parking Ramp - Discussion.

DPW Winkler mentioned this item was on the agenda as a parking ramp is a public works project. Chair Mott said the project requires a public vote but we need cost numbers. Administrator Jordan said he was getting a better estimate and will have it next week, and the estimates will look primarily at the Cook and Geneva Streets lot. Ald. Hill said the Parking Commission needed better cost information before making a final recommendation. Ald. Kupsik agreed we need better cost numbers and a site to take to the voters.

By consensus it was agreed to ask Ald. Hill, Administrator Jordan, and DPW Winkler look at the proposal to go out for a parking ramp and estimated costs.

Agenda Item No. 3- Broad Street Lighting - Update.

DPW Winkler said we have received the cost from Time Warner to underground their cable on the Marshall Street to George Street portion of the project in the amount of \$41,000, with Alliant's cost in the \$5,000 to \$10,000 range. He asked the PWC if we should proceed with the 2-½ block stretch from Marshall to George Street or adjust the project scope.

It was moved by Ald. Hill and seconded by Ald. Hougen to proceed with the project as scoped and pay the Alliant and Time Warner Cable relocation costs. The motion passed 5-0.

Agenda Item No. 4- Safe Step - Proposal.

DPW Winkler explained we have \$10,000 in this year's CIP for elimination of sidewalk trip hazards, that Safe Step has been repairing our sidewalks with their patented smooth sawcut system since 2006, and they have provided a proposal to saw tripping hazards up to the \$10,000 budget.

It was moved by Chair Mott and seconded by Ald. Hougen to approve Safe Step with the work to take place in a balanced fashion throughout the City's four districts. The motion passed 5-0.

(This item needs to go to Finance and Council for approval.)

Agenda Item No. 5- Downtown Traffic Signals Settings - Discussion.

DPW Winkler and Chair Mott discussed the operation of the traffic signals and asked if the PWC would be receptive to adjustments in signal operations to give more priority to vehicle traffic in both off times and the off season. By consensus, the PWC was in favor of making adjustments. They wished to know how the timings are set now and how in layman's terms they would be changed. The interest was still to give pedestrians priority during the busy times on Saturdays and Sundays.

Agenda Item No. 6- Parking Lot Reconfiguration Alternatives-Museum Parking Lot.

The DPW provided plan and parking space count alternatives which would result in additional parking spaces in the lot to the north of the museum. It was moved by Ald. Hill and seconded by Ald. Hougen to pursue the island removal option. The motion passed 5-0.

Agenda Item No. 7- Removal of Park Spaces-Main Street East of Center Street.

After Ald. Hill noting this was a strong Parking Commission recommendation, it was moved by Ald. Hill and seconded by Ald. Wall to approve the removal of the four west stalls on the north side of Main Street by the Center Street intersection. The motion passed 5-0.

(This item may need to go to Council for approval)

Motion to Adjourn:

It was moved by Ald. Wall and seconded by Ald. Hill to adjourn. The motion passed 5-0 and the meeting was adjourned at 7:53 PM.

Cc: Mayor Jim Connors/Dennis Jordan/Tim Neubeck/Common Council Members not on Committee/File

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
MINUTES-----Regular Meeting
PLACE-----Lake Geneva Utility Commission
DATE-----September 12, 2013
TIME-----4:00 P.M.

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

Regular monthly meeting was called to order by Pres. Brellenthin at 4:00 P.M.

Members present: Pres. Brellenthin, Tony Saia, Ann Esarco, Ald. Jeff Wall and Ald. Gary Hougen.

Minutes of the previous meeting approved as presented by Saia, 2nd Ald. Wall. Passed 5-0.

Communications:

1. Update on WWTF Sludge Study
Dan presented the information from memo dated 9/11/13 from Mr. Scott Tesmer.
2. Update on Water Pressure Zone Study, Dodge Tower & Old Hillcrest Project
Saia motioned to accept the report with the Commission not making additional investment. The Commission wants to inform the developer of pressure concerns and provide the developer with a copy of the report dated 8/30/13 from Crispell-Snyder, 2nd Ald. Wall. Passed 5-0

Water & Sewer Agenda Items:

1. Proposal to Service Well No. 5 and Two Booster Pumps at the Main Plant-Continued
The DNR requires that pumps be pulled and inspected every 10 years. Motion by Ald. Hougen to accept the proposal to service Well No. 5 and the two booster pumps for \$19,345 with Water Well Solution, 2nd Ald. Wall. Passed 5-0.
2. Proposals to Clean & Repaint the WWTF Outside Crane & Steelwork
Motion by Saia to accept the bid from Stateline to clean and repaint the WWTF outside crane and steelwork for \$2,120, 2nd Ald. Hougen. Passed 5-0.
3. Proposal to Replace the Septage Receiving Station Paved Area
Motion by Saia to accept bid from Humphreys for \$7,980 to replace the septage receiving station paved area, 2nd Ald. Hougen. Passed 5-0.

Director's Report:

1. Rudder From the Lucius

Motion by Saia to mount the rudder from the Lucius and display it in the area by the sailboat on the Utility Commission property, 2nd Ald. Hougen. Passed 5-0.

Financials Update

Water

EOM Cash Position \$1,273,000
Project Commitments \$ 22,000
Upcoming Projects \$ 0

Sewer

EOM Cash Position \$2,283,000
Project Commitments \$ 55,000
Upcoming Projects \$ 200,000

Motion by Saia to approve financials as presented, 2nd Ald. Wall. Passed 5-0.

Review and Payment of Bills:

Bills were presented for payment on a motion by Ald. Wall, 2nd Ald. Hougen. Passed 5-0.

Next meeting is scheduled for Thursday, October 17, 2013 at 4:00 P.M.

Adjourn:

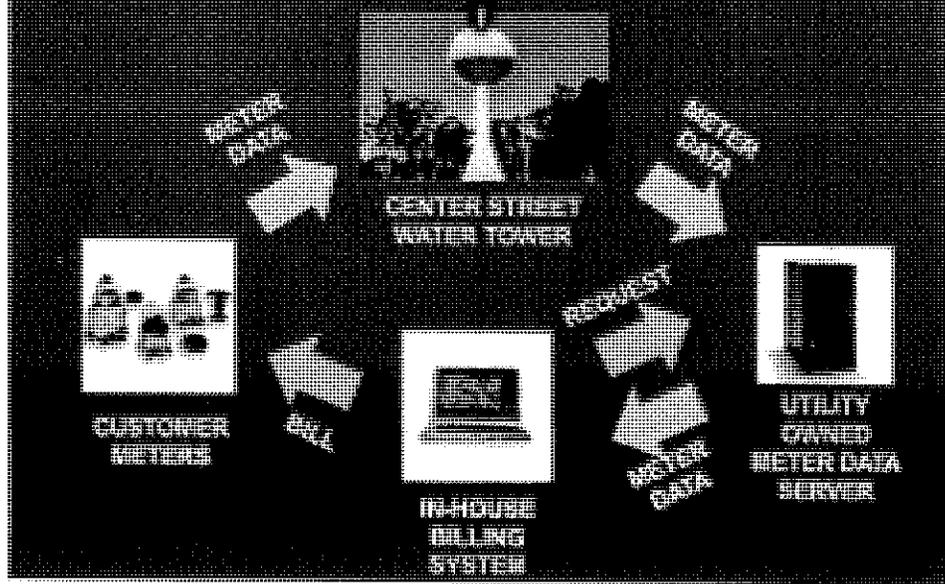
Meeting was adjourned at 4:42 PM on a motion by Saia, 2nd Ald. Hougen. Passed 5-0.



Secretary

CLB 09/16/13

LAKE GENEVA UTILITY COMMISSION
NOVEMBER 14, 2013 UTILITY COMMISSION MEETING
SENSUS AUTOMATED METER READING SYSTEM UPGRADE



LAKE GENEVA UTILITY COMMISSION
NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

ITEM NO. 1

WELL NO. 5 INSPECTION REPAIRS-WATER

WATER WELL SOLUTIONS HAS PULLED THE PUMP AND COMPLETED THEIR INSPECTION WORK AT THE WELL, AND PROVIDED A REPORT AND ITEMIZED REPAIR COSTS. THE PROPOSAL TO MAKE REPAIRS, CLEAN THE PUMP SCREEN, RECONDITION THE AQUIFER TO IMPROVE PUMP PERFORMANCE, AND GET THE PUMP BACK IN SERVICE IS DETAILED OUT. THE TOTAL ESTIMATED COST IS \$48,516.05. THESE REPAIRS SHOULD RESULT IN ANOTHER 10 YEARS OF RELIABLE SERVICE.

STAFF CONCURS WITH THE ASSESSMENT AND IT IS RECOMMENDED TO PROCEED WITH THE REPAIRS TO WELL NO. 5 IN THE ESTIMATED AMOUNT OF \$48,516.05.



LAKE GENEVA UTILITY COMMISSION
NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

ITEM NO. 2

PLANT "A" FILTER MEDIA REPLACEMENT-WATER

TONKA WAS SCHEDULED TO CONDUCT 10 YEAR INSPECTIONS OF OUR IRON REMOVAL FILTERS. THE LARGE FILTER IN PLANT "B" WAS FINE, BUT THE MEDIA MATERIAL IN THE 3 SMALLER FILTERS IN PLANT "A" SHOWED SIGNS OF BREAKDOWN. TWO HAD SIGNIFICANT BREAKDOWN AND THE THIRD COULD BEAT UNTIL 2016 TO BE SCHEDULED.

QUOTATIONS WERE SOLICITED. THEY ARE:

<u>COMPANY</u>	<u>CITY</u>	<u>PRICE</u>	<u>PRICE</u>
			<u>FOR 3 TANKS</u>
TONKA WATER	PLYMOUTH, WI	\$34,000/TANK	\$72,000
WATER WELL SOLUTIONS	COONINGVILLE, WI	\$41,000/TANK	\$123,000

IT IS RECOMMENDED TO PROCEED WITH TONKA WATER IN THE AMOUNT OF \$41,000 FOR 3 IRON FILTER TANKS OR \$72,000 FOR 3 IRON REMOVAL TANKS.

LAKE GENEVA UTILITY COMMISSION
NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

ITEM NO. 3

R.A.S. MAGNETIC METER REPLACEMENTS

THE 1985 FLOW METERS FOR THE RECYCLED ACTIVATED SLUDGE LINES HAVE REACHED THEIR USEFUL LIFE. ONE OF THE TWO HAS FAILED WITH THE OTHER NOT FAR BEHIND. BIDS HAVE BEEN OBTAINED TO PURCHASE TWO REPLACEMENT METERS. PRICING IS:

<u>COMPANY</u>	<u>CITY</u>	<u>PRICE</u>
SYNERGY SALES	NORTH PRAIRIE, WI	\$5,398.40
GREG MARTIN INSTRUMENTATION	RACINE, WI	\$9,850.00

IT IS RECOMMENDED TO PROCEED WITH THE LOW BID OF SYNERGY SALES IN THE AMOUNT OF \$5,398.40.

