



COMMITTEE OF THE WHOLE
MONDAY, JULY 7, 2014 – 6:30 PM
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 5, 2014 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Presentation from County Supervisor Nancy Russell on new county park.
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Lyon
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Kordus
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
8. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Wall & Taggart
 - b. Tree Board, Alderman Kupsik
 - c. Police & Fire Commission, Alderman Lyon

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

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

- a. Chamber of Commerce, Alderman Kordus
- b. Geneva Lake Museum, Alderman Chappell
- c. Lake Geneva Economic Development Corporation, Aldermen Kupsik & Lyon
- d. Geneva Lake Environmental Agency, Alderman Chappell
- e. Geneva Lakes Family YMCA, Alderman Kupsik
- f. Geneva Lake Use Committee, Alderman Lyon

10. 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.*

7/2/14 7:25 PM

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE
MONDAY, MAY 5, 2014 - 6:30 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Council President Kupsik.

Roll Call. Present: Aldermen Chappell, Wall, Kordus, Hill, Kehoe, Kupsik and Lyon. Absent (excused): Taggart. Also present: City Administrator Jordan.

Wall/Lyon motion for approval of Minutes from April 7, 2014 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.

Terry O'Neill, 954 George St., Lake Geneva, spoke about his concerns regarding why the completion of the City Audit was taking so long. He also expressed concern that there is no ordinance that requires a referendum vote in regards to city borrowing for capital equipment or capital projects.

Council President Kupsik congratulated Doctor Mark Pienkos for receiving the Polish Heritage Award during the Polish Constitution Day luncheon.

Council President Kupsik congratulated John Swanson, who is an active member of the City Park Board and also active with children in the community from Lakeland School, as he was honored on April 22nd at Miller Park as a Milwaukee Brewer Community Achiever for his volunteer work in the City of Lake Geneva. He was given a Milwaukee Brewer Jersey.

Council President Kupsik announced that Leadership Dynamics will be sponsoring Running with Open Arms; a 5K run/walk this Saturday in Library Park.

Standing Committee Reports given:

Finance, License & Regulation Committee, Alderman Lyon
Personnel Committee, Alderman Kupsik
Public Works Committee, Alderman Kordus
Piers, Harbors, & Lakefront Committee, Alderman Wall

Committee, Commission and Board Reports given:

Utility Commission, Aldermen Wall & Taggart
Tree Board, Alderman Kupsik
Police & Fire Commission, Alderman Lyon
Planning Commission, Alderman Kupsik
Board of Park Commissioners, Alderman Kupsik
Library Board, Alderman Lyon
Historic Preservation, Alderman Kehoe
Cemetery, Alderman Kordus
Parking Commission, Alderman Kordus
Communications Committee, Alderman Kordus
Avian Committee, Alderman Wall

Other Boards and Committee Reports given:

Chamber of Commerce, Alderman Kordus
Geneva Lake Museum, Alderman Chappell
Lake Geneva Economic Development Corporation, Aldermen Kupsik & Lyon

Geneva Lake Environmental Agency, Alderman Chappell
Geneva Lakes Family YMCA, Alderman Kupsik
Geneva Lake Use Committee, Alderman Lyon

Kupsik/Lyon motion to adjourn. Unanimously carried.

The meeting adjourned at 7:20 pm

/s/ Sabrina Waswo, Acting City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, JUNE 9, 2014 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

Chairman Lyon called the meeting to order at 6:00 p.m.

Roll Call. Present: Aldermen Lyon, Kupsik, Kordus, Kehoe, and Wall. Also Present: City Administrator Jordan, DPW Winkler, Comptroller Pollitt and Building and Zoning Administrative Assistant Gregoles.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. None.

Approval of Minutes

Kupsik/Wall motion to approve Finance, License and Regulation Committee meeting minutes of May 12, 2014, as distributed. Unanimously carried.

LICENSES & PERMITS

Original 2014-2015 Operator (Bartender) License applications filed by Ramie Ross, Dawn Ogren, Paige Meyers, Vanessa Justus, Samantha Galles.

Wall/Kupsik motion to recommend approval. Unanimously carried.

Renewal 2014-2015 Operator (Bartender) License applications filed by Dimitrius Anagnos, Michael Anagnos, Cynthia Borst, Jessica Bush, Kimberley Carmer, Simon Cumming, Kaleen Dunn, Marianne Goodfellow, Alexander Gyax, Theodore Harig, Amy Hughes-Eling, Ran Si Lei, Adam Miskie, Jean Morales, Samantha Neitzel, Ashwinkumar Patel, Daniel Pieratos, Aubrey Rauch, Roxanne Smith

Kupsik/Kehoe motion to recommend approval. Unanimously carried.

Park Reservation Permit application filed by Tara Trent on behalf of Maple Park Homeowners Association for the Maple Park Homeowners Association Block Party on June 21, 2014 from 5:00pm to 8:00pm

Kupsik/Wall motion to recommend approval. There was lengthy discussion about the applicants request to refund the application fee. Alderman Wall expressed concern about the request due to the precedent it would set. Chairperson Lyon clarified that the motion did not include refunding the application fee. Motion carried 4 to 0. Kehoe abstained.

Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:

Harry’s Café and Place Inc. d/b/a Harry’s Café, 808 Main Street, Lake Geneva, James Chironis, Agent

Kupsik/Kehoe motion to recommend approval. Alderman Kehoe questioned why this wasn’t approved at the last meeting. Alderman Lyon stated it was due to the outside mapping being incomplete. Unanimously carried.

Renewal Reserve “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:

Harborside Café, 100 Broad Street, Lake Geneva, Spyro G. Condos, Agent

Lake Aire Restaurant, 804 Main Street, Lake Geneva, George Argiropoulos, Agent

Wall/Kupsik motion to recommend approval. Unanimously carried.

Wall/Kupsik motion to recommend approval. Alderman Kehoe asked if this was the same reason as above. Alderman Kupsik stated yes. Unanimously carried.

Discussion/Recommendation on Lakefront promenade miscellaneous concrete squares replacement with Humphrey's Contracting for concrete work at \$4,950 and brick repairs not to exceed \$5,000 at \$15 per square foot funded by the Lakefront fund. *(recommended at the May 16, 2014 Public Works Committee meeting)*

Kordus/Kupsik motion to recommend approval. DPW Director Winkler gave details on the plans. Alderman Kupsik asked how the project would be coordinated to not disrupt traffic in and around the park on the weekends. Mr. Winkler stated it would need to be started on a Monday to allow for the concrete to cure, but there would definitely be some disruption. Alderman Kordus noted a discrepancy on the agenda of \$15 per square foot versus \$20 for the paver bricks per square foot listed in the contract. Mr. Winkler indicated that Humphrey's Contracting stated if we had the volume of up to \$5,000, he would drop his price to \$15 per square foot. Alderman Lyon confirmed with Winkler that this was approving \$15 per square foot and not \$20. There was discussion on how this will be reflected on paper if the City would not spend the \$5,000. Mr. Winkler stated that the amount invoiced will not exceed \$5,000. Unanimously carried.

Discussion/Action on Riviera Beach wood boardwalk decking replacement with Humphrey's Contracting for \$9,870 funded from the Lakefront fund *(recommended at the May 16, 2014 Public Works Committee meeting)*

Kordus/Wall motion to recommend approval. DPW Winkler stated this would be replacing the decking from the east walkway from the beach house to the parking lot by the Riviera. This would be built with green treated lumber over the last deck that has lasted about 15 years. Unanimously carried.

Discussion/Recommendation on awarding of parking structure design to Arnold & O'Sheridan

Kehoe/Kordus motion to recommend approval. Administrator Jordan discussed that an interview team of 6 people interviewed 4 of the 7 companies that sent proposals to the City. Their recommendation went to the joint committees of the Parking Commission and the Public Works Committee who also saw the presentation from Arnold and O'Sheridan. Mr. Jordan stated that Arnold and O'Sheridan stated they have built the most parking structures than any other firm in Wisconsin. Alderman Kupsik questioned who would be responsible for the soil testing onsite. DPW Winkler stated that the City would engage in the soil testing which would be between \$2,500 and \$3,000 depending upon the lowest proposal. Mr. Kupsik asked if this would be above and beyond the \$55,000 that the City would be paying for. Mr. Winkler confirmed. Mr. Wall questioned how much additional would the City be spending. Mr. Jordan stated the total would be \$60,000. There was discussion on the workshops and the services Arnold and O'Sheridan would be providing. Alderman Kordus stated Arnold & O'Sheridan time and material are not to exceed the \$55,000 and that this amount will be provided to their final consulting costs for the total project. Unanimously carried.

RESOLUTIONS

Discussion/Recommendation on Resolution 14-R31 regarding the sale of General Obligation Promissory Notes

Kordus/Kupsik motion to recommend approval. Administrator Jordan stated that the City received two bids back that had minimal difference in pricing. Mr. Jordan felt that Springsted was a good company to use as they had did a good job on the last bonding for the City and also were the lower bid. Joe Murray of Springsted was present to answer any questions. No questions were asked. Unanimously carried.

Discussion/Recommendation on Resolution 14-R32 regarding pay increase for all returning Police Department Reserve Officer positions

Kehoe/Kupsik motion to recommend approval. Alderman Lyon stated this was to make the Police Department more competitive to keep the same reserve officers versus training new officers each year. Alderman Wall asked if raises had been given in the past if officers had returned for a second season. Wall/Kehoe motion to suspend the rules to allow Police Chief Rasmussen to address the committee. Unanimously carried.

Police Chief Rasmussen stated last year was the first year the raise was given and he wanted to continue with the raises. Last year only 2 reserve officers returned, whereas this year, 6 returned. Prior to that the reserve officers were being paid at the same rate no matter how many years of service they put in with the Police Department. Mr. Wall asked if this had been budgeted. Chief Rasmussen stated no. Alderman Kupsik requested that if this is continued from year to year, to have Chief Rasmussen put this increase in the budget. Chief Rasmussen confirmed that he planned to put forth a tier step for returning officers for the next budget. Unanimously carried.

Presentation of Accounts

Kupsik/Wall motion to recommend approval of Prepaid Bills in the amount of \$3,021.77. Unanimously carried.

Kupsik/Kehoe to recommend approval of Regular Bills in the amount of \$177,660.64. Alderman Kupsik questioned if GAI submitted documentation of the final tunnel inspection for the final payment of the retention for Globe contractors. DPW Winkler stated we received a letter of recommendation and the final waivers as well from the contractor. Unanimously carried.

Adjournment

Wall/Kordus motion to adjourn at 6:30 p.m. Unanimously carried.

