



COMMITTEE OF THE WHOLE
MONDAY, JULY 2, 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 June 4, 2012 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Update from the Geneva Lake Area Chamber of Commerce on the 2012 tourism season
7. Update on three-year capital improvement plan
8. Discussion/recommendation on electronic document storage
9. Discussion on agenda items for TIF workshop scheduled for July 30, 2012
10. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Hill
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
11. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

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

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

- a. Chamber of Commerce, Alderman Hill
- b. Geneva Lake Museum, Alderman Mott
- c. Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
- d. Geneva Lake Environmental Agency, Alderman Wall

13. Adjourn

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

6/29/12 4:00PM

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

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

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

Pledge of Allegiance led by Alderman Kupsik.

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

Hougen/Mott motion for approval of Minutes from May 7, 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.
Sam Fredrickson, 1740 Summit Drive, member of the Cemetery Commission spoke on the agenda item regarding purchase of a new truck for Oak Hill Cemetery and why they need it.

Andrea Peterson, Director of the Lake Geneva Public Library, encouraged the Council to designate parking spaces for Library staff.

Elizabeth Jordan, 1084 Bonnie Brae Lane, works at the Library and spoke for several of the employees expressing their safety concerns.

Don Tolar was sworn in to the position of 4th District Alderman by City Clerk Hawes.

Discussion/recommendation on using e-readers as an alternative to paper Council packets.

Alderman Kupsik read from the memo the City Clerk had included in their packets which gave a break-down of the savings that could be realized if e-readers were used. After a lengthy discussion on the pros and cons of both, the consensus was that most would not be interested in changing it at this time.

Discussion/recommendation on adding designated parking spaces for Library staff.

Administrator Jordan commented that it is rather rare that a City building does not have a parking lot. The possibilities are to designate an area in the Cook Street Lot, the West part of Main Street or street parking on Madison Street. After discussion of how many spaces would be required, revenues that would be lost, where the parking would be, security and safety of the employees and other related issues, it was decided to forward to Council for further action.

Discussion/recommendation on future parking lot leases.

Administrator Jordan said we do have one situation where we work with a private landowner where we have meters on their property and share the revenue; he inquired whether the Council would be interested in doing this with other private lots. The consensus was that this could be pursued if someone asks about this.

Discussion/recommendation on expanding parking lot shuttle service.

Administrator Jordan said it was suggested that we might be able to use the shuttle for other reasons and it was on the agenda for discussion. Alderman Hougen suggested it would cost less than the current \$700 per weekend if we were to have this run on a regular basis. Aldermen Tolar, Hill and Mott felt it would be nice but not feasible. Alderman Kupsik said it could be discussed more in the future.

Discussion/recommendation on purchasing truck for Oak Hill Cemetery (Aldermen Krohn and Mott)

Alderman Krohn said they were bringing this back because they do need this truck and the funds are available. The Committee's recommendation is to forward this to the FLR and Council.

Discussion on scheduling a special City Council meeting for a TIF workshop for Monday, July 30th or an agreed upon date.

Everyone agreed this has been helpful in the past, especially for new Council members, and directed Administrator Jordan to set it up.

Finance, License & Regulation Committee, Alderman Hill

Alderman Hill reported they approved a handful of license renewals, street use permits, public restroom remodel, renewal of one of the TIF4 CDs and the prepaid and regular bills.

Personnel Committee, Alderman Kupsik

No meeting, no report.

Public Works Committee, Alderman Mott

Alderman Mott reported the highlights including downtown concrete repairs, downtown traffic signal replacement, the 2012 street maintenance contract scheduled for bid later this summer, the work on Conant Street, curb and gutter installation where none exists, the Riviera Beach dredging, conversion of downtown lighting to LED lights, striping at Highway H and at Townline Road, Chamber of Commerce bathroom remodeling which is complete and approval of remodeling the public bathrooms at Library Park.

Piers, Harbors, & Lakefront Committee, Alderman Wall

No meeting, no report.

Historic Preservation, Alderman Kehoe

Alderman Kehoe reported the flower planting has begun outside of Pioneer Park and other areas in town. They are also looking at the relationship between the Historic Preservation Committee and the Friends of the Geneva Theater.

Utility Commission, Aldermen Hougen & Wall

Alderman Wall reported the city-wide hydrant flushing is now complete and the water storage reservoir is down for servicing. The commission members did a tour of the utility buildings and he was impressed with how clean they were. Alderman Hougen reported the Utility Commission completed an internal risk assessment to guard against fraudulent accounting manipulation and safeguard customer information. They also improved installing a master meter at the Pioneer Mobile Home Park. In touring the sewage facilities, he learned there are a number of leaking laterals which are the homeowner's responsibility. They are discussing making modifications that will hold sludge to render it odorless.

Tree Board, Alderman Kupsik

No meeting, no report.

Police & Fire Commission, Alderman Hill

Alderman Hill reported they discussed memos from the Fire Chief. The Lake Geneva Fire Department and EMS were awarded the Flight for Life Scene Call of the Year. They also covered some HR trends and went through incident reports for Police, Fire and EMS. Chief Rasmussen reported on their seasonal help and training, followed by the annual presentation of awards and reception.

