



COMMITTEE OF THE WHOLE

MONDAY, AUGUST 1, 2011 - 6:30PM

CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI 53147
(262)248-3673

CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Krause calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from July 5, 2011 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Update on Parking System from Jeff Miskie (Administrator Jordan)
7. Update on Property Assessments from Accurate Appraisal
8. Discussion/Recommendation on draft ordinance implementing a building maintenance code and residential rental property registration and inspection program for the City of Lake Geneva (*referred from Council for further discussion 7/25/11; First Reading on ordinance scheduled for 8/8/11 Finance and Council meetings*)
9. Discussion/Recommendation on directing the City Attorney to prepare an ordinance regarding regulation of parking in residential areas for non-residents without valid parking permits (*referred from Council for further discussion 7/25/11*)
10. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - A. Finance, License & Regulation Committee, Alderman Krause
 - B. Personnel Committee, Alderman Hartz
 - C. Public Works Committee, Alderman Mott
 - D. Piers, Harbors, & Lakefront Committee, Alderman Marsala
11. **COMMITTEE, COMMISSION, AND BOARD REPORTS** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

- A. Utility Commission, Aldermen Marsala & Hartz
- B. Tree Board, Alderman Mott
- C. Police & Fire Commission, Alderman Krause
- D. Planning Commission, Alderman Hartz
- E. Board of Park Commissioners, Alderman Kupsik
- F. Library Board, Alderman Krause
- G. Historic Preservation, Alderman Kehoe
- H. Cemetery, Alderman Krohn
- I. Parking Commission, Alderman Marsala
- J. Communications Committee, Alderman O'Neill
- K. Avian Committee, Alderman Marsala

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

- A. Chamber of Commerce, Alderman Krause
- B. Geneva Lake Museum, Alderman Mott
- C. Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik
- D. Geneva Lake Environmental Agency, Alderman O'Neill

13. Adjourn

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

7/27/2011 3:30pm

CC: Aldermen, Mayor, Administrator, Attorney, Department Heads

COMMITTEE OF THE WHOLE
MONDAY, JULY 5, 2011 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

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

Pledge of Allegiance led by Alderman Kupsik.

Roll Call. Present: Aldermen Krause, Hartz, Mott, Kehoe, Kupsik, O'Neill. Also present: City Administrator Jordan. Absent: Aldermen Marsala and Krohn (excused.)

Kehoe/Kupsik motion for approval of Minutes from June 6, 2011 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. None.

Update on installation and trial use of Roll Call Pro voting system, City Clerk.

City Clerk Reale updated the Council, who had authorized Administrator Jordan to get the system from Roll Call Pro for a demo for a one month period. Last Tuesday, Victor Kluck from Roll Call Pro installed it on the computer and we have the handhelds ready to try at both meetings in July.

Presentation of Lake Geneva promotional video, Mayor Connors.

Mayor Connors deferred to Grace Ecklund and George Hennerley

Grace Ecklund introduced a 2-minute Video On Demand in Comcast, renamed Exfinity.

Comcast owns about 90% of the Chicagoland market, covering 12 major zones that are fitting our demographics for tourism. There is a 30-second introduction and teaser, a sub-page on their website and 7 seconds with other people who have Video On Demand. We should get about 400,000 impressions a month. This is called Summer Fun Chicago. She added we are doing very well in tourism; we are up 11% from last year, the only county in Wisconsin that went into the double digits. They are also doing a WTMX radio campaign May through July. After the video, George Hennerley pointed out that this is room tax dollars at work here. The whole program is costing the Chamber about \$40,000. We are trying to target a specific demographic based on certain criteria. We generate just over half a million hits a year, and looking at close to 750,000 if we continue tracking the way we are.

Alderman Hartz commented on something he noticed that he thought was terrific, that a number of these things were outside the City and thinks using Lake Geneva as a larger area than just the City will help us all. Mr. Hennerley said they do not define who Lake Geneva is; all of us benefit when somebody comes up to the area and visits us. Grace Ecklund explained they did 19 hours of shooting on June 2nd & 3rd, which is the bulk of the footage in the video; she then went down to Comcast and edited it along with their team.

Discussion on traffic control signals on Main Street in the downtown area (Administrator Jordan)

Sue Barker of Crispell Snyder reported on cost estimates for consideration of connecting the traffic signals from the Wells and Main Street intersection up through Center and Broad Street and then potentially adding a new traffic signal at Main & Cook Streets. Some of the benefits of that would be that you could change some of the timing of those at different times during the day and on weekends to optimize some of the traffic flow along Main Street. The

