



**COMMITTEE OF THE WHOLE**  
**MONDAY, AUGUST 03, 2020 – 6:00 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

COUNCIL PRESIDENT, RICH HEDLUND

ALDERPERSONS: JOAN YUNKER, MARY JO FESENMAIER, TIM DUNN, CINDY FLOWER, SHARI STRAUBE, KEN HOWELL, AND JOHN HALVERSON

**AGENDA**

**THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC. IN-PERSON ATTENDANCE WILL BE LIMITED TO NO MORE THAN 13 PEOPLE, ON A FIRST COME FIRST SERVED BASIS. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:**

- Livestream at the City of Lake Geneva Vimeo Channel found here [www.vimeo.com/lakegeneva](http://www.vimeo.com/lakegeneva)
- Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
- Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free)
- **Access Code:** 9746153
- You can provide public comment on agenda items by appearing in person or by emailing your comments to the Deputy Clerk at <mailto:deputyclerk@cityoflakegeneva.com> or you may deliver your written comments to the City of Lake Geneva City Hall, 626 Geneva Street, Lake Geneva, WI 53147. All written comments must be provided to the Deputy Clerk by 5:00 P.M. on the date of the meeting. All written comments will be read aloud during the agenda item when public comments are allowed during the meeting.

1. Council President Hedlund calls the meeting to order
2. Pledge of Allegiance – Ald. Howell
3. Roll Call
4. 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.
5. **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.
  1. Finance, License & Regulation Committee, Alderperson Howell
  2. Personnel Committee, Alderperson Hedlund
  3. Public Works Committee, Alderperson Flower
  4. Piers, Harbors, & Lakefront Committee, Alderperson Yunker



6. **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.
1. Utility Commission, Alderperson Flower
  2. Tree Board, Alderperson Halverson
  3. Police & Fire Commission, Alderperson Yunker
  4. Plan Commission, Alderperson Dunn
  5. Board of Park Commissioners, Alderperson Fesenmaier
  6. Library Board, Alderperson Halverson
  7. Historic Preservation Commission, Alderperson Dunn
  8. Cemetery Board, Alderperson Howell
  9. Avian Committee, Alderperson Flower
  10. Tourism Commission, Alderpersons Hedlund & Fesenmaier
  11. Riviera Ad Hoc Restoration Committee, Alderperson Fesenmaier
  12. Communications Ad Hoc Committee, Alderperson, Fesenmaier
7. **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.
1. VISIT Lake Geneva, Alderperson Straube
  2. Geneva Lake Museum, Alderperson Dunn
  3. Lake Geneva Economic Development Corporation, Alderpersons Hedlund & Howell
  4. Geneva Lake Environmental Agency, Alderperson Fesenmaier
  5. Geneva Lakes Family YMCA, Alderperson Flower
  6. Geneva Lake Use Committee, Alderperson Dunn
  7. Business Improvement District, Alderperson Straube
8. 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.*

COMMITTEE OF THE WHOLE MINUTES  
MONDAY, MARCH 02, 2020 – 6:00 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS

**Council President, John Halverson**  
**Alderspersons: Selena Proksa, Doug Skates, Tim Dunn, Cindy Flower,**  
**Shari Straube, Ken Howell and Rich Hedlund**

Council President Halverson called the meeting to order at 6:00 pm

Pledge of Allegiance – Ald. Skates

Council President, Halverson announced that April 06, 2020 Committee of the Whole will be canceled  
Due to 4/7/20 Election

**Roll Call:** Council President, Halverson, Ald. Proksa, Skates, Dunn, Straube, Howell, & Hedlund  
Excused Absent: Ald. Flower

**Approval of Minutes from December 02, 2019 & January 06, 2020 Committee of the Whole Meeting as distributed.** Ald. Skates approved the December 02, 2019 & January 06, 2020 Committee of the Whole minutes, second by Dunn. Motion carried 7-0.

Steve Johnson, VP of Convergence Energy made a presentation on Solar Energy.

**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.**

Demitri Anagnos, 148 Cass St. & 811 Wrigley Dr., invited input and distributed a proposed survey he plans to send out regarding the closing of Wrigley Drive and Hillmoor.

Bill Huntress, 1015 Pleasant St., opposed to the management of the installation of the install project at Riviera plaza, and the Comprehensive Plan.

Spyro Condos, 1760 Hillcrest Dr., opposed to some of the suggestions for the closing of Wrigley Dr., Big Foot Beach and Hillmoor on the Comprehensive Plan. Expressed appreciation for the effort made by all for a successful Winterfest.

Mary Jo Fesenmaier, 1085 S. Lake Shore Dr. kudos to the solar presentation as it's been referenced to the Comprehensive Plan, and also distributed a handout to some of the aldermen. She's unsure of the state of 1<sup>st</sup> reading at the Council meeting, the link to the Comprehensive Plan on the website, and the management of various committees and its members.

Charlene Klein, 817 Wisconsin St., expressed opposition to the Comprehensive Plan. She shared some of what she's heard from local residents as far as what they would like to see developed with the Comprehensive Plan.

Pete Petersen, 1601 Evergreen Lane, opposed to the closing of Wrigley Dr., the boat pier, or changing anything with Hillmoor. If any of these items are in the Comprehensive Plan he hopes it would be voted down and sent it back to the Plan Commission.

Dick M N1991 S. Lake Shore Dr. opposed to changes on S. Lake Shore Dr. and beaches in the Comprehensive Plan.

COMMITTEE OF THE WHOLE MINUTES  
MONDAY, MARCH 02, 2020 – 6:00 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS

**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.

Finance, License & Regulation Committee, Alderman Howell

Personnel Committee, Alderman Proksa

Public Works Committee, Alderman Flower

Piers, Harbors, & Lakefront Committee, Alderman Skates

**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.

Utility Commission, Aldermen Hedlund & Flower

Tree Board, Alderman Dunn

Police & Fire Commission, Alderman Skates

Plan Commission, Alderman Skates

Board of Park Commissioners, Alderman Straube

Library Board, Alderman Halverson

Historic Preservation Commission, Alderman Dunn

Cemetery Board, Alderman Howell

Avian Committee, Alderman Proksa

Tourism Commission, Aldermen Hedlund & Straube

**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.

VISIT Lake Geneva, Alderman Proksa

Geneva Lake Museum, Alderman Dunn

Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund

Geneva Lake Environmental Agency, Alderman Skates

Geneva Lakes Family YMCA, Alderman Flower

Geneva Lake Use Committee, Alderman Dunn

Business Improvement District, Alderman Halverson

COMMITTEE OF THE WHOLE MINUTES  
MONDAY, MARCH 02, 2020 – 6:00 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS

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.*

3/04/20 10:00 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

**FINANCE, LICENSING & REGULATION COMMITTEE**  
**TUESDAY, MARCH 3, 2020 – 6:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

**Committee Members:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

The meeting of the Finance Licensing, and Regulation committee was called to order by Chairperson Howell at 6:00 p.m.

**Roll Call**

Present: Howell, Halverson, Proksa, Skates, and Hedlund

Absent: None

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

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of February 18, 2020, as prepared and distributed

Motion by Skates to approve, second by Proksa. No discussion. Motion carried 5-0.

**Licenses & Permits**

2019-2021 Original & Renewal Operator License applications filed by various applicants as listed in packet

Motion by Hedlund to approve, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R13** a resolution authorizing the use of Contingency funds for the Building & Zoning Department records scanning project with Kapur & Associates Inc

Motion by Skates to approve, second by Halverson. Finance Director Hall noted that this was already approved and this was the budget amendment. Motion carried 4-0, Hedlund did not vote.

Discussion/Recommendation regarding **Resolution 20-R14** a resolution adopting a 2019 year-end budget amendment authorizing the re-allocation of funds in the 2019 budget for certain expenditures exceeding their 2019 budgets, and balance to be paid from the 2019 Contingency Fund

Motion by Proksa to approve, second by Skates. Finance Director Hall stated that this was done to determine what funds were over budget and that the gap was to be covered by 2019 contingency. Flower asked if this money could be used to cover the 2020 budget gap and Hedlund stated that he would like to see the 2019 contingency carried over to 2020. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R15** a resolution approving the assigned fund balance for the Parks Committee donations account as of December 31, 2019

Motion by Proksa to approve, second by Halverson. Finance Hall Director stated that this is bookkeeping for the end of the year and that an account correction needed to be made. Motion carried 5-0.

Discussion/Recommendation regarding approving an agreement with Automated Parking Technologies to provide Parking Kiosk Maintenance Service for 2020 in an amount not to exceed \$62,900

Motion by Halverson to approve, second by Skates. City Administrator Nord stated that the new kiosks have been ordered but they do need to be installed. He added that the hourly amount for any repairs or troubleshooting is very expensive and based on the number of calls in 2019 this contract approval is well worth it. Hall stated that this will be beneficial with the possible parking rate change. Nord added that the company did not offer any kind of contract proration. Flower expressed concerns with renewing the contract and felt that the new kiosks should be installed right away. Motion carried 4-0, with Hedlund abstaining.

Discussion/Recommendation regarding updating the City of Lake Geneva Policy & Application regarding Issuance of Regular and Reserve Intoxicating Liquor Licenses

Motion by Skates to approve with the publication language removed and refer to Council for consideration, second by Proksa. Motion carried 5-0.

Discussion/Update regarding Final Draw on 2017 Line of Credit

City Administrator Nord stated that the City is coming up on its final year to draw on a previously approved line of credit. This draw will come to about \$2.7M and the deadline to draw in May 1, 2020 and funds will be used for capital projects. No action taken.

**Presentation of Accounts**

Prepaid Bills in the amount of \$2,513,994.60

Motion by Hedlund to approve, second by Skates. No discussion. Motion carried 5-0.

Regular Bills in the amount of \$ 149,751.98

Motion by Hedlund to approve, second by Skates. No discussion. Motion carried

**Adjournment**

Motion by Halverson to adjourn, second by Proksa. Motion carried 5-0. The meeting adjourned at 6:24 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES  
TUESDAY, MARCH 17, 2020 – 6:00 PM  
CITY HALL, CONFERENCE ROOM 2A**

**Committee Members:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

The meeting was called to Order by Chairperson Howell at 6:00 pm

**Roll Call:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

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

Tom Hartz, 1051 W. Geneva Blvd., he wanted to explain the reasons for the change due to COVID 19. Gov reduced the gathering size to 10 and Mayor Hartz limited to 25 and separating chairs by six feet. All committee meetings will be on Channel 25.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of March 3, 2020, as prepared and distributed

Motion to approve the March 3, 2020 FLR minutes by Ald. Skates, second by Ald. Proksa. Motion carried 5-0.

Discussion/Recommendation regarding approving a three-year contract with Everbridge Nixle Public Notification System in an amount not to exceed \$4,000

Lt. Gritzner spoke to explain the Everbridge Nixle – text SMS to communicate to residents and tourists.

Motion by Ald. Hedlund to approve, second by Ald. Proksa. Motion carried 5-0.

**Licenses & Permits**

2019-2021 Original & Renewal Operator License applications filed by various applicants as listed in packet

Motion by Ald. Skates to approve, second by Ald. Halverson. Motion carried 5-0.

Discussion/Recommendation regarding a Tier I Event Permit Application filed by the Lake Geneva Downtown Business Improvement District for the event of The Lake Geneva Wine Walk to take place on Sunday, May 10, 2020 from 1:00 p.m. to 4:00 p.m. in various businesses and on various streets through downtown Lake Geneva

Motion to approve the Tier 1 Event by Ald. Proksa, second by Ald. Skates. Motion carried 5-0.

Discussion/Recommendation regarding a Tier I Event Permit Application filed by the Lake Geneva Downtown Business Improvement District for the event of Semper Half Marathon after Party to be held Saturday, July 11, 2020 from 7:30 a.m. to 11:30 a.m. in Seminary Park

Motion to approve the Tier 1 Event by Ald. Skates, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding a Public Assembly Permit Application filed by Patrick Sanchez for the event of SC Wave Walworth Soccer Training to occur Monday through Friday starting March 16, 2020 and ending June 26, 2020 from 4:30 p.m. to 8:30 p.m. located at the soccer fields in Veteran's Park (Applicant is requesting to pay \$20 per day for park usage)

Motion to continue the application request by Ald. Halverson, second by Hedlund. Motion carried 5-0.

Discussion/Evaluation/Possible Recommendation regarding an Original "Class B" Regular Intoxicating Liquor & Class "B" Fermented Malt Beverage License Applications filed by:

D & D Restaurant Group Inc d/b/a The Flat Iron Tap, agent, John Lindsey, located at 150 Center St, Lake Geneva, WI  
Mangiami Italiano LLC d/b/a Cuoco Pazzo Antipasto Bar, agent, Eric Webber, located at 393 N Edwards Blvd, Lake Geneva, WI

Motion to continue this by Ald. Skates, second by Halverson. Motion carried 5-0.

Ald. Skates motion to suspend the rules to allow owner, Mangiami Italiano, Eric Webber to speak regarding request for liquor license, second by Ald. Halverson. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R16** a resolution approving the assigned fund balance for the Fire Department EMS-Act 102 account as of December 31, 2019

Motion to approve Resolution 20-R16 by Ald. Hedlund, second by Ald. Skates. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R17** a resolution approving the assigned fund balance for the Fire Department CPR account as of December 31, 2019

Motion to approve Resolution 20-R17 by Ald. Skates, second by Ald. Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R18** a resolution approving the assigned fund balance for the Fire Department Donations account as of December 31, 2019

Motion to approve Resolution 20-R18 by Ald. Skates, second by Ald. Howell. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R19** a resolution approving the assigned fund balance for the Police Department donations account as of December 31, 2019

Motion to approve Resolution 20-R19 by Ald. Skates, second by Ald. Proksa. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R20** a resolution approving the assigned fund balance for the Police Department state seizures account as of December 31, 2019

Motion to approve Resolution 20-R20 by Ald. Skates, second by Ald. Proksa. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R21** a resolution approving the assigned fund balance for the Police Department uniform allowance account as of December 31, 2019

Motion to approve Resolution 20-R21 by Ald. Skates, second by Ald. Proksa. Motion carried 5-0.

Discussion/Recommendation regarding the purchase of a 2020 International HV507 Chassis from Lakeside International in an amount not to exceed \$102,808.00 to be paid from the 2020 Equipment Replacement Fund

Motion by Ald. Hedlund to approve the purchase of a 2020 International HB507 Chassis from Lakeside International in the amount not to exceed \$102,808, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding the 2020 maintenance contract for traffic signals with TAPCo

Motion by Ald Hedlund to approve the 2020 maintenance contract for traffic signals, second by Ald. Howell. Motion carried 5-0.

Discussion/Recommendation regarding **Ordinance 20-02** an ordinance amending Section 6-37, Operator Licenses, of Division 1, Generally, of Article II, Licenses, of Chapter 6, Alcohol Beverages, of the Municipal Code of the City of Lake Geneva; Relating to designating the issuing authority for the City of Lake Geneva

Motion to approve Ordinance 20-02 by Ald. Hedlund, second by Ald. Halverson. Motion carried 5-0.

Discussion/Recommendation regarding MSI General Pay Request #3 for the Riviera Restoration Project in an amount not to exceed \$436,145.95

Motion by Ald. Skates to approve the MSI Pay Request #3 for the Riviera Restoration Project in the amount not to exceed \$436,145.95, second by Ald. Hedlund. Motion carried 5-0.

Discussion regarding the possible addition of a Veteran's Park Athletic Event Category to the City of Lake Geneva Event Permit Policy & Application

General discussion consensus to have permit revised by Clerk's Office.

