



COMMITTEE OF THE WHOLE
MONDAY, DECEMBER 3, 2012 – 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 October 1, 2012 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Discussion/Recommendation on maintenance and open hours of Pioneer Cemetery
7. Discussion/Recommendation on establishing a park in the former railroad corridor from the White River bridge west to Sage Street
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Hill
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hougen & Wall

**COMMITTEE OF THE WHOLE
MONDAY, OCTOBER 1, 2012 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Alderman Kupsik.

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

Tolar/Wall motion for approval of Minutes from August 6, 2012 Committee of the Whole Meeting as distributed. Unanimously carried.

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

Terry O'Neill, 954 George St., Lake Geneva, read a prepared statement regarding a petition for direct legislation that was filed with the City for an ordinance that would create additional handicapped parking stalls. Mr. O'Neill felt City officials misled the Council on the appropriate actions to take at the September 24th Council meeting. He urged the Council to reconsider their vote at the next Council meeting.

Tom Spellman, 970 Country Club Dr. #22, Lake Geneva, spoke about the Village of Bloomfield annexation issue. He said the City has expended resources in the past to fight the Village from annexing portions of the Town. He commented that there should be no reason for the Lake Geneva City Council to meet in closed session on these issues. Mr. Spellman suggested the Council have a public hearing to determine how residents feel about the Village of Bloomfield annexation.

James Strauss, 1517 Meadow Ridge Cir., Town of Linn, spoke about cell phone coverage in the Lake Geneva area. He stated that none of the five cell phone carriers in the City appear to have active towers. He said the nearest active cell phone towers appear to be in Elkhorn and Hebron. Mr. Strauss encouraged Council members to take a stand against the cell phone carriers that are providing inadequate service to the area.

Standing Committee Reports given:

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

Committee, Commission and Board Reports given:

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

Other Boards and Committee Reports given:

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

CITY OF LAKE GENEVA



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LAKE GENEVA, WISCONSIN 53147
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August 4, 2010

Memorandum

To: Board of Park Commissioners

From: Daniel S. Draper,
City Attorney

RE: Ownership of Railroad Property

It is my understanding discussions have been conducted by your committee regarding the ownership of land purchased from the Chicago and North Western Transportation Company back in 1983.

Attached hereto please find a copy of the deed for that parcel. As the face of the deed indicates, the property in question was deeded to "City of Lake Geneva, Wisconsin, a municipal corporation and Lake Geneva Water Utility, a municipal corporation." The granting clause indicates that the property was conveyed to the City and the Utility as tenants in common. The language of the deed would seem to indicate each party has an undivided 50% interest in the property i.e. each party does not own separate identifiable parcel. If that was the intention, there would have been two separate deeds for each parcel and to each entity.

I am cognizant of meeting minutes which indicate disparate consideration paid by each party for the property however the face of the deed does not indicate that the interests were to be held in any different proportions. If that was the intent, the deed should have stated "to the City of Lake Geneva, and an undivided 69% interest and to the Lake Geneva Utility, an undivided 31% interest." That however was not done. It is not clear what the parties' intentions were at the time of the conveyance. The minutes do not provide any clarification.

The law is not clear whether or not a court of equity could look at the original consideration paid if any partition action.

Regardless, the subject property is currently held by both the City of Lake Geneva and the Lake Geneva Water Utility.

If you have any further questions, please contact me.

DSD

A handwritten signature in black ink, appearing to be "DSD" with a stylized flourish.

Finally, there are certain matters that must be referred to the Planning Commission before final action is taken by the council. Among those things are the "...location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any...park..."

Therefore the process typically would be for the Board of Park Commissioners to recommend the City the acceptance or purchase of property for a park. The City Council would then refer the matter to the Planning Commission for a recommendation or report on such park, and finally action by the City Council by resolution to purchase or accept property for a park. This is obviously a simplified version of the process, since different variables become involved if money or personal property is accepted or if the process involves condemnation rather than a purchase or the gifting of land."

If you should have any questions, please contact me.

DSD

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the left.

