



COMMITTEE OF THE WHOLE
MONDAY, APRIL 7, 2014 – 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Kupsik calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from March 3, 2014 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Hill
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Wall
 - b. Tree Board, Alderman Kupsik
 - c. Police & Fire Commission, Alderman Lyon
 - d. Plan Commission

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

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

- a. Chamber of Commerce, Alderman Hill
- b. Geneva Lake Museum, Alderman Lyon
- c. Lake Geneva Economic Development Corporation, Alderman Kupsik
- d. Geneva Lake Environmental Agency
- e. Geneva Lakes Family YMCA, Alderman Kupsik

9. 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.*

4/4/14 10:30AM

cc: Aldermen, Mayor, Administrator, Attorney, Media



COMMITTEE OF THE WHOLE
MONDAY, MARCH 3, 2014 – 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS
MINUTES

1. **Council President Kupsik calls the meeting to order at 6:30pm**
2. **Pledge of Allegiance**
3. **Roll Call**
Present: Hougen, Wall, Mott, Kehoe, Kupsik, Taggart
Not Present: Lyon (excused) & Hill (excused)
Also Present: Administrator Jordan, Mayor Connors
4. **Approval of Minutes from February 3, 2014 Committee of the Whole Meeting as distributed**
Motion #1: Alderman Mott moved to approve minutes from February 3, 2014 Committee of the Whole Meeting as distributed, Alderman Taggart seconded, and the motion passed unanimously.
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.**
Richard Peterson, 300 South Edwards Boulevard #57, requested the Council members reveal their stances on a potential parking structure as well as the amount of money spent thus far for the planning of a parking structure.

Mary Jo Fesenmaier, 955 George Street, asked for the status on the George Street repair project and negotiations between the City and County regarding road repairs. She also requested a more in-depth parking plan be created.

Taylor Thomas and Jackson Blair of the Leadership Dynamics program talked about a book donation house in Veteran's Park.

Terry O'Neil, 954 George Street, challenged the accuracy of the Cook Street parking lot map.

Ruth Hackman, 538 Fremont Avenue, informed the Council members guns were being sold during a fishing tournament on Geneva Lake.
6. **Presentation by Geneva Lakes Family YMCA**
Mike Kramp with the Geneva Lakes Family YMCA showed a PowerPoint presentation on programs and services offered by the YMCA.
7. **Update on and discussion of parking structure**
Administrator Jordan reviewed a parking study conducted by Rich & Associates. He noted multiple sites being considered and how a parking structure would be designed to blend in with the surrounding buildings.

Mayor Connors presented on the efforts of the City thus far regarding a parking structure and announced a Parking Commission meeting to discuss a parking structure later in the week.

A discussion took place among Aldermen regarding the funding sources for the parking structure.

Administrator Jordan explained the funding issue would be noted in a referendum in order to pass approval of funding to build the parking structure.

8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Hill
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall

9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hougen & Wall
 - b. Tree Board, Alderman Kupsik
 - c. Police & Fire Commission, Alderman Lyon
 - d. Plan Commission, Alderman Hougen
 - e. Board of Park Commissioners, Alderman Kupsik
 - f. Library Board, Alderman Wall
 - g. Historic Preservation, Alderman Kehoe
 - h. Cemetery, Alderman Taggart
 - i. Parking Commission, Alderman Hill
 - j. Communications Committee, Alderman Hill
 - k. Avian Committee, Alderman Wall

10. **COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Chamber of Commerce, Alderman Hill
 - b. Geneva Lake Museum, Alderman Lyon
 - c. Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
 - d. Geneva Lake Environmental Agency, Alderman Hougen
 - e. Geneva Lakes Family YMCA, Alderman Kupsik

11. Adjourn

Motion #2: Alderman Taggart moved to adjourn, Alderman Hougen seconded, and the motion passed unanimously.

The meeting adjourned at 7:49 pm.

Tim Neubeck, City Clerk

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



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, MARCH 10, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. Call to Order

Chairwoman Hill called the meeting to order at 6:01pm.

2. Roll Call

Present: Hill, Hougen, Mott, Kupsik, Lyon

Also Present: Comptroller Pollitt, Clerk Neubeck, Administrator Jordan

3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes

None

4. Approve the Finance, License and Regulation Committee Meeting minutes of February 24, 2014 meeting as distributed.

Motion #1: Alderman Kupsik moved to approve the Finance, License and Regulation Committee Meeting minutes of February 24, 2014 meeting as distributed, Alderman Hougen seconded, and the motion passed unanimously.

5. LICENSES & PERMIT

- A. Original 2013-2014 Operator (Bartender) License applications filed by Jacob Prickett, Michael Heuser, Kevin Dickey, Adam Hale, Joshua Hurst, Aubrey Rauch, Nancy Troia and Morgan Foley**
Alderman Mott asked if the applicants paid the necessary fees.

Clerk Neubeck replied the necessary fees were paid.

Motion #2: Alderman Hougen moved to recommend the City Council approve Original 2013-2014 Operator (Bartender) License applications filed by Jacob Prickett, Michael Heuser, Kevin Dickey, Adam Hale, Joshua Hurst, Aubrey Rauch, Nancy Troia and Morgan Foley, and Alderman Lyon seconded.

Chairwoman Hill asked how the Operator Licenses are prorated

Clerk Neubeck explained they are prorated from \$50 to \$30 beginning January 1st.

Motion #2 passed unanimously.

- B. “Class B”/Class “B” Temporary Wine and Fermented Malt Beverage License application filed by Sue Tumminello on behalf of the Lake Geneva Symphony Orchestra for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Drive, Lake Geneva WI for the Lake Geneva Symphony Orchestra City Lights Gala on March 22, 2014, 6:30pm to midnight.**

Motion #3: Alderman Kupsik moved to recommend the City Council approve “Class B”/Class “B” Temporary Wine and Fermented Malt Beverage License application filed by Sue Tumminello on behalf of

the Lake Geneva Symphony Orchestra for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Drive, Lake Geneva WI for the Lake Geneva Symphony Orchestra City Lights Gala on March 22, 2014, 6:30pm to midnight, Alderman Mott seconded, and the motion passed unanimously.

6. Discussion/Action on a contract with Springsted for a multi-jurisdiction classification/compensation study in conjunction with the Cities of Elkhorn and Delavan

Administrator Jordan explained the project and funding were approved at the previous City Council meeting, but this item is to approve the contract terms.

Chairwoman Hill said City Attorney Draper reviewed the contract and the cities of Elkhorn and Delavan approved the expenditures as well.

Motion #4: Alderman Kupsik moved to recommend the City Council approve a contract with Springsted for a multi-jurisdiction classification/compensation study in conjunction with the Cities of Elkhorn and Delavan, Alderman Lyon seconded, and the motion passed unanimously.

7. Discussion/ Action on 2014 Riding Mower Replacement bids

Administrator Jordan explained three vendors submitted five bids, and the recommendation is a 2013 John Deere from Proven Power, Inc. at a price of \$45,991. The mower will be paid from the equipment replacement fund which will be replenished through other means. He noted the fund would necessitate \$330,000 per year to replenish after amortization of the equipment. He suggested the City Council sell a piece of property on Edwards Boulevard.

Chairwoman Hill asked about the priority of this piece of equipment.

Administrator Jordan replied it is important due to the sheer volume of mowing during the summer months which occurs unless there is a drought.

Motion #5: Alderman Kupsik moved to recommend the City Council approve the purchase of a 2013 John Deere mower from Proven Power, Inc. for \$45,991 from the City's equipment replacement fund, Alderman Hougen seconded, and the motion passed unanimously.

8. Resolution 14-R06, authorizing the elimination of the Designated Fund Balance – PD 1033 Program account in the amount of \$244.00

Comptroller Pollitt explained the money was set aside for the Police Department equipment, and this line item is being eliminated due to the cancelation of the 1033 Program.

Alderman Hougen asked why these Resolutions need to be approved today.

Comptroller Pollitt explained these Resolutions are necessary in order to increase or decrease certain amounts for the year 2013 and are a housekeeping measure as the audit will begin shortly.

Motion #6: Alderman Kupsik moved to recommend the City Council approve Resolution 14-R06, authorizing the elimination of the Designated Fund Balance – PD 1033 Program account in the amount of \$244.00, Alderman Lyon seconded, and the motion passed unanimously.

9. Resolution 14-R07, authorizing the increase in the Designated Fund Balance – PD Donations account in the amount of \$50.00

Motion #7: Alderman Lyon moved to recommend the City Council approve Resolution 14-R07, authorizing the increase in the Designated Fund Balance – PD Donations account in the amount of \$50.00, Alderman Kupsik seconded, and the motion passed unanimously.

10. Resolution 14-R08, authorizing the decrease in the Designated Fund Balance – PD State Seizures account in the amount of \$2,635.58

Motion #8: Alderman Kupsik moved to recommend the City Council approve Resolution 14-R08, authorizing the decrease in the Designated Fund Balance – PD State Seizures account in the amount of \$2,635.58, Alderman Lyon seconded, and the motion passed unanimously.

11. Resolution 14-R09, authorizing the decrease of the Designated Fund Balance – EMS Act 102 Program account in the amount of \$10,236.94

Chairwoman Hill explained the Police and Fire Commission did not approve this Resolution at the last meeting, so this would be approved pending Police and Fire Commission approval.

Alderman Hougen noted the amounts in the Resolution did not add up to the total.

Motion #9: Chairwoman Hill moved to continue this item to the next meeting, Alderman Mott seconded, and the motion passed unanimously.

12. Resolution 14-R10, authorizing the increase in the Designated Fund Balance – Fire CPR Revenue account in the amount of \$1,795.68

Motion #10: Alderman Hougen moved to recommend the City Council approve Resolution 14-R10, authorizing the decrease in the Designated Fund Balance – PD State Seizures account in the amount of \$1,798.68, Alderman Kupsik seconded, and the motion passed unanimously.

13. Resolution 14-R11, authorizing the increase in the Designated Fund Balance – Fire Donations account by \$6,170.00

Motion #11: Alderman Kupsik moved to recommend the City Council approve Resolution 14-R11, authorizing the increase in the Designated Fund Balance – Fire Donations account by \$6,170.00, Alderman Lyon seconded, and the motion passed unanimously.

Chairwoman Hill expressed her surprise at the low amount spent from this fund.

Motion #11 passed unanimously.

14. Resolution 14-R12, authorizing the carryforward of the Police and Fire 2013 capital project budget balances totaling \$15,525.00

Chairwoman Hill explained the carryforward would allow these items to be spent in 2014.

Motion #12: Alderman Kupsik moved to recommend the City Council approve Resolution 14-R12, authorizing the carryforward of the Police and Fire 2013 capital project budget balances totaling \$15,525.00, Alderman Mott seconded, and the motion passed unanimously.