LAKE GENEVA UTILITY COMMISSION
NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

ITEM NO. 4

WELL NO. 2 ELECTRICAL SERVICE REPLACEMENT WATER

THE ELECTRICAL TRANSFER SWITCH FOR WELL NO. 2 HAS BEEN BROKEN FOR SOME TIME. IN AN EMERGENCY SITUATION TO RECEIVE POWER, WE HAD TO MOVE THE MAIN LINE TO THE MAIN ELECTRICAL CONTROL ROOM WITH A SCREWDRIVER. THE PROBLEM WITH THE ARRANGEMENT HAD TO BE ADDRESSED WITH JOHN WEAVER AND ALLIANT, BUT JOHN RETIRED. ALLIANT IS REQUESTING US TO UPDATE TO SPRING SERVICE FROM THE OLD OILER SYSTEM AND INSTALL THE DISCONNECT EQUIPMENT OUTSIDE THE BUILDING TO MEET PRESENT CODE. WE WANT TO UNDEGROUND THE CABLES TO THE BUILDING FROM THE SECURITY POWER COMPANY FILE AS PART OF THE JOB. A TWO POLE TRANSFORMER AND COLUMN MOUNTED SCISSOR LINEAR BOARD OF EQUIPMENT HAS BEEN SET.

PJ ELECTRIC HAS DONE ELECTRICAL WORK FOR THE CITY SINCE JOHN WEAVER. THE COMMISSION CONTACTED THEM FOR PRICES TO PERFORM THE NEEDED MAINTENANCE. THEIR PRICES TO REPLACE JOHN WEAVER ORIGINAL ESTIMATE TO PERFORM THE WORK WAS \$10,000.

ALLIANT HAS ESTIMATED THEIR PART OF THE PROJECT TO BE IN THE LOWER RANGE BASED UPON THEIR ACTUAL COSTS TO BEING IN THE MAIN SERVICE. PJ ELECTRIC'S BIDDERS ARE PROVIDED. WELLS NO. 3 AND 4 WERE DONE SIMILARLY IN 2008 OR 2009.

IT IS RECOMMENDED TO REPLACE THE ELECTRICAL SERVICE, STRUCTURE, MAIN, AND DISCONNECTS FOR WELL NUMBER NO. 2 USING PJ ELECTRIC IN THE AMOUNT OF \$10,000. THE PRICE INCLUDES ALL COORDINATION WITH ALLIANT.

2nd bid requested

LAKE GENEVA UTILITY COMMISSION
NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

ITEM NO. 5

ELECTION OF OFFICERS

**WE NEED TO ELECT A
SECRETARY & PRESIDENT
FROM THE MEMBERSHIP.**

Water & Sewer Dept work Sept + place -

LAKE GENEVA UTILITY COMMISSION
 NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

DIRECTOR'S REPORT
 FINANCIALS (WATER & WWTF)

WATER MONTHLY CASH BUDGET
 NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

	SEPT	OCT
CHECKING ON 1ST OF MO.	\$ 28,000	\$ -44,000
4 CD'S	\$ 669,000	\$ 670,000
GOVERNMENT POOL	\$ 703,000	\$ 703,000
MO. COLLECTIONS THRU MID-MONTH	\$ 22,000	\$ 119,000
MO. COLLECTIONS TO END OF MONTHS	\$ 2,000	\$ 65,000
CASH TOTAL END OF MONTH =	\$1,424,000	\$1,513,000
MONTHLY PAYROLL (2)	\$ -31,000	\$ -31,000
AMOUNT PAID ON PROJECTS	\$ -3,000	\$ -0,000
PROJECT COMMITMENTS	\$ -22,000	\$ -22,000
MONTHLY TAX EQUIV.	\$ -27,000	\$ -27,000
OPER. EXP. THRU MONTH END	\$ -68,000	\$ -104,000
EXPENSES TOTAL END OF MONTH =	\$-151,000	\$-184,000
<u>E.O.M. CASH POSITION</u>	\$1,273,000	\$1,329,000

WATER PROJECT COMMITMENTS
 NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

WATER-PROJECT COMMITMENTS

WATER SYSTEM PRESSURE MODEL CALIB/RUN	\$ 3,000
WATER WELL SOLUTIONS	<u>\$19,000</u>
SUB-TOTAL	\$ 22,000

UPCOMING WATER PROJECTS

FILTER - PLANT "B"	TBD
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WWTF MONTHLY CASH BUDGET
 NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

	SEPT	OCT
CHECKING ON 1ST OF MO.	\$ 240,000	\$ 196,000
5 CDS	\$ 907,000	\$ 909,000
MONEY MARKET-FIRST BANKING	\$ 5,000	\$ 5,000
GOVERNMENT POOL	\$1,235,000	\$1,235,000
MO. COLLECTIONS THRU MID-MONTH	\$ 11,000	\$ 157,000
MO. COLLECTIONS TO MONTH END	\$ 2,000	\$ 80,000
<u>CASH TOTAL END OF MONTH=</u>	<u>\$2,400,000</u>	<u>\$2,582,000</u>
MONTHLY PAYROLL	\$ -31,000	\$ -31,000
AMOUNT PAID ON PROJECTS	\$ -0,000	\$ -46,000
PROJECT COMMITMENTS	\$ -55,000	\$ -44,000
OPER. EXP. THRU MONTH END	\$ -31,000	\$ -50,000
<u>EXPENSES TOTAL END OF MONTH =</u>	<u>\$ -117,000</u>	<u>\$ -171,000</u>
<u>E.O.M. CASH POSITION</u>	<u>\$2,283,000</u>	<u>\$2,411,000</u>

WWTF PROJECT COMMITMENTS
 NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

WWTF-PROJECT COMMITMENTS

LAGRANGE LIFT STATION SOFT START CONTROLS	\$ 13,000	
HAND OPERATED VALVE UPGRADE TO MOTORIZED AT WWTFs (\$27K)	0	<i>done</i>
EPOXY BELT PRESS BUILDING FLOOR (\$8K)	\$ 0	<i>done</i>
HEAD OF THE PLANT WETWELL PUMP REPLACEMENT (\$11K)	\$ 0	<i>done</i>
NEW PICK UP TRUCK	\$ 27,000	
CRISPELL-WWTF SLUDGE HANDLING/STORAGE STUDY	\$ 4,000	
SUB-TOTAL	\$ 44,000	

UPCOMING WWTF-PROJECTS

4 TH RING	TBD
SLIPLINING OF SANITARY SEWER LINES	\$200K
SLUDGE STORAGE TANK	TBD



 **WATER MONTHLY CASH BUDGET**
 NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

	OCT	NOV
CHECKING ON 1ST OF MO.	\$ -44,000	\$ 108,000
4 CD'S	\$ 670,000	\$ 670,000
GOVERNMENT POOL	\$ 703,000	\$ 703,000
MO. COLLECTIONS THRU MID-MONTH	\$ 119,000	\$ 32,000
MO. COLLECTIONS TO END OF MONTH	\$ 65,000	\$ 11,000
CASH TOTAL END OF MONTH =	\$1,513,000	\$1,524,000
MONTHLY PAYROLL (2)	\$ -31,000	\$ -31,000
AMOUNT PAID ON PROJECTS	\$ -0,000	\$ -0,000
PROJECT COMMITMENTS*	\$ -22,000	\$ -22,000
MONTHLY TAX EQUIV.	\$ -27,000	\$ -27,000
OPER. EXP. THRU MONTH END	\$ -104,000	\$ -75,000
EXPENSES TOTAL END OF MONTH =	\$ -184,000	\$ -155,000
<u>E.O.M. CASH POSITION</u>	\$1,329,000	\$1,369,000

*EXCLUDES CURRENT MEETING APPROVALS.

WATER PROJECT COMMITMENTS
 NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

WATER-PROJECT COMMITMENTS

WATER SYSTEM PRESSURE MODEL CALIB/RUN	\$ 3,000
WATER WELL SOLUTIONS	<u>\$19,000</u>
SUB-TOTAL	\$ 22,000

PROJECTS THIS MEETING

WELL NO. 5 REPAIRS	\$49,000
WELL NO. 2 REPLACEMENT ELECTRIC SERVICE	\$29,000
PLANT "A" FILTER MEDIA REPLACEMENT	<u>\$48,000</u>
SUB-TOTAL	\$126,000

UPCOMING WATER PROJECTS

FILTER - PLANT "B"	TBD
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*} Approved
 all 3 est 75K*

	WWTF MONTHLY CASH BUDGET NOVEMBER 14, 2013 UTILITY COMMISSION MEETING	
	OCT NOV	
CHECKING ON 1ST OF MO.	\$ 196,000	\$ 483,000
5 CDS	\$ 909,000	\$ 907,000
MONEY MARKET-FIRST BANKING	\$ 5,000	\$ 5,000
GOVERNMENT POOL	\$1,235,000	\$1,235,000
MO. COLLECTIONS THRU MID-MONTH	\$ 157,000	\$ 27,000
MO. COLLECTIONS TO MONTH END	\$ 80,000	\$ 13,000
<u>CASH TOTAL END OF MONTH=</u>	<u>\$2,582,000</u>	<u>\$2,670,000</u>
MONTHLY PAYROLL	\$ -31,000	\$ -31,000
AMOUNT PAID ON PROJECTS	\$ -46,000	\$ -27,000
PROJECT COMMITMENTS*	\$ -44,000	\$ -17,000
OPER. EXP. THRU MONTH END	\$ -50,000	\$ -25,000
<u>EXPENSES TOTAL END OF MONTH =</u>	<u>\$ -171,000</u>	<u>\$ -100,000</u>
<u>E.O.M. CASH POSITION</u>	<u>\$2,411,000</u>	<u>\$2,570,000</u>
*EXCLUDES CURRENT MEETING APPROVALS.		

WWTF PROJECT COMMITMENTS
NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

WWTF-PROJECT COMMITMENTS

LAGRANGE LIFT STATION SOFT START CONTROLS	\$ 13,000
NEW PICK UP TRUCK (527K)	\$ 0
CRISPPELL-WWTF SLUDGE HANDLING/STORAGE STUDY	\$ 4,000
SUB-TOTAL	\$ 17,000

PROJECTS THIS MEETING

REPLACEMENT MAGNETIC METERS	\$ 10,000
SUB-TOTAL	\$ 10,000

UPCOMING WWTF-PROJECTS

4 TH RING	\$ 100
REPLACING OF SANITARY SEWER LINES	\$ 500K
SLUDGE STORAGE TANK	\$ 100



**LAKE GENEVA UTILITY
 COMMISSION MEETING**

NOVEMBER 14, 2013 UTILITY COMMISSION MEETING

**REVIEW & PAYMENT
 OF BILLS.**



**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, NOVEMBER 7, 2013, AT 7:00 P.M.**

This meeting will be held in the City Council Chambers, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call
4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
5. Acknowledge correspondence
6. Approval of minutes from the special meeting and regular meeting October 10, 2013
7. Fire Department Business:
 - a. Approval of bills for the Month of October 2013. Operating in the amount of \$ 51,606.06, fire hydrant rental \$57,122.75, capital \$1,208.35 , for a total of \$109,937.16
 - b. Town of Geneva contract
 - c. 2014 budget changes
 - d. Impact fees
 - e. Paratech MOU
 - f. Approve hiring of Luke Morarend from last POP list
 - g. Interviews for new personnel January 2014
 - h. Monthly Activity Report Changes -considerations.
 - i. Fire Department activity report for September / October
 - j. EMS Medical Billing Report/Starck Report
 - k. Paratech monthly report
 - l. Thank you letters
 - m. Items to be forwarded to the City Council
8. Police Business
 - a. Approval of bills for the Month of October 2013. Operating in the amount of \$183,650.63 and capital in

the amount of \$ 1,924.29 for a total of \$ 185,574.92

b. 2014 Budget update

c. Accept \$50.00 donation and thank you from Margaret Brewer

d. Hand out draft copy of proposed employee handbook and set date and time for workshop

e. Approve sponsorship for the Police academy for current booking Officers Ricky Ecklund and Gus Arellano

f. Accept resignation from dispatcher Marcia Robbins

g. Approval of full time Patrol officer eligibility list

h. Authorize Chief Rasmussen to hire a full time Officer to fill current vacancy created by Sgt Carstensen

i. Part time dispatch hiring

j. Administrative assistant replacement hiring

k. Donna Wisniewski's retirement party

l. Lexipol update

m. Thank you letters from Nancy Russell

n. Monthly Activity report for October 2013:

