



COMMITTEE OF THE WHOLE
MONDAY, MAY 5, 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 April 7, 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 Lyon
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Kordus
 - 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 & Taggart
 - b. Tree Board, Alderman Kupsik
 - c. Police & Fire Commission, Alderman Lyon
 - d. Plan Commission, Alderman Kupsik

- e. Board of Park Commissioners, Alderman Kupsik
- f. Library Board, Alderman Lyon
- g. Historic Preservation, Alderman Kehoe
- h. Cemetery, Alderman Kordus
- i. Parking Commission, Alderman Kordus
- j. Communications Committee, Alderman Kordus
- 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 Kordus
- b. Geneva Lake Museum, Alderman Chappell
- c. Lake Geneva Economic Development Corporation, Aldermen Kupsik & Lyon
- d. Geneva Lake Environmental Agency, Alderman Chappell
- e. Geneva Lakes Family YMCA, Alderman Kupsik
- f. Geneva Lake Use Committee, Alderman Lyon

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.*

5/2/14 11:30AM

cc: Aldermen, Mayor, Administrator, Attorney, Media



COMMITTEE OF THE WHOLE
MONDAY, APRIL 7, 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: Kupsik, Wall, Mott, Hill, Kehoe, Taggart, Lyon
Also Present: Administrator Jordan
4. **Approval of Minutes from March 3, 2014 Committee of the Whole Meeting as distributed**
Motion #1: Alderman Kehoe moved to approve Minutes from March 3, 2014 Committee of the Whole Meeting as distributed, Alderman Lyon 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.**
Terry O'Neil, 954 George Street, thanked City Planner, Michael Slavney, for working on the non-conforming structure amendment to the Zoning Ordinance. He outlined how this amendment would positively affect residents of the City.

Mary Jo Fesenmaier, 955 George Street, asked Alderman Mott for an update on a maintenance agreement with Walworth County regarding George Street.

Ruth Hackman, 538 Fremont Avenue, asked the City Council to erect more public bathrooms so residents and visitors would not be so reliant on using bathrooms located in downtown shops.

Jim Strauss, 146 Ridge, expressed his concern with the prevalence of electronically lit signs in the City. He suggested a band shell be erected instead of the proposed open-air, covered pavilion in Flat Iron Park. He added the City should consider increasing the pay City Aldermen receive.

City Administrator Jordan informed the Committee of the Whole that work will begin on the automated traffic signals on Cook and Main Streets later in the week, and work is anticipated to conclude by Labor Day.
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**

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

The meeting adjourned at 7:18pm

Tim Neubeck, City Clerk

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



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, APRIL 14, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. Call to Order

Alderman Kupsik called the meeting to order at 6:01pm.

2. Roll Call

Present: Mott, Kupsik, Lyon

Not Present: Hill (excused)

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

Mary Jo Fesenmaier, 955 George Street, asked about the Maintenance Transfer Agreement between Walworth County and the City regarding where a terrace is located.

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

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

5. LICENSES & PERMIT

A. Original 2013-2014 Operator (Bartender) License applications filed by Heidi Uren and Robert Kempken

Motion #2: Alderman Lyon moved to approve Original 2013-2014 Operator (Bartender) License applications filed by Heidi Uren and Robert Kempken, Alderman Kupsik seconded

B. Park Permit Application filed by Logan Thomas Tenney on behalf of Leadership Dynamics to use Library Park for Running with Open Arms on May 10, 2014 from 9:00am to 2:00pm

Motion #3: Alderman Kupsik moved to not recommend the Park Permit Application filed by Logan Thomas Tenney on behalf of Leadership Dynamics to use Library Park for Running with Open Arms to the City Council, and Alderman Lyon seconded.

Alderman Kupsik explained Leadership Dynamics needed to present an acceptable route for the race to Chief Rasmussen.

Motion #3 passed unanimously.

6. Discussion/Recommendation on Resolution 14-R24, amending the Municipal Bond Schedule

Attorney Draper explained the State of Wisconsin allows municipal courts to issue higher fines, and recommends the City's court does so.

Motion #4: Alderman Lyon moved to recommend the City Council approve Resolution 14-R24, amending the Municipal Bond Schedule, Alderman Kupsik seconded, and the motion passed unanimously.

7. Discussion/Recommendation on a contract for an Other Post Employment Benefits (OPEB) study

Administrator Jordan explained the auditors recommended this be done as a benefits study has not been done since 2008.

Motion #5: Alderman Kupsik moved to recommend the City Council approve a contract for an Other Post Employment Benefits (OPEB) study, Alderman Lyon seconded, and the motion passed unanimously.

8. Discussion/Recommendation on North Broad Street Lighting Replacement Project bids

Director Winkler explained the City received five bids, and he checked references on the low bidder which came in significantly lower than the rest of the bidders.

Alderman Kupsik asked if he was concerned about the bid being so much lower than the other bids.

Director Winkler replied he feels comfortable after checking references.

Motion #6: Alderman Kupsik moved to recommend the City Council approve a contract with Wil-Surge Electric for the North Broad Street Lighting Replacement Project in the amount of \$118,806, Alderman Lyon seconded, and the motion passed unanimously.

9. Discussion/Recommendation on allowing the sale of Gygax Memorial Bricks (recommended at the April 2, 2014 Board of Park Commissioners Meeting)

Alderman Lyon asked about the precedence of this project.

Director Winkler replied there is precedence to an extent as the Beautification Committee sells bricks for various projects; however, this Memorial group would be selling the bricks themselves, and the bricks will be strictly names of people and organizations.

Motion #7: Alderman Kupsik moved to recommend the City Council approve allowing the sale of bricks to fund the Gygax Memorial, Alderman Lyon seconded, and the motion passed unanimously.

10. Discussion/Recommendation on a Parking Operations Supervisor contract with Sylvia Martinez-Mullally (recommended at the March 27, 2014 Personnel Committee Meeting)

Administrator Jordan explained the Personnel Committee recommended Mrs. Mullally unanimously after a second round interview.

Alderman Kupsik said Mrs. Mullally comes with great credentials and experience, and will be a great addition to the City.

Motion #8: Alderman Kupsik moved to recommend the City Council approve a Parking Operations Supervisor contract with Sylvia Martinez-Mullally, Alderman Lyon seconded, and the motion passed unanimously.

11. Discussion/Recommendation on a Maintenance Transfer Agreement with Walworth County for County Trunk Highway H from Lake Geneva City Limits to State Highway 120

Administrator Jordan explained staff and County officials met several times and came up with this agreement.

Director Winkler explained the terrace area on George Street had to do with the City piling snow in an area where snow trucks would not plow back into residents' sidewalks and driveways. He explained the original agreement from the County included one large agreement, but the City suggested the Agreement be broken into sections. He added the City maintains the traffic signal at the Piggly Wiggly, and the County plows sections of Route 50 and Edward Boulevard in return.

Motion #9: Alderman Kupsik moved to recommend the City Council approve a Maintenance Transfer Agreement with Walworth County for County Trunk Highway H from Lake Geneva City Limits to State Highway 120 as noted and to include in Item #5 that will include street light maintenance at the Piggly Wiggly intersection, Alderman Lyon seconded, and the motion passed unanimously.

12. Discussion/Recommendation on capital project borrowing (continued from January 25, 2014 Capital Projects Workshop)

Administrator Jordan explained the differences between previous items and the current list are an increase in fixing the Fire Station roof, the City Hall phone system, and blinds at the Library.

Alderman Kupsik asked if this list is all of the items.

Administrator Jordan replied most of the funding goes toward maintaining infrastructure such as buildings and roads. He outlined other projects as well.

Alderman Lyon asked if there is a policy or plan in place to replace the City's computer systems.

Administrator Jordan replied Jeff Miskie replaces and maintains the City's computer infrastructure.

Motion #10: Alderman Mott moved to suspend the rules to allow the Police Chief to discuss the automated license plate recognition system, Alderman Kupsik seconded, and the motion passed unanimously.

Chief Rasmussen said the automated system is installed on a patrol vehicle and has a camera which scans license plates and alerts them to Amber alerts, fugitives, etc. Furthermore, the system logs the cars in its memory for 90 days in the event a fight breaks out and people need to be found.

Motion #11: Alderman Kupsik moved to send the capital project borrowing item to the City Council without a recommendation, Alderman Lyon seconded, and the motion passed unanimously.

13. Presentation of Accounts

A. Purchase Orders (None)

B. Prepaid Bills \$36,838.09

Motion #12: Alderman Kupsik moved to recommend the City Council approve Prepaid Bills \$36,838.09, Alderman Lyon seconded, and the motion passed unanimously.

C. Regular Bills in the amount of \$297,623.07

Motion #13: Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of \$297,623.07, Alderman Lyon seconded, and the motion passed unanimously.

14. Adjournment

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

Tim Neubeck, City Clerk

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



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, APRIL 28, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Chairman Lyon called the meeting to order at 6:00pm**
2. **Roll Call**
Present: Lyon, Wall, Kordus, Kehoe, Kupsik
Also Present: Clerk Neubeck, Administrator Jordan, Director of Public Works Winkler, Comptroller Pollitt, Attorney Draper
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 April 14, 2014 meeting as distributed.**
Motion #1: Alderman Kupsik moved to approve the Finance, License and Regulation Committee Meeting minutes of April 14, 2014 meeting as distributed, Alderman Wall seconded, and the motion passed unanimously.
5. **LICENSES & PERMIT**
 - A. **Original 2013-2014 Operator (Bartender) License applications filed by Amanda Dudley, Rikki Jepsen, Sherry Koehn, Sarah Papineau, Kelsey Ibarra.**
Motion #2: Alderman Kupsik moved to recommend the City Council approve Original 2013-2014 Operator (Bartender) License applications filed by Amanda Dudley, Rikki Jepsen, Sherry Koehn, Sarah Papineau, Kelsey Ibarra; Alderman Wall seconded; and the motion passed unanimously.
 - B. **Massage Establishment application filed by Clear Waters Salon/Spa, 734 Main Street, Lake Geneva WI 53147**
Motion #3: Alderman Kupsik moved to recommend the City Council approve the Massage Establishment application filed by Clear Waters Salon/Spa, 734 Main Street, Lake Geneva WI 53147, Alderman Wall seconded, and the motion passed unanimously.
6. **Discussion/Recommendation on Pond and Beach Treatment Project bids**
Director Winkler explained the City provides algae control at locations throughout the City, and the low bidder has satisfactorily provided services during his tenure.

Motion #4: Alderman Wall moved to recommend the City Council approve a contract with Bio-Aquatic Services, LLC for \$4,675 plus the cost of a permit from the Department of Natural Resources for pond and beach treatment, Alderman Kehoe seconded, and the motion passed unanimously.

7. Discussion/Recommendation on Riviera Sidewalk Replacement Change Order #1

Director Winkler explained the contractor working at the Riviera encountered thicker base under the sidewalk as well as other abnormalities. He explained the subsurface clay piping was damaged and needed to be repaired and added the piping was upwards to eighty years old.

Alderman Kupsik asked where this project was being funded.