Hill/Kupsik motion to suspend the rules to allow Ryan Stelzer, President of the Lake Geneva Jaycees, to address the Committee. Unanimously carried. Mr. Stelzer said the request is for the City to increase its funding from \$5,500.00 to \$10,000.00 in 2013. Chairperson Hill said this is almost a 100% increase; she asked how the Jaycees arrive at this figure. Mr. Stelzer said the Jaycees looking at what type of fireworks display other communities around the lake invest in. He said the increased funding would help ensure the Jaycees are able to produce a fireworks display that is on par or better than their 50th anniversary display, which cost just more than \$20,000.00. Mr. Stelzer explained the Jaycees also rely on its own funds and contributions from the businesses to pay for the fireworks display. Alderman Kupsik said that if the City, businesses and Jaycees each contributed \$7,500.00 they would have \$22,500.00 to work with. Mr. Stelzer agreed, but said they couldn't guarantee how much would be raised from the businesses. Alderman Tolar said he supported the additional funding, stating that it would ultimately benefit the City.

Hougen/Kupsik motion to recommend funding an additional \$4,500.00 to the Lake Geneva Jaycees for Venetian Festival fireworks display with funding source yet to be determined. Alderman Krohn asked if there is excess funds in the lakefront account for 2013. Comptroller Pollitt said the 2013 budget is already set so we would have to find available funds. She said the Piers, Harbors and Lakefront Committee is deciding whether to increase pier and buoy lease fees, which could potentially offset the fireworks funding. Administrator Jordan suggested the funds could be taken out of the lakefront reserves until we know what will happen with buoy and slip rates. Unanimously carried.

Discussion/Recommendation on award of contract with Rich & Associates, Inc. for the Downtown Parking Needs Study in the amount not to exceed \$26,500.00 funded by the Parking Fund (*recommended by the Parking Commission 11/20/12*)

Chairperson Hill gave a recap of the request for proposals process. She said the Parking Commission believed Rich & Associates provided the best proposal and was most competent. Ms. Hill said Rich & Associates also gave the lowest cost proposal at \$26,325. She suggested the consultant notifies the City when they have reached their limit on fees.

Chairperson Hill expressed support for doing the comprehensive study. She said by understanding the entire parking situation, we can make better reasoned decisions about parking, such as whether to proceed with something like a parking structure. She said the last study was completed in 1996 by the Southeastern Wisconsin Regional Planning Commission (SEWRPC). Alderman Krohn said there was a study done in the early 2000s about whether to construct a parking structure behind the Keefe building downtown. She said the study concluded that a parking structure was not advisable. Administrator Jordan said the study was not commissioned by the City and was for a particular property.

Alderman Tolar said there have been past studies on parking in Lake Geneva and he believed parking and traffic will be an issue no matter what. Chairperson Hill said the issues go beyond downtown parking; there are other factors that come into play such as impacted residential neighborhoods.

Hill/Kupsik motion to suspend the rules for the Mayor to address the Committee. Unanimously carried. Mayor Connors said the parking study would also look at parking management. He said the study is not just about whether we need to build a parking garage. Mr. Connors said we need to keep an open mind toward what changes will be recommend to improve parking and management operations.

Alderman Hougen said he liked how the proposal looks at the larger picture of transportation, including other forms of transportation and traffic routes.

Kupsik/Hougen motion to recommend approval of award of contract on with Rich & Associates, Inc. for the Downtown Parking Needs Study in the amount not to exceed \$26,500.00 funded by the Parking Fund. Comptroller Pollitt asked if it would be a 2012 or 2013 project. Chairperson Hill said it is 2012 because the study would commence before January 1. Motion carried by a vote of 3 to 2, with Aldermen Krohn and Tolar opposed.

Discussion on Committee review of financial reports



Public Works Committee

Alderman Bill Mott Chairman

Alderman Arleen Krohn

Alderman Gary Hougen

Alderman Al Kupsik

Alderman Sarah Hill

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

Street Superintendent Ron Carstensen

City of Lake Geneva 626 Geneva Street

Lake Geneva, WI 53147-1914

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Amended Agenda

(Added Item No. 8 & Note Meeting Time)

November 9, 2012

The regular meeting of the Public Facilities Committee will be held on Thursday, November 15, 2012 at City Hall, 626 Geneva Street, Lake Geneva, WI in the second floor meeting room at **6:00 P.M.**

Meeting called to order by Chairman Bill Mott.

