COMMITTEE OF THE WHOLE

MONDAY, DECEMBER 5, 2011 - 6:30PM

CITY HALL BUILDING, COUNCIL CHAMBERS

CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI 53147
(262)248-3673

AGENDA

1. Council President Krause calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from November 7, 2011 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 leases for carriage companies
7. Update on private roads
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 Krause

   B. Personnel Committee, Alderman Hartz

   C. Public Works Committee, Alderman Mott

   D. Piers, Harbors, & Lakefront Committee, Alderman Marsala

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 Marsala & Hartz

   B. Tree Board, Alderman Mott

   C. Police & Fire Commission, Alderman Krause

   D. Planning Commission, Alderman Hartz

   E. Board of Park Commissioners, Alderman Kupsik

   F. Library Board, Alderman Krause

   G. Historic Preservation, Alderman Kehoe

H. Cemetery, Alderman Krohn

I. Parking Commission, Alderman Marsala

J. Communications Committee, Alderman O'Neill

K. Avian Committee, Alderman Marsala

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

A. Chamber of Commerce, Alderman Krause

B. Geneva Lake Museum, Alderman Mott

C. Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik

D. Geneva Lake Environmental Agency, Alderman O'Neill

11. Adjourn

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

12/02/11 4:00 PM
CC: Aldermen, Mayor, Administrator, Attorney, Department Heads

COMMITTEE OF THE WHOLE
MONDAY, NOVEMBER 7, 2011 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Krause calls the meeting to order at 6:31pm.

Pledge of Allegiance led by Alderman Mott .

Roll Call. Present: Aldermen Hartz, Mott, Marsala, Kehoe, Kupsik, Krohn, O'Neill and Krause. Also present: City Administrator Jordan.

Kehoe/Krohn motion for approval of Minutes from October 3, 2011 Committee of the Whole Meeting as distributed. Unanimously carried.

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items.
Bill Huntress, 1015 Pleasant Street, asserted that City Attorney Jordan had been sent photographs more than a year ago of personal property that was stored on City property. The response was that they put up no trespassing signs so the public couldn't see what was going on behind those closed fences. A few weeks ago the Council gave the order and the newspaper had an editorial on it that personal property should be removed. As of last Friday, that order had not been completed; there is still personal property stored there. He reminded the Council that they are the elected officials whereas City Administrator Jordan and DPW Director Winkler are supervisors.

Ken Etten, 1109 Wisconsin Street, appeared on behalf of the Friends of the Geneva Theater, a group put together to try and save the old Geneva Theater downtown. They are a 501-C3 so are now a tax exempt, non-profit, charitable corporation under both state and federal law. The theater was built in 1928 and has a lot of history to it. It has been vacant for over a year and is for sale. They would like to raise the money to acquire it, with help from the City if possible, and restore it as a theater and a multi-use space for meetings, dinner theaters, art exhibits or a home base for the Geneva Symphony Orchestra. He displayed drawings to give an idea of possible restorations to the building and what it could look like. He said Cedarburg, Plymouth and Viroqua have been able to do this and they are cities about the same size as we are.

Janelle Powers, 1003 W. Main Street, also spoke on behalf of the Friends of the Geneva Theater. Their purpose is to preserve the Geneva Theater's architectural and historical significance and to foster a cultural arts center that will benefit the Geneva Lake community at large. The Geneva Lake Art Association has expressed interest in the space as has the Lake Geneva Symphony Orchestra, several professional and amateur theater companies, dance companies and concert groups. Some of their programming ideas are to have classical movie nights, foreign films, culinary arts nights, art classes, music classes, dance classes, lectures and art exhibits. Benefiting from this would be businesses, children who would take classes there and the City at large.

Finance, License & Regulation Committee, Alderman Krause
Alderman Krause reported that as of November 15, winter parking will be in effect with no overnight parking. This coming Wednesday is the first nationwide test of the Emergency Alert System at 1:00pm C.S.T. There will be a public hearing on the budget on Monday, November 21 at 5:00pm. Alderman Hartz proposed amending an ordinance we currently have on Obstructions and Encroachments, suggesting that businesses could have tables and chairs on the sidewalk for serving food. He would like that on the next Finance Committee agenda.

There was discussion on funding for the preservation of the theater.

