



COMMITTEE OF THE WHOLE
MONDAY, OCTOBER 6, 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 September 2, 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. Discussion of Girl Scout Government Project – Help enact legislation to protect animals in vehicles in hot weather.
7. Discussion on Parking Structure.
8. **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
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Wall
 - b. Tree Board, Alderman Kupsik

- c. Police & Fire Commission, Alderman Lyon
- d. Plan Commission, 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

10. **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

11. 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.*

10/3/14 2:25 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE
TUESDAY, SEPTEMBER 2, 2014 - 6:30 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kupsik called the meeting to order at 6:35 p.m.

Pledge of Allegiance led by Council President Kupsik.

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

Lyon/Kehoe motion for approval of Minutes from August 14, 2014 Committee of the Whole Meeting as distributed. Motion carried 5 to 0.

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

Terry O'Neill, 954 George Street, was concerned with the darkness on the east side of Broad Street and asked the Council to consider reconnecting the sodium lights that were there or add more of the new LED lights that were recently placed along the street. Bill Huntress spoke of his opposition to the proposed Center Street Parking Structure and that the Dunn Field restrooms/concession stand was inadvisably built.

Standing Committee Reports given:

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

Committee, Commission and Board Reports given:

Utility Commission
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 Commission, Administrator Jordan
Parking Commission, Administrator Jordan
Communications Committee
Avian Committee, Administrator Jordan

Other Boards and Committee Reports given:

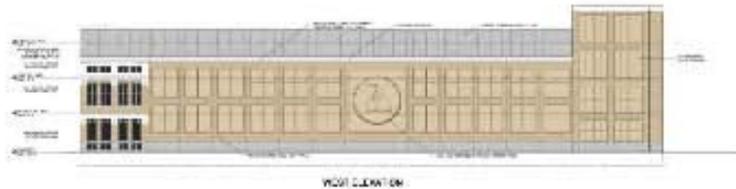
Chamber of Commerce
Geneva Lake Museum, Alderman Chappell
Lake Geneva Economic Development Corporation, Aldermen Kupsik & Lyon
Geneva Lake Environmental Agency, Alderman Chappell
Geneva Lakes Family YMCA, Alderman Kupsik
Geneva Lake Use Committee, Alderman Lyon

Hill/Chappell motion to adjourn the meeting at 7:19 p.m. Motion carried 5 to 0.

/s/ Dennis Jordan, City Administrator

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

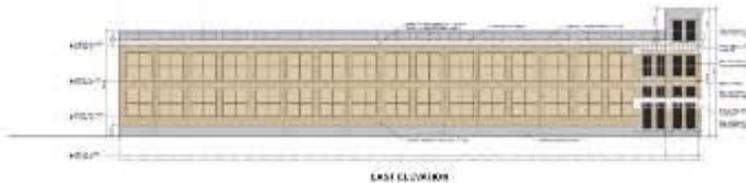
Geneva Street Parking Structure



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION

Parking Structure Summary

Parking Stalls: 315

307 standard

6 handicap

2 handicap (vans)

Levels: 4

Total Square Footage: 108,414 s.f.

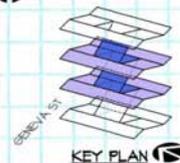
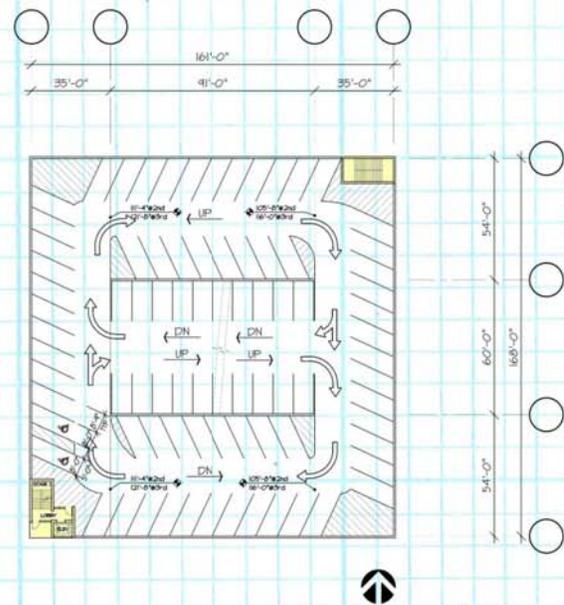
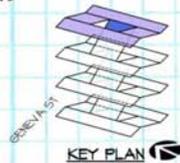
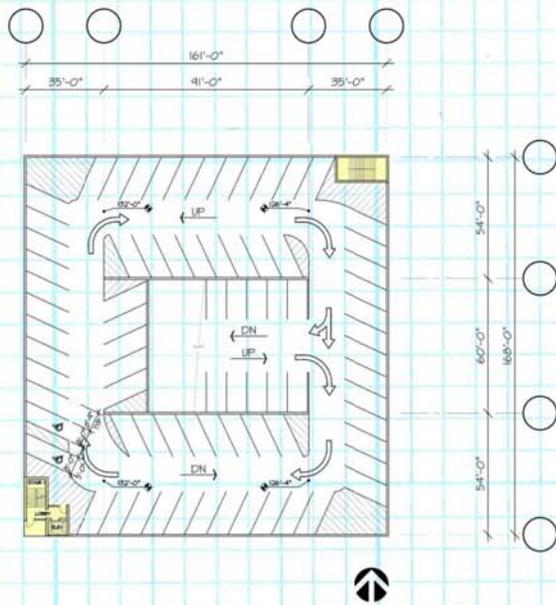
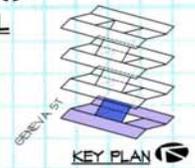
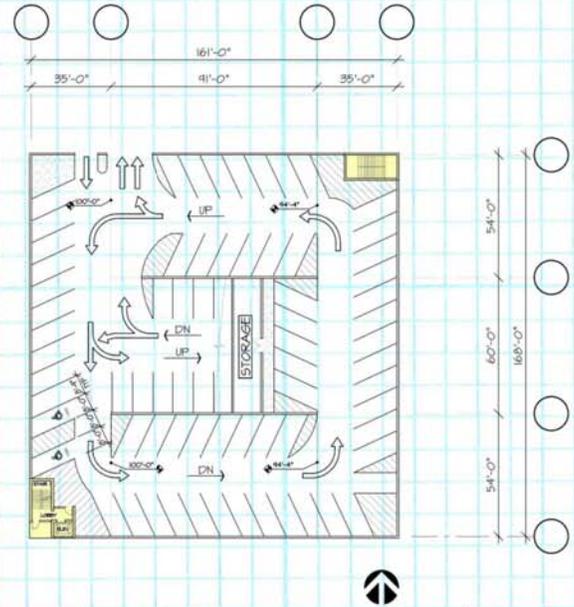
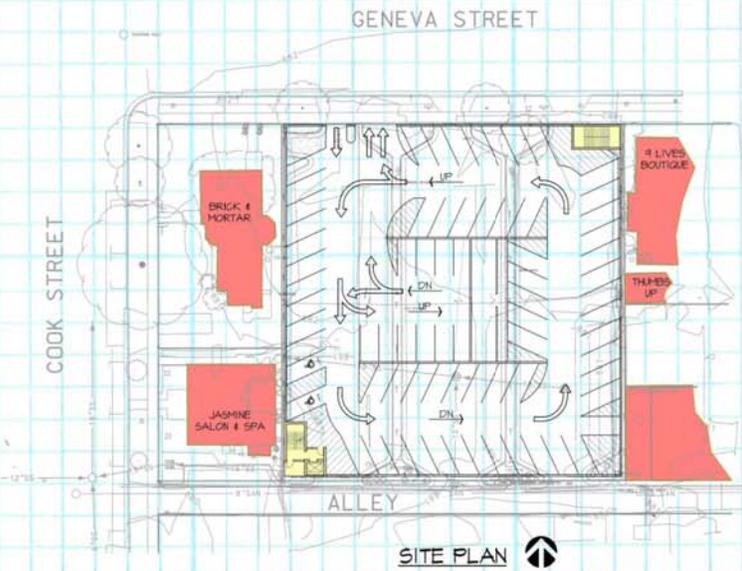
Construction Budget: \$6,995,672 (max.)

