

**COMMITTEE OF THE WHOLE**  
**MONDAY, JUNE 4, 2012 – 6:30PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

**AGENDA**

1. Council President Kupsik calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from May 7, 2012 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Swearing in Don Tolar to the position of 4<sup>th</sup> District Alderman
7. Discussion/recommendation on using e-readers as an alternative to paper Council packets
8. Discussion/recommendation on adding designated parking spaces for Library staff
9. Discussion/recommendation on entering into future parking lot leases
10. Discussion/recommendation on expanding parking lot shuttle service
11. Discussion/recommendation on purchasing truck for Oak Hill Cemetery (*Aldermen Krohn and Mott*)
12. Discussion on scheduling a special City Council meeting for a TIF workshop for Monday, July 30<sup>th</sup> or an agreed upon date
13. **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

14. **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. Historic Preservation, Alderman Kehoe
- b. Utility Commission, Aldermen Hougen & Wall
- c. Tree Board, Alderman Kupsik
- d. Police & Fire Commission, Alderman Hill
- e. Planning Commission, Alderman Hougen
- f. Board of Park Commissioners, Alderman Kupsik
- g. Library Board, Alderman Wall
- h. Cemetery, Alderman Krohn
- i. Parking Commission, Alderman Hill
- j. Communications Committee, Alderman Hill
- k. Avian Committee, Alderman Wall

15. **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 Mott
- c. Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
- d. Geneva Lake Environmental Agency, Alderman Wall

16. 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.*

6/1/12 3:20PM

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

**COMMITTEE OF THE WHOLE  
MONDAY, MAY 7, 2012 - 6:30PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

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

Kehoe/Krohn motion for approval of Minutes from March 5, 2012 Committee of the Whole Meeting as distributed. Unanimously carried.

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

Casey Schiche, 231 Ridge Road, Lake Geneva, spoke as president of Care for Lake Geneva, a registered 501(c)(4) corporation. He said the purpose of the organization is to provide the community with analysis on issues facing the community. He introduced the vice president and treasurer of the group.

Richard Marra, Jr., W2990 S. Lakeshore Drive, Town of Linn, spoke as treasurer of Care for Lake Geneva. He said the organization intends to provide a respectful means for residents of the community to express thoughts about the future to the Mayor, City Council and other leaders in the community. He said they are committed to ensuring that the City grows responsibly. Mr. Mera said Care for Lake Geneva will also hold City leaders accountable for compliance with its smart growth plan.

Grace Hanny, W2865 Swinghurst Lane, Town of Linn, spoke as vice president of Care for Lake Geneva. She announced a public meeting on Tuesday, June 19<sup>th</sup> from 7-9 p.m. at Dr. Maxwell's 1856 Mansion, located at 421 Baker Street in Lake Geneva, formerly known as the Golden Oaks. She asked that members of the public join their meeting.

Tom Spellman, 270 Country Club Drive, Lake Geneva, said he gave each member of the Council a letter from Midwest Claims Service dated November 9, 2009 that was sent to the City's attorneys. He referenced section five of page five of the letter, stating that it was the duty of the City to inform the City's insurance carrier about a claim. He said it is unclear at this time whether that happened. Mr. Spellman requested that the City pay the four alderpersons for their attorneys fees in the amount of \$12,000.00 each.

Ken Etten, 1109 Wisconsin Street, Lake Geneva, spoke on behalf of the Friends of Geneva Theater, a 501(c)(3) non-profit charitable corporation. He said the purpose of the Friends of the Geneva Theater is to acquire and revive the old Geneva Theater as a cultural and performing arts center for the City of Lake Geneva. He provided some history on the original Geneva Theater. Mr. Etten said they have begun to raise money toward their effort, but would have more opportunities to raise money and apply for grants if they owned the theater. He said the Friends of Geneva Theater are requesting the City give consideration to amending the TIF #4 project plan and consider putting funds toward purchase of the theater. He said if the City purchased the theater that the Friends of Geneva Theater would be responsible for raising funds to renovate it. Mr. Etten discussed theaters in other communities that were successfully renovated. He said they have put together a proposal, identifying the costs involved with getting the theater up and running to code compliant/operable condition. He said they have letters of support from different groups in the community. He said the project should be considered a long-term investment as it would have long-term advantages to the community.

Jim Strauss, Lakeshore Drive, Linn, spoke in support of the Geneva Theater restoration. He said he has received commitments from Hollywood actors to perform in local playwrights. Mr. Strauss said he believed the project is worth committing time, effort and money into.

John Powers, 1003 West Main Street, Lake Geneva, spoke in support of the Geneva Theater restoration project. He said the renovated theater would be the proverbial “crown” to the “princess” that is the City of Lake Geneva. He stated that are many lesser known communities with successful cultural centers.

Dee Bark-Fiske, 324 Sage Street, Lake Geneva, addressed the Committee in support of the Geneva Theater renovation. She said there is currently nothing for families to do in downtown Lake Geneva in the evening. She said the new cultural center would provide plays, classes and orchestra events for families. She mentioned that there was once debate on whether to fund the Riviera fountain and it has since proven to be a wonderful centerpiece to the downtown area. She suggested the theater renovation would similarly pay dividends in the long run. She urged the Council to support funding the purchase of the building.

Russ Hannula, 441 Frost Drive, Williams Bay, spoke in support of the Geneva Theater renovation. He said the project is a once-in-a-lifetime opportunity because it would be much more expensive to complete this type of project at a future time. He said the cultural arts center has the potential for serving a wide range of interests within the community, including students, local artists and the senior community.

David Rasmussen, 204 Bonito Street, Walworth, addressed the Committee to provide background on Item 9 with respect to attorney fees. He said he became involved with the case because he doesn't like the criminalization of political differences and he didn't want to see the issue tear apart the City of Lake Geneva. He explained some background on the events surrounding the four alderpersons' suspensions. Mr. Rasmussen said he represented the four suspended aldermen on the appeal. He said if they continued to pursue the appeal it could have been interesting at the State Supreme Court level. He said the former mayor's reasons for suspending the aldermen were vague and could have made the City susceptible to litigation. Mr. Rasmussen said they were eventually able to agree to have the aldermen reinstated, avoiding a civic problem that the City was going to proceed illegitimately. He asked the Council consider reimbursing legal fees for the four aldermen.

Gary Milliete, 492 Wrigley Drive, Lake Geneva, approached the Committee to talk about tax incremental financing (TIF). He said Lake Geneva property owners contribute approximately two million dollars into a “TIF slush fund.” Mr. Milliete said school administrators told him that if the TIF was closed right now, the TIF portion of your property tax bill would drop 10%. He stated that property taxes in the City of Lake Geneva are high in comparison to surrounding communities. He suggested that the Council close the TIF district and give the money back to the schools and the County.

Pete Peterson, 1601 Evergreen Lane, Lake Geneva, said he believes the City is obligated to refund the four suspended alderpersons for their attorney fees. He also said he agreed with Mr. Milliete about closing the TIF district. Mr. Peterson said he served as alderman when the City approved moving the Geneva Lakes Museum. He said the City has put millions of dollars into the museum. He is opposed to using tax dollars to support the museum and is similarly opposed to using tax dollars to purchase the Geneva Theater.

Janelle Powers, 1003 West Main Street, spoke in support of the Geneva Theater project, stating that many community groups will be coming together to ensure its success. She said Mr. Peterson can't possibly know that the plan for the cultural center will not work.

#### **Discussion on Charter Ordinance to combine the positions of Treasurer and Deputy Clerk**

Alderman Kupsik said this was an item brought before the Personnel Committee as the result of an internal controls audit conducted in 2009. He referenced a recommendation from the auditors, stating that having an elected position does not always ensure that the City has a qualified individual to perform the duties of Treasurer. Further, the auditors recommended the City review the position to determine if it would be better suited as an appointed position under the direction of the city controller to better utilize this position in financial reporting processes. Alderman Kupsik also referenced data from the Municipal Treasurers Association of Wisconsin, indicating that only 11% of its 490 communities surveyed have elected treasurers as opposed to appointed treasurers.

Alderman Kehoe suggested City Attorney Draper explain the draft Charter Ordinance to the Council in detail. Alderman Mott said he thought it was a good idea to combine the two positions into one appointed position. He said it would save the City money. Alderman Wall said he favored following the recommendations of the internal control audit. He said the fact that 89% of the State has appointed treasurers indicates that this is the more common practice. Alderman O'Neill said he does not agree with combining the treasurer and deputy clerk positions because the elected treasurer reports directly to the citizens. He disagreed that the move would save the City money because the current elected treasurer does not receive benefits. Alderman Kehoe said there should be a job description for the proposed combined position. Alderman Hougen suggested that changing the treasurer position from elected to appointed could disenfranchise the electorate. Alderman Krohn said she is against removing the right of the public to vote for the treasurer. She suggested that the City wouldn't be saving money because the savings would be spent somewhere else. Alderman Mott said the City would save wages in the long run by eliminating the half-time treasurer position. He also said the Personnel Committee has done a fine job hiring qualified individuals in the recent past and he believes they would hire an individual well fit for a combined deputy clerk/treasurer position. Alderman Hill asked if there is any license or designation required of someone running for the office of City Treasurer. Administrator Jordan said there is not. Ms. Hill said she appreciates the concern that the public would lose control over selecting the treasurer, however she said there is a potential danger in this individual being elected due to their popularity instead of them having the necessary skills to carry out the position.

Alderman Krohn noted the current elected treasurer received training from the prior treasurer prior to taking office. Alderman Kupsik agreed that Treasurer Klein was well-qualified for the position, but there is the possibility that someone who is not qualified gets elected. He said the process of interviewing and appointing an individual that we know is qualified would be advantageous to the City. Alderman O'Neill said there should be a staff member who knows how to complete the treasurer's responsibilities. He said this is important for training a new treasurer or for completing the duties in the absence of the treasurer. Alderman Kupsik said if the treasurer was appointed you wouldn't need to train the new treasurer each time they are elected. He said training requires taking someone away from the day-to-day responsibilities of their position. Alderman Kupsik said the topic will be discussed further at future meetings.

**Discussion on either closing TID #4 or keeping it open to complete future projects, such as purchase of the Geneva Theater and constructing a parking structure**

Administrator Jordan said the City could keep the TID open for about five more years. He said the last Council gave indication that they wanted to close it by December 31, 2012. He said the Parking Commission is making a recent push to keep the TID open and fund a new parking structure. He noted the Geneva Theater and White River Trail are other projects that the Council may be interested in funding with TIF funds. Administrator Jordan said if the Council wants to close the TID at the end of this year they need to pass a resolution and inform the State by May 15<sup>th</sup>. He asked that if the Council wish to keep the TID open that they let staff know which projects they wish to complete. Staff will determine the cost of these projects and will calculate how much longer the TID will need to stay open.

Mr. Jordan addressed some points made during the public comment sections about the TIF. He said that many people may have forgotten what the lakefront looked like in the early 1990s before the TID was created. He referenced the beach, Riviera, park facilities and other projects that have significantly improved the downtown and lakefront area due to TIF. He said the TID has also been used to address traffic congestion in the downtown area. He referenced the Highway 120 bypass project and the Edwards Boulevard extension. Mr. Jordan said the other taxing jurisdictions as well as the City will benefit from the increased value of the lakefront once the TID is closed.

Alderman Kehoe commented that the TIF projects in recent years have done wonders for the City. She said she supported keeping the TID open to complete the final projects, including the parking garage. She also expressed support for using TIF funds to purchase the Geneva Theater building. Alderman Hougen agreed

with Ms. Kehoe, stating he supported continuous improvements to the downtown area. He also suggested TIF money be used to help fund start-up businesses that would be unique to the City.