Discussion regarding the February 2020 Budget versus Actual and Treasurer's Report  
Committee reviewed bills.

### **Presentation of Accounts**

Prepaid Bills in the amount of \$2,764,276.25

Motion by Ald. Skates to approve, second by Hedlund. No discussion. Motion carried 5-0.

Regular Bills in the amount of \$ 423,728.58

Motion by Ald. Hedlund to approve, second by Ald. Skates. Motion carried 5-0.

Motion to adjourn by Ald. Skates at 6:52 pm, second by Ald. Halverson. Motion carried 5-0.

*Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.*

cc: Committee Members, Mayor, Council, Administrator, Attorney

**FINANCE, LICENSING & REGULATION COMMITTEE**  
**WEDNESDAY, APRIL 8, 2020 – 6:00 PM**  
**CITY HALL, COUNCIL CHAMBERS**

**Committee Members:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

The meeting of the Finance Licensing, and Regulation committee was called to order by Chairperson Howell at 6:00 p.m.

Chairman Howell read the following announcement as this was the first “virtual meeting” held by the committee:

**THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC. YOU CAN CALL-IN OR WATCH THE MEETING IN SEVERAL WAYS:**

1. Livestream at the City of Lake Geneva Vimeo Channel found here [www.vimeo.com/lakegeneva](http://www.vimeo.com/lakegeneva)
2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
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4. You can provide public comment on agenda items by emailing your comments to the City Clerk at [cityclerk@cityoflakegeneva.com](mailto:cityclerk@cityoflakegeneva.com) or you may deliver your written comments to the City of Lake Geneva City Hall, 626 Geneva Street, Lake Geneva, WI 53147. All written comments must be provided to the City Clerk by 5:00 P.M. on the date of the meeting. All written comments will be read aloud during the agenda item when public comments are allowed during the meeting.

**CITY HALL WILL NOT BE OPEN TO THE PUBLIC DURING THE MEETING. YOU CAN OBSERVE THE MEETING VIA THE ABOVE LISTED COMMUNICATIONS.**

**Roll Call**

Present: Howell, Halverson, Proksa, Skates, and Hedlund

Absent: None

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

**Licenses & Permits**

2019-2021 Original & Renewal Operator License applications filed by various applicants as listed in packet

Motion by Skates to approve, second by Hedlund. Motion carried 5-0.

Discussion / Possible Action regarding an Event Permit Application filed by the Lake Geneva Farmer’s Market concerning waiver of parking fees stalls 507-519 from May to October 2020.

Motion by Skates to approve, second by Proksa. Motion carried 5-0.

Discussion / Possible Action regarding action concerning VIPLY Beach Pass app.

General discussion concerning the app, asked if city staff could contact the vendor to possibly modify some wording.

Motion by Skates to approve pending final City Attorney review of the contract, second by Hedlund. Motion carried 5-0.

Discussion/Possible Action regarding change order for repair and painting of columns at the Riviera building (second floor) \$11,675.00 *cost to be paid for from Riviera project contingency fund.*

General discussion among the committee. Motion by Skates to approve, second by Hedlund. Motion carried 5-0.

**Presentation of Accounts**

Prepaid Bills in the amount of \$788,503.76

Motion by Proksa to approve, second by Skates. No discussion. Motion carried 5-0.

Regular Bills in the amount of \$ 267,134.04

Motion by Skates to approve, second by Howell. No discussion. Motion carried 5-0

**Adjournment**

Motion by Halverson to adjourn, second by Proksa. Motion carried 5-0. The meeting adjourned at 6:24 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES**  
**TUESDAY, APRIL 21, 2020 – 6:00 PM**  
**CITY HALL, COUNCIL CHAMBERS**

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

Call to Order by Chairperson Howell at 6:02 p.m.

**Roll Call**

Present: Howell, Hedlund, Yunker, Fesenmaier, and Halverson

Absent :None

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

Approve the minutes of the April 8, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

**Licenses & Permits**

Discussion/Recommendation regarding an Event Permit Application filed by the Holy Communion Episcopal Church for the event of Holy Communion Farmer's Market to take place every Thursday in May 2020 through October 2020 from 8:00 a.m. to 1:00 p.m. located at 320 Broad Street (Applicant is requesting waiver of parking fees for the use of blocked stalls)

Motion by Howell to approve, second by Hedlund. Hedlund stated that this is the same as it has been in the past. Fesenmaier asked that the next meeting that the fees be discussed. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #4 from MSI General for the Riviera Restoration project in an amount not to exceed \$330,321.65

Motion by Howell to approve, second by Hedlund. City Administrator Nord noted that this is the fourth pay request. Motion carried 5-0.

Discussion regarding City of Lake Geneva 2020 Revenue Estimates

Parking Manager Elder addressed the Committee regarding the budget shortfall due to the parking operation being shut down. This item will need to return for further discussion. No action taken.

Discussion regarding March 2020 Treasurer's Report and Budget versus Actual Report

Finance Director Hall stated there was an increase in the cash due to the final draw on the letter of credit. She added that some of the expenditures over a little over the mark however that was due to the three payrolls in March. She then further reviewed the budget to actual report for March. No action taken.

**Presentation of Accounts**

Prepaid Bills in the amount of \$ 29,622.79

Motion by Howell to approve, second by Hedlund. Motion carried 8-0.

Regular Bills in the amount of \$ 436,820.34

Motion by Hedlund to approve, second by Yunker. Motion carried 8-0.

**Adjournment**

Motion by Hedlund to adjourn the meeting, second by Yunker. Motion carried 8-0. The meeting adjourned at 6:27 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES**  
**TUESDAY, MAY 5, 2020 – 6:00 PM**  
**CITY HALL, COUNCIL CHAMBERS**

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

Chairperson Howell called the meeting to order at 6:01 p.m.

**Roll Call**

Present: Howell, Yunker, Fesenmaier, Halverson, and Hedlund

Absent: None

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

Terry O'Neill; 954 George St; Spoke in favor of the City exploring budget revisions listed as moderate in the City Administrator's memo.

Approve the minutes of the April 21, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

Motion by Fesenmaier to approve, second by Hedlund. No discussion. Motion carried 5-0.

**Licenses & Permits**

Discussion/Recommendation regarding an Agent Change for Kwik Trip Inc d/b/a Kwik Trip #219, to Laura Meinen

Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original Class "B" Fermented Malt Beverage License Application filed by The Farmstand LLC d/b/a The Farm Stand, agent, Dan Robers, located at 830 W Main St, Unit C

Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R35** a resolution authorizing the carryover of 2019 Equipment Replacement Funds to the 2020 Equipment Replacement Fund Budget and adjusting assigned/unassigned balances for these purchases

Motion by Halverson to approve, second by Hedlund. Finance Director Hall stated that there was a Fire vehicle that was damaged in 2019 and the funding to replace it was approved in 2019. She stated that the vehicle was obtained in 2020 and that the funds should be moved to 2020. This resolution will approve the reallocation of that money. Motion carried 5-0.

Discussion/Recommendation regarding **Ordinance 20-03** ordinance amending Chapter 2, Administration, Article VIII, Emergency Government, Section 2-401, Policy and Purpose by adding Subsection (d), enforcement and Penalty relating to the Enforcement or Emergency Orders issued by the State of Wisconsin or the City of Lake Geneva, Wisconsin

Chief Rasmussen stated that this will allow the Police Department to issue a citation due to a violation of an Emergency Order. He added that the District Attorney will not take any misdemeanors that come from the lack of this type of ordinance being in place. He added that this should have been in place from the start and that it should be in place for the future. Rasmussen noted that other municipalities are following the same path and others are not. He added that Police Department would not just go out and start writing tickets; they would continue to enforce compliance. Fesenmaier a Motion by Hedlund to approve, second by Halverson. Motion carried 5-0.

Discussion regarding the City of Lake Geneva Event Permit Policy as it relates to the Waiver of Fees

Howell noted that this had come forward as a request from Alderperson Fesenmaier. Fesenmaier inquired how the waiver of fees worked for the event permits. Clerk Kropf noted that the Deputy Clerk had reviewed the trend of which groups had requested the waiver of fees for certain events. After reviewing those trends and how other municipalities handle event permits, the policy was developed to indicate that non-profit organizations would be able to apply with automatic waiver of fees. This policy would give the Council a clear outline of which groups were able to have the event permit fees waived. No action taken.

Discussion regarding City of Lake Geneva Revenue Shortfalls and Reduction of Expenditures for 2020

City Administrator Nord addressed the committee regarding the memo that was included in the Finance packet. He outlined the different categories for how department heads could possibly reduce expenses. Nord stated that the Departments heads have started the review of their budgets, however they would like additional direction from the Council. Finance Director Hall stated that she is worried about the revenue shortfall from parking, room tax, and beach admission. She added that there are other options that include short term borrowing or using the City's reserve funds. Flower questioned if the City should maybe postpone certain projects that are slated to be completed in 2020. This information should be made available from the Departments Heads for the upcoming Standing Committee meetings. Flower also added that she would not agree with the raising of any fees or reducing wages for any City staff. No action taken.

Discussion/Possible Action regarding potential license fee reduction or payment deferment for certain City-issued licenses

City Clerk Kropf stated that she had received requests from certain local businesses that the City reduce or waive license fees. If the City were to waive or reduce all of the fees for the licenses expiring June 30, the City would lose about \$85,000. Kropf added that she had considered offering a license payment deferment, however after reviewing the State Statute and conferring with the City Attorney, the City can't legally offer that. This more specifically applies to the liquor, tobacco, and operator licenses. Motion by Howell to leave the fees as is, second by Hedlund. Motion carried 5-0.

**Presentation of Accounts**

Prepaid Bills in the amount of \$ 392,780.59

Motion by Hedlund to approve second by Howell. No discussion. Motion carried 5-0.

Regular Bills in the amount of \$ 187,742.15

Motion by Howell to approve, second by Yunker. Finance Director Hall stated that the General Communications invoice is so that the emergency equipment can be taken off the Dodge Street Tower before it is razed and then it will be put back up once the tower is complete. Motion carried 5-0.

**Adjournment**

Motion by Fesenmaier to adjourn the meeting, second by Howell. Motion carried 5-0. The meeting adjourned at 6:44 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES**  
**TUESDAY, MAY 19, 2020 – 6:00 PM**  
**CITY HALL, COUNCIL CHAMBERS**

**Committee Members:** Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

Chairperson Howell called the meeting to order at 6:04 p.m.

**Roll Call**

Present: Howell, Yunker, Fesenmaier, Halverson, and Hedlund

Absent: None

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

Kevin Morici; Spoke in opposition of the reduction of short term rental fees.

Anthony Scalzitti; Spoke in opposition of the reduction of short term rental fees.

Approve the minutes of the May 5, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

Motion by Fesenmaier to approve, second by Howell. No discussion. Motion carried 5-0.

**Licenses & Permits**

Discussion/Recommendation regarding renewal application of Massage Establishment License for Element Massage Studio

Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Event Permit application filed by VIST Lake Geneva for the event of Concerts in the Park to take place, 7/2/2020, 7/9/2020, 7/16/2020, 7/23/2020, 7/30/2020, 8/6/2020, and 8/13/2020, located in Brunk Pavilion in Flat Iron Park from 6:00 p.m. to 8:00 p.m. (Applicant is requesting waiver of parking fees in an amount of \$440.00)

Motion by Hedlund to approve without the waiver of parking fees, second by Halverson. Hedlund questioned why the City would want to waive the parking fees. Flower suggested that they just use the parking stalls at the Visitor Center and is not in favor of waiving any fees at this time. Motion carried 5-0.

Discussion/Possible Recommendation regarding City of Lake Geneva Policy & Evaluation Regarding Issuance of Regular and Reserve Intoxicating Liquor Licenses

Mayor Klein stated that she wanted this on the agenda just to see if the committee had a revisions or changes to offer. Fesenmaier indicated that the policy was contradictory to itself and would like to see it abolished. Hedlund stated that he was never

Discussion/Possible Recommendation regarding the reduction or waiver of the City of Lake Geneva Short Term Rental Fees

Attorney Draper stated that the City is facing litigation regarding the fees associated with the short term rental permit. Draper stated that the committee should lower the cost to reflect the administrative fees which are \$984, per the Building and Zoning Department. He added that the Building & Zoning Department would be comfortable charging \$500 and that the ordinance changes would be coming to the Council for discussion.

Motion by Howell to continue to the next meeting, no second offered. Motion failed.

Motion by Hedlund to lower the short term rental fee to \$750, second by Yunker. Hedlund stated that this would put the City more in line with other municipalities and would more closely match what the actual cost is. Fesenmaier stated that she would like to see the fee set at \$1,000.00 Motion carried 3-2, with Halverson and Fesenmaier voting no.

Discussion/Recommendation regarding approval of the 2020 Lifeguard Services Agreement with Water Safety Patrol in an amount not to exceed \$36,845.00

Hedlund wondered if the Water Safety Patrol would offer a prorated amount for the contract if the each is closed. The City Administrator stated that he could certainly ask, but the City needs to have this contract in place for when the beach opens.

Motion by Fesenmaier to send to Council without recommendation, second by Hedlund. Motion carried 5-0.

Discussion regarding the City of Lake Geneva Capital Projects and Equipment Replacement Funds Status

City Administrator Nord stated that there is a summary from all of the departments for the Capital Projects. He stated that this was a discussion item and felt that the revenues that are coming seem to be better than initially projected. The committee decided to not remove any budgeted projects for the time being but would still monitor. No action taken.

Discussion regarding City of Lake Geneva April 2020 Treasurer's Report and Budget versus Actual

Finance Director Hall stated that the cash balance without down slightly due to the Riviera Renovations with a decrease in parking and room tax collections. She added that any budget line item that is 34% or lower is right on track for the budget. She added that the City is down in revenues by about \$340,000 but that the City could like at using the reserve fund to help offset. No action taken.

**Presentation of Accounts**

Prepaid Bills in the amount of \$ 43,210.00

Motion by Hedlund to approve, second by Howell. No discussion. Motion carried 5-0.

Regular Bills in the amount of \$ 174,484.69

Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

**Adjournment**

Motion by Hedlund to adjourn the meeting, second by Halverson. Motion carried 5-0. The meeting adjourned at 7:00 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE**  
**TUESDAY, JUNE 2, 2020 – 6:00 PM**  
**CITY HALL, COUNCIL CHAMBERS**

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

Chairperson Howell called the meeting to order at 6:01 p.m.

**Roll Call**

Present: Howell, Yunker, Fesenmaier, Halverson, and Hedlund

Absent: None

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

Approve the minutes of the May 19, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

**Licenses & Permits**

Discussion/Recommendation regarding an original application of Massage Establishment License for O'Mann Therapeutic Massage LLC

Motion by Hedlund to approve, second by Halverson. Clerk Kropf stated that this license application is slated to be used at the gym, Project Veteran Muscle. Motion carried 5-0.

Discussion/Recommendation regarding an Event Permit application filed by Treadhead Cycling for the event of Treadhead Fall Tour to be held on September 20, 2020 from 6:00 a.m. to 10:00 a.m. at Dunn Field (Applicant is requesting waiver of parking fees for stall reservation in Eastview Parking Lot, in an amount of \$510.00)

Motion by Howell to continue, second by Hedlund. Fesenmaier questioned about the use of the picnic tables and the blocking off the parking stalls. Howell stated that the Police Chief did not approve this application and is waiting for further information from surrounding townships before he will approve the application.  
Motion carried 5-0.