/s/ Sabrina Waswo, Acting City Clerk

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BY THE FINANCE, LICENSE & REGULATION COMMITTEE**



PERSONNEL COMMITTEE MEETING
MONDAY, JUNE 9, 2014 – 5:00PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Meeting called to order by Chairman Kupsik at 5:02pm**
2. **Roll Call**
Present: Kupsik, Wall, Hill, Chappell Not Present: Taggart (excused)
Also Present: Mayor Connors, Comptroller Pollitt, Administrator Jordan, Attorney Draper, Police Chief Rasmussen (exited when the committee went into closed session).
3. **Comments from the public limited to 5 minutes**
None
4. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1) (c) considering employment, promotion or performance evaluation data of public employees Timothy Neubeck, Teresa Klein, and Sabrina Waswo over which the governmental body has jurisdiction or exercises responsibility.**
Chairman Kupsik made a motion to go into Closed Session, seconded by Alderman Hill, and motion passed unanimously.
5. **Motion to return to Open Session pursuant to Wis. Stat. 19.85 (2) and take action on any items discussed in Closed Session.**
Chairman Kupsik motioned to return to Open Session, seconded by Alderman Wall, and the motion passed unanimously.

Motion was made by Alderman Hill to direct staff to move forward on action, as discussed in Closed Session, concerning employees Neubeck, Klein and S. Waswo. Alderman Chappell seconded and motion passed unanimously.
6. **Adjourn**
Motion #4: Chairman Kupsik moved to adjourn, Alderman Chappell seconded, and the motion passed unanimously.

The meeting adjourned at 5:40pm.

Peg Pollitt, Comptroller

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

**PERSONNEL COMMITTEE MINUTES
WEDNESDAY, JUNE 25, 2014 – 9:30 A.M.
CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 9:32 a.m.

Roll Call. Present: Aldermen Hill, Chappell and Kupsik. Absent (excused): Aldermen Wall and Taggart. Also in attendance: City Administrator Jordan, Comptroller Pollitt, Public Works Director Winkler and Public Works Assistant Director Earle.

Comments from the public limited to 5 minutes. None.

Discussion/recommendation to direct staff to advertise for Street Department Laborer position

Discussion on placing an ad in the paper and on the City web site for a street laborer.

Kupsik/Hill motion to direct staff to place ad. Unanimously carried.

Discussion/recommendation to temporarily appoint Street Department Acting Foreman

Discussion and action on promoting Neil Waswo to acting foreman for the Street Department. Kupsik made a motion to suspend the rules and let Dan Winkler and Tom Earle address the committee, seconded by Hill. Winkler explained the job duties of the position.

Hill/Chappell motion to promote Neil Waswo to working foreman. Unanimously carried.

Adjournment

Hill/Kupsik motion to adjourn at 9:52 a.m. Unanimously carried.

/s/ Dennis Jordan, City Administrator

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Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe

Alderman Al Kupsik

Alderman Sturg Taggart

Alderman Sarah Hill

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

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

May 2014 Meeting Minutes

DATE: May 16, 2014

MEMORANDUM

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

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

SUBJECT: May 15, 2013 Public Works Committee Meeting Agenda Explanation

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

Members in attendance:

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

Staff Present:

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

Other: _____

Public in attendance: Chris Schultz

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

Motion to approve by Ald. Taggart, Seconded by Ald. Kupsik and passed 4-0.

Public Comments:

Mr. Taggart mentioned the need for some warning signage southbound Edwards Boulevard approach to Joanne Fabrics driveway. Mr. Kordus asked if a crosswalk could be considered at Center Street and Sheridan Springs Road crossing to the north, and inquired regarding the gun sign at Eastview School.

Communications:

1. DPW Winkler provided an update on the various City projects.

Agenda Items:

1. Willow Road/Wilmot Boulevard Maintenance Exchange Discussion with the Town of Linn-Continued.
2. Lakefront Promenade Miscellaneous Concrete Squares Replacement-Bid Quotations.
3. Riviera Beach Wood Boardwalk Decking Replacement-Bid Quotations.

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

The PWC discussed the budgetary cost figures from Payne & Dolan and Stark Asphalt. The cost figure was much higher for Willow as it overall required more invasive maintenance. After discussion of the possibilities, the PWC's consensus was to support us taking on Wilmot Boulevard and the Town taking on our half of Willow Road. And each jurisdiction may decide to perform whatever maintenance it sees fit at its cost and own schedule. If this is agreeable with the Town, staff can work with them to establish parameters of a maintenance agreement. If the Town is not accepting of the approval, it needs to come back with a proposal of its own.

Agenda Item No. 2- Lakefront Promenade Miscellaneous Concrete Squares Replacement-Bid Quotations.

DPW Winkler share the proposals it has received to perform the repair work along the lake promenade as directed. The corrected bid pricing discussed was Humphreys price of \$4,950 plus another \$5,000 of brick resetting at \$15/sf against Mohr Construction's price of \$8,325 plus \$10 to \$15/sf for his work. Craftsman did

It was moved by Ald. Kupsik to approve the Humphrey's Contracting quote for the five replacement squares and seconded by Chair Kordus. The motion was withdrawn and Ald. Kupsik made a new motion to perform both the concrete work as bid at \$4,950, and brick repairs not to exceed \$5,000 at \$15/sf as funded by the lakefront fund. The motion was seconded by Ald. Taggert and passed 4-0.

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

Agenda Item No. 3– Riviera Beach Wood Boardwalk Decking Replacement-Bid Quotations.

DPW Winkler explained, and it was concurred by Chair Kordus, that the wooden boardwalk deck at the Riviera Beach has weathered and splintered since its installation in 1996. He then provided bid quotations for constructing a new treated wood deck over the existing weathered deck. Humphreys bid was \$9,870 and the Mohr bid \$11,950.

It was moved by Ald. Kupsik to award the deck replacement to Humphreys Contracting in an amount of \$9,870 funded through the lakefront fund. The motion was seconded by Ald. Tagger and passed 4-0

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

Motion to Adjourn:

Motion to adjourn by Ald. Taggert and seconded by Ald. Kupsik. The motion passed 4-0 and the meeting adjourned at 6:44 P.M.

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



Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe

Alderman Al Kupsik

Alderman Sturg Taggart

Alderman Sarah Hill

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

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

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June 2014 Meeting Minutes

DATE: June 13, 2014

MEMORANDUM

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

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

SUBJECT: June 12, 2013 Public Works Committee Meeting Minutes

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

Members in attendance:

Chairman Bob Kordus X

Alderman Ellyn Kehoe X

Alderman Sarah Hill Exc.

Alderman Al Kupsik X

Alderman Sturg Taggart Exc.

Staff Present:

City Administrator Dennis Jordan

Director Daniel Winkler (DPW) X

Mayor Jim Connors: X

Other: _____

Public in attendance: _____ None. _____

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

It was moved by Chair Kordus and seconded by Ald. Kupsik to approve the May minutes. The motion passed 3-0.

Public Comments:

None.

Communications:

Projects Update-DPW Winkler provided an update on the Broad Street Lighting, Disc Golf Course, Cook/Main Traffic Signal, Riviera Sidewalk, and replacement of Truck #20. He noted that most of the projects are winding down in advance of the upcoming borrowing.

Agenda Items:

1. Continuation of Willow Road/Wilmot Blvd Maintenance Exchange Discussion with the Town of Linn Including Temporary Road Repairs.
2. Four Seasons-Wood Burning Permit Application.
3. 2014 Capital Improvements Program-Priority Projects Discussion and Approval.

Agenda Item No. 1- Continuation of Willow Road/Wilmot Blvd Maintenance Exchange Discussion with the Town of Linn including temporary road repairs.

The DPW shared the City Attorney's draft agreement. After some discussion, it was moved by Ald. Kupsik to send the draft maintenance agreement to the Town of Linn for their consideration with a favorable PWC recommendation. The conversation was that if the agreement was approved with no major changes that it may go directly to City Council for approval. The City attorney would forward the document to the Town's attorney. The motion was seconded by Ald. Kehoe and passed 3-0.

The interim repairs to Willow Road were discussed. It was moved by Ald. Kupsik and seconded by Chair Korus to cost-share in an amount not to exceed \$4,876.00 to perform the interim repairs to Willow Road. Under discussion, it was decided that funding shall come from the City contingency if the Town required our half share of the work before mid-August or funding would come from the proceeds of the upcoming borrowing if the Town can wait until late August to bill the City. It was also discussed that the cost share on the interim repairs would not be put into the 10-year maintenance agreement, rather handled separately as described. The motion passed 3-0.

(This item needs to go on the next Finance Committee and Council agendas for consideration).

Agenda Item No. 2- Four Seasons-Wood Burning Permit Application.

The DPW advised the PWC that the DNR has been in communication with the City regarding our past practice of burning brush at the compost site at Four Seasons is not acceptable. And that a permit from them was required. The cost was explained to be \$550 application plus \$165 plus an annual license fee of \$165. It was moved by Ald. Kupsik to proceed with the application and permitting of the site for burning. The motion was seconded by Chair Kordus and passed 3-0.

Agenda Item No. 3- 2014 Capital Improvements Program-Priority Projects Discussion and Approval.

DPW Winkler presented the Public Works projects with priority rankings for discussion. The leading projects were related to street maintenance. It was the consensus of the Committee to continue this item until next month as there was still time to consider prioritization.

Motion to Adjourn:

It was moved by Ald. Kupsik and seconded by Ald. Kehoe to adjourn. The motion passed 3-0 and the meeting was adjourned at 6:26 PM.

Note: The packets were completed earlier than usual and in the Alderman mailboxes on Monday afternoon. The usual Wednesday communication/reminder from Public Works Administration wasn't sent because the packets were out so early. In the future, the usual meeting reminder will be sent out regardless.

Cc: Mayor Jim Connors/Dennis Jordan/Sabrina Waswo/Common Council Members not on Committee/File

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
MINUTES-----Regular Meeting
PLACE-----Lake Geneva Utility Commission
DATE-----June 12, 2014
TIME-----4:00 P.M.

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

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

Members present: Pres. Brellenthin, Tony Saia, Ann Esarco, Mike Kocourek, Mayor Connors, Ald. Jeff Wall and Ald. Sturg Taggart.

Motion by Saia to approve the minutes of the previous meeting as presented, 2nd by Ald. Wall. Passed 7-0.

Communications:

None.

Water & Sewer Agenda Items:

1. Annual Facility Inspection. (Starting as 1:00)
Plant inspection went very well. Scott was publicly thanked.
2. WWTF – 2013 Compliance maintenance Annual Report & Resolution
CMAR was very good. A motion was made by Ald. Wall to approve the CMAR report, 2nd by Kocourek. Passed 7-0.
3. Identity theft Prevention Yearly Update
A motion was made by Mayor Connors to accept with suggested changes, 2nd by Ald. Wall. Passed 7-0.
4. Aerobic Digestion Capacity and Assessment Report
Nathan Cassity, PE, BCEE Senior Wastewater Engineer from Donahue & Associates provided background and assessment (odor and consistency issue). Existing digesters only providing 16 days of digestion. This should be 30 days or greater for optimal performance. Interim adjustments were made to staff to help reduce odor until upgrade. Upgrade alternatives presented including 1) increase digester capacity, 2) expand cake storage (alternative 2 will not aid with odor issue). Recommend to increase digester. Next steps: further cost analysis, document for WDNR approval, projected growth study for the next 20 years and impact on facilities. Motion by Saia, tank system is recommended, facility plan and proposal for increased digester (tank) capacity, 2nd by Mayor Connors. Passed 7-0.