2013	Dispatch activity for October :	Telephone calls-3,638	911 Calls-183	Window assists-976
2012	Dispatch activity for October :	Telephone calls-4,037	911 Calls-190	Window assists-903

2013	Patrol activity for October :	Calls for service-1,612	Arrests-167
2012	Patrol activity for October :	Calls for service-1,229	Arrests-100

o. Items to be forwarded to the City Council

9. Agenda items for the next regular meeting December 5, 2013.

10. Adjourn

Lake Geneva Tree Board Meeting Agenda

Wednesday, November 20, 2013

Lake Geneva City Hall 6:00PM – Room 2-C

- I.) Call to order
- II.) Roll Call
- III.) Approve September 18, 2013 minutes
- IV.) Public Open Comments
- V.) Park Board Report
- V.) Street Department and Arborist Report - John Foster
 - a. Summer Removal / Fall Plantings
- VII.) New Business
 - a. Tree ID - Ron Carstensen / George Troupis
 - b. Set next meeting date
- VIII.) Old Business
- IX.) Open Forum
- X.) Adjourn

**CITY OF LAKE GENEVA
PLAN COMMISSION MEETING**

MONDAY, NOVEMBER 18, 2013 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

Minutes

1. Meeting called to order by Mayor Connors.

Mayor Connors called the meeting to order at 6:30pm

2. Roll Call.

Present: Mayor Jim Connors, Alderman Gary Hougen, Commissioner John Gibbs, Commissioner Kristen Olson, Commissioner Doug Skates, Building and Zoning Administrator Ken Robers, City Clerk Tim Neubeck, City Administrator Dennis Jordan, and Planner Slavney

Absent: Commissioner Bryan Poetzing and Commissioner Cindy Flower

3. Approve Minutes of October 21, 2013 Plan Commission meeting as distributed.

Motion #1: Mayor Connors moved to approve the October 21, 2013 Plan Commission minutes with the following alteration – change page 2 top paragraph strike Swatek as he is not affiliated. Alderman Hougen seconded, and the motion carried unanimously.

4. 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.

None

5. Acknowledgment of Correspondence.

None

6. Downtown Design Review.

None

7. Public Hearing and recommendation on a Conditional Use Application filed by Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 51601, for In-Vehicle Sales and Services (vehicular fuel station and car wash) incidental to on-site principle land use (convenience store) at the following locations. Tax Key No's. ZA1776 00001(630 and 700 Williams St.), ZA1776 00002, ZA1776 00003, ZA1776 00004 and ZRA 00037A (612 Williams St.).

Attorney Draper explained this is brought back to the Plan Commission because a specific reason has to be made in order to deny. Thus, it was referred back to the Plan Commission to act. Even though a public hearing is not necessary, the City felt the public should have an opportunity to voice their opinions.

Troy Mleziva, 1626 Oak St., La Crosse, WI (Kwik Trip) presented pictures of the potential site. He explained the current site contains old industrial sites, and the three parcels encompass the site. It will be a LEED certified building meaning it is designed to meet City and national green codes including high efficiency building materials as well as a hybrid refueling station. The site will have green space as well as complying with storm water codes. It will employ approximately 30 employees, and the site will be an investment of 3 million. Kwik Trip began as a grocery chain and evolved to provide additional services to communities.

Alderman Hougen pointed out the numerous staff changes. He asked if Mr. Mleziva is alright with the changes.

Mr. Mleziva said yes except for the curb issue, and he said he will check with his company.

Jim Strauss, 246 Ridge Road, expressed his displeasure with Kwik Trip coming to Lake Geneva because it is a non-local entity. He felt the site will result in less beautification in the area and may damage local gas stations.

Ken Kerns, 350 North Edwards Boulevard, said he is the owner of the local Marathon. He read a letter from Mr. Dan Fischer, the owner of the local Marathon gas station. The letter expressed Mr. Fischer's feelings this new gas station will increase traffic hazards to the downtown area and damage existing gas station business. Mr. Kerns said that because the Kwik Trip is primarily a convenience store, the Kwik Trip should put the gas and car wash behind the station in order to alleviate traffic delays and safety concerns. Furthermore, less visibility of the pumps will maintain the splendor of the area.

Tom Kaczmarek, 605 Williams Street, owner of the Phillips station issued a rebuttal to the applicant's application saying Kwik Trip would indeed have a negative impact on the surrounding area.

Mary Jo Fessenmaier, 955 George Street, pointed out the Plan Commission already voted no on this application and gave an example how a similar situation arose in the past, and the City passed on it. She took offense that the Kwik Trip said it is a grocery store, and it is not an adequate substitute. She asked the Commission to vote no again.

Jacqueline Brower, 9220 Liberty Hill Ct, Cincinnati Ohio, operator of the Clark station cited the Comprehensive Plan how an applicant convinces the City that it will not have undesirable impacts on the community. She said gas stations pose health hazards which should not be near residential neighborhoods. Ms. Brower questioned why the City would approve this application when it would harm the environment and community. She noted the existing traffic congestion in the area and how a Kwik Trip would only exacerbate the traffic problems.

Laura Berg, 500 South Edwards Boulevard, stated she is in favor of Kwik Trip because it is a family owned business and based in Wisconsin and added how the company gives back to the community to charities and sports teams. She added Kwik Trip donates a large volume to food pantries which helps needy families. She brought John Halverson's article in the Lake Geneva News showing how it is not up to the City to pick and choose which businesses opera

Rick Mistretta, 350 North Edwards Boulevard, part owner of the Lake Geneva Mobil pointed out another gas station will not bring more business but take away from existing businesses. Furthermore, the existing gas stations offer almost the same convenience store choices as Kwik Trip. Mr. Mistretta said Kwik Trip may put other stations out of business which would result in a loss of jobs and more vacant buildings. He contended the Kwik Trip does not bring more benefits and that problems will arise should it open.

Shannon Zabroski, 822 Williams Street, said that while Kwik Trip may be family owned, the current families who own the local stations may lose their businesses. As a neighbor of the proposed site, Ms. Zabroski relayed her first-hand experience of traffic concerns which would only worsen should a Kwik Trip open.

Tom Hartz, 1051 Lake Geneva Boulevard, is an owner of two businesses at 521 and 525 Broad Street. He was a former member of the Plan Commission and explained why he voted the way he did. Mr. Hartz said the competition with existing businesses is not germane to the application. He stated the Kwik Trip project would help revitalize the local neighborhood on Broad Street which is specifically called for in the Comprehensive Plan. In addition, the site is zoned mixed use which this application clearly represents. He asked for the Plan Commission to make a sound, thoughtful decision without emotion based only on the facts pertaining to the issues.

Tom Langraf, 14105 Field Point Drive, New Berlin, WI, is the owner of the site being sold. He stated a 40,000 square foot building exists at the site as well as numerous vacant buildings at the site, and the buildings are close to fifty years old, with no green space, and inadequate parking and egress. Furthermore, he is having trouble finding new businesses to occupy the buildings, but the Kwik Trip will be much less of an eyesore as well as a great addition to the City. It will increase the tax base, increase local spending, increase local property value, and provide grocery options to nearby residents who would otherwise have to go across town. He stated the Kwik Trip will be a good gateway into the community.

John Consolino, 521 Interchange North, stated the current site is an eyesore as it stands, but the applicant would have a much adverse effect on the surrounding area. He expanded on how he felt the Kwik Trip is noncompliant for a conditional use permit.

Mayor Connors asked about the size of the proposed diesel aisles.

Mr. Mleziva replied that as it is a downtown location, it will have diesel dispensers; however, a semi would not access it as it is not large enough.

Mayor Connors asked how a tanker truck would deliver fuel then, in that case.

Mr. Mleziva pointed out a sheet on the application and explained how a tanker would refuel the station. Alderman Hougen asked as to what time of day tankers would arrive.

Mr. Mleziva replied it is during off hours, during non-busy times.

Mr. Slavney double checked that Mr. Malazava's only concern was the bollards rather than curbs.

Mr. Mleziva confirmed this.

Alderman Hougen moved to conclude the public hearing, Commissioner Skates seconded, and the motion carried unanimously.

Motion #2: Alderman Hougen moved the Plan Commission recommend the City Council approve a Conditional Use Application filed by Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 51601, for In-Vehicle Sales and Services (vehicular fuel station and car wash) incidental to on-site principle land use (convenience store) at the following locations. Tax Key No's. ZA1776 00001(630 and 700 Williams St.), ZA1776 00002, ZA1776 00003, ZA1776 00004 and ZRA 00037A (612 Williams St.) and items in the staff report and letter from GAI Engineering and Commissioner Skates seconded.

Alderman Hougen read the following findings into the minutes:

"Pursuant to Section 98-905 in our ordinances, I find as follows:

1. I did not approve the zoning change applied for by the applicant at the previous Plan Commission meeting (changing from Planned Development or PD to General Business, GB), finding that the change to GB was not consistent with the Comprehensive Plan. This is because of specific language in the Plan favoring PD zoning and language in the GB ordinance which appeared to exclude it from consideration for the category of Planned Mixed Use in the Future Land Use map of the Comprehensive Plan. However, I was not supported in my disapproval by vote of the Plan Commission and City Council, which this week effected the change to GB by approval of the second reading. I have also been assured by the city attorney that the change in zoning is in compliance with Act 372, which in 2010 clarifies that zoning changes must be consistent with the Comprehensive Plan. Therefore I conclude that the application is consistent with the Comprehensive Plan, both in general and specific to this site.
2. There will be adverse economic impact to the competing gas station/convenience stores along Williams Street—site of the proposed conditional use. However, the Plan Commission is not tasked with statutory authority to regulate the number of gas stations, as the Finance, License and Regulatory Commission is with the granting of a limited number of liquor licenses. Furthermore, some 14 amendments to the conditional use ameliorate adverse impacts at the site related to traffic flow, lighting, outdoor display, water reclamation, noise, esthetics, landscaping, and engineering concerns. I therefore conclude that adverse impacts are remedied in the final application.
3. The proposed conditional use is consistent with existing land use along this part of Williams Street, which is a former industrial area and presently the location of several gas stations.
4. The proposed conditional use is adequately served by city infrastructure, and underutilized sewer, light and water. It will not impose undue burdens on public services.

5. The potential public benefits outweigh potential adverse impacts. Several persons testified that a convenience store would be a welcome addition to the community at this location, improving walkability and access to household supplies for residents on the west side of Lake Geneva (e.g. Maple Park area). Testimony was heard that the applicant pays its employees well, and is a responsible corporate citizen.”

Motion #3: Mayor Connors moved to approve a high curb in lieu of a bollard, Alderman Hougen seconded, and the motion carried unanimously.

Attorney Draper explained State law does not require a conditional use to be consistent with the Comprehensive Plan.

Mayor Connors read the following findings into the minutes:

1. “The proposed conditional use, in general and independent of its location, is in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, this Chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.

Specifically as related to this conditional use application, convenience stores, car washes, and outside sales / gas stations are all permitted uses.