R.A. Smith National

*Beyond Surveying
and Engineering*



Geneva Street Parking Structure



R.A. Smith National

*Beyond Surveying
and Engineering*

Geneva Street Parking Structure

Questions & Answers

1. Why do we need a parking structure?

An independent parking study determined that "Lake Geneva is currently at a point where the peak season traffic and parking issues are driving downtown business customers away." This parking shortage results in downtown gridlock, traffic congestion and an overflow of parking in residential areas.

2. Why at this location and why four levels?

This location is within two blocks or less of a majority of the downtown area, the beach, the lakefront and the Riviera which are primary draws for the City. In addition, the City already owns the property. The structure would be four levels in order to get the greatest value from the site while staying within City zoning height restrictions.

3. How is the City going to pay for the construction of the structure and what will be the impact on my taxes?

There currently is sufficient funding within the existing Tax Incremental District #4 (TID #4) to construct the parking structure.

4. How does the construction of the parking structure impact traffic and air quality in the area?

Both traffic congestion and air quality should improve since the parking structure is a designated location that drivers will head to in lieu of driving on city streets looking for a parking space which adds to traffic congestion and vehicle exhaust emissions.

5. What will the height clearances be? Will SUV's, raised pickup trucks, custom vans, etc. fit inside?

All levels in the structure will accommodate vehicles up to 7 feet in height with the at-grade level of the structure accommodating vehicles up to an 8-foot height so as to be compliant with the American with Disabilities Act (ADA).

6. What safety and security measures have been included within the design of the parking structure?

Several measures including the use of a structural system that maximizes visibility within the parking structure and into the stairwells and elevator cab from outside of the parking structure; adequate lighting levels throughout the structure; and security cameras and an emergency call system -- both with direct communication to the police department.

7. Who will pay for the cost of relocating electric, sewer, water, gas, telephone, and cable utilities necessitated by the construction of the parking structure?

These items are still being discussed with the various utility companies involved, but the parking structure construction budget has a line item cost for each utility to cover the full cost of relocation, if needed.

8. Isn't the parking structure just for tourists and downtown business owners?

No, the structure is for everyone driving a vehicle. The most significant benefit to the residents would be to reduce the parking that now ties up major portions of the street parking in the residential neighborhoods to the north and west of downtown during peak periods. The structure could also be used by Central/Denison during the off season.

9. Will this free up parking spaces on side streets for neighborhood residents to use and will the existing free on-street parking in the Maple Park area be restricted to force the public to use the parking structure?

Having additional parking available in the downtown area and immediately adjacent to the lakefront facilities will offer visitors a better option for parking and reduces the need to park five and six blocks away in the adjoining residential neighborhoods. The surrounding residential areas could be modified to require City parking stickers to park there, but any change in policy would require City Council approval.

10. Will a four-level parking structure in the downtown destroy the City's "small town" character and charm?

The structure facade is designed to complement the neighborhood and surrounding Maple Park historic district. The height would be similar to the historic Landmark Building where Kilwin's is located and the former Barton's where Keefe's downtown office is located.

11. Will there be an elevator and/or bathrooms in the parking structure?

There will be two stair towers and one elevator for handicapped accessibility and ease of use by families with small children. For cost and patron safety considerations, there will be no bathrooms.

12. How many spaces will the new parking structure contain? How does the City propose to address the loss of the existing 88 surface lot spaces during construction? How long will the structure take to build and how will construction impair adjacent businesses?

The new parking structure is planned to accommodate 315 parking spaces and will take five to seven months to construct. Every effort will be made to minimize the impact that construction will have, including looking at completing construction during off-peak periods of the year and providing shuttle buses to outlying parking lots.

13. Will portions of the parking structure be closed off seasonally when demand is lower to reduce maintenance costs? And, if not, how will snow removal be addressed for the open top level of the structure?

Consideration has been given to possibly closing the top level of the structure during off-peak winter periods. However, if supply and demand requires use of the top level during the winter months, the design allows for efficient snow removal along the south elevation (alley side) of the parking structure.

14. How much light pollution will this add to the town?

All lighting levels will be compliant with the Illuminating Engineering Society of North America lighting in compliance and in accordance with the City's light pollution ordinance. The design is based on the use of sustainable LED lighting fixtures with perimeter fixtures on controls separate from interior fixtures to take advantage of natural sunlight infiltration. Light fixtures will be positioned/redirectioned to keep seepage to the outside to a minimum.

15. What will be the hours of operation for the parking structure?

The hours of operation have not yet been determined but are expected to be similar to other paid parking areas in the City. Final policy will be determined by the City Council.

16. What will it cost to park in the structure and how will revenues be collected? How much revenue is anticipated from users of the parking structure? Will monthly, yearly passes be available? Can discounted parking fees be tied to retail purchases similar to what is done in downtown Milwaukee?

The Council will decide on pricing but revenue will be collected with the City's already established parking kiosk system. It is anticipated that annual revenues from the structure will be \$300,000 based on average occupancy rates. Monthly and yearly passes will be available and City Council will determine promotional and/or validation programs. Regarding tying parking fees to retail purchases, the concept would require downtown businesses to fund the program. The concept is under consideration by the Parking Commission for a recommendation to the City Council.

17. How will the structure be maintained once it is built and what will be the cost to maintain it? Will there be a designated account from which the maintenance is funded? How long will the structure last?

On average, all maintenance costs are estimated between \$42,000 and \$50,000/year over the structure's life. It will be recommended to City Council that a designated maintenance fund be established with revenues collected at the structure. The structure's service life is 50 years but with proper maintenance, the structure can last much longer.

18. What construction materials will be used for the ramp? Will this structure have constant issues like the Post Office parking structure has experienced?

The ramp is proposed to be of post-tensioned, cast-in-place concrete construction. The Geneva Street parking structure will not have the issues associated with the Post Office parking structure for two reasons. First, the Geneva Street ramp will have adequate pitch to remove surface water (the Post Office ramp's is relatively flat). Second, the post office ramp was constructed using a structural product used mostly for building construction. A membrane and topping slab were placed over that ramp so it could be used as a parking surface, neither of which will be used on the Geneva Street parking ramp.