Director's Report:

1. Financials Update - June

Water

EOM Cash Position	\$1,040,000
Project Commitments	\$ 70,000
Upcoming Projects	\$ TBD

Sewer

EOM Cash Position	\$2,412,000
Project Commitments	\$ 36,000
Upcoming Projects	\$ 200,000

Motion by Mayor Connors to approve the financials as presented for May and June, 2nd by Ald. Wall. Passed 7-0.

Motion by Saia to approve the sign for the bocce ball court with maximum cost not to exceed \$500, 2nd by Kocourek. Passed 7-0.

Ideas to publicize the bocce ball court are: website, Regional News, Facebook, text, storage sign. Pres. Brellenthin suggested a donation box for the bocce ball court, Frisbee golf and other possible city sites. Tabled for next month.

Review and Payment of Bills:

Motion by Saia to approve the bills as presented for April and May, 2nd by Ald. Taggart. Passed 7-0.

Next meeting is scheduled for Thursday, July 17, 2014 at 4:00 P.M.

Adjourn:

Motion by Saia to adjourn the meeting, 2nd Brellenthin. Passed 7-0.

Meeting adjourned at 5:20 P.M.



Secretary

CLB 06/16/14

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY MAY 8, 2014, AT 7:00 P.M.**

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

1. Call meeting to order

Meeting was called to order at 7:00 p.m. by President Pienkos.

2. Pledge of Allegiance

The pledge was led by Commissioner Steven Madson

3. Roll call

Commissioners Madson, Hartz, Bittner and Pienkos, and Liaison Alderman Lyon were present. Commissioner Gramm was excused.

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

5. Acknowledge correspondence – NONE

6. Welcome Town of Geneva Liaison Mike Mumford.

Per Chief Connelly, Mr. Mumford was not able to be at the meeting due to a prior engagement but he will be present next month.

7. Welcome returning Commission member, Rick Bittner.

President Pienkos welcomed Commissioner Bittner back as a returning Commission member.

8. Election of officers: President, Vice President and Secretary.

Hartz nominated Pienkos as President, Madson seconded. There were no other nominations. Madson motioned to close the nominations, Hartz seconded. Motion carried 4-0.

Bittner nominated Hartz as Vice President, Madson seconded. There were no other nominations. Bittner motioned to close the nominations, Madson seconded. Motion carried 4-0.

Hartz nominated Bittner for Secretary, Madson seconded. There were no other nominations. Hartz motioned to close the nominations, Madson seconded. Motion carried 4-0.

9. Approval of minutes from regular meeting minutes from April 10, 2014.

Hartz motioned to approve the minutes from April 10, 2014, Bittner seconded. Motion carried 4-0.

10. Fire Department Business

Commissioner Pienkos stated Lawrence Covi's retirement party on May 6, 2014 was very nice. Chief Connelly said it was very nice to see so many commissioners in attendance and it was very much appreciated.

a. Approval of bills for the Month of April. Operating in the amount of \$51,324.55, capital \$947.50, fire hydrant rental of \$57,373.58; for a total of \$109,645.63.

Hartz motioned to approve the bills for the month of April 2014, Bittner seconded.

Commissioner Bittner was comparing inspection fees account #4623 for the month and the year with the expense for fire expense wages and wondered if the inspection fees would catch up with wages over the year. Chief Connelly advised that it would catch up because most of the inspections are performed in June and July. Commissioner Hartz asked if Expense #5134 Workmen Disability Ins. was an annual payment and Chief Connelly advised that it is an annual payment.

Role Call vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

b. EMS Medical Billing Report and Update.

Eric Kiefer from EMS Medical Billing asked for a records request for last month's meeting and they were unable to determine the discrepancy in the dollar amounts. They need more time to research the problems. He will be at the June 5, 2014 meeting to discuss it.

c. Payroll Policy

The payroll policy was reviewed and adopted. Madson made a motion to approve City of Lake Geneva Fire Department Policy, R-100.13, Payroll Approval Process, Bittner seconded. Some discussion was made by Chief Connelly regarding the policy and comparison with prior procedures. Role Call vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

d. Accept donation of office file cabinets

Mr. Stuart Rosenberg from ICI Commerical donated three large Global 4 drawer lateral file cabinets and two 6 drawer flat map/plan file cabinets to the fire department. Madson motioned to accept the donations, Bittner seconded. Motion carried 4-0.

e. Monthly Activity Report- handed out at the meeting.

Per Chief Connelly, the calls have picked up in the last few months with the weather improving.

f. Monthly Paratech Report- No action taken.

g. EMS Medical Billing and Stark Report.

Madson stated the reports this month have the same issues as last month. There is roughly a \$6,000.00 discrepancy between Stark and EMS billing regarding reconciling. Chief Connelly will ask Eric Kiefer from EMS billing to look into this as well for the next meeting. Madson says we are on budget for the year regarding EMS collections for the year. Hartz questioned the collection process and how Stark is paid. President Pienkos asked for a flow chart to see how the collection process is handled.

h. Thank you letter from Perry Howard of the City of Burlington Fire Department for help with the Schuette-Daniel furniture store. – No action taken.

i. Items to be forwarded to City Council.

Monthly activity report.

11. Police Department Business

a. Approval of bills for the Month of April 2014. Operating in the amount of \$200,560.91, capital \$28,203.00 for 2014; for a total of \$228,763.91.

Madson motioned to approve the bills for April 2014, Bittner seconded. Chief Rasmussen stated the only capital at this time is Squad Car Replacement. Role Call vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

b. Job Benefits Dispatch and Data Entry

Madson motioned to adopt Benefits schedule as set forth on pages 1, 2 and 3 of the summary provided at the last meeting with the recommendations as set forth on page 3 for Non-Sworn Personnel (Data Entry and Dispatchers) as currently listed with the listed changes: Reduction in sick days, lateral transfers based on experience and maintaining the same provisions as the old contract with respect to the accumulation of sick time. Pienkos seconded motion.

Madson stated further the reduction of sick days, lateral transfer and maintaining the language for sick leave is a question of fairness. The officers have this same benefit and dispatch is a difficult position to fill. You need someone with extensive training, someone to handle stress very well and someone to make decisions with the officers. The dollar amount by eliminating this sick benefit is rather small with keeping the current policy.

There was discussion with the benefits of leaving the policy the same. Mayor Connors discussed an OPEB (other post employment benefits) study was done by the City as required by accounting.

Pienkos stated the motion was adopting the recommendations as contained on page 3. The first item is that sick days will be reduced to 9 sick days per year. The second item is the lateral transfer due to experience. The third item is to keep provision of 16.02/16.03.

Chief Rasmussen asked that the policy be made effective July 1, 2014.

Madson amended the motion to include the original motion and add that the policy be effective July 1, 2014, Bittner seconded. No discussion on the amendment. Role Call vote on the amendment: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

No discussion or comments on the original motion. Roll Call vote on the original motion: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0 with the amendment. This may be updated after the sworn officer negotiations per Chief Rasmussen.

c. New squad update.

A new truck was purchased for \$28,000. The Department anticipates receives \$6,000.00 for selling the old truck. Therefore, the cost of the new truck was less than a squad car and it is black and white so it can be used as a squad car if necessary.

d. 911 update

ATT installed their equipment this week. The 911 system installation was delayed due to production and will begin June 2, 2014. Training will be June 9 through 13, 2014 and the department will go live on June 18, 2014.

e. Update on School Resource(s) Program.

Letters were received from principals of the schools and they are very pleased with the School Resource

Program. Commissioner Hartz asked if the situation with the janitor could be prevented because of a liaison. Chief Rasmussen stated that it could not but it makes it easier for the victims to come forward and talk to someone they know. Also future victims may feel comfortable talking to the Police Liaison. It is also helpful for the teachers to discuss problems with the officer in attendance. Dr. Gottinger, School Superintendant, is also happy with the program as well.

f. Sergeant Derrick report on Staff and Command School.

Sergeant Derrick gave a presentation about his experience at Northwestern Staff and Command School and stated it was a great experience.

g. Cross Training with Fire Department (EMS).

The Police Department and Fire Department are working together to offer officers EMT training. Chief Connelly has offered some funding specifically for EMT training. Three officers were interested. The first officers to attend the 180 hour training will be School Liaison Officer Kara Richardson and Officer Brandi Nelson. The training will begin in June and will conclude in August.

h. Thank you letters to Officer Giovannoni. No action taken.

i. Monthly activity Reports

2014	Dispatch activity for April 2014: Telephone calls– 3,501	911 Calls– 167	Window assists– 714
2013	Dispatch activity for April 2014: Telephone calls– 3,501	911 Calls– 183	Window assists– 765

2014	Patrol activity for April: Calls for service- 1,258	Arrests- 64
2013	Patrol activity for April: Calls for service- 1,290	Arrests- 117

The patrol activity reports were not up to date when the packets were sent out due to a computer error. The actual arrests for the month of April were 144.

12. Agenda items for the next regular meeting - Clarification of EMS and Stark billing questions.

13. Items to forward to City Council:

School Resource letters, Sergeant Derrick's report on Northwestern Staff and Command School, EMT cross training.

14. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c). Bittner motioned to go to closed session, Hartz seconded. Roll Call Vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion unanimously carried at 8:20 p.m.

15. Motion to return to open session per Wisconsin State Statute 19.85(2).

Madson motioned to return to open session, Hartz seconded. Motion unanimously carried to return to open session at 8:43 p.m.

16. Discussion and action on closed session items if needed.

Bittner made a motion that Approval of educational payments will be made by the discretion of the Chief of Police as long as it is within budgetary guidelines. Hartz seconded. Role Call vote: Madson – Y, Hartz - Y, Bittner – Y, Pienkos – Y. Motion carried 4-0.

President Pienkos wanted to wish outgoing Commissioner Madson good luck and thank him for his service. The Commission has enjoyed working with Commissioner Madson. Commissioner Madson

stated he enjoyed working on the commission and will miss everyone. Mayor Connors will be working on appointing a new Commissioner.

Madson motioned to adjourn meeting, Bittner seconded. Motion carried 4-0. Meeting adjourned at approximately 8:57 p.m.

Respectfully submitted,

Cindy Papenfus
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaisons
City Administrator
City Clerk
City Comptroller
Council Members - Mayor

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JUNE 5, 2014 AT 7:00 P.M.**

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

1. Call meeting to order

Meeting was called to order at 7:00 p.m. by President Pienkos.

2. Pledge of Allegiance

The pledge was led by Commissioner Lynelle Gramm.

3. Roll call

Commissioners Hartz, Bittner, Gramm and Pienkos were present.

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

5. Acknowledge correspondence - NONE

6. Approval of regular meeting minutes from May 8, 2014

Hartz motioned to approve the minutes from May 8, 2014, Bittner seconded. Motion carried 4-0.

7. Fire Department Business:

a. Approval of bills for the Month of May. Operating in the amount of \$43,272.66, capital \$1,998.00, for a total of \$45,270.66.