Discussion/ Recommendation regarding **Resolution 20-R42** authorizing and directing the proper city official(s) to approve the Liquor License renewals for the period of July 1, 2020, to June 30, 2021

Motion by Hedlund to approve and to amend to state “issue” instead of “approve”, second by Fesenmaier. Fesenmaier also stated that she would like that the language indicating that licenses will not be issued to businesses with delinquencies be added before it goes to Council as well. Motion carried 5-0.

Discussion/ Recommendation regarding an Original Class “B” Fermented Malt Beverage and Class “C” Wine License Application filed by RL KL Company LLC d/b/a SuWings Chinese Restaurant, 743 North Street, Ransi Lei, Agent  
Clerk Kropf noted that this request is coming as a new owner will be running the restaurant at that location. She added that the current applicant holds a Reserve “Class B” Intoxicating Liquor license and that once this license is approved, the Reserve license will need to be surrendered back to the City.

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Renewal “Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverage License Application filed by Samson Enterprises LLC, Northsider’s, 642 W Main St, Michelle Norgard, Agent-Chief Rasmussen not approve on the renewal application

Motion by Howell to deny, second by Hedlund. Howell stated that he wanted to deny this based on the fact that this business has not been open for several months. Motion carried 5-0.

Discussion/Recommendation regarding an Original Application for a Regular “Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverage License files by Geneva Lakefront Hospitality LLC d/b/a Sprecher’s Restaurant & Pub, 111 Center St, Stephen Schroeder, Agent Approval contingent upon surrender of current license held by Capitol Geneva LLC

Clerk Kropf explained that this business is also having a new owner and that this license approval would be contingent upon the surrendering of the license. The committee questioned if the current license holder was trying to obtain additional money for the license from this new applicant. Clerk Kropf stated that she didn’t know the details of the business deal between the two entities, but that businesses cannot sell licenses without coming to the City for approval. Motion by Howell to approve, second by Yunker. Motion fails 2-3, Hedlund, Halverson, and Fesenmaier voting no. Motion by Howell to refer to Council without recommendation, second by Hedlund. Motion carried 5-0.

Discussion/Possible Recommendation regarding the issuance of “Class B” Intoxicating Liquor Licenses

Motion by Howell to continue, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Possible Recommendation regarding City of Lake Geneva Short Term Rental Fees and Permits

Howell stated that Council will be discussing at the next meeting. No discussion.

### **Presentation of Accounts**

Prepaid Bills in the amount of \$ 20,444.69

Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Regular Bills in the amount of \$ 622,562.29

Motion by Hedlund to approve, second by Halverson. Fesenmaier asked for a list of all of the payment Motion carried 5-0.

### **Adjournment**

Motion by Hedlund to adjourn, second by Halverson. No discussion. Motion carried 5-0. The meeting adjourned at 6:27 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES  
TUESDAY, JUNE 16, 2020 – 6:00 PM  
CITY HALL, COUNCIL CHAMBERS**

**Committee Members:** Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

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

**Roll Call**

Present: Howell, Yunker, Fesenmaier, Halverson, Hedlund

Absent: None

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

Approve the minutes of the June 2, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

**Licenses & Permits**

Discussion/Recommendation regarding a renewal application of a Massage Establishment License for Healing Muscle Therapies

Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a renewal application of a Massage Establishment License for Lake Geneva Massage Therapy

Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a renewal application of a Taxi Cab Company License for Senior Cab

Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/ Recommendation regarding **Resolution 20-R45** authorizing and directing the proper city official(s) to issue the Liquor License renewals for the period of July 1, 2020, to June 30, 2021

Motion by Hedlund to approve, second by Halverson. Clerk Kropf explained that within the resolution was a renewal from Capitol Geneva LLC. She noted that the previous owners had sold the entire business entity so the previous application from Geneva Lake Hospitality LLC was no longer needed. Motion carried 5-0.

Discussion/ Recommendation regarding a proposal from Asphalt Contractors INC to perform a 6' depth road patch on Main Street between Maxwell St and Warren Street, in an amount not to exceed \$11,938.00 to be paid from the 2020 Street Improvement Project Fund

Motion by Hedlund to approve, second by Halverson. Fesenmaier stated that she didn't agree with using the money from the Street Improvement Project Fund, but rather the funds should come from the contingency fund.

Motion to amend by Fesenmaier to substitute the 2020 Street Improvement Project Fund with the Contingency Fund, second by Halverson. Amendment failed 2-3, with Howell, Yunker, and Hedlund voting no.

Original motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding final payment to Total Parking Solutions, INC for the purchase of the new parking kiosks, in an amount not to exceed \$165,175.00

Motion by Hedlund to approve, second by Howell. Hedlund stated that this is the final payment for the new parking kiosks. Elder stated that the kiosks are working good and that the company is helpful. He added that there may be a desire

in the future to add more kiosks to be placed at the beach so the City doesn't have to run two different operating systems. Motion carried 5-0.

Discussion/Recommendation regarding acceptance of a donation of \$400 from American Transmission Co for the City of Lake Geneva Tree Replacement Program

Motion by Hedlund to approve, second by Howell. Fesenmaier indicated that the intent of donation was for tree education and asked that it be explored. Motion carried 5-0.

Discussion/Recommendation regarding Ordinance 20-05 an ordinance amending Chapter 46: Nuisances, Article 1: General regulations, Section 46-4 Loud and unnecessary noise (b) and (c) to clarify types of noise and hours of quiet time and creating section 46-4 (c)(3) to define acceptable types and hours of construction noise

Building & Zoning Administrator Walling stated that there is not currently a noise ordinance in the code currently. He noted that this ordinance would restrict construction noise between the hours of 9pm to 7am on weekdays and 9pm to 8am on weekends.

Motion by Hedlund to approve, second day Yunker.

Walling added that this would not apply to garbage collection truck noise or the snow plows. Motion carried 5-0.

Discussion/Recommendation regarding Ordinance 20-06 an ordinance amending Chapter 14: Building and Building regulations, Article II: Building code, Division 1: Generally, Section 14-31 (a) Administrative code and adding 14-31(c) Amendments and deleting section 14-32 Wisconsin Uniform Building Code and renaming section 14-33 scope of Article to Section 14-32 Scope of Article

Walling noted that this ordinance would bring the City's code in compliance with State Statute

Motion by Hedlund to approve, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding Vibly Beach Pass App

City Administrator Nord stated that the app creator suggested that the City hold off on using the app due to the capacity on the beach being implemented. Harbormaster Frame stated that she would like to see this used next year, but worries that using this year would create too much confusion for the end user.

Motion by Hedlund to table, second by Yunker. Motion carried 5-0.

Discussion/Recommendation authorizing the expenditure of \$3,000 to obtain a quote for the ETF Health Insurance

Hedlund stated that this would pay for the underwriting to get the City into the ETF Health Insurance Plan with the State.

Motion by Howell to approve, second by Hedlund. Motion carried 5-0.

Discussion/Possible Recommendation regarding Regular & Reserve "Class B" Intoxicating Liquor Licenses

Mayor Klein noted that the Council had previously abolished the policy to issue these types of licenses and that she felt that licenses should be issued based on a business' merit.

Clerk Kropf then explained the different types of licenses that the City currently has issued.

Hedlund stated that he would like to see a license held for economic development purposes. Halverson felt that the City should advertise when a license becomes available. Howell stated that he would like to see this continued to give the committee more time to consider the issue.

Motion by Howell to continue, second by Halverson. Motion carried 5-0 on a roll call vote.

Motion by Halverson to move up the discussion regarding estimated revenues losses, second by Hedlund. Motion carried 5-0.

Discussion regarding estimated revenue losses

Finance Director Hall addressed the committee regarding the estimated revenue losses for the City. She noted that overall June is looking very healthy thus far. She added that parking has brought in \$110,000 for June alone, but that overall it is down 13%-15% for the year. Hall stated that the beach revenue is considerably higher than this time last year. Hall further stated that the City's room tax is down due to the COVID-19 pandemic which would reduce the amount of grants that the Tourism may be able to give out in 2020. She added that overall the City is looking at a total of \$400,000 in lost revenue. No action taken.

Discussion/Possible Recommendation regarding City of Lake Geneva Parking Rates

Howell stated that he is in favor of increasing the rates for the parking to \$3 in the “lake” zones and that it remains \$1 everywhere else. Halverson stated that he would like to see all parking zones at \$2 an hour. Hedlund stated that changing it to be a consistent price across the board may help eliminate any potential fraud with not having to pay by stall anymore. Parking Manager Elder stated that the rates could be changed easily with the new software and that it would only take him a couple days to coordinate that.

Motion by Hedlund to increase the parking rate for the “lake” zones to \$3 per hour and to add the south side of Main Street from Cook Street to Maxwell Street, second by Howell.

Halverson expressed concerns with the change of the rate in front of the library.

Motion carried 5-0 on a roll call vote.

Discussion/Possible Recommendation regarding City of Lake Geneva Beach Pass Rates

Mayor Klein indicated that she had requested this item to be discussed. She felt this change would aid the beach staff with not having to give so much change at the beach and would ultimately help with the budget shortfall. Klein noted that this change would not affect the residents that obtain season passes.

Motion by Hedlund to increase the beach pass rates for \$5 for children and \$10 for adults, second by Howell. Motion carried on a roll call vote 5-0.

Discussion regarding May Treasurer’s Report and Budget versus Actual

Finance Director Hall stated that the cash balance for May was decreased due to having three payrolls. She also noted that the budget expenditure is at 42% which means that it is right on track. She added that some expenses related to COVID-19 may be reimbursable and that she continues to attend League webinars to learn more. No action taken.

**Presentation of Accounts**

Prepaid Bills in the amount of \$ 51,427.22

Motion by Howell to approve, second by Halverson. No discussion. Motion carried 5-0.

Regular Bills in the amount of \$ 191,365.82

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

**Adjournment**

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 7:19 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES**  
**TUESDAY, JULY 7, 2020 – 6:00 PM**  
**CITY HALL, COUNCIL CHAMBERS**

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

Chairperson Howell called the meeting to order at 6:01 p.m.

**Roll Call**

Present: Howell, Halverson, Hedlund, and Fesenmaier

Absent: None

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

Approve the minutes of the June 16, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

Motion by Fesenmaier to approve, second by Hedlund. No discussion. Motion carried 4-0.

**Licenses & Permits**

Discussion/Recommendation regarding a renewal application of a Massage Establishment License for The Therapeutic Touch

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a renewal application of a Massage Establishment License for Lakeview Spa

Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding an application for a Tier I Event Permit filed by Jenifer Straus for the event of Badger High School Graduation Ceremony to take place on August 2, 2020 (Rain Date: August 3, 2020) from Noon to 3:00 p.m. located at the Badger Football Field (Requesting Street Closure)

Motion by Hedlund to approve, second by Fesenmaier. Halverson would like to see what they COVID-19 plan is prior to the Council meeting. Motion carried 4-0 on a roll call vote.

Discussion/Recommendation regarding an application for a Tier II Event Permit filed by the Downtown Business Improvement District for the event of Lake Geneva Oktoberfest to take place on October 10, 2020 & October 11, 2020 from 5:00 a.m. to 9:00 p.m. (both days) located at the 200 Block of Broad Street, half of the 700 & 800 block of Geneva Street along with Flat Iron Park (Request for waiver of \$210.00 parking fees).

Howell stated that he was asked by the BID to table this item.

Motion by Howell to table, second by Fesenmaier. Motion carried 4-0.

Discussion/Recommendation regarding an Application for a Temporary Class “B”/ “Class B” Retailer’s License filed by the American Legion Post #24 to be used on July 25, 2020 at 715 S Wells St for the event of the 13<sup>th</sup> Annual Car Show

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/ Recommendation regarding **Resolution 20-R52** a resolution authorizing a 2020 Budget Amendment for the use of Contingency funds for a 6’ depth road patch on Main Street between Maxwell Street and Warren Street in an amount not to exceed \$11,938

Motion by Fesenmaier to approve, second by Halverson. Fesenmaier noted that the use of contingency was already approved by the Council and that this resolution is just approving the budget amendment. Motion carried 3-1, with Hedlund voting no.

Discussion/Recommendation regarding extending the Veteran's Park Concessionaire Contract for 2020 only, to Ro-Della, Inc

Motion by Hedlund to approve, second by Howell. City Administrator Nord stated that he would ask that this contract be prorated to reflect the time left in the season. Motion carried 4-0.

Discussion/Recommendation regarding the creation of a Veteran's Park Rental Agreement and correlating fee schedule

Motion by Howell to approve pending Attorney review, second by Hedlund. Motion carried 4-0.

Discussion/Recommendation regarding an Original "Class B" Reserve Intoxicating Liquor & Class "B" Fermented Malt Beverage License Application filed by Beachside Hospitality Inc d/b/a Barrique Bistro & Wine Bar, agent, Nancy Trilla, located at 835 Wrigley Dr, Lake Geneva, WI

Hedlund stated that he would like to see this license availability be published in the newspaper to allow for other people to apply.

Motion by Hedlund to table, second by Halverson. Motion carried 4-0.

Discussion/Possible Recommendation regarding Regular & Reserve "Class B" Intoxicating Liquor Licenses

Committee discussion included directing the City Clerk to develop a policy about publishing a Class I notice in the paper prior to the committee reviewing applicants. This item is to come back to the committee for review. No action taken.

Discussion regarding the regulation of garage sales in the City of Lake Geneva

Hedlund stated that he had received a concern from a constituent that a neighbor was continually having garage sales. He noted that he would like to see something in place to prohibit habitual garage sales. Discussion included finding the previous Municipal Code as it relates to garage sales. No action taken.

**Presentation of Accounts**

Prepaid Bills in the amount of \$ 240,393.95

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Regular Bills in the amount of \$ 185,293.36

Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 4-0.

**Adjournment**

Motion by Hedlund to adjourn, second by Halverson. Motion carried 4-0. The meeting adjourned at 6:32 p.m.

**PERSONNEL COMMITTEE**  
**TUESDAY, MARCH 3, 2020 – 4:30 PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

The Personnel meeting called to order by Chairperson Proksa at 4:30 p.m.

**Roll Call**

Present: Straube, Halverson, Proksa, and Flower

Absent: Skates

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes from the February 4, 2020 Personnel Committee Meeting

Motion by Flower to approve, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Update regarding Parking Manager candidate search

Administrator Nord explained that the candidate search was complete and five applicants will be interviewing on March 12. He added that three applicants will be selected and referred to the committee for vetting. No action taken.

Discussion/Recommendation regarding standardized checklist for Payroll change requests

1. Future Agenda Items
2. Adjourn

*This is a meeting of the Personnel Committee.*

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

cc: Aldermen, Mayor, Administrator, Attorney, Media

**PERSONNEL COMMITTEE MINUTES  
TUESDAY, JUNE 2, 2020 – 4:30 PM  
CITY HALL, COUNCIL CHAMBERS**

Members: Chairperson Rich Hedlund, John Halverson, Ken Howell, Cindy Flower, and Shari Straube

Meeting was called to order by Chairperson Hedlund at 4:31 p.m.

**Roll Call**

Present: Hedlund, Halverson, Howell, and Flower

Absent: Straube

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Discussion regarding Aurora Health Care Clinic Quarterly Report

City Administrator Nord stated that there were two reports in the packet. He noted that there were significant visits in January and February. He added that this fell off in March, due to Aurora being closed from COVID-19.

Hedlund liked having the reports available and would like to see employees use the clinic more. He also added that he would like to see Natalie Ellingson, the City PA talk to the Committee of the Whole or the staff. No action taken.