15. Resolution 14-R13, authorizing the decrease in the Designated Fund Balance – PD Uniform Allowance in the amount of \$671.63

Motion #13: Alderman Kupsik moved to recommend the City Council approve Resolution 14-R13, authorizing the decrease in the Designated Fund Balance – PD Uniform Allowance in the amount of \$671.63, Alderman Hougen seconded, and the motion passed unanimously.

16. Resolution 14-R14, authorizing the carryforward of the 2013 capital project budget balances in the amount of \$79,513.00

Comptroller Pollitt explained some projects were already approved and are waiting to receive bills.

Motion #14: Alderman Lyon moved to recommend the City Council approve Resolution 14-R14, authorizing the carryforward of the 2013 capital project budget balances in the amount of \$79,513.00, Alderman Kupsik seconded, and the motion passed unanimously.

17. Presentation of Accounts

- A. Purchase Orders (None)**

B. Prepaid Bills \$36,616.76

Motion #15: Alderman Hougen moved to approve Prepaid Bills in the amount of \$36,616.75, Alderman Kupsik seconded, and the motion passed unanimously.

C. Regular Bills in the amount of \$206,338.98

Comptroller read the bills over \$5,000.

Alderman Mott asked if Comptroller Pollitt examines utility bills year to year.

Comptroller Pollitt explains a spreadsheet is kept, and amounts are compared against each other from months of previous years.

Motion #16: Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of \$206,338.98, Alderman Lyon seconded, and the motion passed unanimously.

D. Acceptance of Monthly Treasurer's Report for December 2013 and January 2014

Motion #17: Alderman Kupsik moved to recommend the City Council accept Monthly Treasurer's Report for December 2013 and January 2014, Alderman Hougen seconded, and the motion passed unanimously.

18. Adjournment

Motion #18: Alderman Hougen moved to adjourn, Alderman Lyon seconded, and the motion passed unanimously.

The meeting adjourned at 6:32pm

Tim Neubeck, City Clerk

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



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, MARCH 24, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Chairwoman Hill called the meeting to order at 6:01pm.**
2. **Roll Call**
Present: Hill, Mott, Kupsik, Lyon
Not Present: Hougen
Also Present: Comptroller Pollitt, Clerk Neubeck, Administrator Jordan, Director of Public Works Winkler
3. **Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes**
Richard Peterson, 300 S Edwards Blvd #57, has questions about the concessionaire contract for Dunn Field about the operator not providing a significant amount of money back to the City to operate. He then asked what the fund levels will be in the parking fund after the transfer.
4. **Approve the Finance, License and Regulation Committee Meeting minutes of March 10, 2014 meeting as distributed.**
Motion #1: Alderman Kupsik moved to approve the Finance, License and Regulation Committee Meeting minutes of March 10, 2014 meeting as distributed, Alderman Mott seconded, and the motion passed unanimously.
5. **LICENSES & PERMIT**
 - A. **Original 2013-2014 Operator (Bartender) License applications filed by Gail Rempert, Renee Hildebrandt, Breana Smith, Jill Delcorps, Kimberly Diekow**
Motion #2: Alderman Kupsik moved to recommend the City Council approve Original 2013-2014 Operator (Bartender) License applications filed by Gail Rempert, Renee Hildebrandt, Breana Smith, Jill Delcorps, Kimberly Diekow, Alderman Lyon seconded, and the motion passed unanimously.
 - B. Street Use Permit Application filed by Sean Payne on behalf of the Lake Geneva Farmer's Market to take place at Horticultural Hall, 330 Broad Street, from May 8th to October 30th, 2014 from 6:00AM to 1:30PM
Motion #3: Chairwoman Hill moved suspend the rules to let Alderman Kupsik temporarily chair as to she wished to recues herself, Alderman Mott seconded, and the motion passed unanimously.

Motion#4: Alderman Lyon moved to recommend the City Council approve a Street Use Permit Application filed by Sean Payne on behalf of the Lake Geneva Farmer's Market to take place at

Horticultural Hall, 330 Broad Street, from May 8th to October 30th, 2014 from 6:00AM to 1:30PM, Alderman Mott seconded, and the motion passed 3-0-1 with Chairwoman Hill abstaining.

C. Park Reservation Permit Application filed by Ryan Lasch on behalf of the Lake Geneva Jaycees to use Seminary Park for the annual Jaycees Easter Egg Hunt on April 19, 2014 from 9:00am to 1:00pm (*recommend at 3/12/14 Board of Park Commissioners meeting*)

Motion #5: Alderman Kupsik moved to recommend the City Council approve a Park Reservation Permit Application filed by Ryan Lasch on behalf of the Lake Geneva Jaycees to use Seminary Park for the annual Jaycees Easter Egg Hunt on April 19, 2014 from 9:00am to 1:00pm, Alderman Lyon seconded, and the motion passed unanimously.

6. Discussion/Recommendation on consideration of sale of North Edwards Boulevard property

Chairwoman Hill said the sale of this property would aid the replenishment of the Equipment Replacement Fund.

Administrator Jordan explained if the Council approves, it would direct staff to do so. Furthermore, the sale would go through closed session if the City does itself, but the sale would have to go through the Plan Commission to approve its proposed use. He then explained which parcels would be up for sale.

Alderman Mott asked if Administrator Jordan thinks the value of the property has gone up over the past few years.

Administrator Jordan replied it may as there are not many vacant parcels left within the City. He said the assessed value has never been done because there has not been private use as WE Energies owned it prior.

Motion #6: Chairwoman Hill moved recommend the City Council authorize staff to look into options to sell City property on North Edwards Boulevard, and Alderman Kupsik seconded.

Alderman Kupsik asked if there has been any interest in the property.

Chairwoman Hill replied there is especially with development in adjacent properties.

Alderman Mott asked how Chairwoman Hill knows there is activity.

Chairwoman Hill replied it is due to her position as a realtor in the City.

Motion #6 passed unanimously.

7. Discussion/ Recommendation authorization of sale of surplus property – holiday decorations (*recommended at 3/13/14 Public Works Committee meeting*)

Director Winkler said this was recommended by the Public Works Committee due to their age and unsightliness especially with new light poles being put up in the near future.

Chairwoman Hill thanked Director Winkler for considering the beautification of the City.

Motion #7: Alderman Kupsik moved to recommend the City Council authorize the sale of surplus holiday decorations, Alderman Mott seconded, and the motion passed unanimously.

8. Discussion/ Recommendation on approval of concessionaire contract for Dunn Field (*recommended at 3/12/14 Board of Park Commissioners Meeting*)

Motion #8: Alderman Kupsik moved to recommend the City Council approve a concessionaire contract with Tanya Kasten for Dunn Field, and Alderman Lyon seconded.

Alderman Kupsik said the Board of Park Commissioners anticipates there being a lot of use due to the new development of nearby park amenities well as a vendor who would keep the area clean.

Alderman Mott asked how the enforcement of cleanliness of the area by the concessionaire will work.

Alderman Kupsik explained there us a section in the contract as to cleanliness and garbage removal.

Administrator Jordan said not many bids are received when these concessionaire contracts are put up for bid.

Motion #8 passed unanimously.

9. Discussion/Recommendation on approval of concessionaire contract for Veterans Park (*recommended at 3/12/14 Board of Park Commissioners Meeting*)

Chairwoman Hill explained this contract has similar terms to the aforementioned contract besides price.

Motion #9: Alderman Kupsik moved to recommend the City Council approve the concessionaire contract with R-Della, Inc. for Veterans Park, and Alderman Lyon seconded.

Alderman Mott voiced his concern of the enforcement of the vendor cleaning the facilities and surrounding area.

Motion #9 passed unanimously.

10. Resolution 14-R09, authorizing the decrease of the Designated Fund Balance – EMS Act 102 Program account in the amount of \$10,236.94 (*continued from 3/10/14 Finance, License and Regulation Committee meeting*)

Comptroller Pollitt explained this Resolution is contingent on Police and Fire Commission approval.

Motion #10: Alderman Kupsik moved to recommend the City Council approve Resolution 14-R09, authorizing the decrease of the Designated Fund Balance – EMS Act 102 Program account in the amount of \$10,236.94, Alderman Lyon seconded, and the motion passed unanimously.

11. Resolution 14-R22, authorizing a transfer to the General Fund, at year end 2013, an amount of \$275,048.94 from the Lakefront Special Revenue Fund and an amount of \$566,642.69 from the Parking Lots and Meters Special Revenue Fund

Chairwoman Hill explained the number figures changed in this Resolution per Comptroller Pollitt and read off the correct amounts. She explained the revenue generated from these funds.

Comptroller Pollitt explained the past practices for maintaining fund balances after the transfers occur.

Chairwoman Hill voiced her concern about the transfer of these funds to the General Fund and suggested expenses for maintenance of the piers and LUKE machines to be paid from those funds instead.

Motion #11: Chairwoman Hill moved to recommend the City Council approve authorizing a transfer to the General Fund, at year end 2013, an amount of \$281,787.46 from the Lakefront Special Revenue Fund and an amount of \$566,657.69 from the Parking Lots and Meters Special Revenue Fund with the exception the lakefront purchases be taken from the fund balance, Alderman Lyon seconded, and the motion passed unanimously.

12. Presentation of Accounts

A. Purchase Orders (None)

B. Prepaid Bills \$10,258.07

Motion #12: Alderman Kupsik moved to recommend the City Council approve Prepaid Bills in the amount of \$10,258.07, and Alderman Lyon seconded.

C. Regular Bills in the amount of \$1,130,002.60

Comptroller Pollitt explained the bulk of that is for debt service payments and read off the rest of the bills over \$5,000. She explained bond payments are primarily due to February and September and are done through electronic transfer, and the amounts are always known in advance.

Chairwoman Hill asked why workers compensation liability insurance payment was not bid out.

Administrator Jordan explained it is through the Wisconsin League of Wisconsin Municipalities, and they provide the best rate.

Motion #13: Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of \$1,130,002.60, Chairwoman Hill seconded, and the motion passed unanimously.

D. Acceptance of Monthly Treasurer's Report for February 2014

Motion #14: Alderman Mott moved to recommend the City Council accept the Monthly Treasurer's Report for February 2014, Alderman Kupsik, and the motion passed unanimously.

13. Adjournment

Motion #15: Alderman Lyon moved to adjourn, Alderman Kupsik seconded, and the motion passed unanimously.