Gramm motioned to approve the bills for the month of May 2014, Bittner seconded.

Bittner commented that inspection fees and sprinkler system revenues are behind. There was some discussion as to whether there was a problem with billing or if the inspections were behind. Assistant Chief Heindl was not aware of any problems but he would check with Chief Connelly. Commissioner Hartz commented that he wasn't sure if billing was done after the first or second inspection which would have something to do with reimbursements. Also the Geneva Township contract is a semi-annual payment.

Roll call vote: Hartz - Y, Bittner - Y, Gramm - Y, Pienkos - Y. Motion carried 4-0.

b. EMS Medical Billing Update-Representative from EMS Medical Billing will be here.

Eric Kiefer, Marketing Director from EMS Medical Billing, was present to explain billing processes and reimbursements and how they compare from previous years and the time delay from services to payments.

c. Report from Stark Collections on percentages due the vendor from patient collections.

The vendor percentages were set up by Dennis Jordan, City Administrator, and Peg Pollitt, Comptroller. Pauline Kussart from Stark Collection Agency would be happy to come and speak to the Commission if needed.

d. Reminder-There will be a Swearing in Ceremony on Thursday June 12, 2014 at 6:00 p.m. at Lake Geneva City Hall for fire and EMS Personnel.

e. Monthly Activity Report

Minutes are not official until approved at next monthly Police and Fire Commission meeting.

Commissioner Hartz asked when bar inspections would be completed and Assistant Chief Heindl stated they are done during the busy time of the year.

f. Monthly Paratech Report. No action taken.

g. Monthly EMS Medical Billing and Stark Report. No action taken.

h. Thank you cards and letters- Thank you from Lake Geneva Museum, Twin Lakes Fire Department, S&R Egg Farm for assistance at fire, Frank Kresen Post 24 American Legion for our service.

i. Items to be forwarded to City Council.
Monthly activity report.

8. Police Department Business:

a. Approval of bills for the Month of May. Operating in the amount of \$202,748.87, capital \$2,662.04, for a total of \$205,410.91.

Bittner motioned to approve the bills for May 2014, Gramm seconded.

Bittner noted that Seizure revenue is down for the year. Chief Rasmussen said that we will be getting some seizure reimbursement but it takes time to go through the legal process. The 10-33 program has ended.

Hartz asked about Wage Reimbursement Revenue. That will change as we bill the school at the end of the year for the Police Liaison and we receive miscellaneous reimbursement from the Drug Unit for concerts, etc.

Hartz also asked about Special Investigations Account 5380. Those expenses are for record requests, surveillance cameras or other special investigations as needed.

Roll call vote: Hartz - Y, Bittner - Y, Gramm - Y, Pienkos - Y. Motion carried 4-0.

b. Highway Safety Project, 0954-40-17, entitled Lake Geneva Police Dept. Speed Enforcement Grant. The Grant we received is for radar and seatbelt patrol. The Commission members asked a few questions regarding grants. Grants are measured as successful based on quota, which is contact not necessarily arrests. Certain grants are specific to location of patrol, i.e. highways or busier streets. It depends on the type of grant.

c. 911 Update.

Training will begin on Monday June 9, 2014. A Mock dispatch center has been set up in the training room. The City is waiting on a response from the Sheriff's Department on the status of the 911 cell phone call system.

d. Reserve Officer Update.

All officers are out and training. One new officer is on patrol with an experienced officer at this time. One reserve may be leaving due to a job offer elsewhere.

e. Letter of Commendation to Sergeant Daniel Derrick from City of Waukesha Police Department regarding Northwestern University- School of Police Staff and Command experience.

This is the first time the Chief has received a letter from Northwestern pertaining to one of his officers and it says a lot about Sergeant Derrick. The letter offers a letter of recommendation for promotion, however, Sergeant Derrick is not eligible for any further promotion at this time because he doesn't have the education requirement. The Police Department has assisted other officers based on Chief of Police and Police and Fire Commission discretion. This practice has been done prior to Chief Rasmussen becoming Chief. Currently the contract states \$100/credit, which is very outdated. People stay in the Minutes are not official until approved at next monthly Police and Fire Commission meeting.

department because of the school opportunity and it benefits the department as well. The procedure now is that the officer commits one year prior to taking the class and they either get tuition reimbursement or additional pay for college credits. The college credit pay benefit has recently been removed from the contract. The Chief decides if the school is too expensive and if the City is able to pay the expenses based on the budget.

Commissioner Pienkos acknowledged that he was impressed with the letter from Deputy Chief Angle of the Waukesha Police Department and Sergeant Derrick's presentation last month.

Monthly Activity report for 2014:

2014 Dispatch activity for May: Telephone calls– 4,305 911 Calls– 273 Window assists– 930
2013 Dispatch activity for May: Telephone calls– 4,143 911 Calls– 217 Window assists–1,057

2014 Patrol activity for May: Calls for service- 1,811 Arrests- 180
2013 Patrol activity for May: Calls for service- 1,701 Arrests- 167

Hartz asked if the activity reports were a benefit to the police department. He also questioned the amount of sexual assaults for the month. Chief Rasmussen stated there is an average of 50 sexual assault investigations/year and they are all different types of assaults. Walworth County is the second highest reporting county.

It was also noted that the department currently has 40% revenue on lockup fees.

Gramm inquired about police assists. Chief Rasmussen stated these are when our department assists other police departments.

Alderman Lyon asked about the ProPhoenix Citizen Service Module. Per Chief Rasmussen it would include a \$5000.00 increase in the budget so it never went any further. Alderman Lyon asked that it be brought back to the Finance Committee.

f. Items to be forwarded to City Council.

Letter of commendation regarding Sergeant Derrick, Safety Grant, Monthly Police Department reports and Monthly Fire Department Activity Report.

9. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c) Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: specifically pertaining to union contract and negotiations.

Hartz motioned to go into closed session Gramm seconded. Roll call vote: Hartz - Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion unanimously carried 4-0 at 8:07 p.m.

10. Motion to return to open session per Wisconsin State Statute 19.85(2)

Hartz motioned to return to open session, Gramm seconded. Roll call vote: Hartz - Y, Bittner – Y, Gramm – Y, Pienkos – Y. Motion unanimously carried 4-0 at 8:45 p.m.

11. Discussion and action on closed session items if needed. - NONE

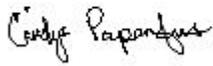
Minutes are not official until approved at next monthly Police and Fire Commission meeting.

12. Agenda items for the next regular meeting. Update on Fire Codes, Noise ordinances.

13. Adjourn

Bittner motioned to adjourn meeting, Hartz seconded. Motion carried 4-0. Meeting adjourned at 8:55

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

c: Police Chief
Fire Chief
Commissioners-file
Commission Liaisons
City Administrator
City Clerk
City Comptroller
Council Members - Mayor

Minutes are not official until approved at the July 10, 2014 Police and Fire Commission.

Minutes are not official until approved at next monthly Police and Fire Commission meeting.

CITY OF LAKE GENEVA

PLAN COMMISSION MEETING

MONDAY, MAY 19, 2014 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

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

2. **Roll Call**

Present Kupsik, Gibbs, Flower, Olson, Skates, Robers, Connors, Draper

Also Present Administrator Jordan, Planner Slavney, Deputy Clerk Gregoles

3. **Approve Minutes of April 21, 2014 Plan Commission meeting as distributed.**

MOTION #1

Flower/Skates motion to approve the Minutes of 4/21/14 Plan Commission meeting as distributed.

The motion carried unanimously.

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

NONE

5. **Acknowledgment of Correspondence.**

NONE

6. **DOWNTOWN DESIGN REVIEW**

A. **Application by Phillip Bona for a sign for his business, Bona's, located at 848 W. Main Street, Tax Key No. ZOP 00335.**

DISCUSSION

Robers gave a brief description of the application.

MOTION # 2

Kupsik/Gibbs moved to approve the application by Phillip Bona for a sign for his business, Bona's, located at 848 W. Main Street, Tax Key No. ZOP 00335. The motion carried unanimously.

B. **Application by Dori Davis-Beck for two signs for her business, Studio Dori, located at 619 W. Main Street, Tax Key No. ZOP 00291.**

DISCUSSION

Robers gave a brief description of the application.

MOTION # 3

Skates/Kupsik moved to approve the application by Dori Davis-Beck for two signs for her business, Studio Dori, located at 619 W. Main Street, Tax Key No. ZOP 00291. The motion carried unanimously.

- C. Application by Kenneth Conell for a sign for his tenants business, Terroir Bar, located at 725 W. Main Street, Tax Key No. ZOP 00335.**

DISCUSSION

Atty Draper voiced his concern about the name Terroir Bar, as they do not have a Conditional Use to operate a bar and they do not have a liquor license. He believes the sign will be misleading.

Skates asked can it be approved contingent on getting the appropriate license and Conditional Use permits. Robers recommended tabling it due to multiple concerns.

MOTION # 4

Skates/Olsen moved to table the application by Kenneth Conell for a sign for his tenants business, Terroir Bar, located at 725 W. Main Street, Tax Key No. ZOP 00335. The motion was unanimously denied.

MOTION # 5

Skates/Olsen moved to continue the application by Kenneth Conell for a sign for his tenants business, Terroir Bar, located at 725 W. Main Street, Tax Key No. ZOP 00335. The motion was unanimously carried to continue to the June Planning Commission meeting.

- D. Application by Michael Anagnos for two new awnings for his business, Popeye's Galley & Grog Ltd., located at 811 Wrigley Drive, Tax Key No. ZOP 00344.**

DISCUSSION

Robers gave a brief description of the application.

MOTION # 6

Kupsik/Gibbs moved to approve the application by Michael Anagnos for two new awnings for his business, Popeye's Galley & Grog Ltd., located at 811 Wrigley Drive, Tax Key No. ZOP 00344. The motion carried unanimously.

- E. Application by Kathleen Schoo for a new awning for her business, Lake Geneva Spice Company., located at 255 Broad Street, Tax Key No. ZOP 00263.**

DISCUSSION

Robers gave a brief description of the application.

MOTION # 7

Skates/Kupsik moved to approve the application by Kathleen Schoo for a new awning for her business, Lake Geneva Spice Company., located at 255 Broad Street, Tax Key No. ZOP 00263. The motion carried unanimously.

- F. Application by Josh Kahle for a sign at his business, @ home, located at 269 Broad Street, Tax Key No. ZOP 000262.**

DISCUSSION

Robers gave a brief description of the application.

Flowers and Skates asked questions regarding how it would look on the outside.

Robers responded.

MOTION # 8

Kupsik/Flower moved to approve the application by Josh Kahle for a sign at his business, @ home, located at 269 Broad Street, Tax Key No. ZOP 000262. The motion carried unanimously.

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

SUMMERHAVEN OF LAKE GENEVA CONDOMINIUM –

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

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

DISCUSSION

Mr. Jim Howe – Godfrey Lawfirm – Elkhorn (representing agent)

Mr. Howe reminded the commission of the details of the application that was tabled from last month.