19. Will the parking structure lead to long term growth and bring more jobs to Lake Geneva?

The primary purpose of building the new parking structure is not to promote "growth" so much as it is to address a major problem that has existed in the City for years and to improve the long-term economic viability of the downtown and the City as a whole. Lake Geneva is a tourism-based community, and as such, the City wishes to provide a welcoming, safe and convenient experience for visitors and residents alike. The proposed new parking structure will help to insure economic stability of businesses and jobs within the City and the surrounding area.

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, SEPTEMBER 8, 2014 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Lyon called the meeting to order at 6:02 p.m.

Roll Call. Present: Aldermen Lyon, Kupsik, Wall, and Kordus. Arrived Late: Alderman Kehoe. Also Present: City Administrator Jordan, Comptroller Pollitt and City Clerk Waswo.

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

Kordus/Wall motion to approve the Finance, License and Regulation Committee Meeting minutes of August 25, 2014, as prepared and distributed. Motion carried 4 to 0.

LICENSES & PERMITS

Fireworks Permit Application filed by Badger High School and J & M Displays for the use of fireworks on the Badger High School soccer field, 220 South St., on October 3, 2014 from 9:15 p.m. to 9:30 p.m. (recommended for approval by the Fire Chief and Police Chief)

Wall/Kordus motion to recommend approval. Motion carried 4 to 0.

Street Use Permit Application and request for waiver of fees filed by Russ Tronsen on behalf of Badger High School for the Fireworks Display on Friday, October 3, 2014 from 9:00 p.m. to 10:00 p.m.

Kupsik/Kordus motion to recommend approval. Motion carried 4 to 0.

Temporary Class "B"/Class "B" Retailer's License application for the Lake Geneva Chamber of Commerce for the Taste of Lake Geneva on September 13, 2014 in Flat Iron Park with Amended Map. (Original application approved on May 27, 2014 Regular Council Meeting)

Kordus/Wall motion to recommend approval. Motion carried 4 to 0.

Temporary Class "B"/Class "B" Retailer's License application for the sale of fermented malt beverages and wine at St. Francis de Sales Church, 148 W. Main Street, Lake Geneva, for Fall Festival on September 26 and September 27, 2014.

Wall/Kupsik motion to recommend approval. Motion carried 4 to 0.

Temporary Operator License application filed by Mary Ferrini on behalf of St. Francis de Sales Church for the 2014 Fall Festival on September 26 and September 27, 2014.

Wall/Kupsik motion to recommend approval. Motion carried 4 to 0.

Park Permit Application filed by Sherm Lindsey on behalf of Midwest Action Cycle and Club Scoot Jockeys, 251 Host Dr., Lake Geneva, to use Flat Iron Park for "Skootoberfest" on Saturday, October 11, 2014, from 10 a.m. to 10 p.m. (recommended by Board of Park Commissioners on 9/3/14)

Kupsik/Wall motion to recommend approval. Alderman Kordus stated that if this was the same event as last year, there would be more than 150 people attending and wondered if the applicant selected the lower attendance range to obtain the lower fee. Alderman Lyon questioned how the city would obtain a head count and how would we be able to audit it. Alderman Kupsik stated the applicant puts down an estimate and they are on the honor system. He was not sure how many people they had last year or if anyone kept track of it. He stated that if they come back next year, the Park Board could question the total attendance. Alderman Lyon stated the differential is \$50. Motion carried 4 to 0.

Park Permit Application filed by Richard Vance for a Family Picnic using Seminary Park on Saturday, August 2, 2015 from 10:00 a.m. to 7:00 p.m. (recommended by Board of Park Commissioners on 9/3/14)

Kordus/Wall motion to recommend approval. Motion carried 4 to 0.

Alderman Kehoe arrived at 6:10 p.m.

Original 2014-2015 Operator's (Bartender) License applications filed by Jane Aylward, Candida Christman, Sheldon Eby, Jenna Gough, Kristyna Kuen, Ladislao Sanchez Hernandez, Denise Whitehead, and Tim Wirtala.
Kupsik/Kordus motion to recommend approval. Unanimously carried.

Renewal of 2014-2015 Operator's (Bartender) license applications filed by Shannon McDonough.
Kupsik/Kordus motion to recommend approval. Unanimously carried.

Discussion/Recommendation on acceptance of 2013 Financial Audit, as provided by Schenck SC
Kordus/Wall motion to send to council without recommendation. Unanimously carried.

Discussion/Recommendation on approval of 2015 Budget Timeline
Kordus/Kehoe motion to recommend approval. Alderman Lyon noted the timeline gap between October 2nd and October 13th is due to him being out of town. Unanimously carried.

Discussion/Recommendation on approval of Maintenance Contract with Mared Mechanical Contractors Corporation
Kordus/Kupsik motion to recommend approval. Alderman Kupsik stated that in the past there was discussion that all city buildings, including the library and fire department would be under one maintenance contract. Administrator Jordan stated the library and fire department went out on their own and believes they are both using the same firm. Mr. Kupsik stated there could be some savings to the city if all departments are incorporated on one contract. Mr. Jordan stated that it can be looked into for this next year. There was further discussion on the past bids received for the maintenance contract and aligning the department contracts to send out an RFP for all buildings in the future. Motion carried 4 to 1 with Alderman Wall voting "no."

Discussion/Action on request from GAI to amend the Townline Trails Agreement.
Kordus/Kupsik motion to recommend approval. Alderman Kupsik asked if this would be an additional cost to the original contract. Administrator Jordan stated that there was a meeting between GAI and Basso and both sides agreed that further road work needed to be completed. The City would initially pay for the repairs which would then be invoiced out to Basso. It is being presented to council as it is an amendment to the contract. Mr. Kupsik stated Basso would pay the additional cost, which was confirmed by Mr. Jordan. Unanimously carried.

Presentation of Accounts
Purchase orders. None.

Wall/Kordus motion to recommend approval of Prepaid Bills in the amount of \$1,870.71. Unanimously carried.

Kordus/Kupsik motion to recommend approval of Regular Bills in the amount of \$159,610.56. Unanimously carried.

Kordus/Kupsik motion to recommend acceptance of the Monthly Treasurer's Report for April 2014. Unanimously carried.

Adjournment
Kordus/Wall motion to adjourn at 6:21 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, SEPTEMBER 22, 2014 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Aldermen Lyon, Kehoe, Kupsik, Wall and Kordus. Also Present: City Administrator Jordan, Comptroller Pollitt, Public Works Director Winkler and City Clerk Waswo.

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.

Abby McDonald, W3423 Snake Road, Lake Geneva and Morgan Hallatt, W3211 Lake Forest Lane, Lake Geneva from Girl Scouts Troop 3016 gave a presentation on the effects of leaving dogs in vehicles during hot weather and asked the council to consider enacting an ordinance to protect animals in vehicles during hot weather.

Approval of Minutes

Kupsik/Wall motion to approve the Finance, License and Regulation Committee Meeting minutes of September 8, 2014, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Establish “Trick or Treat” hours for the City of Lake Geneva for Sunday, October 26, 2014, from 1:00 p.m. to 4:00 p.m.