Administrator Jordan replied it is being paid from the TID.

Director Winkler said this is the only change order estimated from the contractor

Motion #5: Alderman Kupsik moved to recommend the City Council approve Change Order #1 of the sidewalk replacement project at the Riviera, Alderman Wall seconded, and the motion passed unanimously.

8. Discussion/Recommendation on a contract with Government Payment Services, Inc. for credit card transaction services

Comptroller Pollitt explained City Hall, the Municipal Court, and Police Department will be able to utilize credit card payment. The City will not be charged; rather, payers will be charged. She estimated this will be saving the City a couple thousand dollars a year in fees.

Motion #6: Alderman Wall moved to recommend the City Council approve a contract with Government Payment Services, Inc. for credit card transactions, Alderman Kupsik seconded, and the motion passed unanimously.

9. Discussion/Recommendation on a contract with Tom Earle for Assistant Director of Public Works
(recommended at the April 24, 2014 Personnel Committee meeting)

Administrator Jordan explained he put together a contract because of past practice, and the City Attorney explained this may not be needed because of the new employee handbook. He outlined Mr. Earle would be an exempt, at-will employee.

Motion #7: Alderman Wall moved to recommend the City Council hire Tom Earle as Assistant Director of Public Works as an exempt employee as outlined in the employee handbook, and Alderman Kupsik seconded.

Alderman Kupsik explained the Personnel Committee interviewed Mr. Earle, and he felt Mr. Earle will be a great asset to the City.

Motion #7 passed unanimously.

10. Discussion/Recommendation on capital project borrowing for 2014-2016 in the amount of \$ 2,499,000

Administrator Jordan explained the Council met for its seconded capital project workshop, changes were made as a result, and put into this packet.

Motion #8: Alderman Kehoe moved to recommend the City Council approve the attached list of projects for 2014-2016 in the amount of \$ 2,499,000, and Alderman Kupsik seconded

Alderman Kupsik asked if the Library will get bids for the blinds project.

Administrator Jordan replied the Library will.

Chairman Lyon said all projects listed will be subjected to the competitive bidding process.

Motion #8 passed unanimously.

11. Presentation of Accounts

A. Purchase Orders (None)

B. Prepaid Bills \$3,293.74

Motion #9: Alderman Wall moved to recommend the City Council approve Prepaid Bills in the amount of \$3,293.74, Alderman Kordus seconded, and the motion passed unanimously.

C. Regular Bills in the amount of \$126,110.74

Motion #10: Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of \$126,110.74, Alderman Wall seconded, and the motion passed unanimously.

12. Adjournment

Motion #11: Alderman Wall moved to adjourn, Alderman Kehoe seconded, and the motion passed unanimously.

The meeting adjourned at 6:21pm.

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING
FRIDAY, APRIL 4, 2014 – 9:00AM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. Meeting called to order by Chairman Kupsik at 9:00am.

2. Roll Call

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

Also Present: Administrator Jordan, Clerk Neubeck, Comptroller Pollitt

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

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, Alderman Wall seconded, and the motion passed unanimously.

The meeting went into closed session at 9:06am.

Alderman Taggart arrived at 9:21am.

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 Kehoe moved to return to open session, Alderman Hill seconded, and the motion passed unanimously.

The meeting returned to open session at 9:29am.

Motion #3: Alderman Wall moved to recommend the City Council hire Sara Spencer for Parking Clerk, Chairman Kupsik seconded, and the motion passed unanimously.

Chairman Kupsik announced a Special City Council meeting would take place Monday, April 7, 2014 at 6:00pm to approve this recommendation.

6. Review of applications/resumes for Deputy City Clerk-Treasurer position and recommendation for candidate interviews

Administrator Jordan said the City received seven applications and recommends the City interview Theresa Linneman, Jackie Gregoles, and Susan Lombardi.

Alderman Wall asked the Committee to interview Tammy Mikrut as well.

Chairman Kupsik informed the Committee the interviews would take place on Wednesday, April 9, 2014 at 2pm and would last twenty minutes for each candidate.

7. Adjourn

Motion #4: Alderman Kehoe moved to adjourn, Alderman Wall seconded, and the motion passed unanimously.

The meeting adjourned at 9:38am.

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING
WEDNESDAY, APRIL 9, 2014 – 1:50PM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. **Meeting called to order by Chairman Kupsik at 1:58pm.**
2. **Roll Call**
Present: Kupsik, Taggart, Kehoe, Wall
Not Present: Hill (excused)
Also Present: Clerk Neubeck, Administrator Jordan, Comptroller Pollitt
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 Deputy City Clerk-Treasurer 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 Deputy City Clerk-Treasurer position, Alderman Wall seconded, and the motion passed unanimously.

The meeting went into closed session at 2:00pm.
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 pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session, Alderman Wall seconded, and the motion passed unanimously.

The meeting returned to open session at 3:37pm.
6. **Adjourn**
Motion #3: Chairman Kupsik moved to adjourn, Alderman Taggart seconded, and the motion passed unanimously.

Chairman Kupsik announced more interviews will take place on April 10, 2014 at 9:50am.
The meeting adjourned at 3:38pm.

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING
THURSDAY, APRIL 10, 2014 – 9:50AM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. **Meeting called to order by Chairman Kupsik at 9:50am.**
2. **Roll Call**
Present: Kupsik, Kehoe, Wall
Not Present: Hill, Taggart (both excused)
Also Present: Clerk Neubeck, Comptroller Pollitt
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 Deputy City Clerk-Treasurer 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 Deputy City Clerk-Treasurer position, Alderman Wall seconded, and the motion passed unanimously.

The meeting went into closed session at 9:52am.
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 pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session, Alderman Wall seconded, and the motion passed unanimously.

The meeting returned to open session at 10:32am.

Motion #3: Alderman Wall moved to recommend the City Council approve the hiring of Jackie Gregoles as Deputy City Clerk-Treasurer, Chairman Kupsik seconded, and the motion passed unanimously.
6. **Adjourn**
Motion #4: Alderman Wall moved to adjourn, Chairman Kupsik seconded, and the motion passed unanimously.
The meeting adjourned at 10:34am.

Tim Neubeck, City Clerk

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



PERSONNEL COMMITTEE MEETING
WEDNESDAY, APRIL 16, 2014 – 1:50PM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. **Meeting called to order by Chairman Kupsik at 2:02pm.**

2. **Roll Call**

Present: Kupsik, Wall, Hill

Not Present: Taggart, Chappell (both excused)

Also Present: Clerk Neubeck, Administrator Jordan, Director of Public Works Winkler

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 Assistant Director of Public Works 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 Assistant Director of Public Works position, Alderman Wall seconded, and the motion passed unanimously.

The meeting went into closed session at 2:04pm.

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 pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session, Alderman Hill seconded and the motion passed unanimously.

The meeting returned to open session at 4:58pm.

Chairman Kupsik announced a seconded round of interviews will be scheduled on Wednesday, April 23rd, 2014 at 1:50pm.

6. **Adjourn**

Motion #3: Alderman Wall moved to adjourn, Alderman Hill seconded, and the motion passed unanimously.

The meeting adjourned at 5:00pm

Tim Neubeck, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
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PERSONNEL COMMITTEE MEETING

THURSDAY, APRIL 24, 2014 – 4:00PM

CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. **Meeting called to order by Chairman Kupsik at 4:10pm.**
2. **Roll Call**
Present: Kupsik, Chappell, Wall, Hill
Not Present: Taggart (excused)
Also Present: Mayor Connors, Clerk Neubeck, Administrator Jordan, Director of Public Works Winkler, Comptroller Pollitt, Attorney Draper
3. **Comments from the public limited to 5 minutes**
None
4. **Approval of minutes from March 27, 2014; April 2, 2014; April 4, 2014; April 9, 2014; April 10, 2014; and April 16, 2014**
Motion #1: Chairman Kupsik moved to approve minutes from March 27, 2014; April 2, 2014; April 4, 2014; April 9, 2014; April 10, 2014; and April 16, 2014, Alderman Hill seconded, and the motion passed unanimously.
5. **Discussion of Assistant Director of Public Works candidate search**
Administrator Jordan informed the Committee about the statuses of candidates and advised the Committee that unless they plan on offering more money, they might as well begin the search again.

Alderman Wall asked if the salary was listed when the job was advertised.

Administrator Jordan replied it was not as the Committee instructed him to be vague.

Alderman Hill said the rate of \$60,000 per year may not be adequate to attract a candidate as it is below the market rate for such a position.

Chairman Kupsik asked if the Committee should offer \$70,000 to Mr. Tom Earle. He said the City may have to pay more in order to get a quality employee. He added the residency restriction may be an issue, but the Council could make an exception for him.

Motion #2: Chairman Kupsik moved to direct staff to negotiate with Tom Earle up to \$72,000 for the position of Assistant Director of Public Works, Alderman Hill seconded, and the motion passed unanimously.

Attorney Draper provided an update with the statutory differences between Comptroller and Deputy Clerk-Treasurer. He informed the Committee an Ordinance will have to be drafted establishing the position of Comptroller as one of the City's officers.

6. Discussion of Building and Zoning Administrative Assistant candidate search

Administrator Jordan informed the Committee the City will have to open up the search as Jackie Gregoles is now the Deputy City Clerk-Treasurer.

Motion #3: Alderman Hill moved to open up the search for Building and Zoning Administrative Assistant and it will be considered open until filled, Alderman Wall seconded, and the motion passed unanimously.

7. Discussion of Parking Department staffing

Administrator Jordan said the new Parking Operations Supervisor will be starting soon, and the staffing level will be assessed at that time.

Alderman Hill suggested the new Parking Operations Supervisor have the ability to reorganize the department and change titles if needed.

Chairman Kupsik asked the Committee if it is necessary if it has to hire all staff members. He recommended allowing staff to hire junior positions while the Personnel Committee is tasked only hiring executive level staff.

8. Adjourn

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

The meeting adjourned at 4:42pm.

Tim Neubeck, City Clerk

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BY THE PERSONNEL COMMITTEE**



Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe

Alderman Al Kupsik

Alderman Sturg Taggart

Alderman Sarah Hill

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

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

www.cityoflakegeneva.com

Phone: (262) 248-3673

April 2014 Meeting Minutes

DATE: April 21, 2014

MEMORANDUM

TO: Chairman Bob Kordus & Members of the Public Works Committee

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

SUBJECT: April 17, 2013 Public Works Committee Meeting Minutes

The Public Works Committee met at **6:00 PM** at City Hall.

Members in attendance:

Chairman Bob Kordus X
Alderman Ellyn Kehoe X
Alderman Sarah Hill X
Alderman Al Kupsik X
Alderman Sturg Taggart X

Staff Present:

City Administrator Dennis Jordan X
Director Daniel Winkler (DPW) X
Mayor Jim Connors: X

Other: Mr. Chris Schultz, Regional News

Public in attendance: None

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

Motion to approve by Ald. Kupsik, seconded by Ald. Taggart and passed 5-0.

Public Comments:

None.