existing equipment that we have now was installed in 1981 and updated in 1991; that is an older and less flexible type of equipment so the control cabinets do not allow all the flexibility that you might like, to change the timings for different times of the day and weekends. Right now they are set to do flashing 10:00pm to 6:00am and the rest of the times are pretty much set. The challenge you run into with that is some of the left turn lanes have a set time whether there is turning traffic or not. It would be roughly \$550,000 to install a new traffic signal at Cook Street and upgrade the signals at Broad and Center Streets along with minor modifications to the signal at Wells Street to interconnect those. Alderman Krause noted that the new signal at 120 and Sheridan is a good example of the sensor lights. He confirmed with Ms. Barker that the only non-sensored lights we have are the ones we are speaking of today. Alderman Mott said he has had calls from several people who are very pleased with the new signal at Sheridan Springs Road. Alderman O'Neill wondered how well this would work on the really busy weekends and if Ms. Barker had any idea of how much this would improve the traffic at those times. She replied that they hadn't done any studies so do not have specifics; certainly on the weekends when it is already congested you will see some improvement, although the capacity of the road is really what controls some of those movements along with people getting in and out of the parking places. Where you will probably see the most improvement is on regular and even peak summer weekdays, where it is probably not operating as efficiently as it could. Alderman Hartz asked what technologies she has seen since the last update in 1991. She responded the first one is the actual loop detection. There are a number of ways you can do that; you can either saw the loops into the pavement or use video detection which stands above the traffic signal. The benefit of that is that you don't need to saw the loops into the pavement and pull the cords off to the side, so there is less interruption. They work well as long as you still have a line of sight. The other thing that will really help is to use a closed radio system for the actual interconnection between the intersections instead of running a cable with fiber optic in it. You can also have the function where you could have a separate set-up at the Public Works office or City Hall where they could change some of the timing immediately. One of the things they have noticed with the cabinets and the timing is that they get off just fractionally every so often. If they are off by 10 seconds or so, the consultant that does the traffic signal work for the City comes in and fixes those. With the radio detection, that happens every ten seconds automatically. The other option you do have is the vehicle preemption devices, which you might consider in the downtown area; this allows the Fire Department to hit a signal as they leave the station and the lights change at a certain time after that so they would have freedom to move through there. Alderman Krause inquired whether she had seen any solar-powered intersection lighting systems yet. She said they have not seen any use of that in Wisconsin other than on a test basis. The flashing signal crossing around Main & Mill Street is solar-powered. Alderman Kehoe commented on the left turn lane to the Post Office and wondered if that would be fixed; she also addressed people waiting forever for someone to pull out of the parking spot they want and U-turning at the library. Ms. Barker said that is one of the problems with angle parking. Some communities are going to back-in angle parking, where you pull in past your parking spot and then back in, which allows people to get out of the parking space a little more easily. Alderman Kehoe said it seems to be contagious to parallel parking as well. Alderman O'Neill asked if the cameras could be used for other purposes, for instance if there is an accident so there is a record of it. Ms. Barker said you could do both with a more expensive camera; it depends on how much data you want to keep and for what purpose. Alderman O'Neill asked if the program was self-adjusting or would a programmer have to come and make adjustments. Ms. Barker said you can make it fully actuated or have three or four settings in a day. Once you know what you want, it can be modified fairly easily. Alderman Hartz asked about the pedestrian crossings that count down. Ms. Barker said the

Wisconsin Department of Transportation recommends those, as well as nationally. Alderman Krause opined that the two flashing lights on Main Street at the crossing by the west end pier are completely ineffective. He suggested the push-button L.E.D. lights. He asked that she put together a package to show the Council how these work and the pricing of them.

Discussion on Handbook for New Elected and Appointed Officials (forwarded to Council with recommendation for approval by the Personnel Committee on 6/28/11; item will be listed for action on the 7/11/11 Council agenda.)

Administrator Jordan reported that what they have in front of them is a compilation of statutes and ordinances and he did not editorialize on them; these are right from what the legislature has stated or what we have said in our ordinances. However, there are a couple of instances where he has put down the way things are state-wide; we do them differently. He felt it was important for the aldermen to know what the normal is in the state; what the City does is above and beyond that, and they certainly have that right. For example, we always say you have to have a motion and second before you can discuss an item. That is really not the way it is throughout the State, but we have chosen to do it that way. All of this is taken out of League items, things that the State statutes have in them and our ordinances. Alderman Hartzinformed the committee that the Personnel Committee initiated this in an effort to help new people on the Council hit the ground running and understand the procedures or at least have something in front of them to help guide them through questions of ethics and those sorts of things. It also gives us a chance to be a more effective body at the start. Additionally there was discussion about a class or seminar that was to go along with that. The better informed we are, the better we will be able to serve our constituents. Alderman O'Neill felt we should define what a governmental body is, because it is quite inclusive, and that citizens should know that when they are on a governmental body, they also fall under the Open Meeting requirements. City Attorney Draper noted that we can add a definition but it is very difficult; case laws are developing all the time. We also have a handbook from the League of Municipalities. He also has in his office a manual dealing with open meetings and open records; we can fashion some sort of definition, but not a precise definition of what a governmental body is. The function that that body does will determine whether it is a governmental body or not. Alderman O'Neill explained the reason he had brought it up was that when he went to Madison, he was surprised at the length that it goes to. Alderman Kehoe said the one she found most helpful was focusing in on the City Council. In the classes she went to, she found out that if an Alderperson requests something to be placed on the agenda, according to law, they can do that. In Lake Geneva, you have to have two Councilpersons to sign off. Attorney Draper explained that we have an ordinance that requires two council members to put something on the agenda, and that won't change until some body decides to change it. Alderman Kehoe liked the part about the ethics. Because we are a vulnerable body as the Council, everyone should have a background check because that is a state statute. Attorney Draper replied that state statutes say who is qualified to hold an office and who is not. He also clarified Alderman Kehoe's question on two individuals talking about business outside Council Chambers; don't do it unless you are in Council Chambers. Alderman O'Neill quoted the statement that the aldermen acting alone have no more authority than any other citizen of the City; the authority and powers of the City Council reside within the Council, not the individual alderman. He objects to that statement because, as aldermen, we are officials of the City and are allowed to go with inspectors into a building, or enter this building at any time which regular citizens cannot do. He understands the intent but the verbiage bothers him. Attorney Draper said he can share a tape of a two-hour seminar held two years ago with Kyle Gulya, who is an expert on open meeting and open records law, which pretty well explains this. Administrator Jordan said he thinks this is trying to get at stopping aldermen from going out into the community and just saying something that, because

