



COMMITTEE OF THE WHOLE
MONDAY, FEBRUARY 6, 2012 – 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Krause calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from January 3, 2012 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Update on sale of Street Department items
7. Discussion/recommendation on purchase of cemetery truck
8. Discussion/recommendation on sign standards for holders of Street Use Permit
9. Update on election and redistricting communications
10. **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
11. **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

12. **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

13. 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.*

2/3/12 4:00PM

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

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

Council Vice President Marsala calls the meeting to order at 6:37pm.

Pledge of Allegiance led by Alderman Kehoe.

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

Hartz/Kupsik motion for approval of Minutes from December 5, 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.

Mark Stinebrink, Owner and operator of the Piggly Wiggly in town, requested that the Council go along with the new state Bill AB63 allowing packaged goods to be sold from 6:00am to 9:00pm.

Discussion/recommendation on closing hours for alcohol beverage retailers.

Administrator Jordan said this was on the agenda so it could be discussed. If there is momentum to go ahead with it, the City Attorney will prepare the proper document ordinance. The consensus was to go ahead with it.

Discussion/recommendation on "sidewalk café" ordinance (Aldermen Hartz and Krause)

Alderman Hartz gave a brief presentation with pictures to show what can be accomplished with the ordinance. Tenets of our Master Plan talk about helping existing businesses generate more business and bringing more life to downtown. This would strictly be food service. Discussion followed on how to regulate this, whether to charge a flat rate or one based on capacity for this type of permit, the height and depth of awnings, how to separate tables from pedestrians, what restrictions to place and how to keep things equitable. This would need to be approved by Finance and the Council.

Finance, License & Regulation Committee, Alderman Krause

Alderman Marsala said Alderman Krause had nothing to be reported in his absence.

Personnel Committee, Alderman Hartz

Alderman Hartz reported they are finishing evaluations and those who have been reviewed will come in for meetings.

Public Works Committee, Alderman Mott

Alderman Mott reported they discussed museum parking on the north side of the building, the north Broad Street lighting replacements, street lighting on Edwards Boulevard, Public Works policies, striping on westbound Main Street at Peller Road, and hand dryers in city restrooms.

Piers, Harbors, & Lakefront Committee, Alderman Marsala

No meeting, no report.

Utility Commission, Aldermen Marsala and Hartz

Alderman Hartz reported they discussed mainly equipment maintenance. Alderman O'Neill asked about the capacities for handling sludge. Mayor Connors informed the committee that one of the three air compressors was down; they are purchasing new ones and comparing the horse powers of different models. Alderman Marsala commented they renewed the five-year contract with their auditor, Pat Romenesko.

Tree Board, Alderman Mott

No meeting, no report. Alderman Kupsik asked if the \$14,000 allotted for tree planting would be spent according to the Tree Board's recommendation of trees to be planted. Alderman Mott said it would, but they would also welcome tree recommendations by anyone in the community.

Police & Fire Commission, Alderman Krause

Alderman Marsala reported that Alderman Krause had nothing specific to report in his absence.

Planning Commission, Alderman Hartz

Alderman Hartz reported that they recommended approval of the Southland Farms Senior Living Center, located at the old race track property. It is for 110 units, including units for independent living, assisted living and memory care. They will have daily bus service to the downtown area.

Board of Park Commissioners, Alderman Kupsik

No meeting, no report.

Library Board, Alderman Krause

Alderman Marsala said there was nothing specific to report.

Historic Preservation, Alderman Kehoe

Alderman Kehoe reported they are pretty much working on the Geneva Theater project, and had a fund raiser which made quite a bit of money. She reiterated that Rick Bernstein will be here in May for a conference on historic cemeteries.

Cemetery, Alderman Krohn

Alderman Krohn reported new officers were elected at their last meeting; Clarence Read is President, Sam Fredrickson is Treasurer and Bob Flemming is Secretary. They are switching their investment company agent to someone locally.

Parking Commission, Alderman Marsala

No meeting, no report. They are going to try to make better use of the remote parking shuttle service for the upcoming Winterfest and other events.

Communications Committee, Alderman O'Neill

No meeting, no report.

Avian Committee, Alderman Marsala

No meeting, no report.

Chamber of Commerce, Alderman Krause

No report.

Lake Geneva Museum, Alderman Mott

Alderman Mott reported they had another lively meeting. Normally they close during the winter; but this year, they will continue to have meetings during the winter because they are doing a lot of refurbishing of, changing of and adding to the current exhibits. In 2011, they had a total of 3,497 patrons and 23 tours, class visits and special events totaling 846 persons. There were 34 states and nine countries represented. They are considering having the Grand Re-opening for May 18 and 19.

Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik

Alderman Hartz reported the fourth and final meeting of the year in the Breakfast and Learn Series was held. The average attendance for the year was about 25 at each session. They were aimed at existing businesses; the program will be continued next year. There will also be a column in the Regional News every four to six weeks talking about the economic development within Lake Geneva and specifically within the business park. Unemployment in Walworth County is at nine per cent and 60% of the students within the Lake

Geneva Public School system qualify for assisted meals, which is an unacceptable number. The group is looking at things longer term, at education, at space availability, at business types and at business diversity within the community.

Geneva Lake Environmental Agency, Alderman O’Neill

Alderman O’Neill reported they were able to make a correlation on the lake level between the old method and the newer, electronic method that is being done; the value is that it makes a lot of the previous data still valid. A follow-up letter was sent out on the well -testing that was done to cover the small number of wells that had high arsenic levels. They had a discussion about trying to improve the beach testing turnaround time; most things would cost a lot to do, but one aspect that would improve it would be to have them immediately notify us by email if there is some problem. Alderman Hartz said he received a quarterly report from the group, and was surprised to learn Lake Geneva is fourth on the boat count list. There was discussion on weeds in the lake, increase of more personal watercrafts on the lake and zebra mussels. Alderman Marsala mentioned that the GLEA had a program last year wherein they went to all the launch sites on the lake and trained all the launch attendants in watching for invasive species.

Kupsik/Mott motion to adjourn at 7:47pm. Unanimously carried.

Transcribed from audio tape.

/s/ Artis Roenspies, Deputy Clerk

**Street Department Sale of Equipment Results
January 2012**

Item	Final Bid
Lot of 2-Way Radios	\$ 275.00
Lot of 32 - 2'x4' Drop Ceiling Light Fixtures	\$ 90.00
2002 Monroe 10' Wing Snow Blade	\$ 2,135.00
Lot of 50 +/- Stacking Banquet Chairs	\$ 450.00
Lot of 50 +/- Stacking Banquet Chairs	\$ 450.00
Lot of 50 +/- Stacking Banquet Chairs	\$ 450.00
Air Compressor, 10hp 220/440 volts 3 phase	\$ 175.00
1999 Spaulding Hot Patching Tractor	\$ 7,800.00
1979 SMI Endloader Mounted 8' Self-Propelled Diesel Snow Blower	\$ 4,550.00
Lot of 3 - Stainless Steel Toilets	\$ 170.00
Lot of 32 - 2'x4' Drop Ceiling Light Fixtures	\$ 80.00
1980s Barber 400 Beach Groomer	\$ 1,912.00
2003 Cherrington 4000 Beach Groomer	\$ 2,627.00
Lot of 36 2'x2' Drop Ceiling Light Fixtures	\$ 90.00
Lot of 32 2'x4' Drop Ceiling Light Fixtures	\$ 60.00
Lot of 32 2'x4' Drop Ceiling Light Fixtures	\$ 80.00
Lot of 32 2'x4' Drop Ceiling Light Fixtures	\$ 90.00
Kal Engine Analyzer Model 5005	\$ 20.00
Lot of 70 - Communication Cabinets	\$ 131.00
1995 Ariens 1232E Riding Mower	\$ 375.00
Lot of 32 2'x4' Drop Ceiling Light Fixtures	\$ 90.00