Wall/Kordus motion to recommend approval. Alderman Lyon stated last year he had received comments from merchants stating they were not in favor of the trick or treat hours on a Sunday. There was discussion on if there should be an alternate time. Alderman Wall stated he believed this was the best time. Alderman Kupsik stated this has always been the time used in the past and he has never formally received a complaint with the time interfering with merchants. Unanimously carried.

Request for Temporary Extension of Licensed Premises filed by Chad Bittner on behalf of Next Door Pub & Pizzeria, 411 Interchange North, to include parking lot area behind the restaurant during the “Next Door Pub & Pizzeria Fall Fest” event on Saturday, October 5, 2014 from noon to 10:00 p.m.

Wall/Kordus motion to recommend approval with correction of day to Sunday, October 5, 2014. Unanimously carried.

Original “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License application filed by Scuttlebutts, 831 Wrigley Drive, Lake Geneva, Randy A. Horch, Agent.

Kupsik/Wall motion to approve. Unanimously carried.

Original 2014-2015 Operator’s (Bartender) License applications filed by Julia Hallock, Allyssa Ingram, Desiree Newell and Chaz Wagner.

Kupsik/Kordus motion to approve. Unanimously carried.

Renewal of 2014-2015 Operator’s (Bartender) license applications filed by Gweneth Garber, Pamela Quiller and Kara Vogt.

Wall/Kordus motion to approve. Unanimously carried.

Presentation and Discussion/Recommendation on Girl Scout Government Project – Help enact legislation to protect animals in vehicles in hot weather.

Alderman Kupsik stated it was nice to hear the Girl Scouts were involved with this project and bringing awareness to the issue.

Kupsik/Kordus motion to send to city council without recommendation for further discussion. Administrator Jordan stated this item will be on the October 13th city council agenda. Alderman Kordus clarified that the reason the item is not on the September 22nd agenda is that it needs to be publicized. Unanimously carried.

Discussion/Recommendation on award of contract to Dan Larsen Landscape of Cedarburg, WI for the 2014 Fall Tree Planting in the amount of \$27,772.00 funded by the Capital Projects Fund.

Kordus/Wall motion to approve. Alderman Kehoe suggested the matter be put back out to allow local businesses a chance to bid. Alderman Kupsik asked DPW Winkler if this is a separate list than what was presented at the last Tree Board meeting by the arborist. Mr. Winkler stated yes it is a different list as the list approved at the Tree Board meeting were trees to be removed between now and next spring. He further stated that trees have a much higher rate of survival being planted in the fall. Alderman Wall asked Mr. Winkler if he knows why the city only received two bids. Mr. Winkler stated his office contacted 15 regional landscaping firms; 6 took out packets and only 2 bids were received. He stated this could be due to being a busier time of year as it has been a good year for landscaping and construction. Mr. Wall asked why there was such a difference in price between the two bids. Mr. Winkler stated it could be because this is the first time that All-Ways has bid on this project.

Alderman Kehoe reiterated she believes this item should go out for bid again. Alderman Kupsik said the arborist had mentioned Dan Larsen Landscaping has done the tree planting in the past and has done a good job with little to no supervision. He further stated the tree board recommended Dan Larsen for the contract. Ms. Kehoe agreed, however, she felt that the city should still go out for further bids. She also questioned if residents need permits to take down trees. Mr. Winkler stated that the city does not allow residents to take down a tree in the parkway. The Street Department maintains the trees in the parkway including removal. However, if there is a power line running through the tree, then Alliant Energy would be responsible for care and removal. Mr. Winkler further stated if the tree is on private property, no permit is required. Alderman Lyon stated he does not see any benefit on putting this back out for bid as 15 landscaping businesses were contacted. Alderman Kordus noted that if we went out for bids again, it would push the planting out to the spring as the bids would not be back in a timely fashion for fall planting as desired. Alderman Kupsik said this contractor plants the trees in November, which is the best time for tree planting and agreed that the committee should move forward with this item. Motion carried 4 to 1 with Alderman Kehoe voting “no.”

Discussion/Recommendation on award of contract to Stark Asphalt of Milwaukee for the 2014 Street Improvement Program in the amount of \$879,325.61 funded by the Capital Projects Fund.

Kordus/Wall motion to approve. Mr. Winkler stated this is funded from the borrowing from earlier this year and involved the street list that public works committee had approved. It includes the Street Department parking lot, two alleys that were discussed, the Fire Department repair patch and also is partially funded through the Local Road Improvement Program. He stated they combined lots of components of the one contract to save on the costs of generating the bids and design. Mr. Winkler noted there will also be a Capital Improvement carryover resolution covering this amount that will be discussed later this evening. He stated the cut off was made at a dollar amount that was reasonable and followed the list approved by public works committee as closely as possible. Alderman Kordus pointed out that this list was approved by council and is the expenditure for that list. Mr. Winkler also stated this is the first time since he has been with the city, that there have been three bidders on the street program, as in past years it was just the local asphalt contractor. He believes the large contract attracted more bidders. Alderman Kehoe asked what was going to be done with the alley on Warren Street. Mr. Winkler stated it was not one of the two that were on the list. There was further discussion on patching alleys. Motion carried 4 to 0, with Alderman Kehoe abstaining.

Discussion/ Recommendation on renewal of Liability, Property and Workman’s Compensation policy.

Kordus/Kupsik motion to approve. Administrator Jordan stated the coverage’s went up about \$400. However, there was a 9% increase in workman’s compensation as the city did not have a good year for claims. He stated the final number is \$332,061, which is a \$27,107 increase. Since the rate is averaged over three years, the amount may decrease in the future. Alderman Wall asked if the injuries were all in one department and Mr. Jordan stated they were all spread out. Alderman Kordus asked if this was put out to bid. Mr. Jordan stated no, the city has a good history with this company, who has been in business for 25 years working specifically with cities and villages. He stated they also provide about 15 more coverage’s than private sector. Unanimously carried.

Resolution 14-R43, amending the 2014 Capital Projects Fund Budget for the City of Lake Geneva.

Kordus/Kupsik motion to approve. Alderman Kordus stated the \$17,000 for library blinds seems like a high cost and questioned if the Library went out for bids. Alderman Lyon stated that he is on the Library Board and commented the final bid came in just under \$17,000. However, part of that amount is due to the addition of a privacy shade for the Smith Meeting room. He confirmed that they did receive multiple bids. Alderman Wall stated the other bid was \$9,000 and asked if that included the privacy blind as well. Mr. Lyon stated that no, it did not. Mr. Wall asked who the third bid was from. Mr. Lyon stated he did not have that information with him. Mr. Jordan stated he did not know either. Alderman Kordus asked for clarification on who received the bid. Mr. Jordan stated the committee is not approving the sale of the contract; they are approving the funding. Motion carried 4 to 1 with Alderman Wall voting “no.”

Presentation of Accounts

Purchase orders. None.

Kupsik/Kordus motion to recommend approval of Prepaid Bills in the amount of \$7,991.44. Motion carried 4 to 1 with Alderman Wall voting “no.”

Kordus/Kupsik motion to recommend approval of Regular Bills in the amount of \$212,710.34. Unanimously carried.

Kordus/Kupsik motion to recommend acceptance of the Monthly Treasurer’s Report for May 2014. Unanimously carried.