they say it, it seems to be a City position when it is really just that alderman. It is a warning that you work together in this room as a board and you have no other powers when you are outside of this forum. Alderman Kehoe said we should state it just that way. Alderman Kupsik commented that a lot of this has to do with how each individual interprets what they read in these training manuals. As an alderman, participating in the seminars in Madison and with the County in addition to studying the training manuals should give you a clear understanding of what you can and cannot do as a City official. Alderman Krause noted that when he first started on the Council, he went with Alderman Marsala to one of the sessions in Madison. For him, it was incredibly informative, because a lot of things you think you know, you really don't. He suggested requiring new officials to attend that session. Attorney Draper added that you need to look at this document as a start; it is well put together but will need some tweaking as we go along. With social media the way it is today, violating the open meetings law is a lot easier than it was ten to fifteen years ago. Having this manual in place to refer to is certainly a good thing. Alderman O'Neill commented on the wording of the section on contingency fund and general fund withdrawals. He has always viewed their function as approving or denying a recommendation as opposed to the actual approval. When he reads this, his interpretation is that they have the authority to approve the withdrawal. Attorney Draper answered that by passing this manual, you are not giving anyone authority; there is an ordinance that defines the duties of Finance & License. This just shows that to make a recommendation to Council, it has to go to the Finance Committee first. Alderman Kehoe recapped her interpretation of the disclosure of confidential information and recommended coming right out and saying no official is entitled to discuss anything outside of City Hall business. Alderman Krause asked that the Committee members put any suggestions in writing and give them to Administrator Jordan. Alderman Krause complimented the Committee on how this discussion went and encouraged that they continue in the rest of the Committee of the Whole meeting by looking out the front window and not the side or back windows, looking at things that are going to make it better and more efficient.

Finance, License & Regulation Committee, Alderman Krause

Alderman Krause reported that we are in the process of the promissory note. He has spoken with Alderman Hartz and Administrator Jordan. Our objective is to come up with a plan in the next ten years to become debt free and start financing our capital purchases. Alderman Krause asked for some ideas on how to accomplish this. He suggested putting a program in place to do this, but questioned whether it would be binding. He noted that we have just made a binding decision on a promissory note, binding the Council for the next ten years to fund that note. Administrator Jordan said he has been putting together an equipment replacement fund, trying to get a handle on how much money it would take to fund something of that nature. It would also include looking at how to do a capital projects fund, because those are two separate entities. It is not going to happen just by raising the tax rate; it will take some other ways of raising revenue. We have a possibility of seeding some of these things, depending on when the TIF closes; we may need to consider a whole new way of doing our parking. We have talked about maybe higher rates in the area of downtown, possibly moving meters further out and charging a lower daily rate. It will take a three- or four-pronged attack. Alderman Krause asked how long we are going to be obligated with this promissory note to start purchasing capital things again. Administrator Jordan recommended approximately five years because that is when it would drop. The ones from the previous bonding would drop off after December of 2016 and then it drops almost half of our payment down to about \$500,000, unless the governor and legislature change it. Alderman O'Neill opined that we need to cut some of the expenses as well as bring in more revenue in some way that is in our control. Administrator Jordan informed the committee that he wrote a letter to the governor stating that we do produce a lot of revenue for the state of Wisconsin in sales and

income taxes. It is important for us to maintain our high standard of how we look; we must keep the infrastructure up. He asked, with some of the cuts and the zero increase in the levy that he's proposed, that he consider giving us a half of one percent and at least talk to our two representatives and our senator to possibly see if they would sponsor such a thing. Alderman Kehoe recommended that individual departments look at their goal for raising money and individual ways they can creatively do so. Alderman Krause noted we have worked hard over the past few years to reduce the budget. Mayor Connors gave statistics of the amount of debt that surrounding cities have. Discussion followed on improving development downtown, bringing business to Lake Geneva, attracting tourism, putting money aside for larger projects, marketing the Riviera and thinking outside of the box.

Personnel Committee, Alderman Hartz

Alderman Hartz reported that on the next agenda will be the handbook, policies and procedures and a change to the organizational chart. What he would like to see is how we can help the staff do their jobs with utmost efficiency, including cross training and management classes, so we are not bound by the job description. If we can help improve the quality and efficiency of all the employees, that will only benefit the City. Perhaps we could give classes in customer service, dealing with tough situations, or computer skills so our employees could do a lot of different things and enhance their careers beyond a specific way.

Public Works Committee, Alderman Mott

Alderman Mott reported that, other than the items that have already been presented to the Council, there was a discussion of possible addition of decorative trim to the open shelter in Seminary Park. No action was taken. There was discussion on the distance between proposed tree replacements on Main Street east of Edwards Boulevard. They discussed and approved a 40-foot spacing within the final planting spacing, to be decided by the City arborist, as well as landscaping areas in Flat Iron Park, especially around the Andy Gump statue, the Three Graces Fountain, the southeast corner of the parking lot and the area around the power box. They also discussed and approved additional parking spaces by Dennison School, funded by TIF. Alderman Krause said the City Hall columns look pretty bad. Alderman Hartz also addressed sidewalk issues.

Piers, Harbors, & Lakefront Committee, Alderman Marsala

No meeting, no report. Alderman Krause commented that the tourists do seem to be respectful of our property with very little littering in our parks. Mayor Connors said there seems to be confusion in Flat Iron and Library Park regarding charcoal grills; we may need signs. He also suggested it is time to look at something more automated for collecting the monies at the beach. There was additional discussion on open fires in the parks, the need for enforcement by the Police, the need for more signage, possible enforcement by the Harbormaster or Code Enforcement officer, using the west gate of the beach for an additional entrance and getting credit card readers at the beach. Administrator Jordan announced we will be doing mosquito spraying on Wednesday July 13 and 20, with July 14 and 21 as rain dates, between 8:30pm and 2:00am.