Planning Commission, Alderman Hougen

Alderman Hougen reported they discussed two piers, two downtown conditional use permits, two certified survey maps to divide lots, a new fence for the American Legion and a Planned Development. There was also a hearing and long discussion on a parcel between Home Depot and Target.

Board of Park Commissioners, Alderman Kupsik

Alderman Kupsik reported that at their June 6 meeting, they will be discussing the repairs for the scoreboards at Veteran's Park and construction of the new skateboard park and an update on where we are at with the old equipment. At their last meeting they discussed a possible sign for a Home Depot Park and should have

some cost estimates. There is a representative from Milwaukee to discuss the possibility of a cricket pitch league.

Library Board, Alderman Wall

Alderman Wall reported that May was the highest number of checkouts than any previous May. The Library held the annual appreciation luncheon on May 23.

Cemetery, Alderman Krohn

Alderman Krohn reported that at their May meeting, Sturge Taggart was welcomed back as the Secretary and Bob Flemming turned in his resignation. They discussed the investments and the Pioneer Cemetery restoration of stones. She received a letter from Oak Hill Cemetery stating that Pioneer Cemetery will not be open on a 24/7 basis for a six month period. They do not wish to turn this into a playground, a dog run or a public park. They tried this several years ago and there was no success. It will be made available on a scheduled basis at the wishes at the Historic Commission for having special events. If individuals wish to enter, they need to contact the cemetery office.

Parking Commission, Alderman Hill

Alderman Hill reported she was unable to attend the last meeting, but most items have already come up through the process to the Council. Alderman Wall asked what the feed-back has been on the Luke parking system. Administrator Jordan said it has been positive overall; there have been some glitches and some cannot figure them out, but most of the merchants have been helpful, even going outside to help people.

Communications Committee, Alderman Hill

Alderman Hill was not sure if she had attended the last meeting and has just recently been made the Council representative on the Committee, but feels they are in some definite need of more members and that there is a lot they could accomplish.

Avian Committee, Alderman Wall

No meeting, no report. They are planning to meet in the near future and are still looking for volunteers.

Chamber of Commerce, Alderman Hill

Alderman Hill reported that the Chamber received only one complaint about the new parking system over the Memorial Day weekend. At the May 10th meeting, they discussed George Hennerley's compensation in regards to some savings they were able to gain in insurances as well as his performance reviews. They voted to give him a full review every three years, with an annual discussion held by the executive committee on their goals going forward. There was discussion on the report from the retail division on the parking system and the shuttle service; there was some frustration expressed over the communication channel as to how big the Vespa convention had become. They also talked about the new welcome center and aired some of their concerns as to how that may affect visitor experience. Feedback was given on TIF and keeping it open.

Lake Geneva Museum, Alderman Mott

Alderman Mott reported that the History Loves Company event in May was a tremendous success. Highlights from their past meeting show they had 175 people visit the museum in April. Patrick Quinn's book entitled the Annals of Lake Geneva was available for purchase. John Halverson from the Regional News toured and was pleased with what he saw. They have new applications for membership and are looking for ways to promote visiting the Museum. Admission is still free on the first Monday of each month from 10:00am to 4:00pm. Their new mission statement is: 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 with amazing stories that unravel with every scene and every word, led by our knowledgeable guides. These stories wait for young people and old who have their ears to listen, the eyes that are ready to be awakened and the open mind waiting to listen. Baker House is planning tours that would end at the museum.

Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik

No meeting, no report. Alderman Hougen informed that their website continues to promote through NAI Commercial Real Estate their commercial green space. The LGEDC is our business retention, expansion and attraction organization; they work with University of Wisconsin Whitewater Small Business Development Center to craft a plan to promote Lake Geneva to the businesses outside the area in an effort t to attract new employment opportunities to the area.

Geneva Lake Environmental Agency, Alderman Wall

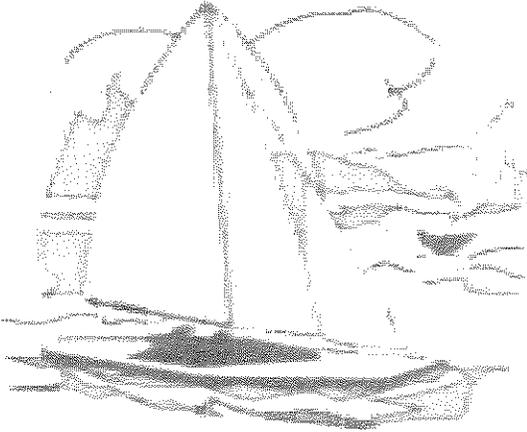
Alderman Wall said he was just appointed to that Committee and has not yet attended a meeting.

Kupsik/Mott motion to adjourn. Unanimously carried.

Transcribed from audio tape.

/s/ Artis Roenspies, Deputy Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL



CITY OF LAKE GENEVA

MEMO

From:
Peg Pollitt
Comptroller

6/29/12

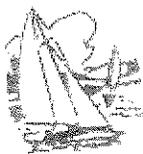
TO: Common Council and Mayor:

Re: Committee of the Whole agenda item regarding the Capital Improvement Plan update

In order to provide the most current financial information on the Capital Improvement Plan for discussion, I will place the report in your mailboxes at City Hall by Sunday morning.