The meeting adjourned at 6:44pm

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING
THURSDAY, FEBRUARY 20, 2014 – 4:00PM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

- 1. Meeting called to order by Chairman Kupsik at 4:04pm.**
- 2. Roll Call**
Present: Chairman Kupsik and Aldermen Taggart, Kehoe, and Hill
Not Present: Wall
Also Present: Mayor Connors, Attorney Draper, Treasurer Klein, Administrator Jordan, Comptroller Pollitt, Chief Rasmussen, and Clerk Neubeck
- 3. Comments from the public limited to 5 minutes**
None
- 4. Approve January 23, 2014 Meeting Minutes as distributed**
Motion #1: Alderman Taggart moved to approve January 23, 2014 Meeting Minutes as distributed, Chairman Kupsik seconded, and the motion passed unanimously.
- 5. Discussion/Recommendation of changes to the Employee Handbook Appendix A – Organizational Chart**
Chairman Kupsik outlined the changes to the Organizational Chart.

Attorney Draper said this version is good enough for the time being as he had not had the opportunity to go through all the ordinances to ensure the reporting structure is fully accurate. One particular issue that may need to be addressed is there is not an ordinance detailing the duties of the Comptroller, so the Comptroller's role in the Organizational Chart is hazy. He noted changes can be made at a later date after ordinances have been passed.

Motion #2: Alderman Hill moved to recommend the City Council approve the Organizational Chart, and Alderman Kupsik seconded.

Mayor Connors suggested using a note to explain the Director of Public Works and the Director of the Utility Commission are currently held by one person but that will not always be the case.

Chief Rasmussen pointed out the detectives in the Police Department do not supervise any other positions, and that box should be moved to avoid any confusion.

Motion #3: Alderman Hill moved to alter the detective box over, Chairman Kupsik seconded, and the motion passed unanimously.

Motion #2 passed unanimously.

6. Discussion/Recommendation of compensation and classification study contract

Chairman Kupsik informed the Committee he, Administrator Jordan, and Mayor Connors interviewed three firms regarding the compensation and classification study in conjunction with the cities of Elkhorn and Delavan. He explained the three cities sending out a joint proposal would save money for each city compared to doing their own studies individually.

Administrator Jordan added this can be accomplished due to the close proximity of the cities, and all representatives unanimously chose Springsted. It was not the lowest bidder; rather, the group felt Springsted would provide the best finished product.

Alderman Kehoe asked why this study is needed.

Administrator Jordan replied it will ensure employee job descriptions are accurate and if employees are being paid commensurately. He added Lake Geneva has not done this in a long time.

Alderman Hill asked if this is a budgeted expense.

Administrator Jordan replied it was in 2013; however, it is not in the 2014 budget, so it will be paid from contingency funding.

Alderman Hill asked when the work will finish.

Chairman Kupsik replied if Springsted begins in March, the work will finish in July.

Alderman Hill asked how the study will take place.

Administrator Jordan replied the contractor will spend five to ten minutes per employee or group of employees. Employees will also have to fill out a questionnaire. Springsted will conduct the analysis, and the City will be given a database with the results and recommendations.

Alderman Hill noted this study is worth the time and resources.

Chairman Kupsik said the City will own the software system, but employees will have to be trained on its use.

Motion #4: Alderman Hill moved to recommend the City Council approve a contract with Springsted for a compensation and classification study to be paid from contingency funding, Alderman Kehoe seconded, and the motion passed unanimously.

7. Review of applications/resumes for Parking Operations Supervisor position and recommendation for candidate interviews

Administrator Jordan said no one particular candidate stood out, and the City only received seven applications. He suggested putting the position back on the website and re-advertise while the Committee interviews select candidates.

Chairman Kupsik suggested holding the interviews on Tuesday, March 4, 2013 at 1:30pm.

8. Discussion/Recommendation of Deputy Clerk-Treasurer position description

Administrator Jordan explained Comptroller Pollitt and Clerk Neubeck revised the description. The main concern is in regard to statutory compliance between the City's ordinance and State statutes regarding Treasurer duties.

Comptroller Pollitt said there are certain things per statute the new Deputy Clerk-Treasurer is charged to do; however, the Finance, License and Regulation Committee still will make recommendations regarding the City's finances to the City Council.

Attorney Draper said he will further review the job description. He also recommended changing item number eight in the job description to be "...with approval of the Comptroller."

Motion #5: Chairman Kupsik moved to recommend the City Council approve the Deputy Clerk-Treasurer position description with the change of item number eight to be "...with approval of the Comptroller," and Alderman Hill seconded.

Attorney Draper said an ordinance will need to be passed fixing issues and specifically delegating duties.

Mayor Connors suggested having this done quickly so nothing falls through the cracks.

Motion #5 passed unanimously.

9. Adjourn

Alderman Hill said she would like to see an employee recognition program on the next regularly scheduled Personnel Committee meeting.

Motion #6: Alderman Hill moved to adjourn, Chairman Kupsik seconded, and the motion passed unanimously.

The meeting adjourned at 5:04pm.

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING

TUESDAY, MARCH 18, 2014 – 1:20PM

CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. **Meeting called to order by Chairman Kupsik at 1:25pm.**
2. **Roll Call**
Present: Kupsik, Hill, Taggart, Kehoe
Not Present: Wall (excused)
Also Present: Administrator Jordan, Clerk Neubeck, Director of Public Works Winkler, Chief of Police Rasmussen
3. **Comments from the public limited to 5 minutes**
None
4. **Motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility to interview candidates for the Parking Operations Supervisor position.**
Motion #1: Chairman Kupsik moved to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility to interview candidates for the Parking Operations Supervisor position, Alderman Taggart seconded, and the motion passed unanimously.

The meeting went into closed session at 1:26pm.
5. **Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**
Motion #2: Chairman Kupsik moved to return to open session, Alderman Hill seconded, and the motion passed unanimously.

The meeting returned to open session at 3:02pm.

Motion #3: Chairman Kupsik moved to continue the discussion of hiring a candidate for Parking Operations Supervisor until the full Committee is available to make a recommendation as well as staff to conduct a background check, Alderman Hill seconded, and the motion passed unanimously.

6. Review of applications/resumes for Assistant Director of Public Works position and recommendation for candidate interviews

Administrator Jordan informed the Committee that staff received applications from candidates with a wide variety of backgrounds. He stated the City is looking for candidates with management experience in addition to a public works background.

Chairman Kupsik suggested the Committee review the application packets and will continue this discussion to the March 27, 2014 meeting.

Alderman Hill asked for the state of the Street Department.

Director Winkler said the Street Department is functioning well as many of the previous problems have been taken care of due to processes and procedures changing. He added behavioral and attitude issues have been resolved too.

Chairman Kupsik replied that topic is not on the agenda and may be discussed at a later date.

Motion #4: Chairman Kupsik moved to continue review of applications/resumes for the Assistant Director of Public Works position and recommendation for candidate interviews to the March 27, 2014 meeting, Alderman Hill seconded, and the motion passed unanimously.

7. Adjourn

Motion #5: Alderman Hill moved to adjourn, Alderman Taggart seconded, and the motion passed.

The meeting adjourned at 3:15pm.

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING
THURSDAY, MARCH 27, 2014 – 4:00PM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. Meeting called to order by Alderman Wall at 4:02

2. Roll Call

Present: Taggart, Hill, Wall, Kehoe, Kupsik (arrived late)

Also Present: Clerk Neubeck, Administrator Jordan, Mayor Connors

3. Comments from the public limited to 5 minutes

None

4. Approval of February 20, 2014; March 4, 2014; and March 18, 2014 meeting minutes as distributed

Motion #1: Alderman Taggart moved to approve February 20, 2014; March 4, 2014; and March 18, 2014 meeting minutes as distributed, Alderman Kehoe seconded, and the motion passed unanimously.

5. Review of applications/resumes for Assistant Director of Public Works position and recommendation for candidate interviews

Administrator Jordan reminded the Committee at the previous meeting they suggested bringing in five candidates to interview, and he named his suggestions.

Alderman Wall asked if a PE certificate was necessary for this position.

Mayor Connors replied it is preferred but not required.

Motion #2: Alderman Hill moved to interview Tom Earle, Michele Zimmerman, Seth Ricker, Jeffrey McBain, and Secret Strobl for the Assistant Director of Public Works position, Alderman Wall seconded, and the motion passed unanimously.

Chairman Kupsik arrived at 4:14pm.

6. Motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility

Motion #3: Alderman Kehoe moved to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility, Alderman Taggart seconded, and the motion passed unanimously.

7. **Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**

Motion #4: Alderman Hill moved to return to open session, Alderman Wall seconded, and the motion passed unanimously.

Motion #5: Alderman Hill moved to recommend the City Council hire Sylvia Martinez-Mullally for the position of Parking Operations Supervisor, and Alderman Wall seconded.

Chairman Kupsik asked what the start date would be.

Administrator Jordan replied it would depend on when Ms. Martinez-Mullally would have to give notice of her leaving her current employer.

Alderman Hill asked what the pay rate will be.

Chairman Kupsik replied the City will offer her \$42,500 pending acceptance.

Motion #5 passed unanimously.

8. **Adjourn**

Alderman Wall asked the date for when candidates for Assistant Director of Public Works will be interviewed.

Administrator Jordan replied Wednesday, April 16 at 2:00pm.

Motion #6: Alderman Hill moved to adjourn, Alderman Wall seconded, and the motion passed unanimously.

The meeting adjourned at 4:37pm.

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING
TUESDAY, MARCH 4, 2014 – 1:20PM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. **Meeting called to order by Chairman Kupsik at 1:25pm.**
2. **Roll Call**
Present: Kupsik, Taggart, Kehoe, Hill
Not Present: Wall (excused)
Also Present: Administrator Jordan, Clerk Neubeck
3. **Comments from the public limited to 5 minutes**
None
4. **Motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility to interview candidates for the Parking Operations Supervisor position.**
Motion #1: Chairman Kupsik moved Motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility to interview candidates for the Parking Operations Supervisor position, Alderman Taggart seconded, and the motion passed unanimously.

The meeting went into closed session at 1:26pm.
5. **Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**
Motion #2: Alderman Hill moved to return from closed session, Chairman Kupsik seconded, and the motion passed unanimously.

The meeting returned from closed session at 3:08 pm.

Motion #3: Alderman Hill moved to bring back Rita Moore and Sylvia Martinez-Mullally for second round interviews on March 18, 2014, Chairman Kupsik seconded, and the motion passed unanimously.

Motion #4: Chairman Kupsik moved to adjourn, Alderman Taggart seconded, and the motion passed unanimously.

The meeting adjourned at 3:09pm.

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING
WEDNESDAY, APRIL 2, 2014 – 4:30PM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. Meeting called to order by Chairman Kupsik at 4:00pm.