Total \$ 23,171.00



LAKE GENEVA UTILITY COMMISSION

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



Birdell Brellenthin
Utility Commission President

Kent Wiedenhoef
Water Superintendent

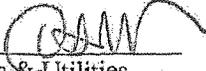
Scott Tesmer
Wastewater Superintendent

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

DATE: January 19, 2012

MEMORANDUM

TO: Dennis Jordan, City Administrator

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

SUBJECT: Cemetery 1-Ton Truck Replacement

Background

This memorandum responds to a request by Administration and the Cemetery Commission to assist with the specifications for a new 1-ton dump truck with plow.

Discussion

The DPW met with Cemetery Commissioners and staff regarding a bid specification for a proposed new 1-ton dump truck. A draft of the specification provided to us by Cemetery representatives has been incorporated into our bidding format. That specification is attached.

The bid calls for alternates including: a new 2012, new leftover 2011, or a 2011 or 2012 demonstration truck. Bidding for a truck in the fashion gives the vendors flexibility to provide us with their best pricing from their inventory. And the Cemetery Commission and Council can decide for themselves which way they would like to go once the bids come in.

The old truck may be disposed of or kept. If disposed of, it is suggested to do advertise it ourselves instead of trading in. Value is unknown but could fetch \$5,000 or more depending upon its condition.

Budget & Staffing Impact

As the DPW understands, the new truck would be most likely be funded from a combination of City and Cemetery funds.

Cc: Cindy Borkhuis/Ron Carstensen/File

DRAFT

CITY OF LAKE GENEVA AND THE LAKE GENEVA CEMETERY
COMMISSION
PROPOSAL NOTICE
2012 ONE-TON DUMP TRUCK

Sealed proposals will be accepted at City Hall, 626 Geneva Street, Lake Geneva, Wisconsin 53147, until Thursday, February 16, 2012 at 10:00 A.M. to furnish one (1), 2012 One Ton Dump Truck with dump box and snow plow, delivered complete, as specified in these bid documents.

Proposals must be sealed and submitted on the attached proposal form and returned clearly marked with date and time of opening.

The City of Lake Geneva and the Lake Geneva Cemetery Commission reserve the right to reject any or all proposals and to accept any proposal deemed most advantageous to the City of Lake Geneva and its Lake Geneva Cemetery Commission.

No undated, unsigned, or faxed proposals will be considered.

The City of Lake Geneva and the Lake Geneva Cemetery Commission are exempt from Federal Excise Tax and State Sales Tax; therefore, proposals should be made exclusive of these taxes. A Tax Exemption Certificate and/or Tax Exemption Registry Number will be furnished to the successful proposer.

Successful bidder shall properly hold the City of Lake Geneva and the Lake Geneva Cemetery Commission harmless from all damages occurring in any way by his acts or neglect, or that of his employees, agents or workers.

Proposed price shall be a lump sum for one (1) 2012 Utility Truck with dump box and snow plow.

Contractor to include any clarifications to the specification in his proposal.

Refer bid and specification questions to Mr. Daniel S. Winkler, Director of Public Works & Utilities, 262-248-2311.

City of Lake Geneva

Lake Geneva Cemetery Commission,

Mike Hawes
City Clerk
January 16, 2012

Mr. Evon (Sam) Fredrickson
President

City of lake Geneva & Lake Geneva Cemetery

Commission

2012 UTILITY TRUCK WITH DUMP BOX & PLOW MINIMUM SPECIFICATIONS

Vendor shall either place a check mark (✓) in the column on the right to indicate the item being quoted is exactly as specified or include a detailed description on a separate page to indicate any deviation from the specification.

<u>ITEM</u>	<u>MINIMUM SPECIFICATIONS</u>	<u>CHECK IF YES</u>
MODEL	4X4 Regular Cab Ford F-350 or Equal	2012 1-Ton Truck _____
G.V.W.R. Range	11,000# Minimum _____	_____
WB	137" Wheel Base _____	_____
ENGINE	6 L Gasoline 160 Amp Alternator Cold Climate Engine Heater Package	_____ _____ _____
TRANSMISSION	6 Speed Heavy Duty Automatic	_____
AXLE RATIO	4.10 (To Be Verified)	_____
PAYLOAD	5,500 # (To Be Verified) Heavy Duty Front Springs	_____ _____
STEERING	Power steering	_____
BRAKES	Power brakes	_____
ELECTRICAL	Heavy duty battery Cargo light Back up alarm (Electric)	_____ _____ _____
GAUGES	AMP gauge Oil pressure Water temperature Other _____	_____ _____ _____ _____
TIRES	All Season Radial Tires LT235/85R16E Dual Rear Wheels Includes a 7 th full size spare tire with wheel	_____ _____ _____

<u>ITEM</u>	<u>MINIMUM SPECIFICATIONS</u>	<u>CHECK IF YES</u>
<u>EQUIPMENT</u>	Mirrors outside eye level both sides of cab	_____
	Electric wipers with intermitted control & washer	_____
	Electronically tuned AM/FM radio	_____
	Dome light	_____
	Standard heater	_____
	Bench seat (Cloth or Vinyl at City's Option)	_____
	Rear bumper with Class 3 trailer receiver with pre-wired electrical connectors & 2" ball w/ pin	_____
	Air conditioning	_____
	Mud flaps on all tires	_____
	Rubber floor mats	_____
	Aluminum Step Bars	_____
	<u>PAINT</u>	Standard Dark Green Satin Metallic (FINAL COLOR TO BE APPROVED BY CEMETERY COMMISSION)
<u>OTHER</u>	Rustproofing & Undercoating (SPECIFY WARRANTY) _____	_____
	One Set of Service, Parts, Overhaul, Wiring & Repair Manuals	_____

ADDITIONAL FEATURES TO BE PROVIDED AND INSTALLED BY THE BIDDER:

1. Amber LED Warning Light with On/Off Switch in Cab _____
2. An 8'-6" Wide Western Snow Plow with Unimount Connect/Disconnect;
Hydraulically Operated _____
3. Two Cubic Yard Stainless Steel Dump Box, 14" High Fold Down Sides;
20" High Tailgate; Sides to be 12 Gage & 10 Gage Floor; Integral Cab Shield
With Screened Window; (If F350, 9' Long x 8' Outside Dimension Wide
Ford MTE-ZEE Dump Body) _____
4. Any Necessary Electrical Connections for 12-Volt Electric Drive
System for TX-SP6000 Vee Pro Spreader _____
(6" Augar, Reverse Flight Gear Box, Poly Spinner, & Spreader Light)

**CITY OF LAKE GENEVA AND THE LAKE GENEVA CEMETERY
COMMISSION
PROPOSAL NOTICE
2012 ONE-TON DUMP TRUCK**

Bid opening date: Thursday, February 16, 2012 at 10:00 A.M.