Let me know of any concerns or questions that occur.
My apologies for not getting this to you sooner.

Peg



OFFICE OF THE CITY CLERK

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

Date: June 29, 2012
To: Mayor and Council
Re: Digital Records Management

In an effort to make our operations more efficient, I would like the opportunity to explore implementing a digital records management system at City Hall, such as Laserfiche.

Digital records management is the idea of capturing and indexing all of the City's business content – agendas, minutes, ordinances, resolutions, contracts, leases, permits, legal opinions, budgets, audits, bid tabs, assessment filings, maps, studies, plans, reports and other documents – in a secure, central repository. The purpose would be to not only eliminate mountains and boxes of paper but to make information more accessible across all departments at the click of the mouse.

Laserfiche is considered the industry-leading document management solution used by local government offices, Fortune 1000 companies, healthcare organizations and non-profits – as well as branches of the U.S. military, the Secret Service and State Department. I have experience in both implementing and using Laserfiche at my previous job and I am confident it would have a positive impact here.

Benefits of digital records management:

- Improve efficiency in storage, retention and disposition of records
- Gives other staff and officials quick, searchable access to information
- Helps avoid lost or misfiled documents
- Public access component would allow public to access certain content, to increase transparency and reduce phone calls and public record requests

A couple months ago we had Computer Technologies of Wisconsin provide a demonstration of Laserfiche to a handful of staff and department heads. Computer Technologies submitted a quote for the software and installation; I would like to obtain at least three other quotes before making a budget proposal for 2013. But first I am interested in hearing your feedback.



SPECIAL TREE BOARD MEETING
THURSDAY JUNE 21, 2012 – 6:00PM
CITY HALL, CONFERENCE ROOM 2A

AGENDA

1. Meeting called to order by Chairman Esposito
2. Roll Call
3. Approval of Minutes from March 14, 2012 meeting as distributed
4. Comments from the public limited to 5 minutes
5. Discussion/recommendation on Emerald Ash Borer (EAB) response
6. Discuss future agenda items
7. Adjourn

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

6/21/12 11:00AM
cc: Aldermen, Mayor, Administrator

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
TUESDAY, JUNE 12, 2012, AT 4:30 P.M.**

This meeting will be held in Conference Room 2A, on the second floor of City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call Meeting to order
2. Roll Call
3. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
4. EMS Medical Billing Contract
5. Adjourn

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

LAKE GENEVA POLICE AND FIRE COMMISSION
AMENDED MEETING AGENDA
THURSDAY, JUNE 7, 2012, AT 7:30 P.M.

*****Amendment: Item 10h was added**

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
5. Acknowledge correspondence received
6. Approval of minutes from the regular meeting May 10, 2012
7. Plaque presentation to Diana Chesen for her years of service to the Police and Fire Commission
8. Confirmation there will be a quorum available for the July 5th, 2012 meeting
9. Police Business
 - a. Approval of bills for the Month of May 2012. Operating in the amount of \$182,269.70 and Capital in the amount of \$55,362.00, for a total of \$237,631.70
 - b. Accept resignation from Reserve Officer Eric Dennis
 - c. Succession Planning
 - d. Update on two new squad cars
 - e. Update on Squad car video cameras and approve policy number 3-7-1 "Mobile Video Recording System"
 - f. Update on summer events and staffing
 - g. Thank you from --"The Office of Paul Ryan" for Assistant Chief Reuss
Jessica Kole for Officer Theon Ward
 - h. Monthly Activity report for May and year to date comparisons:

| | | | | |
|------|--|------------|------------------------|----------|
| 2012 | Patrol: Calls for Service for May--1,495 | YTD: 5,606 | Arrests for May -- 155 | YTD: 720 |
| 2011 | Patrol: Calls for Service for May--1,432 | YTD: 5,678 | Arrests for May -- 200 | YTD: 675 |

Dispatch: Telephone Calls --4246 911 Calls --209 Window Assists -- 1020
(Dispatch statistics were not kept until August 2011)
 - i. Items to be forwarded to the City Council

10. Fire Department Business:
 - a. Approval of bills for the Month of May 2012. Operating in the amount of \$51,794.10 and Capital in the amount of \$22,131.60 for a total of \$73,925.70
 - b. Special Event Coverage
 - c. Accept a \$500.00 donation from Eastview School
 - d. EMS Medical Billing contract and transition
 - e. Update on Narrow Banding
 - f. Apparatus bay floor repairs
 - g. Accept resignation of Travis Giannini
 - *** h. Bidding for the Opticom System and possibly funding it from the Fire Impact Fees
 - i. LGFD Patient Tracking Report
 - j. Monthly Activity Report
 - k. Monthly Paratech Report
 - l. Items to be forward to the City Council
11. Agenda items for the next regular meeting July 5, 2012
12. 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)
13. Motion to return to open session per Wisconsin State Statute 19.85(2)
14. Discussion and action on closed session items if needed
15. 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, JUNE 18, 2012 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Flower/Skates motion to approve the May 21st 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.