Personnel Committee, Alderman Hartz

Alderman Hartz reported they had a question at their last meeting to bring to this committee for discussion purposes, and that was the notion of combining the Treasurer with the Deputy Clerk's job. First the Treasurer is an elected position so that would have to change. The City Attorney put together a memorandum on how that could be done; it is all by charter amendment. One way to do it is a two-thirds vote by a governing body or a petition of the electors. Second is the City Council does it by two-thirds of the members who are elected, with a 60-day period when seven percent of the electorate that cast a vote for the last governor election has a chance to petition the City to put it on a referendum. The third method is for the City to adopt it and take it to referendum as well. It is possible to change it and it would be up to this body to determine how we do it if we decide to do it. The reasons we need to consider this are three-fold. One, it would be a step toward implementing some of the requested changes in the way the City functions that were written up in the internal audit. The idea was that the Treasurer and the Deputy Clerk would be a single person hired through the Personnel Committee like all the other employees after a search of candidates who would submit a resume and be interviewed. Another reason it would be a benefit to the City to appoint the Treasurer is that it would bring us in line with a majority of municipalities in the rest of the state, with roughly 89% of Wisconsin municipalities who do so. The idea was to bring it up in this group for the Personnel Committee to get a sense of the Council's view on this before the Personnel Committee proceeds any further. Alderman O'Neill feels it puts an awful lot of control under the City Administrator, whoever it is, and takes away authority from the citizens and the Council. Alderman Krause said our real intent here is to streamline our operations as much as possible and this is one step to get closer to that. He would like to find out what the general sense of this group would be on this. Alderman Hartz responded to Alderman O'Neill's comment, saying that on the other side of the scale is that the position would be evaluated annually for performance and would give the Personnel Committee and ultimately the Council the ability to administer the performance of that position. Right now, the Council has no authority at all short of recall because of malfeasance. Alderman Krohn asked if this means eliminating a position and combining the Deputy Clerk and the Treasurer as one position. Alderman Hartz confirmed this would be the case. Alderman Kupsik is in favor of changing this to an appointed position and feels it would be a benefit to the taxpayers. Alderman Krause concurred that this would be beneficial to the efficiency of the operations down here; cost wise, it makes sense and most importantly you are getting someone who is approved by the Council. The people elect us and there are certain tasks they would just as soon have us deal with; this might be an example of that. Alderman Mott agreed with combining the two positions. Alderman Marsala completed the Personnel Committee and other committees for doing there job of finding new, cost-saving ways and making recommendations for improvements to the Council. Discussion followed on various options and it was decided that this should go to Personnel Committee who would then come to Council with a recommendation.

Public Works Committee, Alderman Mott

Alderman Mott reported there were several items that will be brought up at the next meeting. One was private drives, with the big issue of plowing private drives and restoring pavement. The consensus seems to be that we would continue with the brush and the garbage pickup but not the plowing. They are also in discussion regarding making the parking lot west of this building a metered lot; they have worked out a tentative agreement with the museum people but that has not been totally covered. There was a lot of discussion on regarding the north street lighting replacements, from the Regional News outward; this will continue to be discussed at the next meeting. Shoveling of the sidewalks and who will do it is still under

discussion. Consideration of a sidewalk from Curtis Street to East Drive or Edwards Boulevard and from Walgreens to Geneva Square will also be continued at the next meeting. Alderman O'Neill suggested leaving the lights that are currently on north Broad Street and adding the decorative lights for better coverage. Alderman Krause mentioned the road repairs that are being done. Alderman Marsala commented on the sidewalk shoveling and that Mr. Carstensen is compiling a list of standby people that could be hired. Alderman Hartz would like to add to the next Public Works agenda consideration of the realignment of three intersections in town, specifically Interchange North & Center Street, westbound Main at Center and westbound 50 at Peller. Those are all instances where it goes from two lanes to one and sometimes back to two and it is pretty awkward; by realignment, he is just talking about painting stripes and better signage. There was discussion on leaf and brush pick-up, with a request that citizens keep leaves separate from brush and that if there is more than a reasonable amount of brush, they hire a contractor to remove it. Alderman Mott assured Alderman Hartz that his items are already on the next agenda. Alderman Kupsik commented on how dangerous the area from the church to Edwards Boulevard is, especially at night, because there is no sidewalk. Alderman Mott explained that Public Works Committee had discussed this but felt it was not a good idea. Because of the terrain, it would have to be on the Hillmoor property side, and by putting it in before any kind of determination is made as to what will happen on that property, it might interfere. Alderman Krause also noted that the south side of the street in this area is Lyons Township; the sidewalk will need to be incorporated when the Hillmoor property is developed. City Administrator Jordan noted he has a list of volunteers who will shovel or plow for the elderly and would appreciate more volunteers to donate their services.

Piers, Harbors, & Lakefront Committee, Alderman Marsala
Alderman Marsala said there was no meeting and they probably will not have another one until next year. The only thing they are really looking at are the leases for the concourse and they still have to sit down with the lessees to see if they are going to make any changes.

Utility Commission, Aldermen Marsala and Hartz
Alderman Hartz reported they reviewed budgets and are planning the Christmas party. Alderman Marsala added they approved the bid on the slip lining.

Tree Board, Alderman Mott
Alderman Mott said there was no meeting but he has received phone calls from people excited to see there is $15,000 in the budget for trees since we are well behind on that. Alderman Krause inquired how the Tree Board will deal with that and whether it will be first-come first-served or highest priority. The city arborist knows the needs; if there are requests from those who have lost trees and need a replacement, they should contact City Administrator Jordan. There was discussion on trees in Library Park, some having been removed because of disease, but others will be added as memorial donations from citizens. Alderman O'Neill cautioned that, while the crab apple trees being planted are beautiful for a couple of weeks every spring, they are messy and hard to walk under the rest of the year. There was discussion on what trees would be best in Library Park.

Police & Fire Commission, Alderman Krause
Alderman Krause reported that he did a ride-along with the Police Department, from 8:00pm to 3:30am. He found it very interesting and was impressed with the Pro-Phoenix system and how well it works. It very quickly gives information to the officers, it gives a live view of where all the squads are, and the reporting system is very efficient and immediate. He also reported that Alderman Hartz, the Comptroller and he met at the Fire Department with LifeQuest, the billing company. In discussion they found the biggest breakdown seemed to be

a lot of information not getting to the company for them to efficiently do their job. A large percentage of the run sheets did not have signatures which is required for the billing company to process the claim. If we could clean up our recording and reporting, we could see greater revenues just from that. They are also considering having the Comptroller do the fire billing for inspection fees in-house. Alderman Krause said his impression of LifeQuest is that they are doing their job and at issue is the lack of needed information to begin the billing process. There was a lengthy discussion on how billing is done, some of the measures being taken to improve reporting, whether delinquent invoices should be put on the tax bill, how to handle disputes, and how the system works in general.