2. The proposed conditional use in this specific location is in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, this Chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.

As related to this application, during the 2008 public visioning workshops incorporated into the Comprehensive Plan, citizens listed among their priorities to conduct infill development and redevelopment of blighted areas, and specifically indentified the redevelopment of Broad Street and old rail corridors as an objective. This property is in an old rail corridor and is located in the upper Broad/Williams Street area.

Chapter Five is the Land Use chapter of the Comprehensive Plan and includes the following in its policies that support the approval of the application:

- Actively promote infill development and redevelopment where opportunities exist as a means to improve neighborhood conditions, increase local economic and shopping opportunities, and make use of existing infrastructure investments.
- Prioritize development in areas with existing utilities or sewer service area designation.
- Focus neighborhood-oriented commercial uses in areas that will conveniently serve residential areas.

Chapter Nine is the Economic Development section of the Comprehensive Plan, and the goals, objectives and policies include:

- Encourage neighborhood-serving commercial opportunities in the existing developed areas of the City, particularly aging commercial corridors and neighborhood retail centers.

- Encourage the redevelopment or rehabilitation of underutilized and deteriorated properties and districts.
- Promote commercial development that will meet the shopping, service, and entertainment needs of residents and visitors.
- Actively support the continued revitalization of Downtown Lake Geneva and surrounding neighborhood and commercial districts.
- Attract and retain businesses that enhance the City’s character and appearance, and strengthen and diversify the non-residential tax base and employment opportunities.

The proposed conditional use would eliminate a blighted manufacturing building and a blighted auto repair shop located in an aging commercial corridor.

3. The proposed conditional use, in its proposed location and as depicted on the required site plan, does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this Chapter, the Comprehensive Plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development.

Specifically as related to this conditional use application, the proposed redevelopment is consistent with the character of the neighborhood and surrounding commercial uses.

Stormwater Management practices will be vastly improved on the site and will benefit the public and adjoining properties.

The proposed redevelopment would be LEED Certified. Chapter Three of the Comprehensive Plan addresses Natural Resources and states that the City should encourage the Construction of “Green” Buildings and Promote Energy Efficiency.

Removal of the vacant travel building will improve the vision for traffic on Broad & Williams Street, and reduce the access points on the site.

The plan includes a dedicated off-street loading/unloading area for delivery vehicles that would not obstruct traffic or pedestrians.

The proposed conditional use provides adequate off-street parking.

Lighting on the site would improve pedestrian safety.

The proposed redevelopment would be constructed with quality materials, be well landscaped, and use a conforming monument sign as specified in Chapter Four – Cultural Resources of the Comprehensive Plan. It will also eliminate blight, and improve the overall appearance of the area.

4. The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

Specifically as related to this application, the convenience store is permitted by right in the current General Business zoning.

The subject property is identified on the Comprehensive Plan's Future Land Use Map 5b as Planned Mixed Use. A convenience store would also be allowed under Planned Business which is included within Planned Mixed Use.

Land use for fuel sales and the Car Wash is considered In-Vehicle Sales or Service. In-Vehicle Sales or Service is permitted by conditional use.

The overall proposed conditional use meets the setback requirements and the land use intensity for General Business.

5. The proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.

Specifically as related to this proposed conditional use, the site is served by all utilities, and has open access for all agencies that may need to serve the property.

6. The potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use.

The recommendation for approval of this conditional use application is based on the findings as stated here in Subsections 1 through 5 along with the additional conditions specified by the Plan Commission.

Specifically, the potential public benefits outweigh all potential adverse impacts and some of the public benefits include:

- The proposed conditional use will be a convenience to the neighborhood.
- Elimination of the former travel agency will improve vision and safety.
- It will reduce the ingress and egress locations on the site.
- Blight will be eliminated.
- The project would strengthen the non-residential tax base.
- New employment opportunities will be created.
- It would revitalize the surrounding neighborhood and commercial district.”

Motion #4: Alderman Hougen moved to include an amendment including Mayor Connors' and Alderman Hougen's findings as fact, Commissioner Skates seconded, and the motion carried unanimously.

Mayor Connors reminded the Commission of the vote on the table, findings, and amendments. A roll call vote was taken, and the original motion to recommend a conditional use permit and all such findings and amendments was passed unanimously.

8. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted on behalf of Philip W. Hagenah c/o John L. Maier, Jr., Sweet & Maier, S.C., 114 N. Church Street, Elkhorn, WI 53121 for land located in the extra-territorial plat review area at W3199 Snake Road, Lake Geneva, WI 53147.

John Maier, 114 North Church Street, said this is here before the Commission because it is part of the extraterritorial jurisdiction of the city. The property in question is a condominium complex, would redraw the unit boundaries, and Walworth County necessitates Mr. Hagenah to request. No new units will be added – just an expansion.

Motion #5: Commissioner Skates moved the Plan Commission recommend the City Council approve an application for land division review for a certified survey map submitted on behalf of Philip W. Hagenah c/o John L. Maier, Jr., Sweet & Maier, S.C., 114 N. Church Street, Elkhorn, WI 53121 for land located in the extra-territorial plat review area at W3199 Snake Road, Lake Geneva, WI 53147, Alderman Hougen seconded, and the motion carried unanimously.

9. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted on behalf of David Flitcroft & Randall Smith c/o Richard W. Torhorst, P.O. Box 1300, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area known as Certified Survey Map 1425 and lands located in the NE ¼ of the NE ¼ of Section 23, Town 1 North, Range 17 East, Town of Linn, Walworth County, WI.

Richard W. Torhorst, P.O. Box 1300, said that when he met with City staff, they requested the existing right of way on WI Route 120 be a setback.

Planner Slavney said he is comfortable that the right of way setback will not create a nonconforming structure. He added this road in question may require widening in the future, and best practice dictates a setback as to not create hardships in the future. Going north to south, there is a dedication for the first fifty feet, then a reservation, and another reservation on the parent property.

Mr. Torhorst explained he understood that with a reservation, land owners build at their own risk where if the jurisdiction did decide to expand the highway, it would have to offer no compensation to said landowner.

Planner Slavney said he will amend his recommendation to the fifty foot dedication followed by a reservation.

Motion #6: Mayor Connors moved the Plan Commission recommend the City Council approve an application for land division review for a Certified Survey Map submitted on behalf of David Flitcroft & Randall Smith c/o Richard W. Torhorst, P.O. Box 1300, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area known as Certified Survey Map 1425 and lands located in the NE ¼ of the NE ¼ of Section 23, Town 1 North, Range 17 East, Town of Linn, Walworth County, WI and a portion of lot 2 include a fifty foot dedication, and a seventeen foot reservation on Lot 1, Commissioner Gibbs seconded, and the motion carried unanimously.

10. Public Hearing and recommendation on a Conditional Use Application filed by Sonia M. Nicia, 943 Henry Street, Lake Geneva, WI 53147, to operate a Family Child Care Business for up to 15 children in a Single-family Residential (SR-4) zoning district at 943 Henry Street, Lake Geneva, WI 53147, Tax Key No. ZRA 00006.

Zoning Administration Robers said the current establishment can operate with up to eight children, and this is necessary for it to expand.

Motion #7: Mayor Connors moved to close the public hearing, Commissioner Olson seconded, and the motion carried unanimously.

Mayor Connors suggested the City approve a limited conditional use pending proper certifications are obtained.

Planner Slavney concurred with the conditional use in the event certifications are not obtained, and the conditional use does not stay with the property should the applicant leave.

Motion #8: Alderman Hougen moved the Plan Commission recommend the City Council approve a limited to the applicant conditional use application filed by Sonia M. Nicia, 943 Henry Street, Lake Geneva, WI 53147, to operate a Family Child Care Business for up to 15 children in a Single-family Residential (SR-4) zoning district at 943 Henry Street, Lake Geneva, WI 53147, Tax Key No. ZRA 00006 and requires valid State credentials, Commissioner Skates seconded, and the motion passed unanimously.

11. Review and Recommendation on an Application for Site Plan Review for landscape alteration filed by Geneva Business Centre, LLC c/o Roger Wolff, 751 Geneva Parkway Blvd., Lake Geneva, WI 53147 for land located at 751 Geneva Parkway Blvd, Lake Geneva, WI 53147, Tax Key No. ZGBC 00001.

Roger Wolff, 751 Geneva Parkway Boulevard, said landscaping was part of the original site approval, and he would like to lower the berm in front of the office buildings by approximately four feet.

Zoning Administrator Robers said the City Engineer reviewed it and stated a US Geological Survey sampling well on the property cannot be interfered with.

Alderman Hougen asked why a berm was created in the first place.

Mr. Wolff stated it was a mistake.

Motion #9: Commissioner Skates moved the Plan Commission recommend the City Council approve an Application for Site Plan Review for landscape alteration filed by Geneva Business Centre, LLC c/o Roger Wolff, 751 Geneva Parkway Blvd., Lake Geneva, WI 53147 for land located at 751 Geneva Parkway Blvd, Lake Geneva, WI 53147, Tax Key No. ZGBC 00001 and protect USGS sampling well, seconded by Commissioner Olson, and the motion carries unanimously.

12. Public Hearing and recommendation on a Conditional Use Application filed by Anthony Scalzitti on behalf of Maria Karvunidis, 512 Wells Street, Lake Geneva, WI 53147, to operate a Commercial Indoor Lodging facility in a Planned Business (PB) zoning district located at 512 Wells Street, Tax Key No. ZS 00002.

Anthony Scalzitti said it is currently a bed and breakfast and he would like to purchase the property pending the conditional use permit. He does not intend to make any structural changes; his long-term goal is to purchase more properties and become a full-time resident.

Alderman Hougen asked how many renters he anticipates.

Mr. Scalzitti replied he is looking at roughly three a month but perhaps more during the summer and holidays.

Planner Slavney said the only conditions are storing recreational vehicles occur only on the driveway and parking be restricted to the site.

Commissioner Gibbs verified the conditional use is for both houses on the property.

Zoning Administrator Robers said that if a conditional use is not used in a year, it is lost.

Motion #10: Commissioner Olson moved to close the public hearings, Commissioner Gibbs seconded, and the motion passed unanimously.

Motion 11: Mayor Connors moved the Plan Commission recommend the City Council approve a Conditional Use Application filed by Anthony Scalzitti on behalf of Maria Karvunidis, 512 Wells Street, Lake Geneva, WI 53147, to operate a Commercial Indoor Lodging facility in a Planned Business (PB) zoning district located at 512 Wells Street, Tax Key No. ZS 00002 pending vehicles only park on pavement, and parking occurs on the property; it was seconded by Commissioner Gibbs, and the motion passed unanimously

13. Adjournment.

Motion #12: Commissioner Skates moved to adjourn, Commissioner Gibbs seconded, and the motion passed.

The meeting adjourned at 9:04pm.

Tim Neubeck, City Clerk.

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



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Brian Olson
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 Phone: (262) 248-3673

MINUTES OF THE NOVEMBER 6, 2013

City Hall 2nd Floor Room 2A

Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:03 PM. DPW Dan Winkler read the roll.

Roll Call:

President Doug Skates , Lynn Hassler , Barb Hartigan , Peggy Schneider , Dave Quickel , John Swanson , Ald. Al Kupsik , Brian Olson , Mayor Jim Connors . (____9_ Total).

Staff & Aldermen Present:

DPW Daniel Winkler , Street Superintendent Ron Carstensen , ____Ald. Sturg Taggart__ ____, Ald. Bill Mott __ ____, Administrator Dennis Jordan ____ __.