Dr. Michael and Kerry Sherman, 8 Hillside Drive. Commented that they want to see plans for the new house at 63 Hillside Drive before it is officially approved.

Public Hearing and recommendation on a Conditional Use Application filed by Michael and Dimitri Anagnos on behalf of Popeye's Restaurant, 811 Wrigley Drive, Lake Geneva, WI 53147, to add outdoor seating with food and beverage service (Outdoor Commercial Entertainment) at 811 Wrigley Drive, Lake Geneva, WI 53147, Tax Key Numbers ZOP 00341, ZOP 00342, ZOP 00343, ZOP 00344 and ZOP 00345. Michael and Dimitri Anagnos approached the podium on behalf of Popeye's to explain their project. Flower asked if the food will be cooked outside. Michael Anagnos stated that all the food will be prepared inside in the main kitchen and then "staging" outside in the trailer. This will be able to better the service outside without having to go all the way around and through the restaurant. Connors asked if the trailer will have some skirting to make it more permanent. Anagnos stated that this is a temporary situation and until they discover the long term needs to make it all permanent. There will be some aesthetic changes to the trailer immediately whether it's the skirting or putting it on the building right away. Skates/Flower motion to close the public hearing. Motion carried. **Skates/Flower motion to approve the Conditional Use Application filed by Michael and Dimitri Anagnos on behalf of Popeye's Restaurant, 811 Wrigley Drive, Lake Geneva, WI 53147, to add outdoor seating with food and beverage service (Outdoor Commercial Entertainment) at 811 Wrigley Drive, Lake Geneva, WI 53147, Tax Key Numbers ZOP 00341, ZOP 00342, ZOP 00343, ZOP 00344 and ZOP 00345 including all staff recommendations.** Connors to add a friendly amendment to set a sunset date after two seasons (expire after December 31, 2013). Flower to second the amendment. Motion carried unanimously on the amendment. Motion carried unanimously on the original motion.

Public Hearing and recommendation on a Conditional Use Application filed by Michael Raymond Custom Homes, 300 Cardinal Drive Suite 100, St. Charles, IL 60175 for an addition of a screen porch to an existing residence in the ER-1 District using setback requirements of the SR-4 District at 1641 N. Lake Shore Drive, Lake Geneva, WI 53147, Tax Key Number ZLM 00019. Michael Dean Cherneko, from Michael Raymond Custom Homes on behalf of the homeowners approached the podium and explained the project. Skates asked if the garage that is currently down will be rebuilt. They have a permit to rebuild it and will do that according to the plan that was approved. Olson/Poetzinger to close the public hearing. Motion carried. Flower/Olson motion to approve the Conditional Use Application filed by Michael Raymond Custom Homes, 300 Cardinal Drive Suite 100, St. Charles, IL 60175 for an addition of a screen porch to an existing residence in the ER-1 District using setback requirements of the SR-4 District at 1641 N. Lake Shore Drive, Lake Geneva, WI 53147, Tax Key Number ZLM 00019 including staff recommendations. Positive comments were given from the commissioners in relation to how well the home has turned out. Motion carried unanimously.

Public Hearing and recommendation on a Conditional Use Application filed by David Biegemann, 155 Forest Street, Lake Geneva, WI 53147 to allow for food and beverage consumption on the existing patio (Outdoor Commercial Entertainment) at 615-617 W. Main Street, Lake Geneva, WI 53147 Tax Key Number ZOP 00291. David Biegemann, 155 Forest Street, Lake Geneva, approached the podium and explained his project. An iPad was passed around showing the existing patio (recently re-done) where the proposed entertainment will take place. It is completely enclosed space with a wrought iron fence. Mr. Biegemann made sure to state that he does not prepare food in his store however he does allow his patrons to order a pizza to be delivered or bring in sub sandwiches to be consumed. Other foods are allowed to be brought in they just won't be made there. His hours would be 11am to about dusk. He does not have plans to have any music played or heard on the patio. Olson/Skates motion to close the public hearing. Motion carried. Flower/Poetzinger motion to **approve the Conditional Use Application filed by David Biegemann, 155 Forest Street, Lake Geneva, WI 53147 to allow for food and beverage consumption on the existing patio (Outdoor Commercial Entertainment) at 615-617 W. Main Street, Lake Geneva, WI 53147 Tax Key Number ZOP 00291 including staff recommendations.** Connors to add a **friendly amendment to include the hours of operation as stated in the packet.** Agreed upon by Flower and Poetzinger. Motion carried unanimously.