Planning Commission, Alderman Hartz
Alderman Hartz said they have not met since the last Council meeting, but he mentioned he would like an ad hoc or standing committee to be formed to look at economic development. Our current strategies for economic development, such as TIF and the notion that the lake is enough to bring people here, don't hold water in our current economic climate. Issues like the theater, the Traver Hotel, vacancies downtown, sales of lots in our business park and recruiting businesses from Illinois who want to escape the tax climate are now dealt with in a disparate group of commissions and committees and he feels the City could take the lead on economic development. The trend in more and more communities is elected officials taking a role in economic development efforts. In response to Alderman Mott's question as to whether the Economic Development Corporation has incorporated this in their work, Alderman Hartz replied that their primary responsibility is the industrial park. The Chamber of Commerce has bits and pieces of it; there is the Walworth County Development Corporation. However, there is no single group representing the City; it would be a good idea to have a committee that would start to coordinate these efforts and really focus on what is best for Lake Geneva. Alderman Krause added that even the BID concentrates mainly on filling vacant stores downtown. Alderman Kupsik mentioned that LGEDC did set up a committee to work on marketing and different methods to bring businesses here to Lake Geneva; in the minutes from their last meeting, it seems the biggest drawback we have here is that we cannot provide the skilled labor for the types of businesses that want to come to this area. It's hard to persuade someone to come here without a workforce. Gateway in Elkhorn is not providing the type of education that people who want to come here are seeking. Alderman Krohn asked for an update on the WE Energies building. City Administrator Jordan said he is meeting with the surveyors tomorrow so we can get the CSM done; that will go to the Planning Commission in December. Hopefully we can close some time in December.

Board of Park Commissioners, Alderman Kupsik
Alderman Kupsik reported that they are waiting for final plans and specifications for the new skate board park. They had more discussion on the dog park which will probably be on-going until next spring. The Boy Scout project at Vet's Park is complete. The Park Board always encourages the Boy Scouts and Eagle Scouts to do projects in the parks or paths.

Library Board, Alderman Krause
Alderman Krause was unable to attend the meeting but highlighted that October 22 was the open house for the newly installed windows from the Lake Geneva Hotel.

Historic Preservation, Alderman Kehoe
Alderman Kehoe asked Ken Etten to give an update on what Historic Preservation is doing. There is a new sign on Sage Street about the old railroad turntable; they are trying to highlight the history of the railroad in Lake Geneva because other than the old bridge and the End of the Line Motel, you would probably never know there was ever a railroad here. It was a vital part of why this community developed the way it is; they are working on another sign

near North Street and Broad where the old depot was. They are also working on a walking tour brochure to highlight the seven individual buildings that are on the National Register and the two historic districts in the City of Lake Geneva. They were contacted by the Wisconsin Historical Society that next year on May 18, 2012, they are going to be doing a program here in Lake Geneva on the restoration of old cemeteries. Another Tales of Lake Geneva program is being planned, this time specifically relating to the theater. Mr. Etten explained the $3,000 donation that Alderman Kehoe had referred to earlier. Last year, a private family trust made the donation to the Historic Preservation Commission, specifying that it be used to preserve the history of Lake Geneva and historic buildings in the City. When the Friends of Geneva Theater group was started, application was made with the IRS as a tax-exempt charitable corporation and the application fee was $850. The Commission checked with the family who made the donation, and they said it was exactly the kind of thing they had in mind, so that amount was taken from the $3,000 donation for that use. Alderman Krause asked that a link to the Friends of Geneva Theater website http://friendsofgenevatheater.org, be added to the City website.

Cemetery, Alderman Krohn
No report. Alderman Krohn did remind the committee that they need to find money in the budget to buy a new truck for the cemetery. Alderman Krause said they will watch for funding.

Parking Commission, Alderman Marsala
Alderman Marsala reported that the Library came to them and asked for a second handicapped stall. They decided to surrender the stall furthest south on Wrigley Drive and make it a pay stall so there will be no loss of revenue, and make a second handicapped stall in front of the Library. There was discussion about Ordinance 11-31, the parking change that is scheduled to go into effect January 1st; they would like to see that starting date changed to May when the other kiosks should be in place. That will come to FLR and Council to amend the ordinance by changing the date. The shuttle bus for Oktoberfest went over relatively well and was utilized quite a bit. Next year they are looking at running it for eight events from Winterfest through Oktoberfest. There was discussion about traffic signals and moving people through town. They are still working with the business owners and trying to put together a questionnaire, expanding it to address the business owners, homeowners in spillover locations near central business, homeowners in other locations and employees. There are about 1500 employees here at peak times during the summer; it is something that needs to be addressed and they are looking at alternatives.

Communications Committee, Alderman O'Neill
No meeting, no report.

Avian Committee, Alderman Marsala
No meeting, no report.