City of Lake Geneva & the Lake Geneva Cemetery Commission
City Hall
626 Geneva Street
Lake Geneva, WI 53147
Attn. Mike Hawes, City Clerk

Dear City Clerk:

We hereby propose to furnish and deliver one (1) 2012 1-Ton Dump Truck as specified, F.O.B. to the Lake Geneva Cemetery Commission, Cemetery Road, Lake Geneva, with no charges for delivery, in accordance with the City of Lake Geneva and Lake Geneva Cemetery Commission specifications, at the following firm price:

2012 NEW 1-TON TRUCK WITH DUMP BOX & PLOW DELIVERED COMPLETE

Base Bid Price:

_____ (written) _____ (numerals)

Base Bid Alternate No. 1

2011 NEW 1-TON TRUCK WITH DUMP BOX & PLOW DELIVERED COMPLETE

_____ (written) _____ (numerals)

Alternate No. 2

2011 OR 2012 DEMO 1-TON TRUCK WITH DUMP BOX & PLOW DELIVERED COMPLETE

_____ (written) _____ (numerals)

FORD FLEET DISCOUNT IF BIDDING A FORD (#KE 987) _____ % Off Above Bid Quotations. Other Bidders May Show the % of Discount if City Qualifies for Their Fleet Discount.

The City of Lake Geneva and the Lake Geneva Cemetery Commission has the right to accept or reject any or all bids.

Warranty on truck (be specific): _____

Manufacturer's literature included?
(Maintenance and parts manual)

Yes

No

Comments: _____

Respectfully submitted,

Payment Terms:

Firm: _____

_____ % _____ days

Signature: _____

Net _____ days

Address: _____

Date: _____

Phone: _____ Fax: _____

NOTE: The City of Lake Geneva and the Lake Geneva Cemetery Commission will inspect the vehicle upon delivery for compliance with the specifications.

Questions may be answered by contacting Mr. Daniel S. Winkler, P.E., Director of Public Works & Utilities, 361 West Main Street, Lake Geneva, WI 53147 (262) 248-2311.

**EXCERPT OF ZONING CODE
RELATING TO TEMPORARY SIGNAGE**

- a. Maximum Permitted Number per Lot: One Monument Sign per lot, One Projecting Sign per each business entrance for each exposed side of the principal use building not directly adjacent to a residentially zoned property.
 - b. Maximum Permitted Area per Monument Sign: One-Quarter square foot of signage for every foot of the adjacent public street frontage selected for the lot – up to a maximum sign area of 50 square feet for all combined sign faces seen at one time.
 - c. Maximum Permitted Monument Sign Height: 8 feet
 - d. Maximum Permitted Monument Sign Setback: equivalent or greater to sign height
 - e. Maximum Permitted Area per Projecting Sign: 3 square feet
- (e) **Auxiliary Sign** (such as required Gas Price Signs or "No Trespassing" sign):
1. Permitted Sign Type: Wall Sign or Freestanding sign
 2. Maximum Permitted Number per Lot: Per approved site plan.
 3. Maximum Permitted Area per Sign: Combined area of all auxiliary signs shall not exceed an area equivalent to 50% of the permitted freestanding or on-building sign area, whichever is greater.
- (f) **On-Premise Directional Sign:**
1. Permitted Sign Type: Wall Sign or Monument Sign
 2. Maximum Permitted Number per Lot: One sign for each vehicular entrance, one sign for each vehicular exit, one sign for each parking area conditions list.
 3. Maximum Permitted Area per Sign: Nine square feet
- (g) **Temporary Sign** (per Section 98-807)
- (h) **Off-Premise Directional Sign** (for governmental facility only):
1. Permitted Sign Type: Wall Sign or Monument Sign
 2. Maximum Permitted Number per Development: Per Conditional Use Permit
 3. Maximum Permitted Area per Sign: Four square feet
 4. Maximum Permitted Area of All Signs: Per Conditional Use Permit
- (i) **Community Information Sign** (per Section 98-802(3))

Section 98-807 Temporary Signs

For all temporary signs, the owner or tenant must contact the Zoning Administrator and provide the name and address of the applicant, and the description and location of the sign to be erected prior to actual installation. Only one temporary sign may be displayed on a property at any one time. Except as provided by (1) through (5) below, any one lot is permitted to display a temporary sign for a maximum of thirty (30) days within any twelve (12) month period. Furthermore, any one lot is limited to a maximum of two temporary signs in any twelve (12) month period (political signs are exempt from this restriction). A portable sign is not a temporary sign.

- (1) For each lot: one "For Sale," "For Rent," or "Garage Sale" sign, not more than six (6) square feet in area, up to thirty-two (32) square feet for vacant commercial and industrial properties.
- (2) For construction on or development of a lot, one sign not more than thirty-two (32) square feet in area, indicating the name of the contractors, engineers or architect, or products being used in the construction of a building but only during the time that construction or development is actively under way.
- (3) For a temporary event of public interest such as a neighborhood garage sale or church fair, one sign, not over thirty-two (32) square feet in area located upon the site of the event. Such sign shall not be erected more than 30 days before the event and shall be removed immediately after the event.





OFFICE OF THE CITY CLERK

MICHAEL HAWES
626 Geneva Street
Lake Geneva, WI 53147
(262) 249-4092 / mhawes@cityoflakegeneva.com

Date: February 3, 2012
To: Common Council
Re: Update on Election and Redistricting Communications

As you know, a number of residents have changed voting wards as the result of the required redistricting in 2011. Of the 3,579 active voters in our system, about 750 have changed wards. Less than half of these individuals will have changed voting places as a result.

A couple of aldermen have asked how we will be informing these individuals about changes in wards and voting locations. Our plan is to send out postcards during the second week in March to the affected individuals who are active in our system. In talking to other municipal clerks, this seems to be the best time to send them out to ensure voters have a couple weeks notice, but that it is not too early that they too quickly discard the postcard or forget.

No action is required by the Council at this time. Please let me know if you have any questions.

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
 MINUTES-----Regular Meeting
 PLACE-----Lake Geneva Utility Commission
 DATE-----January 19, 2012
 TIME-----4:45 P.M.

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

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

Members present: Brellenthin, Magee, Saia, Esarco, Mayor Connors, Alderman Hartz and Alderman Marsala.

Minutes of the previous meeting approved on a motion by Connors, 2nd Marsala. Passed.

Communications:

Water & Sewer Agenda Items:

1. 2012-2016 Capital Improvement Program

Capital improvements discussed. Water and Wastewater documents were presented and discussed. Water improvements are approximately \$3-million. Wastewater is approximately \$3.5-million. Saia made a motion to approve. Marsala 2nd the motion. The Capital Improvements Program was approved.

2. 2012 Employee Compensation

2012 Employee compensation was discussed. Marsala motion for 3% increase, Magee 2nd. Motion carried on 3% increase.

Director's Report:

1. Director Winkler presented Financial Report & Project Update. Below are the Financials & Investments Update:

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$1,467,000	EOM Cash Position	\$2,199,000
Project Commitments	\$ 12,000	Project Commitment	\$ 341,000

Review and Payment of Bills:

Bills were presented for payment on a motion by Saia, 2nd by Marsala. Approved.

Next meeting is scheduled for Thursday, February 23, 2012.