Utility Commission, Aldermen Marsala and Hartz

Alderman Hartz reported repair of the ditch gear drive and discussion of how the changes in Madison affect collecting fees.

Tree Board, Alderman Mott

No meeting, no report. Alderman Mott complemented the Beautification Committee for the plantings at Veteran's Park, which was a donation to the City.

Police & Fire Commission, Alderman Krause

Alderman Krause pointed out one item in the minutes regarding the 911 telephone system. Chief Rasmussen told him AT&T will have replacement parts for the system for only the next 18 months; we won't be able to get parts for that system beyond that. The cost to replace the system is \$150,000 to \$170,000. He also noted that Chief Connelly will give a revenue and expense report on the POP program at the next meeting.

Planning Commission, Alderman Hartz

Alderman Hartz reported there has been no meeting since the last Council meeting; however, they continue to look at how to change the master plan, considering the various requirements which are by state statutes. He would also like to start looking at smaller neighborhood plans.

Board of Park Commissioners, Alderman Kupsik

Alderman Kupsik reported the Park Board continued with their workshops on the design of the new skate board park. At tomorrow's meeting they are looking for an update on the design and there will be continued discussion on the dog park at the eighth hole of Hillmoor.

Library Board, Alderman Krause

Alderman Krause reported the statistics are still on the rise and noted that the Library has a tremendous number of programs sponsored by the Friends of Lake Geneva Public Library. Alderman Kehoe asked if there was any chance of having weekend hours and Alderman Krause said it is a budgetary issue. He will invite Andrea Petersen for the next meeting to address the question of utilizing volunteers on the weekend.

Historic Preservation, Alderman Kehoe

Alderman Kehoe reported that Horticultural Hall is having the 100th anniversary celebration and referred to the flyers in their packets.

Cemetery, Alderman Krohn

No report.

Parking Commission, Alderman Marsala

No report. Administrator Jordan said they are working on the parking system and are also talking with Time Warner, Verizon and US Cellular about costs. There was discussion on back-in parking.

Communications Committee, Alderman O'Neill

Alderman O'Neill reported that the primary thing they discussed at the June 22nd meeting was the parking meters and how to facilitate the communication between the various items. They had a rather lengthy discussion and different techniques were proposed; they are trying to compare that against the cost of other people doing it, for instance a \$19 per month charge per unit for cell phone usage on it. Rather than having a monthly charge, there would be a maintenance charge maintaining the infrastructure of the communication. They might be able to use other types of communication, perhaps set up a WIFI system throughout the town. The other item presented was the 2-D barcode in which you can take a picture of it with your phone and automatically go to the website. Alderman Kehoe asked if the Communications Committee could have the City Clerk put a notice of the 12pm testing of the storm sirens. Alderman Krause also said he had questions from several on how to know when a storm warning is over. During the last storm, the sirens went off twice. Administrator Jordan said he would look into it. He also said he is meeting with the siren people tomorrow and once the

system is in, it can be done right from dispatch without setting them off to check them. Alderman Krause asked if we got the voice-activated sirens. Administrator Jordan said we did not, because of the cost. Alderman Hartz was interested in the item that said print communications, especially in light of the cessation of our brush pickup. He wondered if the committee had discussed some kind of newspaper to inform all residents of items like that, sirens and other information. Alderman O'Neill said that was not discussed. The original intent was the fact that we are required to do certain things through the print media; the hope is to reduce that at some point and use electronic media. Mayor Connors commented that we received an unsolicited advertisement from a company that would put together a newsletter and distribute it free of charge to the City, but it would include advertizing inside. Alderman Hartz has a sample copy he will share with the Council members.

Ad Hoc Committee on Policy & Procedure, Alderman Marsala

No report.

Chamber of Commerce, Alderman Krause

No report.

Lake Geneva Museum, Alderman Mott

Alderman Mott reported the Museum Committee is very active and interested in our community and promoting it. They now have a beautifully restored portrait of H.H. Porter. They had 525 patrons in May, which is the largest count since they have been at the Mill Street location. They are beginning to promote the museum in other communities. They decided not to accept the Water Safety Patrol boat as an exhibit; it is too big. They are having a book and bake sale on July 29-31. They are enhancing the railroad exhibit and will install a model railroad near the entrance. They now have Andy Gump artifacts as well as Lake Geneva Hotel artifacts. They are upgrading their security and adding new motion sensors. They were talking about the old Chaney thermometer and will be installing it.

Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik

No meeting, no report.

Geneva Lake Environmental Agency, Alderman O'Neill

No meeting, no report.

Geneva Lake Use Committee, Alderman Krohn

No report.

Kehoe/Kupsik motion to adjourn. Unanimously carried.

Transcribed from audio tape.

/s/ Artis Roenspies, Deputy Clerk

Lake Geneva Tree Board

Minutes of July 20, 2011, Meeting

1. Call to order by Chairman George Troupis.
2. Roll call. Present--voting members George Troupis, Doug Elliott, Robert Flemming, Joe Esposito, Clara Jacobs, Dan Andresen, and nonvoting member Arborist Jon Foster.
3. Approve minutes of May 18, 2011, minutes. Moved by Troupis, seconded by Andresen to approve. Approved 6-0.
4. Public comment. None.
5. Election of new officers. Moved by Troupis, seconded by Flemming, to elect Esposito chairman and Jacobs secretary. Motion approved unanimously.
6. Park Board report. None.
7. Street Department and Arborist report.
 - A. Foster reported one tree was downed in recent storm, a willow in Rushwood Park, and showed photos to be removed. Andresen moved and Flemming seconded to remove 33 trees. Carried unanimously.
 - B. Foster reported "50 to 60 trees need to be replaced", the cost estimated at "about \$10,000 to \$15,000". City Council must approve replacing the trees.
8. New Business.
 - A. Historic Railway Site tree removal and clean-up. Action deferred to end of meeting when Tree Board will visit site.
 - B. Ash Borer Control. Action must be taken next spring.