Chamber of Commerce, Alderman Krause
Alderman Krause was not able to attend the meeting, but the minutes show Oktoberfest was a huge success. There was a discussion on putting up downtown kiosks with store location maps similar to what is provided in shopping malls.

Lake Geneva Museum, Alderman Mott
Alderman Mott requested that all these meetings be on our city calendar. Discussion followed on what should and should not be on the City calendar and it was decided they will come back to this at a later time. The museum received a complimentary issue of the American Road

magazine with an article on the Geneva Lake area and its association with organized crime. They had the seventh annual Children's Halloween Parade on October 30th. They are considering creating a donor board or perhaps an area with the history of local service organizations. Dave Novak donated the flooring for the Ceylon Court display. The class of 1961 had their reunion at the museum. They are looking for a 24 x 72" piece of red carpeting to use in a display. They are planning Andy Gump, telephone office and Yerkes displays, as well as Lake Geneva buildings.

There was additional discussion on the idea of putting more meeting dates and special events on the City calendar. Alderman Krause opined it would ideally be located on the newspaper's website; it is a matter of someone monitoring and updating it. City Administrator Jordan explained that the calendar is pretty crowded with all the regular committee meetings on there as it is, and he is trying to think of a way to add a quick link that would show all activities or other meetings.

Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik
No meeting, no report.

Geneva Lake Environmental Agency, Alderman O'Neill
Alderman O'Neill reported the Car Rally was a success; they made several thousand dollars on it. This is the last year they plan on having it. They had a boat count and there were approximately 5,000 boats which is up about 4% over last year; the personal watercraft count went up by 9.7%. Alderman Krause wondered if we or anyone can limit the number of boats on the lake. Alderman O'Neill answered that the best way of limiting boats on the lake is limiting storage in the area. DNR will not allow anyone to refuse access to the lake. Alderman Krause noted that it is the second most dangerous lake in the state. City Administrator Jordan pointed out that there are about 960 piers around the lake and every one is allowed four boats; you wonder who the enemy is and there are 5,500 to 6,000 boats just from the people who are on the lake. The number of people bringing their boats in is probably fairly minimal.

Marsala/Mott motion to adjourn at 8:50pm. Unanimously carried.

Transcribed from audio tape.
/s/ Artis Roenspies, Deputy Clerk

CITY OF LAKE GENEVA
CARRIAGE COMPANY LICENSE APPLICATION

Please Check:

- ☐ Original Application
- ☐ Renewal of Current License

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. ANNUAL LICENSE EXPIRES JUNE 30TH EACH YEAR. ***FEES OF $50.00 FOR FIRST CARRIAGE AND $25.00 FOR EACH ADDITIONAL ARE DUE UPON APPLICATION.***

BUSINESS INFORMATION

Business Name: _____

Bus. Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Bus. Phone: _____ Fax: _____

E-Mail: _____

BUSINESS OWNER/AGENT INFORMATION

Owner/Agent Name: _____

Owner/Agent Address: _____

City, State, Zip: _____

Phone: _____

Date of Birth: _____

Owner/Agent Drivers License #: _____ State: _____

CARRIAGE OPERATOR(S)

Operator Name: _____

Address: _____

Date of Birth: _____

Drivers License #: _____ State: _____

***Attach information on any additional drivers on a separate page.*

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Have you provided the City of Lake Geneva with proof of liability insurance?

   YES NO

2. Have you maintained the condition of all carriages in a clean and sanitary manner and are carriages in good repair and maintenance?

   YES NO

3. Are carriages equipped with operative brakes and a harness attachment so the horses cannot break away from harness of carriage?

   YES NO

4. Please list number of carriages to be operated in the City: _____

5. Have you provided route information for the review and approval of the Police Department? YES NO

6. Have you provided the City Clerk with a current veterinary certificate that the animal(s) pulling all carriages are in good health?

   YES NO

7. If this is a renewal, are there any changes to your carriage operation that the City should be aware of? If yes, please explain: _____

   _____

   _____

APPLICANT SIGNATURE

_____ DATE: _____

For Office Use Only

Date Filed: _____
Receipt No: _____
Total Amount: _____

Forwarded to Police Chief: _____
Recommendation: _____ Approved Denied

FLR Approval: _____ License Issued: _____
Council Approval: _____ License Number: _____

DRAFT

November 29, 2011

Dear Resident:

The City of Lake Geneva has determined that the road fronting your property is a private road. In other words, the road was not dedicated to the City and does not meet City standards.

For the City's contracted refuse collector to continue trash collections on your street there will have to be an agreement between you, your neighbors along the road, and the City to permit access for the trash pickup. The agreement would grant the City access to perform this service without being responsible for any damage caused by the City's contracted hauler. A copy of that agreement is enclosed for your review and approval.

The City will continue to provide the trash collection services we have in the past until January 1, 2012. After that date, in the absence of an agreement with the City, we will no longer provide refuse collection services on your private road. The garbage will need to be placed at the nearest public highway.

With respect to other City services such as leaf collection, snow plowing, street maintenance and street sweeping, you and your neighbors along your road have several options. You may improve the private road to standards acceptable to the City. A copy of a proposed Ordinance with the minimum requirements that is being proposed is attached. The alternative is you and your neighbors may assume the responsibility for maintaining the private road yourselves.