Alderman Wall said he was in support of closing the TIF district. He suggested the skate park project was indication that TIF funds were being spent just for the sake of spending. Alderman Hill asked how the May 15 deadline would affect the 2012 projects that are budgeted. Administrator Jordan said if the Council chooses to close the TIF at the May 14<sup>th</sup> meeting, staff will notify the Department of Revenue and the TIF will be closed at the end of 2012. The City would be able to complete the projects that were budgeted for 2012. Alderman Hill noted the TIF budget includes projects that have been budgeted since the TID's inception. She said she is in favor of getting these projects completed.

Alderman O'Neill expressed opposition for keeping the TID open. He suggested the TID is funded by regular taxpayers who earn roughly \$40,000.00 income per year. Mr. O'Neill said he believes the TID has some good things for the City but has well out-lived its usefulness. Alderman Kupsik said he believes the City uses the TID wisely for projects to improve infrastructure and upgrade certain things. He suggested the TID stay open for at least another year to see if projects that have stalled in the past can be completed.

#### **Discussion on scheduling a Special Council Meeting for a TIF Workshop**

Alderman Kupsik said the Council will be voting on a resolution at the May 14<sup>th</sup> meeting on whether to close the TID or keep it open. He said a special meeting could be scheduled at a future time if the Council wished to keep the TID open.

#### **Discussion on request to reimburse up to \$12,000 in attorney fees for the four alderpersons: Mary Jo Fessenmaier, Tom Spellman, Arleen Krohn and Penny Roehrer (Aldermen O'Neill and Krohn)**

Alderman O'Neill said the City Council was not given access to the settlement between the City's insurance carrier and the four alderpersons. He said he believed the City should reimburse the attorney fees for the alderpersons. Mr. O'Neill asked that the City Attorney look into whether there is a legal way in which the City can still reimburse them.

Alderman O'Neill said the issue is not what the four alderpersons did or did not do – it's what the City did or did not do. He said the City did not contact the insurance company about the alderpersons' attorney fees within the required 60 day window. He asked for a legal opinion from the City Attorney on whether the City's failure to contact its insurance carrier was legal or reasonable. Second, he reiterated the request for a legal opinion on how the City could reasonably reimburse the four alderpersons on their legal fees.

Alderman Hougen said reimbursing the alderpersons seems like the right thing to do. He suggested people won't be interested in running for office if they feel like they're vulnerable to paying attorney fees for conducting their duties in good faith. Alderman Kehoe said she is interested in hearing the legal opinions from the City Attorney. Alderman Wall said he thought this issue was done and over with; he stated he would like it to be resolved. Alderman Kupsik agreed, stating the matter appeared to conclude when a settlement was recently reached between the City's insurance carrier and the four alderpersons.

Mayor Connors stated that the legal opinions will require a bit of time and research from the City Attorney and the opinions would not likely be ready by next week's Council meeting. Alderman Kupsik said the item could be put on the Council agenda once the legal opinions are completed by the City Attorney.

#### **Discussion on waiving the petition requirement portion of the Street Use Permit Application for the Memorial Day Parade, 4th of July Parade, Maxwell Street Days, Homecoming Parade, Oktoberfest and Christmas Parade**

Administrator Jordan said the petition requirement was established in reaction to a bicycle race that took place a couple of years ago that had many issues. He said the petition was intended for for-profit events and not annual events like Memorial Day Parade and Homecoming Parade. Mr. Jordan said staff recommends waiving the petition requirement for the list of annual, community-oriented events. Alderman Wall agreed that it is

common sense to waive the petition requirement for these events. Alderman Kupsik said this recommendation will be passed on to City Council.

**Discussion on establishing a consent agenda**

Alderman Kupsik said the consent agenda would allow the Council to approve a group of routine items in one vote. If an alderman had any questions or issues with a particular item in the consent agenda, they could have the item withdrawn from the consent agenda and considered separately. Administrator Jordan said routine and non-controversial items would be placed on the consent agenda. Any items requiring individual approval, such as a budget resolution, would not be placed on the consent agenda. Alderman Hill asked if something could be pulled from the consent agenda without a vote. Alderman Hougen said the League of Municipalities manual stated that items are removed by the request of a council member and no vote is taken. This item will be considered at a future Council meeting.

**Finance, License & Regulation Committee, Alderman Hill**

Alderman Hill reported the Finance, License and Regulation Committee last met on April 23<sup>rd</sup> and regular business was discussed at the meeting. The Committee meets next on May 14<sup>th</sup>.

**Personnel Committee, Alderman Kupsik**

No meeting, no report.

**Public Works Committee, Alderman Mott**

Alderman Mott reported the Public Works Committee developed a final scope for the Library public restrooms remodel. He said the Committee discussed revisions to the downtown traffic signals project in attempt to lower costs when the project is rebid this year. Alderman Mott said the Public Works Committee also discussed free parking signs for the downtown area, pavement striping on Sheridan Springs Road, pavement striping on Highway 50, Veteran's Park soccer field repairs, removal of parking lot island brick in the McCullough's parking lot. Alderman Mott suggested the Public Works Committee address weed control in the City at a future meeting. Alderman Hougen said that as a dog owner he is concerned about the use of weed killer.

Alderman O'Neill said that last July he requested a handicap accessible walkway in front of Vicki's Café. He said he was told it would be done in the Fall and then in the Spring, but it has not been done. He asked Alderman Mott to help ensure that the project would get completed.

**Piers, Harbors, & Lakefront Committee, Alderman O'Neill**

No meeting, no report.

**Historic Preservation Commission, Alderman Kehoe**

Alderman Kehoe acknowledged the efforts of the Historic Preservation Commission in their Geneva Theater proposal. She reported the commission will meet next on Thursday, May 10<sup>th</sup>.

**Utility Commission, Aldermen Wall and Hougen**

Alderman Hougen reported that he and Alderman Wall were recently given a tour of the Utility Commission. He said he was impressed by the facility and the work that goes on to maintain utility services in the City. Alderman Hougen suggested that the Council continue to monitor the depreciation of the utility facilities.

**Tree Board, Alderman Kupsik**

No meeting, no report.

**Police & Fire Commission, Alderman Hill**

Alderman Hill said she has not yet attended a Police & Fire Commission meeting in her role as alderperson. She reported the next meeting is scheduled for May 10<sup>th</sup>.

**Planning Commission, Alderman Hougen**

Alderman Hougen said he has not yet attended a Plan Commission in his capacity as alderperson.

**Board of Park Commissioners, Alderman Kupsik**

Alderman Kupsik said the Board met last Wednesday. Some of the topics that were discussed were Veteran's Park scoreboards, advertising in Molitor field, disposition of old skate park equipment, progress of the new skate park and new park use requests. He reported the next regular meeting will be held on June 6<sup>th</sup>.

Alderman Kehoe asked if TIF funds would be used for Veteran's Park improvements. Alderman Kupsik said Administrator Jordan is looking into whether park impact fees could be used to fund maintenance in the park. Alderman Krohn said the road behind the old skate park is flooded every time it rains. She asked who is responsible for maintaining that road. Administrator Jordan said staff has made recommendations in the past to improve this road, however the Council has not acted upon it. Mayor Connors said this issue needs to go to the Public Works Committee to be addressed. He said it would have cost around \$7,000-\$10,000 to repair when this was last discussed about two years ago, but it was voted down.

**Library Board, Alderman Wall**

Alderman Wall said he will be attending his first Library Board meeting in his capacity as alderperson on Thursday. He discussed some of the highlights from the board's meeting last month, including latest library statistics and upcoming library events.

**Cemetery Commission, Alderman Krohn**

Alderman Krohn reported the last Cemetery Commission meeting was cancelled because Mickey Tolar sustained an injury.

**Parking Commission, Alderman Hill**

Alderman Hill said she attended the last Parking Commission meeting in April. She said the commission has been very active lately with the implementation of the new parking system. She said the next meeting is scheduled for Wednesday, May 9<sup>th</sup>.

**Communications Committee, Alderman O'Neill**

No meeting, no report.

**Avian Committee, Alderman Wall**

No meeting, no report. Alderman Wall said the committee is currently lacking members. Mayor Connors said there will be an appointment to the Avian Committee at next Council meeting.

**Chamber of Commerce, Alderman Hill**

Alderman Hill said she will be attending her first meeting on May 10<sup>th</sup>.

**Lake Geneva Museum, Alderman Mott**

Alderman Mott suggested that members of the public take the time to visit the museum, as there have been renovations made over the winter. He said there is free admission on the first Monday of every month.

**Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik**

Alderman Hougen said the corporation is making a push to market themselves in the community and raise awareness of their goals and activities.

**Geneva Lake Environmental Agency, Alderman O'Neill**

Alderman O'Neill said the agency discussed the City's new beach sampling policy. He said they are considering implementing a 24-hour turnaround program for all of Geneva Lakes testing sites, but additional funding would need to be appropriated.

Alderman O'Neill announced his resignation from the City Council, effective May 8, 2012. He said the reasons for the resignation would be outlined in a letter he will give to the City Clerk tomorrow and will be distributed to the Council members.

Hill/Kehoe motion to adjourn at 9:08 pm. Unanimously carried.

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/s/ Michael D. Hawes, City Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL**

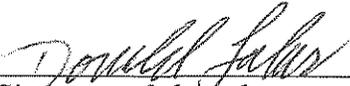
**OFFICIAL OATH**

**STATE OF WISCONSIN,**

**WALWORTH COUNTY**

I, **DON TOLAR**, having been appointed as Alderman, for the City of Lake Geneva  
swear (or affirm) that I will support the Constitution of the United States, and the  
Constitution of the State of Wisconsin, and will faithfully and impartially discharge the  
duties of said office to the best of my ability.

So help me God.

  
\_\_\_\_\_  
Signature of elected or appointed official

Subscribed and sworn to before me this 31<sup>st</sup> day of May, 2012.

  
\_\_\_\_\_  
(Signature of person authorized to administer oaths)

My commission expires \_\_\_\_\_, or if permanent

Notary Public \_\_\_\_\_, or City Clerk  
(Official title, if not a notary)



EB-154 (6/86)(Reformatted 11/98) (Y2K9/99)

The information on this form is required by Article IV, Section 28 of the Wisconsin  
Constitution, s 19.01 (1) (lm), Stats.

This form is prescribed by the State Elections Board, 132 East Wilson St., Suite 200,  
P> O. Box 2973, Madison, WI. 53701-2973, 608-266-8005



## OFFICE OF THE CITY CLERK

MICHAEL HAWES

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

Date: June 1, 2012  
To: Mayor and Common Council  
Re: Paperless Council Packets

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For the Committee of the Whole meeting on March 5<sup>th</sup> I presented a few “paperless” alternatives to distributing the Council meeting packets. A majority of the Council members appeared to support paperless packets, however they suggested the topic be discussed again after the April elections.

Here is a quick summary of the attached information:

- The City uses approximately 25,000 sheets of paper per year on Council meeting and Committee of the Whole packets
- The cost of paper, ink, staples and labor involved with making copies and assembling the packets is \$2.235 per year
- If the City purchased an e-reader (i.e. Amazon Kindle Fire) for each of the Council members and support staff (at \$250.00 each) and distributed the packets electronically, the City would save \$735.00 per year.
- If only 4 of the 8 members of the Council switched to paperless, the City would still save \$562.00 per year

The packets could be distributed electronically via e-mail or by leaving a memory card in your mailbox. At the end of the Council member’s term, they would return the e-reader for the City to reuse or sell.