9. Old Business. None.

10. Open Forum. None.

11. Tree Board goes to Historic Railway site across street from City Hall to view and act on tree removal and clean proposal, and make recommendation to City Council. Tree Board unanimously recommended that only dead tall trees and a tall storm-damaged tree be removed and that all other densely-growing trees and bushes of varying heights not be removed. Motion for such made by Esposito, seconded by Troupis.

12. Motion by Troupis, seconded by Esposito, to adjourn, unanimously approved at 8 p.m.

Respectfully submitted

A handwritten signature in cursive script that reads "Doug Elliott". The signature is written in dark ink and is positioned below the typed name.

Doug Elliott, secretary

**LAKE GENEVA POLICE AND FIRE COMMISSION
AMENDED MEETING AGENDA
THURSDAY, JULY 7, 2011, AT 7:00 P.M.**

Item 8(m) and 9(l) were added

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
5. Acknowledge Correspondence
6. Approval of minutes from the special workshop and regular meeting both held on June 9th, 2011
7. Creation of Web Page for the Commission and on line access to agendas, minutes, and packets
8. Police Department Business:
 - a. Approval of bills for the Month of June 2011. Operating in the amount of \$193,188.96 and Capital in the amount of \$47,375.92, for a total of \$240,564.88
 - b. Accept donation of \$1,230.00 from M&I Bank
 - c. Accept donation of 20 bike helmets from the Geneva Lake Women's Association
 - d. 911/Telephone System
 - e. Capital Projects update
 - f. Squad Cameras
 - g. State Budget Bill Update
 - h. New Squad Car update
 - i. Succession planning
 - j. Disposition of Police Department Property
 - k. Thank you letters from Beloit Memorial High School and Paul Ryan
 - l. Monthly Activity reports and discuss weekend arrest statistics and report

* m. Items to be forwarded to Council

9. Fire Department Business:

- a. Approval of bills for the Month of June 2011. Operating in the amount of \$78,548.80, Hydrant Rental in the amount of \$57,043.08, and Capital in the amount \$624.96, for a total of \$136,216.84
- b. Memorandum of Understanding between the Lake Geneva Fire Department and Paratech Ambulance for coverage in Geneva Township
- c. Fire Inspection Fee Ordinance Update
- d. Capital Projects update and Ladder Truck
- e. EMS Committee report
- f. Succession planning
- g. Fire Department and EMS boundary change with Geneva Township
- h. Thank you card and accept \$50.00 donation from Ginny Jedda
- i. Thank you notes from Educators Credit Union, Frank Dobbs, and Geneva Lake Women's Association
- j. Monthly Activity Report
- k. Paratech Report

*l. Items to be forwarded to Council

10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(c), Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility: specifically the hiring and promotion of Reserve Police Officers and their qualifications
11. Motion to return to open session under Wisconsin State Statute 19.85(2)
12. Discussion and action on the hiring of a reserve police officer and promoting a current booking officer to the position of a reserve police officer
13. Agenda items for the next regular meeting August 4, 2011
14. Adjourn

**City of Lake Geneva
Board of Park Commissioners
Meeting Minutes**

July 6, 2011 6:30 PM

AGENDA

Call to Order:

The Board of Park Commissioners called to order by Dave Quickel. Lynn Hassler read the roll.

Roll Call:

President Doug Skates ____, Lynn Hassler X, Barb Hartigan X,
Rick Steinberg X, Peggy Schneider X, Dave Quickel X, John Swanson X,
Ald. Al Kupsik X, Mayor Jim Connors X. (8 MEMBERS PRESENT).

Staff Present:

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

Public Present:

Alderman Tom Hartz, Joe Peyer of the YMCA, and Rob Brenner of Vets Park Concessions.

Approve the Minutes of the Prior Meeting:

It was moved by Kupsik to approve the minutes of the June 1, 2011 regular meeting and June 23, 2011 Special Meeting, seconded by Swanson. Motion passed 8-0.

Permits:

None.

Park Assignments/Repair Update:

Swanson brought up that at Veterans Park the water line work needed reseeding, asked if the area inside the helicopter could be sprayed for weeds, and that the timbers in the west parking lot were rotting. Mayor Connors brought up the trench seeding needed at Seminary Park, and the sand box could be removed. Carstensen reported that the past weekend the City picked up 8.5 tons of garbage from the parks. Winkler mentioned that the Veterans Park items would be followed up.

Old Business:

Skate Park Workshop Progress-Quickel asked Winkler to report. It was explained that the concept was further refined but that the exact location within Dunn Field has yet to be determined, and there was a meeting to be held with the school representatives. Jordan noted that one issue was that of pushing snow into the area east of the parking lot and the facility may be too close to the drop off busses.