In order to give all of the affected property owners adequate opportunity to meet, decide and perhaps upgrade their private roads, it is our intention to continue providing whatever services we have in the past until January 1, 2012. After that date, in the absence of dedication or an agreement with the City, the City will no longer provide municipal services on your private road.

Please direct your questions to me at 249-4098.

Sincerely,

Dennis E. Jordan

DRAFT

LAKE GENEVA UTILITY COMMISSION

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

MEMBER OF AMERICAN WATER WORKS ASSOCIATION

Birdell Brellenthin
Utility Commission President

Kent Wiedenhoeft
Water Superintendent

Scott Tesmer
Wastewater Superintendent

361 Main Street • P.O. Box 187 • Lake Geneva, WI 53147 • Phone (262) 248-2311 • Fax (262) 248-0589

PUBLIC NOTICE

LAKE GENEVA UTILITY COMMISSION
MONTHLY MEETING

November 11, 2011

The regular meeting of the Lake Geneva Utility Commission will be held on Thursday, November 17, 2011, at the Lake Geneva Utility Commission, 361 W. Main Street, Lake Geneva, WI at 4:45 P.M.

Minutes of the Previous Meeting.

Communications.

Water & Sewer Agenda Items

1. Sludge Building – Blower Replacement Bids.
2. Election of Officers.

Director's Report:

1. Financials Update.

Adjourn.

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

Posted November 11, 2011 – 11:00 A.M.

LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, NOVEMBER 10, AT 7:00 P.M.

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

1. Call Meeting to order

2. Pledge of Allegiance

3. Roll Call

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes

5. Acknowledge Correspondence

6. Approval of minutes from the regular meeting October 5, 2011

7. Acknowledge letter of resignation submitted by Commissioner Jacobs, effective January 1, 2012

8. Fire Department Business:
   a. Approval of bills for the Month of October 2011. Operating in the amount of $50,255.14, Impact Fees in the amount of $310.00, and Capital in the amount of $24,251.01, for a total of $74,816.15

   b. Summary of meeting with LifeQuest" on November 1, and discussion with representative

   c. Fire Inspection Fee Ordinance Update

   d. Airboat repaired and back in service

   e. Memorandum of Understanding between the Lake Geneva Fire Department and Paratech Ambulance for coverage in Geneva Township

   f. Succession planning

   g. EMS Committee Report

   h. 2012 Budget

   i. Accept resignation from Suzanne Neumann

   j. Approve Participation in the Christmas parade December 3, 2011, 5:00 p.m.

   k. Participate in joint hiring campaign with Pleasant Prairie, Salem, and Somers Fire Departments

   l. Approve policy for Concealed Weapons and Patient Care

   m. Correspondence:
      Thank you letters to Lake Geneva Police Department and Larry's Towing
      Thank you letters from Stacy Goralski

   n. Monthly Activity Report for September and October

o. Paratech Report

p. Items to be forwarded to Council

9. Police Department Business:
   a. Approval of bills for the Month of October 2011. Operating in the amount of $200,933.70 and Capital in the amount of $3,177.33, for a total of $204,111.03

   b. Accept donation of labor and parts for squad repair, totaling $250.25 from Ford of Lake Geneva

   c. New Concealed Carry Law

   d. 2012 Budget

   e. Bid specs and pricing documents on 2012 squad cars through V.A.L.U.E. in Local Government

   f. "SWAT" memo of understanding with Walworth County

   g. Employee Grievance Procedure

   h. Second Credit Card for Police Department

   i. Correspondence received by Chief
      Thank you from the Association for the Prevention of Family Violence
      Benefit for traffic accident victims

   j. Monthly Activity reports

   k. Items to be forwarded to Council

10. Agenda items for the next regular meeting December 8, 2011

11. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical information of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person(s) referred to: specifically Police Department employee(s) and 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction: specifically Police Department

12. Motion to return to open session per Wisconsin State Statute 19.85(2)

13. Discussion and action on closed session item(s) if needed

14. Adjourn

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

CITY PLAN COMMISSION
MONDAY, NOVEMBER 21, 2011 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

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

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

Hartz/Olson motion to approve minutes of October 17th, 2011 Plan Commission meeting. Motion carried.

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

Correspondence.
Marilyn Heiden, 846 Madison Street.

Attorney Richard Torhorst

Public Hearing and recommendation on a Conditional Use Application filed by Raymond and Debra Mann, 900 Platt Avenue, Lake Geneva, WI 53147 for commercial animal boarding in a General Industrial zoning district located at 846 Madison Street, Lake Geneva, WI 53147 Tax Key Numbers ZYUP 00033 and ZYUP 00033A. Raymond and Debra Mann approached the podium to explain their proposal. The Mann's explain that they are interested in purchasing the business and would like to keep things as they are going. They are not looking to make any changes at this time. Brugger asks if the main building is air conditioned. The pole barn is not. Brugger makes reference to why Ms. Heiden (see correspondence) would hear dogs at meal time. Mr. Mann explains that in the summer sometimes some animals are put into the pole barn because it can be cooler. Hill asked about the expansion of the business. Mr. Mann explained how he would like to add water and sewer to the pole barn to use it to its fullest extent. He also hopes to increase his business so moving into the pole barn would make sense. Flower/Skates motion to close public hearing. Motion carried. Hartz/ Hill motion to approve the Conditional Use application filed by Raymond and Debra Mann, 900 Platt Avenue, Lake Geneva, WI 53147 for commercial animal boarding in a General Industrial zoning district located at 846 Madison Street, Lake Geneva, WI 53147 Tax Key Numbers ZYUP 00033 and ZYUP 00033A with a condition of a six month review of this Conditional Use to in relation to any noise issues with barking dogs, any change of owner shall require approval of an new conditional use and to also include all Staff recommendations. Motion carried.