Communications:

1. 2013-2014 Winter Snow Update-DPW Winkler. Mr. Winkler provided an update on snow totals of 56", salt/sand mix applied of over 2,500 tons, and 32 call outs for the crew.
2. Projects Update-DPW Winkler. Mr. Winkler provided an update on all the present project work including Broad Street Lighting, Disc Golf Course, Cook Street & Main Street Traffic Signal, Riviera Sidewalk Replacement, the new riding mower and the new Street Department pick-up truck.

Agenda Items:

1. **Willow Road/Wilmot Boulevard Maintenance Exchange Discussion with the Town of Linn.**
2. **Public Works Capital Improvements Program Review Discussion.**
3. **Museum Parking Lot Changes Update (As recommended by the Parking Commission)**

Agenda Item No. 1– Willow Road/Wilmot Boulevard Maintenance Exchange Discussion with the Town of Linn.

DPW Winkler informed the Committee that the Town of Linn contacted us regarding a possible maintenance swap of ½ of 3900' long Willow Road jointly owned between the City and Town of Linn for their 1100' long full width Wilmot Boulevard. The rationale explained is that Wilmot Boulevard in among other City streets just off South Street and Willow Road is out in the township. It was further noted that the City is otherwise not motivated to perform costly repair work to the road. By consensus, the PWC asked staff to continue discussions.

Agenda Item No. 2- Public Works Capital Improvements Program Review Discussion.

The DPW, Mayor and City Administrator asked the PWC to look over the Public Works projects list in advance of the upcoming CIP meeting with the Council to consider borrowing for the next 3 years. The PWC generally supported the listing but wished to add the lakefront sidewalk sections damaged by the winter freezing conditions and ice push from the lake. The discussion was that it would be ok to perhaps go a bit over the proposed \$2.5M borrowing to cover \$30,000 to \$40,000 of lakefront sidewalk as the lakefront is the attraction which needed to be cared for. No other action was taken.

Agenda Item No. 3– Museum Parking Lot Changes Update (As recommended by the Parking Commission)

The Mayor and DPW Winkler updated the new PWC on the Parking Commission recommendation to modify the parking lot on the north and east side of the museum. Plans with alternatives were provided. Mayor Connors mentioned that a new requirement for ADA parking is soon coming which would increase the number of required spaces to 4% from the current 2%. There is also a requirement for installing landscape islands which will take 4 to 6 of the gained spaces. It was by consensus to proceed to bid out the island removal option, adding the necessary ADA spaces, installing any required landscaping islands, and funding the project with Parking Fund monies.

Motion to Adjourn:

Motion to adjourn by Ald. Hill and seconded by Ald. Kupsik to adjourn. The motion passed 5-0 and the meeting was adjourned at 6:53 PM.

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



PIERS, HARBORS AND LAKEFRONT COMMITTEE

THURSDAY, APRIL 24, 2014 – 6:00PM

CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. Meeting called to order by Chairman Wall at 6:00pm

2. Roll Call

Present: Wall, Kordus, Lyon, Chappell

Not Present: Taggart (excused)

Also Present: Mayor Connors, Clerk Neubeck, Harbormaster Gray

3. Approval of Minutes from January 23, 2014 meeting as distributed

Motion #1: Alderman Kordus moved to approve minutes from January 23, 2014 meeting as distributed, Alderman Lyon seconded, and the motion passed unanimously.

4. Comments from the public limited to 5 minutes

None

5. Harbormaster's report

Harbormaster Gray informed the Committee all moorings except one buoy spot has been rented. He also said Gage Marine is putting up piers in the following week. Eighty 82 event have been booked at the Riviera for the rest of 2014, and a good portion of the summer of 2015 was booked as well.

6. Discussion/Recommendation on application for 5th Annual Paddle Board Race filed by Clear Water Outdoors

Dave Schuster of Clear Water Outdoors said he intends on having a stand up paddle board race using portions of the beach which will take place along the shoreline but out of the way of Gage Marine. He added a boat and paddle board swap would take place as well as a raffle.

Mayor Connors advised the City Attorney be consulted about the swap.

Motion #2: Alderman Chappell moved to recommend City Council approve the application for 5th Annual Paddle Board Race filed by Clear Water Outdoors pending City Attorney approval for the boat and paddle board swap, Alderman Lyon seconded, and the motion passed unanimously.

7. Discussion/Recommendation of beach use raft rentals

Chairman Wall said the City did not rent rafts or cabanas last year and advised against renting them this year. He said the reason this practice was stopped was because fees are accepted at the LUKE machines in order to cut down on money handling by Beach staff.

Beach Manager Joe Clifford liked the idea of not handling more money than is necessary.

Chairman Wall said he was not informed of any complaints about the City not renting out rafts and cabanas.

Motion #3: Alderman Wall moved to sell the City's rafts and cabanas as surplus, Alderman Kordus seconded, and the motion passed unanimously.

8. Discussion/Recommendation of daily beach fees

Clerk Neubeck explained the City's Beach fees are cheaper than those of Williams Bay and Fontana.

George Steffen suggested the Committee not increase fees because the Beach is then the best beach in the area for the cheapest price.

Motion #4: Alderman Kordus moved to not increase Beach fees, and Alderman Lyon seconded.

Alderman Chappell said rates may need to be raised eventually in order to keep up with operating costs as well as the fact patrons will be paying more with credit cards at the LUKE stations.

Motion #4 passed unanimously.

9. Discussion of beach start up for 2014 season

George Steffen said the Beach will open Memorial Day weekend where it will be slow at first, and then the business will pick up as the season progresses. He informed the Committee he and Joe Clifford had already begun the selection process for lifeguards.

10. Discussion of beach kiosk collection staffing

Joe Clifford said he will be hiring for these positions and wants to ensure they are paid at the same rates as lifeguards.

Alderman Chappell suggested cross training between beach kiosk staff and lifeguards in order to provide staff rotation and prevent burn out.

11. Discuss agenda items for next meeting

None

12. Adjourn

Motion #5: Alderman Kordus moved to adjourn, Alderman Lyon seconded, and the motion passed unanimously.

The meeting adjourned at 6:55pm.

Tim Neubeck, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PIERS, HARBORS AND LAKEFRONT COMMITTEE**



LAKE GENEVA UTILITY COMMISSION

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



Birdell Brellenthin
Utility Commission President

Kent Wiedenhoef
Water Superintendent

Scott Tesmer
Wastewater Superintendent

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

PUBLIC NOTICE

LAKE GENEVA UTILITY COMMISSION MONTHLY MEETING

April 25, 2014

The regular meeting of the Lake Geneva Utility Commission will be held on **Wednesday** April 30, 2014, at the Lake Geneva Utility Commission, 361 W. Main Street, Lake Geneva, WI at 4:00 P.M.

Minutes of the Previous Meeting

Communications

Water & Sewer Agenda Items.

1. 2013 Audit Report – Pat Romanesko.
2. Disposal of Surplus Property-Old WWTF Pick-up Trucks.
3. Water Trickle Credit Method - Discussion.

Director's Report:

1. New WWTF Operator Employee.
2. Financials Update.

Adjourn.

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

Posted April 25, 2014 – 12:00 P.M.



TREE BOARD
WEDNESDAY, FEBRUARY 19, 2014 – 6:00PM
CITY HALL, CONFERENCE ROOM 2C
MINUTES

- 1. Chairperson Kirchberg called the meeting to order at 6:05pm.**
- 2. Roll Call**
Present: President Kirchberg, Alderman Kupsik, Bob Flemming, Dan Andresen
Not Present: Joe Esposito, Clara Jacobs, George Troupis
- 3. Approval of November 20, 2013 Minutes**
Motion #1: Bob Flemming moved to approve November 20, 2013 minutes, Dan Andresen seconded, and the motion passed.
- 4. Comments from the public limited to 5 minutes**
A discussion took place about Maureen Larson starting the Tree Board.
- 5. Park Board Report – Alderman Kupsik**
Alderman Kupsik informed the Board that the Disc Golf Course is finished and ready for the upcoming season. The Course bridges need repair along with the river needing a good clean up. He added that a monument to Gary Gygax at Donian is being reviewed by the Board of Park Commissioners.
- 6. Arborist Report – John Foster**
 - a. Discussion of older maple trees in Maple Park**
Mr. Foster reported a drought killed a lot of mature maple trees and provided an update on ash trees in the City.
- 7. New Business**
 - a. Arbor Day date, place, and dedication**
A conifer tree will be planted at the Skate Park on April 26, 2014 at 9:00am.
 - b. Tree ID Program – Dan Andresen, Bob Flemming**
City Code Enforcement will be called to issue warnings and citations concerning dead trees in yards.
- 8. Old Business**
None

9. Adjourn

Motion #2: Bob Flemming moved to adjourn, Dan Andresen seconded, and the motion passed unanimously.

The meeting adjourned at 6:50pm.

Minutes submitted by City Clerk Tim Neubeck based on notes provided by Tree Board Chairperson Candy Kirchberg.

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY FEBRUARY 27, 2014, AT 6:00 P.M.**

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

1. Call meeting to order

Meeting was called to order at 6:00 p.m. by Secretary Tom Hartz

2. Pledge of Allegiance was led by Commissioner Bittner

3. Roll call

Commissioners Bittner, Gramm, and Hartz were present. Commissioners Madson and Pienkos were excused.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes - NONE

5. Acknowledge correspondence. – NONE

6. Approval of regular meeting minutes from February 6, 2014.

Bittner motioned to approve the minutes from February 6, 2014 with no corrections. Gramm seconded. Motion carried 3-0.

7. Approve Resolution number 14-R12; Police and Fire Department’s 2013 Capital Projects Budget carryforward to 2014 totaling \$15,525.00.

Chief Rasmussen advised that the dollar amount may change because of some computer projects that were not finished in 2013, however, an amended resolution would be done next month if necessary. Gramm motioned to approve Resolution number 14-R12. Bittner seconded.

<u>Capital Project</u>	<u>Acct #</u>	<u>Budget Balance</u>
PD Alarm Monitoring System	1215	\$ 1,758
PD Computers	1303	\$ 1,904
FD Turnout Gear	1301	\$ 886
FD ProPhoenix System	1213	\$ 4,100
FD Radio Replacements	1106	\$ 6,679
FD Hose	1214	\$ 198
TOTAL		\$15,525

Roll call: Bittner – Y, Gramm – Y, Hartz – Y. Motion carried 3-0.

8. Police Department Business

a. Approval of bills for the Month of February 2014. Operating in the amount of \$90,270.75; Capital in the amount of \$1,011.96 for 2014; Operating in the amount of \$12,386.59; for a total of \$103,669.30.

Hartz motioned to approve the bills. Bittner seconded. Roll Call Vote: Bittner –Y, Gramm –Y, Hartz–Y; Motion carried 3-0.

b. Approve Resolution Number 14-R06;

Decrease Acct #11-00-00 3465; Designed FB-PD 1033 Program; by \$244.00.

Increase Acct #11-00-00 3480; Unreserved Fund Balance, by \$244.00.