**Recommended motion:** Motion to recommend directing the City Clerk to draft a policy for implementing paperless Council packets using e-readers for the Finance Committee and Council to consider.

## The Cost of Paper Packets

The tables below consider the costs of paper, ink, staples, and labor involved with copying and assembling the packets for regular Council meetings and Committee of the Whole Meetings (COWM). Regularly, there are two Council meetings and one COWM per month.

### Paper/Copier Costs

<sup>1</sup> Each Council packet	135 pages
Total pages per meeting	1904 pages
<sup>1</sup> Each COWM packet	23 pages
Total pages per meeting	276 pages
<sup>2</sup> Total pages/month	4,084
<sup>2</sup> Total pages/year	49,008
<sup>4</sup> Cost per sheet of paper	\$ 0.006
<sup>5</sup> Copier cost per sheet	\$ 0.006
<sup>3</sup> Cost per month	\$ 37
<b>Paper/copier per year</b>	<b>\$ 441</b>

### Labor Costs Copying/Assembling Packets

<sup>6</sup> Hours per Council meeting	3.00
<sup>6</sup> Hours per COWM meeting	0.50
<sup>2</sup> Total hrs/month	6.50
<sup>2</sup> Total hrs/year	78.00
<sup>7</sup> Cost per hour	\$ 23
<b>Cost per month</b>	<b>\$ 150</b>
<b>Labor per year</b>	<b>\$ 1,794</b>

### <sup>8</sup>Environmental Impact (per year)

Sheets of paper	24,504
Pounds of paper	980.16
Wood Use	2 tons (~13 trees)
Sulfur-dioxide	13 lbs
Greenhouse gases	2,952 lbs
Hazardous Air Pollutants	1 lb
Wastewater	10,889 gal
Solid Waste	942 lbs

**Total paper, copier, labor cost per year: = \$ 2,235**

<sup>1</sup> = based on average pages per packet over last six months

<sup>2</sup> = based on producing 14 copies of the Council meeting packet twice per month, and producing 12 copies of the C.O.W.M. packet once per month

<sup>3</sup> = includes printing double-sided sheets

<sup>4</sup> = based on typical cost of \$30.00 per box of paper (5,000 sheets)

<sup>5</sup> = based on contract cost of \$0.0057 per copy (which includes toner, copier equipment and maintenance) and \$0.0066 per staple

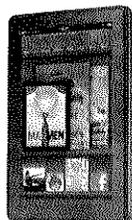
<sup>6</sup> = includes the labor involved with copying and assembling packets only

<sup>7</sup> = average of clerk and deputy clerk hourly rates

<sup>8</sup> = computed using the calculator on the Environmental Paper Network ([environmentalpaper.org](http://environmentalpaper.org))

## Paperless Alternatives to Council Packets

### RECOMMENDED



Amazon  
Kindle Fire



Barnes and Noble  
Nook Color

### E-Readers

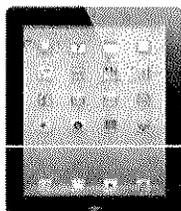
- 7" display
- Packets distributed by web or reusable microUSB stick
- Adobe PDF reader, word processing
- Wireless internet connectivity
- "ArticleView" technology for easy readability
- 8gb of storage space
- Cost: \$200 each + \$50 protective cover

	50% of council	75% of council	100% of council
Savings per year	\$ 562	\$ 666	\$ 735

### Tablets



Samsung  
Galaxy Tab 10.1

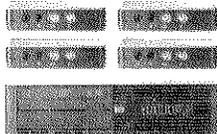


Apple iPad 2

- 7" to 10" display
- Packets distributed by web only
- Wireless internet connectivity
- Adobe PDF capability; high media/computing capability
- 16gb of storage space
- Cost - \$500 + \$50 protective cover

	50% of council	75% of council	100% of council
Savings per year	\$ (488)	\$ (834)	\$ (1,065)
	<i>(no savings)</i>		

### Terminals in Council Chamber



HP MultiSeat ms60000

- Re-use old City computers at Council Chamber desks
- Or
- Purchase terminal computing stations Cost - \$3,000 for 12 units, plus 4 monitors, plus keyboards/mice, plus installation (approx. \$6,500 total)

- E-readers and Tablets include assumption of 2-year useful life (length of alderman's term)
- All scenarios for E-readers and Tablets include purchasing 3 units for staff and discontinuing 4 hard copies

Hill/Kupsik motion to approve renewal of Class "B" Ferment  
Geneva Hospitality Group LLC d/b/a Comfort Suites, 300 E. Main Street, Lake Geneva, Sam Russo, Agent, pending any outstanding liabilities to the City being paid and all distributor invoices and Department of Revenue holds being cleared prior to issuance of the licenses. Motion carried by vote of 7 to 0.

**Renewal "Class A" Liquor License application filed by the following:**

Hill/Wall motion to approve renewal of "Class A" Liquor License applications filed by Lake Geneva School of Cooking LLC, 727 Geneva Street, Lake Geneva, John Bogan, Agent, pending any outstanding liabilities to the City being paid and all distributor invoices and Department of Revenue holds being cleared prior to issuance of the licenses. Motion carried by vote of 7 to 0.

Hill/Kupsik motion to approve renewal of "Class A" Liquor License applications filed by Cove Condominium Association d/b/a The Cove of Lake Geneva, 111 Center Street, Lake Geneva, Sal Sardina, Agent, pending any outstanding liabilities to the City being paid and all distributor invoices and Department of Revenue holds being cleared prior to issuance of the licenses. Motion carried by vote of 7 to 0.

**Renewal Class "A" Fermented Malt Beverage License application filed by the following:**

Hill/Wall motion to approve renewal of Class "A" Fermented Malt Beverage License applications filed by Tienda El Rancho, Inc., 1151 Elkhorn Road, Lake Geneva, Mercedes Jaramillo, Agent, pending any outstanding liabilities to the City being paid and all distributor invoices and Department of Revenue holds being cleared prior to issuance of the licenses. Motion carried by vote of 7 to 0.

Hill/Mott motion to approve renewal of Class "A" Fermented Malt Beverage License applications filed by Geneva Lakes Convenience Corporation d/b/a Lake Geneva Clark, 728 Williams St, Lake Geneva, Cindy Todd, Agent., pending any outstanding liabilities to the City being paid and all distributor invoices and Department of Revenue holds being cleared prior to issuance of the licenses. Motion carried by vote of 7 to 0.

**Discussion/Action on service agreement with SimplexGrinnell for fire alarm inspection and other related services for the Geneva Lake Museum for the period of June 1, 2012 to May 31, 2015 in the total amount of \$2,936.00**

Hill/Kupsik motion to approve. Alderman Hill said this is the same company that conducts these services at City Hall. Because of this, the City gets preferred pricing for inspections at the museum. Mayor Connors asked which account this is funded from. Administrator Jordan stated it is from a museum maintenance account. Motion carried by vote of 7 to 0.

**Discussion/Action on disposition of old skate park equipment (recommended by Board of Park Commissions 5/2/12)**

Hill/Mott motion to approve selling the old skate park equipment for the minimum amount of \$5,000.00, for a listing time of at least 60 days. Alderman Hill explained that Covenant Harbor approached the City with the offer to remove the equipment and fencing at the old skate park at no cost. In exchange, they have asked to keep the old skate park items. The Board of Park Commissioners discussed this proposal and felt it would be most prudent for the City to attempt to sell the skate park items at a minimum price of \$5,000.00. If the items don't sell after advertising for a month or two, then the City could consider Covenant Harbor's request. Motion carried by vote of 7 to 0.

**Discussion/Action on CDARS renewal or reinvestment**

Hill/Kupsik motion to reinvest the CDARS with Community Bank of Delavan for a 26-week period at the rate of 0.25%. Motion carried by vote of 7 to 0.

**Parking Commission – Alderman Hill**

**Discussion/Action on adding designated parking spaces for Library employees**

Mayor Connors suggested this item be referred to the Parking Commission or the Committee of the Whole for more discussion. Administrator Jordan said the Parking Commission felt it was up to the Council to designate parking for library employees. Alderman Wall noted that all other City employees have designated parking available to them. Alderman Kehoe suggested that this be discussed at the next Committee of the Whole meeting.



Kupsik/Mott motion to forward to Committee of the Whole meeting on June 4, 2012. Administrator Jordan said staff has discussed some different alternatives for library staff parking, such as the Cook Street lot or having reserved spaces on Madison Street. Motion carried by vote of 7 to 0.

**Discussion/Action on running shuttle buses on the weekends of Memorial Day, 4th of July, Venetian Fest, Labor Day, Oktoberfest, Art in the Park, Maxwell Street Days and Winter Fest, funded by the parking fund**

Administrator Jordan indicated the cost for running the shuttle buses is \$700.00 per weekend. He said the Business Improvement District paid for the service in previous years. The City funded the shuttle service once last year and it was successful. Mr. Jordan said the Parking Commission is recommending that the City fund it for seven busy weekends this year, for a total cost of \$4,500.00. Mayor Connors suggested an amount not to exceed \$5,000.00. Administrator Jordan said he was skeptical at first about the shuttle buses, but they have proven to be popular and successful for alleviating some parking problems in the downtown area.

Alderman Hougen said he thought the shuttle buses are a fantastic idea. He further suggested that the shuttle program be expanded to run every day, year-round from 7 a.m. to 7 p.m., free of charge. Alderman Hill asked if the City would be losing parking meter revenue by using the shuttle bus program. Administrator Jordan said the parking stalls are nearly full on these busy weekends anyways.

Alderman Kupsik said a year-round shuttle service would be too expensive. Alderman Hougen asked if there is a regional transportation authority. Administrator Jordan said there has been a recent County effort for improved transportation; he said he would research the status of this. Alderman Kehoe suggested the year-round shuttle service idea could be discussed at a future Committee of the Whole meeting.

Hougen/Mott motion to approve running shuttle buses, in the amount not to exceed \$5,000.00, on the weekend of the following events: 4<sup>th</sup> of July, Venetian Fest, Labor Day, Oktoberfest, Art in the Park, Maxwell Street Days and Winterfest. Motion carried by vote of 7 to 0.

**Discussion/Action exploring additional parking lot leases with owners of parking spaces**

Mayor Connors suggested this item be discussed at a future Committee of the Whole meeting. Hill/Mott motion to forward to the June 4, 2012 Committee of the Whole meeting for discussion. Motion carried by vote of 7 to 0.

**Presentation of Accounts – Alderman Hill**

Hill/Wall motion to approve Prepaid Bills in the amount of \$59,292.65.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik and Krohn voted “yes.” Motion carried 7 to 0.

Hill/Kupsik motion to approve Regular Bills in the amount of \$271,794.04

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik and Krohn voted “yes.” Motion carried 7 to 0.

**Mayoral Appointments – Mayor Connors**

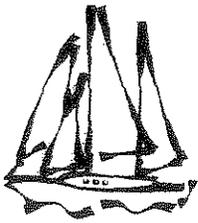
Mayor Connors announced the following appointments: reappointment of Mary Jane Jaros to the Zoning Board of Appeals for the term expiring May 1, 2015; appointment of Mackenzie Bestold to the Avian Committee for the term expiring May 1, 2014; reappointment of Sturges Taggart to the Cemetery Commission, effective June 1, 2012, for the term expiring May 1, 2014

Kupsik/Hill motion approve, with Mr. Taggart’s term expiring May 1, 2014, contingent upon accepting a letter of resignation from Bob Flemming.