Mr. Howe updated progress since the last meeting. There was much discussion between Mr. Howe and the Commission regarding the obtained signatures, including clarification between actual home owners and proxy by the bank/developer. In addition they advised that they plan to have a meeting for the members on June 9th, to elect new members and also consider hiring a management company.

There was much discussion with regards to the access on Wells Street, the placement of the swimming pool, the retention ponds ability to hold storm water, etc.

Public Speaker #1 Jim McCullough, 1515 Evergreen Lane, Lake Geneva

Mr. McCullough voiced his deep concerns regarding the run-off he has experienced over the past ten years and would like to see that taken care of.

Public Speaker #2 Bruce Jaloszynski – 914 Lake Geneva Blvd., Lake Geneva

He voiced concerns regarding the location of the pool on lot 1, suggested an alternate location.

He voiced his concerns regarding closing the entryway on Wells regarding high traffic volume and safety issues.

Mr. Jaloszynski referenced Planning meeting held on 3-21-2005 regarding CSM# 754. He has concerns of ownership and would like to see proof of ownership. He has hired an attorney to see who owns that road and to see if the purchase was legal. He is concerned that no one owns Lot 1. By his attorney's advice he will go to the Chicago Title company for the proof of ownership and provide the city with his findings. He also has concerns for Phase 2 and Phase 3 EMS route being used for Construction.

Public Speaker #3 Mr. Rosiak (in audible) - 401 Oakwood Lane, Lake Geneva

For the last ten yrs weeds and water collected. There should be some type of fence, no safety of any kind there.

He voiced his concerns for the water basins.

MOTION #9

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

Item #7 Continued

DISCUSSION

The commission, Slavney and Administrator Jordan and Mr. Howe discussed and clarified specific points regarding the application: point of access, pool location, gated or not gated, what is required fencing and what specifically is being voted on, as well as Phase 1, 2 and 3. (Clarification 25 out of 29 home owners – 19 are proxy by the bank/developer.)

MOTION #10

Mayor Connors/Flower moved to approve the recommendation on a Precise Implement Plan (PIP) Amendment filed by McMurr II, LLC, 351 W. Hubbard St., Suite 610, Chicago, IL, 60654; to allow the developer to reduce the number of condominium dwelling units from thirty-four (34) to twenty-nine (29), Legal Description stated above. It passed unanimously with the following conditions (reviewed and approved by Atty. Draper, Mayor Connors and Inspector Robers):

1. Bank letter of consent.
2. Ponds cleaned and verified that they are built to specifications.
3. Road completed to second access on Lake Geneva Boulevard with binder coat and limited to Emergency Vehicle and limited construction traffic.
4. Final lift installed on road for phase one.
5. Complete site cleanup and maintained until project completed.
6. Silt fence around millings on North end and storm water diverted from going to adjacent North property.
7. Record Condominium plat and Amendment to Condominium agreement.
8. Developer's agreement with City of Lake Geneva.
9. Storm water Maintenance agreement with City of Lake Geneva.
10. No pool with this phase of project. Must be approved with development of future phases.
11. Verification that land was purchased for South Lake Geneva Boulevard access point.
12. Construction limited to Hours of 7:30AM – 7:00PM Monday thru Friday unless notice is given to Building Department for limited weekend construction.
13. All Staff recommendations.

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

SUMMERHAVEN OF LAKE GENEVA CONDOMINIUM –

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

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

DISCUSSION

Mr. Jim Howe – Godfrey Lawfirm – Elkhorn (representing agent)
Mr. Howe gave a brief description of what the application is for.

Item #8 Continued

MOTION #11

Kupsik/Skates moved to approve the recommendation on a Land Division Review Application filed by McMurr II, LLC, 351 W. Hubbard St., Suite 610, Chicago, IL, 60654 to amend the Condominium Plat for phase 1 of the Summerhaven of Lake Geneva Condominium Development, Legal Description stated above. The motion carried unanimously.

9. **Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Barbara C Braden, 1175 S. Lake Shore Drive, Lake Geneva, WI 53147 to split her property into two parcels. Current Tax Key No. ZLG 00002.**

DISCUSSION

Slavney and the Mayor discussed comments from Staff review meeting regarding limited access on both lots as described here: Lot 1 would be limited to Elm Street and lot 2 would be limited to South Street.

MOTION #12

Mayor Connors/Kupsik moved to approve the recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Barbara C Braden, 1175 S. Lake Shore Drive, Lake Geneva, WI 53147 to split her property into two parcels. Current Tax Key No. ZLG 00002. Limiting the access on lot 1 to Elm Street and limiting access to lot 2 to South Street. The motion carried unanimously.

10. **Public Hearing and recommendation on a Conditional Use Application filed by Scott Sweet and Candice Finnegan, 1134 Geneva Street, Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet in the streetyard (on both Geneva and Maxwell) at 1134 Geneva Street, Lake Geneva, Tax Key No. ZOP 00218.**

DISCUSSION – Candice Finnegan - 1134 Geneva Street, Lake Geneva

Ms. Finnegan addressed the commission regarding the details of the application. Finnegan and the commission discussed details of the existing fencing, the perimeter of the property and existing chain link fencing.

PUBLIC SPEAKER

NONE

MOTION #13

Kupsik/Skates moved to CLOSE THE PUBLIC hearing.
The motion carried unanimously.

MOTION #14

Kupsik/Skates moved to approve the recommendation on a Conditional Use Application filed by Scott Sweet and Candice Finnegan, 1134 Geneva Street, Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet in the street yard (on both Geneva and Maxwell) at 1134 Geneva Street, Lake Geneva, Tax Key No. ZOP 00218.
The motion carried unanimously.

14. ADDITIONAL NEWS

Commissioner Olsen – This will be her last meeting.

13. ADJOURNMENT

MOTION #15

Skates/Gibbs moved to adjourn the meeting at 8:12 pm. Motion carried unanimously.

/s/ Jackie Gregoles, Building & Zoning Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PLAN COMMISSION

CITY OF LAKE GENEVA

PLAN COMMISSION MEETING

MONDAY, JUNE 16, 2014 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

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

2. **Roll Call**

Present Kupsik, Gibbs, Flower, Skates, Robers, Connors, Draper

Also Present Administrator Jordan, Planner Slavney, Gregoles

3. **Approve Minutes of May 19, 2014 Plan Commission meeting as distributed.**

MOTION #1

Skates/Kupsik motion to approve the Minutes of 5/19/14 Plan Commission meeting as distributed.

The motion carried unanimously.

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

NONE

5. **Acknowledgment of Correspondence.**

NONE

6. **DOWNTOWN DESIGN REVIEW**

A. **Application by BMHO Properties, LLC for 3 signs and a change in awning color from the previous approved dark charcoal to a Sunbrella jockey red, at Brick and Mortar Home and Outdoor located at 230 Center Street, Tax Key No. ZA276000002.**

DISCUSSION

The applicants and the Commission discussed the signage in detail, as well as the change to the street address from 230 to 222 Center Street.

MOTION # 2

Mayor Connors/Kupsik moved to approve the application by BMHO Properties, LLC for 3 signs, contingent on the address being formerly changed to 222 Center Street, at Brick and Mortar Home and Outdoor located at 230 Center Street, Tax Key No. ZA276000002. The motion carried unanimously.

DISCUSSION

The applicants and the Commission discussed the awning color change from dark charcoal to a Sunbrella Jockey Red. Inspector Robers was requested to pull the original minutes and left the chamber to retrieve them from his office. When he returned he read from the December 2013 meeting minutes which clearly stated that charcoal grey was the approved color. Mr. Robers added that multiple conversations have been had with the builder regarding the color of the awnings and signage which Peter Jergens/builder then confirmed. Mr. Robers also clarified that there was only one meeting at which time the red was noted and the applicant was told to come back to staff and work with them with regards to the color and that never happened.

Mr. Jergens brought up the fact that there are many red awnings and umbrellas in the city and he would like to have it clarified as to what is Primary Red. In response Kupsik stated that the umbrella's is another issue because it is temporary use and only out during the summer months. Slavney clarified what the ordinance states regarding the primary red color and there was agreement amongst the Commission and staff that the awnings and lights are a primary red color.

MOTION # 3

Kupsik/Skates moved to deny the application by BMHO Properties, LLC for a change in awning (and lights) color from the previous approved dark charcoal to a Sunbrella jockey red, at Brick and Mortar Home and Outdoor located at 230 Center Street, Tax Key No. ZA276000002. The motion was denied unanimously.

7. Public Hearing and recommendation on a Conditional Use Application filed by John Wright, 968 S Lakeshore Drive, Lake Geneva, WI 53147, to construct an addition (garage and master suite) to a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at Pine Tree Lane, Tax Key No. ZYUP 00106A.

DISCUSSION John and Linda Wright - 968 S Lakeshore Drive, LG
Mr. Robers gave some details regarding the planned garage and master suite.
Skates and Robers discussed the side yard location.

MOTION #4

Kupsik/Flowers move to close the public hearing on a Conditional Use Application filed by John Wright, 968 S Lakeshore Drive, Lake Geneva, WI 53147, to construct an addition (garage and master suite) to a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at Pine Tree Lane, Tax Key No. ZYUP 00106A. The motion was carried unanimously.

MOTION #5

Kupsik/Skates move to approve the recommendation on a Conditional Use Application filed by John Wright, 968 S Lakeshore Drive, Lake Geneva, WI 53147, to construct an addition (garage and master suite) to a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at Pine Tree Lane / N Knoll Lane, Tax Key No. ZYUP 00106A, including all staff recommendations. The motion was carried unanimously.

COMMENTS

Commendations from Skates and Mayor Connors.

8. Public Hearing and recommendation on a Conditional Use Application filed by Susan Crowley, 3 Anglican Lane, Lincolnshire, IL 60069, to construct a screen porch on an existing Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 45 Lakewood Drive, Tax Key No. ZLM 00011. Note: Applicant will also be applying to the Board of Variance for approval to extend six(6) feet into the rear yard setback if Zoning is approved.

DISCUSSION

Mr. Robers gave a summary and recommendation of the application in absence of the applicant.
Mr. Robers and Atty. Draper clarified details with the Commission regarding setbacks and that they are only approving changing the zoning to SR-4 and then subject to any variance that is granted.

MOTION #6

Skates/Gibbs move to close the public hearing on a Conditional Use Application filed by Susan Crowley, 3 Anglican Lane, Lincolnshire, IL 60069, to construct a screen porch on an existing Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 45 Lakewood Drive, Tax Key No. ZLM00011. Note: Applicant will also be applying to the Board of Variance for approval to extend six(6) feet into the rear yard setback if Zoning is approved. The motion was carried unanimously.

MOTION #7

Kupsik/Skates move to approve the recommendation on a Conditional Use Application filed by Susan Crowley, 3 Anglican Lane, Lincolnshire, IL 60069, to construct a screen porch on an existing Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 45 Lakewood Drive, Tax Key No. ZLM 00011 including staff recommendations. (Mayor Connors noted the clarification that if they are to build it, it would have to be in conformance with SR-4. Note: Applicant will also be applying to the Board of Variance for approval to extend six(6) feet into the rear yard setback if Zoning is approved. The motion carried unanimously.