Discussion/Possible Action on obtaining quotes from the State ETF health insurance plan for calendar year 2021

Finance Director Hall stated that this was put on the agenda as there was interest in exploring this option for healthcare and that the deadline is July 2020. She added that Matt Chadwick from Cottingham & Butler is available for any questions.

Motion by Howell to obtain a quote for the State ETF Health Insurance Plan, second by Flower.

Hedlund stated concerns with the amount of money that the plan will cost for the first year.

Motion carried 4-0.

Future Agenda Items

Adjourn

Motion by Flower to adjourn, second by Halverson. Motion carried 4-0. The meeting adjourned at 4:44 p.m.

**PERSONNEL COMMITTEE MINUTES  
TUESDAY, JULY 7, 2020 – 4:30 PM  
CITY HALL, COUNCIL CHAMBERS**

Members: Chairperson Rich Hedlund, John Halverson, Ken Howell, Cindy Flower, and Shari Straube

Chairperson Hedlund called the meeting to order at 4:35 p.m.

**Roll Call**

Present: Hedlund, Halverson, Howell, and Flower

Absent: Straube

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the June 2, 2020 Personnel Committee minutes as prepared and distributed

Motion by Howell to approve, second by Hedlund. Motion carried 4-0.

Discussion/Recommendation regarding Riviera Beach Staff job duties and potential wage increases

Public Works Director Tom Earle addressed the committee regarding the job duties of the Rivera Beach Staff. He noted that the duties had increased, however wage was not increased to reflect that. He noted that the City is competing with other local employers and it is clear that wage is the problem with retaining employees. He noted that he would like to increase the beach staff to the mid-range for the 0.5 wage scale and that the individual that is overseeing the beach would be placed at the top of that same wage scale. Finance Director Hall stated that this increase would cost the City about \$5,500 and that the budget had been increased by \$8,000 to allow for additional cleaning at the beach.

Motion by Halverson to increase the wages for beach staff as directed for, second by Howell. Hedlund would like to see the individual overseeing the beach be promoted to Assistant Beach Manager and start her at the minimum wage scale. This would expedite the process so that these people can get their increase faster, as it will not need to go to the Finance Committee or Council. Motion failed 0-4, with all voting no.

Flower asked if the beach staff should be paid at the same rate as the DPW seasonal employees. Earle added that there should be a difference between the two as the seasonal employees have more responsibility/requirement.

Motion by Halverson to direct to staff to compensate the beach staff in accordance with the committee discussion, second by Howell. This increase should be effective immediately. Motion carried 4-0.

Future Agenda Items

None

Adjourn

Motion by Flower to adjourn, second by Halverson. Motion carried 4-0. The meeting adjourned at 4:57 p.m.

**CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES**  
**TUESDAY, MARCH 10, 2020 4:30 P.M.**  
**LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)**

**Members:** Chairperson Cindy Flower, Selena Proksa, Rich Hedlund, Tim Dunn, and Ken Howell

Meeting was called to order by Chairperson Flower at 4:30 p.m.

**Roll Call**

**Present:** Flower, Howell, Hedlund, Proksa, and Dunn

**Absent:** None

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

Sarah Hill; 1024 George St; Spoke in regards to the alley behind her home and to its condition. She stated that she would like to get this addressed with the Street Improvement Project.

**Approve the regular Public Works Committee meeting minutes from February 11, 2020 as prepared and distributed**  
Motion by Hedlund to approve the minutes, second by Proksa. No discussion. Motion carried 5-0.

**Director of Public Works Report**

DPW Director Earle stated that February was a busy month for the department. The Riviera project is moving along as far as the roof and tuck-pointing. The next step will be the updating of the windows.

He added that in 2021 there will be a paving project on Hwy 50 from the Grand Geneva Resort to the Walworth Co line.

The DPW has been sweeping the roads now that the weather is above freezing. Earle stated that there is about 300 tons of salt available in the event of a snow storm and that having the newer salt trucks will help with the conservancy as they can set computers to determine the amount of salt to be laid. Earle also noted that roof tiles from the Riviera had been saved and that maybe the Council would want to have a fundraiser by selling them.

**Discussion/Recommendation regarding the snow removal on Bike and Multi-Use Paths**

Flower stated that she has seen the paths bring used frequently and wondered if the path should be plowed/shoveled. Earle expressed concerns with taking heavy equipment on those paths and the condition that those paths are in. Earle questioned that if the path is adjacent to a property, would the property owner be responsible to maintain that path or would the City be. The committee also discussed the possibility of adding a sidewalk from the Ridges through to east and explore the ability of exercising special assessment to pay for it. No action taken.

**Discussion/Recommendation regarding the 2021 Street Improvement Project**

City Engineer Governatori stated that he has brought forward a task order for the 2021 Street Improvement project. This program will include work on Edwards Blvd from Sheridan Springs to Main Street and two alley reconstructions. He stated that he would like to review the traffic issues that are present on Edwards Blvd nearest to Highway 50. He added that the whole intersection needs to be reviewed as it has been widened within the last fifteen years and it has become very dangerous. Governatori noted that he will be exploring obtaining a grant from the WI DOT to help pay for the intersection work. The construction of the sidewalk through the Ridges subdivision is to be added to the task order for the 2021 street improvement project. This item will be back before the committee next month.

**Discussion/Recommendation regarding Native Plantings presentation**

Motion by Flower to continue to the April meeting, second by Proksa. Motion carried 5-0.

**Discussion/Recommendation regarding residential snow removal from sidewalks**

Mayor Hartz discussed that the City Attorney had reviewed the ordinance for the snow removal as it relates to the curb cuts into the crosswalk. It was discussed that the City cannot require a homeowner to shovel the street even though the ordinance does indicate that the homeowner shall create a clear path for travel from the curb to the crosswalk.

Motion by Flower to continue, second by Proksa. Motion carried 5-0.

**Discussion regarding leaf mulch disposal/repurposing**

Proksa stated that other communities are doing this as to help abate the phosphorus issue in the lake. Earle stated that this issue is becoming very prominent with the WI DNR and that soon leaf collection in the gutter will come to an end. He added that the phosphorus issue presents itself when the leaves are left on pervious surfaces, like concrete or asphalt. Some other communities

collect the leaves, shred them, screen them and then sell back the compost to contractors. Earle stated that screening the shredded leaves can be very difficult and costly. Currently all of the leaves are composted in the City. No action taken.

Discussion/Recommendation regarding the purchase of a 2020 International HV507 Cab & Chassis to be paid from the 2020 Equipment Replacement Fund

Earle stated that this was approved by the Council in December with the intent to purchase. This is being requested to approve the expenditure of the money from the equipment replacement fund. Motion by Proksa to approve and refer to the Finance Committee, second by Dunn. Motion carried 5-0.

Discussion/Recommendation regarding yearly maintenance contract for traffic signals with TAPCo

Earle stated that this is an annual contract and that necessary for the City. Hartz asked that there be a way to automate the pedestrian crossing if the cross button is not pushed. Earle stated that those areas are monitored by cameras to control these types of issues.

Motion by Howell to approve and refer to Finance for consideration, second by Dunn. Motion carried 5-0.

Future Agenda Items

- 2021 Street Improvement Project
- Home Depot "Park" Land
- Native Planting Presentation
- Disc Golf Bridge Update
- Center Street Crosswalk
- Solar energy for City Buildings

Adjourn

Motion by Dunn to adjourn second by Hedlund. Motion carried 5-0. The meeting adjourned at 5:59 p.m.

**CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES**

**TUESDAY, MAY 12, 2020 4:30 P.M.**

**LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)**

**Members:** Chairperson Cindy Flower, Mary Jo Fesenmaier, Rich Hedlund, Tim Dunn, and John Halverson

Chairperson Flower called the meeting to order at 4:32 p.m.

**Roll Call**

Present: Flower, Fesenmaier, Hedlund, Dunn & Halverson

Absent: None

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

None

Approve the regular Public Works Committee meeting minutes from March 10, 2020 as prepared and distributed  
Motion by Hedlund to approve, second by Dunn. No discussion. Motion carried 5-0.

**Director of Public Works Report**

-COVID-19 Response

-Brush/Leaf Pickup

-Equipment/Vehicle Update

Public Works Director Earle stated that currently the Parks are closed due to COVID-19. He added that the department has taken precautions in that no more than three DPW employees can gather at any time, that he or the Superintendent punch in the time for the employees to limit the touching of the time clock, all machinery and offices are disinfected at least twice a day. He added that the benches and City owned property in the parks are being cleaned and sanitized. He did add that the playground equipment is still closed at this time and will remain closed until there is a plan to effectively clean them.

Earle stated that the brush pickup has been extremely busy and has gone well. He did want to state a reminder that grass clippings cannot be picked up the brush, but that the grass dump site is open seven days a week.

Earle noted that there have been some issues with some of the equipment. Most have been resolved with minor repairs, but an older Freightliner will need to be replaced in the near future. No action taken.

**Parking Manager Report**

Parking Manager Seth Elder stated that he and the team are feeling good and healthy. He stated that the Wayfinding signs are being put up along with the new kiosks. Elder noted that to date eighteen of the fifty new kiosks had been installed and were working well. With the reduction of kiosks from sixty-three to fifty so this has left Elder to determine which kiosks are to be replaced and which kiosks will simply just be removed. He further added that staff are sanitizing the equipment as they pass them when enforcing; they are encouraging guests to download the Parkmobile App to reduce the number of people that need to touch the kiosks. No action taken.

Discussion/Recommendation regarding the potential postponement purchase of a Ventrac Sidewalk plow to be purchased with funds from the 2020 Capital Borrowing

Earle stated that he had found this replacement this in stock as no new used are available and this one was available to cost no more \$42,000. He added that this plow would be used on the sidewalks in the parks down town. The committee discussion included the possibility of postponing this purchase due to the City's budget shortfall. Earle stated that they could but worried that postponing the purchase could lead to a price increase by 2% or 5%. The committee asked that Earle contact Burris Equipment to determine the very last date that this could be purchased.

Motion by Flower to continue this item to the June Public Works Meeting, second by Hedlund. Motion carried 5-0.

Motion by Flower to move the item "Discussion/Recommendation regarding updating existing Kapur Task Order to include engineering work for possible changes to Edwards Blvd & Highway 50" to discuss next, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding updating existing Kapur Task Order to include engineering work for possible changes to Edwards Blvd & Highway 50

Kapur Engineer, Greg Governatori, addressed the committee regarding the task order. He added that this would include Main Street and Edwards Blvd for reconstruction. He added that there would need to be a traffic analysis completed during the summer, as this time usually provides the most traffic volume. The task order would be for work to be completed in 2021 and that this would include the design, engineering, and implementation. Flower questioned if the City would be able to provide a grant application for the Highway Safety Improvement Program. Governatori stated that could be researched and that he thought the deadline for the grant was the end of August. As the HSIP grant would help pay for the traffic analysis, he would remove that provision from the task order for the time being. The committee discussed authorizing a portion of the task order without the traffic analysis; this would reduce the task order cost by \$25,000.

Discussion/Recommendation regarding updating existing Kapur Task Order to include possible Special Assessments for Sidewalk work

The Committee included this agenda item with the discussion of the previous agenda item. The committee discussed the process of exercising special assessment powers and Governatori indicated that Kapur would help the City through this process. The committee discussed that there needs to be sidewalks installed between the magic theater and Ridges development on Edwards Blvd. The magic theater was required to put in the sidewalks as part of the development and the committee would like to see that sidewalks be required to be installed for every development. The committee also discussed the potential need to easements from the property owners to install the sidewalks.

Motion by Flower to approve the task order for Kapur to prepare the HSIP application for Edwards Blvd & Hwy 50 not to exceed \$5,000, second by Hedlund. Motion carried 5-0.

Motion by Hedlund to approve updating the existing Kapur Task Order to include possible Special Assessments for Sidewalk work but to not include the traffic and pedestrian analysis in the amount of \$25,000 until further advisement; the task order amount not to exceed \$108,998.00, second by Flower. Motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding 2020 Street Improvement Project to include possible ADA issues/compliance  
Wyatt Poeltz, with Kapur Engineering, addressed the committee regarding the potential ADA issues as it relates to the 2020 Street Improvement project. He indicated that there are several sidewalks on Dodge Street/Sage Street and Water Street/Sage Street. Poeltz noted that these sidewalks have an extremely high elevation that can be fixed but would take considerable reconstruction. This work could cost roughly \$26,895 and would be based on having to reconstruct forty feet of the sidewalk leading up to the intersection. He recommended that this be completed as the residents in the area had described the difficulties with the extreme elevation of the sidewalk. The committee discussion included directing Poeltz to gather more data points and to consider the placement of obstructions in the right-of-way. He was instructed to obtain a survey of Dodge Street for further consideration. No action taken.

Discussion/Recommendation regarding potential postponement of the 2020 Street Improvement Project until Fall 2020 due to City of Lake Geneva revenue shortfall

Earle addressed the committee regarding the 2020 Street Improvement project; he noted that the overall project is going to cost \$810,000. He added that Kapur is ready to start advertising this project with potential bid opening in late June. Governatori explained that the potential bike path and sharrows were slated to be installed in the 2021. Fesenmaier questioned in Main Street is about of the 2020 Street Improvement project as there are significant potholes in desperate need of patch. Earle stated that this will be resolved through a separate proposal. No action taken.

Discussion/Recommendation regarding application for WI DNR Shoreland & Wetland Delineation Permits as it relates to the possible restoration of Tax Key Parcels: ZOP00302, ZOP00004, & ZOP00004A

Motion by Hedlund to continue this item, second by Flower. Motion carried 5-0.

Discussion/Recommendation regarding potential repairs to Bigfoot Beach as it relates to beach erosion & access

Fesenmaier stated that she had requested this item be on the agenda as she had concerns with the area of Bigfoot Beach. She wanted the committee to explore potential solutions for the erosion other than adding more sand. DPW Director Earle noted that the road by the beach is owned by the City and that the DNR had worked with the WI DOT on that project sometime back. He added that DNR maintains the area from the edge of the road to the water. He added that he would contact the DNR to address this issue. Hedlund stated the City had placed riprap in this area and that it was very expensive to do. No action taken.

Future Agenda Items

- Bigfoot Beach
- 2020 SIP Sidewalks
- 2020 Street Improvement Project
- Townline RD Issues
- Ventrac Purchase
- Disc Golf Course Bridge
- Plantings in traffic circles

Adjourn

Motion by Hedlund to adjourn the meeting, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:20 p.m.

**CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE**

**TUESDAY, JUNE 9, 2020 4:30 P.M.**

**LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)**

**Members:** Chairperson Cindy Flower, Mary Jo Fesenmaier, Rich Hedlund, Tim Dunn, and John Halverson

The Public Works meeting called to order by Chairperson Flower at 4:38 p.m.

**Roll Call**

Present: Flower, Hedlund, Dunn, and Halverson

Absent: Fesenmaier

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

None

Approve the regular Public Works Committee meeting minutes from May 12, 2020 as prepared and distributed  
Motion by Hedlund to approve, second by Dunn. No discussion. Motion carried 4-0.

Fesenmaier joined the meeting at 4:41 p.m.

Native Planting Presentation – Chairperson Flower

Roy Dibik gave the committee an overview regarding native plantings. He noted that she specializes in plantings that do not require much maintenance and are bred to grow together.