Roll Call.

Minutes of the Prior Meeting.

Public Comments.

Communications.

Agenda Items:

1. Downtown Business Directory – Continued Discussion.
2. Main Street Storm Tunnel Rehabilitation-Continued Discussion.
3. Replacement of Dunn Field Public Restrooms & Concession Stand-Request for Proposals Final Scope Review.
4. Riviera Seawall Repair-Discussion.
5. Cook Street Traffic Signal-Estimated Cost & Design Proposal from Crispell-Snyder.
6. Riviera Washrooms-New Counter Tops-Discussion.
7. Disposition of Old Skate Park Paved Surface.
8. Request for "Deaf Child" Warning Signs Either Side of 1019 Pleasant Street.

Adjourn.

Approved by Bill Mott
Chairman

Reviewed by Dennis Jordan
City Administrator

Date 11/13/12 dsw

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City of Lake Geneva at 262-248-3673 with as much advance notice as possible.

No official Council action will be taken, however a quorum of the Council may be present.

Posted November 13, 2012 2:00 PM

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, NOVEMBER 8, 2012, AT 7:00 P.M.**

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
5. Accept Letter of resignation from Doug Elliott
6. Presentation to Doug Elliott
7. Acknowledge correspondence
8. Approval of minutes from the regular meeting October 4, 2012
9. Accept a 2% pay adjustment for non-represented Police and Fire Department employees
10. Fire Department Business:
 - a. Approval of bills for the Month of October 2012. Operating in the amount of \$47,836.73 and Capital in the amount of \$2,332.75, for a total of \$50,169.48
 - b. 2013 Budget Update
 - c. Approval of Automatic Response Agreements (ARA) Meeting with Fire Chiefs from Linn, Lyons, Bloomfield, and Elkhorn Fire Departments (handed out at the October meeting)
 - d. Town of Geneva contract meeting
 - e. Update on Narrow Banding
 - f. Accept donation of hand lights from Lake Geneva Firefighters and Sprechers fundraiser
 - g. Discussion on trading old equipment for new equipment
 - h. Accept resignation of Matthew Kuehl
 - i. Thank you from Tom Laughlin on behalf of Carol Nocek
 - j. Monthly Billing Insurance Tracking Report
 - k. Monthly EMS Billing Reports

**CITY PLAN COMMISSION
MONDAY, NOVEMBER 19, 2012 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL**

Meeting called to order by Mayor Connors at 6:30pm.

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

Flower/Olson motion to approve the October 15th 2012 minutes. Motion carried.

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

Joe Cardiff, 725 Pine Tree Lane, Executive Director of the Lake Geneva Development Corporation approached the podium to endorse the proposal by R&L Spring Co. on the agenda tonight and that the Corporation has approved it within their organization.

Correspondence.

A packet of information from Patrick Kavenaugh regarding 252 Center Street and the outdoor grill that was approved. The approval was asked to be reviewed in 6 months (at the November Plan Commission meeting). It will be placed on the December Plan Commission agenda.