9. Public Hearing and recommendation on a Conditional Use Application filed by Rick Bittner for Bittner Properties Inc, 259 Skyline Drive, Lake Geneva, WI 53147, to operate Outdoor Commercial Entertainment (Restaurant & Bar Service) in a Planned Business (PB) Zoning District located at 411 Interchange North, Tax Key No. ZYUP 00137M.

DISCUSSION

Mr. Bittner addressed the Commission regarding the details of the application.

MOTION #8

Kupsik/Skates move to close the public hearing regarding the recommendation on a Conditional Use Application filed by Rick Bittner for Bittner Properties Inc, 259 Skyline Drive, Lake Geneva, WI 53147, to operate Outdoor Commercial Entertainment (Restaurant & Bar Service) in a Planned Business (PB) Zoning District located at 411 Interchange North, Tax Key No. ZYUP 00137M. The motion carried unanimously.

MOTION #9

Kupsik/Gibbs move to approve the recommendation on a Conditional Use Application filed by Rick Bittner for Bittner Properties Inc, 259 Skyline Drive, Lake Geneva, WI 53147, to operate Outdoor Commercial Entertainment (Restaurant & Bar Service) in a Planned Business (PB) Zoning District located at 411 Interchange North, Tax Key No. ZYUP 00137M and to include all staff recommendations and that the hours of service will be until 10:00 pm (per application), 11:00 pm on Friday and Saturday, and contingent upon the extension of premises being approved by the Council and also that the music is not discernable past the lot line. The motion carried unanimously.

13. ADJOURNMENT

MOTION #9

Skates/Gibbs moved to adjourn the meeting at 7:24 pm. Motion carried unanimously.

/s/ Jackie Gregoles, Building & Zoning Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PLAN COMMISSION



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Brian Olson
John Swanson

Lynn Hassler
Peggy Schneider
Mayor Jim Connors

Barb Hartigan
Dave Quickel

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

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

MINUTES OF THE 6:30 PM MAY 22, 2014 MEETING

City Hall 2nd Floor Room 2A

Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:04 PM. City Clerk Neubeck read the roll.

Roll Call:

President Doug Skates ___X___, Lynn Hassler ___X___, Barb Hartigan ___X___, Peggy Schneider ___X___, Dave Quickel ___ ___, John Swanson ___X___, Ald. Al Kupsik ___X___, Brian Olson ___X___, Mayor Jim Connors ___X___ (___8___ Total).

Staff & Aldermen Present:

City Clerk Tim Neubeck.

Public Present:

Kathleen Hutcheson.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Swanson to approve the minutes of the April 2014 meeting, and seconded by Commissioner Olson. The motion passed 8-0. It was moved by Mayor Connors to approve the minutes of the May 2014 meeting, and seconded by Ald. Kupsik. The motion passed 8 -0.

Public Input:

Katherine Hutcheson to discuss what she sees needs to be done at Four Seasons Park.

Park Permits/Park Donations:

Taste of Lake Geneva, September 13th with set-up September 12th. Approved.

Concerts in the Park-Motion by Mayor Connors to approve with waiver of fees except for application fee, and seconded by Commissioner Hartigan. The sale of t-shirts and CD's was forwarded to Attorney Draper for legality.

Soccer League at Veterans Park, Sundays May thru October-Discussion took place regarding whether it can be done without running it through the YMCA for control. Ald. Kupsik noted the YMCA is the City's recreation department and we should run this activity through them and they should schedule it. President Skates said the past arrangement is not structured. Ald. Kupsik and the Commission decided to have the soccer league coordinated through the YMCA with no need for permits from them.

Lake Geneva Scooter Rally, Flat Iron Park, June 21st from 9AM to 9 PM-Discussion took place regarding the popularity of the event. It was moved by Commissioner Hartigan and seconded by Ald. Kupsik, and approved unanimously contingent upon no private vendor sales and no roads closed.

Kough Wedding, Seminary Park, July 10th from 5 PM to 9 PM-It was moved by Ald. Kupsik and seconded by Commissioner Olson to approve the wedding. The motion passed unanimously.

St. Francis 4th Grade Picnic, Veterans Park, June 11th, 9 AM to Noon-It was moved by Commissioner Hartigan to approve, seconded by Commissioner Hassler. The motion passed unanimously.

Falk Wedding Rehearsal, Seminary Park, September 11th, 4 PM to 9 PM-It was moved by Ald. Kupsik and seconded by Commissioner Hassler to approve. The motion passed unanimously.

Park Assignments/Repair/Update/Maintenance:

President Skates inquired about handicapped swings in parks as replacement for traditional swings. Commissioner Olson wished to see more handicapped accessibility at Flat Iron Park and a portable ramp to get to the curb. Commissioner Hassler inquired about constructing a sprinkler park for toddlers at Seminary Park. She noted that she had talked with several parents and some said they would like to see one. President Skates noted it was a big cost with no budget. Ald. Kupsik said that he had received some inquiries in support of one also, and that our Park Use and Open Space plan update is a good opportunity for people to weigh in on improvements. President Skates said we would be looking for feedback from residents, and Mayor Connors said we could roll requests into the plan.

New Business:

Discussion/Recommendation to sell bricks to raise money for the proposed pavilion in Flat Iron Park.

Clara Jacobs representing the Beautification Committee appeared for permission to sell donor bricks to raise remaining funds for the new pavilion. They have \$200,000 in donations already. There would be various donor levels. Color, size and amount of space they take up by the new pavilion were discussed. Ald. Kupsik indicated the footprint was approved by Council and the sidewalk at the pavilion was not part of it. The suggestion by Mayor Connors was to raise funds toward the pavilion and wait until the footpaths appear to locate the brick walk. It was moved by Ald. Kupsik to approve the request contingent upon a final sketch showing the location of the bricks. The motion was seconded by Mayor Connors and passed 5-0-2 (Mayor Connors & Barb Hartigan).

Old Business:

Park Use and Open Space Plan

The plan was discussed as well as the next step. Ald. Kupsik inquired if the plan survey can be done on line. President Skates said we need to distribute the survey and we need to finalize it and get it out. Mayor Connors said our planner has received a price of \$3,000 to \$5,000 to mail out the post card. President Skates was concerned about exceeding the budget. The post card cost if not in the budget needs to go to the next Finance meeting with an exact cost.

YMCA Programs Update

None.

Dog Park Fencing/Signage/Policy/Donation Discussion

President Skates reported the donor group is coming together to gauge interest and set up funding. He will report an update at the next meeting.

Disc Golf Update

President Skates reported he has a group scheduled to go out and perform work on the site and have a workday.

Future Meeting Agenda Items-June:

It was asked to keep the dog park on the agenda.

Secretary Winkler went through the permits and isn't sure if the Park Commission approved a permit for Wendt at the Riviera Beach, September 28th.

Adjourn:

It was moved by Commissioner Hartigan and seconded by Commissioner Hassler to adjourn. The motion passed 7-0 (Swanson left early) and the meeting was adjourned at 7:23 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for June 19, 2014.

Respectfully Submitted,

Daniel S. Winkler, P.F.

Secretary

(If anyone finds any inaccuracies, errors or needs to adjust the minutes please call or email me prior to the next meeting. These minutes were transcribed from the notes taken by Mr. Neubeck).



Board of Park Commissioners

Doug Skates - President
Alderman Al Kupsik
Lynn Hassler
Brian Olsen
Peggy Schneider
Barb Hartigan
Dave Quickel
John Swanson
Mayor Jim Connors

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

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

MINUTES OF THE 6:00 PM JUNE 19, 2014 MEETING

City Hall 2nd Floor Room 2A

Call to Order:

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

Roll Call:

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

Staff & Aldermen Present:

DPW Daniel Winkler ,
Administrator Dennis Jordan _____

Public Present:

Mr. Chris Schultz of the Regional News.

Public Input:

None.

Park Use & Open Space Plan:

Final approval of survey and existing facilities map

The online survey and map were discussed, appear to all be in order and were approved by unanimous consensus.

Postcard discussion-dates/vendor/verbiage

There was extensive discussion regarding the post card mailer. One of the major issues was to go with black and white or color. The vote was 5 in favor of black and white with the City's logo prominently displayed on the front, and 1 in favor of color (Quickel). The entire commission wished to see some nice park scene on the front also. It was also unanimous that the post card must indicate those who wish to fill out a survey manually may do so by coming in to City Hall with their post card.

It was moved by Commissioner Olsen and seconded by Commissioner Hartigan to approve the local vendor (Tom Bence who provided the lower bid price) to send out the black and white post card with prominent City logo on the front, using Van de Walle's mailing list of City residents, with each post card having a unique identifier number for the online survey, the survey target date for mailing is July 1st, the survey be out there four weeks until either August 1st or August 4th if the mailer is late, and that the survey will be copied by the City for those who don't complete the survey on line and come into City Hall to complete it manually. The final post card draft will be sent to DPW Winkler and he will send it out to all Commissioners for comments prior to mailing. President Skates will coordinate the final draft with the vendor. The motion passed 6-0.

Commissioner Swanson asked if the City could place the upcoming post card and survey on the E-Alert website and perhaps we could receive some positive coverage from the Regional News.

It was also noted by President Skates that he had been in touch with Ms. Mary Robb of Van de Walle and they have one meeting left in the contract to wrap up the Park Use and Open Space Plan or have an open house. When asked about the cost for a meeting to go over the online survey with the Park Commission, she said the added cost would be \$1,900 or around \$3,000 to bring back Mr. Slavney with her. By consensus, the Commission decided they would go over the results of the survey themselves and provide direction to Van de Walle. President Skates also said that she will have a draft of the plan available for review in the next few weeks while the survey runs. The final plan would incorporate updates from the survey.

Adjourn:

It was moved by Commissioner Swanson and seconded by Mayor Connors to adjourn. The motion passed 6-0 and the meeting was adjourned at 6:50 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for July 2, 2014.

Respectfully Submitted,

Daniel S. Winkler, P.E.

Secretary

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



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Brian Olsen
John Swanson

Lynn Hassler
Peggy Schneider
Mayor Jim Connors

Barb Hartigan
Dave Quickel

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

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

MINUTES OF THE 6:00 PM JULY 2, 2014 MEETING

City Hall 2nd Floor Room 2A

Call to Order:

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

Roll Call:

President Doug Skates ___X___, Lynn Hassler ___X___, Barb Hartigan ___X___, Peggy Schneider ___X___,
Dave Quickel ______, John Swanson ___X___, Ald. Al Kupsik ___X___, Brian Olsen ___X___, Mayor
Jim Connors ___X___ (___8___ Total).

Staff & Aldermen Present:

DPW Daniel Winkler ___X___, _____
Administrator Dennis Jordan ___X___.