Bittner motioned to approve the resolution, Gramm seconded. Roll Call Vote: Bittner –Y, Gramm –Y, Hartz-Y; Motion carried 3-0.

The 1033 Program is a military surplus program. The account will be closed out because of changes made by the government that have made disposing of equipment more difficult. The money left over will go into the general fund.

c. Approve Resolution Number 14-R07;

Increase Acct # 11 00-00 3467; Designated FB-PD Donations, by \$50.00.

Decrease Acct #11 00-00 3480; Undesignated Fund Balance, by \$50.00.

Bittner motioned to approve the resolution, Gramm seconded. Roll Call Vote: Bittner–Y, Gramm–Y, Hartz–Y; Motion carried 3-0.

d. Approve Resolution Number 14-R08;

Decrease Acct # 11 00-00 3468 Designated FB-PD State Seizures, by \$2,635.58.

Increase Acct # 11 00-00 3480 Undesignated Fund Balance, by \$2,635.58.

Hartz motioned to approve the resolution, Bittner seconded. Roll Call Vote: Bittner–Y, Gramm–Y, Hartz–Y; Motion carried 3-0.

e. Approve Resolution Number 14-R13;

Increase Acct # 11 00-00 3480, Undesignated Fund Balance by \$671.63.

Decrease Acct #11 00-00 3439, Designated FB-PD Uniform Allowance, by \$671.63.

Gramm motioned to approve the resolution, Gramm seconded. Roll Call Vote: Bittner –Y, Gramm–Y, Hartz–Y; Motion carried 3-0.

Chief Rasmussen advised that this account is bound by contract and the clothing allowance is carried forward from year to year.

f. Reserve Officer Hiring Update

Reserve Officer interviews will be March 3 and March 5, 2014. The Police Department and Geneva Lakes Law Enforcement Agency are looking to hire 5-6 people along with the Geneva Lakes Law Enforcement Agency. 38 applicants tested and 20 candidates will be interviewed. Commissioner Bittner asked if Venetian Festival affects the hiring of part time officers. Chief Rasmussen said that Venetian Festival doesn't generate a lot of extra cost for the police department. Officers are just put in different locations. Commissioner Bittner asked how the hiring was decided so that it was beneficial for both departments. Chief Rasmussen advised that the departments will work that out.

g. Reserve Officer Pay Increases.

The actual income cost for offering a \$1.00/hour pay raise for returning reserve officers is about \$1792.00. It is actually a great cost savings to keep reserve officers from year to year rather than hire new ones.

Gramm motioned for a \$1.00/hour pay increase to all second year returning reserve officers. Hartz seconded. Motion carried 3-0.

h. Officer Glen Nettlesheim completed probation.

Officer Nettlesheim passed probation and he does a great job per Chief Rasmussen.

i. Employee Handbook update and approval.

Corrections were made by the City Attorney and were fixed.

Gramm motioned to accept the Employee Handbook. Hartz seconded. Motion carried 3-0.

9. Fire Department Business

a. Approval of bills for the Month of February 2014. Operating in the amount of \$40,234.13, fire hydrant rental of \$0.00, Capital in the amount of (\$81.78) for 2014; and Operating in the amount of 725.00; Capital in the amount of \$2,841.25 for 2013. for a total of \$43,718.60.

Bittner motioned to approve the bills. Gramm seconded. Per Chief Connelly, the (\$81.78) was for returned equipment. Commissioner Bittner asked if there were any outstanding bills for impact fees and the Chief advised that there were no outstanding bills.

b. Approve Resolution number 14-R09

Decrease Acct #11 00-00 3449, Designated Fund Balance –EMS Act 102, by \$3,233.12.

Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$3,233.12.

Commissioner Bittner asked for clarification of Act 102. Chief Connelly stated it is a simple grant based on population, number of calls and employees. They have to use the money for basic EMT training or give back. The Fire Department was also used as a training pilot for monitors in the ambulance. There was some discussion as to whether the proper fund was being increased.

Bittner motioned to approve the resolution with clarification from the Comptroller on the proper fund distribution. Hartz seconded. Roll call vote: Bittner–Y, Gramm–Y; Hartz–Y; Motion carried 3-0.

c. Approve Resolution number 14-R10

Increase Acct #11 00-00 3438, Designated Fund Balance- Fire CPR Revenue, by \$1,795.68.

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by \$1,795.68.

Bittner motioned to approve the resolution. Hartz seconded. Roll call vote: Bittner–Y; Gramm–Y; Hartz–Y. Motion carried 3-0.

d. Approve Resolution number 14-R11

Increase Acct #11 00-00 3437, Designated Fund Balance –Fire Donations, by \$6,170.00

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by \$6,170.00.

Hartz motioned to approve the resolution. Bittner seconded. Roll call vote: Bittner –Y; Gramm–Y; Hartz–Y. Motion carried 3-0.

Commissioner Bittner stated this donation fund would be good for purchasing items that the department would like but cannot afford on their budget. Chief Connelly said some donations are specifically designated and others can be used as the Fire Department determines.

e. Confirm new employees hired from recent list – Brent Schambow, Dustin Roder, Matthew Ludowise, and Rhonda Bauman.

Chief Connelly asked that the Police and Fire Commission certify hiring Brent Schambow, Dustin Roder, Matthew Ludowise for Paid on Premise employees and Rhonda Bauman for Paid on Call employee. Gramm motioned to accept hiring of the above listed employees. Bittner seconded. Motion carried 3-0.

f. Pro-Phoenix Update – Payroll.

The server at the Fire Department and Police Department will not work with the new Pro-Phoenix payroll. Jeff Miskie is working on a virtual server to resolve the server problems.

g. Accept \$300.00 donation from Badger Youth Wrestling Club.

The fire department helped the Badger Youth Wrestling Club at two events that were held so they donated \$300.00 to the fire department to offset the costs. The Police and Fire Commission voted to accept the money. Motion carried 3-0.

Monthly Activity Report

Both February and March reports will be reviewed at the April meeting.

i. Thank you cards, letters, comments.

No thank you cards or letters.

Chief Connelly reported that last month the Stark report was actually redacted by Cindy Papenfus and not Stark but they are working on a program to redact the names.

j. Items to be forwarded to City Council.

Resolutions for 2013-2014.

10. Agenda items for the next regular meeting.

Memo from Comptroller Pollitt to clarify resolution 14-R09.

Fire Department Policies and Procedures

11. Adjourn

Bittner motioned to adjourn, Gramm seconded. Motion carried 3-0 at 6:50 p.m.

Respectfully submitted,

Cindy Papenfus

Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members - Mayor

CITY OF LAKE GENEVA

PLAN COMMISSION MEETING

MONDAY, APRIL 21, 2014 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

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

2. Roll Call

Present Kupsik, Gibbs, Flower, Skates, Poetzinger, Robers, Connors
Also Present Administrator Jordan, Planner Slavney, Attorney Draper, Gregoles

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

MOTION #1

Poetzinger/Skates moved to approve the Minutes of 3/17/14 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 Jim Fuss – 1150 Park Drive, Unit #1106, Lake Geneva

COMMENTS (*Comments made regarding item #10 which is a public hearing item – must speak at that time.*)

Mr. Fuss discussed his concerns regarding Item #8 & 9 regarding McMurr / Prairiewind Condominiums. Specifically concerns of reaching their cap of 30% per the Freddy Mack / Fannie Mae guidelines, with the additional units proposed. Also, Mr. Fuss wanted it to be clear that these units are to be sold and occupied by owner and not used as investments. He also commented on concerns about the common ground landscaping, sprinkler system, etc. being uniform with the existing units and not becoming a burden on the association members. His last item of concern was to see that the practice of having a new owner buying from the developer pay the association a three month upfront initiation fee. They would like that to stay in place.

PUBLIC SPEAKER #2 Spyro Condos – 1760 Hillcrest Drive, Lake Geneva

COMMENTS Mr. Condos has concerns that item #12 should come before item #11 on the agenda.

The Mayor confirmed that it was discussed at the Staff meeting and there will be a change in the proceedings on these items.

PUBLIC SPEAKER #3 Terry O'Neil – 954 George Street, Lake Geneva

COMMENTS Mr. O'Neil has concerns and comments regarding item #7 & 8.

He commented on his concerns of the growth and development destroying our small town.

5. Acknowledgment of Correspondence.

Gregoles – A letter from Diane Muzzy was received today 4/21/14 regarding 421 Baker Street agenda items. A copy was distributed to the Plan Commission members and is on file with the clerk for anyone who wishes to see it. Also regarding the same agenda items there is a letter from the Ahnert's that was already included in the packets.

6. Downtown Design Review. – None

7. Review and recommendation to extend the General Development Plan (GDP) and the Precise Implementation Plan (PIP) for Southwind Prairie II, LLC for an additional five years through April 2019.

DISCUSSION

Robers – Southwind asked for a 5-year extension to finish out their previously approved development.

MOTION #2

Kupsik/Skates moved to extend the General Development Plan (GDP) and the Precise Implementation Plan (PIP) for Southwind Prairie II, LLC for an additional five years through April 2019. The motion carried unanimously.

8 Review and recommendation to extend the Planned Development (PD) and the Precise Implementation Plan (PIP) with revisions for Prairie Wind Condominium for an additional five years through April 2019.

DISCUSSION

Robers/Mayor Connors – This is the same infrastructure with no additional load and a possible reduction in number of units that will be built. This will allow them to continue to build out the remainder of this project. It meets all the conditions, as does Item #7 on the agenda.

MOTION #3

Skates/Gibbs moved to extend the Planned Development (PD) and the Precise Implementation Plan (PIP) with revisions for Prairie Wind Condominium for an additional five years through April 2019. The motion carried unanimously.

DISCUSSION

Skates/Robers – Clarification on six unit to a five unit option.

Kupsik – How many times can a developer come back and extend their plan? Do we have a limit?

Attorney Draper – They can come back and do it several times.

❖ **SUSPEND THE RULES AND GO TO ITEM #10 → MOTION #4**

Mayor Connors/Skates - moved to suspend the rules and move to item #10.

The motion carried unanimously.

Go to Item #10, and then back to Item #9.

9. Review and recommendation on a Land Division Review Application filed by McMurr I, LLC, 351 W. Hubbard St., Suite 610, Chicago, IL, 60654 to amend the Condominium Plat for Prairie Wind Condominiums, Tax Key No. ZPRW 00054A.

DISCUSSION

Slavney stated that he is very comfortable with the recommendation.

MOTION #7

Kupsik/Skates moved to approve the Land Division Review Application filed by McMurr I, LLC, 351 W. Hubbard St., Suite 610, Chicago, IL, 60654 to amend the Condominium Plat for Prairie Wind Condominiums, Tax Key No. ZPRW 00054A.

The motion carried unanimously.

❖ **SUSPEND THE RULES AND GO TO ITEM #12 → MOTION #8**

Kupsik/Gibbs moved to suspend the rules and move to item #12. The motion carried unanimously.

Go to Item #12, and then back to Item #11.