Dog Park Discussion-Winkler reported that the dog park project wasn't ready to bid for a number of reasons. Jordan said that funding could be found from numerous sources but hasn't received Council approval as yet. Quickel thought the dog park issues would be decided once the skate park was formalized. Kupsik noted that original skate park was placed where it is to be away from the school. Carstensen said the Street Department had mowed the 8th fairway and he had placed stakes 125' x 300' in the flattest area. He suggested using the existing fence for the west side of the park. It was mentioned the old skate park site could be used perhaps for the dog park parking lot. Swanson suggested obtaining a copy of the dog park rules. Kupsik said they are available online at Kenosha's park. Hassler mentioned a funding possibility as there is a local entry in a contest for a \$500,000 award to build a dog park. It was suggested that we move the end of the meeting to the dog park site and take a look around.

Eagle Scout Project at Veterans Park. Plan & Schedule Discussion-Winkler reported that Mr. Odden, the scout master, will see the project through but that a schedule wasn't yet established from the scouts.

Volleyball Court Discussion-Mr. Peyer was on hand to explain the YMCA's interest in the volleyball courts and that they still wished to see them go in at Veterans Park at a location found suitable by Winkler and Carstensen. He said the YMCA would arrange to build the whole thing and take care of it. Mayor Connors brought out a design standard. Peyer said it was for a tournament facility and that he could not afford to dig it out 2' and put in underdrains, possibly using some park impact fee money. He proposed 12" with fabric under it but would defer to Winkler for the engineering of it. Peyer proposed 70' by 85' in size for the two courts and hoped to continue the discussion. The Commission wished to make a recommendation to the Council but decided to continue the item for more information from Winkler and Carstensen.

New Business:

Vets/Dunn Field Concessions Contract Discussion-Mr. Brenner reported that things were going quite well at the concession. He indicated that there were some issues and he was grateful to Jordan for his help with the Latino league. Brenner wished to continue to sell under contract for next year. He was also willing to discuss selling at Dunn Field if the skate park and dog park proceed. Peyer said the YMCA was very pleased with the job the concessionaire has done. It was moved by Swanson and seconded by Hartigan to recommend to Council that the City advertise in January of 2012 for the concession contracts, not in May as usual. The motion also included a recommendation that the contract be 2 years in duration. The motion passed 8-0.

The meeting then proceeded to the old 8th fairway at Hillmoor where the Commissioners saw the potential dog park locations. There was informal discussion regarding the size, location, and condition of the old fairway now covered with weeds. Part of the discussion was that if the dog park moved south and closer to the new skate park that an earth moving company may have to be called in to grade the site level, add topsoil and seed prior to building the new dog park fence. No other action was taken other than to continue discussions.

Adjourn:

The meeting was adjourned at 8:25 PM by an 8-0 vote after a motion by Hassler and second by Connors.

Respectfully Submitted,



Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
07/07/11

Note: As a follow up to the meeting, DPW Winkler and Street Superintendent Carstensen drove out to Veterans Park to respond to items brought up at the meeting. The volleyball courts have been painted in blue on the ground in the area east of the service building in 70' x 85' dimensions. The contractor has been called regarding lawn restoration along the fence at softball field no. 5 and will be in on Monday to perform the restoration, the gravel area under the helicopter has been sprayed for weeds, and the timbers in the west lot islands inspected for possible replacement by the American Legion or Sons of the American Legion as a public service project. Also, the schools and City met this morning and looked over the skate park location. A shift is expected.

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

Finance Committee

Thursday, July 14, 2011 at 7:30 a.m. (Director's Office)
Present: Kundert, Lafrenz, Oppenlander Also present:
Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$48,825.58 in General Funds and \$0 in Donated Funds.

Board of Trustees Meeting
Thursday, July 14, 2011 at 8:00 a.m.

Call to order

Lafrenz called the meeting to order at 8:10 a.m.

Roll call

Members present: Brookes, Eckola, Jones, Krause, Kundert, Lafrenz, Oppenlander Also present: Peterson and Benson

Adoption/Amendment of agenda

Lafrenz asked for a motion to amend the agenda to include Release Waiver under President's Report. Eckola made a motion to amend the agenda as proposed. Brookes seconded. Motion carried unanimously.

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

Disposition of minutes of previous regular meeting and any intervening

special meeting(s)

Lafrenz asked for a motion to approve the minutes of the June 9, 2011 meeting. Brookes made a motion to approve the minutes of the June 9, 2011 meeting. Kundert seconded. Motion carried unanimously.

President's Report

Lafrenz presented the updated Organizational Chart for the Library staff. Discussion followed. Kundert made a motion to adopt updated Organizational Chart as presented. Oppenlander seconded. Motion carried unanimously.

Lafrenz presented update about the permanent loan of two Geneva Hotel windows designed by Frank Lloyd Wright from University of Wisconsin-Milwaukee School of Architecture. Discussion followed including concerns from City Attorney Dan Draper about the contract. Even with the indemnity clause non-negotiable, the Board wished to pursue the project.

Peterson reported that staff at the City Fire Department advised only state-licensed EMT's were permitted to hand-out release waivers. City Administrator Dennis Jordan advised Peterson that the Library continue to offer help to patrons in need of assistance, document the incident, and advise City administration about the incident.

Building & Grounds

Peterson reported that ECW is near completion of the lighting project and scheduled to be at the Library one more time.

Peterson reported that Advantage Alarm had updated the security lock at the workroom entrance.

Peterson reported on the option to paint the PVC tubing sticking out of the chimney. Discussion followed. Kundert offered to assist Library maintenance staff with painting.

Peterson reported that the Beautification Committee will review our request for funding to upgrade landscaping on the lakeside.

Public Information

Peterson reported that the Library will be advised about our proposal to the United Way of Walworth County early next week.