Public Present:

Mr. Chris Schultz, Regional News.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Hartigan to approve the minutes of the May 22, 2014 meeting, and seconded by Commissioner Hassler. The motion passed 8-0. It was moved by Commissioner Hartigan to approve the meeting minutes of June 16, 2014, and seconded by Commissioner Swanson. The motion passed 8-0.

Public Input:

None.

Park Permits:

8/24/14, 1-5 PM, Seminary Park, Gazebo, Bridal Shower-President Skates read the permit. It was moved by him to approve, and seconded by Commissioner Swanson. The motion passed 8-0.

8/16/14, 11:00 AM -1:30 PM, Donian Park, Kiwanis for Duck Race in White River-President Skates read the permit. It was moved by Mayor Connors to approve, and seconded by Alderman Kupsik. The motion passed 8-0.

8/3/14, AM, Seminary Park, Gazebo, Mount Zion Church, Service-President Skates read the permit. It was moved by Commissioner Hartigan to approve, and seconded by Commissioner Hassler. The motion passed 8-0.

Park Use & Open Space Plan:

Details/Discussion-Survey/Postcard-DPW Winkler and President Skates provided the update and a copy of the final mailer. President Skates explained what the extra cost would be, \$1,610.97 including postage. Alderman Kupsik noted there were 4,338 mailers to be sent. Extra costs beyond budget were discussed. Administrator Jordan said he received an invoice from Van de Walle for its role in the postcard and mailing list for around \$5,000 that is not offset by the one less public information meeting. It was discussed that he would discuss the bill with Van de Walle as the consensus was that they did perform extra work but didn't give the City any idea that to do the work would be that expensive. By consensus the postcard mailer was put on hold pending funding for the mailer from Council at its next meeting.

Disc Golf Update/Opening

A grand opening was set for July 26th at 10:00 AM at the golf course sign in Dunn Field. Other discussion included garbage cans, which DPW Winkler would follow up on and to untangle the basket chains at 3 of the baskets (thought to be #3,5, & 12). DPW Winkler was also asked to investigate a donation box for the course. The City Treasurer would maintain it.

YMCA Programs Update-Mike Coolidge

Mr. Coolidge was not in attendance and Commissioner Swanson provided a brief update of conditions and programs at the park. The main changes were the new batting cages and kick ball.

Dog Park Discussion

President Skates assigned Commissioner Hartigan to work with Ms. Kirchberg on the project.

Future Meeting Agenda Items-August

Maple Park Tennis Court Light Pole Painting
Consideration of Grilling in Donian Park (added by DPW).

Adjourn:

It was moved by Mayor Connors and seconded by Ald. Kupsik to adjourn. The motion passed 8-0 and the meeting was adjourned at 7:38 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for August 6, 2014.

Respectfully Submitted,

Daniel S. Winkler
Secretary

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

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

Finance Committee

Thursday, May 8, 2014 at 7:30 a.m. (Director's Office)

Present: Brookes, Kundert; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$53,085.16 in General Funds. Kundert reported that there were no expenditures from Donated Funds in the month of April.

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

Call to order

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

Roll Call

Members present: Brookes, Dinan, Jones, Kersten, Kundert, Lyon Also present: Peterson and Dan Draper

Adoption/Amendment of agenda

Brookes asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda. Dinan seconded. Motion carried unanimously.

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

Brookes asked for a motion to approve the minutes of the April 10, 2014 meeting. Kersten made a motion to approve the minutes. Lyon seconded. Motion carried unanimously.

Public Comments

Draper briefed the Library Board on open meeting laws. Discussion followed. Draper recommended that all Board members attend a training session on this topic led by David Bretl, Walworth County Administrator, on May 13, 2014.

President's Report

Brookes updated the Board on the 2014-2015 Committee assignments.

Brookes asked the Board to consider closing the Library on Saturday, July 5, 2014. Discussion followed. Dinan made a motion to close the Library on Saturday, July 5, 2014. Lyon seconded. Motion carried unanimously.

Building & Grounds

Peterson reported that the first outside book drop will be picked up today to begin the restoration.

Finance

Kundert reviewed monthly finance and made a motion to approve \$53,085.16 in General Funds. Dinan seconded. Motion carried unanimously. Kundert reported that there were no expenditures from Donated Funds in April.

Peterson reported that at their recent Capital Improvement Projects meeting, the City Council approved up to \$17,000 to replace the Library's blinds and asked the Library to seek a third bid.

Closed Session

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

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

Director's Report

Peterson reported the circulation and door count statistics for April.

Peterson asked the Board to review present fees to use the Smith Meeting Room. Discussion followed. Peterson will follow-up with usage statistics requested by the Board.

Peterson reported that the Library submitted the Position Analysis Questionnaires for all staffing requested for the city-wide Classification and Compensation study.

Peterson reported on the upcoming adult and youth programs.

Adjournment

Brookes asked for a motion to adjourn at 9:00 a.m. Kundert made a motion to adjourn. Kersten seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones
Secretary

Next meeting: Thursday, June 12, 2014 at 8:00 a.m.

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

Finance Committee

Thursday, June 12, 2014 at 7:30 a.m. (Director's Office)

Present: Brookes, Kundert, Lafrenz, Lyon; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$54,697.22 in General Funds and \$165.39 in Donated Funds.

Board of Trustees Meeting

Thursday, June 12, 2014 at 8:00 a.m.

Call to order

Brookes called the meeting to order at 8:06 a.m.

Roll Call

Members present: Brookes, Dinan, Kersten, Kundert, Lafrenz, Lyon Also present: Peterson and Benson

Adoption/Amendment of agenda

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

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

Brookes asked for a motion to approve the minutes of the May 8, 2014 meeting. Kundert made a motion to approve the minutes. Lyon seconded. Motion carried unanimously.

President's Report

Brookes welcomed Ed Gilbertson to present an option for the middle frame on the North wall of the Smith Meeting Room. After Gilbertson left, discussion followed. Lafrenz made a motion to authorize Gilbertson to provide a sample of the stained glass, with no obligation, for presentation at the Board's July 10, 2014 meeting. Lyon seconded. Motion carried unanimously.

Brookes updated the Board on chair selections to consider for the Smith Meeting Room. Discussion followed. The Board asked that one sample chair in the selected colors be provided for review prior to purchase.

Building & Grounds

Peterson reported that the restoration of the first outside book drop has been completed and delivered for powder coating to a shop in Delavan. The second book drop will not be removed for restoration until the first book drop is returned.

Peterson reported that, as requested by the City Council, a third bid has been submitted for new window treatments in the library. It is between \$12,500-\$13,000 and within the CIP amount approved by the City Council.

Peterson reported that maintenance staff advised that the exterior of the building needs to be painted. Staff called to set-up meetings for bids, but local painters are already scheduled out through the summer. We will contact them at the end of August to get work done before winter.

Peterson reported that a stone mason has come out to review the restoration required for the planters. He will get back with a bid by the end of the month.

Finance

Kundert reviewed the monthly financial report and made a motion to approve \$54,697.22 in General Funds. Lafrenz seconded. Motion carried unanimously. Kundert made a motion to approve \$165.39 in Donated Funds. Kersten seconded. Motion carried unanimously.

Peterson reported on the upcoming computer/cash drawer that will replace our current cash register. The project is managed by Lakeshores Library System with software that will directly link fines and fees with patron accounts. A credit card payment option will also be available with the new system. Discussion followed. Lyon made a motion to keep the total daily petty cash at \$500 on a trial basis. Lafrenz seconded. Motion carried unanimously. Board also recommended that staff encourage patrons to pay cash for smaller fines.

Director's Report

Peterson reported on the success of the Appreciation Luncheon and the opportunity to introduce Oppenlander as the new President of the Board of Trustees to many volunteers.

Peterson reported on the year-to-date decrease in circulation check-outs.

Peterson reported on the status of the recruiting process for the three staff vacancies.

Peterson reported on the Open Meetings Training Session led by Walworth County Administrator, David Bretl on May 13, 2014.

Brookes and Peterson briefed the Board on the immediate need for a ScanPro 3000 which will replace the two microfilm readers which currently do not operate and for which there are no longer replacement parts manufactured. Discussion followed. Kersten made a motion to move forward with the purchase of the ScanPro3000 and computer and printer required for its usage while we investigate eligibility of this project to be supported by City of Lake Geneva Capital Improvement Projects, Library Foundation and/or Friends, or Special Projects Funding. Dinan seconded. Motion carried unanimously.

Peterson followed-up with statistics of Smith Meeting Room usage and fees to provide context for the review of our current \$35 charge for each use of the room. Discussion followed. Kundert made a motion to increase the charge to \$50 per program with an additional \$100 charged if the program runs over three hours, and to waive the Smith Meeting Room charge for non-profit organizations for one program a year. Lyon seconded. Motion carried unanimously.

Adjournment

Brookes asked for a motion to adjourn at 9:40 a.m. Kundert made a motion to adjourn. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Andrea W. Peterson
Director

Next meeting: Thursday, July 10, 2014 at 8:00 a.m.

Lake Geneva Historic Preservation Commission Meeting Minutes

May 8, 2014 6:30 P.M. Lake Geneva City Hall

The meeting was called to order by Chairman Ken Etten at 6:30 p.m. at Lake Geneva City Hall.

Roll Call: Ken Etten, Dee Fiske, Mary Tanner, Louise Rayppy and Jackie Getzen. Ed Yaeger attended as “guest” and member of the public.

Approval of the Minutes of Historic Preservation Commission Meeting of April 10, 2014.

Comments from the public: Ed Yaeger commented positively on the new Historical signs that had recently been installed.

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

The Picard China exhibit opened on April 13 and will be on exhibit until January 15, 2015 May 17 is the celebration of Wisconsin History and the Museum will feature numerous exhibits and will be free to the public for the entire day. June 13, 14 and 15 there will be an after hours play offered to the public with Chris Brooks and Janelle Powers directing. The tickets will be \$40 per person.

Flowers have been planted at the historical railroad sign near Dunn Lumber

Update on the historic Geneva Theater Building. Ken Etten recently contacted owner Bill Jachimek who indicated there was nothing new. He had spoken to several potential interested parties but had not yet found a tenant or co-developer.

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

All three new signs have been installed.

Report on the status of G.A.R. markers for Pioneer Cemetery and Oak Hill Cemetery.

The Commission has agreed to purchase new 25 markers for G.A.R. gravestones in Pioneer Cemetery and Oak Hill Cemetery. They are \$18 each and will be purchased with funds for the budget for 2014.

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

Carol Cartwright is working on this. Photos of the cemetery were taken and forwarded to her as well. Carol recently picked up copies of the maps Dee Fiske obtained from the Register of Deeds office, visited the Lake Geneva Library to do research and walked the Cemetery. She is currently trying to set up a meeting with Daina Penkiunas from the Wisconsin Historical Society to view the cemetery.

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

These homes may have been constructed by William Le Baron Jenney who incorporated steel in his residential dwellings and was the architect for Oak Lawn. There will be a three-day symposium in France on the work of Le Baron Jenney. A film on his work will be shown and a book has been published regarding his works. The film will be shown the second week in April at the *Alliance Francaise* in Chicago.