Public Hearing and recommendation to consider an amendment to the Zoning ordinance of the City of Lake Geneva for an addition to the list of allowed billboard signs in the city. The following section of the Zoning Ordinance is proposed to be modified as listed:
Section 98-804 (1)(j)

(8) Large two faced billboard sign near the southwest corner of Edwards Boulevard and Townline Road. Tax Parcel No. ZA4362 00003.

This includes the 30year sunset provision on the sign as depicted in the Pre-annexation agreement that was approved by the City upon the City's approval of the annexation that was completed March 14, 2011. The sunset date would end March 14, 2041. Skates/ Hill motion to close the public hearing. Motion carried. Connors/ motion to recommend approval of an amendment to the Zoning ordinance of the City of Lake Geneva for an addition to the list of allowed billboard signs in the city. Section of the Zoning Ordinance is proposed to be modified as listed:
Section 98-804 (1)(j)

(8) Large two faced billboard sign near the southwest corner of Edwards Boulevard and Townline Road. Tax Parcel No. ZA4362 00003.

This will include a sunset date of March 14, 2041 as depicted in the Pre-annexation agreement that was approved by the City upon the annexation of the property that occurred March 14, 2011. Discussion followed on signage that could occur on a billboard sign. Motion carried.

Review and recommendation on a Certified Survey Map submitted by Attorney Richard Torhorst on behalf of Kevin Weiss and Marianne Feitl, 2030 N. Sedgewick Street, Unit 1, Chicago, IL 60614 for land located in the Town of Bloomfield that is within the City's extra-territorial plat review jurisdiction. Hartz/ motion to recommend approval on a Certified Survey Map submitted by Attorney Richard Torhorst on behalf of Kevin Weiss and Marianne Feitl, 2030 N. Sedgewick Street, Unit 1, Chicago, IL 60614 for land located in the Town of Bloomfield that is within the City's extra-territorial plat review jurisdiction subject to the Bloomfield Road right of way dedication and reservation as depicted in the letter received by Attorney Richard Torhorst dated November 21, 2011 and any recommendations by the City engineer as mentioned in their letter dated November 8, 2011. Motion carried.

Review Conditional Use approval granted to Rose Menella November 15, 2010 (after one year) as requested by the Plan Commission at the November 15, 2010 meeting for Roses Fresh Market at 433 Broad Street, Lake Geneva, WI 53147, Tax Key number ZOP 00114. Discussion followed on whether or not the use of a tent was done. It was and no apparent problems were had. Hill/ Hartz motion to continue the Conditional Use that was granted to Rose Menella (Roses Fresh Market) at 433 Broad Street, Lake Geneva, WI 53147, Tax Key number ZOP 00114 on November 15, 2010. Motion carried.

Downtown Design Review

None.

Skates/ Poetzinger motion to adjourn at 7:01 pm. Motion carried.

/s/ Jennifer Special, Building/Zoning Administrative Assistant

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

City of Lake Geneva
Board of Park Commissioners
Regular Meeting

November 3, 2011 6:30 PM

MINUTES

Call to Order:
The Board of Park Commissioners was called to order by Chair Skates at 6:30 PM. Administrator Jordan called the roll:

Roll Call:
President Doug Skates __X_, Lynn Hassler _Exc__, Barb Hartigan __Exc__, Rick Steinberg _X__, Peggy Schneider _X__, Dave Quickel __X_, John Swanson __X__, Ald. Al Kupsik __X__, Mayor Jim Connors __X__.

Staff & Aldermen Present:
DPW Daniel Winkler __X_, Street Superintendent Ron Carstensen _____, Administrator Dennis Jordan ____, _____.

Public Present:
None.

Approve the Minutes of the Prior Meeting:
It was moved by Commissioner Swanson to approve the minutes of the October 5, 2011 Meeting, seconded by President Skates. Motion passed 7-0.

Public Input:
None.

Permits:
A wedding request was made for use of Library Park on June 6, 2012 from 10 AM to 5 PM. After some discussion, it was moved by Commissioner Swanson and seconded by Commissioner Quickel to approve the request for the function to be at the west end of the park. The motion passed 7-0.

A request was made by Ms. Carrie Swatek to hold the annual Hope Walk at Library Park on September 29, 2012. It was moved by Commissioner Swanson and seconded by Commissioner Schneider to approve the request. The motion passed 7-0.

Park Assignments/Repair Update:
There was general discussion of the park conditions. Commissioner Swanson identified the bike trail behind the YMCA as a good candidate for a clean up project with the garbage and overgrown brush. The general consensus was the park system looked great.

Old Business:
Skate Park Location Update/Progress/Next Steps.
DPW Winkler and President Skates both noted that things were quiet with no updates from the designer.

Dog Park Discussion.
Commissioner Swanson shared a sketch he had made of what the park could look like. He suggested another separate gate for access and paving the way to the gate. No action was taken as it was the consensus to move the skateboard park project forward first before revisiting the dog park.