10. Public Hearing and recommendation on a Precise Implement Plan (PIP) Amendment filed by McMurr I, LLC, 351 W. Hubbard St., Suite 610, Chicago, IL, 60654 for Prairie Wind Condominium to allow for an initial five unit building instead of the approved six unit building and to allow either a five unit or six unit building for the remainder of the building pads, Tax Key No. ZPRW 00054A.

SPEAKER #1 Jim Howe – Attorney at Godfrey Law Firm, Elkhorn, WI

DISCUSSION

Presentation by Mr. Howe regarding the principle parts of the PIP amendment as stated in Item #10.

AGENDA ITEM #10 CONT.

DISCUSSION Cont.

Mr. Howe also addressed some concerns stated by the public regarding the road issues.

A discussion ensued between Mr. Howe and the Plan Commission members regarding number of units, parking, etc.

PUBLIC SPEAKER #1 Jim Fuss – 1150 Park Drive, Unit #1106, Lake Geneva

COMMENTS

Mr. Fuss, President of the Condominium Association, voiced his concerns regarding the proposed 2 car side by side garages in relation to the main water lines that go through that courtyard and potential future plumbing issues. Mr. Howe came forward and clarified that the curb cuts are going to be modified, however, the existing outline of the curb and gutter would remain unchanged. Mr. Fuss then asked what would happen to the 'construction' road, if the developer pulled the plug on the project. Would it be converted to a permanent road? Mr. Howe confirmed that a Developer's Agreement will be worked out with the City (at a later time), to assure that the road is completed as a finished road for you.

MOTION #5

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

RECOMMENDATIONS

Slavney – I like the idea of the Developer's Agreement to require the completion of the road. I would suggest we talk to Mr. Winkler to see if any other changes within Townline Road may also be necessary for this extra access point, such as a turn lane.

MOTION #6

Mayor Connors/Kupsik moved to approve the Precise Implement Plan (PIP) Amendment filed by McMurr I, LLC, 351 W. Hubbard St., Suite 610, Chicago, IL, 60654 for Prairie Wind Condominium to allow for an initial five unit building instead of the approved six-unit building and to allow either a five unit or six unit building for the remainder of the building pads, Tax Key No. ZPRW00054A. To include a satisfactory Developers Agreement and satisfaction between the developer and the City engineer regarding the specifics on the road engineering and also staff recommendations. The motion carried unanimously.

Go back to Item #9 now.

11. Review and recommendation on a Land Division Review Application filed by McMurr II, LLC, 351 W. Hubbard St., Suite 610, Chicago, IL, 60654 to amend the Condominium Plat for phase 1 of the Summerhaven of Lake Geneva Condominium Development, Legal Description as follows:

SUMMERHAVEN OF LAKE GENEVA CONDOMINIUM –

THAT PART OF THE SOUTHEAST ¼ OF THE SOUTHEAST ¼ OF SECTION 36, TOWN 2 NORTH, RANGE 17 EAST, AND THE NORTHEAST ¼ OF THE NORTHEAST 1/4 OF SECTION 1, TOWN 1 NORTH, RANGE 17 EAST, CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE ORTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NO. 754, RECORDED AS DOCUMENT NO. 28944 OF WALWORTH COUNTY CERTIFIED SURVEYS, SAID POINT LOCATED S 89DEG 31MIN 36SEC W, 733.28 FEET FROM THE SOUTHEAST CORNER OF SAID SECTION 36 (T2N, R17E); THENCE S 01DEG 33MIN 07SEC E, ALONG THE WEST LINE OF SAID LOT 1 CSM 754, 65.01 FEET; THENCE S 89DEG 38MIN 02SEC W, 340.89 FEET; THENCE S 04DEG 56MIN 22SEC E, 161.61 FEET; THENCE N 89DEG 41MIN 51SEC W, 124.31 FEET; THENCE N 06DEG 43 MIN 55 SEC W, 226.04 FEET; THENCE S 89DEG 55MIN 25SEC W, 103.47 FEET; THENCE N 00DEG 11MIN 05SEC W, 311.51 FEET; THENCE N 88DEG 58MIN 07SEC E, 199.39 FEET; THENCE S 86DEG 27MIN 48SEC E, 126.62 FEET; THENCE N 88DEG 41MIN 15SEC E, 42.80 FEET; THENCE N 01DEG 12MIN 03SEC W, 16.91 FEET; THENCE N 89DEG 31MIN 07SEC E, 24.01 FEET; THENCE N 01DEG 55MIN 11SEC W, 134.92 FEET; THENCE N 00DEG 41MIN 12SEC W, 50.00 FEET; THENCE N 89DEG 18MIN 48SEC E, 239.56 FEET TO THE SOUTHWEST LINE OF WELLS STREET; THENCE S 37DEG 55MIN 32SEC E ALONG WELLS STREET, 202.94 FEET TO THE WEST LINE OF LAKE GENEVA BOULEVARD; THENCE S 01DEG 34MIN 47SEC E, ALONG SAID BOULEVARD, 348.82 FEET TO THE NORTH LINE OF SAID CSM 754; THENCE S 89DEG 37MIN 23SEC W, 90.50 FEET; THENCE CONTINUE ALONG SAID CSM, S 89DEG 38MIN 40SEC W, 89.98 FEET TO THE POINT OF BEGINNING. CONTAINING 8.00 ACRES OF LAND MORE OR LESS. (END OF LEGAL DESCRIPTION) - 750 LAKE GENEVA BOULEVARD

AGENDA ITEM #11 CONT.

MOTION #10

Kupsik/Flower moved to continue the Land Division Review Application filed by McMurr II, LLC, 351 W. Hubbard St., Suite 610, Chicago, IL, 60654 to amend the Condominium Plat for phase 1 of the Summerhaven of Lake Geneva Condominium Development, Legal Description as stated above, to the May Plan Commission meeting. The motion carried unanimously.

Go to Item #13 now.

12. Public Hearing and recommendation on a Precise Implement Plan (PIP) Amendment filed by McMurr II, LLC, 351 W. Hubbard St., Suite 610, Chicago, IL, 60654 to allow the developer to reduce the number of condominium dwelling units from thirty-four (34) to twenty-nine (29), Legal Description as follows:

SUMMERHAVEN OF LAKE GENEVA CONDOMINIUM –

THAT PART OF THE SOUTHEAST ¼ OF THE SOUTHEAST ¼ OF SECTION 36, TOWN 2 NORTH, RANGE 17 EAST, AND THE NORTHEAST ¼ OF THE NORTHEAST 1/4 OF SECTION 1, TOWN 1 NORTH, RANGE 17 EAST, CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE ORTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NO. 754, RECORDED AS DOCUMENT NO. 28944 OF WALWORTH COUNTY CERTIFIED SURVEYS, SAID POINT LOCATED S 89DEG 31MIN 36SEC W, 733.28 FEET FROM THE SOUTHEAST CORNER OF SAID SECTION 36 (T2N, R17E); THENCE S 01DEG 33MIN 07SEC E, ALONG THE WEST LINE OF SAID LOT 1 CSM 754, 65.01 FEET; THENCE S 89DEG 38MIN 02SEC W, 340.89 FEET; THENCE S 04DEG 56MIN 22SEC E, 161.61 FEET; THENCE N 89DEG 41MIN 51SEC W, 124.31 FEET; THENCE N 06DEG 43 MIN 55 SEC W, 226.04 FEET; THENCE S 89DEG 55MIN 25SEC W, 103.47 FEET; THENCE N 00DEG 11MIN 05SEC W, 311.51 FEET; THENCE N 88DEG 58MIN 07SEC E, 199.39 FEET; THENCE S 86DEG 27MIN 48SEC E, 126.62 FEET; THENCE N 88DEG 41MIN 15SEC E, 42.80 FEET; THENCE N 01DEG 12MIN 03SEC W, 16.91 FEET; THENCE N 89DEG 31MIN 07SEC E, 24.01 FEET; THENCE N 01DEG 55MIN 11SEC W, 134.92 FEET; THENCE N 00DEG 41MIN 12SEC W, 50.00 FEET; THENCE N 89DEG 18MIN 48SEC E, 239.56 FEET TO THE SOUTHWEST LINE OF WELLS STREET; THENCE S 37DEG 55MIN 32SEC E ALONG WELLS STREET, 202.94 FEET TO THE WEST LINE OF LAKE GENEVA BOULEVARD; THENCE S 01DEG 34MIN 47SEC E, ALONG SAID BOULEVARD, 348.82 FEET TO THE NORTH LINE OF SAID CSM 754; THENCE S 89DEG 37MIN 23SEC W, 90.50 FEET; THENCE CONTINUE ALONG SAID CSM, S 89DEG 38MIN 40SEC W, 89.98 FEET TO THE POINT OF BEGINNING. CONTAINING 8.00 ACRES OF LAND MORE OR LESS. (END OF LEGAL DESCRIPTION) - 750 LAKE GENEVA BOULEVARD

SPEAKER #1 Jim Howe – Attorney at Godfrey Law Firm, Elkhorn, WI

Presentation by Mr. Howe regarding the principle parts of the PIP amendment as stated in Item #12.

Mr. Howe also addressed some staff recommendations regarding the build out of a road to Lake Geneva Blvd., and abandon the Wells Street access due to poor angle/traffic. The City would like to see it used for Utilities and that is fine with Mr. Howe.

DISCUSSION

Kupsik commented on concerns that the existing utilities, for example the retention ponds, drainage systems, etc. are still operational and functional after sitting idle for so many years. Mr. Howe confirmed that it would be the developer's responsibility until the construction is done and then it would be turned over to the association and would become a common element expense of the association.

Slavney commented that several members of City staff inspected the storm water facilities and feel that they need to be cleaned at this point in time. I suggest that this be part of a Developer's Agreement that is going to be needed to move forward on this proposed project. Further discussion continued by Mr. Howe and members of the Plan Commission regarding the Wells Street access and fencing concerns.

PUBLIC SPEAKER #1 Bruce Jaloszynski – 914 Lake Geneva Blvd., Lake Geneva

COMMENTS Mr. Jaloszynski voiced his concerns about the hours and days that the construction would be going on and who will enforce them? He also expressed concerns about the entrance at Wells Street which was originally agreed upon, back in 2004) that it would NOT be a through street.

PUBLIC SPEAKER #2 Laura Wall – 245 Summerhaven Lane, Lake Geneva

AGENDA ITEM #12 CONT.

COMMENTS Ms. Wall voiced concerns regarding the need for a meeting with the home owners before the Home Owners Association by-laws are changed, confusion regarding the roads/drainage and clarity of plans for the existing Manor House / Club House and pool.

PUBLIC SPEAKER #3 John Billings – 808 Lake Geneva Blvd., Lake Geneva

COMMENTS Mr. Billings has concerns about who is responsible for the road and deteriorating fencing that needs repair.

PUBLIC SPEAKER #4 Spyro Condos – 1760 Hillcrest Drive & also a property owner in Summerhaven, Lake Geneva

COMMENTS Concerns about the Home Owners Association itself. As an owner for 1 ½ years now he has never been to a meeting or seen the minutes from a meeting. He also has concerns of the drainage and road / traffic issues. Mr. Condos also brought the letter that the home owners were sent asking for a signature prior to any meetings being held. Mr. Condos suggests tabling or continuing this until the developer and association have time to meet and discuss all important facts and questions.