Director of Public Works Report

- a. Disc Golf Bridge Update
- b. Bigfoot Beach Update
- c. Edwards Blvd, HSIP Grant and Re-Construct Options Update
- d. 2020 Street Improvement Project Update
- e. Sidewalk Special Assessment Update

Parking Manager Report

Discussion/Recommendation regarding final payment to Total Parking Solutions for the purchase of parking kiosks in an amount not to exceed \$165,175.00

Parking Manager Elder stated that this is the second and final payment to pay for the purchase of the new parking kiosks. Motion by Hedlund to approve, second by Dunn. Flower asked the Elder bring a report back to the committee regarding the data related to the use of credit cards, mobile app, and coin at the kiosks. Motion carried 5-0.

Discussion/Recommendation regarding the purchase of a Ventrac Sidewalk plow to be purchased with funds from the 2020 Capital Borrowing

Hedlund would like to see this postponed until July to further determine the City's budget shortfall. Earle stated that Burriss Equipment would hold that price through mid-July.

Motion by Hedlund to direct staff to contact the equipment dealer to postpone the purchase with a \$1,000 down payment, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding garbage can receptacles and lids

Earle stated that this was just a discussion item to potentially look at purchasing more garbage cans. He stated that all of the garbage cans that the City currently owns are out and being used heavily. No action taken.

Discussion/Recommendation regarding potential barricading of parking on the north side of Wrigley Drive for the 4<sup>th</sup> of July weekend, as it relates to the COVID-19 Pandemic

Flower stated that she wanted this on the agenda to discuss potentially closing down the parking on the north side of Wrigley Drive to allow for people to walk more freely during the 4<sup>th</sup> of July weekend.

Discussion/Recommendation regarding approving a proposal for work to complete a road patch on Main Street

Earle stated that Motion by Hedlund to approve the proposal from Asphalt Contractors Inc for a 6" Depth for a road patch on Main Street between Maxwell Street and Warren Street to be paid from the 2020 Street Improvement Fund, second by Halverson.

1. Discussion/Recommendation regarding a Request for Quotes as it relates to potential sale City-owned property located on Sheridan Springs Road

Discussion regarding issues on Townline Road

Fesenmaier stated that she wanted this on the agenda to cite concerns about

Future Agenda Items

Snake Rd

Townline Rd

Parking Data Information

Wrigley Drive

Update on Ventrac

Native Plantings

Adjourn

Motion by Halverson to adjourn, second by Dunn. Motion carried 5-0. The meeting adjourned at 6:31 p.m.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, MARCH 18, 2020– 5:30PM  
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

**Members:** Chairperson Doug Skates, Shari Straube, John Halverson, Rich Hedlund and Tim Dunn

**Meeting called to order:**

Meeting called to order by Chairman Skates at 5:30 pm

**Roll Call:** Chairperson Doug Skates, Rich Hedlund, John Halverson, Shari Straube and Tim Dunn.

**Approval of Minutes:** Dunn so moved to approve the minutes of February 19, 2020, Skates seconded. Motion carried 5-0

**Comments from the public limited to 5 minutes, limited to items on this agenda**

James Strauss of the Geneva Shore Report addressed the committee to express his concern over the color(s) being installed on the Riviera building.

**Harbormaster's Report**

Harbormaster Linda Frame reported that repairs and painting on various city owned piers has been placed and work should begin in the near future.

Linda Frame then addressed the committee concerning the proposed use of the VIPLY phone app for purchasing passes for the Riviera Beach. Frame reviewed various information concerning the app and answered general questions from the committee. After further discussion, Skates so moved to approve proceeding with using the app for the 2020 season contingent on the City Attorney's review and approval of the contract. Straube seconded the motion. Motion carried 5-0

**Riviera Fund Raising Options**

Jodi Sweeney (President of The Sweeney Group) addressed the committee concerning possible community fund raising for Phase II of the Riviera remodeling project. Sweeney review the various options available as well as possible time tables for carrying out the fundraising effort. Sweeney also reviewed the various grants and tax credits that may be available for the Riviera project.

**State Historic Preservation Office Update**

Adam Wolfe (MSI) reported to the committee that the revised Riviera project plans have been submitted to the State Historic Preservation Office for their review and comments. Wolfe will provide a status report at the next Piers Committee meeting.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, MARCH 18, 2020– 5:30PM  
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

**2020 Riviera Project Update**

Dave Luterbach (MSI) provided the committee with a status report on the Riviera project. All work is currently on schedule and tuck-pointing should be completed by the end of the week. Luterbach also stated that the sea wall cap replacements / repairs will occur after the scaffolding is removed.

Various committee members inquired about the color of the tiles used on the project. Luterbach stated the colors of the tiles were presented at the November and December Piers Committee meeting in 2019. Luterbach said that the final roof will have an 80% - 10% - 10% mix of the colors. Adam Wolfe presented the committee with a 1930s photograph of the Riviera roof and pointed out that there were multiple colors present on the roof at that time. City Administrator Nord was asked to forward the image to all the committee members via email.

Dave Luterbach (MSI) distributed a “Summary of Contingency” from February 20, 2020 – March 18, 2020 and went over the document with the committee members. Luterbach also noted two future contingency expenses for the project (installing wire atop Chimney Flues for preventing birds from entering and repair of sills at the Ribbon Wall.

Luterbach presented the committee with a “Summary of Change Requests” for February 20, 2020 – March 18, 2020. Luterbach noted there were no changes in the past month.

Halverson so moved to adjourn at 6:18 pm. Dunn seconded the motion. Motion carried 5-0.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, MAY 20, 2020– 5:30PM  
CITY HALL / VIRTUAL MEETING VIA ZOOM**

**Members:** Chairperson Joan Yunker, Shari Straube, Ken Howell, Rich Hedlund and Tim Dunn

**Meeting called to order:**

Meeting called to order by Chairman Yunker at 5:36 pm

**Roll Call:** Chairperson Joan Yunker, Rich Hedlund and Ken Howell

Absent: Shari Straube and Ken Howell.

**Approval of Minutes:** Hedlund so moved to approve the minutes of March 18, 2020, Dunn seconded. Motion carried 3-0

**Comments from the public limited to 5 minutes, limited to items on this agenda**

The City Clerk reported receipt of comments from:

Bill Gage concerning the landscaping of the area immediately above and around the newly installed fuel tanks by the Riviera building.

Lake Geneva Boat Line inquiring about the status of the proposed amendments to their current lease with the City which were discussed in February of 2020.

**Harbormaster's Report**

Harbormaster Linda Frame reported that all city owned piers have been installed and painted. Frame also reported that all her staff (boat launch, beach, etc.) is in place and all positions have been filled. The Riviera Beach is scheduled to open this coming Saturday and Frame reported that beach staff training was held today. Frame further reported that the landscaping plan for around the fuel tanks at the Riviera is under way.

Harbormaster Frame reported that Geneva Lake Environmental Agency will begin it's ann testing for the season on Tuesday, May 26<sup>th</sup>.

**MSI Update related to the Riviera project**

Jay Craig from MSI stated that he had submitted an update concerning the Riviera project to City Administrator Nord who, in turn, forwarded it to all the Piers Committee members as well as the rest of the City Council members. MSI will provide the City with copies of various materials and documents for its file after Phase I of the project is wrapped up in the near future.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, MAY 20, 2020– 5:30PM  
CITY HALL / VIRTUAL MEETING VIA ZOOM**

**Discussion/ Possible Recommendation regarding Riviera Restoration Project Phase II.**

It was consensus of the committee to carry over discussion of this topic to next month's meeting.

**Discussion/ Possible Recommendation regarding the Riviera Building historic designation and response letter from the WI State Historic Preservation Organization (SHPO).** General discussion was held concerning the letter received by the City from SHPO. Jay Craig stated he would forward a copy of the original Riviera (Henry) Report to the City Administrator for distribution to all the elected officials.

**Discussion/Recommendation regarding possible grant options for the Riviera** Jay Craig of MSI stated he would attempt to secure estimated costs for services from Jody Sweeney for pursuing historic preservation grants for the Riviera Building project. Chairperson Yunker said she would look into this topic further. Interest was also expressed at possibly pursuing other options for fundraising opportunities for the Riviera project.

**Discussion/recommendation regarding pay request #5 for MSI General for work completed in the Riviera Restoration Project, in an amount not to exceed \$548,346.65.** Tim Dunn so moved to pay MSI's pay request #5. Rich Hedlund seconded the motion. A roll call vote was taken. Motion carried 3 – 0.

**Discussion regarding current MSI contracts:** Consensus of the committee to delay this discussion until a future meeting.

**Discussion regarding existing and current Riviera Concourse Leases for 2020.** City Administrator Nord addressed the committee concerning the retail leases for 2020. A copy of one of the contract was included in the meeting packet.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES**

**WEDNESDAY, MAY 20, 2020– 5:30PM**

**CITY HALL / VIRTUAL MEETING VIA ZOOM**

**Discussion regarding existing Gage Marine Lease for boat slips, piers, and buoys.**

Consensus of the committee to have copies of current Gage Marine leases emailed to all committee members. No other discussion was held.

**Discussion regarding status of Gage Marine fuel tank landscaping.** It was reported that Gage Marine and designated City Public Works staff are working on the proposed, final landscaping plan.

**Discussion/Update regarding permits and site plan for the tank removal and replacement**

Consensus of the committee to have copies of city documents related to the Riviera tank removal and replacement be emailed to all committee members. No other discussion was held.

**Adjournment**

Hedlund so moved to adjourn at 6:38 pm. Dunn seconded the motion. Motion carried 3-0.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, JUNE 17, 2020– 5:30PM  
CITY HALL / VIRTUAL MEETING VIA ZOOM**

**Members:** Chairperson Joan Yunker, Shari Straube, Ken Howell, Rich Hedlund and Tim Dunn

**Meeting called to order:**

Meeting called to order by Chairman Yunker at 5:38 pm

**Roll Call:** Chairperson Joan Yunker, Tim Dunn, Rich Hedlund, Ken Howell and Shari Straube.

**Approval of Minutes:** Dunn so moved to approve the minutes of May 20, 2020, Hedlund seconded. Motion carried 5-0

**Comments from the public limited to 5 minutes, limited to items on this agenda**

City Administrator Nord acknowledged and read public comments from:

Buzz and Cindy Yager, 1284 Edgewood Drive, Lake Geneva, expressing their concerns over security and vandalism at the West End Pier and need for a gate to limit access.

John Walker, Lake Geneva, expressing his concern over security and vandalism at the West End Pier and the need for a gate to limit access.

Sol Kaniuk expressing his desire to be allowed to place advertisements / displays outside his shop on the first floor of the Riviera building.

Kent Martzke, Lake Geneva Boat Line, requested that the committee discuss the renewal of his commercial buoy and slip lease at the next Piers Committee meeting.

Therese Poetzinger and Michael McHale expressing their concern over the behavior of another tenant on the first floor of the Riviera building and asking that the city intervene in what products that particular tenant is selling.

**Harbormaster's Report**

Harbormaster Linda Frame reported:

All city owned piers have been installed and painted.

The municipal boat launch is exceptionally busy.

The beach in June of this year is twice as busy as previous years.

There have been several new hires for the beach, but several positions remain unfilled

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, JUNE 17, 2020– 5:30PM  
CITY HALL / VIRTUAL MEETING VIA ZOOM**

**Discussion / Possible Recommendation regarding extension and potential addendums to the Pier Lease with Gage Marine.**

Yunker so moved to continue this topic to the July Piers Committee meeting. Hedlund seconded. Motion carried 5-0.

**Discussion / Possible Recommendation regarding the Commercial Buoy Lease Agreement with Terry Johnson d/b/a Marina Bay Boat Rental for the term of 2021-2023.**

General discussion was held concerning the proposed lease as well as two issues that needed further discussion as the next meeting; (1) use of fueling vehicles for the business that obstruct individuals attempting to use the municipal beach launch and (2) discussion concerning the payment of in / out fees for Marina Bay's boats for the season. The City Administrator will attempt to secure additional information on the two outstanding topics. Hedlund so moved to continue this topic to the July Piers meeting. Straube seconded. Motion carried 5-0

**Discussion / Recommendation regarding potential installment of gate as West End Pier.**

General discussion was held on this topic. The Harbormaster stated her experiences dealing with individuals on the West End Pier. After further discussion by the committee, the City Attorney will be asked to provide a report on the issues related to gating this pier. Howell so moved to continue this discussion at the July Piers Committee meeting, Dunn seconded. Motion carried 5-0.

**Discussion/ Possible Recommendation regarding Riviera Tenant allowable business uses and displays.** City Administrator Nord reported to the committee that currently there is nothing within the signed leases that grants the city the right to restrict what is permitted to be sold in the Riviera, first floor, storefronts. Tenant issues with other tenants selling similar items is not addressed in the leases. Nord further reported that there is nothing in the signed leases for the first floor Riviera storefronts that allows businesses to install signs, banners, displays, etc. outside of the confines of their leased space. After general discussion by members of the Piers Committee, it was decided no action needs to be taken.

**Discussion/ Possible Recommendation regarding YMCA request to purchase season beach passes from the City.**

Ann Fulmer from the YMCA addressed the committee to purchase or seek a donation of 40 season beach passes for their Summer Camp program. Fulmer stated there were a total of forty (40) children in the program. They would be used one day a week with 20 children in the morning (9:30 – 12:30) and 20 children in the afternoon (12:30 – 3:30)

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, JUNE 17, 2020– 5:30PM  
CITY HALL / VIRTUAL MEETING VIA ZOOM**

After additional discussion by the Committee and Fulmer; it was agreed that the weekly trips to beach would occur on Tuesdays. After further discussion, Howell so moved to all the YMCA to purchase forty (40) season beach passes at \$3.00 each for the YMCA'S summer camp program and to be used on Tuesdays (weather permitting) with 20 participants (and chaperones) in the morning and 20 participants (which chaperones) in the afternoon as discussed earlier. Straube seconded. Motion carried 5-0.

**Adjournment**

Hedlund so moved to adjourn at 6:51 pm. Howell seconded the motion. Motion carried 5-0.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, JULY 15, 2020– 5:30PM  
CITY HALL / VIRTUAL MEETING VIA ZOOM**

**Members:** Chairperson Joan Yunker, Shari Straube, Ken Howell, Rich Hedlund and Tim Dunn

**Meeting called to order:**

Meeting called to order by Chairman Yunker at 5:33 pm

**Roll Call:** Chairperson Joan Yunker, Tim Dunn, Rich Hedlund, Ken Howell and Shari Straube.

**Approval of Minutes:** Howell so moved to approve the minutes of June 17, 2020, Hedlund seconded. Motion carried 5-0

**Comments from the public limited to 5 minutes, limited to items on this agenda**

Kent Martzke (owner Lake Geneva Boat Line) addressed the committee concerning item eleven (11). Martzke provided a brief power point presentation concerning his current lease with the city. Martzke expressed an interest in amending the existing lease to relocate his boat slips to the north side of the pier and to secure a five (5) year contract with the city.

Mary Jo Fesenmaier addressed item nine (9) stating her preference for a swinging gate on the city's West End Pier instead of a locked gate. Fesenmaier also addressed agenda item twelve (12) concerning the possibility of reserving all or part of the Riviera Beach for Lake Geneva residents exclusively.

**Harbormaster's Report**

Harbormaster Linda Frame reported:

The municipal boat launch, Riviera beach and other lakefront operations are exceptionally busy. Beach front staffing is close to one hundred percent (100%)

There are issues with congestion in the boat trailer lane immediately south of the city's boat launch.