Public Hearing and recommendation on a Conditional Use Application filed by Lyle and Lisa Fitterer, 1040 San Jose Drive, Elm Grove, WI 52122 for construction of a new single family residence in the ER-1 District using the setback requirements of the SR-4 District at 63 Hillside Drive, Lake Geneva, WI 53147 Tax Key Number ZYUP 00094I. Scott Lowell, Prestwick Drive (Lowell Management) approached the podium on behalf of the perspective buyers explained the project. This property is along side the properties in The Manor however it is actually not part of The Manor. Lowell explains that this will be brought back to the City for approval as well as having this before the Architectural Committee in the Manor. Brugger explains the Staff recommendation of the house design coming back before the City for approval and additional notification for the surrounding neighbors. Flower/Skates motion to close the public hearing. Motion carried. Connors/Skates motion to approve the Conditional Use Application filed by Lyle and Lisa Fitterer, 1040 San Jose Drive, Elm Grove, WI 52122 for the concept of the construction of a new single family residence in the ER-1 District using the setback requirements of the SR-4 District at 63 Hillside Drive, Lake Geneva, WI 53147 Tax Key Number ZYUP 00094I including Staff recommendations and that the final design will have to come back for an additional Conditional Use. Motion carried unanimously.

Discussion on Landscape changes to the lakefront area at Vista Del Lago, 1070 S. Lake Shore Drive, Lake Geneva, WI 53147. Scheel and Tony Panaozzo (Vista Del Lago) approached the podium and explained some changes that have been made since the last time they were before the Commission regarding this lakefront redesign of the Condo Association. There is Boston Ivy (Similar to what is at Wrigley Field) will be planted and will spread across the Rosetta Stone. The stone was looked at again and this is the strongest thing that they could find and keep people along the path safe. Skates comments that he likes the mix of the stone/ivy and the pockets of vegetation. Panaozzo states that the patio will not be seen from the edge of the property. You would have to be almost in the middle of the lake to even get a glimpse of the patio. The general thoughts from the Commission were favorable for this project heading in the right direction. Connors wants to make sure that the shore path is wide enough to accommodate the piers in the off season and still allow for pedestrian traffic. Scheel asked what was a comfortable size of the patio would be. Brugger stated that he would want to see percentages of impervious coverage to grass to plantings to make sure that everything is balanced. The existing patio is 20'x20' and the new proposed patio is 30'x40' with a fire pit. There is approximately 435' of frontage along the lake. Discussion followed on the existing drainage area and any proposed changes. It was suggested to take a look at moving the patio over and locating part of the expansion over the unsightly drainage area. It would help with the green space ratios.

Downtown Design Review.

231 Cook Street. Knits & Kits. A 3sq. ft. projecting sign with green lettering and black border. Flower/Olson to approve the signage as presented. Motion carried unanimously.

Skates/Poetzinger motion to adjourn at 7:24pm. Motion carried.

/s/ Jennifer Special, Building/Zoning Administrative Assistant

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

June 18, 2012 Plan Commission

**City of Lake Geneva
Board of Park Commissioners – Meeting Minutes
June 6, 2012**

The Board of Park Commissioners met on Wednesday, June 6, 2012 at City Hall at 6:30PM. The meeting was called to order at 6:31 PM by President Doug Skates. DPW Dan Winkler read the roll.

Members Present:

President Skates, Lynn Hassler, Ald. Al Kupsik, John Swanson, Mayor Jim Connors, Rick Steinberg, Peg Schneider and Barb Hartigan. Eight members were present.

Members Absent:

Dave Quickel.

Staff Present:

DPW Dan Winkler, Administrator Dennis Jordan and Street Superintendent Ron Carstensen.

Public Present:

Mr. Renard (sp?).

Public Input:

Discussion of the possibility of a cricket field at Veterans Park. Mr. Renard asked if the City would approve a 15' x 100' artificial turf covered concrete slab he would fund, located in the center field area of a ball diamond. After several questions, it was noted that if any of the Commission wished to see an installation, there was one at Lindsey Park in Milwaukee at 84th and Congress. The matter was continued.

Minutes of the May 2012 Meeting:

The minutes were approved 8-0 on a motion by Steinberg and second by Mayor Connors.

Permits:

Library Park, June 22, 2012, 11:30 AM to 3:00 PM-Fed Ex gathering for 80 people.

Request was approved by consensus 8-0.

Library Park, June 28, 2013, Wedding, Brittany Weigel, gathering for 250 people.

After much discussion regarding items and needs such as possible tent, electricity, trash containers, etc., it was moved by Mayor Connors and seconded by Kupsik to reserve the date and contact the applicant to determine the details. The motion passed 8-0.

Flat Iron Park, July 21, 2012, 8:00 AM to 3:00 PM, Chamber of Commerce for Antique Tractor Show

It was moved by Kupsik to approve and seconded by Swanson. This is an annual event sponsored by the Chamber where tractors roll into the park by parade, are displayed, and leave. The request was approved 8-0.

Donian Park, August 18, 2012, 10:00 AM to 11:30 AM, Elkhorn Kiwanis Club for Duck Race Down the White River

It was moved by Hartigan and seconded by Hassler to approve. The event consists of dropping floating rubber ducks with numbers on them into the White River by Center Street and the first duck to cross the finish line wins. The sponsor checked with the Jaycees and this fundraiser will not affect Venetian Fest. The request was approved 8-0.

Library Park , October 5, 2013, 10:00 AM to 6:00 PM, Jack Lidbedder for a Wedding

It was moved by Connors and seconded by Kupsik to reserve the date and obtain the details of the request. The motion passed 8-0.