Adjournment

Kupsik/Kordus motion to adjourn at 6:42 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE – BUDGET WORKSHOP
WEDNESDAY, OCTOBER 1, 2014 - 10:00AM
CITY HALL, ROOM 2A

Chairperson Lyon called the meeting to order at 10:03 a.m.

Roll Call. Present: Aldermen Kehoe, Kupsik and Lyon. Absent: Alderman Kordus and Wall. Also Present: Alderman Hill, Police Chief Rasmussen, City Administrator Jordan, Comptroller Pollitt and Lorraine Briere.

Comments from the public limited to 5 minutes. None.

Review/Discussion of departmental budget requests submitted for Budget Year 2015

The Library Director Andrea Peterson and board members Larry Kundert and Chris Brooks presented the proposed budget for 2015. They stated that there would be a deficit of \$3,648, not including any raises that might be approved by the Library Board.

Parking Supervisor Sylvia Mullally presented the Parking Department budget. Sylvia stated she was looking into planned facility maintenance and building needs. She said the City might consider raising ticket prices. The budget was approximately \$60,000 less than last year's budget.

Dan Winkler and Tom Earle presented the Street Department budget. After reviewing all the various functions the department performs, the request was \$10,000 higher than last year. The committee directed staff to get bids for a lawn care program at Library Park to bring it up to a level that the Street Department could then maintain it.

The Cemetery budget was presented by the Comptroller and City Administrator. There was discussion on purchasing a used mini-excavator that could be used to dig graves and also be used by the Street Department. Staff was directed to see how much a used mini-excavator would cost. The Cemetery budget is not complete as staff is waiting for quotes on a software system to track ownership, plots and persons buried in each section.

Adjournment

Lyon/Kupsik motion to adjourn at 11:12 a.m. Motion carried 3 to 0.

/s/ Dennis Jordan, City Administrator

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

FINANCE, LICENSE & REGULATION COMMITTEE – BUDGET WORKSHOP
THURSDAY, OCTOBER 2, 2014 - 10:00AM
CITY HALL, ROOM 2A

Chairperson Lyon called the meeting to order at 10:00 a.m.

Roll Call. Present: Aldermen Kehoe, Kupsik, Wall and Lyon. Absent: Alderman Kordus. Also Present: Alderman Hill, Police Chief Rasmussen, Assistant Chief Reuss, City Administrator Jordan, Comptroller Pollitt, Lorraine Briere and Tom Hartz.

Comments from the public limited to 5 minutes. None.

Review/Discussion of departmental budget requests submitted for Budget Year 2015

Chief Brent Connelly presented the proposed Fire Department budget for 2015. He stated that there would be a deficit of \$3,496 in operations. The main reason for this was a loss in revenue inspecting sprinkler systems because of a new law passed in Madison by the legislature. The total deficit would be \$6,496 because of an increase in the hydrant rental. There were no wage increases shown in the budget.

Lt. Gritzner of the Police Department presented the 2015 budget. He discussed items that were higher in last year's budget and gave the reasons why they were higher. The 2015 budget is \$12,800 more than the 2014 budget. Much of that is due to contractual items such as automatic step raises. There was also discussion of ordering the 2015 police vehicles by November 1, 2014 in order to save \$500 per vehicle. There was also discussion of using contingency funds to repair the floor in the police garage.

Adjournment

Wall/Kupsik motion to adjourn at 11:07 a.m. Motion carried 4 to 0.

/s/ Dennis Jordan, City Administrator

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

FINANCE, LICENSE & REGULATION COMMITTEE – BUDGET WORKSHOP
THURSDAY, OCTOBER 2, 2014 - 4:00PM
CITY HALL, ROOM 2A

Chairperson Lyon called the meeting to order at 4:00 p.m.

Roll Call. Present: Aldermen Kupsik, Wall and Lyon. Absent: Alderman Kehoe and Kordus. Also Present: Alderman Hill, City Administrator Jordan, Darien Schaefer and Tammie Carstensen.

Comments from the public limited to 5 minutes. None.

Review/Discussion of departmental budget requests submitted for Budget Year 2015

Darien Schaefer presented the proposed Chamber of Commerce budget for 2015. He asked if the City would consider being guaranteed a certain amount of Room Tax revenue and then allow the amount collected over that agreed upon amount, go to the Chamber. If collections were down, the Chamber would ensure that the City would get its' agreed upon amount. He mentioned a figure of \$320,000, and anything over that amount would go to the Chamber.

The YMCA budget was presented by Sherry Baker, Mike Coolidge and Jeremy Kinsey. The YMCA is requesting funding of \$52,000, up from \$48,000. They stated that participation in programs has risen, but the additional revenue does not keep pace with their growing cost of supplies. They want to continue to offer programs at a low rate for everyone and not increase their program fees if possible. Ms. Baker stated that the YMCA will spend \$68,000 on City programs and if insurance, maintenance and overhead costs are added in, the YMCA spends \$78,000 on City programs.

Adjournment

Wall/Kupsik motion to adjourn at 4:47 p.m. Motion carried 3 to 0.

/s/ Dennis Jordan, City Administrator

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

**PERSONNEL COMMITTEE MINUTES
THURSDAY, SEPTEMBER 25, 2014 – 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 4:01 p.m.

Roll Call. Present: Aldermen Chappell, Hill, Kupsik and Wall. Also in attendance: City Administrator Jordan.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation on RFP for Recruitment Services for City Administrator position
The Committee reviewed the Request for Proposal prepared by the City Administrator for recruitment services for the City Administrator position.

Hill/Wall motion to direct the City Administrator to send the request for proposals to all government recruitment firms and to place the RFP on the City's web site. Unanimously carried.

Discussion/Recommendation on Accountant Job Description
The Committee then reviewed the job description and salary range for the accountant position.

Hill/Kupsik motion to approve the job description and salary range for the accountant position and to move forward to fill the position. Unanimously carried.

Adjournment

Hill/Kupsik motion to adjourn at 4:17 p.m. Unanimously carried.

/s/ Dennis Jordan, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE



Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe

Alderman Al Kupsik

Alderman Sturg Taggart

Alderman Sarah Hill

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

City of Lake Geneva 626 Geneva Street

Lake Geneva, WI 53147-1914

www.cityoflakegeneva.com

Phone: (262) 248-3673

September 2014 Meeting Minutes

DATE: September 22, 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: September 11, 2013 Public Works Committee Meeting Minutes

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 _____
Alderman Sarah Hill X
Alderman Al Kupsik X

Staff Present:

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

Other: _____

Public in attendance: _____

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

Motion to approve by Ald. Kupsik and seconded by Ald. Hill. The motion passed 3-0.

Public Comments:

None.

Communications:

1. Projects Update-DPW Winkler provided updates on the various projects and the striping of parking in the Maple Park neighborhood.

Agenda Items:

1. Honorary Street Naming Policy.
2. Sage Street Parking Lot Reconfiguration Plan.
3. Willow Road Possible Weight Limits-Discussion.
4. City Engineering Firm RFP Discussion.

Agenda Item No. 1– Honorary Street Naming Policy.