Finance/Endowment

Kundert reviewed the mid-year expenditures and reported the Library is on target with the 2011 budget. Kundert reviewed monthly expenditures and made a motion to approve \$48,825.58 in General Funds and \$0 in Donated Funds. Jones seconded. Motion carried unanimously.

Director's Report

Peterson reported on current service statistics. 15,894 items were checked out in the month of June, making it our

busiest month of all time. Library staff also checked out over 900 items several days in June.

Peterson reported on the resignation of Melissa Hubbuch. The new Administrative Assistant, Joanne Wollaeger started on July 12th.

Peterson reported on the student hired through funding from the Workforce Development Program. This is the third summer the Library has had a student through this program. She is working 20 hours per week in Technical Services through mid-August.

Benson reported on the increase in youth programming for the summer months and upcoming adult programs.

Adjournment

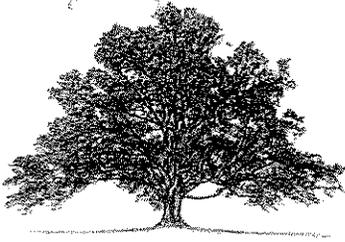
Kundert made a motion to adjourn at 9:30 a.m. Eckola seconded. Motion carried unanimously.

Next meeting: Thursday, August 11, 2011 at 8:00 a.m.
Respectfully submitted,

Diane Jones
Secretary

**LAKE GENEVA HISTORIC PRESERVATION
COMMISSION MEETING AGENDA
JULY 14, 2011 – 6:30 P.M.
LAKE GENEVA CITY HALL**

1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of Historic Preservation Commission Meeting of 6/9/11.
4. Comments from the public and correspondence.
5. Reports from Geneva Lake Area Museum and Maple Park Homeowners' Association, including update on replacement of Historic Wisconsin Power & Light Sign.
6. Update re: approval and installation of New Historic Railway Sign at Sage Street and ongoing discussion on signage at former Lake Geneva Railroad Station site and continuation of proposed "Railroad Heritage Trail" through the City of Lake Geneva.
7. Update re: the future of the Geneva Theater Building at 244 Broad Street in Lake Geneva, report on the June 7, 2011, meeting of The Friends of The Geneva Theater re: creation of a Community Cultural Arts Center and new website www.friendsofgenevatheater.org.
8. Ongoing discussion re: "Tales of Lake Geneva" program on Sunday, July 31, 2011, in conjunction with 100th Anniversary of Horticultural Hall in 2011 including potential speakers. Program will run from 1:00 P.M. to 3:00 P.M. and include Harry Hartshorne, Marcie Douglass, Sue Morton, Christi Moritz and Lucy Otzen.
9. Discussion re: potential projects for the 2011 fiscal year such as additional historic signage, future "Tales of Lake Geneva" educational programs and potential program in 2012 on Cemetery Restoration at Pioneer Cemetery with Rick Bernstein and Wisconsin Historical Society.
10. Discussion re: additional promotional ideas for Historic Preservation Commission including promotions with the National Trust for Historic Preservation, updates on L.G.H.P.C website (www.historiclakegeneva.org) and link to Chamber of Commerce website.
11. Review of Plaque Program and status of recent applications and any other business, including Historic District design reviews and review of materials from the Wisconsin Historical Society and the National Trust for Historic Preservation.
12. Adjournment

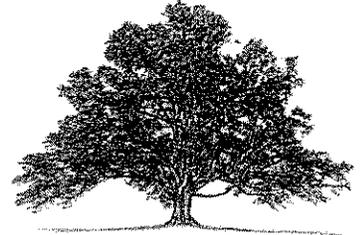


OAK HILL CEMETERY

Box 161

Lake Geneva, WI 53147

262-248-2789



The Board of Commissioners held their meeting at the cemetery office on Wednesday, June 16th, 2011, 2:00 pm. Those present were Evon Fredrickson, Sturgis Taggart, (Dan Sheldon-working), Arleen Krohn and Marian Tolar.

The meeting was called to order and the minutes of the previous meeting, 2/24, were read. A motion to accept the minutes was made by Evon Fredrickson, seconded by Sturgis Taggart, motion carried.

The Treasurer's report for February, March, Jan. to March quarterly, April and May were discussed. A motion to accept the reports was made by Evon Fredrickson, seconded and motion carried.

The Edward Jones Financial Statements were reviewed through May 31st, 2011. An Edward Jones Portfolio Analysis from Bill Hilgedick was reviewed and placed on file.

Unfinished business:

Evon and Sturgis came up to the office and met with the employee's regarding work procedures, etc. on April 12th. More information is on file if needed.

Bids were received from Sheldon Landscaping and B & J Landscaping regarding clean up and planting by the front entrance, triangle as you enter, around the office and sign, and by the columbarium. Sturgis Taggart made a motion, seconded by Evon that we accept B & J's bid. (Both were similar in price \$2400.00. Sturgis felt that because Dan being on the Board of Commissioners, the work should be given to B & J.) Motion was carried.

Lance will check on road repairs, etc. and meet with Evon.

The crack at the back garage entrance to the office and two of the cemetery grounds stairways, flaking of concrete repairs, will be repaired by Craftsman who did the work last year.

New Business:

A motion was made by Evon Fredrickson and seconded by Sturgis Taggart to have Lance purchase a John Deere tractor for \$4,750.00. Motion was carried. The regular price of the machine was \$6,499 less discount of \$749 and \$1000 trade in value on one of our machines.

**Board of Commissioners
and Ground Employee's
April 12, 2011, 10:30 AM**

On the above date, Sturgis Taggart and Evon Fredrickson came to the cemetery office and met with Lance Melancon, Clint Melancon and Ron Zink regarding some work procedures that needed attention.