**Closed Session**

Hill/Kupsik motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss the possible purchase of property (Administrator Jordan)

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik and Krohn voted “yes.” Motion carried 7 to 0.



# AGENDA ITEM REQUEST FORM

CITY OF LAKE GENEVA, WISCONSIN

Please attach any information that you would like to be included with the agenda.

Two Aldermen, Mayor Or Administrator  
For City Council Requests: Article II,  
Section 2-42 (c) must be received two  
Fridays prior to the scheduled City Council  
meeting

Item Requesting  
Be placed on agenda  
Please list as you would like it  
displayed on the agenda

Committee/Board/Commission  
which you are asking to  
Review this item

Date of Meeting

<i>Discussion of actions for purchasing truck for Oak Hill Cemetery</i>
<i>meeting of whole</i>

Signature

*Aileen Krohn*

DATE: *5/18/12*

*Wesley Mott*

DATE: *5/28/12*

**LAKE GENEVA HISTORIC PRESERVATION  
COMMISSION MEETING AGENDA  
MAY 10, 2012 – 6:30 P.M.  
LAKE GENEVA CITY HALL**

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1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of Historic Preservation Commission Meeting of April 12, 2012.
4. Comments from the public and correspondence.
5. Reports from the Geneva Lake Area Museum and the Maple Park Homeowners' Association.
6. Update re: the Geneva Lake Area Museum Celebration on May 18, 2012, the status of the republishing of the James Simmons book on the History of Lake Geneva, and the Wisconsin Historical Society Cemetery Restoration program at Pioneer Cemetery and Horticultural Hall on Friday, May 18, 2012.
7. Report re: the status of the new Historic Railroad Depot sign at the former Lake Geneva Depot site, coordination of the placement of the sign with the Public Works Department, and the continuation of the proposed "Railroad Heritage Trail" through the City of Lake Geneva with a proposed new Chicago & Northwestern sign near Simple Café.
8. Update re: the status of the Geneva Theater Building at 244 Broad Street in Lake Geneva; update from the May 1, 2012, meeting of The Friends of The Geneva Theater for the creation of a Community Cultural Arts Center; report on efforts to promote the Theater project; and updates on the [www.friendsofgenevatheater.org](http://www.friendsofgenevatheater.org) website.
9. Discussion re: potential projects for 2012 such as preparation of a Historic Lake Geneva Walking Tour brochure and future "Tales of Lake Geneva" educational presentations.
10. Ongoing discussion re: additional promotional ideas for the Historic Preservation Commission including programs with the National Trust for Historic Preservation, the Wisconsin Historical Society, the Wisconsin Association of Historic Preservation Commissions and updates on our website [www.historiclakegeneva.org](http://www.historiclakegeneva.org).
11. Review of Plaque Program and status of recent applications and any other business, including Historic District design reviews and review of materials from the Wisconsin Historical Society and the National Trust for Historic Preservation.
12. Adjournment

## SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
 MINUTES-----Regular Meeting  
 PLACE-----Lake Geneva Utility Commission  
 DATE-----May 17, 2012  
 TIME-----4:45 P.M.

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

Regular monthly meeting as called to order by Pres. Brellenthin at 5:00 P.M.

Members present: Brellenthin, Saia, Esarco, Mayor Connors, Alderman Wall, and Alderman Hougen.

Minutes of the previous meeting approved on a motion by Saia, 2<sup>nd</sup> Wall. Motion Carried.

**Communications:**

**Water & Sewer Agenda Items:**

1. Annual Tour of the Facilities – all members were impressed the operations and cleanliness of the facilities. Tours conducted by Kent Wiedenhoeft and Scott Tesmer.
2. Identity Theft Prevention Yearly Update – Alderman Hougen asked for clarification on liability when 3<sup>rd</sup> parties (utilities) have access to the tower areas. Clarification from appropriate parties will be requested. Discussion regarding the Identify Theft Prevention Program included the possibility of some minor adjustments. Motion made to accept document as adjusted, motion made by Saia, 2<sup>nd</sup> by Wall. Motion Carried.
3. Master Meter for Pioneer Mobile Home Park – Discussion on various concerns with the water usage and measurement at the park, motion made by Wall, 2<sup>nd</sup> by Hougen to set up temporary metering device with a cost of approximately \$1K. Motion Carried.

**Director's Report:**

**May**

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$1,534,000	EOM Cash Position	\$2,108,000
Project Commitments	\$ 20,000	Project Commitments	\$ 6,000

**Review and Payment of Bills:**

Bills were presented for payment on a motion by Mayor Connors, 2<sup>nd</sup> by Wall. Motion Carried.  
 Next meeting is scheduled for Thursday, June 21, 2012 at 4:45 P.M.

**Adjourn:**

The meeting was adjourned at 5:40 on a motion by Saia, 2<sup>nd</sup> by Brellenthin.

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING AGENDA  
THURSDAY, MAY 10, 2012, 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
2. Pledge of Allegiance
3. Roll Call
4. Welcome new Commission member, Lynelle Gramm
5. Election of Officers: President, Vice President, and Secretary
6. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical information of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person(s) referred to: specifically Police Department employee(s) and 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction: specifically Succession planning for Police Department Personnel, and Wisconsin State Statute 19.85(1)(d), considering strategy for crime detection or prevention: specifically School Liaison Officer(s).
7. Motion to return to open session per Wisconsin State Statute 19.85(2) at 6:40 p.m.
8. Welcome new Council Liaison Sarah Hill
9. Welcome Town of Geneva Liaison Jim Dailey
10. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
11. Acknowledge correspondence received
12. Approval of minutes from the regular meeting April 5, 2012
13. Fire Department Business:
  - a. Approval of bills for the Month of April 2012. Operating in the amount of \$48,620.89, Capital in the amount of \$10,660.30, and Hydrant Rental in the amount of \$57,012.00, for a total of \$116,293.19
  - b. Geneva Township Billing report January 1, 2012 through March 31, 2012
  - c. Fire Protection contract with Geneva Township that expires December 13, 2012
  - d. Authorize EMS to provide coverage for the Big Foot Triathlon for approximately six hours
  - e. Request to reinstate Kenneth Winger to the Department
  - f. Approve 90 day leave of absence for Paul Blount

- g. Accept resignation of Zachary Acker
- h. Accept resignation of Ryan Dion
- i. Update on EMS Billing contract and software
- j. Insurance Billing Report
- k. Monthly Report
- l. Monthly Paratech Report
- m. Items to be forward to the City Council

14. Police Business

- a. Approval of bills for the Month of April 2012. Operating in the amount of \$193,198.00 and Capital in the amount of \$2,000.00, for a total of \$195,198.00
- b. Accept resignation of Reserve Officer Ryan Alderman
- c. Approve 18 month leave of absence request from Reserve Officer Kimberly Ketchpaw
- d. Approve 12 month leave of absence request from Reserve Officer Aaron Reigle
- e. Update on two new squad cars
- f. Update on Squad car video cameras and distribute draft policy
- g. Update on radios
- h. Update on summer staffing and reminder for Sunday May 13<sup>th</sup>, training at the Walworth County Range
- i. Thank you from "Cody's Wish Party"
- j. Monthly Activity reports:
  - Patrol: Calls for Service – 927      Arrests – 127
  - Dispatch: Telephone Calls – 3,498      911 Calls – 133      Window Assists - 702
- k. Items to be forwarded to the City Council

15. Agenda items for the next regular meeting June 7, 2012  
Fire Department Awards Ceremony – 6:00 p.m.

16. Police Department Annual Employee Awards Ceremony and swearing in of new Reserve Officers

17. Adjourn

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

**CITY PLAN COMMISSION  
MONDAY, MAY 21, 2012 - 6:30 PM  
COUNCIL CHAMBERS, CITY HALL**

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

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

Skates/Poetzinger motion to approve the April 16th 2012 minutes. Motion carried.

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

None.

**Correspondence.**

None.

**Public Hearing and recommendation on a Conditional Use Application filed by Reeds Construction LLC, W3199 S. Lake Shore Drive, Lake Geneva, WI 53147 for Antoinette Sottrel, 5N501 Curling Pond Road, Wayne, IL 60184, to construct a new pier at 1084 La Grange Drive, Lake Geneva, WI 53147 Tax Key Number ZLE 00003.**

Frank Sottrel, 849 Seminary Circle, Glen Ellyn, IL 60137, approached the podium to explain the project. This will be a replacement pier for the one that is currently there. Skates asked about the existing pier. Mr. Sottrel stated that what was there in the past is much larger than what is allowed and also currently proposed. It currently is about 85-90 feet out in distance from the shore. They are proposing 100 feet from the shore. Mr. Sottrel also explains that they are more than the 12 1/2 foot setback from the new riparian rights line that was recently documented by the recent lot line adjustment.

Flower/Hougen to close the public hearing. Motion carried. Connors/ Poetzinger motion to recommend approval the Conditional Use Application filed by Reeds Construction LLC, W3199 S. Lake Shore Drive, Lake Geneva, WI 53147 for Antoinette Sottrel, 5N501 Curling Pond Road, Wayne, IL 60184, to construct a new pier at 1084 La Grange Drive, Lake Geneva, WI 53147 Tax Key Number ZLE 00003, pending DNR approval, verification of riparian rights and including all staff recommendations. Motion carried unanimously.

**Public Hearing and recommendation on a Conditional Use Application filed by Reeds Construction LLC, W3199 S. Lake Shore Drive, Lake Geneva, WI 53147 for John and Barbara Salyer, 1900 E. Golf Rd. Suite 1030, Schaumburg, IL 60173 for an addition to their existing pier, to extend the pier and add an additional slip at 845 Bayview Drive, Lake Geneva, WI 53147, Tax Key Number ZGB 00006.** Jeff Reed, Reeds Construction approached the podium on behalf of the applicant. Connors asked how many boats and personal watercrafts will be included on this pier.

There will be one boat and two wave runners on the pier. Mr. Reed states that the top of the boat needs to be in deeper water and that is why the canopy will be moved out further. There is a pad for rafts but Mr. Reed doesn't know if it is even utilized. Hougan asked if this addition to the pier will impede any additional raft traffic or make more congestion. Mr. Reed stated that there is a raft already out there and this addition will only be 28 feet longer than is currently there.

Connors asked about the total amount of boats that they will be allowed. Brugger explained his belief of the interpretation of the DNR in regards to the number of watercrafts allowed. He believed that there are two boats allowed for the first 50 feet and one for each additional 50 feet after that. With a 100 feet plus frontage, they would be allowed three boats. Mr. Reed stated that he believed the same. If the canoes and kayaks are not registered they may not count. In order to use the City rack though, they must be registered. Skates/Hougen motion to close the public hearing. Motion carried. Skates/Poetzinger motion to recommend approval on a Conditional Use Application filed by Reeds Construction LLC, W3199 S. Lake Shore Drive, Lake Geneva, WI 53147 for John and Barbara Salyer, 1900 E. Golf Rd. Suite 1030, Schaumburg, IL 60173 for an addition to their existing pier, to extend the pier and add an additional slip at 845 Bayview Drive, Lake Geneva, WI 53147, Tax Key Number ZGB 00006 including all staff recommendations, DNR approval and also conforming with the DNR regulated number of boats allowed at this location. Discussion followed. Motion carried unanimously.