2. Roll Call

Present: Kupsik, Wall, Taggart, Kehoe, Hill

Also Present: Clerk Neubeck, Administrator Jordan, Mayor Connors, Comptroller Pollitt, Police Chief Rasmussen, and Building & Zoning Administrator Robers

3. Comments from the public limited to 5 minutes

None

4. Recommendation to hire a Parking Clerk

Administrator Jordan explained the current Parking Clerk, Christina Oster, accepted a position with the Wisconsin Department of Transportation and will be leaving the organization. Furthermore, Building and Zoning Administrative Assistant Jackie Gregoles applied for the position of Deputy City Clerk-Treasurer; Building & Zoning Administrator Robers is alright with that, and staff believes she would be a great fit in that new position. He reminded the Committee it had close second choices for both the Parking Clerk and the Building and Zoning Administrative Assistant positions. He suggests filling the Parking Clerk vacancy with their second choice, hiring Assistant Gregoles as Deputy City Clerk-Treasurer, and hiring the second-choice person for the Building and Zoning Administrative Assistant.

Comptroller Pollitt added Parking Clerk Oster leaves the organization on Friday, and staff would like to fill the vacancy immediately. She said she contacted the Committee's second choice, Sara Spencer, and she is still interested in the Parking Clerk position.

Building & Zoning Administrator Robers said he talked with the Committee's second choice for Building and Zoning Administrative Assistant, Theresa Linneman, who is also interested. He added Assistant Gregoles wants to move up in the organization, and he supports her decision.

Alderman Wall said the Committee has not yet interviewed for Deputy City Clerk-Treasurer and questioned how a candidate can be hired without doing so.

Administrator Jordan replied he spoke with City Attorney Draper, and it can be done because the posting said "open until filled." He said Assistant Gregoles is a fantastic person in the organization and would be a great fit.

Alderman Wall said he disagrees with this process.

Chairman Kupsik reminded the Committee it had interviewed all these people at one time in the recent past, and the time it takes to re-interview these people is too much.

Alderman Hill said she agrees with Alderman Wall that this process is moving too fast. She said she is concerned with the large amount of turnover in the City and wants to re-interview the candidates.

Chairman Kupsik said staff approves of all these recommendations, and their opinions should be considered because they are the ones working with one another and would have a better view on who would work out better than whom.

Alderman Kehoe agreed with Chairman Kupsik and staff and suggested moving forward.

Alderman Wall contested the original interview processes occurred months ago, and he feels he does not remember them well enough to make a decision.

Mayor Connors suggested hiring a Parking Clerk due to the time constraints and considering the Deputy City Clerk-Treasurer at a later date. He asked if the Police Department has conducted background checks on all candidates.

Chief Rasmussen said he is working on it.

Administrator Jordan replied both Linneman and Spencer work for police departments, so they should be conducted fast. He added a background check has already been done on Ms. Gregoles.

Motion #1: Alderman Hill moved to re-interview Sara Spencer for the position of Parking Clerk, Alderman Wall seconded, and the motion passed 3-2 with Chairman Kupsik and Alderman Kehoe voting no.

Alderman Kupsik asked when interviews will take place.

Comptroller Pollitt recommend they occur in the very near future.

Alderman Hill asked if a staffing agency should be used.

Comptroller Pollitt disagreed because a candidate is needed quickly so they are trained before summer.

Alderman Kehoe praised the City staff's professionalism and suggested Alderman Hill put greater value to their opinions.

Alderman Kupsik asked Comptroller Pollitt and Administrator Jordan to try to set up an interview on Friday, April 4 at 9:00am. If the Committee recommends the candidate, a special City Council meeting will take place before the Committee of the Whole meeting on April 7. He added the Aldermen do not work with staff every day, they are qualified to make recommendations to the Personnel Committee, and re-interviewing candidates is unnecessary.

5. Recommendation to hire a Building and Zoning Administrative Assistant

None

6. Recommendation to hire a Deputy City Clerk-Treasurer

None

7. **Adjourn**

Motion #2: Chairman Kupsik moved to adjourn, Alderman Taggart seconded, and the motion passed unanimously.

The meeting adjourned at 4:56pm.

Tim Neubeck, City Clerk

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



Public Works Committee

Alderman Bill Mott Chairman

Alderman Jeff Wall

Alderman Gary Hougen

Alderman Al Kupsik

Alderman Sarah Hill

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

City of Lake Geneva

626 Geneva Street

Lake Geneva, WI 53147-1914

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Phone: (262) 248-3673

March 2014 Meeting Minutes

DATE: March 11, 2014

MEMORANDUM

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

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

SUBJECT: March 13, 2013 Public Works Committee Meeting Agenda Explanation

The Public Works Committee is scheduled to meet at **6:00 PM** at City Hall.

Members in attendance:

Chairman Bill Mott X

Alderman Gary Hougen X

Alderman Jeff Wall X

Alderman Sarah Hill X

Alderman Al Kupsik X

Public in attendance: Ms. Nancy Russell, Mr. Marty Smith

Staff Present:

City Administrator Dennis Jordan X

Director Daniel Winkler (DPW) X

Mayor Jim Connors: X

Other: Ald. Ellyn Kehoe

Other:

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

Motion to approve by Ald. Wall and seconded by Chair Mott. The motion passed 4-0 (Hill late).

Public Comments:

Ms. Russell spoke complimenting the Street Department on the job it has done with snow this winter. She also said Walworth County was looking forward to working with the City on the George Street improvement.

Communications:

1. 2013-2014 Winter Snow Update-DPW Winkler provided an update on the snow removal effort to date.
2. Projects Update-DPW Winkler provided updates on the various projects currently underway.

Agenda Items:

1. CTH H (George Street) Discussions with Walworth County.
2. Discussion Regarding Sharing Equipment with Other Jurisdictions.
3. Parking Structure-Discussion.
4. Holiday Decorations.

Agenda Item No. 1– CTH H (George Street) Discussions With Walworth County.

Administrator Jordan and DPW Winkler provided a summary of discussions to date with the County. The summary also included a discussion of underground utilities. Ms. Russell said the County is looking forward to working with the City on the project and that she felt something can be worked out on maintenance. What was presented by staff was a cooperative arrangement whereby the City plows and street sweeps the new section of pavement and the County stripes and crackfills when needed. The consensus of the Committee was to continue discussions and bring a final recommendation to Council in the near future.

(When Administration negotiates a final proposal, this item needs to go to Finance and Council for approval).

Agenda Item No. 2- Discussion Regarding Sharing Equipment with Other Jurisdictions.

The subject of lending, borrowing and storing of intergovernmental equipment was discussed. The PWC had concerns for damage to our equipment when used by others, development of a list of equipment we would consider lending out, and whether we wished to loan out equipment or provide storage for the equipment of others. It was moved by Ald. Hougen to develop a policy with the City Attorney on lending out of City equipment including a list. The motion was seconded by Ald. Wall and passed 5-0.

Agenda Item No. 3– Parking Structure-Discussion.

Administrator Jordan went through the slide presentation. There was discussion of the process and Parking Commission's recommended site behind the theater. The consensus was that the old theater parking lot was the best and most logical choice. Mr. Tom Hartz mentioned that there were parking studies which clearly show a shortage of parking in the downtown. Mr. Marty Smith said the last time a City survey was conducted, that 60% of the public supported a ramp. No formal action was taken.

Agenda Item No. 4– Holiday Decorations.

The DPW brought a sample of the old holiday decorations for North Broad Street to the meeting. He explained we had around 15 of the candle decorations and at least 2 or 3 dozen artificial wreaths (belonging to the BID) in storage. The discussion was to declare them all as surplus and find funding for new LED decorations for the 2014-2015 holiday season. It was moved by Ald. Hill and seconded by Ald. Kupsik to declare the wreaths and candle decorations as surplus for disposal. After discussion of funding possibilities for new decorations, the motion passed 5-0.

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

Motion to Adjourn:

It was moved by Ald. Wall and seconded by Ald. Hill to adjourn. The motion passed 5-0 and the meeting was adjourned at 7:30 PM.

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

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
MINUTES-----Regular Meeting
PLACE-----Lake Geneva Utility Commission
DATE-----March 19, 2014
TIME-----4:00 P.M.

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

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

Members present: Pres. Brellenthin, Tony Saia, Mayor Connors, and Ald. Gary Hougen.

Motion by Mayor Connors to approve the minutes of the previous meeting as presented, 2nd by Ald. Hougen. Passed 4-0.

Communications:

Water & Sewer Agenda Items:

1. Citywide Water Pressure Study Model - Report
GAI completed their pressure study modeling on our water system. Director Winkler gave a recap as to the background of the study and its findings. The Manor Subdivision with its 4" water mains has water pressure below the present standard. The model was run with an 8" main extension down Lakeview Drive to Orchard Lane, and it appears it boosts overall pressures to acceptable fire flow minimums. Motion by Saia to proceed with the engineering for the Lakeview Drive water main, 2nd by Ald. Hougen. Passed 4-0.
2. Sanitary Sever Televising - Proposals
Director Winkler presented the two bids for 26,000 L .F. of televising. Motion by Ald. Hougen to approve the low bid of \$28,600 provided by Visu-Sewer, 2nd by Mayor Connors. Passed 4-0.
3. Sanitary Manhole Backup Monitoring - Update
Director Winkler reported on manhole backup monitoring. The price is nominal to set up, probably as little as \$250 to \$300. Motion by Mayor Connors to approve up to 10 manholes, 2nd by Ald. Hougen. Passed 4-0.

Director's Report:

1. Report on 2013-2014 Winter Water Main Breaks & Water Service Line Freeze-ups.
2. Financials Update
Pres. Brellenthin and Mayor Connors would like us to look at payables discounts for example with USA Blue Book and Hawkins.

There was also the desire to show an entire prior month's bills on the report. Director Winkler would look into it.

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$919,000	EOM Cash Position	\$2,371,000
Project Commitments	\$190,000	Project Commitments	\$ 8,000
Upcoming Projects	\$ TBD	Upcoming Projects	\$ 200,000

Motion by Ald. Hougen to approve the financials as presented, 2nd by Saia. Passed 4-0.

Review and Payment of Bills:

Motion by Saia to approve the bills as presented, 2nd by Ald. Hougen. Passed 4-0.

Next meeting is scheduled for Thursday, April 24, 2014 at 4:00 P.M.

Adjourn:

Motion by Saia to adjourn the meeting, 2nd by Ald. Hougen. Passed 4-0.

Meeting adjourned at 5:01 P.M.

Daniel S Winkler

Acting Secretary

CLB 03/20/14

CITY OF LAKE GENEVA

PLAN COMMISSION MEETING

MONDAY, MARCH 17, 2014 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Meeting called to order by Mayor Connors 6:30 PM.**

2. **Roll Call**

Present Hougen, Flower, Skates, Poetzing, Robers, Connors

Also Present Administrator Jordan, Planner Slavney, Atty. Draper, Gregoles

3. **Approve Minutes of February 17, 2014 Plan Commission meeting as distributed**

MOTION #1

Flower/Skates motion to approve the Minutes of 2/17/14 Plan Commission meeting as distributed.