Public Present:

Chris Schultz, Gail Gygax, Artist Jerry Sawyer, five students from Badger High Senior Leadership Dynamics. Jill Cummings, and two representatives of Art in the Park.

Approve the Minutes of the Prior Meeting:

It was moved by Mayor Connors to approve the minutes of the October 2, 2013 meeting and seconded by Ald. Kupsik. The motion passed 9-0.

Public Input:

None.

Park Permits/Park Donations:

8/9/2014 & 8/10/2014, Flat Iron Park, Art in the Park-The request was for 5,000 people with security. Mickey and Carol were there to request a reduction in the security deposit requirements. After discussion that the Park Commission has flexibility on the deposits, and that the additional requested item fees would not be waived, it was moved by Commissioner Quickel and seconded by Ald. Kupsik to approve the request, charging the normal fees for amenities but waiving all deposits. The motion passed 9-0. A comment was made regarding the cost for reserving all the parking spaces along Center Street, but it was determined not to be in the purview of the Park Commission.

Tracey Cummings Wedding-The wedding was already approved for July 11, 2014 at Library Park, but the applicant wished approval of access to electric at the Veterans memorial or power panel to the east, as well as a tent if the forecast calls for rain. It was moved by Ald. Kupsik and seconded by Commissioner Quickel to approve. Under discussion, President Skates mentioned that he would make as part of the approval the requirement to provide a week's notice on the tent. The motion passed 9-0.

9/27/2014, Hope Walk, Library Park, 5 AM to 2 PM – The request included 15 dogs on leash and placement of yard signs along Main Street. It was moved by Ald. Kupsik and seconded by Commissioner Swanson to approve. The motion passed 9-0.

Tree Donation, Dianne Bissell for her Mother-DPW Winkler explained the request. It was moved by Ald. Kupsik and seconded by Commissioner Swanson to approve the request for tree and plaque at Library Park. The motion passed 9-0.

Park Assignments/Repair Update/Maintenance:

Ald. Kupsik inquired about the baby swings and said he had not seen them. DPW Winkler would look into and respond for the next meeting.

New Business:

Leadership Dynamics Running Event Discussion (Taken 1st out of order on a motion by President Skates and second by Ald. Kupsik, passed 9-0.)

Five student provided information for their fundraiser which benefits Open Arms Charity in Elkhorn. The date would be May 10, 2014. The request is for children, 5K and 10K running race events with food and entertainment. The request was well received but the Commission requested they meet with Administrator Jordan or the Police Chief to go over the request. Further, they needed to think about the insurance and gaining approval from the nearby other jurisdictions for the race course. President Skates mentioned they should contact Clearwater Outfitters for advice/direction. Commissioner Quickel suggested they contact former commissioner Pat Schroeder for advice. No action was taken but the date was penciled in.

2014 Capital Budget Discussion

President Skates noted there wasn't anything new at this point to report/discuss, and that the Council is going to be considering a capital projects program later.

2014 Park Use & Open Space Plan-Ald. Al Kupsik

Copies of the plan were available at the meeting. Ald. Kupsik reported that there was funding in the upcoming budget to update the 2007 plan and that we needed to have a current plan to obtain state park related grants. President Skates said he hoped and looked forward to the workshop process with City resident involvement and input. No other action was taken.

Dog Park Fencing Discussion

DPW Winkler explained the \$20,000 fencing estimate. The consensus was that the Park Commission would like to pursue this project next spring. Also, Commissioner Olson thought we should establish a charge to use the park, and maybe residents with registered dogs could use the facility free or at a reduced rate.

Old Business:

Gygax Memorial Discussion

Ms. Gail Gygax and Mr. Jerry Sawyer were present to explain their present concept. Ms. Gygax said she had enough funds raised to proceed with the design and final approval process. Mr. Sawyer, whose work is on display in Mukwanago and in Milwaukee (The Fonz), was aware of the 10'x10' approved space along Donian Park. He proposed a bronze statue on plinth at a height of 6' to 8'. The intent is to make it

as vandalism and maintenance free as possible. There was also discussion of an interactive chip for cell phones and a display at the museum to attract interest.

Mr. Sawyer said it would take him a year to create the bronze. Mayor Connors felt the Park Commission should react to the proposed concept and scale of the statue. President Skates wished to see a refined concept at a future meeting for approval to send forward to either Plan Commission if needed and to Council. Commissioner Swanson said this is the first such donation of its kind and wanted to make sure we got it right. Commissioner Hassler wanted to make sure there was a maintenance fund set up in accord with the policy. Ms. Gygax said maybe if they could sell bricks that they could raise additional funds to give to the City for maintenance. No other action was taken.

Concession Contract-Veterans Park & Dunn Field

Administrator Jordan reported proposals were due 12/30/2013.

Disc Golf Course Signage Donation Discussion.

No action was taken on this item.

Disc Golf Volunteer coordination Schedule Discussion-DPW Winkler

DPW Winkler provided a detailed status report. To summarize, there was much organized but much yet to do with volunteers. He recommended that we give it until after Thanksgiving to complete what can be done with volunteers and then pay to have the rest done. He also reported that Sherrer will be in on Saturday to build their 12 tee boxes, that there was a lot of tree work needed, and that the bridges needed attention.

Dunn Field Restroom/Concession Status Update-

DPW Winkler reported that the building is nearly completed. Alliant needed to connect power or we could have done an after-meeting inspection/viewing.

Adjourn:

It was moved by Commissioner Schroeder and seconded by Commissioner Hassler to adjourn. The motion passed 9-0 and the meeting was adjourned at 7:48 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for December 4, 2013.

Respectfully Submitted,

Daniel S. Winkler

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

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

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

Finance Committee

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

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

After reviewing outstanding bills, Kundert approved a
recommendation to the Library Board to approve \$63,100.47
expenditures in General Funds and \$1,736.59 in Donated
Funds.

Board of Trustees Meeting

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

Call to order

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

Roll call:

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

Adoption/Amendment of agenda

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

President's Report

Lafrenz proposed a reschedule of the December 12, 2013
Library Board meeting. Kundert made a motion to reschedule
the meeting to December 19, 2013. Kersten seconded.
Motion carried unanimously.

Peterson reported that the City Council will review the phone system upgrade as a capital project. The Library asked to be included in the upgrade.

Building & Grounds

Lafrenz asked that the Board review three proposals to replace the carpeting in the Smith Meeting Room. Discussion followed. Dinan made a motion to accept the bid from Burrough's for the amount of \$5,093.13. Kersten seconded. Motion carried unanimously.

Peterson reported that Northwind Perennial Farm will submit a 5-year maintenance proposal that includes the front and lakeside gardens.

Finance

Kundert made a motion to approve \$63,100.47 in General Funds and \$1,736.59 in Donated Funds. Wall seconded. Motion carried unanimously.

Kundert reported that the Finance Committee reviewed current financial reporting with City Administration. Discussion followed.

Peterson reported that the public hearing for the 2014 City Budget is scheduled for Monday, November 18th.

Governmental Relations

Wall reported that there was not any update about action to improve parking for library patrons.

Personnel

Peterson reported that City Administration will advise us about the review of the proposed Municipal Employee Handbook and Municipal Paid-Time-Off Policy after a meeting this week.

Director's Report

Peterson reported on the check-out statistics for the month of October. Even though the Circulation Campaign to increase check-outs has been popular, 2013 year-to-date

check-outs are currently 43,180 items less than the 2012 year-to-date check-outs.

Peterson followed-up on a request of the Board to determine room rental fees charged at other local organizations. Discussion followed. The Board agreed to review specifics about Smith Meeting Room policy when the renovation project is complete.

Benson reported on recent and upcoming adult and youth programming.

Adjournment

Lafrenz asked for a motion to adjourn the meeting at 9:23 a.m. Kundert made a motion to adjourn. Wall seconded. Motion carried unanimously.

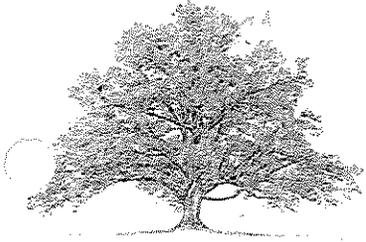
Next meeting: Thursday, December 19, 2013 at 8:00 a.m.

Respectfully submitted,

Diane Jones,
Secretary

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

1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of *Historic Preservation Commission* Meeting of October 10, 2013.
4. Comments from the public and correspondence.
5. Reports from the *Maple Park Homeowners' Association* and the *Geneva Lake Area Museum* on upcoming events.
6. Update on the status of the historic *Geneva Theater Building*, including discussions with new owners and potential new uses for the building.
7. Report regarding potential restoration work, signage upgrades and open hours at *Pioneer Cemetery* and status of nomination of *Oak Hill Cemetery* as a National Historic Site, including discussions with historic consultant Carol Lohry Cartwright.
8. Update re: installation of new *Historic Signs* at *Lake Geneva Seminary / Seminary Park* site, the *Whiting House / Hotel Geneva* site and the *Lake Geneva Public Library* site.
9. Discussion on *Proposed 2014 Lake Geneva Historic Preservation Commission Budget* and potential projects for 2014.
10. Update re: the *Wisconsin Historical Society 2013 Local History & Historic Preservation Conference* at the Hotel Mead & Conference Center, Wisconsin Rapids, WI, that was held on October 11 & 12, 2013.
11. 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*.
12. Discussion re: potential projects and promotional ideas for the *LGHPC*, including updated version of a *Historic Lake Geneva Walking Tour* brochure, recorded walking tour “apps”, future “*Tales of Lake Geneva*” educational presentations, and updates on our website www.historiclakegeneva.org.
13. Adjournment

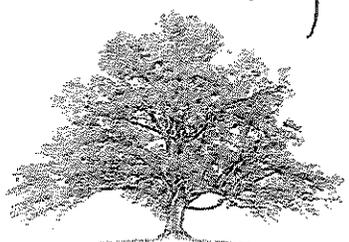


OAK HILL CEMETERY

Box 161

Lake Geneva, WI 53147

262-248-2789



The Board of Commissioners held their regular meeting on November 14th, 2013, Thursday, 1:00 pm at the cemetery office.

The meeting was called to order by President Read.

Roll call was taken. Present were Clarence Read, Arleen Krohn, Sturgis Taggart was in the hospital. Also present was Marian Tolar, office secretary.

The minutes of the regular meeting of August 8th, special minutes of 9/19 (budget), and special minutes of 10/2 (Wi Hist. Registry) were reviewed. A motion was made by Arleen Krohn to approve the minutes, seconded and carried.

There were no comments from the Public. No one came.

Correspondence was received from the City regarding the budget and a very nice letter from Barb Liechty complimenting the cemetery staff and how nice the cemetery looked. This letter was also sent to the Mayor and Council.

Discussion of financial business and reports for Aug., Sept. Oct., 2013 and the third quarter. After reviewing reports a motion was made by Clarence Read and seconded, motion carried.

Unfinished Business:

Budget-same as last year. The Board attended the Oct. 3rd budget meeting at City Hall to discuss budget presented. There may be some changes next year due to pension and Union.

Unfinished business:

The cemetery spent \$9,474.00 on roads this year out of the budget. A little more than expected due to some wash outs that really had to be repaired. The work was done by Merit Asphalt. We purchased only one oak tree and some evergreen bushes for the Columbarium. Choice was not as good this year so will do more in spring. Wi Historical Registry of Oct. 2nd-no decisions were made, never heard another work from them or anything that was to be done in a proper manner. The Leaf Vacuum purchased last fall for \$19,400 was used for the first time and works

just great. Much better than the old way of having to deal with leaves. A super piece of equipment.