May 21, 2012 Plan Commission

**Public Hearing and recommendation on a Conditional Use Application filed by Deborah Dalzell, W3274 S. Lake Shore Drive, Lake Geneva, WI 53147 to modify an existing non-conforming pole sign by replacing the faces with new signage located at 880 W. Main Street, Lake Geneva, WI 53147, Tax Key Number ZOP 00337.** Bill Dalzell, and Barry Rawson, B&B Signs LLC, approached the podium to explain the project. Flower asked how the sign would be located if it were to be conforming. Mr. Dalzell explains that this sign would have to be located to the middle of the parking lot. Skates clarifies that this approval would just be to replace the faces of the sign and it could, but wouldn't have to be, to reset the 10 year sunset date to make the sign conforming. Connors asked if the applicant would consider the change from red to burgundy. It was stated that they wanted to keep the sign in the patriotic colors and would have no problem altering it a bit. Poetzinger/Skates motion to close the public hearing. Motion carried. Hougen/ Skates motion to recommend approval on a Conditional Use Application filed by Deborah Dalzell, W3274 S. Lake Shore Drive, Lake Geneva, WI 53147 to modify an existing non-conforming pole sign by replacing the faces with new signage located at 880 W. Main Street, Lake Geneva, WI 53147, Tax Key Number ZOP 00337 including all staff recommendations specifically the change of the red color of the sign to burgundy. Poetzinger asks about the ten year time limit. Brugger explained it. Motion carried.

**Public Hearing and recommendation on a Conditional Use Application filed by Chad Steen, 602 E. Market Street, Elkhorn, WI, 53121, for a coffee shop and Deli (Indoor and Outdoor Commercial Entertainment) at 835 Wrigley Drive, Lake Geneva, WI 53147, Tax Key Number ZOP 00339.** Brugger explained the project on behalf of the applicant. He says there will be little to no cooking due to the type of building and the potential for nuisances should be pretty low. Skates/Poetzinger motion to close the public hearing. Motion carried. Skates/ Flower motion to recommend approval on a Conditional Use Application filed by Chad Steen, 602 E. Market Street, Elkhorn, WI, 53121, for a coffee shop and Deli (Indoor and Outdoor Commercial Entertainment) at 835 Wrigley Drive, Lake Geneva, WI 53147, Tax Key Number ZOP 00339 including all staff recommendations. Flower asks if they have to comply with ADA requirements. Brugger states not necessarily but they have to comply with the accessibility requirements of the building code which can be substantially different. They are currently still working on a ramp. Discussion followed. Positive comments were made on the changes to that area of town. Motion carried unanimously.

**Review and recommendation on a Site Plan application filed by the American Legion, 735 Henry Street, Lake Geneva, WI 53147 to construct a fence on the property located at 735 Henry Street.** Skates would like to recues himself. Hougen asks if the future paved parking area is within the perimeters of the drainage area. Brugger explains that the parking was approved in a previous site plan approval and to this approval will have it renewed. Part of the original approval was that a drainage analysis be done by the City Engineer and that some landscape islands be installed. He believes that the intent is that if they can get the money together to put this in in the next five years that they will only have to comply with the conditions and not spend the application fee again to get the Site Plan approved. Connors/ Hougen motion to recommend approval on a Site Plan application filed by the American Legion, 735 Henry Street, Lake Geneva, WI 53147 to construct a fence on the property located at 735 Henry Street including staff recommendations for landscaping and also for the City Engineer to review the drainage plan. Mr. Manny Kirchoff approached the podium on behalf of the Legion and explained the reasoning behind the chain link fence. They feel this is better than the pink temporary fence that they have been putting up for many years. Poetzinger asks if they are planning to put gates on at this time. Mr. Kirchoff states not at this time, but it is a plan for the future. Motion carries 5-0 with Skates abstaining (and Brugger voting).

**Review and recommendation on a Certified Survey Map, filed by Lael Vandeburgh, N2365 Bonnie Brae, Lake Geneva, WI 53147 for land located at N2365 Bonnie Brae, Lake Geneva, WI 53147 in the Town of Linn which is also with the City's extra territorial plat review area.** Lael Vandeburgh approached the podium and explained her project. Connors asked if Ms. Vandeburgh had received the recommendation given by the Department of Administration. She believes it has been corrected. Hougen/Skates motion to recommend approval on a Certified Survey Map, filed by Lael Vandeburgh, N2365 Bonnie Brae, Lake Geneva, WI 53147 for land located at N2365 Bonnie Brae, Lake Geneva, WI 53147 in the Town of Linn which is also with the City's extra territorial plat review area including the recommendation made by the Department of Administration in a letter dated May 14, 2012. Motion carried unanimously.

May 21, 2012 Plan Commission

**Review and recommendation on a Certified Survey Map, filed by Jeanne Allis, W3691 Snake Road, Lake Geneva, WI 53147 for land located at W3691 Snake Road, Lake Geneva, WI 53147 in the Town of Linn which is also with the City's extra territorial plat review area.** Jeanne Allis approached the podium to explain her project. Connors asked if she had received the recommendation made by the Department of Administration. She explains that she had, the surveyor has received the recommendations and has already made the changes and resubmitted to the county. Flower asks how Ms. Allis' lot line will line up with Ms. Vandenburg's. Ms. Allis explained that they are on two different side roads and each one will line up with its respective adjoining neighbors. The Town of Linn approved both the entrances on Snakes Road and Alta Vista. Hougen/ Poetzinger motion to recommend approval on a Certified Survey Map, filed by Jeanne Allis, W3691 Snake Road, Lake Geneva, WI 53147 for land located at W3691 Snake Road, Lake Geneva, WI 53147 in the Town of Linn which is also with the City's extra territorial plat review area subject to the Department of Administration recommendations in a letter dated May 17, 2012 letter, a recommendation by the City Engineer in a letter dated May 16<sup>th</sup>, 2012 and all staff recommendations. Skates ask Brugger to explain the right of way dedication that was suggested in the Staff recommendations. Motion carried unanimously.

**Discussion and review of a Concept Plan Pan for a proposed Planned Development filed by Excel Engineering Inc. 100 Camelot Drive, Fond du Lac, WI 54935 on behalf of PHRE Lake Geneva LLC, 10930 W. Potter Road, Suite A, Wauwatosa, WI 53226 for land located on N. Edwards Blvd., north of Home Depot.** Bill Hoch, Engineer from Excel Engineering and Kim Pischke, Core Commercial approached the podium and explained the revisions that were updated as of today and handed out by Ms. Pischke for a retail development. In the original site plan, there was an access drive off of Edwards Boulevard and the main traffic lane driving through the parking lot. The recent change is now the change of the traffic drive to the south side and put all the parking to the north of the lot. This will allow for a larger landscape area in front of the loading dock and the front tenant and this will allow for more green space on the site overall. They are also asking for group development on this site as part of the Planed Development process so they don't have to come back for an additional Conditional Use process. Hoch has also added future access points once Turkey Farm Road is fully developed. They would like to have larger access points to help the trucks make turns easier. They are proposing 39,000 square feet of retail space on site. All of the underlying zoning requirements have been met for the Planned Business zoning district except for the few items mentioned tonight. When the Turkey Farm Road has been developed, they would propose moving the access point from this site to Edwards and replacing it with the access points on Turkey Farm Road. Hougen appreciates the green space that is proposed. He also asks if the islands can be put together to put a bigger green space instead of spreading out all the islands. Brugger stated that the purpose of the internal islands is to hopefully acoid visually and impactfully mass asphalt area for heat generation and mostly visually. This is the City's ordinance more than the developers plan. Connors reiterates that the delivery trucks would pull into the development and go to the back to turn around and then back up into the first building. That is correct. Poetzinger asks if there is a timeline on Turkey Farm Road? Brugger says no, that it will be driven probably by development on the Hillmoor site. Skates asks if Peller Road could be utilized. Brugger says not until Turkey Farm is developed. Mr. Hoch stated that this plan is in compliance with the cross easement with Target. The idea is to make the dumpster the same material as the building so it is somewhat concealed. Flower asks about the access most to the east, it goes off to nothing. Is it for something in the future? There is an accepted offer on the property so this is future planning to connect the two parcels together. Flower also asks if the Turkey Farm Road is a separate development so connection to the home Depot would not be related to this at all. Brugger states that the terrain would not permit it; there is an eight foot drop from Turkey Farm Road. Flower questions the woodland area. Brugger explains that it is not mapped woodland area, there is a fence line of trees that makes is a wooded area but it is not a documented woodland area. SEWRPC has not designated this area as woodlands so no additional site survey needs to be done. There are two sets of numbers on the plan to show the greenspace, the smaller number is without the Turkey Farm Road dedication. The abandoned properties would then be razed when the project goes forward. Skates asks about the number of access points onto the lot. There is talk about the sidewalk connecting to the Target parcel and the bike trail which would have to yet be approved by Target but it is a thought. There was talk about the time frame for Turkey Farm Road, it is hard to absorb cost of the full street on the parcel of land that it is. Discussion occurred on parking and different layouts. The main building facades will be facing Edwards Blvd. The utilities right now are planned to be on the northwest side of the building. Flower wants the City of be cautious of the same building material that Target used, as she has seen it falling off of another building. Positive feedback was given, pending some tweaking. Hougen suggests putting in a charging station for electric vehicles.

**Downtown Design Review.**

220 Cook Street. When the outdoor dining was approved, the owner thought landscaping would help to control the people on the property. After looking at this particular corner, he thought that the fence would help give him more control on the property. This is different than the bushes so it is back before the Commission for approval. Skates/ Flower motion to approve the fencing as presented. Motion carried unanimously.

Skates/Poetzinger motion to adjourn at 8:03pm. Motion carried.

/s/ Jennifer Special, Building/Zoning Administrative Assistant

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



# Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik  
Rick Steinberg  
John Swanson

Lynn Hassler  
Peggy Schneider  
Mayor Jim Connors

Barb Hartigan  
Dave Quickel

Director of Public Works Daniel S. Winkler, P.E., Secretary  
Street Superintendent Ron Carstensen

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914  
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## MINUTES OF THE MAY 2, 2012

### 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 X, Lynn Hassler Excused, Barb Hartigan Late & Left Early,  
Rick Steinberg X, Peggy Schneider X, Dave Quickel X, John Swanson X,  
Ald. Al Kupsik X, Mayor Jim Connors X. ( 7 & 8 total).

### Staff & Aldermen Present:

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

### Public Present:

Mr. Ken Johnson & several baseball coaches, Mr. Ed Yeager, Mr. Mike Coolidge, Mr. John Halverson.

### Approve the Minutes of the Prior Meeting:

It was moved Mayor Connors to approve the minutes of the March 2012 Meeting, seconded by Mr. Steinberg. The motion passed 7-0.

### Public Input:

None as the public waited until their agenda items to speak.

### Park Permits (Moved to Last on the Agenda):

10/5/13	Ledbetter Wedding	Library Park	(continued to next month's meeting).
5/28/12	Geneva Lake Conservancy 35 <sup>th</sup> Anniversary	Flat Iron Park 9AM to 4PM	(Approved 7-0, no P/A system until After Memorial Day Ceremonies at Riviera noon.)
6/2/12	Lakes Area Physical Therapy	Veterans Park 8AM to 5PM	(Approved 7-0).
5/30 – 6/2/12	Universal Cheerleaders Assoc.	Flat Iron Park 8AM to 8PM	(Approved 7-0, with note to mow lawn Just before the event, Quickel to check On event).
7/14/12	Delgado Graduation Party	Veterans Park 1PM to 7PM	(Approved 7-0).