Continued Public hearing and recommendation on a Conditional Use Application filed by Ken Etten, Mc Cormack & Etten Architects on behalf of Scott and Gretchen Matzelle, 532 W. 8th Street, Hinsdale, IL 60521, for a second floor addition to an existing single family residence in the ER-1 District using the setback requirements of the SR-4 District at 911 Bayview Drive, TAX KEY NUMBER: ZGB 00004. Ken Etten, Mc Cormack and Etten Architects approached the podium to explain the proposal. The garage as it exists encroaches slightly into the street yard setback. The rear yard encroaches into the 100' shore yard setback however; it was constructed before that rule was enforced. The proposed modification will be within the existing footprint and will be less encroaching both in the front over the garage and in the back of the home. Skates reiterated that the 2nd floor addition will not be closer than the 25' setback. Etten confirmed that. No comments from the public. Skates/Hougan to close the public hearing. Motion carried. **Skates/Flower motion to approve the Conditional Use Application filed by Ken Etten, Mc Cormack & Etten Architects on behalf of Scott and Gretchen Matzelle, 532 W. 8th Street, Hinsdale, IL 60521, for a second floor addition to an existing single family residence in the ER-1 District using the setback requirements of the SR-4 District at 911 Bayview Drive, TAX KEY NUMBER: ZGB 00004 including all staff recommendations specifically that the new upper addition fall within the 25' street yard setback.** Mayor Connors also states that he finds the project fitting and that the proposed Conditional Use maintains the desired consistency of land use and intensities and does not impact the environs surrounding it. It is also located in an area that will be adequately served and will not impose an undue burden on any improvements, facilities, utilities or services provided by the public agencies serving the subject property. Motion carried unanimously.

Public hearing and recommendation on a Conditional Use Application filed by Austin Pier Service on behalf of Syverstad Property Owners Association c/o Joe Malecki 731 Pine Tree Lane, Lake Geneva, WI 53147, for an addition to the end of the existing pier (8'x5' "L" section) for the property located along Mariane Terrace and the lake more precisely identified as Tax Key Number ZSY 00029. Brugger explained the proposal and that staff had no objection to this item. No public comment. Hougan/Poetzing motion to close the public hearing. Motion carried. Hougan asked about the existing pier slightly encroaching within the riparian rights. Attorney Draper stated that the pier was actually reconstructed to fit within the appropriate riparian rights which was done many years ago. **Hougan/Olson motion to approve the Conditional Use Application filed by Austin Pier Service on behalf of Syverstad Property Owners Association c/o Joe Malecki 731 Pine Tree Lane, Lake Geneva, WI 53147, for an addition to the end of the existing pier (8'x5' "L" section) for the property located along Mariane Terrace and the lake more precisely identified as Tax Key Number ZSY 00029 including staff recommendations.** Motion carried unanimously.

November 19, 2012 Plan Commission

Review and action on a Certified Survey Map application submitted by Ralph Morocco, 980 Hudson Trail, Lake Geneva, WI 53147 for a lot line adjustment to combine two lots at 980 Hudson Trail and also Lot 12 on Hudson Trail. Brugger stated that no objections were had by Staff or the City Engineer. Flower reiterated that the structure will be detached and that the utility easement was not being built upon. Brugger confirms that. **Flower/ Skates motion to approve the Certified Survey Map application submitted by Ralph Morocco, 980 Hudson Trail, Lake Geneva, WI 53147 for a lot line adjustment to combine two lots at 980 Hudson Trail and also Lot 12 on Hudson Trail.** Motion carried unanimously.

Site Plan Review and action on a loading dock addition to the new proposed addition for R&L Spring Company for property located at 1097 Geneva Parkway, Lake Geneva, WI 53147. Brugger explains that the addition was approved last month and subsequent to that approval they need to add a loading dock to their facility. That is what is before the Commission tonight. This will make three loading docks (adjacent to two existing loading docks) on the north side of the building. This dock did eliminate an earth berm area and did not affect any parking areas. Hougan/ Skates motion to approve the Site Plan Review for a loading dock addition to the new proposed addition for R&L Spring Company for property located at 1097 Geneva Parkway, Lake Geneva, WI 53147 Tax Key Number ZLGBP2 00019. Motion carried unanimously.

Discussion on proposed Planned Development at 831 Dodge Street. Rodney Whetlow approached the podium to explain the project. He represents Dr. Julie Osbourne who was previously with a local medical group and has now gone out on her own. They are looking to take an existing structure and utilize it for a doctor's office and also maintain a residential apartment on the second story. Brugger states that he forwarded this parking plan to the City Planner who does not recommend any cars backing out to a public street. If they try to tear the garage down they will only really accommodate one extra stall due to needing a handicapped stall. Brugger says the only way this will really work for commercial use is if the parking requirement will be waived and the parking that is there be considered adequate for the residents as we don't allow on street parking during the winter.