New Business:

On Nov. 4th, the Mayor and City Administrator came to the cemetery office to meet with Mickey Tolar and Clarence Read. No one knew why this meeting was called, however, in the discussion it was said that at a staff meeting this morning, the staff felt they could take care of cemetery bills, etc. Mayor said that we know Mickey is getting ready to retire at the first of the year and we would be taking over the cemetery business. Mickey had planned to work until April or May as Clarence had asked her to do. However, things now have changed and it was quite evident that the City had made up their mind. The Mayor would also like to appoint a few more Board members to Oak Hill. There have been three for probably 100 yrs. and for the LAST YEARS, all has run smoothly until the gates at Pioneer began to be a problem. Now that the gates are left open and Pat Quinn has the key, there have been no further problems, thanks, correspondence, etc. As far as the Board having any power of any kind, things are up in the air right now. Dennis did state that some of the Council members have a way of getting around that. Everyone here is wondering what will happen. We felt this should have been done at a Board meeting so questions could of been answered and discussed.

Discussion of agenda for next meeting in February 2014 will follow if there is a meeting.

Clarence Read made a motion to adjourn, seconded and carried.

Respectfully submitted,

Sturgis Taggart
by M. Tolar



PARKING COMMISSION

WEDNESDAY, NOVEMBER 20, 2013 – 6:00PM

CITY HALL, CONFERENCE ROOM 2A

AGENDA

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Approval of Minutes from 10/16/2013 meeting.
4. Comments from the public limited to 5 minutes.
5. Parking System Update.
6. Final Revisions to the Parking Study. Discussion and possible action.
7. Parking Study Implementation and Funding. Discussion and possible action.
8. Update on Parking Actions (Cook Street west side change to angle parking; looking into Sage & Cook Street to develop and configure; RFP for a parking structure). Report from staff.
9. Date and Agenda items for next meeting.
10. 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.*

11.19.13 2:33pm

cc: Aldermen, Mayor, Administrator



COMMUNICATIONS COMMITTEE
WEDNESDAY, NOVEMBER 13, 2013 – 5:00PM
CITY HALL, CONFERENCE ROOM 2A

AGENDA

1. Meeting called to order by Chairman Milliette
2. Roll Call
3. Approval of Minutes from September 18, 2013 meeting as distributed
4. Comments from the public limited to 5 minutes
5. Discussion on low frequency FM radio license
6. Update on discussion of tablets for Council members and Department Heads
7. Discussion on computer inventory
8. Set next meeting date
9. Adjourn

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

11/11/13 10:00AM
cc: Aldermen, Mayor, Administrator, Media



*Geneva Lake Area Chamber of Commerce
and
Convention & Visitors Bureau
Meeting Notice & Agenda
Thursday, November 14, 2013*

**Geneva Lake Area Chamber of Commerce
and
Lake Geneva Area Convention & Visitors Bureau
Board of Directors
Meeting Notice and Agenda**

Date: Thursday, November 14, 2013
Time: 7:30 a.m.
Place: Harbor Shores Room: Moorings
300 Wrigley Dr.
Lake Geneva, WI

C/C Call to Order

- >Introductions
- >C/C Minutes from October 10, 2013
- >C/C Financial Statements and Bills Submitted for Payment October 2013
 - Tabled from Oct. 10 meeting: C/C Asset Fund 1120 and CVB Asset 1130 Same Naming (Reserve Fund or Building Fund)
- >C/C Revised Audit Report
- >C/C Presentation of 2014 Budget
- >New Members
- >Committee Reports:
 - Darien Schaefer
 - Communications Committee: Organic Search Results for Chamber Meeting
- >Create a Premier Resort Tax Strategic Committee
- >Chamber Member Meeting Report
- >City of Lake Geneva Report
- >C/C Adjourn

CVB Call to Order

- >CVB Minutes from October 10, 2013
- >CVB Financial Statements for October 2013
- >CVB Revised Audit Report
- >CVB Presentation of 2014 Budget
- >CVB Approval of 2014 Marketing Plan
- >Create a Premier Resort Tax Strategic Committee
- >CVB Marketing
- >CVB Adjourn

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

DATE: Thursday, November 14, 2013

TIME: 7:30 a.m.

PLACE: Harbor Shores

PRESENT: John Stensland, Kevin Fleming, Tom Hartz, Tammie Carstensen, Steve Lois, Jesse Jacobs, Bill Gage, Michael Jackson, Colin Cummings, Grace Eckland, Helen Johnson, Ardith Berkanovic,

John Stensland, Chairman called the meeting to order at 7:30a.m.

Minutes: October 10, 2013 minutes approved on a motion by Michael Jackson, Seconded Tom Hartz.. Carried.

Financial Statements, Bills submitted for payment: October, 2013 Financials approved on a motion by Jessie Jacobs. Seconded Tammie Carstensen. Carried. Asset Fund 1120 C/Cand 1130 CVB same naming of Reserve Account approved. Chamberlain & Henningfield, CPA stated the C/C and CVB Reserve Account has no restrictions on where this fund is used. 2012 Audit by Chamberlain & Henningfield, CPA's approved on motion by Jesse Jacobs, Seconded. Tammie Carstensen. Carried.

To enhance security, John Chamberlain will be invited to a future Board meeting to go over C/C and CVB checks and balances on finances and procedures.

2014 Preliminary Proposed Budget: Tabled for Darien Schaefer's approval.

New Members: Eight new members were approved on a motion by Kevin Fleming, seconded Michael Jackson. New members are The Cheese Box, The Elegant Farmer, Chicago Beverage Catering, Inc., Gardiner Kock Weisberg & Wrona Attorneys at Law, Keefe Real Estate-Tara Young, Diversified Insurance Solutions-Laurel Schulz; Minuteman Press; Sonoma Cellar.

Community Report:

-A reception for Darien Schaefer to meet Chamber members, City Council, and the Community is scheduled for Dec. 4 from 5:30 p.m. to 8:30 p.m.

-Organic Search Results: The Sept. 2013 statistical report on top 20 organic keywords distributed to Board for review.

C/C and CVB Checking Accounts: A motion was made to remove Brett Sundstrom's name from all Chamber and Convention & Visitors Bureau checking accounts and add Darien Schaefer's name to all Chamber and Convention & Visitors Bureau checking accounts. Motion made by John Stensland. Seconded Steve Lois. Carried.

Premier Resort Tax Strategic Committee: An ad hoc committee was formed to develop business plan and future follow-up on 1) Post office purchase, 2) Parking Issues; 3) Room Tax and Premier Resort Tax. Committee members are: Bill Gage, Steve Lois, David Lindelow, John Stensland, and Tom Hartz. Darien Schaefer to review.

Chamber Member Report: 38 attended Nov. 10 meeting.

-Ed Gritzner-Lake Geneva Police Dept gave a presentation on the Nixle program currently in use. Nixle is a new communications service that allows the Lake Geneva Police Dept. to send important, valuable community information directly to residents using the latest technology. Sign-up for Nixle is a must! Register through the City of Lake Geneva web site.

-John Mortier-U.S. Postal Service-Business Solutions Specialist gave a presentation on U.S. Postal Service Priority Mail to improve tracking, free insurance and day specific delivery.

Kwik Trip/City Conditional Use Permit Application:Entertained a motion to communicate to the City of Lake Geneva the Chamber's policy. Motion was made by Steve LoisSeconded Bill Gage. Carried.

The letter reads as follows:

Dear Mayor Connors, Lake Geneva City Council, and Lake Geneva Plan Commission,

The Lake Geneva Chamber of Commerce believes that it is the marketplace that picks which businesses succeed and fail, not the City of Lake Geneva.In the case of the Conditional Use Permit application of Kwik Trip, the Lake Geneva Plan Commission appeared to decide its response based on how many gas stations already exist in Lake Geneva. That is not the decision of the City. The Chamber believes that that decision rests in the hands of the consumers. We believe that the City should decide the matter based on the merits of the application and adherence to City Ordinances and Plans.Thank you for your consideration in this matter.

Meeting adjourned at 9:00 a.m.

Next Chamber Board Meeting is Thursday, December 12, 2013 at Harbor Shores.

Geneva Lake Museum Board Meeting

November 13, 2013

Meeting called to order at 5:30 by President Jim Gee with VP Dale Buelter and Secretary Vern Magee present for officers and Jon Eklund out because of illness. Other board members present: Mary Tanner, Pat Gee, Dick Bain, Joanne Niessner, Barbara Buelter, Dana Haganah, Lynn Grayson, Chuck Ebeling, Don Rutkowski, and Marinne Bonifacic, and Dee Fiske. Absent directors: Mary Olson, Betty Less, Jim Davis. Staff present: Karen Jo Walsh, Helen Brandt, Pat Cramer. Volunteer Ken Cramer and city liaison Dennis Lyon were also present.

The minutes of the previous meeting we approved as sent electronically with a motion by Pat G and second by Barb Buelter; carried. No treasures report was presented this month due to absence of Mary Olson. **Helen gave the Curator's Report:** This month we had 540 paying guests and 819 guests from 16 tours, class visits and special events, which brings our 2013 total to 11,321. For our Halloween Trick or Treat event, we had 515 people in 1 ½ hours. Two years ago our attendance for the year was 3,400.

Director's Report: We are working with WLKG to promote our events like Victorian Christmas, Train Show, and the Craft Fair. Thanks to Dana for GLM's new large coffee pot. Karen will be out of town December 10th to December 22, so can not attend 12/11 meeting. It was decided to skip Planning on the first Wednesday, and hold the board meeting December 4th. We will have a pot luck dinner like we did last year. A team of 12 women met November 12 to decorate for Victorian Christmas. We have a new recycle dumpster BUT we need to flatten boxes. Vern and Karen attended a multi chamber event last week and distributed our rack cards and collected contacts. A short marketing meeting was held with Jennifer, Pat Cramer, Marsha and Karen so they could follow through on workshops and event notices through Constant Contact. November 14th is Thursday @ 7PM with Pat Cramer speaking on Lake Geneva movers and shakers: Portraits from the Past. Thanks to Dee and Dale for signs put up. The Halloween event was such a success that we hope to repeat it next year. The Fall newsletter has been sent out electronically. Pat and Penny mailed out about 50 to those without email. Our Craft Show rentals are doing well with 27 vendors registered and paid so far. It has been well publicized in the Regional News for which we are thankful. Helen, Pat, Dale, Vern, Marsha and Karen met with Rick Bernstein (WHS) and Emily Pfothenaner, a digital collection manager, to show off our museum and talk about the S.E. Regional Meeting which the GLM will host July 11th, 2014. See Marsha if you would like to help with this organization committee. Thanks to Patrick Quinn and Vern for getting the book, *Sketches of Lake Geneva*, to the printer with costs covered by non profits and individuals. It will make a nice Christmas gift for those looking to buy something in our museum store. Cost is \$15.00. A new "opening list" has been given to board members so if they help with an event, they will know how to open and close the museum, which now takes about a half hour. November 21st Simplex will be here to test the Alarm System at 7 AM. New Rack cards are finished: each board member will be given some to pass out to other organizations, restaurants, etc. You can keep a few in your car so they are available when you might need them. Vern and Larry Severson are working on getting the GLM in the Christmas Parade this year which will follow Victorian Christmas. Barb and Joanne: GLM Outreach Program with the Antique Road share had 48 people and a "wonderful lunch" in Pell Lake. Bethany from Baker House entertained a large crowd at Tuesday @ Two and will do another work shop on the J. Lo tiles that will be put around the fireplace opening. We had a surprise visit from Rolf and Mr Richard Driehaus and their wives, who came to see the Crane Windows. They seemed to enjoy themselves and Karen wonders how to handle a follow up letter. When asked, he said the lighting should be addressed. In the Beacon Oct 25-Nov 7 issue, Jim Gee, GLM, President, was on the front

page. Williams Bay has a new historical society and we will be collaborating with them. We are now collecting Toys for Tots and GLM will be a drop off center. Research is still in high gear for our school room exhibit and shoemaker exhibit; if you have anything to add, please give it to us. We need cookies for our Victorian Christmas; please sign up on list passed around. We have free musicians from Kundert Castle and carolers for entertainment. The time line of dates for guests are almost completed and are being well received by guests and docents. Karen worked with volunteer Jerry to replace light bulbs, worked on library shelf and take down Christmas boxes from storeroom. Barb and Joanne went to Golden Years on Buttons. We are trying to finalize our workshops January through May 2014; if you know of anyone who can present or help, please let us know. The Pickard China Exhibit Committee met again and plans are in place for the grand opening to members for April 11th and to the general public on Sat. April 12th. Mark your calendars! The group is sending a check for us to purchase 2 more display cases for Mill Street, which will be moved from Walworth once the money is received. Ruth Ann Bae came in to gift 2 lovely stained glass windows and decided to become a Life Member...with a little persuasion from Karen =.\$500!