The motion carried unanimously.

4. **Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to five (5) minutes.**

PUBLIC SPEAKER #1 Terry O'Neil – 954 George St., Lake Geneva, WI 53147

COMMENTS

Who can enter/offer amendments for the Comprehensive Plan? Only city residents or can someone outside the city have input? Is there a standard procedure for this and if so please advise what that is.

5. **Acknowledgment of Correspondence** NONE

6. **Downtown Design Review**

Application by Mark and Karen Braden to add two exterior awnings with signs for their business, Braden Dental Center, located at 101 Broad Street, Suite 203, Tax Key No. ZNCG 00007.

Cancelled - Withdrawn by request of the applicant.

7. **Review and Recommendation on an application for Site Plan Review filed by Committee for the Beautification of Lake Geneva Inc, for an open air covered pavilion at Flat Iron Park.**

DISCUSSION

Mayor Connors disclosed for the record that he is a member of the Beautification Committee.

SPEAKER #1 (Agent) Todd Krause, 1112 Wisconsin St, Lake Geneva, WI 53147
(He is a member of the Beautification Committee and speaking on their behalf.)

Krause addressed the Commission on the proposal. He gave a quick history of the project as well as details of the proposed pavilion design and dimensions. Two images were provided by Krause/Etten and were shown on the projector. Image # 1 was of the proposed Pavilion design. Image #2 was a map of the property Site Plan.

AGENDA ITEM # 7 CONTINUED

Ald. Hougen/Krause discussed the concerns that were brought up last year by the Art in the Park group; that the new project would cut off some of their space. Krause confirmed that his discussion with their representative ended (last year) with a positive agreement that it would in fact, not cause a problem for them.

SPEAKER #2 (Agent) Ken Etten, 1109 Wisconsin St, Lake Geneva, WI 53147
(He is an agent for the Beautification Committee and speaking on design of pavilion.)

Etten addressed the Commission on the materials, details and zoning of the structure.
Etten and the Commission discussed the lighting/acoustical limit requirements and sidewalks/ADA requirements of the pavilion. They also discussed what the backdrop or view for weddings would be.
Ald. Hougen/Mayor Connors/Slavney discussed the zoning of Flat Iron Park as compared to other parks in Lake Geneva.

MOTION #2

Flower/Skates motion to approve an application for Site Plan Review filed by Committee for the Beautification of Lake Geneva Inc, for an open air covered pavilion at Flat Iron Park, with sidewalks to be included but their exact location determined by staff at a later use and including the fact findings as listed in the Staff Report. The motion carried unanimously.

8. Continuation of a Public Hearing and recommendation on a Conditional Use Application filed by Alex Paredes & Yolanda Frontany, 4843 W. Dakin Street, Chicago, IL, 60641 to operate a Commercial Indoor Lodging facility in a Planned Development (PD) zoning district located at 328 Center Street, Tax Key No. ZOP 00149.

SPEAKER #1 (Applicant) Alex Paredes, 4843 W. Dakin St., Chicago, IL 60641

DISCUSSION

Paredes and the commission discussed the addition of items in the packet per requests from the last meeting. Also discussed were facility hours (12 months a year), living arrangements of the property owners, parking, fencing ideas and location and # of Exits for the facility in general.
Hougen/Mayor Connors/Flower/Paredes also discussed other rental properties in that area.

MOTION #3

Ald. Hougen/Poetzinger motion to close the public hearing. The motion carried unanimously.

ADDITIONAL DISCUSSION

Flower/Mayor Connors/Robers/Slavney discussed the frequency of usage and limitations; limiting to the current owner or to the property.

MOTION #4

Ald. Hougen/Flower motion to approve the Conditional Use Application filed by Alex Paredes & Yolanda Frontany, 4843 W. Dakin Street, Chicago, IL, 60641 to operate a Commercial Indoor Lodging facility in a Planned Development (PD) zoning district located at 328 Center Street, Tax Key No. ZOP 00149; limiting the conditional use to the current owner and including staff recommendations. The motion carried unanimously.

9. Public Hearing and recommendation on a Conditional Use Application filed by John and Barbara Salyer, 456 W Sunset Road, Barrington, IL 60010, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 845 Bayview Drive, Lake Geneva, WI 53147, Tax Key No. ZBG 00006.

SPEAKER #1 (Agent) Jeff Reed/Reed's Construction, W3199 S. Lake Shore Drive, Lake Geneva, WI 53147

DISCUSSION

Reed advised the Commission on the details of putting in an additional boat slip with canopy etc.
Mayor Connors/Reed discussed DNR's pending approval and Army has signed off on it already.
Ald. Hougen/Reed discussed details of the pier site/awning issues to be met and cleared by the DNR.

AGENDA ITEM # 9 CONTINUED

PUBLIC COMMENT - NONE

MOTION #5

Hougen/Skates motion to close the public hearing. The motion carried unanimously.

MOTION #6

Mayor Connors/ Ald. Hougen motion to approve the Conditional Use Application filed by John and Barbara Salyer, 456 W Sunset Road, Barrington, IL 60010, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 845 Bayview Drive, Lake Geneva, WI 53147, Tax Key No. ZBG 00006, contingent upon receiving DNR approval. The motion carried unanimously.

10. Public Hearing and recommendation on a Conditional Use Application filed by Rodger Fisher, 946 Ceylon Court, Lake Geneva, WI 53147, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 946 Ceylon Court, Lake Geneva, WI 53147, Tax Key No. ZA1240 00002.

DISCUSSION

Jeff Reed/Reed's Construction (representing applicant) – W3199 S. Lake Shore Drive, Lake Geneva, WI 53147
Reed addressed the Commission on details of putting in an additional boat slip with canopy etc.

PUBLIC COMMENT - None

MOTION #7

Skates/Poetzinger motion to close the public hearing. The motion carried unanimously.

MOTION #8

Skates/Poetzinger motion to approve the Conditional Use Application filed by Rodger Fisher, 946 Ceylon Court, Lake Geneva, WI 53147, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 946 Ceylon Court, Lake Geneva, WI 53147, Tax Key No. ZA1240 00002, contingent on receiving DNR approval. The motion carried unanimously.

11. Public Hearing and recommendation on a Conditional Use Application filed by Kwik Trip Inc., 1626 Oak Street, La Crosse, WI 54602, for the installation of an electronic message center on a proposed freestanding monument sign located at the proposed Kwik Trip, Tax Key No's. ZA1776 00001 thru 00004, and ZRA 00037A. A Certified Survey Map is currently being recorded with new Tax Key No. being assigned.

DISCUSSION

**The certified survey map has been completed now per Mr. Robers. No one is present on behalf of the applicant.*

Mayor Connors/Robers/Slavney/Flower discussed the items included in the packet regarding this item and that it meets all requirements needed for this sign, etc.; as well as the location of the sign itself.

PUBLIC SPEAKER #1 Terry O'Neil – 954 George St., Lake Geneva, WI 53147

COMMENTS Concerns about the size of the sign. It will be the largest sign with exception to the Burger King sign. He feels it will be obstructive and recommends only 6ft x 6 ft. signage. Furthermore, he feels it is unnecessarily large and may block the Clark station next to it.

PUBLIC SPEAKER #2 Elizabeth Caplin – 513 Broad St., Lake Geneva, WI 53147

COMMENTS She is concerned that Kwik Trip is not here to fight here for themselves and people that live here are present and do not want a sign that size to light up the highway etc. She feels it should be a smaller size sign. It is not a down town location and should be like others that are in that residential area.

AGENDA ITEM # 11 CONTINUED

DISCUSSION

Mayor Connors/Slavney discussed the sign dimensions. (Gas prices size required by the state.) Slavney discussed other communities sign requirements etc. and stated that this is more in line with what we are trying to change to, rather than that of the older sign's in the area, which are getting extensions etc. Flowers/Mayor Connors/Atty. Draper discussed the sign size and clarifies that the commission is just to approve (or deny) the conditional use application.

MOTION #9

Ald. Hougen/Skates motion to close the public hearing. The motion carried unanimously.

ADDITIONAL DISCUSSION

Mayor Connors/Slavney discuss and confirm the electronics of the sign and that it meets the requirements that all sign lighting meets the same requirements as other exterior lighting. This sign is actually quite a bit under our requirement of lighting etc.

MOTION #10

Ald. Hougen/Flower motion to deny the approval the Conditional Use Application filed by Kwik Trip Inc., 1626 Oak Street, La Crosse, WI 54602, for the installation of an electronic message center on a proposed freestanding monument sign located at the proposed Kwik Trip, Tax Key No's. ZA1776 00001 thru 00004, and ZRA 00037A. Ald. Hougen moved to not approve is based on the undue adverse impact of nearby property, the character of the neighborhood, environmental and traffic factors, and those things that are integrated in our ordinance that allows us to approve or disapprove for the conditional use applications. He feels that based on the statements that have been made, the sign is just incongruous and out of the scale of the neighborhood. It could cause an obstruction.

The motion did not carry; failed with only 1 yes vote to deny. (Ald. Hougen - yes / Balance - No)

ADDITIONAL DISCUSSION

Mayor Connors/Slavney/Flower/Skates discuss some confusion about what the Commission is actually voting on. It is clarified that it is the electronics of the sign that the Commission is actually voting on. The size of the sign is not in question. The vote is on the electronics of the sign only.

MOTION #11

Skates/Mayor Connors motion to approval the Conditional Use Application filed by Kwik Trip Inc., 1626 Oak Street, La Crosse, WI 54602, for the installation of an electronic message center on a proposed freestanding monument sign located at the proposed Kwik Trip, Tax Key No's. ZA1776 00001 thru 00004, and ZRA 00037A. A Certified Survey Map is currently being recorded with new Tax Key No. being assigned. The motion carried with only 1negative vote by Ald. Hougen.

12. Public Hearing and recommendation on a Conditional Use Application filed by John J. Karabas, 425 N Lower Gardens Road, Fontana, WI 53125, to open an Indoor Commercial Entertainment (Restaurant) in a General Business (GB) Zoning District located at 816 Williams Street, Tax Key No. ZA2691 00002.

SPEAKER #1 (Applicant) John J. Karabas, 425 N Lower Gardens, Fontana, WI 53125

DISCUSSION

Karabas addresses the Commission regarding the project and details of the plan. Mayor Connors discusses the letter dated March 12, 2014, that was in the packet from the Fire Dept stating that they had come to an agreement on what needed to be done. The letter stipulates that the seating is not to exceed 25 occupants and then there were five others listed which the Mayor read to the group. The applicant stated that it would not be a problem.

PUBLIC COMMENT - NONE

MOTION #12

Flower / Skates motion to close the public hearing. The motion carried unanimously.