Adjourn:

The meeting was adjourned at 6:05 PM.

Larry Magee

 Secretary

CLB 01/20/12

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
WEDNESDAY, JANUARY 4, 2012, AT 7:00 P.M.**

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Welcome newly appointed Commission Member, Tom Hartz
5. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
6. Acknowledge Correspondence
7. Approval of minutes from the regular meeting December 8, 2011
8. Police Department Business:
 - a. Approval of bills for the Month of December 2011. Operating in the amount of \$206,400.82 and Capital in the amount of \$3,213.91 for a total of \$209,614.73
 - b. Begin the hiring process for part time employees
 - c. "SWAT" memo of understanding with Walworth County
 - d. Correspondence received by Chief
Thank you letters from: Salem United Methodist Church, Target, Erica Colemenares, and Kelly Humphrey
 - e. Monthly Activity report for December
 - f. Activity Reports for 2011
 - g. Items to be forwarded to Council
9. Fire Department Business:
 - a. Approval of bills for the Month of December 2011. Operating in the amount of \$40,192.42, Capital in the amount of \$28,542.26, and Fire Hydrant Rental in the amount of \$57,012.00, for a total of \$125,746.68
 - b. Lake Geneva Fire Explorers
 - c. Succession Planning
 - d. Funding for annual service awards
 - e. Update on revised revenue/billing reports from LifeQuest
 - f. Correspondence received by Chief
 - g. Monthly Activity Report for December

h. Paratech Report

i. Items to be forwarded to Council

10. Agenda items for the next regular meeting February 9, 2012

11. 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, JANUARY 16, 2012 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Hartz/Skates motion to approve the Dec 19th 2011 minutes. Motion carried.

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

None.

Correspondence.

A letter was received from Jason Bernard in regards to item #6 on the agenda tonight and the applicants desire to postpone this item until the next Plan Commission meeting.

A letter was received from David Frost, chairman of Architectural Review Committee in the Manor, in support of the project proposed by Michael Raymond Custom Homes.

Continued Public Hearing and recommendation on a Conditional Use Application filed by Wrigley Drive LLC, PO Box 460, Lake Geneva, WI, 53147, for a commercial indoor lodging facility in the Central Business zoning district at 835 Wrigley Drive, Tax Key No. ZOP 00339. Jason Bernard approached the podium on behalf of 835 Wrigley Drive LLC and would like to postpone the discussion for the project until the next Plan Commission meeting. Hill/Flower motion to continue the public hearing until the Feb 20th 2012 Plan Commission meeting. Motion carried.

Public Hearing and recommendation on a Conditional Use Application filed by Mrs. Christine Purich, 6916 Waterford Drive, Mc Henry, IL 60050, for a Creperie, Gelato and Panini Café (Indoor Commercial Entertainment) at 234 Broad Street, Tax Key No. ZOP 00257. Christine Purich 6916 Waterford Drive, McHenry, IL 60050 approached the podium to explain her project. She explained Gelato, Panini's and the Crepes that are proposed to be served. Hartz asked about the operational plan. She stated that she would open closer to lunch and maybe stay open until after dusk. She proposes to be closed on Mondays. Ms. Purich stated that the employees would be about 4-6 in number, mostly family, and could increase if the need comes about. She stated there would be only about 9 tables. Brugger explains that this sign is almost identical to last sign that was up at that location and it didn't warrant a new downtown design review. Mayor Connors asks if the deliveries will be made in the rear. They will be. Skates asked if the rear could also serve as an additional entrance. Ms. Purich stated that it could. Skates/ Hill to close the public hearing. Motion carried. Hartz/Hill motion to approve the Conditional Use Application filed by Mrs. Christine Purich, 6916 Waterford Drive, Mc Henry, IL 60050, for a Creperie, Gelato and Panini Café (Indoor Commercial Entertainment) at 234 Broad Street, Tax Key No. ZOP 00257 including all staff recommendation and also serve as approval of the downtown design review. Discussion followed. Motion carried unanimously.

Public Hearing and recommendation on a Conditional Use Application filed by Michael Raymond Custom Homes, 2000 W. Main Street E., St. Charles, IL 60174 for construction of a new single family residence in the ER-1 District using the setback requirements of the SR-4 District at 1641 N. Lake Shore Drive, Lake Geneva, Tax Key No. ZLM 00019. Ray Schaffer approached the podium to explain the project. He explained that there was approval a year ago but realized that the plan that was presented was not practical so there is a smaller version of a similar plan proposed tonight for the City's approval. There will be no modification to the shared driveway as there was proposed in the past. Poetzingler asked how much smaller this design is. This one is almost half the size. To rehab the original building isn't practical and that is why they are proposing to raze the current house and build new. Hill asks if the existing garage will be razed. It will not be. The garage will remain detached. They are looking to have some sort of connection (trellis like) between the house and the garage. There are several people in that neighborhood that have this sort of structure. Flower/Olson motion to close the public hearing. Motion carried. Skates/Hill motion to approve the Conditional Use Application filed by Michael Raymond Custom Homes, 2000 W. Main Street E., St. Charles, IL 60174 for construction of a new single family residence in the ER-1 District using the setback requirements of the SR-4 District at 1641 N. Lake Shore Drive, Lake Geneva, Tax Key No. ZLM 00019 including Staff recommendations. Discussion followed on how the homes are approved; do they get approved by the Architectural review committee and then come to the city for approval. Brugger tried to explain. Motion carried unanimously.

Public Hearing and recommendation on a Conditional Use Application filed by U.S. Cellular, 3545 N. 124th Street, Brookfield, WI 53005 for a communications tower to be located on land located East of Highway 12 and South of Highway 50 in a Rural Holding zoning district more precisely located on tax parcel ZYUP 00159. Ron Zechel approached the podium on behalf of US Cellular to explain the project. Flower asked what the physical change is that would occur to allow up to four additional carriers on this pole. Additional racks would be attached but there would be minimal change and would probably not even notice. There is a large berm that conceals much of the building. The pole will be seen from Hwy 12 but probably not the building. The landscaping can always be modified to screen it. This would be fiber optic fed. Skates reiterated that they won't need any lighting as deemed from FAA. Mr. Zechel stated he was surprised that they didn't require lighting as well. Poetzingler asked if more poles will go up in the future. Mr. Zechel stated that this pole would hold up to four additional carriers. This is not four more poles. This pole will be enclosed by a fence. Flower asked questions about markings on the pole. Hill asked if Mr. Zechel has contacted Grand Geneva's airport for any concern. Mr. Zechel stated that the FAA would have notified them and heard any issues. Flower/Olson to close the public hearing. Motion carried. Hartz/Flower motion to approve the Conditional Use Application filed by U.S. Cellular, 3545 N. 124th Street, Brookfield, WI 53005 for a communications tower to be located on land located East of Highway 12 and South of Highway 50 in a Rural Holding zoning district more precisely located on tax parcel ZYUP 00159 including Staff recommendations. Discussion followed. Skates/ Hartz friendly amendment to add lighting to the proposed tower. Discussion followed. Roll call vote on amendment: Hartz: Yes, Hill: No, Olson: Yes, Skates: Yes, Flower: Yes, Poetzingler: No, Mayor Connors: Yes. Friendly amendment motion carries 5-2. Original motion carried unanimously.