Administrator Jordan explained how different communities recognize outstanding citizens and businesses by sub-naming streets. He provided Kenosha’s ordinance and discussed how the naming can be in place for up to 10 years. It was moved by Ald. Kordus and not seconded to ask the City Attorney to draft an ordinance to sub-name a street. After discussion of the merits of doing so or not and the complications of naming for a person dead or alive or a business, there was an interest to acknowledge Mr. Richard Driehaus in a different way. It was moved by Ald. Kupsik and seconded by Ald. Kordus to recommend to the Park Commission and Council that they name the area in front of the Riviera (fountain and lawn area) Driehaus Park and install a park sign to that extent. The motion passed 3-0.

Agenda Item No. 2- Sage Street Parking Lot Reconfiguration Plan.

DPW Winkler provided 3 plan choices A, B, and C with the final number of parking spots added along with the consideration of not doing islands. It was moved by Ald. Hill and seconded by Ald. Kupsik to recommend Plan “C” to the Parking Commission with the end islands. The motion passed 3-0.

Agenda Item No. 3– Willow Road Possible Weight Limits.

The various options for weight limits on Willow Road were discussed. It was moved by Ald. Kordus and seconded by Ald. Hill to continue the discussion to the next PWC meeting.

Agenda Item No. 4– City Engineering Firm RFP Discussion.

Administrator Jordan and DPW Winkler explained we had not considered City Engineering Services for over 5 years and a sample RFP was provided to the Committee. It was moved by Ald. Hill and seconded by Ald. Kupsik to ask the City Administrator to update the RFP and proceed with the process. There was discussion of the make-up of the interview committee and how the selection process would work. Administrator Jordan was to look up how it was done last time, and advise the PWC. The motion passed 3-0.

Motion to Adjourn:

Motion to adjourn by Ald. Hill and seconded by Ald. Kupsik. The motion passed 3-0 and the meeting adjourned at 6:45 PM.

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-----September 11, 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 4:02 P.M.

Members present: Pres. Brellenthin, Tony Saia, Ann Esarco, and Ald. Jeff Wall.

Motion by Saia to approve the minutes of the previous meeting as presented, 2nd by Ald. Wall. Passed 4-0.

Communications:

None

Water & Sewer Agenda Items:

- 1. Water & Sewer Future Rates
Rates haven't been increased since 1991. To raise rates PSC looks at proposal carefully. All increases need to be justified. May need to have water conservation plan. Staff members need to be highly involved. Outside professional may be recommended. Need to incorporate capital improvement projects. May result in increased charges to fire protection charge. Commercial could get higher increase prorated than residential – PSC charges for work done. Raising rates could become an issue from watch dog groups. Motion by Saia to retain Rukert-Mielke to review rate increase proposal and to make recommendation therein, 2nd by Ald. Wall. Passed 4-0.
- 2. Fire Hydrant Painting Proposal
Motion by Saia to hire temporary agency service to contract for painting of city fire hydrants, 2nd by Ald. Wall. Passed 4-0.

Director's Report:

- 1. Financials Update

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$ 1,000,000	EOM Cash Position	\$2,412,000
Project Commitments	\$ 25,000	Project Commitments	\$ 50,000
Upcoming Projects	\$ TBD	Upcoming Projects	\$ 200,000

Motion by Ald. Wall to approve the financials as presented, 2nd Saia. Passed 4-0.

Review and Payment of Bills:

Motion by Saia to approve the bills as presented, 2nd by Ald. Wall. Passed 4-0.

Next meeting is scheduled for 2nd or 3rd Thursday, of October at 4:00 P.M.

Adjourn:

Motion by Saia to adjourn the meeting, 2nd Ald. Wall. Passed 4-0.

Meeting adjourned at 4:50 P.M.



Secretary

CLB 09/12/14

Lake Geneva Tree Board

Wednesday, September 17, 2014

City Hall, Conference Room 2C

The Lake Geneva Tree Board was called to order by President Kirchberg at 6:15 p.m. Present were: Bob Flemming, Clara Jacobs, Al Kupsik, Candy Kirchberg, Joe Esposito and Jon Foster.

Bob Flemming made a motion to approve the minutes of the June 18, 2014 meeting, seconded by Al Kupsik. Motion carried.

Comments from the public: Candy mentioned that the street dept was behind about a month due to a short staff.

Park Board Report: Al Kupsik noted the idea of a Tot Lot on the corner of Madison, Pleasant and Marshall Street. Candy will meet with the members of the 'Friends of Dog Park'.

Arborist Report: John Foster reported the removal of 12 Ginkgo trees on Broad Street. They will be replanted with Ginkgos in November. Dan Larson was awarded the tree planting contract for the fall of 2014. 101 trees are on the fall planting list. Mr. Foster would like to again inject the ash trees in the spring of 2015. The cost could be around \$4,000.. This will be the third year since injection. Al Kupsik will check with Dan Winkler on this process and check if it is already in the budget. Meeting in October if needed.

New Business: Two names were suggested for the tree dedication on Arbor Day: Maria (Bed and Breakfast owner) and Sturge Taggart. The silk flowers have been removed from a dedicated tree in Library Park.

Old Business: There was no old business with the absence of George Troupis. This relates to the Library Park Tree Identification.

Next meeting: October 15th if needed.

Meeting adjourned at 7:10 p.m.

Clara Jacobs

Secretary

**CITY OF LAKE GENEVA
PLAN COMMISSION MEETING**

MONDAY, SEPTEMBER 15, 2014 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL

Minutes

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

2. Roll Call

Present Kupsik, Flower, Robers, Connors, Draper, Gibbs
Not Present Skates, Adams
Also Present Planner Slavney, Gregoles

3. Approve Minutes of August 18, 2014 Plan Commission meeting as distributed.

MOTION #1

Kupsik/Flower motion to approve the Minutes of 8/18/14 Plan Commission meeting as distributed.
The motion carried unanimously.

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

PUBLIC SPEAKER #1 Andrew Fritz, 327 Wrigley Drive, Lake Geneva
Mr. Fritz spoke on behalf of the BID (Business Improvement District).
He stated that they are in support of item # 8.

PUBLIC SPEAKER #2 Peter Jergens, 133 Darwin, Lake Geneva
Mr. Jergens stated his support of item #8 as a citizen, a builder and the contractor/agent for Brick & Mortar.
He also stated some specific desires in regards to what the revisions of the ordinance will include.

PUBLIC SPEAKER #3 Sarah Hill, 1024 George Street, Lake Geneva
Ms. Hill stated her support of Item #8, of revising the ordinance and encouraged the revision of the ordinance to allow for accent colors. She would also like to see some discretion be allowed for beautiful projects in Lake Geneva.

PUBLIC SPEAKER #4 Darren Schaffer, 201 Wrigley Drive, Lake Geneva
Mr. Schaffer spoke on behalf of the City of Lake Geneva Chamber of Commerce and Convention and Visitors Bureau.
They are in support of item #8 ordinance revisions and would like to see more leeway given to the Plan Commission in terms of interpretation.

5. Acknowledgment of Correspondence. – Included in the packet is a letter from 6 of our residents in support of the Brick and Mortar building and the colors that they chose and revisions to the ordinance.