The letter referenced is from the Association President and sent to the members of the association. It was not dated but said a response was needed before the Plan Commission meeting on 4-28-14.

RESPONSE: Mr. Howe responded to the comments of the public and addressed all of their issues. He assured them that they are trying to schedule a meeting with the association to discuss all issues of concern.

PUBLIC SPEAKER #4 Cont. Spyro Condos - 1760 Hillcrest Drive, Lake Geneva

COMMENTS Mr. Condos stated his additional concerns about the club house plans after everything has been completed. He stated that he would like to see the original paperwork/minutes from 2004 with regards to concerns about congestion. Mr. Howe Responded and then Mr. Condos at which point the Mayor interjected as the time limit had exceeded five minutes.

Skates/Slavney - Clarification of staff discussion regarding Fire Dept. turn around.

PUBLIC SPEAKER #1 Cont. Bruce Jaloszynski – 914 Lake Geneva Blvd., Lake Geneva

COMMENTS Mr. Jaloszynski stated that he was at all the meetings and it was originally to be a gated community. He expressed his concerns of the major changes being discussed at tonight's meeting and desire to see the minutes from the past Plan Commission meetings.

PUBLIC SPEAKER #3 Cont. John Billings – 808 Lake Geneva Blvd., Lake Geneva

COMMENTS Mr. Billings also expressed his concerns of the major changes being discussed at tonight's meeting. It is his understanding that they are going to put a Club House and pool right next to his house and a road. He would like to know who is going to be responsible for this property as well.

RESPONSE Mr. Howe responded to the concerns voiced and stated that they would take responsibility now.

PUBLIC SPEAKER #4 Cont. Spyro Condos - 1760 Hillcrest Drive, Lake Geneva

COMMENTS What are they planning to do with the Club house when done using it for their sales?

RESPONSE Mr. Howe stated that they would sell it, but not until after they build the Club house and the pool.

DISCUSSION

Mayor Connors and the Plan Commissioners would like to see the minutes from 2004.

Kupsik stated that he thinks there are a lot of questions that need to be answered and the association needs to get with the developer before moving forward on this. He suggested that it be continued.

AGENDA ITEM #12 CONT.

MOTION #9

Mayor Connors/Skates moved to continue, including the public hearing, to the May Planning Commission and to pull the original minutes regarding the Precise Implement Plan (PIP) Amendment filed by McMurr II, LLC, 351 W. Hubbard Street, Suite 610, Chicago, IL, 60654 to allow the developer to reduce the number of condominium dwelling units from thirty-four (34) to twenty-nine (29), Legal Description as stated above, to include concerns about drainage and staff recommendations.

The motion to continue carried unanimously.

Go back to Item #11 now

13. Public Hearing and recommendation on a Conditional Use Application filed by Stop-N-Go of Madison, Inc., 2934 Fish Hatchery Road, Madison, WI 53713, to install an electronic message board displaying LED fuel prices at 896 Wells Street, Tax Key No. ZLB 00008.

SPEAKER #1 Andrew Bowman, President of Stop-N-Go Stores – 2934 Fish Hatchery Road, Madison, WI 53713

Mr. Bowman is present to answer any questions that the Commission may have.

DISCUSSION

Mayor Connors/Kupsik/Slavney briefly discussed the ideas and layout of the proposed signage with Mr. Bowman, including landscaping.

PUBLIC COMMENT – None

MOTION #11

Skates/Kupsik moved to close the public hearing re the Conditional Use Application filed by Stop-N-Go of Madison, Inc., 2934 Fish Hatchery Road, Madison, WI 53713, to install an electronic message board displaying LED fuel prices at 896 Wells Street, Tax Key No. ZLB 00008. The motion carried unanimously.

MOTION #12

Kupsik/Gibbs moved to approve the Conditional Use Application filed by Stop-N-Go of Madison, Inc., 2934 Fish Hatchery Road, Madison, WI 53713, to install an electronic message board displaying LED fuel prices at 896 Wells Street, Tax Key No. ZLB 00008, including the recommendation by Mr. Slavney to install six Rug Junipers rather than the proposed landscaping.

The motion carried unanimously.

DISCUSSION

Mayor Connors, Slavney and Skates had a brief discussion regarding monument sign issues and also suggested landscaping.

14. Public Hearing and recommendation on a Conditional Use Application filed by Phillip Bona, N1749 East Beach Drive, Lake Geneva, WI 53147, to open an Indoor Commercial Entertainment (Restaurant) in a Central Business (CB) Zoning District located at 848 Main Street, Tax Key No. ZOP 00335.

SPEAKER #1 Phillip Bona – 848 W. Main Street, Lake Geneva, WI

Mr. Bona gave a brief overview of the proposal.

DISCUSSION

Mayor Connors and the Plan Commission requested more details and clarification on the layout, which Mr. Bona provided. Discussion also revolved around a letter from the Fire Dept. regarding installation of a sprinkler system at some point. Roberts discussed some further details on the signage as well.

Mayor Connors Noted: The applicant will need to come back for approval via Downtown Design Review on the signage.

PUBLIC COMMENT - None

MOTION #13

Kupsik/Poetzinger moved to close the public hearing re the Conditional Use Application filed by Phillip Bona, N1749 East Beach Drive, Lake Geneva, WI 53147, to open an Indoor Commercial Entertainment (Restaurant) in a Central Business (CB) Zoning District located at 848 Main Street, Tax Key No. ZOP 00335. The motion carried unanimously.

AGENDA ITEM #14 CONT.

MOTION #14

Kupsik/Skates moved to approve the Conditional Use Application filed by Phillip Bona, N1749 East Beach Drive, Lake Geneva, WI 53147, to open an Indoor Commercial Entertainment (Restaurant) in a Central Business (CB) Zoning District located at 848 Main Street, Tax Key No. ZOP 00335; including staff recommendations and also the finding of facts noted in the staff report. The motion carried unanimously.

- 15. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted on by Ronald J. Amann, W3430 Park Drive, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area at W3430 Park Drive, and being in the Town of Geneva.**

DISCUSSION

ROBERS stated that this has already been approved by Geneva Town Board and the County; and our City engineer has also reviewed and any corrections have been made.

MOTION #15

Kupsik/Gibbs moved to approve the Application for Land Division Review for a Certified Survey Map submitted on by Ronald J. Amann, W3430 Park Drive, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area at W3430 Park Drive, and being in the Town of Geneva. The motion carried unanimously.

DISCUSSION

Flower requested some clarification of packet information.

❖ **SUSPEND THE RULES AND GO TO ITEM #17 → MOTION #16**

Mayor Connors/Skates moved to suspend the rules to move to Item #17. The motion carried unanimously.

Go to Item #17, and then back to Item #16.

- 16. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Geneva Bay Club, 327 Wrigley Drive, Lake Geneva, WI 53147 to combine the properties at 421 Baker Street and 304 Wells Street, Tax Key No's ZOP 00352 and ZOP 00352A.**

DISCUSSION

Robers commented on the CSM reviewed by Mr. Slavney.

Flower requested some clarification of property surrounding proposed location.

MOTION #19

Mayor Connors/Skates moved to approve the Application for Land Division Review for a Certified Survey Map submitted by Geneva Bay Club, 327 Wrigley Drive, Lake Geneva, WI 53147 to combine the properties at 421 Baker Street and 304 Wells Street, Tax Key No's ZOP 00352 and ZOP 00352A and the CSM to match the City engineer's letter.

The motion carried unanimously.

❖ **SUSPEND THE RULES AND GO TO ITEM #18 → MOTION #20**

Mayor Connors/Skates moved to suspend the rules to move to Item #18. The motion carried unanimously.

Go to Item #18 now.

- 17. Public Hearing and recommendation on a Conditional Use Application filed by Geneva Bay Club, 327 Wrigley Drive, Lake Geneva, WI 53147 for a Group Development in the General Business (GB) zoning district on a CSM created by the combining of Tax Key No's ZOP 00352 and ZOP 00352A.**

SPEAKER #1 Bethany Suza & Andrew Fritz – 327 Wrigley Drive, Lake Geneva

Bethany gave a brief presentation regarding the proposed group development.

DISCUSSION

Flower/Robers/Skates commented on some details of the recommendation for clarification.

AGENDA ITEM #17 CONT.

PUBLIC COMMENT - None

MOTION #17

Flower/Poetzinger moved to close the public hearing re the Conditional Use Application filed by Geneva Bay Club, 327 Wrigley Drive, Lake Geneva, WI 53147 for a Group Development in the General Business (GB) zoning district on a CSM created by the combining of Tax Key No's ZOP 00352 and ZOP 00352A. The motion carried unanimously.

DISCUSSION

Slavney stated that the applicant did a very good job of presentation; he saw no complications and recommended the approval. Mayor Connors/Robers commented on some staff meeting notes.

MOTION #18

Kupsik/Flower moved to approve the Conditional Use Application filed by Geneva Bay Club, 327 Wrigley Drive, Lake Geneva, WI 53147 for a Group Development in the General Business (GB) zoning district on a CSM created by the combining of Tax Key No's ZOP 00352 and ZOP 00352A, to include finding of fact as listed in the Staff report. The motion carried unanimously.

Go back to Item #16 now.

18. Review and Recommendation on an Application for Site Plan Review for landscape and parking lot alteration filled by Geneva Bay Club, 327 Wrigley Drive, Lake Geneva, WI 53147 for land located on a CSM created by the combining of Tax Key No's ZOP 00352 and ZOP 00352A.

SPEAKER #1 Bethany Suza – 327 Wrigley Drive, Lake Geneva

Ms. Suza gave a brief presentation regarding the proposed site plan.

Ms. Suza also discussed comments and a letter from the Fire Dept. as shown on a map she handed around for the Plan Commission to review.

DISCUSSION

Flowers/Skates and Ms. Suza discussed clarification on items such as dumpsters/garbage disposal method, as well as signage, landscaping and color scheme. Mayor Connors/Robers discussed sidewalks and tree issues briefly.

MOTION #21

Skates/Flower moved to approve the Application for Site Plan Review for landscape and parking lot alteration filed by Geneva Bay Club, 327 Wrigley Drive, Lake Geneva, WI 53147 for land located on a CSM created by the combining of Tax Key No's ZOP 00352 and ZOP 00352A including the staff recommendations, the City engineer's comments dated April 10, 2014 and a Fire Dept. letter dated April 1, 2014, and a further note that if trees were ever lost a sidewalk be considered to be placed in the area. The motion carried unanimously.

19. Public Hearing and recommendation on a Conditional Use Application filed by Paul Lauterbach, 914 Bennett Ct. Walworth, WI 53184 on behalf of Lake Geneva Tennis Club, to operate and Indoor Tennis Club (Physical Activity Studio) in the Planned Business Park (PBP) zoning district in a proposed building on Veterans Parkway Tax Key No's ZLGBP 200029 & ZLGBP 200030.