Step 1 Discussion on a possible Planned Development presented by Ned Sutherland on behalf of Anchor Covenant Church for land located at 630 Williams Street, Lake Geneva, WI 53147. Ned Sutherland 1132 Wheeler Street Lake Geneva approached the podium to explain the project presented. They would like to utilize the building at 630 Williams Street as a church and community center. They would like to utilize the building 7 days a week. Mr. Sutherland passed out a packet that illustrates the immediate desire/need of the church and then possible future needs in the adjacent buildings. They church plans to modify the exterior as well. The muffler shop would be removed and landscaping would be added. Mayor Connors asks if the Pat's Places to Travel would remain. It would remain. Brugger stated that he understood that the remaining unused parts of the building would remain as rentable storage spaces. Sutherland stated that they have discussed maybe some heated boat storage. Brugger asks about if there are about 150 seats in the sanctuary. It appears that way. He

also then asks if additional classed will be going on at the same time of the worship service. Brugger is asking what the occupancy would be at its highest time. He wants to make sure that the parking need is met appropriately. Mr. Sutherland stated that there are an additional 40 spaces in front of the Dunn lumber spaces that he has had verbal agreement that would be available. Plus, on street parking, there is parking on both sides of the street in this area that would be available. Brugger asks if Mr. Dunn would be able to have a written agreement to be able to allow church use of his parking spaces. Mr. Sutherland stated that Mr. Dunn said he could put something in writing. Flower asks if they take the muffler shop down, will the church have good visibility. Mr. Sutherland stated that the office space in the part of the building they are looking to use right away has already been constructed. Hartz asked if Mr. Sutherland knew the disposition of the muffler shop. Mr. Sutherland stated that the owner of the business has been given notice and is carrying his notice from month to month. Mr. Sutherland also states that he has seen the paperwork from the EPA showing that there are no major issues. Hartz asked about the zoning and this development is a planned development zoning. Hartz talked about adding landscaping in the oval traffic island. Mr. Sutherland stated that any good attention will be sought out. More discussion followed about the power pole behind the muffler shop. Phase 1 on the buildings toward the north end will be exterior improvements. There will be painted cement block and a blue stripe to make it uniform. No striping on the brick exterior. Hill asked for more explanation on other community activities. Mr. Sutherland talks about a place for after school tutoring, gathering for kids on Friday nights, kid drop off for shopping parents in the summer, a clothing exchange and so on. There are lots of possibilities.

Downtown Design Review

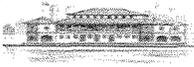
233-235 and 237 Broad Street. This will encompass the removal of the existing vestibule and having a more direct entrance and exit to the sidewalk out front. The materials will be new wood trim (band), stucco and then two signs attached to the outside. The awning will be an existing metal. Open lattice pergola. The base of the column will be cut limestone. Mr. Bernard actually walked samples of the materials around. The 237 building will be included only to repaint the bottom of the panels under the window. This will be a darker tone. No additional exterior change. Hill/Flower motion to approve the changes as submitted. Motion carried unanimously.

731 Main Street. Lake Geneva Antiques and Art Bizarre. Awning change for a new business. The lettering will be the darkest of the colors. Hill/Skates motion to approve the awning as presented. Motion carried unanimously.

Skates/ Flower motion to adjourn at 7:50 pm. Motion carried.

/s/ Jennifer Special, Building/Zoning Administrative Assistant

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



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik

Lynn Hassler

Barb Hartigan

Rick Steinberg

Peggy Schneider

Dave Quickel

John Swanson

Mayor Jim Connors

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

Street Superintendent Ron Carstensen

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

www.cityoflakegeneva.com

Phone: (262) 248-3673

MINUTES OF THE JANUARY 4, 2012 MEETING

Call to Order:

The Board of Park Commissioners meeting was called to order by President Doug Skates at 6:30 PM. DPW Dan Winkler read the roll.

Roll Call:

President Doug Skates X , Lynn Hassler X , Barb Hartigan X ,
Rick Steinberg X , Peggy Schneider , Dave Quickel , 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:

Mr. Sherm Lindsey of Action Cycle.

Approve the Minutes of the Prior Meeting:

It was moved by Mr. Swanson to approve the minutes of the November 2, 2011 Meeting, seconded by Mr. Steinberg. The motion passed 7-0.

Public Input:

None.

Permits/Park Donations:

Mr. Sherm Lindsey requested use of Flat Iron Park June 22nd from noon until 10 PM and June 23rd from 9 AM to 10 PM for a motor scooter rally. The description of the event included 700 to 800 participants, staging for a parade in the hotel parking lots, use of the park for 3 to 5 vendor tents, a 50 scooter antique scooter display, and reserved use of the parking lot in the park. The parade would take place on Saturday at 10 AM and the route was not provided. Discussed was 800 motor scooters following Wells Street south to STH 120 west back to old STH 120 north, and up South Lakeshore Drive to Flat Iron Park. Mr. Lindsey indicated a willingness to pay for all City services as they will have corporate sponsorships for the event. It was moved by Mr. Swanson and seconded by Alderman Kupsik to approve the event contingent upon all required departmental and Council approvals. Mayor Connors offered a friendly amendment that a bond be provided to cover all costs. The amendment was fine with the motion and second. Mr. Lindsey said he would work to verify exact dates and times, firm up the parade route, determine number and size of corporate sponsorship tents, verify no food sales, determine whether or not to use the parking lot in the park, and figure out if they need electricity for the tents. The hope was to have everything completed and then obtaining Council approval on January 23rd. President Skates urged he meet with Administrator Jordan and Detective Russ Carstensen to firm everything up prior to Council meeting. The motion passed 7-0. **(This item needs to go to Council on 1/23).**

An application was filed for the 5th annual Dick Nottestad fishing derby to be held on January 28, 2012. The applicant requested use of the Riviera beach if the lake wasn't sufficiently froze by then to hold the event on the ice. It was moved by Mayor Connors and seconded by Alderman Kupsik to approve contingent upon any Police or Street Department requirements. The motion passed 7-0. **(This item may need to go before Council for approval).**

A donation offer was made of a park bench with plaque along the walkway of Library Park for Bob and Ronny Cook in accordance with the Park Donation Policy. It was moved by Mrs. Hartigan and seconded by President Skates to accept the donation. Since the offer met the criteria set forth in the policy, no other requirements or approvals were needed. The motion passed 7-0.

Park Assignments/Repair Update:

Mr. Swanson provided a list of items which need attention at Veterans Park. They included: another coat of stain on the south side of the garage by Molitor Field, repairing/painting the fascia trim on the scoreboard building, and addressing the deteriorated islands in the west parking lot. Also mentioned was removing the silt fencing along the path south of the YMCA. Mayor Connors thought that perhaps a drain line may also be needed along the path where there was standing water.

Mr. Steinberg also inquired as to the tennis court rehabilitation projects and that they were not sent through the Park Commission for a recommendation prior to bidding.

Old Business:

Home Depot Park Discussion-Mr. Steinberg provided a sketch showing the area to include a proposed crosswalk for Edwards Boulevard just north of the middle driveway to Home Depot and a park name sign. After some discussion, it was decided that Mr. Winkler would obtain a mark up of the park sign with cost and provide it to Mr. Steinberg so he may approach Home Depot asking them to pay for the sign.