Questions discussed:

Who is in charge? Who is in charge if Lance, Supt., is not here? Is Clint next in charge? Who reports to whom? Complaints about the front entrance looking bad, leaves around fences and other areas with leaves around. Why does it take three men to dig a grave or fill it in? Two could do it and one could be working someplace else. Also why does it take two or three people to do errands? Lance was told to stop in the office to see Mickey on the days she works to check out funerals, etc. touch base with her. Lance to keep his cell phone on. People complaining that they cannot talk to anyone or no calls are returned. Mickey asked that the answering machine be on when she is working on Tuesday, Wed. & Thurs. Otherwise, switch it up on the hill and then return calls if necessary. Needless to say there was quite a discussion and a heated one at times.

Both left and the men went back to work. This is just to be placed on file and not part of minutes, etc.

OAK HILL CEMETERY

Marian Tolar, Office Secretary



CITY OF LAKE GENEVA
626 GENEVA ST.
LAKE GENEVA, WI 53147

PARKING COMMISSION

THURSDAY, JULY 14, 2011 – 6:00PM

CITY HALL BUILDING, CONFERENCE ROOM 2A

AGENDA

1. Call meeting to order
2. Approval of Minutes of June 9, 2011 Meeting
3. Comments
4. Discussion on Parking Study
5. Parking System Update
6. Discussion on parking spaces in front of the old theater on Broad Street
7. Discussion/Recommendation on directing City Attorney to draft ordinance regarding regulation of parking in residential areas for non-residents without valid parking permits
8. Agenda items for next meeting
9. Adjournment

Submitted by Kevin Fleming, Chair

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

7/13/2011 3:30 PM
cc: Committee Members: Martin Smith, Dennis Swangstu, John Button, Kevin Fleming, Alderman Marsala, George Hennerley
Mayor & remaining Council
Administrator, City Clerk, Department Heads, Attorney, Parking Dept.

City of Lake Geneva
Communication Committee
Agenda
July 19, 2011

The regular meeting of the Communications Committee will be held the third Tuesday July 19, 2011, City Hall, 626 Geneva Street, Lake Geneva, WI in the second floor meeting room at **6:00 p.m.**

Call to order.

Roll Call.

Minutes of the Prior Meeting. Approve minutes from June 22, 2011

Public Comments.

Communications.

Agenda Items:

- 1.) Cable Television
 - a.) Other Cable Issues
- 2.) City Website
 - a.) Disclaimer
 - b.) Review adding RFP & RFQ
- 3.) Proposals for facilities and equipment needs
- 4.) Print communication: Liturgical Publication
- 5.) Parking Meter communications
- 6.) Agenda Items for Oct. 19th meeting

Future meeting date: Oct. 19, 2011

Adjourn.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City of Lake Geneva at 262-248-3673 with as much advance notice as possible.

**No official Council action will be taken, however, a quorum
of the council may be present.**

GENEVA LAKE ENVIRONMENTAL AGENCY
Minutes of the June 16, 2011
Board of Director's Meeting

Present: R. Bowman, T. O'Niell, P. Kenny, L. Coyne, T. Woods, C. Workman, W. Wagner, T. Peters.

1. Meeting called to order by Chairman Bowman at 7:00 pm.
 2. Discussion on officers and who presently holds those positions. C. Workman nominated D. Bowman as Chair and T. Woods as Vice-Chair, with T. Peters to serve as the secretary with no treasurer. There were no other nominations. **C. Workman moved to accept the nomination CU.**
 3. **Motion by P. Kenny to accept the minutes of the May 2011 meeting. CU**
 4. **Motion by C. Workman to accept the Treasurer's report. CU**
 5. Staff reports:
 - a. Peters distributed GLEA information packets to all board members present and went through their contents. Packets for those not present will be mailed to them.
 - B. W. Wagner presented her report with an update on the planning for the Car Rally.
 6. Old business
 - a. Peters mentioned the change in ownership at the Lodge at Geneva Ridge and the present uncertainty about its impacts on the Car Rally. He is attempting to get an answer and hopes to know by next week.
 - b. An update on the groundwater project was given including the status of the mailing and the interest in well testing.
 - c. Peters mention that at the LSD meeting a commissioner expressed his dissatisfaction over the Town's representative on the GLEA board not being a District resident per the Town/District 1991 agreement. Discussion followed on the Town/District agreement.
 - d. Conversation took place on the request for a Town of Linn Master Plan amendment, rezone and conditional use for N1806 Linn Pier Rd. Peters was directed to draft a letter expressing concern over impacts on the lake and send it to the Town Board, Plan Commission and GLEA board.
 - e. There was a brief discussion on the GLA/GLEA/EEF/GLC consortium meeting of the past with notice of one this Sat. There was some concern expressed about the GLEA losing its autonomy with such a relationship. Peters was directed to continue to part-take in the meetings and discussion without any commitment at this time.
 7. New Business:
 - a. Peters asked for suggestions for a grant application in response to a Lake Geneva Garden Club Request for Grant Proposals.
 - b. Peters asked the board for their comments about the GLEA director also serving as Linn Sanitary District president. There was discussion on the possible "conflict of interest in the context of the LSD/Town of Linn Agreement and GLEA funding. It was suggested that the GLEA's attorney be present at the next meeting for his comments.
 8. C. Workman mentioned that the Village has a draft of their new shoreline zoning standard and will send a copy to Peters.
 9. Next meeting set for the July 21, the third Thur. of the month at the same place and time.
 10. Motion to adjourn at 8:27 pm.
- Twp.