Park Assignments/Repair Update:

Swanson mentioned the basketball hoops at Veterans Park required repair. By consensus it was asked that DPW Winkler obtain bid pricing to saw the asphalt, remove and reset all the goals to proper alignment. There are 6 total.

Other items at Veterans Park included repair of the end caps on the bleachers, repairing dug out benches, fascia repair to the concession building, and restraining the back wall of the west service garage that needed another coat of paint. Superintendent Carstensen was asked to take care of these items with the safety work first.

Also discussed were the tennis courts at Maple Park and at Dunn Field. After discussion of crackfilling versus replacement versus installation of a grating over the existing courts, it was moved by Kupsik and seconded by Skates to request the Public Works Committee reconsider the grating in favor of re-bidding the replacement of both facilities with TIF funding. After discussion that we still may only receive one bid because of the few asphalt companies in existence within the region, the motion was approved 8-0.

New Business:

Picadilly Circus Location Discussion-Administrator Jordan indicated the circus was a legitimate operation if a location could be found. The discussion included damage to athletic field turf for a weeklong circus, parking issues, space for the activity, Veterans Park is still being used by the YMCA, and location alternates. Possibilities for the circus included the old race track site on Bloomfield Road, Badger High, Walmart north lot, or possibly Dunn Field. The business park was not interested. No action was taken to approve any of the City's parks due to timing, turf damage to mowed areas, and parking.

Vespa Rally Food Discussion-President Skates said the sponsor has requested consideration of gelato sales at the event and possibly hotdogs or brats. After discussion of the gelato sales from a trailer set up for the purpose and the uncertainty of how grilled products would be handled along with the competition it would have with local restaurants, it was moved by Kupsik and seconded by Steinberg to approve the gelato sales only using the local vendor. The motion was approved 8-0.

New Park Permit Format Discussion-Skates explained that the current permit is in need of revamping, and he provided the commission with a draft of a new one. After discussion of what services are provided to park use permits and events, the following items are to be considered for the new permit: map of all parks so applicant can mark up where the event is to be held and to show services available, note water and electricity where available, note payment required if overtime/special services needed, and note if garbage cans, picnic tables, bleachers, fencing, or other items requested. DPW Winkler was to investigate the permitting of some other communities and share that information with the commission to see what others charge for. The commission was asked to read over the document and be prepared for further discussion at the next meeting.

Old Business:

Veterans Park Scoreboards Discussion-DPW Winkler provided the requested 3 bids from scoreboard companies for replacement of the 5 scoreboards at the park. A packet was provided to the Commissioners with several options and choices. President Skates asked everyone to review the information, decide which type of scoreboard to choose, look at the existing scoreboard sizes for comparison, and the DPW to verify power supply with John Nish. The item was continued to the next meeting.

Disposition of the Old Skate Park Discussion-Administrator reported that the disposition of the old park was put on the City/County statewide website and we had 4 immediate replies of interest. He said he would follow up with pictures taken by DPW Winkler and with the description of the various items which President Skates was going to obtain from Mr. Ryan Harris. Jordan would report progress as information becomes available.

Skate Park Construction Progress-President Skates said he spoke with Sherrer Construction job superintendent and the project is so far on schedule for July completion. There has been a delay due to the death of the subcontractor for special concrete construction from Who Skates, but the crew was coming in around the middle of the month to continue the work. Steinberg was concerned for keeping skaters off new placed concrete. Skates said that was the contractor's responsibility to deliver an acceptable project to the City.

Home Depot Sign Discussion-Steinberg noted that he was not optimistic that Home Depot would sponsor the park name sign, orange or not. It was the consensus of the commission to pursue signage in the parks but as a lower priority to the other business at hand.

Adjourn:

The meeting was adjourned 8-0 at 8:50 PM on a motion by President Skates and second by Kupsik. Hassler wished to thank everyone for their kind cards, emails and the flowers after the passing of her husband last month.

Respectfully Submitted,

Daniel S. Winkler, P.E.
Director of Public Works & Utilities
06/08/12

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

Finance Committee

Thursday, June 14, 2012 at 7:30 a.m. (Director's Office)
Present: Kundert, Lafrenz, Wall Also present: Peterson
and Wollaeger

After reviewing outstanding bills, Kundert approved a
recommendation to the Library Board to approve \$51, 440.17
in General Funds and \$117.71 in Donated Funds.

Board of Trustees Meeting
Thursday, June 14, 2012 at 8:00 a.m.

Call to order

Lafrenz called the meeting to order at 8:00 a.m.

Roll call

Members present: Brookes, Jones, Kundert, Lafrenz, 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. Brookes seconded.
Motion carried unanimously.

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

Lafrenz asked for a motion to approve the minutes of the
May 10, 2012 meeting. Kundert made a motion to approve the
minutes. Brookes seconded. Motion carried unanimously.

President's Report

Lafrenz introduced and welcomed Detective Ed Gritzner of
the City of Lake Geneva Police Department. He presented
information about the application and process of background
investigations for potential employees. Discussion
followed. Lafrenz asked Brookes and Peterson to create a
draft of a document to be reviewed by the Library Board.

Lafrenz asked for volunteers for the Legacy Committee.
Brookes volunteered. Peterson will follow-up to schedule
meeting with Dresser family.