Skate Park RFP Progress/Next Steps-President Skates and DPW Winker provided a status report on the project. The hope is that final plans and specifications would be ready to bid the project at the earliest possible time and yet in January if possible. There was discussion of the need to have Council approve the funding for the project construction prior to bringing the project award forward. The consensus was to stay on track to bid out the work by the end of the month.

New Business:

Mr. Steinberg inquired as to the meaning of the \$90,000 State grant on the golf course property. Mayor Connors said the grant was to purchase the land along the White River for a walkway to Edwards Boulevard.

Adjourn:

It was moved to adjourn the meeting at 8:10 PM on a motion by Mayor Connors and second by Lynn Hassler. The motion passed 7-0 and the meeting was adjourned.

Next Meeting-February 1, 2012 at 6:30 PM.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
01/05/12



Board of Park Commissioners

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MINUTES OF THE JANUARY 16, 2012 SPECIAL MEETING

Call to Order:

The Board of Park Commissioners meeting was called to order by President Doug Skates at 5:30 PM. DPW Dan Winkler read the roll.

Roll Call:

President Doug Skates X , Lynn Hassler , Barb Hartigan X ,
Rick Steinberg X , Peggy Schneider X , Dave Quickel , John Swanson LATE , Ald. Al Kupsik
 X , Mayor Jim Connors X .

Staff & Aldermen Present:

DPW Daniel Winkler X , Street Superintendent Ron Carstensen ,
Administrator Dennis Jordan X .

Public Present:

None.

Public Input:

None.

Old Business:

Skate Park Design Discussion- President Skates said he called the meeting to go over some plan changes. DPW Winkler provided a status report on the project plans review. The issues included specifying an 18" minimum thickness compacted asphalt millings base, a bid alternate for the contractor to bring excavated material to the City's site on Sheridan Springs Road, reconfiguring the entryway sidewalk, benches, trash receptacles and drinking fountain, requesting a bid alternate for placement of an electrical conduit around the park for future lighting, and cropping the 3D pictures to show the features in the new park against a plan of the park in lieu of showing the two conceptual pictures. It was moved by Commissioner Hartigan to proceed with the discussed changes. The motion was seconded by Commissioner Kupsik and approved 7-0.

Adjourn:

It was moved to adjourn the meeting at 6:07 PM on a motion by Commission Hartigan and second by Commissioner Steinberg. The motion passed 7-0 and the meeting was adjourned.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
01/19/12

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

Finance Committee

Thursday, January 12, 2012 at 7:30 a.m. (Director's Office)
Present: Krause, Lafrenz, Oppenlander Also present: Peterson

After reviewing outstanding bills, Oppenlander approved a recommendation to the Library Board to approve \$63,845.92 in General Funds and \$328.61 in Donated Funds.

Board of Trustees Meeting
Thursday, January 12, 2012 at 8:00 a.m.

Call to order

Lafrenz called the meeting to order at 8:15 a.m.

Roll call

Members present: Brookes, Jones, Kersten, Lafrenz, Oppenlander
Also present: Peterson and Benson

Adoption/Amendment of agenda

Lafrenz asked for a motion to adopt the agenda as proposed.
Brookes 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)

Lafrenz asked for a motion to approve the minutes of the December 8, 2011 meeting. Oppenlander made a motion to approve the minutes of the December 8, 2011 meeting. Kersten seconded.
Motion carried unanimously.

President's Report

Lafrenz reported on the approval of the City Council to transfer \$90,633.51 from the insurance claim reimbursement received by the City in 2009 to the Prior Year Appropriations Account.
Discussion followed.

Lafrenz asked the Board to consider changing the date of the April 12 meeting to April 5th. Discussion followed. Board advised Peterson to send email to Board asking them to check their calendars for input on this proposed date change.

Building & Grounds

Peterson followed-up with concerns about the 2011-2012 snow removal contract with Granite Ridge. Per the Board's request, they resubmitted the contract with a liability clause and affirmed details about snow removal when less than one inch.

Finance/Endowment

Oppenlander reviewed monthly expenditures and made motion to approve \$63,845.92 in General Funds and \$328.61 in Donated Funds. Jones seconded. Motion carried unanimously.

Personnel

Peterson reported that Lafrenz asked the Personnel Committee to review and update the Library's Employee Handbook. Oppenlander also offered to assist. Discussion followed. Kersten made a motion to include a staff member to review the final version of the Employee Handbook after update by Personnel Committee. Oppenlander seconded. Motion carried unanimously.

Director's Report

Peterson reported on the negotiations with James Imaging for a new copier lease. Discussion followed. Oppenlander made a motion to approve the 63-month contract proposed by James Imaging. Brookes seconded. Motion carried unanimously.

Peterson reported on recent service statistics. 2011 check-outs exceeded 2010 check-outs by nearly 20,000 items for a total of 173,459 items checked-out in 2011. Check-outs in every month in 2011 exceeded checkouts in the same month of 2010. Annual check-outs have increased nearly 60% from 2007 and nearly 91% since 1996.

Benson reported on upcoming adult and youth programming scheduled for January.

Adjournment

Brookes made a motion to adjourn at 9:15 a.m. Oppenlander seconded. Motion carried unanimously.

Next meeting: Thursday, February 9, 2012 at 8:00 a.m.

Respectfully submitted,

Diane Jones
Secretary

Lake Geneva Historic Preservation Commission Meeting

January 12, 2012 6:30 p.m. Lake Geneva City Hall.

The meeting was called to order by President Ken Etten at 6:30 p.m. at Lake Geneva City Hall. Those present were: Dee Bark Fiske, Ken Etten, Ed Yaeger, Jackie Getzen, Mary Tanner and Ellyn Kehoe. Absent was Marcie Douglass. Tara Trent, representing the Maple Park Homeowners Association, and Patrick Quinn, our proposed new member, were also present. Marcie Douglas has requested that she be replaced as she no longer is able to attend the meetings. The Commission unanimously approved the nomination of Patrick Quinn to fill Marcie's position but it needs to be approved by the Mayor,

Minutes are approved as presented: Motion by Ed Yaeger, Seconded by Jackie Getzen.

Comments from the Public: None

Report from Geneva Lake Museum and Maple Park Homeowners' Association. The museum is closed for the months of January and February. There will be a Grand Reopening in May with a cocktail party, wine and beer, and a silent auction on Friday night and numerous activities on Saturday with free admission for those who bring food for the needy. An "Attorney's Office" is being created with the help of Henry Sibbing and other local attorneys

Update on the proposed new Railroad Depot sign and continuing the proposed "Railroad Heritage Trail" through Lake Geneva.

The sign has been approved by the Public Works Committee and the exact location will be determined after Diggers Hotline has checked the area for utilities. Motion by Jackie Getzen with a second by Mary Tanner that an additional railroad sign be installed near Simple restaurant so that outside diners could view the sign and understand the significance of the location of the tracks. Ken Etten will speak with Tom Hartz regarding this suggestion.

Report on the status of the Geneva Theatre Building at 244 Broad Street And update re: the Dec. 6, 2011 meeting of the Friends of the Geneva Theater, creation of a community Cultural Arts Cert, Dec 15th fundraiser at Simple Café, the new Neal Aspinall theater poster and the website.

The website has been established at www.friendsofgenevatheater.org. The fundraiser, at \$12/ person, raised \$2,000. There was an additional gift of \$2500. Ken has established that Graven and Mayger were the architects for the building. Research is being done to determine if grants might be obtained to fund the purchase of the theatre.