Review of recent Plaque Program applications and information from the Wisconsin Historical Society, National Trust for Historic Preservation, The Society of Architectural Historians and the Wisconsin Association of Historic Preservation Commissions.

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Dee Fiske

Lake Geneva Historic Preservation Commission Meeting Minutes

June 12, 2014 6:30 P.M. Lake Geneva City Hall

The meeting was called to order by Chairman Ken Etten at 6:30 P.M. at Lake Geneva City Hall.

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

Approval of the Minutes of Historic Preservation Commission Meeting of May 8, 2014.

Comments from the public: None

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

On July 11, 2014, the Wisconsin Historical Society will be meeting at the Geneva Lake Museum from 9:00 A.M. to 2:00 P.M. with optional tours either to the Baker House or on the Geneva Cruise Line. *Registration is \$15.00 and must be received by July 7. The Geneva Lake cruises will be an additional \$22.00 and the Baker House tour is free.* Saturday, June 21, was the date of the Maple Park Block Party.

Report from Patrick Quinn on the purchase and placement of G.A.R. markers at Pioneer Cemetery, Oak Hill Cemetery and St. Francis de Sales Cemetery.

After much research and dedication on the part of Patrick and Mary Quinn, the markers have all been placed. The American Legion presented Patrick Quinn a Certificate of Appreciation for his work identifying the Civil War veterans.

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

Carol Cartwright has been given copies of all of the historic cemetery maps of Oak Hill. The original name of Lake Geneva Cemetery was changed to Oak Hill in the 1890s. Patrick Quinn is still trying to verify the original documents to verify the original Landscape Architect and locate more information on H. W. S. Cleveland.

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

These homes are located just west of the stone pillars from the old Oak Lawn home that was demolished several years ago. These homes may have been designed by William Le Byron Jenny who incorporated steel in his residential dwellings and was the architect for Oak Lawn. We are still trying to document this.

Review of recent Plaque Program applications and information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians and the Wisconsin Association of Historic Preservation Commissions.

Update re: potential projects and promotional ideas for the LGHPC, educational programs and updates on the website www.historiclakegeneva.org.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Dee Fiske

OAK HILL CEMETERY COMMISSION MEETING

WEDNESDAY, MAY 21, 2014 - 4:00 PM

CITY HALL ROOM 2A

Chairman Clarence Reed called the meeting to order at 4:03 p.m.

Roll Call. Present: Bob Kordus, Coryn Commare, Arleen Krohn, Teresa Klein and Clarence Read.

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

The Committee had to elect new officers.

Kordus nominated Read to be Chairman seconded by Klein. Passed 5-0.

Read nominated Krohn to be Vice-Chair seconded by Kordus. Passed 5-0.

Krohn nominated Klein to be Secretary seconded by Kordus. Passed 5-0.

Discuss Financials

City Comptroller, Peg Pollitt, discussed the cemetery financials with the Committee. She stated that the perpetual care fund will be coded number 49 in the City's budget and all other cemetery funds will be coded 48. Pollitt asked if the Committee wanted a list of accounts payable monthly. She told the Committee that the cemetery had \$67,166 invested with Edward Jones. Staff was directed to invite the Edwards Jones investment counselor to come to the next meeting to review the account.

Discussion of Software for the Cemetery.

Staff presented several software programs that are available to purchase to track all aspects of operating a cemetery.

Staff was directed to set up a webinar for the Committee to view.

Cemetery Tour proposed by Dana Hagenah.

The Committee discussed a request from Dana Hagenah to host a tour of the Cemetery as a museum fund raiser. The Committee asked that Ms. Hagenah be asked to come to the next meeting to inform the Committee about the event.

The Committee discussed items that would appear on the next agenda.

Adjournment

Commare/Kordus motion to adjourn at 4:36 pm. Unanimously carried.

/s/ Dennis Jordan, City Administrator

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OAK HILL CEMETERY COMMISSION MEETING
WEDNESDAY, JUNE 25, 2014 - 4:00 PM
CITY HALL ROOM 2A

Chairman Reed called the meeting to order at 4:07 p.m.

Roll Call. Present: Bob Kordus, Arleen Krohn, Teresa Klein, Clarence Read. Absent (excused): Coryn Commare.

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

James Wilson of 1220 Park Row spoke about the condition of headstones in Oak Hill Cemetery and Pioneer Cemetery.

Presentation/Discussion/Action on museum tour of Oak Hill Cemetery

Discussion on a request from Dana Hagenah representing the Geneva Lake Museum seeking approval to have a tour of the Oak Hill Cemetery in October of this year. Dana and James Davis presented the plan and outlined the areas where the tour was to take place.

Kordus/Krohn motion to allow the tour. Unanimously carried.

Items for the next agenda were discussed and the following will be on the agenda:

- Finance report by Sheila Broderick of Edward Jones
- Damaged Headstones
- Cemetery Software
- John Notz – Historical designation for Cemetery

Adjournment

Kordus/Krohn motion to adjourn at 4:41 pm. Unanimously carried.

/s/ Dennis Jordan, City Administrator

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**LAKE GENEVA ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF MAY 28, 2014 REGULAR BOARD MEETING**

The May 28, 2014 regular board meeting was called to order at 7:30 AM by Michael Ploch, President, at the Harbor Shores Hotel. The following members were present: Mike Dunn, DeWayne Egly, Kevin Fleming, Warren Flitcroft, Dennis Lyon, Alan Kupsik, Michael Ploch, Brian Pollard, Darien Schaefer, Penny Scheuerman and Richard Torhorst. There was a quorum. Andy Dammeir, John Henderson, Vytas Barcas and Dennis Jordan were also present.

Minutes. The minutes of the April 23, 2014 Regular Board Meeting were presented by Torhorst and discussed. Following discussion, a motion was made by Egly and seconded by Dunn to approve the minutes. Motion carried.

Treasurer. Dunn presented the Treasurer's Report for April, 2014. A motion was made by Torhorst and was seconded by Egly to approve the reports. Motion carried.

Bills. A list of monthly bills for May, 2014, to be paid was presented. A motion was made by Egly and seconded by Torhorst to approve payment of the listed bills for May, 2014. Motion carried.

Director's Report. The Director's Activity Report for April to May, 2014, was presented by Andy Dammeir. Dammeir further reported that the latest direct mailing went out, and he has not received any calls to date. A picture of the proposed signage for the Lake Geneva Business Park was passed among the Board for their review. The Badger Open House went well with seven (7) manufacturers participating with Badger staff. In addition, it was reported that Yunker has sent out a notice of their intention to move. The City is working with them, exploring options like a new plant. The Board discussed different ideas to keep them in Lake Geneva. It was decided that Board members who personally know the Yunkers should reach out to them to encourage that Lake Geneva remains their home.

Lake Geneva Tennis. Torhorst reviewed the current and past offers and counter offers between LGEDC and Lake Geneva Tennis. Following discussion, a motion was made by Torhorst to authorize John Henderson to advise Keefe Real Estate that LGEDC is not interested in leasing but will sell the property to them for \$325M. The motion was seconded by Kocourek, motion carried.

MLG Report. Henderson suggested that LGEDC have a standard Offer to Purchase to be used by future buyers to aid future buyers in making offers on lots in the Business Park.

Other Business. The City advised that the lights are in at the intersection of Cook and Main Streets, and that a turn lane has been added on Main Street at Center Street. The City further advised that preliminary construction work will commence on Highway 12.

The Marketing Committee of the Chamber advised that they are looking into development of an informational package for businesses looking to locate in Lake Geneva. This information would be available on numerous web sites, i.e. LGEDC, the Chamber, the City, and schools, etc.

There are two weeks left in the current school year. School activities will be winding up as well as graduation.

There being no further business, the meeting was adjourned.

The June Board Meeting is set for June 25, 2014 at 7:30 a.m. at the Harbor Shores Hotel.

**GENEVA LAKE ENVIRONMENTAL AGENCY
WILLIAMS BAY, WISCONSIN
Board of Director's Meeting Official Minutes.**

June 19, 2014

The GLEA meeting was called to order at 7:00 pm, Thursday June 19, 2014 by Chairman D. Bowman at Lower Association Hall, on Lewis Dr., George Williams College Campus, and Williams Bay WI.

- **Members Present:** T. Leith (Linn Twn.), D. Bowman, (W. Bay), G. Ahnert (LG). L. Lundberg (W. B.), P. Kenny (Fontana), D. Jameson,(WB), E. Chappell (LG.)
- **Members absent** C. Jones (Linn Twn.), J. Lovell (Walworth Twn.)
- **Also Present:** Ted Peters, Esther Sharp (GLEA staff) A. Peterson (Fontana President)

General Business:

1. **Motion by G. Ahnert to accept the May 29th minutes. CU.**
 - a. There was a question as to why the FICA payment for year to date is so much higher than was is budgeted. Peters will check into it and get back to the board with an answer. **Motion by P. Kenny to accept the May 2014 Income Statement with Budget. CU.**
 - b. **Motion by T. Leith to accept the May 2014 Balance Sheet. CU.**
 - c,d. Copies of the April 2014 disbursement and donation reports were reviewed.
 - e. Peters added that the membership structure for the North American Lake Management Society has changed. Options were discussed and there was an agreement to pay for Peters' individual membership as a professional member for an additional \$10. He mentioned that he has been asked to say a few words about the GLEA at the GLA's annual meeting. He also mentioned that they are still having problems with the new copier. Martin has taken it back and has replaced it with a loaner for the time being. **Motion by E. Chappell to accept the director's report. CU.**

E. Sharp reviewed her staff report updating some of the numbers regarding the well testing program. **Motion by T. Leith to accept the intern's report. CU**

Old Business:

1. a. Peters followed up on some of the results of the well testing.
 - b,c,d. Program training, the project overview and memorandum-of-agreement were addressed at the last meeting.
2. Peters submitted two proposals for the GLEA audit. D. Bowman motioned to go with Deignan & Assoc. for the audit.
3. One verbal estimate for the surveying of the KNC wells was received. Two other firms were contacted but nothing has been received. No action by the board.
4. Noting on the Trust

New Business:

1. There was some discussion on the possibility of including the area on the west side of HWY 67 north of Williams Bay in the program. Due to the number of respondents in the primary study area it was felt that we may not have time to do so. Perhaps latter or perhaps under a County program.

T. Leith passed out some info on care for urban trees using some new technology. There was some concern expressed by Fontana about the use of GLEA funds to test private wells in Linn. Peters mentioned with groundwater contributing about 1/3 of the water entering Geneva Lake annually, getting information about groundwater quality is very helpful in understanding what is coming into the lake. There was also some concern about Peters being president of the LSD and the Director of the GLEA and how this can appear to be inappropriate in the context of this project. These concerns were noted as this relationship has been discussed by the GLEA and the LSD in the past.

Next meeting date set for July 17, 2014 at the same time and place.

Motion by P. Kenny to adjourn at 8:25 pm.

These minutes were prepared by T. Peters.

UNAPPROVED