Lafrenz asked for volunteers for the 5-Year Strategic Planning Committee. Discussion followed. Eckola and Oppenlander were recommended for Trustee representation. Library staff and community representation will be considered further along in the process.

Lafrenz reported on the action taken by the City Council at their meeting on Monday, June 11, 2012 regarding parking for library staff. The City Council approved parking permits for library staff to use the Cook Street lot when working during library hours, pending an update of the City's parking ordinance. Lafrenz thanked Wall for his support of this provision for library staff.

Building & Grounds

Lafrenz reported on the recent proposal submitted by Northwind Perennial Farm for landscaping on the Library's lakeside. Discussion followed. Peterson will contact Dan Winkler of the Department of Public Works to determine drainage options before landscaping project begins.

Finance/Endowment

Kundert reviewed monthly expenditures and made a motion to approve \$51,440.17 in General Funds and \$117.71 in Donated Funds. Brookes seconded. Motion carried unanimously. Kundert reported that a proposal to purchase additional shelving from library impact fees was signed for \$2,135.00 with Madden & Associates.

Closed Session

Brookes 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. Kundert seconded. Motion carried unanimously.

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

Director's Report

Peterson reported that May 2012 check-outs exceeded May 2011 check-outs by over 2,000 items and other service statistic highlights.

Peterson reported that the Workforce Development office has lost two candidates they expected to work at the Library as summer interns. The office will continue to search for a student to be funded through their program.

Benson reported on the Summer Reading Program, Storywagon Series, Tween and Teen crafts programs and the continuation of our American Classics series with Frank Landi presenting two programs on Frank Lloyd Wright architecture and prairie landscaping.

Adjournment

Kundert made a motion to adjourn at 9:50 a.m. Brookes seconded. Motion carried unanimously.

Next meeting: Thursday, July 12, 2012 at 8:00 a.m.

Respectfully submitted,

**Diane Jones
Secr
etary**

**LAKE GENEVA HISTORIC PRESERVATION
COMMISSION MEETING AGENDA
JUNE 21, 2012 – 6:30 P.M.
LAKE GENEVA CITY HALL**

1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of Historic Preservation Commission Meeting of May 10, 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 republishing of the James Simmons book on the Annals 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 June 5, 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 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. Suggestions re: projects and 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.
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



PARKING COMMISSION

WEDNESDAY, JUNE 13, 2012 – 6:00PM

CITY HALL, CONFERENCE ROOM 2A

AGENDA

**AMENDED 6/12/12
ADDED ITEM #10**

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Approval of Minutes from May 9, 2012 meeting as distributed
4. Comments from the public limited to 5 minutes
5. Parking system update and rollout.
6. Parking study proposal
7. Memorial Day shuttle bus
8. Library staff parking.
9. Parking signs.
10. Sunday parking hours.
11. Selection of date for next meeting.
12. Agenda Items for next meeting.
13. Adjourn

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

6/12/12 4:56PM
cc: Aldermen, Mayor, Administrator

**Geneva Lake Museum
Board Meeting
June 13, 2012**

President Jim Gee called the meeting of the board of directors to order June 13, at 5:30pm.

Officers in attendance were Jim Gee, President; Dale Buelter, Vice President, Vern Magee, Secretary, and Mary Olson, Treasurer. **Directors** present were Dick Bain, Barb Buelter, Pat Gee, Joanne Niessner, Marianne Bonifacic, Mary Tanner, Clarence Read, Vernon Haan, Dana Hagenah, and Chuck Ebeling, Don Rutkowski, Staff in attendance were Karen Jo Walsh, Director, and Helen Brandt and Penny Simonetto. Also present were Advisory Board member Peg Williams, and volunteers Louise Rutkowski, Noel, and Larry Magee. Absent directors were Betty Less, Donna Brongiel and Dee Fiske.

Motion to approve minutes from previous meeting made by Barb Buelter and seconded by Joanne Niessner. Approved. Mary announced the History Loves Company brought in \$15,045 and after expenses the balance is 13,616.03. The board was thrilled with the financial outcome. Some felt the 4000 from Harry Hartshorne should have been counted, but since it was not designated, the treasurer did not put it in the Celebration total. The treasurers report was approved with a motion by Vernon Haan, and seconded by Mary Tanner. Carried.

The **director's report** was given by **Karen Jo Walsh** and will be filed; over 40 thank you notes were sent out after the Celebration by Karen with others sent by Dee and Don. City of Lake Geneva will receive a copy of our minutes each month at their request. Karen is keeping a closer tally of the number people using the museum to get a more accurate count. Updates have been made on our website. We have some new high school volunteers. We gave Dr Ellsworth Brown a tour of our museum. Discussion will take place soon about being open more of the year.

The Questers grants were announced and will be in place soon. Work shops are going well and schedules will be distributed so more people will be aware of them. Karen met with a local author who is writing a novel with the setting taking place in Lake Geneva. Chris Brookes met with Karen Jo and would like to work with us and has invited us to a fund raiser at the Horticultural Hall this summer. Mr James Conway from Pleasant Prairie is giving us a large collection . A successful dinner was held by Chef John the previous evening and enjoyed by thirty some people on Main Street. Survey results were passed out to the board so they could see the results. Karen Jo asked board members to email any hours they put in at home or out of the museum so we can keep track of the volunteer hours.