SPEAKER #1 Thomas Connelly (representing Lake Geneva Tennis LLC and Mr. Paul Lauterbach) - 914 Bennett Ct., Walworth, WI

COMMENTS Mr. Connelly gave a brief presentation regarding the proposed recommendation and also submitted a letter dated April 21, 2014 from Lake Geneva Economic Development Corp. endorsing the LG Tennis LLC plans and recommends approval to the Commission. **The letter will be on file with the Clerk for any further review.*

DISCUSSION

Mr. Connelly and the Plan Commission discussed clarification of the lots and floor/site plan.

SPEAKER #2 Paul Lauterbach - 914 Bennett Ct., Walworth, WI

COMMENTS Mr. Lauterbach spoke on tournaments and what type of draw they would get. In general the number of participants would range from 32 - 50 participants with varying start times. Individuals would come from all over the Midwest area.

AGENDA ITEM #19 CONT.

Flower/Skates requested samples and clarification of the materials for façade. Samples were submitted to the Commission to view.

SPEAKER #3 Andy Demure, Director of the development corporation
Mr. Demure clarified the details of the building exterior.

Attorney Draper asked who owns the property.
Mr. Connelly responded that it is leased and then purchased by end of 5th year.

Flower/Thomas Connelly discussed the acoustics and the roof material.
Flowers commented that she doesn't fit within the architecture of the other buildings in the area and would like to see some dormers and better landscaping added.

Mayor Connors/Slavney discussed ways to break-up the exterior with some landscaping.
Slavney also suggested connecting the sidewalks along Edwards Blvd.

PUBLIC COMMENT - None

MOTION #22
Kupsik/Skates moved to close the public hearing. The motion carried unanimously.

DISCUSSION
Attorney Draper commented on owner responsibilities.
Skates, Robers and Flowers commented on and clarified details of the application.

MOTION #23
Kupsik/Gibbs moved to approve the Conditional Use Application filed by Paul Lauterbach, 914 Bennett Ct. Walworth, WI 53184 on behalf of Lake Geneva Tennis Club, to operate and Indoor Tennis Club (Physical Activity Studio) in the Planned Business Park (PBP) zoning district in a proposed building on Veterans Parkway Tax Key No's ZLGBP 200029 & ZLGBP 200030, including staff recommendations specifically that the state of Wisconsin building approval be acquired, also that they meet the City engineer's letter dated April 10, 2014, that they meet the attorney's requests that the Lake Geneva Economic Development Corporation being responsible as long as they are in control of the property, and that a bike rack be added.
The motion carried 5/1(Flowers against).

20. Public Hearing and recommendation to establish new Zoning Code Amendments regarding Nonconforming Situations.

DISCUSSION
Slavney gave a brief review and presentation of the recommended proposal.
He, the Mayor and the Plan Commission discussed and clarified the items in the shaded areas on page 7.

PUBLIC SPEAKER #1 Terry O'Neil – 954 George Street, Lake Geneva

COMMENTS
Mr. O'Neil stated that he believes this is an excellent proposal and he is in favor of it.
He also pointed out a small error in the verbiage that should be corrected.

MOTION #24
Skates/Kupsik moved to close the public hearing. The motion carried unanimously.

DISCUSSION
Kupsik/Slavney discussed situations where this would have a negative effect, as well as any down sides to the proposal.

AGENDA ITEM #20 CONT.

MOTION #25

Mayor Connors/Kupsik moved to approve the recommendation to establish new Zoning Code Amendments regarding Nonconforming Situations, including the modification under proposed item #7 dealing with vertical expansion, it could be applied for with a conditional use. The motion carried unanimously.

21. Adjournment

MOTION #26

Skates/Flower motion to adjourn the meeting at 9:46 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 Olson
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 5:00 PM APRIL 2, 2014 MEETING

City Hall 2nd Floor Room 2A

Call to Order:

The Board of Park Commissioners meeting was called to order by Alderman Kupsik at 5:04 PM. DPW Dan Winkler read the roll.

Roll Call:

President Doug Skates , Lynn Hassler Late, Barb Hartigan , Peggy Schneider , Dave Quickel , John Swanson , Ald. Al Kupsik , Brian Olson , Mayor Jim Connors . (6 present to start and 7 Total).

Staff & Aldermen Present:

DPW Daniel Winkler , Ald. Sturg Taggart , Administrator Dennis Jordan .

Public Present:

Mr. Mike Slavney and Ms. Mary Robb of Vandewalle & Associates.

Public Input:

None.

Park Use and Open Space Plan Dates/Details/Discussion-Mary Robb, Vandewalle & Associates. Ms. Robb and Mr. Slavney discussed that they had completed the Survey Monkey survey. The options were laid out including a citywide survey for which there was a sample, open houses, workshops or focus groups.

There was discussion regarding bike trails and the levels of use. Chair Skates would like to see defined pathways through the City. Mr. Slavney noted that there are standards for marking bike lanes and DPW Winkler noted that parking may have to be removed on certain streets if they aren't wide enough to accommodate bike lanes. Ms. Robb said she has a meeting programmed for Mr. Brian Munson of their staff to come down and evaluate bike path options.

After further discussion, it was decided by consensus to send out a citywide survey card where citizens can go online and complete a Survey Monkey survey with a special code number. Once those results are obtained, the responses will drive whether or not we proceed with focus groups, open house, or workshop.

Adjourn:

It was moved by Commissioner Schneider and seconded by Commissioner Hassler to adjourn. The motion passed 7-0 and the meeting was adjourned at 6:32 PM.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
04/03/14

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



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Brian Olson
John Swanson

Lynn Hassler
Peggy Schneider
Mayor Jim Connors

Barb Hartigan
Dave Quickel

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Phone: (262) 248-3673

MINUTES OF THE 6:30 PM APRIL 2, 2014 MEETING

City Hall 2nd Floor Room 2A

Call to Order:

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

Roll Call:

President Doug Skates , Lynn Hassler , Barb Hartigan , Peggy Schneider , Dave Quickel , John Swanson , Ald. Al Kupsik , Brian Olson , Mayor Jim Connors . (7 Total).

Staff & Aldermen Present:

DPW Daniel Winkler , Ald. Sarah Hill, Administrator Dennis Jordan .

Public Present:

Mr. Chris Schultz, Mr. Frank and Mrs. Jennifer Delgado.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Quickel to approve the minutes of the March 2014 meeting and seconded by Ald. Kupsik. The motion passed 7-0.

Public Input:

None.

Park Permits/Park Donations:

Veterans Park, Adult Soccer League, 10 AM to 4 PM, Sundays, May thru October-Mr. Frank Delgado-

There was discussion regarding last year's damaged field and that the league that did the damage was no longer involved. Issues discussed included security on site, a significant deposit, and per game charges. Drinking, drug use and garbage were also identified as a problem from last year. Mr. Delgado said if he was approved, he personally accept responsibility for the attendees and clean up. He also said his schedule can work around YMCA arranged for Sunday use of the fields. The request was only for the two east Fields Nos. 1 & 2. There was also discussion regarding what to do to keep the 3rd field and the damaged field from being used by the league. Removal of the nets or chaining the goals together, were possible answers.

It was moved by Ald. Kupsik and seconded by President Skates to refer this item to the Police Department for a recommendation and continue the item to the next meeting. The motion passed 7-0.

Seminary Park, Cheerleaders, 8 AM to 9 PM, June 3rd – June 7th-

President Skates noted all fees were paid and the event was the same as last year. It was moved by Ald. Kupsik and seconded by Commissioner Quickel to approve. The motion passed 7-0.

Veterans Park, Geneva Lake United Soccer League, 7:30 AM to 5:30 PM, June 16th thru June 20th for 2 or 3 Soccer Fields-There was discussion regarding YMCA having priority and approval be contingent upon safe field conditions as determined by the DPW and Street Department employee assigned to the park. It was moved by Ald. Kupsik and seconded by Commissioner Quickel to approve the request on that basis. The motion passed 7-0.

Park Assignments/Repair/Update/Maintenance:

Commissioner Schneider inquired as to the sidewalk conditions along the lake at Library Park and the orange painted joints. DPW Winkler explained it was due to frost heave and that the walk would be repaired as needed if tripping hazards remain.

New Business:

Leadership Dynamics Book House Location- The students did not appear as the school was on spring break.

Old Business:

Local Non-Profit Fee Structure Discussion-Peggy Schroeder/Tim Neubeck (This item was unanimously taken out of order second)-City Clerk Neubeck explained he investigated what other cities did on fees. No official action was taken and the Commission will continue to decide as they have in the past.

Gygax Memorial Brick Discussion-Gail Gygax (This item was taken first out of order)-Ms. Gail Gygax appeared to continue the discussion on the memorial. She said she has raised over \$220,000 and her goal is \$300,000 plus. She shared her 501(C)3 tax exempt certificate and requested permission to sell signature memorial bricks. Administrator Jordan would like to make sure people do not come to the City for any information or problems with the bricks. Ms. Gygax said the content of the bricks would only be the person's or corporate names. It was moved by Ald. Kupsik to recommend approval for her sale of memorial bricks. The motion was seconded by Commissioner Quickel and passed 7-0.

Park Use and Open Space Plan Details/Discussion-Mary Robb, Vandewalle & Associates

There was no additional discussion.

Dog Park Fencing/Signage/Policy/Donation Discussion-President Skates said they were still attempting to secure donations for the project and this item will be continued.

Disc Golf Course Update/Opening.-DPW Winkler provided a brief update. The signs are being made and will be installed soon. Administrator Jordan is soliciting donations for sponsorships and believed he had 2 to 4 already. DPW Winkler was looking for assistance from anyone willing to shape, grade and seed the disturbed areas, trim trees, and hasn't as yet done anything with the bridges.

Future Meeting Agenda Items-May:

None.

Adjourn:

It was moved by Ald. Kupsik and seconded by President Skates to adjourn. The motion passed 7-0 and the meeting was adjourned at 8:05 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for May 7, 2014.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
04/08/14

(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

Board of Trustees Annual Meeting
Thursday, April 10, 2014 at 8:00 a.m.

Call to order

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

Roll call

Members present: Brookes, Dinan, Jones, Lafrenz,
Oppenlander, Wall Also present: Peterson and Benson,
Library Foundation and Friends' Board members

Adoption/Amendment of agenda

Lafrenz asked for a motion to adopt the agenda. Wall made a
motion to adopt agenda. Dinan 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
Annual Meeting on April 11, 2013. Oppenlander made a motion
to approve the minutes. Brookes seconded. Motion carried
unanimously.

President's report

Lafrenz expressed his gratitude to the Library Board of
Trustees, staff, and volunteers for their service this past
year and highlighted achievements in 2013-2014.

Nominations & Election of Officers

Lafrenz presented nominations for the slate of officers for
2014-2015:

Fritz Oppenlander	President
Chris Brookes	Vice President
Diane Jones	Secretary
Larry Kundert	Treasurer

Lafrenz asked for a motion to accept the Slate of Officers
proposed by the Nominations Committee. Dinan made a motion
to elect Officers as presented. Wall seconded. Motion
carried unanimously.