Update re: Rick Bernstein of the Wisconsin Historical Society for the proposed cemetery Restoration program at Pioneer Cemetery and Horticultural Hall on Friday May 18th.

The Maple Park Homeowners' Association is trying to keep the cemetery open to the public and will be doing additional plantings in the Spring. They will also attach a sign to the larger sign indicating that it is through the efforts of volunteers from Maple Pak that the plantings are being done.

Report re: proposed 2012 City Budget and potential projects for the remainder of the 2011 year.

The Budget for the Historic Preservation commission for 2012 is \$6,000.

Discussion of additional promotional projects for the Historic Preservation Commission.

Carol Cartwright will be contacted to see if she can assist with Grant Applications.

Review of the Plaque Program and status of the recent applications. Two new Plaques have been issued by Mary Tanner.

Meeting adjourned at 8:30 p.m.

Dee Bark Fiske

City of Lake Geneva
Parking Commission
Tuesday January 10, 2012 6:00 pm
Conference Room 2A

1. Call to Order by Chair Kevin Fleming.

Roll Call: John Button, Kevin Fleming, Frank Marsala (alderman), Martin Smith, Dennis Swangstu. George Henerly (chamber representative) was absent. Also attending Mayor Jim Connors, Tom Hartz, Bill Mott, Dennis Jordan, and Kerri Johnson.

2. Approval of the minutes of October 27, 2011 meeting: moved, seconded, and passed unanimously.

3. Approval of the minutes of September 29, 2011 meeting: moved, seconded and passed unanimously.

4. Comments from the public: There were none.

5. Parking staff report: Nothing needed to be reported. Kerri Johnson said that the warm weather brought lots of people to downtown Lake Geneva.

6. Parking System Update and rollout: Dennis Jordan reported that the system is in transit. The city expects to have it fully operational by May 15-June 1. The City is creating a video to help people (business owners, employees, citizens) to understand how the system will work and help the introduction go smoothly. The city is getting bids for signs for each meter that could contain the meter number, what the cost is, where to pay, what the times are how long you can park in the spot. Dennis Jordan asked about adding parking meters at 1) Wisconsin Street on both sides between Broad and Center and 2) Dodge Street between Center and Broad. We discussed this but decided not to recommend doing this during the initial parking system rollout.

Moved and seconded: To send to the city council for discussion at the next committee of the whole meeting. To add 4 hour metered spaces at 1) Wisconsin Street on both sides between Broad and Center and 2) Dodge Street between Center and Broad. Passed unanimously.

Dennis Jordan also asked about handicapped parking spaces. After some discussion we asked Kerri to bring back information about the number and location of handicapped parking spaces on the street and in city parking lots.

Dennis Jordan reported that the lot behind Egg Harbor is not owned by the city, but the owner allows the city to meter and control parking in the lot. The owner is asking to receive a share of the meter income for that lot. Dennis Jordan will discuss it.

The new meter rollout will include receiving a meter to use in training. Department heads will be trained. Businesses will be visited for training. Kevin Fleming asked that he and other parking commission members be trained so we could go to meetings and help others know how the system works. The system should be working on May 1. Between May 1 and June 1 will be an experiment to get things running smoothly. It was asked about making the first ticket free and then increasing the cost for subsequent tickets. Dennis and Kerri will investigate and see if the system will make it possible to know how many tickets a car has received when the ticket is being issued.

Other items in the parking system rollout include: meeting with the company for their assistance in the rollout, getting the video complete, signage, ordinances, pulling the old meters, storing the old meters somewhere, installing concrete pads. It was suggested that election time could be a time for residents to learn when they vote.

The committee asked Dennis Jordon for a complete schedule of the roll out.

If additional issues come up the Parking Commission may need to meet again in a couple of weeks.

The goal is to have the parking system change done well. A home run!

7. 2012 Parking Objectives. We discussed tasks that the Parking Commission wants to complete during 2012. The list is:

Implementing and completing the new parking system.

Running the parking shuttle program on major holidays.

Improving traffic flow by dealing with parking spaces that slow traffic.

Improving parking signage to make parking easier.

Create parking for bicycles and mopeds.

Develop ways to reduce the demand for parking like encourage walking, encourage bicycles, use the parking shuttle, increase housing in and close to downtown.

8. Museum Parking Area on the north side of the museum (referred by Public Works Committee). The Parking Commission moved, seconded and passed to recommend to City Council the recommendation of the Public Works Commission to reserve 7 parking spaces for museum visitors along the North face of the building and to use the East side of the building for museum staff parking. Museum staff will be responsible for enforcing museum visitor parking.

9. 2012 Shuttle Program: Kevin Fleming discussed how well the shuttle program has worked. We will use the shuttle bus for Winterfest on Saturday Feb 4 and Sunday Feb 5 if the weather is inviting to visitors. Kevin said he could call the bus company and cancel it if there appeared to be no need. Parking will be in the same location – Petco lot.

For Memorial Day weekend we will use the Middle School Parking lot and see how that works. It will require a lot more signage.

We need to advertise the Shuttle bus as much as we can, including the City and Chamber of Commerce web sites.

If we use the shuttle bus a lot we might consider putting up a shelter for people waiting for the bus.

10. Use of Central/Dennison Lot on weekends: Parking in the Central/Dennison Lot was discussed. It is open weekends from May 1 until school is out. Then it is open every day. When school restarts in the fall it is open weekends until October 31. The Parking Commission would like to offer the Central/Dennison Lot to City residents with parking stickers and to create parking stickers for downtown employees. This would provide parking opportunities for residents and employees away from downtown.

Recommendation to City Council: Use of the Central Dennison Lot, when open, will be limited to vehicles with parking permits only.

11. Parking Commission Chair position: Kevin Fleming said that he had spoken with Martin Smith about becoming the chair of the Parking Commission. Following a brief discussion it was **moved and seconded: That Martin Smith become the Chair of the Parking Commission. It was passed unanimously.**

12. Next meeting: It was agreed upon that the Parking Commission will meet the 3rd Tuesday of every month. The next meeting will be February 21 at 6pm. With the Parking System Rollout a special meeting may be needed.

13. Adjournment.

Martin Smith
Secretary

**COMMUNICATIONS COMMITTEE
WEDNESDAY, JANUARY 25, 2012 AT 7:00 P.M.
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman O'Neill at 7:00 p.m.

Roll Call. Present: Chairman O'Neill, Gary Milliette and Sarah Hill. Jeff Miskie, Julie Drolshagen and Jeffrey Pritz were absent. Also present: Mayor Connors, Administrator Jordan and City Clerk Hawes.

Approval of Minutes of June 22, 2011 committee meeting

Hill/Milliette motion to approve minutes from the June 22, 2011 committee meeting, as prepared. Unanimously carried.

Comments from the public limited to 5 minutes None.

Appoint a Secretary to record minutes of the Committee meeting

City Clerk Hawes offered to record minutes of the committee meetings. Hill/Milliette motion to appoint City Clerk Hawes as Secretary to the Communications Committee. Unanimously carried.

Elect a Vice Chairperson to temporarily fulfill duties of the Chairperson in necessary circumstances

O'Neill/Hill motion to appoint Gary Milliette as committee Vice Chairman. Unanimously carried.