Finance Committee: Jim and his committee, reported they will meet with meet with Steve Jensen to further discuss the quasi endowment on Nov. 29. There also will be a Budget planning meeting where budgets will be discussed for: Director's Fund, Marketing and Publicity, Fund Raising, Planning and Exhibits, Museum Store, Collections and free community events.

Fund Raising: Marianne reported her committee met last Monday and discussed many things but nothing is definite at this time. They plan to have events spread out through the year in April, July, August, and in the fall, however they are still in the planning stage. She hoped Jim would give them an idea of how much money they should raise to keep the museum running after his budget meeting. Lynn added that we have received funds from some grants this year and we should keep them in mind in the future.

Marketing and Publicity: Chuck discussed some of the ways we might consider in the future which could involve cell phones which people could dial a number and get a self guided tour. There are several companies that do this and Chuck knows of a man from Indiana that works as a consultant. One company, Oncell, charges \$125 per month for people to dial a local number and listen to what we have recorded in different areas of the museum. There are many options we could do, but this does lose the human touch of talking to a docent who can answer questions and have dialog with guests. It was decided to give it a trial next summer where we could try it at no cost and see how cell reception is in the museum. Chuck also asked if we should continue the ad in the Visitor's Bureau, the rate being \$1155. It was decided we could not measure if we received enough benefit to justify the cost and we will not renew our contract.

Collections: Dee reported some of the things donated during this past month include: Playboy memorabilia, an old phone painted green that will be restored for the general store, 2 stained glass windows, some Baker House photographs and an old wooded yoke that will be put in the farm area.

Membership: Jim announced he is stepping down as Membership Chair and is happy to have Ken Cramer take over who has enthusiasm and new ideas. Ken said we have 249 members and the 54 overdue can not be counted as members right now. Overall, our membership has increased 65%. Jim said he will remain on the committee and last year sent out a letter to those who were overdue and had a good response. Ken thought we should offer incentives to being a member such as discounts at the gift shop or on renting the museum. Jim asked Ken to prepare something for the next meeting to vote on.

Museum Store: Pat said she couldn't have figures without Mary here and will not know a total figure until after inventory is taken. She is waiting for some etched wine glasses to come in that will be done at Yerkes with their new machine and trying to determine a price for them. These will be done with our logo and she is planning on doing some with the shape of the lake and Lake Geneva WI on them.

Planning and Exhibits: Dale reported upcoming events include the Victorian Christmas with trees being decorated yesterday and the Pickard China Exhibit to open in April and Winterfest. Dale also pushed Pat Cramer's presentation at Grand Geneva to the chamber who met here this morning. The chamber is very excited about the new president Darien, who starts his new job November 25 with an open house to welcome him to Lake Geneva. He also said the store owners are very upset over the amount of young people trick or treating in Lake Geneva and hope to talk to the city council about it. Winterfest will be a 10 day event and after discussion with the planning committee, Dale proposes we borrow the 158 wood sled on skids from Ellis York and put it in our front yard near HY 50. The theme will be Ice Harvesting and the York's will bring it to us. Tuesday @ Two will be held telling the story of Ice Harvesting hopefully by some local people like Burly who remember when that was done here.

Old Business: Jim reminded the board that we renew 6 directors every year at our annual meeting. There are 18 board members with 3 year terms and a board member can be re-elected for 3 3year terms. Constant Contact is being put to use and names taken if they did not receive the latest emails. It is happening to couples mostly who probably have a membership with both names, but receive one blast. Jennifer will be here December 4th to give us an update. The computer software is being worked on by Mary Olson and Jeff Miske who recommended what Mary should purchase. Jim discussed changing name of Geneva Lake History Buffs to the Geneva Lake Museum which had been suggested by Rick Bernstein to make things easier in the future and less confusing. Karen suggested we wait until Betty Less is back from trip since she has been with the museum from the beginning. All agreed. It was also decided to publish Life Members once in a newsletter rather than every issue. A file cabinet will be place in the research room where it will hold museum records and will be available to officers and Mary Olson. Right now they are stored off premise and this will be in line with StEPS to have them on premise. Karen mentioned Living Social to the board and will send the information to Jim. It is much like Groupon.

With our agenda completed, Jim adjourned the meeting at 7:10 PM.

Vern Magee
Secretary

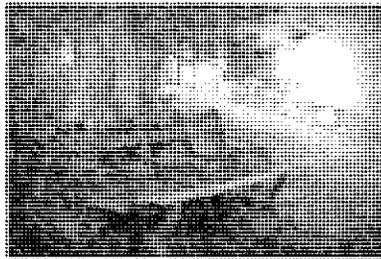
cc Mayor Jim Connor
Alderman Dennis Lyon
City Clerk Tim Neubeck

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Cemetery Management SC™



Cemetery Management SC™ - is designed specifically cemeteries from 3500 to 10,000 grave sites. Begin with an intuitive interface to code designed to assist you while entering data, each screen provides areas for recording specific information. **CM2400** repairs data entered as you work and completely resolves any database issue when closed. Protecting your data is the key to a successful database. **CM2400** has visual screens for displaying data you have entered. View all entries in each area, select to view only those records with selected criteria, or view predetermined entries.

This program is sold with one year of support included, can have maps included and will accept prior data import done by CSR Consultants, LLC.

Features™

Administrative

- Graves Identified by:
 - Section, Block, Lot & Grave (or)
 - Section, Lot & Grave (or)
 - Block, Lot & Grave
- Automated Grave Site Layout screen
- Section removal available in grave layout screen
- Remove a grave site for construction, repair, et by reassignment
- View all available & unavailable grave sites on-screen
- Unlimited Next of Kin for Owners and Interred
- Export tables for spreadsheet accounting
- Export Reports to Wordprocessor editing
- Change grave ownership automatically
- Automatic transfer of Reserved Graves to Interred
- Perpetual Care by percent or Flat Rate
- Accounts Receivable for Graves purchased
- Unlimited Caretakers
- Caretaker Maintenance by Work order requests
- User input for reoccurring Work order requests
- Separate screen for viewing all open and closed work orders
- 22 separate search functions for interred
- Select a grave site number and view location information
- Maps by Sections

- Deed Administration for
- On Screen Deed
- Include Deed number and document with Grave Sites purchased
- Remove Interred, Next of Kin & Owners with a single selection
- Include Products from Suppliers

Interred

- Reoccurring information containers allow changes
- Cause of Death, Funeral Home, Clergy and Services areas
- Double click on a reoccurring data entry area and edit its contents
- Automatic Mausoleum checked with grave site selection
- Automatic Columbarium checked with grave site selection
- You can also select to add an interred to a mausoleum or columbarium by selection in the interred information screen
- No restrictions on number of interred per grave site
- Identify interred by interment (full or casket) or by inurnment (cremation or urn)
- Select type of burial (Adult, child, teen, brother, sister, etc)
- Add year only for Date of Birth - DOB, Date of Death - DOD or Date of Interment - DOI
- Add place of birth and place of death
- Include organizations belonged to (Lions, Masons, etc)
- Add genealogy information by selecting "G" from menu area
- Add prior address of interred by selecting "A" from menu area
- Enter full Y2K ready DOB and DOD: Program calculates interred to Years, Months & Days alive with age at death
- Record year only with Year of Birth – YOB and Year of Death – YOD to automatically display interred's age at death
- Add Place of Birth and Place of Death
- Record Ethnic Origin, Military Service, Religion, etc

Owner

- Unlimited Owners
- Mark Owner as deceased
- View Active Owner screen & report
- View Deceased Owner screen & report
- Continual Care Instructions
- Unlimited Next of Kin
- Internal logging of Calls and E-mails
- Purchase individual grave sites
- Edit graves purchased
- View all graves purchased with perpetual & Deed number
- Reserve Grave Sites for interred & View all Reserved (Pre-Need) on-screen
- Trust Accounts
- Owner Product purchases

Reports-

- Accounts Receivable by date selected
- Accounts Payable by date selected
- Invoicing by date
- Open Work orders
- Closed Work Orders
- Owner listing
- Active Owners
- Deceased Owners
- Owner Call & E-mail Summaries
- Owner labels & Envelops
- Owner Graves With Interred
- Next of Kin Listing
- Next of Kin labels & Envelops
- Interred (A-Z)
- Interment Listing (full – casket)
- Inurnment Listing (cremated – urn)
- Veterans Listing
- Reserved Grave Sites
- Grave Sites Available
- Grave Sites not Available
- Individual Genealogy
- Book of all interred with Genealogy
- Monument, Tombstone, or Headstone Companies
- Monuments, Tombstone, or Headstone by Company

- Suppliers
- Products by Suppliers
- Caretakers
- Mausoleum Listing
- Columbarium Listing
- Available Columbarium Spaces
- Available Mausoleum Spaces
- All Grave Sites with Owner and Interred
- Section - All Grave Sites with Owner and Interred
- Section - Grave Sites Available
- Section - Grave Sites Not Available
- Section - Interred
- Section - Purchased Graves with Interred
- Interred In Vaults

Automated Features

Change Ownership

When an owner dies and is interred all of the records recorded, in the application for this owner, have to be changed. *Graves purchased, trust accounts, deeds, contacts with the owner, everything has to be manually sorted, recorded and purchased graves either transferred to a new owner or made available.* **CM2400** takes the mystery out of this by providing a simple method of solving all of these issues.

Automatic Change Ownership

Add a new owner or use one of the persons already in the owners contact list. Open the "**Change Ownership**" screen and by selecting the deceased owner and the soon to be new owner, **CM2400 does the work for you.** You are prompted to select the graves that are to be transferred. The deceased owner is recorded into a new container with all current information and records with a history of the graves purchased. By selecting that the new owner does not receive a transferred grave, the grave remains with the deceased owner and cannot be resold. If you need to reassign a grave site, the "**Grave Sites Purchased**" screen allows you to change your mind.