6. Downtown Design Review.

A. Application by Kathy J Simes for two signs at Chatty Kathy’s located at 510 Broad Street, Tax Key No. ZGD 00005.

DISCUSSION

Kathy Simes, W5005 Paddock Drive, Elkhorn
Inspector Robers gave a brief overview and clarification of the application. Two color selections provided by Ms. Simes and she mentioned her preference is the inside color. Ms. Simes also stated she will not have the ‘red’ sign for at least a year.
Mr. Slavney commented that the ‘outside’ color choice would meet current City color requirements and what is proposed on revision.

MOTION # 2

Kupsik/Flower moved to approve the application by Kathy J Simes for two signs at Chatty Kathy's located at 510 Broad Street, Tax Key No. ZGD 00005 – including the color identified as burgundy. The motion carried unanimously.

7. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted by David and Julie Merhar, 129 Thatcher Ave, River Forest, IL 60305 for James and Kathleen Springer, 1591 Orchard Lane, Lake Geneva, WI 53147 to combine two parcels into one. Current Tax Key Nos. ZLM 00077 & ZLM 00079.

DISCUSSION

Scott Christian, Attorney (Thorpe & Christian), Agent for contract purchasers – David and Julie Merhar Atty. Christian gave a brief overview of the application.
Inspector Robers gave some clarification regarding lot line.

MOTION # 3

Kupsik/Mayor Connors moved to approve the recommendation on the application for Land Division Review for a Certified Survey Map submitted by David and Julie Merhar, 129 Thatcher Ave, River Forest, IL 60305 for James and Kathleen Springer, 1591 Orchard Lane, Lake Geneva, WI 53147 to combine two parcels into one, including staff and engineer's recommendations. Current Tax Key Nos. ZLM 00077 & ZLM 00079.
The motion carried unanimously.

8. Discussion and recommendation to modifying Section 98-913, Exterior Colors within the Downtown Design Overlay Zoning District and setting a public hearing.

DISCUSSION

The Commission and Planner Slavney discussed in detail the proposed revisions to the ordinance.
Planner Slavney and Attorney Draper added some clarification to details of the revision and the discretion allowed to the Plan Commission. Staff agreed to go back and draft new revisions for future review at the October meeting.

MOTION # 4

Mayor Connors/ Kupsik moved to approve the recommendation to modify Section 98-913, Exterior Colors within the Downtown Design Overlay Zoning District and set a public hearing. Staff is to make the changes to the draft ordinance, to include the bold and bright color definition, to include bold colors in the 10C section and limiting the 5% of an individual façade, including awnings and doors in that % as well. Including staff recommendations and to bring it back to the October Plan Commission meeting for Public Hearing. The motion carried unanimously.

9. Continued Review of Amendment Requests for the Lake Geneva Comprehensive Plan. Joint Public Hearing with City Council set for October 20, 2014 at 5:30PM.

DISCUSSION

A brief discussion was had regarding the purpose for the joint Public Hearing meeting.

MOTION # 5

Mayor Connors/Gibbs moved to approve the Continued Review of Amendment Requests for the Lake Geneva Comprehensive Plan. Joint Public Hearing with City Council set for October 20, 2014 at 5:30PM.
The motion carried unanimously.

10. Adjournment

MOTION #6

Kupsik/Gibbs moved to adjourn the meeting at 7:37 pm. Motion carried unanimously.

QUORUM OF CITY COUNCIL MEMBERS MAY BE PRESENT



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 SEPTEMBER 3, 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 ___X___, Lynn Hassler ___X___, Barb Hartigan _Late __, Peggy Schneider ___X___, Dave Quickel ___X___, John Swanson ___X___, Ald. Al Kupsik ___X___, Brian Olsen ___X___, Mayor Jim Connors ___X___ (___8 to begin meeting, then 9 Total).

Staff & Aldermen Present:

DPW Daniel Winkler ___X___, _____
Administrator Dennis Jordan ___ ___.

Public Present:

Mr. Andy Dammeir, Mr. Rod Brenner, Ms. Candice Kirchberg, Mr. Chris Schultz.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Swanson to approve the minutes of the August 2014 meeting, and seconded by Commissioner Hassler. The motion passed 7-0.

Public Input:

None.

Permits & Park Donations:

NAME: Midwest Action Cycle DATE: 10/11/14 LOCATION: Seminary Park USE: Scoterfest
-President Skates read the permit request. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Olsen. After verification of the location with the Chamber of Commerce as this is the same weekend as Oktoberfest, the motion passed 8-0.

NAME: Vance DATE: 8/2/15 LOCATION: Seminar Park USE: Family Picnic-
President Skates read the permit request. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Hartigan. The use included use of the pavilion and the motion passed 9-0.

Park Assignments/Repairs Update/Maintenance:

The following items were brought up and discussed:

- Rushwood Park-President Skates noted that mulch is still needed beneath the play equipment, and abandonment of the play pipes is not desired anymore as he had checked with his constituents. They like the pipes, but there are some reinforcing steel and sharp edges that require removal/grinding/repair.
- Commissioner Swanson and the entire board commended the Street Department efforts all year in keeping the system clean and well maintained, particularly after Art in the Park and Venetian Fest.

NEW BUSINESS

City Owned Land Tot Lot Discussion-Andy Dammeir/Trostel

(Taken #1 out of order)-President Skates and Mr. Dammeir presented the possibility of the Business Park, Trostels, and the City teaming up on a tot lot in the now lawn area remnant left over from the alley relocation south of Trostels. There was much discussion including equipment for tots under 6, fencing or not, determining an amount, and the size of the existing footprint for the tot lot. It was moved by Ald. Kupsik that everyone visit the site, staff provide some pricing, and the item be brought back for further discussion. After more discussion the motion passed 9-0.

Veterans Park Field Use, Mr. Kirk LaDue

Mr. Kirk didn't appear. President Skates said this item will be on a future agenda for further review.

CONSIDERATION OF GRILLING IN DONIAN PARK

After a brief explanation by Mr. Winkler and viewing some photographs of the park, it was moved by Commissioner Quickel to recommend to the Council to amend City ordinance to allow grilling in Donian Park. The motion was seconded by Commissioner Olsen. Grills and an ash dump were discussed and staff was asked to arrange for an ash dump similar to Seminary Park. The motion passed 9-0.

(This item needs to go to the City Attorney to draft an ordinance change and to FLJ and Council for consideration)

MAPLE PARK TENNIS COURTS POLE PAINTING DISCUSSION-DPW DAN WINKLER

DPW Winkler shared pricing on cleaning, priming and painting of the 4 poles at the tennis courts. It was moved by Alderman Kupsik and seconded by Commissioner Quickel to approve the low bid of Stateline Surface Solutions in the amount of \$3,280 as funded from the Parks operating budget. The motion passed 9-0.

CAPITAL IMPROVEMENT PROGRAM FOR PARKS 2015-DAN WINKLER (Taken 3rd out of order).

DPW Winkler shared the approved Park projects in the 3-year approved capital budget. They didn't include funding of a dog park or other than what is in the plan. There was some dog park discussion but no action taken.

PARK INTERN FOR 2015 DISCUSSION

Alderman Kupsik commented that the Personnel Committee was looking at assigning all park related duties to one of the front desk clerks as part of her normal duties. President Skates and some members of the Commission wished to have an intern dedicated to only parks. There was discussion of funding or not and developing a job description. Commissioner Schroeder offered to contact UW LaCrosse to follow up on both a job description and how internships work as they have a park and recreation program.