1/28 – 2/3/13	Chamber of Commerce Winterfest	Riviera	(Approved 7-0).
6/24/12	Grand Cheese	Veterans Park Field #5	(Approved 7-0). 10:30 AM to 3PM
7/12 & 8/12	Chamber of Commerce Excl. Venetian Music in the Park	Flat Iron Park	(Approved 7-0) 6:30 PM to 8:30 PM

**Park Assignments/Repair Update:**

Mr. Swanson read through his list which included Veterans Park Concession Building which needs the second floor fascia painted and first floor fascia possibly replaced, park bench and trash container metal parts painting (in general), and American Legion flags are getting ragged in Library Park. President Skates said he would mention the flags to the Legion. He also noted Donian Park looked superb and people extensively use the tennis courts. The silt fence behind the YMCA still needs to be removed.

Ms. Schneider inquired about signage in Library Park and the park rules sign at Maxwell Street is mounted too high.

**New Business:**

- **Badger Leadership Dynamics Map Board Discussion-** DPW Winkler explained the request for a lake map information board to be furnished and installed at the west end of Library Park. Swanson, Quickel, Skates and Kupsik all commented regarding the desire for a quality sign as the Plexiglas versions have caused us problems in the past. It was moved by Quickel and seconded by Kupsik to approve the request in carved cedar or redwood signage of similar construction quality to the historical preservation signs located at Cook and Main Streets or Sage Street north of Geneva Street. The discussion also included where the sign would go. DPW Winkler would select a place probably just east of the parking/turnaround area along the path. The motion passed 7-0.
- **Veterans Park Scoreboard Discussion-** DPW Winkler shared information on the Sportable scoreboards that are at the park and the cost to implement "Score Restore" boards in LED. Discussion included comments by Mr. Coolidge that he uses NEVCO scoreboards and they could provide pricing and Administrator Jordan explaining the two park funds the City has, that there are \$30K to \$35K in each, and time limits and restrictions in how the funds may be spent. Jordan also mentioned the Lion's Club may also fund one or more of the new scoreboards. It was moved by Kupsik and seconded by Swanson to go out and get 3 quotes for scoreboards including installation and bring the information back to the Commission. The motion passed 7-0.
- **Veterans Park Molitor Field Advertising Discussion-** Mr. Johnson gave a presentation on Lake Geneva Baseball, a newly formed organization. The group inquired if the City would consider allowing 4' x 8' vinyl advertising signs on the outfield fences of fields nos. 3, 4, 5 and Molitor Field. The cost per sponsorship was mentioned at possibly \$250 each, printing only on the field side, the group would maintain the signs, take them down in the fall, and apply proceeds toward needed park improvements. Mr. Coolidge said the YMCA is not part of the sign request but supports the organization's efforts. It was moved by Mr. Quickel to approve the request and seconded by Mr. Swanson. Under discussion Mayor Connors suggested that the City Attorney review the request as a private organization was fundraising on City property. An amendment was offered by Alderman Kupsik to refer the request to the City Attorney for any legal ramifications and include a provision that any advertising conform to WIAA guidelines. The amendment was accepted by the maker and second of the motion, and approved 8-0.

- **Veterans Park Use for Cricket Pitch League Play Discussion-** President Skates continued this item to the next meeting as the representative from Milwaukee was not able to attend.
- **Family Fun Circus Use of Park Discussion-** President Skates read the request to conduct a circus at a City park in June. Mayor Connors indicated that the request is a high impact event requiring insurance, bonding, reviews by City Departments, and Council approval. There is not enough time to get these things done for this year. President Skates indicated he would call the circus people and advise them.
- **Disposition of Old Skate Park Discussion-** Alderman Kupsik asked about plans to dispose of the old skate park equipment. Mr. Quickel wished to see if the old park had value and advertise it for sale. Eric of Covenant Harbor said they would take the equipment off our hands and remove the fencing and dispose of everything. It was moved by Kupsik and seconded by Quickel to recommend the City's FLJ Committee and Council to declare the old skate park equipment as surplus and advertise the equipment with a minimum reserve price, and if the equipment doesn't meet the reserve, allow Covenant Harbor to salvage it for free. The motion passed 7-0.

**Old Business:**

**Railroad Park Discussion-** Mr. Yeager asked that the land be dedicated as a park from the railroad bridge to Sage Street. Mr. Steinberg wished to see the area become a park also. It was moved by President Skates and seconded by Mr. Swanson to leave the land the way it is and not pursue a park dedication. After input by Winkler, Kupsik, Quickel and President Skates, the motion passed 6-1 (Steinberg nay).

**Skate Park Construction Progress -** DPW Winkler provided a current construction schedule which shows construction finished by mid-July.

**Home Depot Park Discussion -** Mr. Steinberg and Mr. Winkler mentioned their meetings with Home Depot's management and that it appeared they would only contribute materials to the effort. Mr. Winkler provided cost information on the Fermano Park sign which the Commission thought would be a fine standard park sign. It was moved by Mayor Connors to have the DPW obtain quotes and pictures of a Home Depot Park sign in their colors and propose Home Depot pay for it or toward it. The motion was seconded by Mr. Swanson and passed 7-0.

**Adjourn:**

It was moved to adjourn the meeting at 8:51 PM on a motion by President Skates and second by Alderman Kupsik. The motion passed 7-0 and the meeting was adjourned.

Next Meeting-June 6, 2012 at 6:30 PM.

Respectfully Submitted,

*Daniel S. Winkler*

Daniel S. Winkler, P.E.  
Park Commission Secretary  
& Director of Public Works & Utilities  
05/03/12

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

**Finance Committee**

Thursday, May 10, 2012 at 7:30 a.m. (Director's Office)  
Present: Kundert, Lafrenz, Oppenlander, Wall Also  
present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$41,275.38 in General Funds and \$67.35 in Donated Funds.

**Board of Trustees Meeting**  
Thursday, May 10, 2012 at 8:00 a.m.

**Call to order**

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

**Roll call**

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

**Adoption/Amendment of agenda**

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

Lafrenz asked to amend the agenda to include Lakeside Landscaping under Building & Grounds.

Kundert made a motion to amend agenda as proposed. Brookes seconded. Motion carried unanimously.

Lafrenz made a motion to approve agenda as amended. 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 April 5, 2012 meeting. Oppenlander made a motion to approve the minutes. Kundert seconded. Motion carried unanimously.

**President's Report**

Lafrenz welcomed Jeff Wall, Alderman of District 2, as Trustee Liaison to the City Council.

Lafrenz confirmed that Mayor Jim Conners has approved the reappointment of Lafrenz and Kersten to the Library Board of Trustees.

Lafrenz followed-up on last month's discussion regarding Board of Trustees 2012-2013 Meeting Schedule calendar. Discussion followed. Kersten made a motion to approve the second Thursday of each month from May 2012-April 2013 for Board meetings. Oppenlander seconded. Motion carried unanimously.

#### **Building & Grounds**

Peterson reported that, in conjunction with a proposed project to renovate public restrooms on the east end of the Library, the City scheduled a routing of the outside line which was done last week.

Peterson reported on a recent discussion with Roy Diblik of Northwind Perennial Farm regarding a proposal to landscape library's lakeside. Discussion followed. Peterson will follow-up with bids on lakeside drainage project after proposal submitted.

#### **Finance/Endowment**

Kundert reviewed monthly expenditures and made a motion to approve \$41,275.38 in General Funds and \$67.35 in Donated Funds. Brookes seconded. Motion carried unanimously.

#### **Closed Session**

Kundert 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. Oppenlander seconded. Motion carried unanimously.

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

#### **Director's Report**

Peterson reported that the first four months of 2012 had the highest number of check-outs in the library's history totaling 67,496. Check-outs for April 2012 exceeded check-

outs for April 2011 by nearly 3,000. April check-outs have almost doubled since 2007.

Peterson reported on recent tour of the Library for newly-elected aldermen which was coordinated by City Administrator Dennis Jordan.

Peterson reported that staff is still getting bids for new shelving.

Peterson thanked the Friends for hosting the Appreciation High Tea for library staff during National Library Week. Kundert reported on the success of the Friends Annual Meeting and Program.

Benson reported on upcoming adult and youth programming.

#### **Adjournment**

Kundert made a motion to adjourn at 9:25 a.m. Brookes seconded. Motion carried unanimously.

Next meeting: Thursday, June 14, 2012 at 8:00 a.m.

**Respectfully submitted,**

**Diane Jones**  
**Secretary**

City of Lake Geneva  
Parking Commission Minutes  
May 9, 2012 6:30 pm  
Conference Room 2A

1. Call to Order by Chair Martin Smith.
2. Roll Call: Kevin Fleming , Martin Smith, Dennis Swangstu, George Henerly (chamber representative) and John Button. Sarah Hill (alderperson) was excused. Also attending were Mayor Jim Connors, Dennis Jordan, Kerri Johnson, and Ellen Kehoe (alderperson).
3. Approval of the minutes of April 11, 2012 meeting: moved, seconded, and passed unanimously.
4. Comments from the public: There were none.
5. Property 252 Center Street. Patrick Kavanaugh had spoken to Dennis Jordan about the property at 252 Center Street. The back (west) end of the property is for sale and wondered if the City wanted to purchase it for additional 6 parking spaces. Dennis will talk to Mr. Kavanaugh and this item will be brought up again at the next meeting.

Discussion moved to the parking lot behind Newport West where the city has a lease, the owner maintains the parking lot, the city puts up the parking system and patrols the parking spaces, and the income is split 50%/50% between the land owner and the city. A question is if Mr. Kavanaugh is interested in the City leasing the 6 parking spaces.

**Question to the Common Council:** Should the Parking Commission seek out additional leases with owners of parking spaces to increase the number of Metered City Parking spaces and provide a 50%/50% split of parking meter income after the cost of meters and signage has been covered.  
Moved, seconded, unanimously approved.

6. Parking for Library Staff: Dennis Jordan said that library staff have asked about providing parking spaces for library staff. Library hours are 9-8 Monday-Thursday, 9-6 Friday and 9-1 Saturday. The Parking Commission needs to know if the Common Council agrees to provide for library staff parking before parking spaces are set aside for library staff parking.

**Question to the Common Council:** Does the Common Council want the Parking Commission to provide free parking to Library Staff near the library when the library is open?  
Moved, seconded, unanimously approved.

7. Parking System Update and Rollout: Dennis Jordan gave a status report. We are currently waiting for parking space numbers to be delivered and installed. Meetings have taken place at Chamber of Commerce meetings; brochures explaining how the pay stations work have been printed; visits to downtown businesses will take place to assure that all businesses know how the pay stations work. City resident 2 hour free parking will start when the city resident first parks in a metered space. Residents can then park for 2 hour from that start time. Vehicles can move during that 2 hours and still be considered legally parked.

8. Shuttle bus request to Common Council: At its October meeting the Parking Commission agreed that next year (2012) it would ask the city to run the shuttle bus on the weekends of Memorial Day, Labor Day, Oktoberfest, 4th of July, Venetian Fest, Winter Fest, Art in the Park, and Maxwell Street Days. The shuttle bus worked well during Oktoberfest and Winterfest, running between the Petco/Office Max parking lot to the Post Office and costs \$??? for the weekend.

**Recommendation to the Common Council:** That the City run a shuttle bus on the weekends of Memorial Day, Labor Day, Oktoberfest, 4th of July, Venetian Fest, Winter Fest, Art in the Park, and Maxwell Street Days and that the cost of the bus be paid for using Parking Funds.  
Moved, seconded, and passed unanimously.