Brugger states that the discussion is to allow for a Planned Development and allow flexibility for the parking on the commercial part of the structure. They want to keep the residential use of the property as well and except for no street parking in the winter, there doesn't seem to be a problem. It is currently a two flat. Whetlow states that the doctor intends to utilize the residential portion herself. The parking requirements are 1 space per 300 square feet. There is 1600 square feet on the first floor. Plus two spaces for residential would be seven required spaces. If they tore down the garage and got some flexibility on the side yard setbacks, they could have a small turn around area before going out into the street. The garage would not be suitable for the commercial parking. Flower asks if the Bed and Breakfast across the street has adequate parking. It does. Connors asks if it is possible to put a Handicapped stall in the street. Discussion followed. Parking Commission would need to approve on street parking for the customers which would include the handicapped space. Concerns continued with proper parking for her patients. Connors states that if some agreement can be made with staff on how parking can work then it would be a favorable project. It appeared that the parking "pickup" at Central Dennison doesn't appear to make a problem. Connors asks if the garage could be razed and moved to accommodate better parking. Brugger states that it would still require backing out into the street.

Downtown Design Review.

511 Broad Street. Americuts. They would like to add an awning in Mediterranean Blue. The banner was removed. Connors/ Hougan motion to approve the Americuts awning on 511 Broad Street. Motion carried.

225 Broad Street. Bonne Nuit. It is a teal color with white lettering and a white bow above the lettering. Flower/Olson motion to approve the signage as presented. Motion carried.

233 and 235 Broad Street. Nancy's and Mia Faccia. This is the signage to fill in the panels. Also the proposed lighting was distributed. Hougan/ Flower to approve the signage at 233 and 235 Broad Street as presented including the light fixtures. Motion carried.

Skates/Flower motion to adjourn at 7:47 pm. Motion carried.

/s/ Jennifer Special, Building/Zoning Administrative Assistant

These minutes are not official until approved at the next Planning Commission meeting.

November 19, 2012 Plan Commission

New Business:

Volunteer Friends of the Parks-Discussion

Nobody was in attendance and the item was continued.

Gail Gyga Memorial-Discussion

Ms. Gyga was not present and the item was continued.

2018 Park Budget Discussion (Winkler)

- Impact Fees Update-Winkler provided a funding update on the City's park and TIF accounts.
- New Playground Equipment Funding/Replacement- Was included in the park projects discussion and DPW Winkler was asked to provide the listing with rankings and budget costs in a separate memorandum.

Old Business:

Discussion/Recommendation on use of City owned portion of Hillmoor

It was moved by Mayor Connors and seconded by Chair Skates use the City owned portion of the old Hillmoor golf course for a trail system and frisbie golf course. Ald. Mott questioned what would happen if the course reverted back to golf. Mayor Connors said he spoke with the City Attorney and the City can do pretty much what it wants with the site. Commissioner Hassler said she would like to see the dog park there also. There was discussion regarding a fence along the east side of the park but no decision made. The motion passed 9-0. **(This item needs to go to the Plan Commission or City Council).**

2013-2018 Park Budget Update/Follow-up (Winkler)

DPW Winkler noted that he had put the parks CIP together for review but it had not gone out. The consensus was to send it to the Commission for review and comment. He noted there was no rush as the City did not do a CIP program this year but was operating off last year's program. The Dunn Field restroom replacement was discussed. An RFP was pending to go out for proposals to replace the building.

Dog Park Project Discussion

This item generated considerable discussion regarding location. It was continued to the next Park Commission meeting by consensus to select the location. Four Seasons and the Old Hillmoor 8th hole were the choices.

Veterans Park Scoreboard Discussion

Mayor Connors reported that he and Administrator Jordan were meeting with local non-profit organizations to promote scoreboard purchases. They had 2 or 3 great prospects for the \$5,300 each on a first come first serve basis.

Adjourn:

It was moved to adjourn by Commissioner Quickel and second by Ald. Kupsik. Commissioner Swanson made mention of youths parking at the skate park next to the south road where they should not be. It was decided that the City should close the gates and lock them at the access road as soon as possible. The motion to adjourn passed 8-0 and the meeting was adjourned at 7:25 PM.