Helen reported we had an all time high attendance for May with 855 guests, 8 tours and class visits totaling 241 students. We also have two new docents who are doing a great job. Helen also mentioned we received the *Northwest Quarterly*, a magazine from the Rockford area that had a very nice ad for the GLM. We are unaware of who placed the ad for us, but are grateful they did.

Dale suggested that we keep a file on comments that we have concerning the Celebration in May so we can refer to it when we plan our next event.

Marketing and Publicity; 5000 rack cards by Minute Man Press will be ready to be distributed when they arrive tomorrow. Our area should be covered well first and then around the lake and other cities near by will also be considered.

Groupon report: 144 have been sold, 20 redeemed earned 693.00 and we have received 2 checks for 214.91. There were 9 positive responses and no negative responses reported. Chuck reported we have a good relationship with the editor of the Regional News and feels they will continue to give us good

publicity. The GLA will feature an article by Chuck on the front page this month which will go to 900 people living on the lake. Penny mentioned that an error had occurred in At the Lake Magazine that stated we have free admission every Monday instead of the first Monday of the month. It was decided to let it be and see how the next few Mondays bring. It might be better not to call attention to it.

Dale passed out notes and said there would be ideas forthcoming about exhibits in the South Gallery, the lobby, the log cabin and the beginning of Main St on the east side. **Karen** then explained some of her ideas of how a wigwam could fit in and add interest to our museum. She said it was more important that we decide to do the wigwam than where it is placed right now. Mary Olson then announced that a donation of 1500 has been given this month by **Peg Williams** and that another 1500 will be given next month for the **future wigwam**. The board applauded Peg for her generous gift. Vern Haan gave his reasons on why he does not think it should be placed on Main St. Don said he could understand Vern's feelings, but thought the farm exhibit and the milk house were also out of place if it was thought of in such a literal way. It was decided to take some time to think about the wigwam but to go ahead and redo the log cabin. Motion by Don, seconded by Mary to empty the log cabin of the contents and relocate them, and to make the log cabin a more authentic dwelling with appropriate artifacts exhibited. Motion carried. Vern Haan expressed interest to be on the Planning Committee again and Jim agreed that if he wanted to serve in that capacity it was fine with him. Vern Haan also gave a review of how the museum got started and how the local hotels housed the carpenters and fed them. Ken Etten did the design work and 5000.00 was given to get us started. Dale announced that the planning meeting would be June 27 because of the 4th of July. An exhibit will be created after Gage gives us some artifacts in trade for taking the large map of Geneva Lake for their new restaurant. The Crane Estate has offered us some stained glass windows but they are in Hawaii and we would be obligated for shipping. Photos were passed around to show four 3' x 8' windows. Ed Gillbertson has estimated \$4700 to \$6400 to restore them. Much discussion must take place to see if we should accept Gloria Garvey's offer and where they could be placed in the museum. It was moved by Pat and seconded by Don to form an adhoc committee to answer the many questions in peoples mind on where to display, how to fund, and if should we sell any of them.

Joanne Niessner gave the acquisition report in Dee's absence. Because it is lengthy, a report will be filed along with the minutes for review.

Pat Gee gave a short report on fund raising and said Marianne would be the new chairperson of that committee and they will meet next week. Marianne has a lot of experience in fund raising and we look forward to the knowledge she will bring to us.

We now have 213 members it was reported by committee member **Penny Simonetto**. A report will also be filed for review.

Pat also reported the store committee is working on stocking the store with new books and other items. They plan to carry mugs and sweatshirts with a signature design that artist Paulette Jensen has given us permission to use. Motion by Barb and seconded by Joanne to use the design that was suggested. Carried with no discussion.

The **Royal Joy Williams Questers # 1288** received and international grant of \$2280/00 plus 570.00 from the local Questers to be given to the museum for the purchase of Wrigley's Ice Boat, a dining room set from the family of Larry Magee, and the refurbishing of the painting in the current dining room. Jim took photos of the boat for the board to see. We look forward to those acquisitions coming to the museum soon. The board wholeheartedly thanks the Roy Joy Questers for this grant.

Jim announced that the *Geneva Lake Association* was approached about funding a project for the museum. He was happy to tell us that although they turned us down last year, they have reconsidered and will do so this year. We must present a project for their approval; board members were asked by the president to think of some ideas that could be presented for consideration.

Chuck Ebleing told the board that he brought **Dr Ellsworth Brown** to the museum recently and told us what a great job Karen did in giving him a tour. He said Dr Brown was most impressed by all the work we have done over the years with volunteer help. Dr Brown is the head director at the State Historical Society in Madison.

It was with regret and sadness that the president read a **letter of resignation from board member Clarence Read**. Clarence said he had family obligations at this time and could not fulfill the 7 meeting attendance requirement. He has been a wonderful board member and we will miss him.

The president adjourned the meeting at 7:22. The next meeting will be July 11 at 5:30.

Vern Magee
Secretary