**Discussion / Possible Recommendation regarding extension and potential addendums to the Pier Lease with Gage Marine.**

Howell so moved to continue this topic to the August Piers Committee meeting. Hedlund seconded. Motion carried 5-0.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, JULY 15, 2020– 5:30PM  
CITY HALL / VIRTUAL MEETING VIA ZOOM**

**Discussion / Possible Recommendation regarding the Commercial Buoy Lease Agreement with Terry Johnson d/b/a Marina Bay Boat Rental for the term of 2021-2023.**

General discussion was held concerning the proposed lease. Nord reported that there were two issues that have been discussed by city staff and will be incorporated into the new lease agreement. (1) use of fueling vehicles for the business that obstruct individuals attempting to use the municipal beach launch (along with customers stopping to load / unload on the street) and (2) discussion concerning the payment of in / out fees for Marina Bay's boats for the season.

**Discussion/Recommendation regarding the Commercial Buoy Lease Agreement with Lake Geneva Boat Line.** Howell so moved to suspend the rules to allow Kent Martzke to participate in the discussion, Straube seconded. Motion carried 5-0.

Nord reported that the proposed contract with Lake Geneva Board Line would require the city to include Gage Marine in the discussion if there was an interested in "swapping" boat slips at the Riviera. After further discussion, Howell so moved to have Administrator Nord attempt to arrange a meeting between himself as well as Lake Geneva Boat Line and Gage Marine. Hedlund seconded. Motion carried 5-0.

**Discussion / Recommendation regarding potential installment of gate as West End Pier.**

General discussion was held on this topic. Chairman Yunker read correspondence she received from Mr. Buzz Yaeger concerning the topic. Attorney Draper expressed his concern about a gate on a public pier and possible legal ramifications for the city. After further discussion, no action was taken on this item.

**Discussion/Possible Recommendation regarding replacing Beach Pass Kiosks.** General discussion was held about the possibility of purchasing four additional kiosks at \$9,100 each for a total of \$36,400. These kiosks would replace those currently used for selling beach passes. It was consensus that this possible purchase would be addressed during the 2021 budget preparation season.

**Discussion/Recommendation regarding potential increase of Riviera Ballroom rates**

Mayor Klein recommended to the committee that the city increase the Riviera Ballroom rental rate for nonresidents by forty percent (40%).

General discussion ensued. Howell requested that the Mayor provide a formal presentation outlining the impact of increasing the rate and provide a list of comparable venues. Howell so moved to continue this discussion to the next Piers Committee meeting. Straube seconded. Motion carried by voice vote.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, JULY 15, 2020– 5:30PM  
CITY HALL / VIRTUAL MEETING VIA ZOOM**

**Discussion regarding potential “Resident Only” day for Riviera Beach.** General discussion was held among the members of the committee concerning the possibility of segmenting the beach between city residents and non-residents in an attempt to accommodate local residents who wish to make use of the Riviera beach but are unable to enter to maximum capacity being met or are concerned with crowding during the covid-19 pandemic.

It was noted that, this year, there are swimming classes and other scheduled events throughout the week that would prohibit the city from having a “residents only day” at the beach. The idea of segmenting the beach area between residents and non-residents was also discussed. After further discussion Howell so moved that no action be taken at this time and that possibly be looked at again after the 2020 season. Hedlund seconded the motion. Motion carried by voice vote.

**Adjournment**

Hedlund so moved to adjourn at 6:45 pm. Hedlund seconded the motion. Motion carried 5-0.

**Lake Geneva Utility Commission Minutes  
Special Lake Geneva Utility Commission Meeting  
Thursday March 12, 2020 4:00 PM  
Conference Room 2A, City Hall – 626 Geneva Street**

**Call Meeting to Order-** Lyon called the meeting to order at 4:00pm

**Roll Call** – Lyon, Esarco, Hartz, Flower & Binn

**Staff in attendance:** Gajewski

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

None

**Discussion/Action on Water Tower Improvement Agreement and Developers Agreement with Omega Homes-Vistas LLC**

Gajewski went over the presented agreements. This special meeting is being held because these agreements are included in the General Development Plan (GDP) and Precise Implementation Plan (PIP) for Omega Homes being presented to the Planning Commission on Monday March 16, 2020. Discussion followed. Gajewski suggested that a requirement be added to the Developers Agreement, that all installed service laterals that will not be used for the Development be terminated and abandoned at their respective main.

Hartz/Binn motion to recommend to the Plan Commission and the City Council that they approve the Development Agreement between the Lake Geneva Utility Commission, the City of Lake Geneva and Omega Homes-Vistas LLC and the Water Tower Improvement Agreement between the City of Lake Geneva, The Lake Geneva Utility Commission and Omega Homes-Vistas LLC as drafted and to include the requirement of service abandonments as discussed. Passed 5-0.

**Adjourn**

Esarco/Binn motion to adjourn at 4.29pm. Passed 5-0.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
LAKE GENEVA UTILITY COMMISSION**

**Lake Geneva Utility Commission Minutes**  
**Lake Geneva Utility Commission Meeting**  
**Wednesday March 25, 2020 4:00 PM**  
**Council Chambers, City Hall – 626 Geneva Street**

**Call Meeting to Order-** Lyon called the meeting to order at 4:00pm

**Roll Call** – Lyon, Esarco, Hartz, Flower, Hedlund, Nord & Binn

**Staff in Attendance** - Gajewski

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

None

**Approve Utility Commission Minutes from February 19, 2020 and March 12, 2020 as prepared and distributed**

Hartz/Hedlund motion to approve. Passed unanimously.

**Acknowledgement of Correspondence**

Gajewski went over correspondence received from the Public Service Commission (PSC) regarding the changes that have been put into effect for utilities as a result of COVID-19. The PSC are going to allow utilities to absorb credit card convenience fees by issuing a temporary tariff to those utilities who apply to do so. Gajewski gave estimated costs to absorb all electronic payment fees through Payment Service Network.

**Approval of Financials**

Gajewski presented the February financials.

Hartz/Esarco motion to approve. Passed unanimously.

**Approval of the February 2020 Bills**

Hartz/Esarco motion to approve. Passed unanimously.

**Directors Report**

Gajewski reviewed the submitted report and specifically highlighted the operational changes that have been made to respond to the COVID-19 outbreak. Discussion followed.

**Discussion/Action on request for participation in tuition reimbursement program for Derek Furger – Operator II.**

Gajewski gave an overview of the qualification that Derek Furger is seeking and why. It is a night class through Gateway Technical College.

Hedlund/Flower motion to approve. Passed unanimously.

**Discussion/Action on CorrPro proposal for cathodic protection services for Dodge Street Water Tower.**

Gajewski explained that this item was included in the bid for the raising of the Dodge Tower as an owner responsible item. CorrPro are our primary vendor for all three towers.

Lyon/Binn motion to approve the award of the cathodic protection services to CorrPro in an amount not to exceed \$11,355. Passed unanimously.

**Discussion/Action on Warren Street water main extension project.**

Gajewski gave a brief overview of the project and how it fits into the Street Improvement Program. Discussion followed. If the project proceeds, we would reach out to customers to let them know in advance, so they have the option to replace their service lines at the same time.

Hartz/Flower motion to authorize Kapur & Associates to prepare a project manual and supporting documents for publication and bidding in an amount as previously approved. Passed unanimously.

**Discussion/Action on water main extension and water main loop near 302 Townline Road.**

There is a proposal for tiny homes to be built at the former site of Ariel Adventures. This project would need an extension to the existing water main and sewer main along Townline Road. The developer has been advised that we would require the main to be looped either to Hudson Trail or continuing south along the bike trail to the Host Tower parcel. Modeling of the potential installation has been completed and Gajewski is recommending that the Commission pay for an upsize in main from 8” to 12” and that the connection be made at the Host Tower location. The Commission would be responsible for the costs related specifically to the upsizing of the water main. Discussion followed.

Flower/Hedlund motion to recommend that the development utilizes Host Drive as a connection point and that the Utility continues to further evaluate upsizing the main to a 12”. Passed unanimously.

**Lyon/Flower motion to go into closed session pursuant to Wis. Stat. 19.85(1)(g) for conferring with legal counsel for the governmental body with respect to litigation in which it is or is likely to become involved and to include utility staff.**

Motion passed on a roll call vote 7-0. The Commission convened into closed session at 5:06pm.

**Binn/Flower motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session.**

Motion passed on a roll call vote 7-0. The Commission returned to open session at 5:40pm.

**Hedlund/Flower motion to proceed as discussed in closed session and to work with Attorney Waskowski to secure a consultant. Passed unanimously.**

**Adjourn**

Hedlund/Lyon motion to adjourn at 5:42pm.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
LAKE GENEVA UTILITY COMMISSION**

**Lake Geneva Utility Commission Minutes  
Lake Geneva Utility Commission Meeting  
Wednesday April 15, 2020 4:00 PM  
Council Chambers, City Hall – 626 Geneva Street**

**THIS MEETING WAS HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.**

**Call Meeting to Order-** Lyon called the meeting to order at 4:00pm

**Roll Call** – Lyon, Esarco, Hartz, Flower, Hedlund, Nord & Binn

**Staff in Attendance** - Gajewski

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

Gajewski read aloud an email received from Nate Dame in relation to item 9 on the agenda for a suburban water service application.

**Approve Utility Commission Minutes from March 25, 2020 as prepared and distributed**  
Eсарco/Hartz motion to approve. Passed unanimously.

**Acknowledgement of Correspondence**  
None

**Approval of Financials**

Gajewski presented the March financials. Discussion regarding the 2020 budget compared to current revenue and expenses followed.

Eсарco/Binn motion to approve. Passed unanimously.

**Approval of the March 2020 Bills**

Hartz/Hedlund motion to approve with President Lyon to sign on behalf of all the Commissioners. Passed unanimously.

**Directors Report**

Gajewski gave an overview of the submitted report including our response to the COVID-19 pandemic, an update on the Dodge Tower project and approval from the PSC to temporarily absorb convenience fees for electronic payments. Discussion followed.

**Discussion/Action on suburban water service application, Parcel IPV 00003F – Town of Linn**

Gajewski gave an overview of the request to connect to our water system from an applicant whose parcel is in the Town of Linn. Discussion regarding the history of providing service to properties that pay tax to other municipalities and the problems this causes followed.

Flower/Hedlund motion to deny the application of suburban water service to parcel IPV 00003F. Passed unanimously.

**Discussion/Action on absorbing customer convenience fees for utility payments through PSN beyond April 2020**

Gajewski explained that we are currently absorbing the convenience fees for our customers on a temporary basis as allowed by the Public Service Commission in response to COVID-19. He went over the costs presented in the packet and the cost comparison for each type of payment transaction.

If we wish to absorb the fees on a permanent basis, we would need to apply for a new merchant ID through PSN and then apply to the Public Service Commission to take that into consideration in our next full rate case, the earliest of which would be 2021. Discussion followed.

Esarco/Hartz motion to continue this item to the next Utility Commission meeting. Passed unanimously.

**Discussion/Action on Southeast Sewer Service Area Assessment and Technical Memorandum**

Gajewski explained the factors taken into consideration for this analysis and the recommendations being made. This is a proactive look at our system capabilities due to the potential development of areas along Hwy 120 and concern about how these additions would affect our overall collection system. Discussion followed. Gajewski reviewed each of the recommendations and the costs associated with them. There is not a definitive timeline for this project. Discussion was had regarding which developments would be within the City limits and which properties would be annexed. This would affect decisions that the Utility needs to make regarding improvements to the collection system to provide the required additional capacity.

No action taken.

**Adjourn**

Hartz/Hedlund motion to adjourn at 5:30pm. Passed unanimously.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
LAKE GENEVA UTILITY COMMISSION**

**Lake Geneva Utility Commission Minutes**  
**Lake Geneva Utility Commission Meeting**  
**Wednesday June 17, 2020 4:00 PM**  
**Council Chambers, City Hall – 626 Geneva Street**

**THIS MEETING WAS HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.**

**Call Meeting to Order-** Pres. Lyon called the meeting to order at 4:03pm.

**Roll Call** – Lyon, Esarco, Flower, Hedlund, Nord & Binn. Klein joined the meeting at 4:09pm.

**Staff in Attendance** – Gajewski & Busch

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

None

**Approve Utility Commission Minutes from May 20, 2020 and June 8, 2020 as prepared and distributed**

Esarco/Hedlund motion to approve the minutes from May 20, 2020 and June 8, 2020 as presented. Passed 6-0.

**Acknowledgement of Correspondence**

None

**Approval of May Financials**

Gajewski reviewed the submitted financials and reported on the loss of revenue as a result of COVID-19. Discussion followed.

Hedlund/Esarco motion to approve the submitted financials. Passed 6-0.

**Approval of the May 2020 Bills**

Esarco/Hedlund motion to approve the May 2020 bills and allow President Lyon to sign on behalf of all the Commissioners. Passed unanimously.

**Directors Report**

Gajewski reviewed the submitted Directors report. The Dodge Tower project is moving forward. The Public Service Commission just announced that they are lifting the temporary provisions relating to late fees effective July 15 and, also lifting the temporary provisions related to disconnections with notices allowed to be sent from July 15 and disconnections allowed from July 25.

Flower/Hedlund motion to approve the submitted Directors Report. Passed unanimously.

**Discussion/Action on reconsideration request by Clear Sky LLC to modify the recommended water main extension and loop requirement for Big Sky Lake Geneva - 302 Townline Rd.**

Gajewski explained the history of the development and reviewed the various options as submitted in packets. He outlined the developer's preferred option and how that differs to what the Commission previously recommended. Discussion followed.

Flower/Hedlund motion to uphold the recommendation made by the Utility Commission at the March 18, 2020 meeting. Passed unanimously.

**Discussion/Action on Pay Request #1 by Pittsburg Tank & Tower Co., Inc. for work completed on the Dodge Tower Raising and Coating Project – Bid #1 in an amount not to exceed \$110,290.75.**

Gajewski reviewed the submitted pay request and explained what it includes. Discussion followed. The materials are expected to be onsite in early July.

Esarco/Binn motion to approve pay request #1 by Pittsburg Tank & Tower Co. Inc. for work completed on the Dodge Tower Raising and Coating Project – Bid #1 as submitted in an amount not to exceed \$110,290.75. Passed unanimously.

**Discussion/Action on approval of municipal water and sanitary sewer extensions and associated public improvements for Symphony Bay Phase 3, to be completed by Southland Farms LLC.**

Gajewski gave a description of phase three of Symphony Bay and what it entails for utilities. DNR approval of the water and sanitary extensions lasts 4 years and expired in March 2020 however, the plans have not changed significantly, and Utility staff feel comfortable with them as submitted.

Hedlund/Flower motion to approve the water and sanitary sewer extensions and associated public improvements for Symphony Bay Phase 3 to be completed by Southland Farms LLC. Passed unanimously.

**Adjourn**

Esarco/Nord motion to adjourn at 4:34pm. Passed unanimously.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
LAKE GENEVA UTILITY COMMISSION**

**Lake Geneva Utility Commission Minutes**  
**Special Lake Geneva Utility Commission Meeting**  
**Monday June 8, 2020 5:30 PM**  
**Council Chambers, City Hall – 626 Geneva Street**

**THIS MEETING WAS HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.**

**Call Meeting to Order-** Lyon called the meeting to order at 5:35pm.

**Roll Call** – Lyon, Binn, Flower, Nord, Esarco & Klein. Hedlund joined the meeting at 5:39pm.

**Staff in Attendance** – Gajewski & Busch

**Public in Attendance** – Brad Stuczynski of MSA Professional Services Inc

**Discussion/Action on change order #1 requested by Pittsburg Tank and Tower Co. Inc. for Dodge Tower Raising and Coating Project – Bid #1**

Gajewski explained that when the contractor began work on the foundation improvements, they came across cobbles and rocks of significant size. They became concerned that the helical anchoring system that was planned was not going to be the appropriate choice and they stopped work. The contractors, MSA and Utility staff have looked at alternatives and feel that micropiles should be used instead. This has resulted in a requested change order to cover the additional cost. Discussion followed. The cost of this project came in below the budgeted amount so there is money to cover the additional expense of \$19,999.98.