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

Finance Committee

Thursday, November 8, 2012 at 7:00 a.m. (Director's Office)

Present: Kundert, Lafrenz, Wall Also present: Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$52,547.74 in General Funds and \$ 260.58 in Donated Funds.

Board of Trustees Meeting

Thursday, November 8, 2012 at 8:00 a.m.

Call to order

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

Roll call

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

Adoption/Amendment of agenda

Lafrenz asked for a motion to adopt the agenda. Kundert made a motion to approve the agenda. Wall 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 11, 2012. Wall made a motion to approve the minutes. Brookes seconded. Motion carried unanimously.

President's Report

Lafrenz reported on the recent visit of Mrs. Dresser and daughter.

Peterson proposed projects for consideration of impact fees. Discussion followed. Wall recommended that Peterson contact Dennis Jordan to discuss eligibility of proposed projects for impact fees.

Lafrenz presented the first draft of the 5 Year Strategic Plan prepared by Oppenlander and Peterson. Lafrenz suggested guidelines and asked that the Board review prior to December 13th meeting.

Building & Grounds

Kundert updated the Board on the air conditioning project completed by Vorpagel.

**HISTORIC PRESERVATION COMMISSION
THURSDAY, NOVEMBER 8, 2012 AT 6:30 P.M.
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairperson Kehoe at 6:33 p.m.

Roll Call. Present: Commissioners Etten, Tanner, Fiske, Gretzen, Yaeger and Chairperson Kehoe. Others in attendance: Alderman Kupsik.

Approval of Minutes from October 11, 2012 meeting as distributed

Fiske/Quinn motion to approve. Unanimously carried.

Comments from the public. None.

Discussion/Action re: Article IV Historic Preservation Commission Procedures for Certificates of Appropriateness. Purchase of property now owned by existing home located in historic district, however home is not historic; Article IV, discussed and concurred that Certificate of Appropriateness is not required

Chairperson Kehoe said this topic refers to the Victorian Lodging property located at 1105 West Main Street which is for sale. She explained that a prospective buyer may be interested in tearing down the home and rebuilding on the property. Since it is located within a historic district, City Attorney Draper reviewed whether a Certificate of Appropriateness would be required if the owner wished to make any changes to the home. Chairperson Kehoe said that City Attorney Draper concluded a Certificate of Appropriateness is not required because it is not registered historic property. Commissioner Gretzen expressed concern for the impact that tearing down the property would have on the Maple Park neighborhood. Ms. Gretzen suggested the Commission review the ordinances to determine if there should be an approval process for any properties located within a historic district. Commissioner Quinn agreed this was an important issue that should be revisited.

Fiske/Quinn motion to meet with the Maple Park Homeowners body to discuss possibly revising the ordinances so that the Historic Preservation Commission has greater control over property changes made in historic districts. Unanimously carried.

Round table discussion of additional plans:

Ed Yaeger information railroad freight yard (from Oct. 11)

Commissioner Yaeger said he provided maps and presented information about the railroad freight yard at the October 11th meeting.

Lake Geneva walking tour brochure: Draft for Dec. meeting

Commissioner Gretzen suggested working with the Geneva Lakes Area Museum on content for the brochure. Commissioner Quinn suggested the museum sell the brochures for a small fee.

Ken Etten fundraiser at Maxwell Mansion Nov. 17

Commissioner Etten reported the Friends of Geneva Theater are holding a fundraiser on November 17th at the Maxwell Mansion to raise money for the theater restoration. Commissioner Fiske said tickets can be purchased online at brownpapertickets.com.

Dee Fiske Continue discussion re: Jason Church and maintenance of Pioneer Cemetery, please for Dec. meeting

The Commission discussed maintaining the trees and tombstones in Pioneer Cemetery. Commissioner Quinn said his neighbor recently retired and is willing to volunteer maintenance help at the cemetery. The Commission agreed that the cemetery gate should remain open during the day. Alderman Kupsik said this topic could be further discussed at a Committee of the Whole meeting.