AGENDA ITEM # 12 CONTINUED

ADDITIONAL DISCUSSION

Robers clarified the Conditional Use is for the sit down restaurant only, the seating.
Mayor Connors/Robers discussed if continuing the conditional use should be to the property or to the owner.

MOTION #13

Mayor Connors/Ald. Hougen motion to approve the Conditional Use Application filed by John J. Karabas, 425 N Lower Gardens Road, Fontana, WI 53125, to open an Indoor Commercial Entertainment (Restaurant) in a General Business (GB) Zoning District located at 816 Williams Street, Tax Key No. ZA2691 00002. Including the condition that the terms dictated in Lake Geneva Fire Dept.'s letter dated March 12, 2014 be met. Motion carried unanimously.

13. Public Hearing and recommendation on a Conditional Use Application filed by Margaret Klingenberg, 3910 Ridge Road, Spring Grove, IL 60081, to construct a Single Family Residence on an existing lot using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at Pine Tree Lane, Tax Key No. ZSY 00002.

SPEAKER #1 (Agent) Ernie with Geneva Lake Dream Homes, 908 S. Wells St., Lake Geneva, WI 53147
SPEAKER #2 (Applicant) Margaret Klingenberg, 3910 Ridge Road, Spring Grove, IL 60081

DISCUSSION

Mayor Connors/Ernie/Flowers/Robers discussed drainage concerns. Flowers requests that our engineers review and confirm that drainage will not have any negative effects on the properties downstream.

PUBLIC COMMENT - NONE

MOTION #14

Ald. Hougen/Poetzing motion to close the public hearing. The motion carried unanimously.

MOTION #15

Flower/Skates motion to approve the Public Hearing and recommendation on a Conditional Use Application filed by Margaret Klingenberg, 3910 Ridge Road, Spring Grove, IL 60081, to construct a Single Family Residence on an existing lot using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at Pine Tree Lane, Tax Key No. ZSY 00002. Including Staff recommendations and requiring the City Engineer's letter of approval regarding drainage. This motion carried unanimously.

14. Continuation of a Review and recommendation to establish an Annual Comprehensive Amendment Process limiting requests to a single cycle every year.

DISCUSSION

Slavney and the Commission discussed the benefits, timeline and potential amendments of this process, including potential extraordinary development situations, in detail.

MOTION #16

Ald. Hougen/Flower motion to approve the recommendation to establish an Annual Comprehensive Amendment Process limiting requests to a single cycle every year. The policy is outlined in the letter dated 2/27/14 by Mr. Slavney. The motion carried unanimously.

15. Continuation of a Review and recommendation to establish new Zoning Code Amendments regarding Nonconforming Situations.

DISCUSSION

Slavney and the Commission discussed the proposal of this new Zoning Code amendment regarding non-conforming situations. The types of properties that would fall under this new process were discussed and examples given. Mayor Connors/Atty. Draper commented that to go forward, this item must be sent to a public hearing and then recommend to the council.

AGENDA ITEM # 15 CONTINUED

MOTION #17

Ald. Hougen/Skates motion to move forward with a public hearing on April 21, 2014 to review the recommendation to establish new Zoning Code Amendments regarding Nonconforming Situations. The motion carried unanimously.

16. ADJOURNMENT

MOTION #18

Skates/Hougen motion to adjourn the meeting at 8:54 pm. Motion carried unanimously.

/s/ Jackie Gregoles, Building & Zoning Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PLAN COMMISSION



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Brian Olsen
John Swanson

Lynn Hassler
Peggy Schneider
Mayor Jim Connors

Barb Hartigan
Dave Quickel

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

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

MINUTES OF THE MARCH 12, 2014

City Hall 2nd Floor Room 2A

Call to Order:

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

Roll Call:

President Doug Skates ___X___, Lynn Hassler _EXCUSED_, Barb Hartigan _LATE___, Peggy Schneider ___X___, Dave Quickel ___X___, John Swanson ___X___, Ald. Al Kupsik ___X___, Brian Olsen ___X___, Mayor Jim Connors ___X___ (___7 to start meeting, 8 Total).

Staff & Aldermen Present:

DPW Daniel Winkler ___X___, Administrator Dennis Jordan ___X___.

Public Present:

Mr. Chris Schultz, Mr. Ryan Lasch & Mr. Dave Broaden of the Jaycees, Mr. Mr. & Mrs. Rod Brenner, two Leadership Dynamics Badger students, Ms. Tanya Kasten & her sister, and Mr. Mike Slavney and Ms. Mary Rob of Van de Walle and Associates.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Swanson to approve the minutes of the February 5, 2014 meeting and seconded by Ald. Kupsik. Motion passed 7-0.

Public Input:

Input was provided on the related agenda items.

Park Permits/Park Donations:

Easter Egg Hunt, Seminary Park, 4/19/14, 9AM to 1PM. Mr. Lasch of the Jaycees explained this is an annual event and that they clean up after themselves. It was moved by Mayor Connors and seconded by Commissioner Swanson to approve. The item passed 7-0.

Cobb Park, Wisconsin Battlefield Live, Mr. Mike Goril, Unlimited Dates Mr. Goril explained that he holds laser tag parties, mostly on short notice. He would like to use Cobb Park but needs the flexibility to reserve the park without waiting until the Park Commission meets. He was willing to arrange for the events with the front desk and pay all park fees and deposits. It was moved by President Skates and seconded by Alderman Kupsik to send the matter to the City Attorney for his review and feedback. The item was continued on a 7-0 vote.

First Congregational Church, Library Park, 4/20. President Skates noted Leadership Dynamics was not in attendance and said he would contact them.

Park Assignments/Repair/Update/Maintenance:

Commissioner Olsen brought up a possible heaved sidewalk slab near one of the restroom buildings at Library Park. Commissioner Swanson brought up the condition of the Four Seasons parking lot being rutted.

New Business:

Flat Iron Park Pavilion Discussion, Mr. Todd Krause (taken second on the agenda out of order). Mr. Krause appeared with preliminary construction plans of the pavilion, provided an update, and asked for input on the final design. Commissioner Quickel inquired if there would be security cameras. The overall impression was favorable. Commissioner Olsen said he would like to see the trees and berm removed, which was generally agreed with by the Commission. It was moved by Commissioner Swanson and seconded by Commissioner Quickel to accept the design as proposed. The motion passed 7-0.

Local Non-profit Fee Structure Discussion- Peggy Schneider. Commissioner Schneider brought up her concerns for equity on park use fees and was concerned about consistency. The City Clerk provided a spreadsheet of who was charged versus waived. It was by consensus to continue this item while the City Clerk investigates what other communities do with their park fees and non-profit organizations.

Old Business:

Park Space & Open Space Plan Details/Discussion (taken first on the agenda out of order). Mr. Slavney and Ms. Mary Robb of Van deWalle and Associates introduced the upcoming plan process and schedule. They went through a prepared agenda, area use maps, bar chart schedule, and questionnaire form. Administrator Jordan pointed out Bloomfield's boundaries needed to be adjusted. The best ways to handle City citizen public input were discussed. The open house was set for the next Park Commission meeting on April 2nd.

Dog Park Fencing/Signage/Policy/Donation Discussion. President Skates said he and others are still working on fundraising. DPW Winkler said he is waiting until the funding commitment is made to take the project to bids.

Open Arms Clinic Fundraiser, Badger HS Leadership Dynamics, 5/10/14. Two students appeared to explain the event. It is a run, 1 mile lake walk, band, concessions, and face painting. There was discussion that part of the running event was on Snake Road not in the City and they better obtain approval from the township also. It was moved by Alderman Kupsik to approve with a \$100 security deposit and seconded by Commissioner Olsen. The motion passed 7-0.

Concession Contract Bids Dunn Field –Administrator Jordan. There was discussion that Veterans Park was already approved by Park Commission for Council final approval to Mr. Rod Brenner. Both concession bidders for Dunn Field spoke. Tanya Kasten submitted a \$1,000 season bid and Mr. Brenner submitted a \$500 season bid. Ms. Kasten said she would work 7 days a week mostly 11 AM to 7 PM. Mr. Brenner said his sales would be mostly weekends. It was moved by Alderman Kupsik and seconded by President Skates to approve the Kasten bid for 2014 in the amount of \$1,000. By consensus the Commission wished to place the item back on the October agenda for a final report on how the year went. The motion passed 7-0. It goes to the Council for final approval.

Concession Contract-Veterans Park/ Dunn Field Update. Administrator Jordan stated he received one proposal and expects another by the closing date.

Disc Golf Course Signage Donation Discussion –Dan Winkler. This item was discussed in an earlier portion of the agenda. As part of the discussion, the Commission did select amenity options and the loop style bike racks over other choices.

Future Meeting Agenda Items-March:

None.

Adjourn:

It was moved by Commissioner Commissioner Schneider and seconded by Commissioner Olsen to adjourn. The motion passed 7-0 and the meeting was adjourned at 8:03 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for April 2, 2014 at 6:30 PM.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
03/13/14

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

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

Finance Committee

Thursday, March 13, 2014 at 7:30 a.m. (Director's Office)

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

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$53,305.41 in General Funds and \$434.76 in Donated Funds.

Board of Trustees Meeting
Thursday, March 13, 2014 at 8:00 a.m.

Call to order

Lafrenz called the meeting to order at 8:04 a.m.

Roll Call

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

Adoption/Amendment of agenda

Lafrenz asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda. Kersten seconded. Motion carried unanimously.

Lafrenz asked for a motion to amend the agenda to include "Smith Meeting Room policy" under Director's Report. Oppenlander made a motion to amend the agenda as proposed. Kersten seconded. Motion carried unanimously.

Lafrenz asked for a motion to adopt the agenda as amended. Jones made a motion to adopt the agenda as amended. Brookes seconded. Motion carried unanimously.

Disposition of minutes of previous regular meeting and any intervening special meeting(s)

Lafrenz asked for a motion to approve the minutes of the February 13, 2014 meeting. Kundert made a motion to approve the minutes. Brookes seconded. Motion carried unanimously.

President's Report

Kersten and Dinan presented their proposed slate of officers for 2014-2015:

Oppenlander: President

Brookes: Vice President

Jones: Secretary

Kundert: Treasurer

Lafrenz and Peterson reported on the status of the renovation in the Smith Meeting Room. Discussion followed.

Voyager Capital Investment Representative presented the annual update on the Library's portfolio.

Lafrenz reported that the Trustees have invited representatives from the Library Foundation and the Friends group to the April 10, 2014 monthly meeting.

Building & Grounds

Lafrenz reported on the submission of a Capital Improvement Project for window blinds. Discussion followed. Lafrenz asked for a motion to confirm approval of the proposal from Paper Dolls in the range of \$16,300-\$17,000. Dinan made a motion to approve the proposal as stated. Kersten seconded. Motion carried with one no vote from Wall.