Flower/Binn motion to approve change order #1 as requested by Pittsburg Tank and Tower Co. Inc for the Dodge Tower Raising and Coating Project – Bid #1. Passed unanimously.

**Discussion/Action on Change Order #2 requested by Pittsburg Tank and Tower Co. Inc. for Dodge Tower Raising and Coating Project – Bid#1**

Gajewski explained that the change to the foundation anchors will result in a change to the lead time and work time for completion. The start time was already delayed due to the amount of time it took to receive PSC approval for the project. This second change order is an extension to the substantial completion days from 45 days to 66 days. Discussion followed. It is expected that the overall project will be completed by late September to early October, but this is also weather dependent.

Flower/Binn motion to approve change order #2 as requested by Pittsburg Tank and Tower Co. Inc for the Dodge Tower Raising and Coating Project – Bid #1. Passed unanimously.

**Adjourn**

Flower/Hedlund motion to adjourn at 5:55pm. Passed unanimously.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
LAKE GENEVA UTILITY COMMISSION**

**Lake Geneva Utility Commission Minutes**  
**Lake Geneva Utility Commission Meeting**  
**Wednesday June 17, 2020 4:00 PM**  
**Council Chambers, City Hall – 626 Geneva Street**

**THIS MEETING WAS HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.**

**Call Meeting to Order-** Pres. Lyon called the meeting to order at 4:03pm.

**Roll Call** – Lyon, Esarco, Flower, Hedlund, Nord & Binn. Klein joined the meeting at 4:09pm.

**Staff in Attendance** – Gajewski & Busch

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

None

**Approve Utility Commission Minutes from May 20, 2020 and June 8, 2020 as prepared and distributed**

Esarco/Hedlund motion to approve the minutes from May 20, 2020 and June 8, 2020 as presented. Passed 6-0.

**Acknowledgement of Correspondence**

None

**Approval of May Financials**

Gajewski reviewed the submitted financials and reported on the loss of revenue as a result of COVID-19. Discussion followed.

Hedlund/Esarco motion to approve the submitted financials. Passed 6-0.

**Approval of the May 2020 Bills**

Esarco/Hedlund motion to approve the May 2020 bills and allow President Lyon to sign on behalf of all the Commissioners. Passed unanimously.

**Directors Report**

Gajewski reviewed the submitted Directors report. The Dodge Tower project is moving forward. The Public Service Commission just announced that they are lifting the temporary provisions relating to late fees effective July 15 and, also lifting the temporary provisions related to disconnections with notices allowed to be sent from July 15 and disconnections allowed from July 25.

Flower/Hedlund motion to approve the submitted Directors Report. Passed unanimously.

**Discussion/Action on reconsideration request by Clear Sky LLC to modify the recommended water main extension and loop requirement for Big Sky Lake Geneva - 302 Townline Rd.**

Gajewski explained the history of the development and reviewed the various options as submitted in packets. He outlined the developer's preferred option and how that differs to what the Commission previously recommended. Discussion followed.

Flower/Hedlund motion to uphold the recommendation made by the Utility Commission at the March 18, 2020 meeting. Passed unanimously.

**Discussion/Action on Pay Request #1 by Pittsburg Tank & Tower Co., Inc. for work completed on the Dodge Tower Raising and Coating Project – Bid #1 in an amount not to exceed \$110,290.75.**

Gajewski reviewed the submitted pay request and explained what it includes. Discussion followed. The materials are expected to be onsite in early July.

Esarco/Binn motion to approve pay request #1 by Pittsburg Tank & Tower Co. Inc. for work completed on the Dodge Tower Raising and Coating Project – Bid #1 as submitted in an amount not to exceed \$110,290.75. Passed unanimously.

**Discussion/Action on approval of municipal water and sanitary sewer extensions and associated public improvements for Symphony Bay Phase 3, to be completed by Southland Farms LLC.**

Gajewski gave a description of phase three of Symphony Bay and what it entails for utilities. DNR approval of the water and sanitary extensions lasts 4 years and expired in March 2020 however, the plans have not changed significantly, and Utility staff feel comfortable with them as submitted.

Hedlund/Flower motion to approve the water and sanitary sewer extensions and associated public improvements for Symphony Bay Phase 3 to be completed by Southland Farms LLC. Passed unanimously.

**Adjourn**

Esarco/Nord motion to adjourn at 4:34pm. Passed unanimously.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
LAKE GENEVA UTILITY COMMISSION**

**Lake Geneva Utility Commission Minutes**  
**Lake Geneva Utility Commission Meeting**  
**Wednesday July 15, 2020 4:00 PM**  
**Council Chambers, City Hall – 626 Geneva Street**

**THIS MEETING WAS HELD IN COUNCIL CHAMBERS WITH AN IN-PERSON ATTENDANCE LIMIT OF NO MORE THAN 13 PEOPLE ON A FIRST COME FIRST SERVED BASIS AS WELL AS BEING HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.**

**Call Meeting to Order-** President Lyon called the meeting to order at 4:02pm.

**Roll Call** – Lyon, Klein, Flower, Hedlund, Nord & Binn. **Absent:** Esarco

**Staff in Attendance** – Gajewski & Busch

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

None

**Approve Utility Commission Minutes from June 17, 2020 as prepared and distributed Hedlund/Flower motion to approve. Passed 6-0.**

**Acknowledgement of Correspondence**

Gajewski stated that we have received correspondence from the Public Service Commission regarding an update to their docket 5-UI-120. This item is on the agenda for review.

**Approval of June Financials**

Gajewski presented the June financials.

Hedlund/Binn motion to approve. Passed 6-0.

**Approval of the June 2020 Bills**

Hedlund/Flower motion to approve the bills and allow President Lyon and Mayor Klein to sign the bill list on behalf of all commissioners. Passed 6-0.

**Directors Report**

Gajewski reviewed the submitted Directors report including notification of damage to the SCADA system at the Wastewater Plant during the latest rainstorm. He said they will be getting the necessary quotes to replace the damaged equipment. He also gave an update on the Dodge Tower project and said the crane company are planning to set up and assemble the crane the week commencing July 20. It takes one day to set up the crane, one day to raise the tower and then another day to disassemble the crane.

**Discussion/Action on repairs and replacement of components for WWTP influent screening equipment**

Gajewski explained that the influent screening equipment removes inorganic contaminants from wastewater and is essential to operations. JWC Environmental would supply the new parts that we need through LW Allen, and Sabel Mechanical would remove the equipment, make the necessary repairs, and reinstall it.

Flower/Binn motion to approve the purchase of components as quoted by LW Allen for \$20,162.33 and to contract with Sabel Mechanical for the removal, repair, and reinstallation of the itemized equipment in an amount not to exceed \$4,861. Passed 6-0.

**Discussion/Action on 2019 Compliance Maintenance Annual Report and Resolution 2020-01**

Gajewski explained that this is an annual report that we are required to submit to the DNR. Chlorides are still our problem area as reflected in our groundwater grade. In 2018 we refocused our Chloride Source Reduction Measures plan away from the primary focus being residential water softeners and are now including commercial customers. Discussion followed. Lyon/Flower motion to approve the 2019 CMAR and Resolution 2020-01. Passed 6-0.

**Update on Simplified Rate Case Application – Water – Wisconsin Public Service Commission**

Gajewski reminded the Commission that they had discussed implementing a water rate increase using a simplified rate case in 2020. However, when he checked our information against the PSC's criteria, we do not qualify. Next year we could file for a full rate case review of our water rates.

**Discussion/Action Wisconsin Public Service Commission Docket 5-UI-120: Investigation on the Commission's Own Motion to Ensure Safe, Reliable and Affordable Access to Utility Services During Declared Public Health Emergency for COVID-19; and subsequent Order (PSC REF#386373), Supplemental Order – First (PSC REF#390567), and Supplemental Order – Second (PSC REF#392763); as they relate to future operations of the Lake Geneva Utility Commission – Water Utility**

Gajewski gave an overview of the PSC's docket and staff recommendations. The Public Service Commission govern only the water utility not the sewer utility. The PSC's order filed under the docket prohibits the application of late fees to delinquent water bills incurred between March 24 and July 15, 2020. Our billing software is not capable of excluding this period of time and therefore we would need to wait until after the tax roll process is completed in November to resume the application of late fees to the water portion of the delinquent bills. As we are not governed by the PSC for the sewer portion of the bills, we could resume the application of late fees to this portion now. The updated order also allows us to resume disconnections for delinquent bills after July 15, 2020. Discussion followed. More financial information was requested by the Commission. Flower/Klein motion to continue this item to the August Utility Commission meeting. Passed 6-0.

**Discussion/Action on the acceptance of the sanitary sewer and municipal water supply facility improvements associated with the development at 1111 N. Edwards Blvd., Fairfield Inn & Suites.**

Gajewski explained that the dedication of the utility improvements required to facilitate this development were part of the property's Developer's Agreement, and all utilities have been installed and inspected. It is his recommendation that the utility improvements should now be accepted by the Utility Commission.

Flower/Klein motion to approve the acceptance of ownership of the specified utility improvements for Fairfield Inn & Suites as outlined. Passed 6-0.

**Discussion on municipal water and sanitary sewer improvements along portions of WIS 50/Main Street.**

Gajewski gave an overview of the potential combined project with Public Works and the DOT and what it could entail for water and sewer. The estimated timeline for this project is 2024/2025. He recommends that we take the opportunity to upsize and upgrade known problem areas and begin to look at funding opportunities now. He went over estimated costs and the benefits of this project. Discussion only, no action taken.

**Discussion/Action on Lake Geneva Utility Commission staffing and operations related to COVID-19 and the June 30, 2020 City of Lake Geneva State of Emergency Proclamation**

Gajewski explained that there are no current official directives being given by the State or the County with regard to COVID-19. He explained what the Families First Coronavirus Response Act (FFCRA) is and its purpose. He also reviewed the revised Mayoral Proclamation and the City's Resolution 20-R26, which refers to exempt employees and explained that Utility staff would not qualify for FFCRA. He would like direction from the Commission on how they feel we should best proceed to protect the Utility's operations, as well as its customers and staff. Discussion followed. No action taken.

**Adjourn**

Binn/Lyon motion to adjourn at 5:28pm. Passed 6-0.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
LAKE GENEVA UTILITY COMMISSION**

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY MARCH 5, 2020, AT 6:00 P.M.**

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

**1. Call meeting to order**

The meeting was called to order by Commissioner Horne at 6:04 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Police and Fire Liaison Skates

**3. Roll call**

Commissioners Horne, Jordan and Pollard were present. Commissioners Connors and Saul were excused. Also present were Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Assistant Fire Chief Derrick, Police and Fire Liaison Skates and Administrative Assistant Papenfus.

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

**5. Acknowledge correspondence – NONE**

**6. Approval of the regular meeting minutes of February 6, 2020**

Horne motioned to approve the regular meeting minutes of February 6, 2020. Pollard seconded. Motion carried 3-0.

**7. City Council Report**

Alderman Skates reported that interviews were being held for the parking manager position and they hoped to hire someone in the next few weeks.

**8. Fire Department Business**

a. Approval of bills for the month of February 2020, operating in the amount of \$93,967.61, Equipment purchases in the amount of \$5,882.15, for a total of \$99,849.76

Jordan motioned to approve the bills for the month of February 2020. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

b. Approval of bills for the month of December 2019, operating in the amount of \$4,530.00

Pollard motioned to approve the bills for the month of December 2019. Jordan seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

**c. Approve Resolution number 20-R16**

Increase Acct #11-00-00-34490 Assigned FB–EMS Act 102 Program, by \$3,903.44

Decrease Acct#11-00-00-34800, Unassigned Fund Balance, by \$3,903.44

Jordan motioned to approve the Resolution number 20-R16. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

**d. Approve Resolution number 20-R17**

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$4,056.32

Decrease Acct #11-00-00-34380, Assigned FB–Fire Department CPR, by \$4,056.32

Pollard motioned to approve Resolution number 20-R17. Jordan seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

e. Approve Resolution number 20-R18

Increase Acct #11-00-00-34370, Assigned FB-Fire Department Donations, by \$1,915.00

Decrease Acct #11-00-00-34800, Unassigned Fund Balance, by \$1,915.00

Pollard motioned to approve Resolution number 20-R18. Jordan seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

f. Discussion -2019 EMS medical billing/Stark medical billing - No discussion/action

g. Discussion - EMS call summary report – No discussion/action

h. Discussion/Action – Monthly Chief’s Update and Fire Department Report Overview

Chief Peters reviewed the monthly report. Personnel Spotlight-Cindi Baumeister joined the staff as Confidential Administrative Assistant in February 2019. Chief Peters also reviewed personnel introductions, community and department events and notable calls for service. Chief Peters also handed out a form outlying the district calls that Lake Geneva Fire Department responded to throughout the last two years.

i. Discussion/Action- PFAS free foam Update

Chief Peters stated that Governor Evers signed SP310 into law noting that fire departments cannot use PFAS free foam except for emergency operations. When the foam is used, the DNR has to be notified as soon as possible. Chief Peters is having a difficult time finding a contractor to remove the foam from the trucks for a reasonable price.

j. Discussion/Action – COVID-19

Chief Peters said the department is prepared for the COVID-19 virus. Dispatch will do call screening to determine if the person calling has flu-like symptoms. Law Enforcement will not be responding to rescue calls with patients having flu-like symptoms. Chief Peters is talking to county public health to set up guidelines and criteria to treat the virus.

k. Discussion/Action – ADRC Community Outreach Program

The Fire Department is working with the Department of Health and Human Services to set up a screening for elderly or needy residents with special needs or memory issues. Pamphlets and forms are in fire engines to hand out to patients on calls. The Fire Department will track these residents internally.

l. Discussion/Action – Hiring of Firefighter/Paramedic Marvin Hendry (pending background)

Pollard motioned to hire Firefighter/Paramedic Marvin Hendry pending background check. Jordan seconded. Motion carried 3-0.

Firefighter/Paramedic Marvin Hendry is on the SWAT team as a tactical medic.

m. Discussion/Action - Approval of resignations from:

- FF/EMT Paul Bachman
- FF/Paramedic Bronson Weyrauch
- FF/Paramedic Ryan Brewer

Jordan motioned to approve the resignation of FF/EMT Paul Bachman, FF/Paramedic Bronson Weyrauch, and FF/Paramedic Ryan Brewer. Pollard seconded. Motion carried 3-0.

n. Items to be forwarded to city council

Expenditures, resolutions, Monthly calls, legislative update and monthly report

9. Police Department Business

a. Approval of bills for the month of February 2020, operating in the amount of \$267,087.34, Capital purchases in the amount of \$2,135.00, Equipment purchases in the amount of \$3,813.02, for a total of \$273,035.36

Jordan motioned to approve the bills for the month of February 2020. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

b. Approve Resolution Number 20-R19

Increase Acct #11-00-00-34670, Assigned FB-PD Donations, by \$125.00

Decrease Acct #11-00-00-34800, Unassigned Fund Balance, by \$125.00

Pollard motioned to approve Resolution number 20-R19. Jordan seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

c. Approve Resolution Number 20-R20

Increase Acct #11-00-00-34800; Unassigned Fund Balance, by \$0

Decrease Acct #11-00-00-34680; Assigned FB-PD State Seizures, by \$0

Jordan motioned to approve Resolution number 20-R20. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

d. Approve Resolution Number 20-R21

Increase Acct #11-00-00-34800, Unassigned Fund Balance by \$645.34

Decrease Acct #11-00-00-34390, Assigned FB-PD Uniform Allowance by \$645.34

Jordan motioned to approve Resolution number 20-R21. Pollard seconded. Roll call vote: Horne-Y, Jordan-Y, Pollard-Y. Motion carried 3-0.

e. Discussion/Action – Confirm hiring of full time Police Officer John Reborn

Horne motioned to confirm the hiring of full time Police Officer John Reborn. Jordan seconded. Motion carried 3-0.