Eagle Scout Project at Veterans Park, Plan & Schedule Discussion.
Chair Skates and DPW Winkler noted the work was complete and the eagle scout did a fine job.

New Business:
None.

Adjourn:
The meeting was adjourned at 7:04 PM unanimously after a motion by Commissioner Kupsik and second by Mayor Connors.

Next Meeting-December may be cancelled if the agenda is light.

Respectfully Submitted,

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
11/03/11

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

Finance Committee
Thursday, November 10, 2011 at 7:00 a.m. (Director's Office)
Present: Kundert, Oppenlander Also present: Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve $$54,845.46 in General Funds and $249.86 in Donated Funds.

Board of Trustees Meeting
Thursday, November 10, 2011 at 8:00 a.m.

Call to order
Oppenlander called the meeting to order at 8:10a.m.

Roll call
Members present: Brookes, Kersten, Kundert, Oppenlander Also present: Peterson and Benson

Adoption/Amendment of agenda
Oppenlander asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda. Kersten seconded. Motion carried unanimously.

Disposition of minutes of previous regular meeting and any intervening special meeting(s)
Oppenlander asked for a motion to approve the minutes of the October 13, 2011 meeting. Kundert made a motion to approve the minutes of the October 13, 2011 meeting. Brookes seconded. Motion carried unanimously.

President's Report
Peterson and Benson reported on the attendance and success of the October 22, 2011 Open House and Program for the installation of the windows from the Lake Geneva Hotel from UW-Milwaukee. Discussion followed. Peterson will follow-up on recommendations.

Peterson reported that she attended the October 27, 2011 meeting of the Parking Commission and asked for an additional handicapped parking space near the Library's front door. The Parking Commission approved a motion to recommend an additional handicapped parking space and will present to City Council.

Peterson reported that the City Council will review a resolution to identify the Library among the municipal facilities to be posted for banning concealed weapons. Discussion followed. The Board concluded that the City will advise on standard

instructions for staff in municipal facilities to manage this new legislation.

Building & Grounds
Peterson reported that there was a suggestion to install a spotlight to view the newly installed Frank Lloyd Wright windows at night. Discussion followed. The Board recommended further discussion at December Board meeting.

Finance/Endowment
Kundert reviewed monthly expenditures and made a motion to approve $54,845.46 in General Funds and $249.86 in Donated Funds. Kersten seconded. Motion carried unanimously.

Peterson reported that the final public hearing for the City's 2012 budget will be on Monday, November 21, 2011 and asked that Trustees attend, if available.

Oppenlander reviewed Library Investment and Fund Balance history prepared with the assistance of City Comptroller Peg Pollit. Discussion followed.

Kundert reported that Voyager staff inquired about the Board's interest in scheduling a meeting. Discussion followed. The Board agreed that we will invite them, as in previous years to the March 8th meeting.

Director's Report
Peterson presented monthly service statistics which included the report that the Library had the highest number of circulations, 15,115 check-outs, for any October in previous years.

Benson reported on the success and attendance of last night's annual veteran's program which featured program presenter and Korean War veteran Stewart Sizemore.

Adjournment
Kundert made a motion to adjourn at 9:30 a.m. Brookes seconded. Motion carried unanimously.

Next meeting: Thursday, December 8, 2011 at 8:00 a.m.

Respectfully submitted,

Andrea W. Peterson
Director

LAKE GENEVA HISTORIC PRESERVATION COMMISSION MEETING AGENDA NOVEMBER 10, 2011 – 6:30 P.M. LAKE GENEVA CITY HALL

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1. Meeting Called to Order

2. Roll Call

3. Approval of minutes of Historic Preservation Commission Meeting of 10/13/11.

4. Comments from the public and correspondence.

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

6. Update re: the proposed new Historic Railroad Depot sign at the former Lake Geneva Depot site and continuation of the proposed "Railroad Heritage Trail" through the City of Lake Geneva.

7. Report re: the status of the Geneva Theater Building at 244 Broad Street in Lake Geneva and the November 1, 2011, meeting of The Friends of The Geneva Theater re: creation of a Community Cultural Arts Center and the www.friendsofgenevatheater.org website.

8. Update re: discussions with Rick Bernstein of the Wisconsin Historical Society for the proposed Cemetery Restoration program at Pioneer Cemetery and Horticultural Hall on Friday, May 18, 2012.

9. Report re: proposed 2012 City Budget and potential projects for the balance of the 2011 fiscal year such as the Historic Railroad Depot signage, preparation of a Historic Lake Geneva Walking Tour brochure, potential future "Tales of Lake Geneva" educational presentations and attendance at National Trust "The Buck Starts Here" seminar on November 7 & 8, 2011, in Stoughton, WI.

10. Discussion re: any additional promotional ideas for the Historic Preservation Commission including promotions with the National Trust for Historic Preservation and updates on the L.G.H.P.C website www.historiclakegeneva.org.

11. Review of Plaque Program and status of recent applications and any other business, including Historic District design reviews and review of materials from the Wisconsin Historical Society and the National Trust for Historic Preservation.