Finance

Kundert reviewed monthly finance and asked for a motion to approve \$53,305.41 in General Funds and \$434.76 in Donated Funds. Oppenlander made a motion to approve the funding. Wall seconded. Motion carried unanimously.

Kundert presented a proposed amendment recommended by City Administration to separate the accounting lines for donated funds from the operating budget. Kundert made a motion to approve the amendment. Dinan seconded. Motion carried unanimously.

Personnel

Lafrenz asked for a motion to go into **Closed Session pursuant to WI Statutes 19.85(1)c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.** Kundert made a motion to go into Closed Session. Oppenlander seconded. Motion carried unanimously.

Lafrenz asked for a motion to go out **of Closed Session.** Kersten made a motion to go out of Closed Session. Oppenlander seconded. Motion carried unanimously.

Director's Report

Peterson reported on monthly service statistics, 2014 annual report highlights, and reviewed annual report statistics from 2007 to the present.

Peterson reported on the resignation of Jeannette Plattenberger.

Peterson asked the Board to review current Smith Meeting Room policy. Discussion followed. Peterson will follow-up at April 10, 2014 meeting with Board recommendations.

Adjournment

Wall made a motion to adjourn at 10:10 a.m. Kersten seconded. Motion carried unanimously.

Annual Meeting and Monthly Meeting: Thursday, April 10, 2014 at 8:00 a.m.

Respectfully submitted,

Diane Jones
Secretary

**LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
APRIL 10, 2014 – 6:30 P.M.
LAKE GENEVA CITY HALL,
626 GENEVA STREET, LAKE GENEVA, WI 53147**

1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of *Historic Preservation Commission* Meeting of March 13, 2014.
4. Comments from the public and correspondence.
5. Reports from the *Maple Park Homeowners' Association* and the *Geneva Lake Area Museum* on upcoming events including opening of the Picard China exhibit on April 13, the weekly Tuesday programs and the luncheon fundraiser at Baker House on April 30 with presentation on the Life of Yankee Spy Elizabeth Van Lew.
6. Update on the status of the historic *Geneva Theater Building*, including discussions with building owners and potential new uses for the building.
7. Report on replacement of G.A.R. markers at *Pioneer Cemetery*.
8. Update re: installation of new *Historic Signs* at *Lake Geneva Seminary / Seminary Park* site, the *Whiting House / Hotel Geneva* site and the *Lake Geneva Public Library* site.
9. Continued discussion regarding nomination of *Oak Hill Cemetery* as a *National Historic Site*, including input from historic consultant John Notz & meeting with Carol Cartwright to review Oak Hill maps.
10. Update re: John Notz request for potential recognition of three extant buildings designed by William Le Baron Jenney on former *Maple Lawn* property in the City of Lake Geneva and follow-up on premiere of Jenney film at the *Alliance Francaise* in Chicago on April 8.
11. Review of recent *Plaque Program* applications and information from the *Wisconsin Historical Society*, *National Trust for Historic Preservation*, the *Society of Architectural Historians* and the *Wisconsin Association of Historic Preservation Commissions*.
12. Update re: potential projects and promotional ideas for the *LGHPC*, including updated version of a *Historic Lake Geneva Walking Tour* brochure, recorded walking tour “apps”, future “*Tales of Lake Geneva*” educational presentations, and updates on our website www.historiclakegeneva.org.
13. Adjournment

Lake Geneva Historic Preservation Commission Meeting Minutes

March 13, 2014 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.

Roll Call: Ken Etten, Patrick Quinn, Dee Fiske, Mary Tanner, Louise Rayppy, Ellen Kehoe and Jackie Getzen.

Approval of the Minutes of Historic Preservation Commission Meeting of February 9, 2014.

Comments from the public: None

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

The Picard China exhibit will be opening on April 13 and will be on exhibit until January 15, 2015

There will be a show/presentation in the Pioneer Cemetery this summer based on a diary of a young Wisconsin woman in 1800. The Tuesday at 2:00 P.M. programs continue every Tuesday. On Wednesday, April 30 there will be a luncheon at the Baker House with a speaker portraying the Life of Yankee spy Elizabeth Van Lew.

Update on the historic Geneva Theater Building.

The seats have all been removed in the 1928 Theater, the roof has been repaired, and the mechanical and electrical systems are undergoing additional repair. There are no changes.

Update regarding installation of new Historic Signs at Lake Geneva Seminary/ Seminary Park site, the Whiting House/Hotel Geneva site and the Lake Geneva Library site.

The signs have not been installed and are still in the City garage.

Discussion re: potential restoration work, signage upgrades and /or repair of G.A.R. markers at Pioneer Cemetery.

The commission as agreed to purchase 25 markers for G.A.R. gravestones in Pioneer Cemetery. They are \$18.00 each and will be purchased with funds for the budget for 2014.

Continued discussion regarding nomination of Oak Hill Cemetery as a National Historic Site, including input from historic consultant John Notz

Carol Cartwright has been given copies of all of the historic cemetery maps of Oak Hill Cemetery. The original name of Lake Geneva Cemetery was changed to Oak Hill in the 1890s. Photos of the cemetery have been taken and they will be forwarded to her as well.

Discussion with John Notz re: potential recognition of three extant buildings designed by William Le Baron Jenney on the former Maple Lawn property in the City of Lake Geneva.

These homes are located just west of the stone pillars from the old Oak Lawn home that was demolished several years ago. These homes may have been constructed by William Le Baron Jenney who incorporated steel in his residential dwellings and was the architect for Oak Lawn. There will be a three-day symposium in France on the work of Jenney. A film on his work will be shown and a book has been published regarding his works. The film will be shown the second week in April at the *Alliance Francaise* in Chicago.

Meeting adjourned at 7:30 P.M.

Respectfully Submitted,

Dee Fiske

**City of Lake Geneva
Parking Commission Minutes
Conference Room 2A
Thursday March 6, 2014**

1. Meeting was called to order by Chair Smith at 6:00 p.m.
2. Roll Call: Marty Smith, Kevin Fleming, Dennis Swangstu, Sarah Hill, and Darien Schaefer. Also attending Mayor Jim Connors, Dennis Jordon. Absent: John Button.
3. Minutes for the February 25 meeting were reviewed. Sarah Hill moved to approve the minutes, seconded by Kevin Fleming, approved unanimously.
4. Comments from the Public.

Bev Leonard, 1504 Dodge St, Lake Geneva, Delaney St Mercantile –The #1 complaint from customers is parking. Cook St is the best location. It's close to the Beach, Riviera, Maple Park, Central Dennison School.

Charlene Klein, 817 Wisconsin St –The design element very important.

Candy Kirchberg, 917 Marshal St - Close proximity of the location to where drivers want to go is important.
5. Parking Structure - This project will have to be added to the current TIF projects by the TIF Review Board. The US Bank property not for sale. Buying it for a parking structure would require a rezone which would also involve a rewrite of the Comprehensive Plan. The property value of the bank building and lot is @1.7 million. Bank parking includes two additional lots. The height limit for downtown structures is 45'. An elevator shaft would not count towards this height limit. No variance would be needed for an elevator. Design is very important. The structure must fit in with the Maple Park Historic District. State requirement is for 2% of parking spaces to be designated Handicapped - 7 spaces. Darien Schaefer said the Chamber and CVB support building a ramp and the Cook Street location. Motion by Sarah Hill - The Parking Commission recommends to City Council the Cook Street location. The parking structure to be built on the current foot print of the Cook Street parking lot. The Parking Ramp to go with the aesthetics of the Maple Park Historic District and the Downtown District. This follows the recommendations from the Parking Study by Rich and Associates and from Michael Slavney the City's planner. Then to proceed to the next step of a Design Consultant. Seconded by Dennis Swangstu, passed unanimously. This action will be on City Council agenda on 3/24/2014.
6. The next Parking Commission meeting will be held on April 16, 6:00 pm.
7. Adjournment – Motion by Sarah Hill, seconded by Kevin Fleming, passed unanimously. The meeting ended at 7:30 pm.

AVIAN COMMITTEE

Thursday, March 6, 2014 at 5:30 PM

City Hall, Conference Room 2A

The meeting was called to order by Chairman Wall at 5:32 PM.

Roll Call: Present: Mackenzie Bestold, Donald Forbes, Dennis Jordan, Alderman Wall, Maureen Winkler and two guests from the Public.

Approval of Minutes from February 6, 2014 motioned by Ms. Winkler, seconded by Ms. Bestold.

Comments from the public limited to 5 minutes.

None.

Update on Chimney Swift Bird Houses

Alderman Wall reported that he spoke with Ms. Collins at Badger High School and the students were halfway through with completion of the requested 16 bird houses. Ald. Wall will check with the woodworking teacher to see if all will be completed before May to ensure time for installation throughout Lake Geneva.

Bird City High Flyer Status

Committee reviewed requirements for "High Flyer" award among Bird City again. Goal is to meet requirements in 2014 for qualification in 2015. Five (of 17) categories were reviewed by committee that make the most sense for Lake Geneva's qualification.

Category 1: Creation & Protection of Habitat Category:

- 1A. Show how & where the community has restored at least two acres of woodlands, wetlands or prairie. *Mr. Jordan will connect with Carl Schwartz to determine the qualifications for "restoration." Committee believes Four Seasons should satisfy this requirement.*
- 1E. Demonstrate the implementation of a program to preserve Chimney Swift roosting sites and/or to contrast alternative Chimney Swift towers. *Recent uncapping of Utility chimney will meet this requirement. Uncapping the Riviera chimney is still under review.*
- 1I. Document the fact that the community maintains a birding trail or "hot spot" location with educational signage and/or literature. *Again, Jordan to confirm that Four Seasons will qualify.*

Category 3: Limiting or Removing Hazards to Birds

- 3E. Show how the community supports a bird collision monitoring program and/or offers information and material for preventing window collisions in homes and commercial establishments. www.wihumane.org/wildlife/wings/birdsafebuildings.aspx
- 3F. Document that the community has registered as a bird-safe community on the Wisconsin Humane Society/Wildlife Rehabilitation Center. *Ms. Bestold researched the requirements for registration and thinks Lake Geneva's City Hall building would qualify.*

Ald. Wall confirmed Lake Geneva was registered as a Bird City for 2014. There is a plaque hanging on the wall at City Hall in 2A.

Discussion on the Bird City Wisconsin Summit

Mr. Forbes will represent Lake Geneva at the Bird City Summit in Oshkosh, WI on March 21 and 22.

Mr. Jordan will review funds in his budget to cover the cost of Mr. Forbes hotel for two nights and the conference. Mr. Forbes will report to the committee during the May meeting

Discussion on American Kestrel Partnership

Mr. Forbes proposed participating in the American Kestrel Partnership. The partnership is open to individuals or groups of individuals interested in contributing to the monitor of Kestrel birds.