City
The Board of Commissioners of Oak Hill Cemetery held their meeting on Thursday, November 15th, 2012 at 1:00 pm at the cemetery office. Those present were Clarence Read, Evon Fredrickson, Sturgis Taggart and Marian Tolar.

The meeting was called to order and the minutes of the previous meeting of Sept. 12th were read. A motion was made by Evon Fredrickson, seconded by Clarence Read to accept the minutes. Motion was carried.

The Treasurer's report for September was discussed along with the quarterly report. A motion was made by Sturgis Taggart, seconded by Clarence Read to accept the reports. Motion was carried.

Financial reports from Edward Jones were reviewed and and will be placed on file.

Unfinished business was only about the delay of the truck, etc. Evon explained that we would receive it approximately next March or April. The money is appropriated for it but in the 2013 expenditures.

So far, have not heard about our budget being accepted as presented. Was told that City Benefits will be increased for us about \$1168.00 for the year. That was not included in our budget presented.

New Business: John Deere Tractor was received this week at the cost of \$2600 with a trade. More money had to be put into the truck due to the heater not working and took awhile to find parts, etc.

The Board is looking into the leave vacuum like the City uses and more information has been requested before making any final decisions. We have put up with a "Mickey Mouse" operation and need something that will be an asset to us for all the leaves that we have throughout the cemetery. Ron Carstensen has given us info. When literature, etc. is received, the Board will be notified and decision will be discussed and decision made by telephone. Clarence Read will be in AZ for the winter.

The meeting was adjourned by a motion by Sturgis Taggart, seconded by Evon Fredrickson, motion carried.

Respectfully submitted,

Sturgis Taggart

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

DATE: Thursday, November 8, 2012

TIME: 7:35 a.m.

PLACE: Harbor Shores

PRESENT: George Hennerley, John Stensland, Ed Svitak, Brett Sundstrom, Kevin Fleming, Steve Lois, Jessie Jacobs, Michael Jackson, Tom Hartz, Sarah Hill, Bill Gage, Grace Eckland, Helen Johnson, Ardith Berkanovic

Meeting called to order by Chairman, John Stensland at 7:40 a.m.

Minutes: October 11, 2012 minutes approved on a motion by Sarah Hill, seconded by Kevin Fleming. Carried.

Financial Statements, Bills submitted for payment: October, 2012 financials approved on a motion by Brett Sundstrom, seconded John Stensland. Carried. Discussion followed. Question on Annual Dinner Expense. Corrections will be made. 2013 Budget approved.

New Members: Three new members were approved on a motion by Steve Lois, seconded Michael Jackson. Carried. New members are Home Instead Senior Care, Geneva Lakes Amazing Race, CJB Investments.

Retail Division Report: Kevin Fleming

- Open House Week-end: **Nov. 10 & 11.** 30 businesses participating.
- Week-end Holiday Celebrations: **Nov. 30-** Story Reading by John Powers at Landmark Ctr. and tree lighting at Riviera at 6:30 p.m.; **Dec. 1-** Christmas parade, carolers, musicians from 10 a.m. to 4 p.m. Santa and reindeer at Starbucks and strolling downtown streets.

City News: Sarah Hill

- Power outage on Sat. Nov. 3 discussion. George to contact Utility Committee for answers on why this happened and how to prevent future outages.
- Parking Study: Presentation was given from 3 vendors on Lake Geneva downtown parking needs (residential, parking garages)
- Winter Parking Rules: 2 hr. free on metered stalls. Free Parking on Center St. lot, behind Champs Rest., and behind Egg Harbor.
- Park Board: Restructuring park permits. Waive fees for non-profit.
- Budget: Published. Public Hearing on 11/19.
- Stop Lights: Estimated completion is mid-November.
- Treasurer: Will be an appointed position.

Other Business: Geneva Theater Bldg./Friends of the Geneva Theatre. Discussion followed. Recommendation to have a feasibility study done and effective business plan developed. John Stensland to contact Ken Etten to follow-up on a consultant.