Remove an Owner, Contact or Interred - Proper Records Management

Instead of having to search for all of the records related to an Owner after you have transferred the grave sites, and possibly missing a record or bit of information, open the "**Removal**" screen. Select the Owner you want to delete and if there are any associated records, the program will prompt you with this information. You cannot remove an Owner until all associated records have been removed. No more wondering what records are associated with what owner. You cannot remove an owner and leave bits and pieces of information scattered across the program.

Record Verification - Partial Records Removal

From a single user to networks with many persons entering data, partial records are created accidentally. Sorting through an Owner's records and supporting information to locate these partial records is an administrative headache. **CM2400** removes partial records as you work. **CM2400** sorts through all supporting information searching for two primary aspects in each container. When there is no match, the record is removed.

Interred - "Empty" Grave Sites

Up until **CM2400** all Cemetery Management programs required you to setup the entire layout of the cemetery for all possible interments. This left empty records in the interred table, a potential in database administration for garbage data and corruption of the program. **CM2400** removes this by SQL program control. The Grave Site layout container is completely separate from interred listings. The program asks "**Is there someone in this grave?**", if there is no response, the Grave Sites are recognized as empty. You can add, change or remove any Grave Site at any time. You can put as many Interred into a single Grave Site as you want. **CM2400** takes the wonder out of "**Empty**" Grave Sites, the total number of Interments and ongoing changes to you cemetery.

Military Service - User Edited Listings

Many elaborate cemetery programs have defined administration screens that may only be accessible by secure methods. The administrative area has check boxes for defined service types and wars. **CM2400** allows entry into containers by the entry person to edit and add any combination of service type records. No predefined selections, the user can add multiple listings and when the user begins entering information in each container, the program automatically sorts the information to the type of entry. If the service record is all capital letters then the record automatically enters the information exactly to what is recorded in the program. The record is automatically flagged as "**Veteran**" eliminating one more step from the process of entering information.

On-Screen Deed - Permanent Grave Site Ownership

When an owner purchases a grave site they may request a Deed (or Certificate of Easement) to seal the transaction. This is an assurance to the owner that the lot belongs to the owner for the purpose of burial only. An on-screen deed is available with containers for entering the permanent information with no preset numbers so that you can enter your own special numbering. By filling out the form and printing it, you can provide a legal conveyance of the lot from the cemetery to the

owner. A Deed Administrative area is provided for alterations to the legal information pertinent to the transaction. A container is provided inside the Owners screen for recording the deed number and a visual record of the deed.

Automatic Grave Site Layout

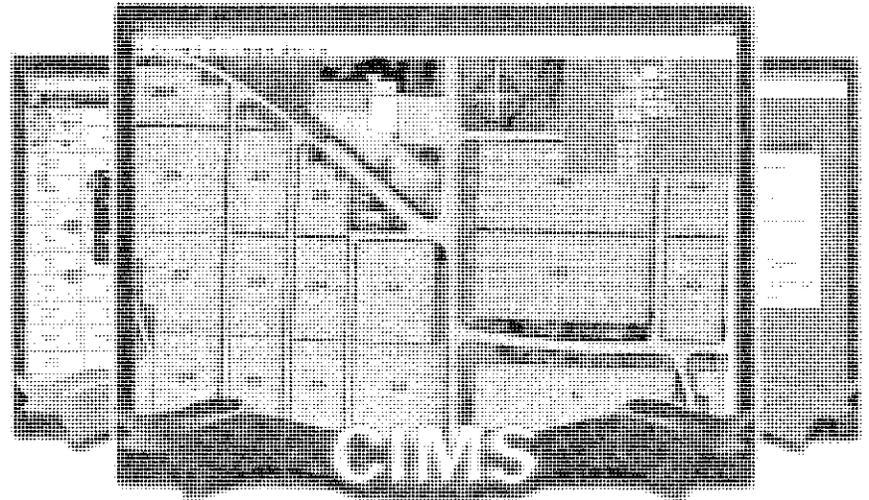
Entering all of the information about how your cemetery is designed can be very time consuming. The Grave Site Layout screen automates this process by giving you the power to enter the largest cemetery layout and then removing those areas you do not have or need. Doing over 90% of the work of entering this time-intensive task reduces input errors and save you valuable time.

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 (Melissa from Wyoming)

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CIMS Cemetery Software has distinct versions to accommodate any cemetery's needs. Currently, our CIMS software programs are managing more than 700 cemeteries throughout the United States and internationally! CIMS is user-friendly and budget-friendly. From municipal cemeteries to those run through religious organizations, to independents and corporations, all have found CIMS and integrated it into their cemeteries.

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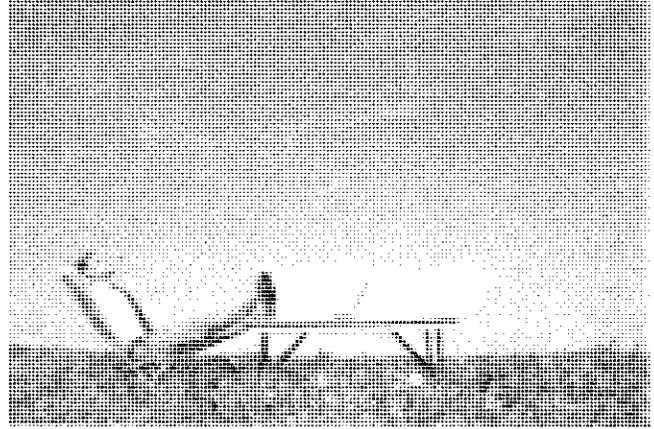
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Nexus 4.8 Released

Friday, 14 December 2012 17:27

Written by Joel Leach



Memorial Business Systems

Like 23

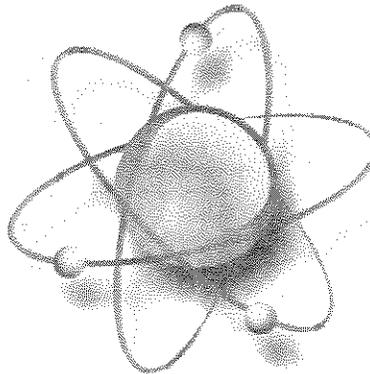
Testimonial

Ben Ernest, Sunset Memory Gardens, Dothan, AL

"They (the MBS Support Staff) are so accommodating and always here when we need them."

Nexus 4.8 has been released and is available through Online Update. Highlights of the new release are:

- The **Nexus Home Page** (first introduced in Nexus 4.7.01) brings you the latest news and updates straight from MBS, as well as easy links to helpful resources. Be sure to register on our **all-new web site** to access more information and to become part of the MBS community.
- Nexus is now integrated with **PayPros**, our preferred provider for credit card and ACH processing. We will be in touch to demonstrate how you can save money on credit card fees and save time processing electronic payments in Nexus. (X-Charge integration remains functional for clients that wish to continue using it.)
- A single item can now be cancelled from a contract. On the Contract Entry screen Contract Items tab, a **Cancel Item** button is now available when editing a contract. When pressed, the process is similar to cancelling a contract. To go along with this feature, item grids on the Contract Entry screen and Task Center contain color-coded columns for quantity fulfilled/cancelled. Please contact MBS Technical Support if you



NEXUS 4

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Cemetery Management

Record Owners with grave purchases, Interred with genealogy and headstones. CSR has three cemetery programs to match the demands of your cemetery.

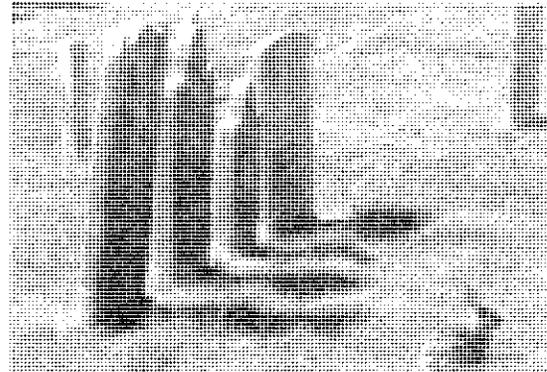
SC Lite CM2500, **SC CM2400** and **Max CMM2005**. Three affordable programs that are easy to use. Recording Owners and Interred is easy, quick and intuitive. As you tab through fields entering information our automated features assist you. Screens are easy to navigate and reports show data entered in a variety of client requested formats.

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Each program is a database interconnected by code to provide the safest method for your data. Internal tables export to spreadsheets so your data is not locked in a program. All reports export so that you, the user can customize them as you desire.

Our databases are designed to be self healing with an

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Celebrating 27 Years

CM2500 SC Lite

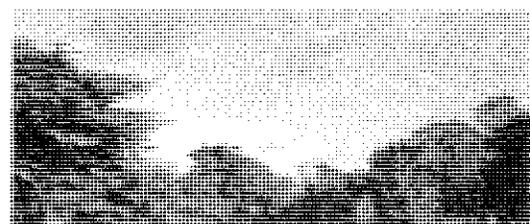
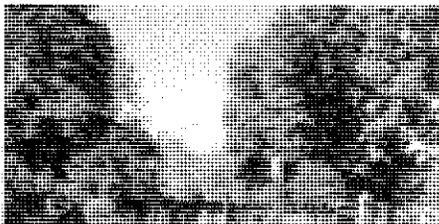
CM2500 is designed for recording Owners and interred for a cemetery with less than 3500 graves. Record Owners, grave purchases and reserve those graves purchased for family. Record Interred with headstone and genealogy. **SC Lite** has many of the same reports and screens as **CM2400**. Grave setup includes the ability to have Columbariums and Mausoleums.

Lite is designed for use in the USA  and Canadian providences  on all address screens and reports.

Check our [software](#) page for more information on **CM2500**

How these database programs work

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Max CMM2005

CMM2005 is for cemeteries from 10,000 to 100,000 graves. It can be used with smaller cemeteries if you need the ability to enter multiple grave purchases, have a more comprehensive deed and a need to save pictures with interred. Smaller cemeteries use volunteers to enter the data from interment books and to verify data entered by walking the cemetery grounds. An administrative area of Max is to audit these individuals data entry to identify those that may need further instructions or to change the data that has been entered.

Check our [Software](#) page for comparison of **CMM2005** with [CM2500](#) and [CM2400](#).

Check our [price](#) page for more offers and to review our policies.

Import available with **CMM2005**

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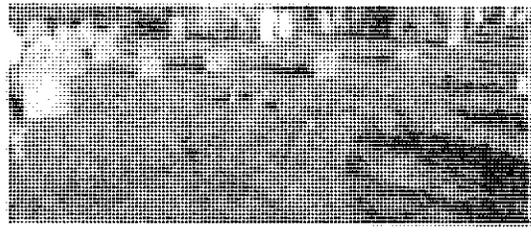
Name:

Cemetery:

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- Max Brochure



CM2400 SC

CM2400 is designed for cemeteries from 3500 to 9,999 graves. As the backbone for all of our programs, its screens are designed for ease of use with an intuitive interface. Help is provided on every screen at the push of a button.

CM2400 includes the care of the cemetery, trust accounts and listing other products an owner can purchase.

CM2400 is our first program to include maps of the divisions in your cemetery. Those divisions might also be called Sections or Blocks or some other naming convention. By separating a cemetery its lots and grave sites are easier to locate.

Check our [software](#) page for more information on **CM2400**

If you have data in a spreadsheet or in an Access database, we can import your data for one flat fee.

Specify for a church and receive an additional license free!

We accept credit cards, on-line checks and also have paypal options. If you need to send in a check we'll send you an order form for this purpose.