Lafrenz asked for a motion to submit a letter to Walworth County Board of Supervisors to reappoint Oppenlander for another term from 2014-2017. Wall made a motion to recommend the reappointment of Oppenlander. Brookes seconded. Motion carried unanimously.

Adoption of 2014-2015 Meeting Schedule

Lafrenz asked for a motion to approve the 2014-2015 Board meeting schedule as presented. Wall made a motion to approve the Board meeting schedule as presented. Oppenlander seconded. Motion carried unanimously.

Calendar of Operations

Lafrenz asked the Board to review the proposed 2014-2015 Calendar for Library Operations. Lafrenz asked for a motion to approve the proposed calendar. Dinan made a motion to approve calendar as proposed. Oppenlander seconded. Motion carried unanimously.

Oppenlander made a presentation to thank Lafrenz for his years of service as President of the Library Board of Trustees.

Lafrenz asked for a motion to adjourn at 8:25 a.m. Oppenlander made a motion to adjourn. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones
Secretary

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

Finance Committee

Thursday, April 5, 2012 at 7:30 a.m. (Director's Office)
Present: Kundert, Lafrenz, Oppenlander. Also present:
Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$60,200.72 in General Funds and \$46.58 in Donated Funds.

Board of Trustees Meeting
Thursday, April 5, 2012 at 8:15 a.m.

Call to order

Lafrenz called the meeting to order at 8: 42 a.m.

Roll call

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

Adoption/Amendment of agenda

Lafrenz asked for a motion to approve the agenda. Kundert made a motion to approve the agenda. Oppenlander 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 March 8, 2012 meeting. Brookes made a motion to approve the minutes. Kersten seconded. Motion carried unanimously.

President's Report

Lafrenz reported on the luncheon with Mrs. Dresser and family, and Mr. Hartshorne.

Lafrenz proposed that the Board establish a Legacy Committee to explore the possibility of creating a legacy for Mr. Dresser.

Lafrenz proposed that the Board establish a 5-Year Strategic Planning Committee to recommend a plan of action the next five years.

Building & Grounds

Peterson reported on the recent installment of a permanent sound system for the Smith Meeting Room which was funded by the Friends of the Lake Geneva Public Library.

Peterson reported that the proposal to landscape lakeside is pending.

Finance/Endowment

Kundert reviewed monthly expenditures and made a motion to approve \$60,200.72 in General Funds and \$46.58 in Donated Funds. Oppenlander seconded. Motion carried unanimously.

Kundert led a discussion about impact fees and schedule of expenditures. Peterson asked the Board to consider a proposal to add shelves in various units throughout the library and to install an additional shelving unit for the Swanson Center. Discussion followed. Kundert made a motion that Peterson pursue additional bids not to exceed \$2,836.50 and to be funded from impact fees and to proceed with final decision after consultation with Kundert. Brookes seconded. Motion carried unanimously.

Oppenlander made 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 exercise responsibility. Brookes seconded. Motion carried unanimously.

Kundert made a motion to come out of Closed Session. Brookes seconded. Motion carried unanimously.

Director's Report

Peterson reported that the Library staff checked out 18,138 items in the month of March. This exceeded any other monthly check-out statistic by over 1,200 items.

Peterson reported on the state-wide expansion and funding of the E-book collection.

Benson reported on upcoming adult and youth programming and current art exhibits.

Adjournment

Oppenlander made a motion to adjourn at 10:05 a.m. Brookes seconded. Motion carried unanimously.

Next meeting: Thursday, May 10, 2012 at 8:00 a.m.

Respectfully submitted,

**Diane Jones
Secretary**

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

Finance Committee

Thursday, April 10, 2014 at 7:30 a.m. (Director's Office)

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

After reviewing outstanding bills, Lafrenz approved a recommendation to the Library Board to approve \$68,035.45 in General Funds and \$ 5,135.34 in Donated Funds.

Board of Trustees Meeting

Thursday, April 10, 2014 at 8:00 a.m.

Call to order

Lafrenz called the meeting to order at 8:21 a.m.

Roll Call

Members present: Brookes, Dinan, Jones, Lafrenz, Oppenlander, Wall; Also present: Peterson and Benson, Library Foundation and Friends Board members

Adoption/Amendment of agenda

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

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

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

Public Comments

Lafrenz welcomed members of the Library Foundation and Friends Boards. Lafrenz invited Linda Boilini to speak. Boilini updated the Library Board on the activities of the Friends and provided an overview of their continued plans to support the Library. Lafrenz invited Oppenlander to speak. Oppenlander and Frank Scott summarized the mission and goals of the Foundation.

President's Report

Lafrenz discussed the installation of the stained glass in the Smith Meeting Room by Gilbertson's.

Building & Grounds

Peterson reported that she is coordinating the restoration of the outside bookdrops.

Finance

Lafrenz reviewed monthly finance and made a motion to approve \$68,035.45 in General Funds and \$5,135.34 in Donated Funds. Wall seconded. Motion carried unanimously.

Director's Report

Peterson reported an increase in door count and check-outs in the month of March as compared to January and February 2014.

Peterson reported that the Library has posted announcements of the two staff vacancies in Technical Services and Reference.

Peterson reported on a recent City Department Meeting to present the study initiated to update job classifications and compensation for employees city-wide.

Peterson reported on the preliminary planning of the federally-funded fiber optics line and the involvement of Library, City, Lakeshores Library System , and AT&T to facilitate the work.

Peterson updated the Board on the dissolution of the SHARE Consortium.

Benson updated the Board on the upcoming adult and youth programs. She expressed appreciation to the Friends for their support of many of these programs.

Lafrenz asked for a motion to adjourn at 9:10 a.m. Wall made a motion to adjourn. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones
Secretary

Next meeting: Thursday, May 8, 2014 at 8:00 a.m.

Lake Geneva Historic Preservation Commission Meeting April 10, 2014

Meeting called to order by Ken Etten at 6:30 p.m. at Lake Geneva City Hall.

Present: Ken Etten, Richard Quinn, Jackie Getzen, Louise Rayppy, Absent: Mary Tanner, Dee Fisk, Ellen Kehoe.

Approval of the minutes of Historic Preservation Meeting of March 13, 2014.

Comments from the public: Charlene Kline thanked the group for support in saving her block from becoming a parking lot.

Reports from the Geneva Lake Museum and Maple Park Home Owners Association: None.

Update on the status of historic Geneva Theater: Numerous contacts made with no reply.

Report on Pioneer and Oak Hill Cemetery: G.A.R. markers will be replaced in Pioneer and Oak Hill Cemetery after all the grave sites are located. Richard Quinn will head the Committee.

Signs for Whiting house and Seminary Park will be installed when street department has time.

Oak Hill Cemetery as a Historic Site: Carol Cartwright has a map of the cemetery and will make a visit. She will make a preliminary submittal to the state society.

Richard Quinn will contact John Notz in regard to William Le Baron designed properties in lake Geneva.

Plaque program: no new information.

Review of journals and programs from other historical groups.

Adjourned 7:30 P.M.

Respectfully Submitted,

Jackie Getzen

society



PARKING COMMISSION
WEDNESDAY, APRIL 16, 2014 – 6:00PM
CITY HALL, CONFERENCE ROOM 2B

AGENDA

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Approval of Minutes from March 6, 2014 meeting
4. Comments from the public limited to 5 minutes
5. Review of Parking Ramp Status, including review of RFP
6. Discussion of Marketing the Parking Ramp for the November Referendum – presentations, design, “package”
7. Parking Supervisor – Review of current status
8. Action Items from the Parking Study – What else should we doing to improve parking? Discussion and possible action. (*Bring copies of the Rich and Associates Parking Study*)
9. Date and Agenda items for next meeting
10. Adjourn

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

4/14/14 2:30PM

cc: Aldermen, Mayor, Administrator

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

DATE: Thursday, April 10, 2014

TIME: 7:30 a.m.

PLACE: Harbor Shores

PRESENT: John Stensland, Darien Schaefer, Kevin Fleming, Tom Hartz, Tammie Carstensen, Bill Gage, Steve Lois. Also in attendance: Karin Bennett, Erin Thornburgh, Ardith Berkanovic

John Stensland, Chairman called the meeting to order at 7:32a.m.

Minutes: March 13, 2014 minutes approved on a motion by Tom Hartz. Second by Tammie Carstensen. Carried.

Financial Records: Financials approved on a motion by Steve Lois. Second Jesse Jacobs. Carried. Expenses by Vendor Detail will be included with all future C/C Financials. Discussion followed regarding 2014/2015 membership dues. Decision made not to increase membership fees for next calendar year and to allow dues to be paid by credit card. Motion to approve by Kevin Fleming Second by Bill Gage. Carried.

New Members: Five new members were approved on a motion by Steve Lois. Second by Tom Hartz. Carried. New members are: Gilbertson's Stained Glass, Clear Water Salon and Spa, CPR Cell Phone Repair, Goldstein & Associates-Ameriprise Financial, and Sell My Timeshare Now. Discussion followed on redefining bylaws for businesses outside Walworth County. Subject will be addressed at a future meeting.

Communications Report: Chamber Website/E-page City contract. Goal is to have one web site for both organizations. Decision on E-page City's role will be determined by Darien Schaefer.

Chamber Member Report:

-Thirty-seven members attended April 9, 2014 meeting held at the Geneva Lake Museum.
- 'Awesome Committee' Report: Recommendations for consistency of hours of operation and appearance for downtown Lake Geneva businesses were developed. A Friday late night (Lake Geneva P.M.) is being planned. Options being considered are live music, entertainment, i.e. balloon artists, face painting, character drawings. Also signage at several downtown locations with businesses open and hours of operation is being considered.

City of Lake Geneva Report: No report.

President's Report:

-Walworth County Visitors Bureau: The CVB agreed to meet with the Walworth County Visitors Bureau regarding their use of "Lake Geneva" as their primary marketing message.

Two meetings took place between members of the Walworth County Visitors Bureau and CVB Board members with the purpose of defining roles and reducing duplication.

. -IPW Fam Tour April 10, 2014. Grace Eckland organized itinerary. Walworth County Visitors Bureau will oversee tour.

-2014 Tourism Summit Tuesday, May 6. 8 a.m.-Noon. at Lake Lawn Resort. The Tourism Summit is a new annual event to be held during national Tourism Week. The purpose of the Tourism Summit is to recognize the significant contribution that tourism makes to the economic health and quality of life for the Lake Geneva area. A series 15 speakers representing different segments of the tourism industry from Lake Geneva area will have 10 minutes to talk about their role in our local tourism product, their investment/plans for the future, and opportunities to work together. All Chamber members and general public is invited. Registration is \$10. CVB and Chamber Board members are asked to stay afterwards to discuss the presentations over lunch.

Motion to adjourn by Steve Lois. Second by Kevin Fleming.

Next Board Meeting will be June 12, 2014 at Harbor Shores on Lake Geneva.