12. Adjournment

GENEVA LAKE AREA CHAMBER OF COMMERCE
and
LAKE GENEVA AREA CONVENTION & VISITORS BUREAU
BOARD OF DIRECTORS
MINUTES

DATE: **Wednesday, November 10, 2011**
TIME: **7:30 a.m.**
PLACE: **Harbor Shores**
PRESENT: **George Hennerley, Brett Sundstrom, Ed Svitak, Tammie Carstensen, Bill Gage, John Stensland, Michael Jackson, Tom Hartz, Kevin Fleming, Steve Schroeder, Steve Lois, David Lindelow, Grace Eckland Helen Johnson, Ardith Berkanovic**

George Hennerley, in Karin Bennett's absence, called the meeting to order at 7:33 a.m.

Introductions.

Minutes: October 13, 2011 minutes approved on a motion by Steve Lois, seconded by John Stensland. Carried.

Financial Statements, Bills submitted for payment: October financials approved on a motion by Tammie Carstensen, seconded Michael Jackson. Carried.

New Members: Five new members were approved on a motion by Kevin Fleming, seconded by Steve Lois. Carried. New Members are: Action Marine, Culligan Water Conditioning, Walgreens, Crystal Images, Carol Christensen.

Wine Festival Update: Tammie Carstensen reported on meeting with Wine Festival Board. 2012 event will stay at George Williams College. Reported on several tie-in opportunities with Taste of Lake Geneva. Discussion followed:

-Keep Taste of Lake Geneva separate from Wine Festival
-Moving Taste of Lake Geneva to week-end possibly in June

Women's Week-end Status: BID/City does not want to take over Women's Week-end. Discussion followed on contacting nonprofit and profit organizations to run the event. Kevin Fleming to contact BID Board members re. release of Women's Week-end and what price, if any, is involved.
Motion to finalize decision by Friday, Nov. 18, 2011 by Tammie Carstensen, Steve Lois. Carried.

Retail Division Report: Kevin Fleming reported.

-Tom Hartz is replacing MaryAnn Spencer as the non-downtown retail representative for Retail Division.
-Nov. 9 Retail Meeting Recap: Request made for more bike racks and signage, information kiosks in downtown area, and outside tables/dining on sidewalks in downtown areas.

City Report: Tom Hartz reported in Todd Krause's absence, about parking, outdoor Seating and 2012 budget.

Other Business:

-Chamber Member Survey: Good return with positive feedback. Results will be reported at Dec. Board Meeting.

-2011 Christmas Parade: Dec. 3, 5:00 p.m. Donations appreciated.

-2012 C/C and CVB Budget will be reported at Dec. Board Meeting.

-Coupon Book for Groups/Conventions: Positive feedback. Will address reprinting in January, 2012.

2012 Board Officers: Committee formed to address the 2012 officers. Steve Lois, Brett Sundstrom, and Kevin Fleming volunteered to be on committee. Steve Lois to chair.

Meeting adjourned at 8:38 a.m. on a motion by Brett Sundstrom, seconded Bill Gage. Carried.

Geneva Lake Environmental Agency
Director's Report
Oct – Nov 2011

- I drafted a letter of support for the Walworth County Economic Development Alliance, Inc.'s application for 2 EPA's grants, the Community-wide Assessment Grant for petroleum and hazardous substances, and the Brownfield Revolving Load Fund Grant program. The letters were sent to the Walworth County Administrator.

-We completed the surveying at the lake outlet and now have all three gauges tied into the same benchmark. This will help us use the data from each gage interchangeably in case problems with one gauge are encountered. The Lake Level Corp. is looking to establish a web page and a more sophisticated monthly report. It is in the interest of lake management that we get good lake level and outflow data.

-We have closed the books on the 2011 Car Rally. The webpage has been reduced to a message stating that we will not be holding the rally in 2012 and asking if anybody is interested in taking it over. No response yet. We received a report with costs for the Car Rally Dance from Margie. They asked only for reimbursement for the band and venue which they paid for. Total request for reimbursement was $1,175. They were reimbursed the total amount. I think this is appropriate. Revenues from the dance were $590; the loss on the dance was $585. I have not heard anything from them since we sent them the check.

-I have been refining the budget and looking at this year's expenses with an eye towards our year end fiscal position. I think we are in good shape and can stay with the preliminary budget as approved at last month's meeting. We are working on putting together a year end letter to past contributors who have not yet given in 2011. If last year is any indication we could have a good response to this letter.

-We just finished the fall edition of Geneva Waters. It is presently at the copyeditor and will be sent to the printer and mailed out within the next week. The final groundwater information flyer is also at the printer. This will be the last edition of the groundwater flyers. We will be preparing a Summary Information Sheet on groundwater and well testing as a part of the seven part series. Money for this has been allocated from the Lake Geneva Garden Club grant. There has been some additional discussion on following up next spring with a letter to all those that tested their well this summer to see if they are going to test their well again. We can help them with contacts and bottles. They would have to mail the sample themselves.

-We had some billing confusion with the Wis. State Lab of Hygiene from the well testing program. A special account was established with them for the project but the billing dept. didn't use it so we didn't get the discount. We have been in contact with them and I think we have it worked out.

-With staff changes and the summer data collection just about completed we have been updating the GLEA webpage. Next summer will be the fourth summer since our last benthic inventory zebra mussel study, and as such we will be looking for an intern who has some experience and training in aquatic invertebrates. Notice will be sent to the schools towards the end of the year.

-GLEA staff is considering establishing a GLEA Facebook page. Any input would be appreciated.

-Lake sampling, atmospheric monitoring, White River sampling, and lake level monitoring is ongoing.

Twp.