9. Parking Ramp: All members of the Parking Commission expressed interest in seeing what the options are for a parking ramp. There is documented need; building costs are currently low;

**Recommendation to the Common Council:**

1. Postpone closing the TIF to increase parking spaces.
  2. To pursue a new study of a parking structure from TIF funding.
  3. Hire an organization to do a study of the need, cost and recommendations for a parking structure.
- Moved, seconded. Passed unanimously.

10. 2 hour free parking for non-residents from Nov. 1 to May 1: Tracking non-resident 2 hour free parking is difficult because there is no easy way to monitor non-residents moving from one space to another and receiving 2 hours free parking at each space. Since this item is not urgent, it will be discussed at a future meeting.

11. Next meeting: It was agreed that the next meeting of the Parking Commission will be Wednesday June 13 at 6:00pm.

12. Adjournment.

Martin Smith  
Secretary

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

**DATE:** Thursday, May 10, 2012

**TIME:** 7:35 a.m.

**PLACE:** Harbor Shores

**PRESENT:** George Hennerley, John Stensland, Brett Sundstrom, Tammie Carstensen, Kevin Fleming, Tom Hartz, Steve Lois, Ed Svitak, Steve Schroeder, Sarah Hill, Michael Jackson, Bill Gage, Grace Eckland, Ardith Berkanovic

Meeting called to order by Chairman, John Stensland at 7:35 a.m.

**Minutes:** April 12, 2012 minutes approved on a motion by Tammie Carstensen, seconded Michael Jackson. Carried.

**Financial Statements, Bills submitted for payment:** April, 2012 financials approved on a motion by Steve Lois, seconded Michael Jackson. Carried.

**Executive Committee Meeting May 7, 2012 Update:**

-George Hennerley Health Insurance: Current insurance policy changed to higher deductible (\$5,000) per year resulting in savings of \$10,149.45 per year. George Hennerley to investigate City of Lake Geneva's insurance plan. Could Chamber pay the City to put George on their policy.

-Board of Directors approved payroll recommendations of Executive Committee. Payroll should be reviewed every October.

Review Process for George Hennerley: Committee formed consisting of 2 from C/C and 2 from CVB for performance review every 3 years.

Motion to approve by Tammie Carstensen, seconded Michael Jackson. Carried

-Walk with Walker on June 14, 2012 to promote health & fitness and showcasing Wisconsin scenic beauty. Encourage Chamber support for this walk. Start at Library Park. Public can join after breakfast; continue to Chapin Rd., Lake Geneva Cruise Line to bring participants back to Library Park. June 14 C/C and CVB Board Meeting so Board members can participate. Chamber Executive Meeting will meet on June 11, 2012.

-New Member Tracking Form: Helen and Ardith to provide list of businesses contacted for membership who are reluctant to join.

**New Members:** Five new members were approved on a motion by Tom Hartz, Seconded, Kevin Fleming. Carried. New members are: Maple Park Antiques, Mobile Cellutions, Nancy's Petites, Slades Corners Computer Repair LLC, MPC Property Management, Ooh LaLa of Lake Geneva.

**Retail Division Report:** Kevin Fleming  
Chamber Member Meeting May 9, 2012:

-Dennis Jordan, City of Lake Geneva, gave update on Parking Meter System. Operational brochure available at City Hall or at Chamber Office. Meters should be operating by next week.

-Gave brief update on new businesses opening in downtown area and outdoor dining.

-Shuttle Update: Shuttle will be running for all downtown events and holidays. 4<sup>th</sup> of July will be considered.

-Street Talk Update: Weekly event card published every Thursday with local events/sales/specials taking place in Lake Geneva area for the week. Flyer will be distributed to area hotels for guests. Goal is to start Memorial Day Week-end.

**Vespa Convention Update:**

-Chamber and CVB to e-mail a 'day-by-day' itinerary of activities planned to Board members.

-Sherm, Midwest Action Cycle, to be invited to next CVB Marketing Meeting on May 22 for update.

- Yunker Industries is producing 12 street banner signs for the convention.

**Welcome Center:** Discussion followed on entire concept and operating procedures of Welcome Center. Motion made by John Stensland, Seconded by Brett Sundstrom to investigate the Center (Secret Shopper). Carried.

**City of Lake Geneva TIF Funds:** Discussion followed on TIF funding and status.

Motion made by Steve Lois, Seconded by Bill Gage that the Lake Geneva Chamber and Convention & Visitors Bureau authorize resolution to encourage the TIF Fund stay open.

**To Do List:**

- List of businesses contacted for membership, but are reluctant to join.
- Goals/Objectives for George monthly with Executive Committee
- CVB Certification Compliance/Standard of Conduct Report
- Draft resolution to encourage the Lake Geneva City TIF Fund stay open.

**Other Business:**

-Women's Week-end Discussion. Non-chamber members will not be used for next year's event. Request for 2012 and 2011 comparison requested.

Meeting adjourned at 9:14 a.m. on a motion by John Stensland, Seconded Steve Lois. Carried.

June 14, 2012 Board Meeting Cancelled due to lake path 'Walk with Walker'.

**Geneva Lake Museum  
Board Meeting  
May 9, 2012**

**President Jim Gee** called the meeting of the Board of Directors to order May 9<sup>th</sup> at 5:30pm..

**Officers in attendance** were President Jim Gee, Vice President Dale Buelter, Secretary Vern Magee, Treasurer Mary Olson, and Directors Dana Hagenah, Dick Bain, Barb Buelter, Joanne Niessner, Don Rutkowski, Dee Fiske, Mary Tanner, Clarence Read, Pat Gee, Marianne Bonifacic, and Chuck Ebeling. Staff in attendance included Director Karen Jo Walsh, Helen Brandt, and Penny Simonetto. Others attending the meeting were Advisory Board member Peg Williams, Alderman Bill Mott, Larry Magee and Marsha Engquist. **Absent** were Directors Vern Haan, Betty Less, and Donna Brongiel. At 6 pm, interns Joe, Jackie and Dan joined us.

Motion to approve minutes of previous meeting by Clarence Read, second by Mary Tanner, carried.

**Mary Olson** gave the treasurer's report and stated we have over 24,000 in the bank with approximately \$9000 in restricted funds. This was a report only and no action needed to be taken.

**Helen** gave the curators report that 175 people visited the GLM in the month of April. Of that total, we had 166 visitors and 9 people attended a Geneva Lake Conservancy meeting. Two Groupon tickets were redeemed and on our first free Monday brought in about 10 people.

**Karen** gave the Director's report verbally and said she worked on exhibits rather than do a written report. She reported Denny is working on website; John Halverson will be coming soon to do an interview and take photos in the museum for future publicity in the Regional News. A policy is being worked on so it will be easier to make sure thank you notes are sent in a timely manner. All committees will be involved in the thank you notes. Marsha also gave a short report on surveys that we have been having guests fill out. Nearly 50 surveys have been filled out so far.

A list of committees and the people on them was passed around so directors and members could check to see if they are satisfied with the committees they are on. If you want to be on a committee, you may add your name and also may take yourself off if you choose not to be a part of a particular committee. Penny reported there are 137 people signed up for History Loves Company May 18<sup>th</sup> bringing in 6,950. It was also reported that 6 directors have not signed up yet to attend. Jim asked Dale to have a list for what is needed to be done May 18<sup>th</sup> by individuals. A photographer will be here to take photos at no cost to the GLM. The interns will work but are not expected to pay nor will the actors from Baker House.

**Pat Gee** gave a report on the Silent Auction. There are 30 items now and we are not able to take any more; any future items will be saved for a future auction. She has a description and information for each donation and a clip board ready for each item.

**Jim** asked for an update on the Annals of Lake Geneva. Vern Magee reported that the books will be available on May 15 or 16. Patrick Quinn will be available to sign the books if anyone would like and will talk to people about the book. Penny reported the fliers are done and will be an insert in the Shopper on Sunday. Next week flayers will be delivered to various stores for them to post.

**Dale** reported that he will have to rent 6 or 7 long tables for May 18<sup>th</sup>. Other small tables will be

delivered early next week from Yerkes and from our intern Jackie. It was explained that the food will be on Main St with the desserts, tea and coffee in Mill St.

**A ribbon cutting** will be held Saturday morning, May 19<sup>th</sup> to celebrate our grand re-opening with Mayor Jim Connors, Business Administrator Dennis Jordan, State Senator Neal Kedzie and County Supervisor Nancy Russell invited to take part along with our council rep, Bill Mott.

**Chuck Ebeling** gave an update on the Marketing Committee; John Halverson came from the Regional News who toured the museum to see new exhibits. Because we have been so cooperative with furnishing photos for the paper, he is willing to give us an ad in the next issue at no charge. Chuck feels we will be getting good publicity from the paper in the coming year. Dennis West will also be doing an article in the Beacon in June. Work is also being done with the committee involving social media and will be reported on soon. Peg Williams asked if she should continue paying for an ad in At the Lake Magazine; Jim suggested she put her money to better use because he thought the 450.00 was too much for the size of the ad and could be put to better use for advertising. It was noted that we are getting some guests from Groupon and even though we get less money, it brings in people that perhaps would never come otherwise. Bethany from the Baker House felt it provides great exposure and is a great way for us to get the word out about the GLM.. Jim said we need to get our Rack Cards out and in the stores and will hand over the proofs to the Marketing Committee.

**Exhibit update:** Dale feels all is going well; Ceylon Court is coming along, Yerkes is done, the law books are in the law office, Black Point is in the works. He will work on any safety issues that need attention. Don reported Mr and Mrs Melges will be in the end of this week or early next week to bring items for their exhibit. Larry Magee will move his antique car to in front of the parlor and the Vegetable truck will be coming at the end of the week and also the Packard that belonged to Gene Krupa will arrive soon.

**Dee** read a long list of donations that have come in this past month. You may see Dee to see the complete list of items and donors.

**Membership:** Jim said we have new applications with our QR code on the bottom.. They will be passed out mainly at the Saturday event and what is left will be used in a direct mail.

**Museum Store:** Inventory amounts to approximately 2400.00 and about 600.00 has been ordered. Merchandise will be coming in shortly and sales will be held to move older merchandise. 2500.00 was suggested as a budget for the gift shop for next year. Motion by Pat, second by Barb, discussion followed and eventually motion was withdrawn as it was explained it was not necessary. It was suggested that antique maps might be a good seller.

**Old business:** Jim asked our council rep, Bill Mott, if there is anything we should be doing to promote the museum. At the committee of the whole, which is the first Monday of the month, it would be a good time for someone to speak of happenings at the museum. Jackie Humphrey, our intern, reported that Geneva Ridge would be providing hot dogs, hamburgers, soda, and other complimentary items on Saturday, May 19<sup>th</sup> for our guests. The mission statement was redone by the interns and Jim feels they did a great job. Motion by Clarence to accept, second by Don and after a short discussion it was accepted unanimously. See below for a copy of the mission statement. It was stated by the treasurer that thank you notes are sent to contributors by the director for 500 dollars or less and that over 500 dollars a note is sent by the president.

**New business:** Jim mentioned that he had been contacted by Scooter Tours to work out an arrangement that would be good for all to offer tours out of our parking area. If reached, GLM would receive \$400.00 a month for the months they would be operating. Jim will meet with them May 10<sup>th</sup> at 1:00pm and invited any member to join him if they wish. It was tabled until after the meeting and will be discussed at the June meeting. It was also noted that Bethany Sousa from the Baker House is also planning some walking tours within the Historic District and hopefully end at the GLM. Jim suggested we join the Geneva Lake Association for \$30 a year because they fund a lot of worthwhile things in our area. Motion by Don, second by Dick, approved. . Jim will show he museum updates and introduce Rick Bernstein to those who might be in the museum on May 17. The board will meet after May event to discuss anything we might want to change while it is fresh in our mind. It was also decided that board members will wear name tags at the event but not guests.