Participation requires building a nest box for Kestrels and reporting the monitored activities of the birds to the Kestrel partnership.

Forbes suggested that the Avian Committee “sponsor” partnership in conjunction with another area organization (Lakeland Audubon or Boy Scouts). Lake Geneva would purchase the nest boxes and identify sites to install them. The partner organization would provide the monitoring of the boxes.

Ms. Winkler cited that her husband suggested five viable locations for the nest boxes within Lake Geneva:

1. Wastewater site on Hwy 50 – public access not allowed which may not work for monitoring.
2. Four Seasons Nature Preserve
3. New Disk Park (holes 7 – 13 on Hillmoor)
4. Dunn Field Security Camera Pole
5. North of Water Utility Building and West of Country Club Dr.

Forbes will present the idea to the Lakeland Audubon Society at their March meeting. Ald. Wall will reach out to a contact at Boy Scouts. Forbes also has a contact by which free nest boxes may be available. He will update the committee on the viability of free boxes in May.

2014 Swift Night Out

Committee discussed potential dates for the 2014 Swift Night Out event. Tentative date is set for Wednesday, August 13. Next steps are to ask Bill Mueller to speak at the event. Ald. Wall will check into availability of the Museum to host the event.

Discussion on future agenda and meeting date.

Agenda items:

- Bird Summit report from Mr. Forbes
- Bird Houses – construction update.
- Bird City High Flyer – update on outstanding items from Mr. Jordan.
- Kestrel Partnership

Next meeting: Thursday, May 1, 2014 at 5:30 PM.

Adjournment

Bestold/Forbes motion to adjourn at 6:19 PM. Unanimously carried.

Mackenzie Bestold, Secretary 3/8/14

Geneva Lake Museum Board Meeting

March 12, 2014

President Jim Gee called the meeting to order at 5:30 with Vice President Dale Buelter and Secretary Vern Magee present, treasurer Jon Eklund absent. Directors present: Chuck Ebling, Mary Tanner, Dick Bain, Joanne Niessner, Dee Fiske, Betty Less, Marianne Bonifacic. Absent: Dana Hagenah, Jim Davis, Lynn Grayson, Mary Olson, and Don Rutkowski. Staff present: Karen Jo Walsh, Helen Brandt, Pat Cramer. Guests were Vernon Haan and Noel Payne and council rep Dennis Lyon.

The minutes of the February meeting were approved by a motion by Betty, second by Chuck, carried. There was no treasurer's report with both Jon and Mary absent. **Helen gave the curator's report:** There were **1788 visitors in February** with 169 regular paying patrons and 1619 from special events, tours and class visits. There were 736 at the Train Show, and 954 last year. Baskets and food were served this year which off set the free admittance. This year we were competing with several other family oriented events held at the same time. Although we were open during the Governor's conference, we had no visitors. The museum is now open Friday, Saturday and Sunday through April. A paid ad will be placed in the Regional News with the hope of getting more docents for the coming season.

Director's Report: Karen reported that 92 people visited the museum during Winterfest and felt it paid to be open and with more advertising we can get the numbers up even more next year. Dale and Burly had 81 at their workshop in February, proving snow and cold weather does not keep people away. An Education Committee meeting was held today before this meeting. A meeting was also held for the Volunteer Committee. Plans are going forward for the Wisconsin Historical Society meeting to be held here in July. Media Night will be done again but will be called Hospitality Night and a broader scope of people will be invited. Great coverage was given by a writer from the Shopper when we had a full page in color after Media Night. Tuesdays @ 2: counts are up and guests are becoming members. Vern gave an updated report on **Karen's 65th birthday celebration. In her honor and in support of her continuing volunteer efforts on behalf of the museum: 63 new members have joined, 12 renewed memberships early. From those joining or renewing, the museum has 5 new Life Members, 8 new benefactors, 1 new business and 1 new patron. A total of \$5,360 was generated in membership monies and a total of \$5,050 was generated in donations, all of which came from friends and family in 21 states. Grand total as of March 11, 2014, is \$10,410!**

Marsha has created an electronic calendar for board members which will include events, meetings, groups using the museum, etc and is available through the Google calendar under staff@genevalakemuseum.org email address. Karen will be out of town March 18 through March 28th. March 29th at 7am, will begin the Pickard China exhibit set up.. Museum Rental: Keefe Real Estate is having their launch party for their spring magazine, which will feature an article on GLM and the front cover will have the Fire Truck with a small child having fun sitting in it. It will be held March 26 from 5 to 7 pm and Karen is hoping some board members will present to greet the Keefe people. Let Dale know if you can come that night to help host that event. Volunteer Training is set for April 17th from 9:30 to 11am. This is a wonderful opportunity for everyone to learn about the exhibits, safety procedures, and meet some of our volunteers and say thank you. Collections: **James Conway has finally been completed and provided the last documentation for his donations. Many thanks to Mary Tanner for her appraisal work, her team, and to Marsha who typed 14 pages to complete this.**

Computers: Jeff and Marsha have been working on this transition project for the last week. Director and front desk computers are both now installed and on network. Once Research Library is up and

running, that 'old' computer will be installed in Garment/Betty's office room to be a permanent back up which will run automatically. Accolades to them! *We Energies* completed the replacement of old meter and all is well. Workshops are doing well, but if anyone knows someone who would do a workshop, let Karen know. We have filed e annual report as required by the Wisconsin Historical Society; this keeps us in compliance with StEPS and with the ability to access certain grant possibilities and is required. Copies of the presidents letter from the Pickard China Collector's Club is attached to your report received at this meeting. Pat Cramer attended the Walworth County seminar February 27 on How to Created a Profile Sheet and Market to Motor Coach Tours. Pat gave a short report on what they learned at this seminar. Karen plans on asking the Executive Committee for permission to expand the Education Committee to include an Outreach Committee who visits nursing homes, senior centers and schools to let them know when we are open and set up a tour for them to visit us. The Wisconsin History tour will take place this summer by visiting Wausau in June, Ephraim in July ad Verona in August.. It is sponsored by the State Historical Society and is free.

Dates to put on your calendar are: Keefe, March 26, Pckard China April 12, Baker House April 30th and National History Day, May 17th.

Jim explained he does not assign people to committees and they should go to the chair of a committee and ask to join. The chair will then let Jim know this person has joined a particular committee. Karen emphasized that that committees must meet at least once a year to satisfy StEPS. It may not have to meet formally, but a paper trail must be kept showing they met or communicated.

Finance: Jim has met informally with most committee chairman to get a number in preparing a budget.

Fund Raising: Marianne told about the wonderful experience she and Dana had while visiting Jim Davis's home to prepare for the cocktail fund raising party to be held at his home July 19. It will have good music and good food and should be enjoyed by all who attend. Jim was thanked for being willing to open the beautiful home that he and Bonnie share. Pat reported that all plans are set for the April 30th luncheon at Baker House where there will be an impersonator for the entertainment and a raffle will be held. There are 18 paid already and men are encouraged to come. Pat Cramer said all is set for the Venetian Cruise in August and Dana is working on the cemetery tour in October. Chris Brookes and Janelle Powers are working on a play based on a diary that was found and belonged to 14 year old Rosa Calkins, who visited Lake Geneva. It will be presented on our Main Street as a 3 act play with the audience moving down Main St with each act. They will get the actors and actresses and it is a gift to us. A new volunteer is working on the program and will be printed in house the cover will be sent out to A+ Graphics. Thirty chairs will be set up in 3 locations. The play will be in June on Father's Day weekend and will be repeated 3 times, Friday night, Saturday night and Sunday afternoon, with the price being \$40. The play is called A Journey to Geneva and takes place in 1872, right after the Chicago fire. Karen hopes Chuck will write something for the paper to advertise the play. Marianne thought it was a phenomenal idea and her only personal concern was that it would be in June, shortly before the event to be held at Jim Davis and Bonnie Gardner's home in July. Jim Gee thinks they are two different events and it will appeal to different people and that those that support he museum will go to 2 or 3 events a year, but not all of them.

Marketing and Publicity: Chuck reported he is doing an article for the Beacon on the April 30th Luncheon at Baker House. He plans to have a meeting soon to discuss social media possibilities and would like to have Jennifer Moore there for at least part of the meeting.

Planning and Exhibits: Dale reported that the Chamber met today with 37 people in Mill Street and

he came away with a positive feeling from those in attendance. Darien Schaefer, the new Chamber president brings the same message every meeting that we are a tourist town and we want to bring new people into the area. Darien feels even though we had no participation at the Governors conference, we will build an audience slowly with merchants and the museum all working together. Dale said Mayor Jim Connors took time to talk about the planned parking ramp and possible locations. Also discussed was stores being open on Thursday evening. As far as parking is concerned it eventually it will go to a referendum by the residents to approve or disapprove a new structure.

Collections: No formal report by Dee; everyone is just happy to have the Conway collection finished.

Membership: The report prepared by Penny shows a huge gain in memberships due to Karen's birthday celebration. We now have 354 members, 38 overdue members for a total of 392. There were 102 new members so far this year and 60 were from Karen's birthday. We have increased our membership in the past 2 years by close to 75%. We are not there yet, but coming close! Our next board meeting will be our annual meeting held on Sunday, April 27th at 1:30. Board members are asked to bring cookies or bars to serve that day.

Museum Store: Pat did not have a formal report without the treasurer's report. She has several new items for spring in the store.

Old Business: Just to remind everyone, no meeting on the second Wednesday next month; it will be replaced by the annual meeting on April 27th, a Sunday afternoon with a power point to show progress made in 2013. Pickard update: the value for insurance is much lower than originally anticipated, from for a half million dollars to about 19 thousand, which will be started on March 15th. Karen has made necessary things happen like locks on the doors and cabinets, all painting done and rack cards made. Paper will cover the cabinets holding the Pickard China until the Grand Opening on April 12 for the members and board members and April 13 it will be open to the public. Time has not been established yet for the Grand Opening on Saturday, April 12; we are waiting on the club to decide this. Jim praised Lynn for the magnificent job she has done in helping us legally change our name to the Geneva Lake Museum, which was suggested by the State Historical Society. Jim and Mary Olson have been in contact with Leah, the attorney who is working on this pro boon for us. Leah has also offered to other pro Bono work of us, which is very generous.

New Business: Pat Cramer asked that we install a baby changing table someplace in the museum. Karen said she will order one installed in the women's rest room in Mill St. Jim said a wireless doorbell will be installed at the front door. Others can be added where necessary.

There being no other business, the meeting was adjourned at 6:50 pm.

Vern Magee,
Secretary

cc: Jim Connors
Dennis Lyon
Tim Nuebeck