Review the duties of the Communications Committee

City Clerk Hawes discussed a strategy for how the City could use social media sites Facebook and Twitter. He said that the content matter should be limited to information about City related services and announcements. He said that these formats would also be effective for disseminating information during emergency situations. Mr. Hawes said that the accounts could be maintained by the City Clerk; the only cost would be 1-2 hours per week of the staff time. The website Hootsuite would be used to coordinate and schedule Facebook and Twitter postings. He said that it would need to be clear that the social media pages are for informational purposes only and residents should contact City Hall or use the online request form for questions or concerns.

Chairman O'Neill asked who would be in charge of determining what content gets disseminated. City Clerk Hawes suggested that he could make determinations about postings, as he does with the City website, but the City Administrator would ultimately oversee it. Ms. Hill suggested that the City logo be used uniformly as the primary profile image. She also suggested that City Clerk Hawes research how to limit visitors from making posts and tagging photos on the City's Facebook page. Mr. Milliette expressed concern with people attempting to contact the City through Twitter, such as trying to report a crime. City Clerk Hawes said that it would be need to be clearly stated that the account is for informational purposes only and that concerns should be made by contacting City Hall or the Police Department. Mayor Connors suggested setting up an auto-response for messages submitted to the City. Ms. Hill indicated that the Lake Geneva Police Department currently has a Facebook page and suggested working in coordination with that page.

Ms. Hill suggested that the City website and social media pages have legal disclaimers to protect the City. The committee agreed that staff should work with the City Attorney to draft disclaimers and post them online. The committee expressed support with the City developing the social media pages. Chairman O'Neill asked if the ordinance regarding the Communications Committee would need to be revised to include social media. Administrator Jordan indicated that the ordinance currently includes language about making recommendations about the website and digital media. He said that official action by the Committee or

Council wouldn't be necessary to develop the social media accounts. Chairman O'Neill said that he could discuss the topic at the next Committee of the Whole meeting on February 6.

Hill/Milliette motion to direct the City Clerk to proceed with initiating the City social media accounts. Unanimously carried.

Set meeting schedule for 2012

Chairman O'Neill said that the next meeting would be Wednesday, March 21 at 7 p.m.

Adjournment

Hill/Milliette motion to adjourn at 8:10 p.m. Unanimously carried.

/s/ Michael Hawes, City Clerk

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

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

DATE: Thursday, January 12, 2012
TIME: 7:35 a.m.
PLACE: Harbor Shores
PRESENT: John Stensland, George Hennerley, Ed Svitak, Tammie Carstensen, Steve Lois, Kevin Fleming, Jesse Jacobs, Todd Kruase, Tom Hartz, Steve Schroeder, Grace Eckland, Ardith Berkanovic

John Stensland called the meeting to order at 7:35 a.m.

John Stensland recommended the following changes re. Board Meetings:

-Financial statements be sent to Executive Committee one week prior to Board Meeting. Jesse Jacobs to present Financials to the Board.

-At end of each Board meeting a 'To Do List' for follow-up items/action required for Agenda for next month.

Minutes: December 8, 2011 minutes approved on a motion by Steve Lois, seconded Tammie Carstensen. Carried. One change to be made on minutes (Retail Report): Global Gourmet will be moving location – not closing business.

Financial Statements, Bills submitted for payment: December 8, 2011 financials approved on a motion by Steve Lois, seconded Jesse Jacobs. Carried. Discussion followed. Request to have a breakdown of transactions for Account 6530-Office Supplies and BID Account.

2012 Budget: 2012 Chamber Budget approved on a motion by Steve Lois, seconded By Tom Hartz. Carried.

New Members: Eight new members approved on a motion by Kevin Fleming, seconded by Steve Lois. Carried. New members are: Lake Geneva County Meats, Chinawest Jewelers, Hemingways, Yogeze Frozen Yogurt, Cold Stone Creamery, Studio Winery, Pier 290, Lily Lake Resort.

Chamber Member Survey: Executive Committee will present survey results at February 9, 2012 meeting.

Non-renewal Membership Report: An excel report for February 9 2012 meeting on reasons members did not renew membership for 2010 and 2011.

Retail Division Report: Kevin Fleming. January 12, 2012 meeting was an open forum agenda.

Short Term Goals: Outdoor seating, bike racks, and information electronic kiosks for downtown area discussed. Target date to be installed by Spring, 2012. Sixty parking pay stations will be installed starting in May. Operational demonstrations will be given. Board requested demonstration be given at a future monthly meeting. Long Term Goals: Business Recruitment. Reach out to businesses in surrounding communities for possible relocation to Lake Geneva. Utilize zip code search from customer base.

Other Business: John Stensland gave a recap of Women's Week-end event – web site, Pay Pale, Sponsorships to date, e-mail blasts.

'To Do List' for February 9, 2012 Agenda:

- Breakdown of transactions for Account 6530-Office Supplies and BID Account.
- Member Survey Results by Executive Committee
- Non-renewal membership Report: Report on 2010 and 2011.

Meeting adjourned at 9:00 a.m. on a motion by Kevin Fleming, seconded Steve Lois.
Carried.

GENEVA LAKE ENVIRONMENTAL AGENCY

Director's Report

Dec. 2011 – Jan 2012

-I have been working on preparing a Summary Information Sheet on Groundwater. The GLEA received a grant from the Lake Geneva Garden Club for the preparation of this report. Past SIS were four pages but because of the amount of information we have from the last several years of groundwater investigations this edition might either be in two parts or six pages.

-I have reviewed the year end fiscal numbers and we are in good shape. The second donation letter sent out at the end of 2011 brought a good response. Total donations for 2011 are around \$22,400 compared to a budgeted amount of \$12,000. There are still some 2011 testing costs that need to be considered but bottom line for 2011 is that our income exceeded our expense. (See bookkeeper's report). We are working on a yearend report that should be ready at the meeting.

-Still working on the plankton data. We have a rich set of good phytoplankton and zooplankton data that goes back to 1993. I look forward to doing some assessment of that data with the possibility of getting some of it published.

-Working on the winter edition of Geneva Waters. Expect it to go out before the end of the month.

-A meeting has been set for some initial planning for the 2012 Lake Fest. Potential participants include Aurora U, GWC, and the Geneva Lake Conservancy. I am not sure how this will develop but from the University's perspective education and outreach to area schools is one of the goals.

-We have over 270 Ice-On entries with some coming in after the deadline. Clearwater Outdoors has again agreed to co-sponsor gift certificates for the winners. We have several students that chose "no-ice".

-I have put together a notice of internship availability for the 2012 summer. At present I do not know what amount of a grant we will get from the GLA to assist with the position. As mentioned in the past the intern's primary responsibility will be the collection of benthic sample and organism identification from selected locations around the lake. They will also be asked to make some comparison with past data and identification of any trends in changes of that community. I am also hoping that we will be able to get the intern to do some plankton work, if nothing else additional compilation of the data for analysis.

-White River sampling, lake level recording, atmospheric wet deposition and quarterly groundwater monitoring well sampling at the LGSTP ponds was completed.

- The GLEA received a signed and authenticated picture of a player as a late car rally donation from the Chicago Cubs. Since it was past our event I donated it to the "Duffy Nottestad Fishing Derby and Fund Raiser" to be held in Lake Geneva the weekend of Jan 28th.
Twp.