OLD BUSINESS

Dunn Field Concession Discussion

President Skates discussed how a future concessionaire agreement could be structured to make it work financially for the vendor. The open banner or sign was discussed and what it would take to satisfy the building inspector. It was moved by Ald. Kupsik to put RFP's back out there before winter with no requirement to limit it to food sales or mandate hours of operation. The motion was seconded by Commissioner Olsen and passed 9-0.

Park Use & Open Space Plan Details/Discussion, Survey Status/Workshop

DPW Winkler provided an update and status report to the Commission. The next step was to select an open house, date, time and place. By unanimous consent, the open house date is September 29, 2014, 6:30 PM to 8:30 PM, at City Council Chambers (if available or the Police Department training room). All members were encouraged to complete their survey forms by September 7th.

Dog Park Discussion (Taken #2 Out of Order).

President Skates and Ms. Kirchberg updated the Commission on the status of the private fundraising effort. Ms. Kirchberg said the progression would be fencing, water, and then make the park a popular destination. She said she has made a brochure but has no funding. There was much discussion about how the park is not in the City capital budget and has limited funds, that a friends of the dog park group needs to be the catalyst to move this forward, and that Community Bank is willing to assist with setting up an account to accept funds. A stumbling block to fundraising is that there isn't a date to complete the park. DPW Winkler stated that due to the low cost to install fencing that, barring frozen ground, that a fence could be awarded by Council and installed within 60 days of having funds. No other action was taken.

Future Meeting Agenda Items-August

- Ask the Assistant DPW if he is available to attend the next meeting so the Commission may meet him.

Adjourn:

It was moved by Mayor Connors and seconded by Commissioner Hartigan to adjourn. The motion passed 9-0 and the meeting was adjourned at 8:10 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for October 1, 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, September 11, 2014 at 7:30 a.m. (Director's Office)

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

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$54,317.54 in General Funds and \$565.26 in Donated Funds.

Board of Trustees Meeting

Thursday, September 11, 2014 at 8:00 a.m.

Call to order

Brookes called the meeting to order at 8:12 a.m.

Roll Call

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

Adoption/Amendment of agenda

Brookes asked for a motion to approve the agenda. Lyon made a motion to approve 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 August 14, 2014 meeting. Lafrenz made a motion to approve the minutes. Kundert seconded. Motion carried unanimously.

President's Report

Brookes reported on Peterson's recommendation to purchase a ScanPro3000 microfilm reader. The Board reviewed the proposal to purchase the ScanPro3000 and the computer and printer to support it. Discussion followed. Lafrenz made a motion that the Board contribute up to \$5,000, with the majority of the funding coming from available money in the Swanson Endowment Fund and the balance from the General Fund. Dinan seconded. Motion carried unanimously.

Brookes alerted the Board to the invitation to the Annual Lakeshores Library System Trustee Meeting on October 30 at Hawk's View.

Building & Grounds

Kundert reported that the second book drop will be sent out for refurbishing now that summer is over.

Kundert reported that staff is in the process of getting three bids for the exterior painting.

Peterson reported that the window treatments will be ordered with a forthcoming payment for one-half of the project to Lake Geneva Screens.

Peterson reported that staff is in the process of getting three bids for the restoration of the planters. Peterson recommended that this project be submitted for funding from the City's Capital Improvement Projects in Spring 2015.

Finance

Kundert made a motion to approve \$54,317.54 in General Funds. Lafrenz seconded. Motion carried unanimously. Kundert made a motion to approve \$565.26 in Donated Funds. Lafrenz seconded. Motion carried unanimously.

Kundert reported the need for the Board to meet prior to the Library's October 1 presentation to the City. Discussion followed. It was agreed that the Finance Committee will meet on Tuesday, September 23, 2014 at 8:00 to review a draft of the 2015 budget.

Personnel

Lyon made a motion to go into **Closed Session** pursuant to WI Statutes 19.85(1) c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility

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

The Personnel Committee made a motion to recommend that the employee be reinstated to regular, full-time status with a review by Personnel Committee in three months. Kundert seconded. Motion carried unanimously.

Director's Report

Peterson reported on the service statistics for the month of August. She mentioned that decreased circulation among Walworth county resident who do not have a library in their township or village impacts Walworth County reimbursements to the Library and the Library's operating budget.

Peterson reported that the Library has been nominated for a landscaping award by the Beautification Committee.

Benson reported on upcoming adult programs and partnerships.

Adjournment

Brookes asked for a motion to adjourn at 9:05 a.m. Lyon made a motion to adjourn. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones
Secretary

Next meeting: Thursday, October 9, 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

Tuesday, September 23, 2014 at 8:00 a.m. (Director's Office)

Minutes

Call to order

Kundert called the meeting to order at 8:03 a.m.

Roll Call

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

Adoption/Amendment of agenda

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

Chairman's Report

Kundert presented the bids submitted to power wash and paint the trim of the exterior of the building. Discussion followed. Lafrenz made a motion to approve the power wash and exterior painting as proposed in an amount not to exceed \$5,000 and with the final approval of the Chairman of the Building & Grounds Committee. Lyon seconded. Motion carried unanimously.

Review of Library's Proposed 2015 Operating Budget

Kundert introduced the draft of the Library's proposed 2015 operating budget. Lyon reported that City Administration requested a flat budget submitted from all departments. Discussion followed. Lafrenz made a motion to approve the proposed 2015 operating budget as prepared. Dinan seconded. Motion carried unanimously.

Adjournment

Kundert asked for a motion to adjourn the meeting at 9:15 a.m. Dinan made a motion to adjourn. Lyon seconded. Motion carried unanimously.

Respectfully submitted,

**Larry Kundert
Treasurer**

Lake Geneva Historic Preservation Commission Meeting Minutes

September 11, 2014 6:30 p.m. Lake Geneva City Hall

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

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

Approval of the Minutes of Historic Preservation Commission Meeting of August 14, 2014.

Comments from the public: None

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners Association.
The Oak Hill Cemetery tour will take place on October 11th with tickets available from the museum and at the cemetery. There will be a craft sale in November and space is still available. Please contact the museum if you would like to purchase a space.

Update on the status of the historic Geneva Theater Building. The building is currently up for sale with a local Realtor and a potential buyer is trying to acquire a liquor license.

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

ALL markers have been installed on the graves of the Civil War veterans A sign is being designed that will list all of the Civil War veterans in both Oak Hill and Pioneer Cemetery. Ken Etten will get a quote for the price of the sign and a Motion was approved to go forward with the purchase if Ken Etten is comfortable with the price and all Historical Preservation members approve.

Continued discussion regarding nomination of Oak Hill Cemetery as a National Historic Site, Research is still being done.

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.
John Notz will have to validate

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 Preservation members

There is one possible request. *The price of the plaques is now \$131.00*

Update on potential projects and promotional ideas for the LGHPC and updates to our website www.historiclakegeneva.org. The website is being redone with the help of the city of Lake Geneva. Patrick Quinn will review a Walking Tour brochure.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Dee Fiske