**The Board of Director's** then went into closed session to discuss staff and salaries. After the closed session, the meeting was adjourned by the president. The next meeting will be June 13<sup>th</sup> at 5:30 pm.

*Mission Statement: Geneva Lake Museum discovers and preserves the rich history that hides throughout Geneva Lake and the surrounding communities. The exhibits within the walls are time capsules that capture every essence of Geneva Lake and its people; people with amazing stories that unravel with every scene and every word led by our knowledgeable guides. These stories wait for people young and old who have the ears to listen, the eyes that are ready to be awakened and the open mind waiting to listen.*

Vern Magee  
Secretary

## DRAFT MINUTES FROM GENEVA LAKE MUSEUM EVENT WRAP UP MEETING 5/30/12

for History Loves Company events May 18 and 19, 2012

Specific comments regarding event and for future planning:

1. Continue the event yearly perhaps with a different name or with same "History Loves Company" and then add the event them such as "History Loves Company at the Mardi Gras" or the circus, etc.
2. Keep the date about the same which would be May 17<sup>th</sup> for 2012
3. Review how parking lot can be really specific to GLM and close access earlier with all day notice up
4. Control rear entry by either closing gate on Saturday or.....
5. Have specific people assigned throughout day on Saturday to empty garbage by picnic areas
6. Have a specific "group" assigned to reset museum for Saturday morning and for Sunday morning
7. Fire Truck needs to be out in front or somewhere where it can drive traffic to GLM
8. Costumes on Main street worked and should be considered for every weekend
9. Food at least 16 boxes at 30 pounds a box plus which makes it a donation of over 600 pounds
10. Event focus is to increase membership which we did 9 new, 2 renewal
11. Event focus is to increase volunteers which will be evaluated over the year, one new one started May 30<sup>th</sup>
12. Event focus is to increase or improve "market awareness" of all the museum has to offer. Attendance has been steady but no figures can be reviewed yet
13. Event focus is to improve promotions: two articles in regional news, one in Resorter and page two photo in regional news out this week
14. Liven up music on Main street for Friday night, identify a "dancing area"
15. Consider how to use front grass areas and fountain on main to get more exposure
16. Be sure museum home page has the event front and center
17. Use, review and get events on ALL event lists
18. Review effectiveness of those used like Shopper page perhaps a ½ page would work as well if not better
19. Chamber – how can they help or do they? Could they post parking restriction to their members for that evening?
20. Convention and visitors bureau and Walworth County Visitors could be helpful
21. Silent auction: to many things? Was it successful? Worth the effort? Handle differently?
22. Look at schedule for Saturday events; balloons all day, face painting all day, drive people to presentations in Mill Street Gallery,
23. Have specific people assigned to kitchen especially for end of event with containers, baggies, etc. for left overs.

24. Pictures: need someone dedicated to taking pictures of all vendors, all areas, all events, all costumed participants, jazz band, etc.
25. Consider outside picnic area for Friday as well to give more seating
26. Continue working on education and tour development to bring more people into the museum
27. Comment from Ellen( Lake Geneva Cruise Line) regarding 4<sup>th</sup> Wisconsin History but notes don't elaborate further so need some help here
28. Numerous discussions on other types of events all of which were directed to the appropriate committee
29. Reminder Tuesday's at 2 begin June 5<sup>th</sup> with Mary Tanner
30. Reminder: Planning committee meeting is Tuesday, June 5<sup>th</sup> at 5:30 PM
31. Discussion on "new" exhibits and their time frame: the following were discussed: Holton – thru 2012, Getzen - ?, Baker House - ?, Lars boat – end of Sept., Packard - ?, Circus – 2 to 3 months. All others are long term. Don will find out on those with ???.
32. How to share pictures taken

Numerous accolades with no complete report on financials, dollars collected. Discussion on what monies should be specifically identified as a result of the events, all bills not in as of this evening. No report on memberships gained, memberships renewed, attendance, etc.

This is just one set of "minutes" from the meeting and will be compiled with all others for a full report to board and event planning/fundraising committee. Marsha

# Museum has new director, renewed energy

By John Halverson

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If you think museum directors must be boring, you haven't met Karen Jo Walsh.

At a time when even the word "museum" sounds black and white, Walsh, the new director of the Geneva Lake Museum, is more than a dash of color. She's Kodachrome, right down to the flowing pink and purple dress she wore the day of this interview.

"The old idea of a museum was 'don't touch,' stay on the path, treat history as, well, history, something that was long ago and far away. An obituary of the past.

Walsh doesn't feel that way. She's taken down chains so people can walk into exhibits. She saw a bonnet sitting on a shelf and decided to put it on a mannequin. Walla! A relic turns into a person.

When it was suggested she sit down for an interview, Walsh said, "I don't sit still for very long."

Walsh finally settled on a little person's chair in the schoolhouse exhibit at the museum. She looked at home. Not surprising, considering she was an administrator of a private school near Chicago for 30 years.

It was another chair that got her to the Geneva Lake Museum. Eastview Recker, to be exact.

Walsh asked the museum if they wanted it. An acquisition committee went to Walsh's house in Wilkams Bay. They liked what they saw, both with the rocker and with the donor. One thing led to another and Walsh started talking about her hobby she's an artist who does collages and boxes.

"I have 200 boxes," she said. Boxes? Yes, she decorates boxes-old jewelry boxes, lunchboxes, hat boxes.

"You know when you used to open a Christmas present and it was a surprise?" she said. That's the spirit she wants in her decorated boxes. And that's the spirit she's trying to put into the museum.

That visit by museum officials led to more talk and Walsh suggested she could work on an ex-



**KAREN JO WALSH**, a former educator, holds a doll from one of the museum's displays.

hibit. Then she agreed to help the museum through its May calendar, which includes a special event this coming Saturday (see related story). Then she agreed to volunteer as full-time director for a year. Yes, volunteer. As in, she's not getting paid for the job even though there's a paying director's salary in the museum budget.

"I figured if I wanted to do this right, I ought to be director," Walsh said. The money, or lack thereof, doesn't seem to matter. She won't guarantee that she won't continue beyond the year

she's set for herself. The Geneva Lake Museum seems a slippery slope for Walsh, who claims to be "retired," but she seems to be enjoying the slide.

As Walsh gave an impromptu tour of the museum she introduced many of the helpers who, she says, are the life blood of the place. She has a dramatic flair with the story-telling knack of the raconteur.

"I kind of treat everything as an art project," Walsh said. "I want to stimulate all five senses."

And she admitted to being a bit nervous during the tour, which was being filmed. "I'm used to working with children," Walsh said.

During the interview, Curator Helen Brandt, a fixture at the museum, was working the front desk. Jim Gee, the museum board's vice president and director of Yerkes dropped in. As did Vern Magee, a driving force for the museum for years, and the woman credited with "funding" their new director.

"I love the people," Walsh said, as another volunteer passed by. All around, drills were drilling, nails were hammered and volunteers buzzed around like hungry bees.

Walsh's pink and purple dress seemed to fit right in.

## Community event this Saturday

"History Loves Company" is the title of an event to be held at the Geneva Lake Museum this coming Saturday, May 19.

The event, lasts from 10 a.m. to 4 p.m. and is an opportunity for the community to see the new exhibits at the museum to meet with curators and staff, to see the food pantry or a donation to the museum.

Food and refreshments will be offered by Geneva High School. There will be children's activities including someone creating a book, a book, face painting and a scavenger hunt. A fun children's book signing by author Carol Anderson.

New exhibits include a 19th century beer period room, an old theater, a model railroad display, churches of Lake Geneva, Yerkes churches of Lake Geneva, Yerkes Observatory, Black Point and the Ballhaus of Lake Geneva.

Geneva Lake Environmental Agency  
Director's Report  
April – May 2012

-I have been involved in several hands-on learning experiences about Geneva Lake . A high school AP class from Woodstock spent a day on campus learning about lakes, water resources, GLEA and Geneva Lake. Last Friday was Lake Study Day an event that was put on by GWC Park and Recreation Program and involved graduate students presenting different concepts about Geneva Lake and water quality management to middle school students. The GLEA had a booth about us and what we do for lake management. I met with a student from that program who is doing research on lake temperature to discuss her project and give her some assistance. She is doing her research project on lake temperature and has been involved in the remote sensing project.

- I was contacted by Brian Simon, the Chapter Chairperson of Walleyes For Tomorrow, Walworth County. He was active in the walleye rearing that was briefly discussed at the last meeting. Mr. Simon wanted to know if we could share any of our plankton data, which we did. He mentioned that they released over 219,000 walleye fry over the deep hole on 4/27/12. They anticipate releasing near a million fry over the last week of April. It is my understanding that with WDNR approval, they capture spawning walleyes from Geneva Lake during the 2012 spring walleye spawning run, milked them of eggs and milt raised fertilized walleye eggs in a portable rearing lab, and then released them back into Geneva Lake as fry. The purpose is to assure a better percentage of the hatched fry's survival. I have been told and can believe that many of the spawned walleye eggs get covered by algae and thus do not survive long once spawned. This process, if done correctly can result in a larger fertilization and survival rate for young walleye. During the rearing process the fry are exposed to a marking strain that carries into adult life so the fish can be identified and tracked.

-I received a complaint about a failing septic system located in the SE area of the watershed. Investigation of the site found that it most likely is an illegal system that needs replacement. I have called the County and hope to learn more about it and what is next. For some reason the site was not included in the LSD's POWTS inspection program and thus we have no data on it.

- I have not heard any more about the move. I assume that it is still on but no one has given me dates. We are still looking for an alternative location with the hope that we can stay on campus. We have good support for staying on campus but I am not sure what options exist.

-We have been asked to make a shore presentation on the GLEA's activities at the Geneva Lake Association Annual Meeting on August 4<sup>th</sup>.

-SIS # 8 has been sent to the printer and is expected to be ready within the next week. I am working on a spring issue of Geneva Waters.

-Brian Schmidt, our summer intern, will start May 21. He has made arrangements to borrow equipment from UW-SP for his summer zebra mussel project.

- Ozone monitoring is up and running as is the Hg and wet deposition sampling. Monthly outlet sampling has continued with spring lake sampling completed. Beach sampling is scheduled to start May 21. We will be getting a new lake level gauge install at the lake outlet. This gauge will better assure us lake level data during winter ice.

-I have not heard anything new from the City of Lake Geneva regarding their summer beach sampling plans.

Twp.

GENEVA LAKE ENVIRONMENTAL AGENCY  
Board of Director's Meeting  
GWC Campus Board Room  
May 17, 2012  
7:00 pm  
Preliminary Agenda

1. Meeting called to order by Chairman Bowman
2. Election of GLEA officers
3. Action on the April 19, 2012 board meeting's minutes
4. Action on the GLEA's April Bookkeeper's report
5. Staff Report:
6. Old business:
  - a. Intern
  - b. Summer Beach Sampling
  - c. Summary Information Sheet # 8
7. New Business:
  - a. Relocation of GLEA Office
  - b. Septic Issue in Robinson Subdivision
  - c. RFP for Garden Club Grant
  - d. Wastewater management in the Geneva Lake watershed
8. Commissioner's Report
9. Next meeting date
10. Adjournment

This is a preliminary agenda. As items may come up, they will be added to the final agenda.