GENEVA LAKE MUSEUM BOARD MEETING

NOVEMBER 14, 2012

President Jim Gee called the meeting to order at 5:30 in Mill St Centre. Officers present were vice president Dale Buelter, treasurer Mary Olson and secretary Vern Magee. Directors in attendance were Dana Hagehah, Marianne Bonifacic, Betty Less, Mary Tanner, Dee Fiske, Vernon Haan, Joanne Niessner, Pat Gee, Dick Bain, Barb Buelter, Chuck Ebeling, and Lynn Grayson. Don Rutkowski was absent. Director Karen Jo Walsh and Helen Brandt, curator, attended along with Pat Cramer who will become our administrative assistant on December 1. Volunteer Noel Payne and council liaison Bill Mott joined us also.

The **minutes of the October meeting** were approved as sent electronically by a motion by Barb Buelter and second by Betty Less. Carried. The treasurer handed out her report showing we have 55,477.06 in our account with some of that being in restricted funds. She had made a 5,000 deposit since the report was printed which was given by the A.G. Cox Charity Trust. The full report will be given to the city officials when the minutes are sent. There was discussion concerning putting money in a restricted fund for when the time comes that we will have to pay a director. Our director is very much in favor of doing that and it was decided it would be taken up in a finance meeting.

Helen gave the curators report and announced we had made history October 1st with 1,048 guests; there were 18 tours and class visits bringing in 598 people and 453 regular patrons. As of October 1, we have 5,804 this year, topping our previous record year of 1998 with 5,047 guests. Another great day was October 28 when we hosted our 5th annual children's parade with 104 participants and 47 trick or treaters who came later that day. Helen was appreciative of volunteers and board members who helped that day.

Karen Jo gave the directors report, which will be highlighted here but the complete report will be filed and also sent to city hall. We are waiting for our **second certificate from the StEPS program**. The **Flashlight tour** was held Saturday, October 14th from 5 to 6 pm. We had 30 volunteers and 60 guests who made their way through a darkened museum with a few screams along the way. We plan to make it bigger and better next year with a longer time period, reasonable admission and better publicity. We thank the Regional News for the great coverage they gave us for this event. The **volunteer dinner** was a huge success with over 60 volunteers, spouses, board members, and staff enjoying food and fun together. Special mention goes to Don and Louise Rutkowski for the wonderful cake they brought for all to enjoy.

A huge **train event is being planned for February 16, 2013** which will be all day and free to the public.

We will have a **Victorian Christmas party** for the community on Saturday, December 1, which is also free to the public. Board members are asked to bring cookies for the event. Later that day, Larry and Vern Magee will participate in the annual city Christmas parade by driving their 1029 Ford Model A with the museum logo on it.

Discussion is starting with Peter Baker to have a **future exhibit on Lake Ivanhoe** to document black history in the Lake Geneva area.

We have been approached by **Grand Geneva** to do a monthly **one hour workshop** in exchange for more PR and working with them. Karen is looking for volunteers for this outreach. For the **Festival of Trees**, the GLM docents will decorate a tree on **November 19th** which will be auctioned off with other decorated trees for a children's charity.

The GLM stationary will now include the names of board members, which was suggested by the Event

small exhibit to entice people to come to the museum. We would not build anything, but instead try to find a place that would permit us to do this to promote the museum.

Jim said he made an executive decision to give Brian Stearns and Jesse Wirth complimentary memberships. They both have given funds or time to be worthy of this gift to them, which does not cost the museum anything. Lynn Grayson will meet with Karen to discuss the possibility of applying for a AASLN Leadership in History Award which is due in the spring of 2013.

Alderman Bill Mott told us the final decisions on the budget would be taking place soon and reminded us he is our liaison and reports what is happening at the GLM. A round of applause was given Bill for his support of the museum.

Dale mentioned that he and Karen would be working on a layout for a wonderful train that Vernon Haan brought in to be on loan through the Christmas holidays and the train event in February. There being no further business, Jim adjourned the meeting at 6:45pm.

Vern Magee
Secretary

Cc Mayor Jim Connors
Alderman Bill Mott
City Clerk Mike Hawes