Lt. Gritzner stated that Officer Reborn has started his second week of the police academy and finishes the end of June.

f. Discussion/Action – Update hiring of full time Police Officer Jose Rodriguez

Lt. Gritzner advised that our next full time Police Officer Jose Rodriguez injured his knee coaching wrestling and has to have surgery. Once he is cleared for light duty, we will start him on administrative duties before he starts the police academy.

g. Discussion/Action – Termination of Officer Richard Dimzoff

Horne motioned to accept termination of Officer Richard Dimzoff. Jordan seconded. Motion carried 3-0.

Lt. Gritzner stated that Officer Dimzoff has been on leave for a few years and never returned to the department to work and did not submit a resignation letter.

h. Discussion/Action – Hiring of CSO's and Part Time Officers

Pollard motioned to move to hire one CSO and one Part Time Officer. Jordan Seconded. Motion carried 3-0.

Lt. Gritzner stated that the department would like approval to hire one CSO from our recruiting efforts and approval to hire one part time officer. The part time officer is a retired Walworth County Detective and is interested in getting some steady officers. We have some potential people from boat patrol and share hours with that department.

i. Discussion/Action - 2019 annual report

The 2019 annual report was handed out and will be brought back next month for approval.

j. Discussion/Action – Lexipol Policy Updates

- 306 Handcuffing and Restraints
- 324 Temporary Custody of Juveniles
- 330 Child Abuse
- 428 Immigration Violations
- 440 Contacts and Temporary Detentions

- 470 Medical Aid and Response
- 514 Impaired Driving, Prohibited Alcohol Concentration, Restricted Controlled Substance
- 1000 Recruitment and Selection
- 1004 Special Assignments and Promotions

Horne motioned to approve the Lexipol Policy Updates. Pollard seconded. Motion carried 3-0.

k. Discussion/Action Discussion - Chief's report (briefing only - no action will be taken)

There was a drowning off Townline Road and dive/fire/EMS/police crews did respond. The drowning was in the City of Lake Geneva's jurisdiction.

l. Discussion - Chief's top monthly incidents – No discussion/action

m. Discussion - Monthly activity reports – No discussion/Action

2020 Dispatch activity for February 2020: Telephone calls - 1,699 911 Calls - 134 Window assists - 477  
 2019 Dispatch activity for February 2019: Telephone calls – 2,725 911 Calls - 202 Window assists - 718

2020 Patrol activity for February 2020: Calls for service - 1,375 Arrests - 148  
 2019 Patrol activity for February 2019: Calls for service - 1,223 Arrests - 135

n. Items to be forwarded to City Council  
 Expenditures, resolutions, monthly reports

10. Agenda items for the next regular meeting Thursday April 9, 2020  
 2019 Annual report

11. Motion to go into closed session under Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention specifically: Cyber Security

Pollard motioned to go into closed session with Chief Rasmussen, Lt. Gritzner, Lt. Way, Chief Peters and Administrative Assistant Papenfus. Jordan seconded. Roll call vote: Horne-Y, Pollard-Y, Jordan-Y. Motion carried 3-0 at 6:56 p.m.

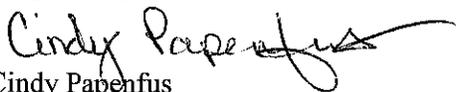
12. Motion to return to open session per Wisconsin State Statute 19.85(2)  
 Jordan motioned to return to open session. Pollard seconded. Motioned carried 3-0 at 7:05 p.m.

13. Discussion and action on closed session items if needed – No discussion/action

14. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 3-0. Meeting adjourned at 7:05 p.m.

Respectfully submitted,



Cindy Papenfus  
 Administrative Assistant

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



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**POLICE AND FIRE COMMISSION MEETING MINUTES  
THURSDAY, APRIL 09, 2020 – 6:00 PM  
CITY HALL, COUNCIL CHAMBERS**

**Commission Members:** President Jim Connors, Vice President Ted Horne, Commissioners: Dennis Jordan, Brian Pollard and Chuck Saul

**THE MEETING WAS HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.**

1. Call Meeting to Order  
The meeting was called to order by Commissioner Connors at 6:03 p.m.
2. Pledge of Allegiance  
The Pledge of Allegiance was led by Fire Captain Detkowski
3. Roll Call  
Commissioners Connors, Pollard, Jordan, Horne and Saul were present. Police and Fire Liaison Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters and Fire Captain Detkowski were also present.
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 5 minutes - None
5. Acknowledge Correspondence - None
6. Approval of the Regular Meeting Minutes of March 5, 2020  
Jordan motioned to approve the regular meeting minutes of March 5, 2020. Pollard seconded. Motion carried 5-0.
7. City Council Report  
Alderman Skates stated it was his last meeting as Police and Fire liaison. He thanked the Police Department and the Fire Department for their efforts.
8. Police Department Business
  - a. Approval of bills for the month of March 2020, operating in the amount of \$392,091.61 Capital purchases in the amount of \$0.00, Equipment purchases in the amount of -\$5,679.80, for a total of \$386,411.81.  
Jordan motioned to approve the bills for the month of March 2020. Saul seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0.
  - b. Discussion/Action – Police Department COVID-19 report  
Chief Rasmussen reported the changes since the COVID-19 mandates. All department heads have daily meetings by ZOOM. The department has changed the response to calls, eliminating any nonessential personal contact. The department is on lock down--no visitors, no friends or family, no outside food, etc. All nonessential CSO's have been cut and schedules have been modified including the daily briefing. Parks have been shut down due to the stay-at-home order because people were violating the protection orders. He thanked his officers and dispatchers for their hard work and good attitudes throughout these changes.
  - c. Discussion/Action – Malware Incident  
The department was infected by a virus that entered the system via email. The current virus protection/scanner was able to stop it before any information was compromised. The city's insurance company was brought in to confirm that nothing in our system was compromised by this virus.

d. Discussion/Action – 2019 Annual Report

Jordan motioned to approve the 2019 annual report. Connors seconded. Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0.

An updated annual report was handed out prior to the meeting. Chief Rasmussen asked for approval of the report so it could be posted for the public. Jordan and Saul stated the report was well done.

e. Discussion – Certified WIBRS Reporting Agency

Chief Rasmussen stated the city has been certified as a WIBRS reporting agency. This is a nationwide reporting system run by the FBI and is a more accurate reporting system than the system the department was using previously.

f. Discussion/Action – 10 year Internet Crimes Against Children (ICAC) Task Force Award

The department received an award from the Internet Crimes Against Children Task Force. The detectives and school resource officers have been working with this task force and have continued to work with the State and Federal government to help protect children against internet crimes.

g. Discussion/Action – Donation from Roger Wolff

Jordan motioned to accept the donation from Roger Wolff. Saul seconded. Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0.

Roger Wolff purchased 12 gift cards from the Next Door Pub and dropped them off to thank the department for their service during the Coronavirus pandemic. Chief Rasmussen asked the Commission to accept the cards, which will be used at the next department meeting.

h. Discussion – Chief's Report (briefing only – no action will be taken)

Crime is down nationwide and in the City of Lake Geneva. Morale is good in the department.

i. Discussion – Chief's Top Monthly Incidents – No discussion

j. Discussion – Monthly activity reports – No discussion

2020 Dispatch activity for March 2020: Telephone calls – 2,204 911 calls – 154 Window assists – 516

2019 Dispatch activity for March 2019: Telephone calls – 2,440 911 calls – 230 Window assists – 849

2020 Patrol activity for March 2020: Calls for Service – 1,354 Arrests – 74

2019 Patrol activity for March 2019: Calls for Service – 1,259 Arrests – 82

k. Items to be forwarded to City Council

Expenditures, annual report, top five report and monthly activity reports

9. Fire Department Business

a. Approval of bills for the month of March 2020, operating in the amount of \$142,152.37 Capital purchases in the amount of \$0.00, Equipment purchases in the amount of \$295.00, for a total of \$142,447.37.

Horne motioned to approve the bills for the month of March 2020. Pollard seconded. Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0.

b. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion

c. Discussion – EMS Call Summary – No discussion

d. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview

Chief Peters recognized Firefighter/AEMT Jason Fischer, who has worked with the department for 11 years. Chief Peters discussed community and department events and notable calls.

e. Discussion/Action – COVID-19 Update

Chief Peters presented a briefing regarding the COVID-19 pandemic. There is a daily city-wide briefing, state briefing and daily county fire department briefing. Station cleaning has been upgraded to two times a day and the campus is on lock down. The department responds to every call as if each patient has the virus. Every employee has a daily health check and temperature checks twice daily. Birthday parades have been instituted since the stay-at-home order.

f. Discussion/Action – Disposal of Obsolete Equipment

- 3 Helmets
- 3 Turn Out Coats
- 3 Turn Out Jackets

Connors motioned to donate the obsolete equipment to the Indian Reservation including three helmets, three turnout coats and three turn out jackets. Horne seconded. Pollard-Y, Jordan-Y, Horne-Y, Saul-Y, Connors-Y. Motion carried 5-0. Chief Peters would like to donate the listed items to the Indian Reservation as in the past per department policy.

g. Discussion/Action – Car 2 Update

Chief Peters stated that Car 2 has been received. Lights, sirens and radios are being installed at General Communications and should be in service next month.

h. Discussion/Action – Boat 1 Update

Captain Detkowski reported that three quotes were solicited and two quotes were received. A boat was recently purchased from Midwest Air Rescue Boats, who does custom building, by the City of Madison. Once the restrictions are lifted, members of the department will go look at the boat to help make a good educated purchase. Pollard asked what kind of pricing came in, and Captain Detkowski stated both quotes came in under budget. Alderman Skates asked about the turnaround time. Captain Detkowski believed the time frame was 90 to 120 days.

i. Discussion/Action – Station 1 Roof leak

Captain Peters stated there is a roof leak at Station 1. The entire roof was replaced in 2014 and there is a 10 year warranty. Hopefully the current leaks will be repaired under warranty.

j. Discussion/Action – Thank you Notes – No discussion/action

- Kathleen Sicard (FF/AEMT Hughes, FF/PM Pernice, FF/PM Stephenson)

k. Items to be forwarded to City Council

Expenditures, thank you notes, Chief's report

On behalf of the Commission and the residents, Chief Connors thanked the Police Department and EMS/Fire Department for all their hard work and hoped everyone had a safe Holiday season. Chief Peters also thanked the community for their support. He stated the staff has done a great job during this time. Chief Rasmussen agreed they have received great support from the community. Connors stated that Chief Rasmussen and Chief Peters were also involved with emergency management and many items were stocked so the city was well-prepared for such situations. Saul also thanked the departments for their hard work.

**10. Adjourn**

Commission Saul motioned to adjourn the meeting. Jordan seconded. Motion carried 5-0. Meeting adjourned at 6:37 p.m.

Respectfully submitted,



Cindy Papenfus  
Administrative Assistant

c: Police Chief/Fire Chief

- Commissioners-file
- Commission Liaisons
- City Administrator
- City Clerk/City Comptroller
- Council Members - Mayor



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**POLICE AND FIRE COMMISSION MINUTES**  
**THURSDAY, MAY 7, 2020 – 6:00 P.M.**  
**CITY HALL, COUNCIL CHAMBERS**

**Commission Members:** President Jim Connors, Vice President Ted Horne, Commissioners: Brian Pollard, Chuck Saul and Spyro Condos

**THE MEETING WAS HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.**

**AGENDA**

1. Call Meeting to Order  
The meeting was called to order by Commissioner Connors at 6:01 p.m.
2. Pledge of Allegiance  
The Pledge of Allegiance was led by Administrative Assistant Papenfus
3. Roll Call  
Commissioners Connors, Pollard, Jordan, Horne and Saul were present. Police and Fire Liaison Yunker, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Mayor Klein and Administrative Assistant Papenfus were also present.
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 5 minutes - NONE
5. Acknowledge Correspondence - NONE
6. Approval of the Regular Meeting Minutes of April 9, 2020  
Horne motioned to approve the meeting minutes of April 9, 2020. Saul seconded. Motion carried 5-0.
7. City Council Report  
Liaison Yunker thanked Chief Peters and Lieutenant Gritzner for their Covid-19 presentation at the City Council meeting.
8. Welcome newly appointed Commissioner Spyro Condos  
Connors welcomed back Commissioner Condos
9. Election of Officers: President and Vice President  
Pollard made a motion to nominate Connors as President. Condos seconded the nomination. There were no further nominations. Nomination carried 5-0.

Connors motioned to nominate Horne as Vice President. Saul seconded the nomination. There were no further nominations. Nomination carried 5-0.

10. Fire Department Business
  - a. Approval of bills for the month of April 2020, operating in the amount of \$81,365.11, Capital purchases in the amount of \$6,225.00, Equipment purchases in the amount of \$54,035.40, for a total of \$141,625.51.  
Horne motioned to approve the bills for the month of April 2020. Connors seconded. Roll call vote: Connors-Y; Horne-Y; Pollard-Y; Saul-Y, Condos-Y. Motion carried 5-0.

b. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion

c. Discussion – EMS Call Summary – No discussion

d. Discussion/Action – Monthly Chief’s Update and Fire Department Report Overview

Chief Peters presented the monthly report. Firefighter/Paramedic Ferger Olsen was the monthly personnel spotlight. Firefighter Olsen joined the department April 2020 and obtained her Associates Degree from UW-La-Crosse in 1997 and completed her Paramedic training at UW-Madison in 2001. The department highlighted community and department events. During the Covid-19 Safer at Home regulations, the Fire Department offered Birthday drive-bys and has partnered with Town of Geneva Police and the City of Lake Geneva. Chief Peters reviewed the notable calls and calls for service.

e. Discussion/Action – COVID-19 Update

Chief Peters noted that there are approximately 215 cases of the Coronavirus in Walworth County with 9 deaths. He noted that with or without the Stay at Home Order, the department would still operate the same with protective gear and decontaminating their equipment. They are currently preparing a fast track FEMA grant for up to \$40,000. The grant would be used for extra expenses incurred because of the pandemic. The department would be looking at purchasing two ionizers for the ambulances, purchasing a UV machine and an extractor washing machine.

f. Discussion/Action – 2020 Budget & CARES Act

Chief Peters stated that the department received a direct deposit of \$13,169.32 from the CARES Act to help with Medicare and Medicaid patient expenditures. The money needed to be used for public health emergencies but cannot be used for any budget projects and must be used between March 1, 2020 and December 30, 2020. It will be used to offset costs for additional sanitizers, PPE’s, gowns, and respirators.

Chief Peters also stated that he recently received a memo from the Comptroller requesting that each department look at their Capital, Equipment and Equipment Outlay budgets for any cost savings that could be utilized due to the potential money shortfall from the COVID-19 pandemic. Chief Peters reviewed the items in each of these accounts and stated that they were all items that needed to be replaced on a timely basis. The Air boat purchase could be pushed out until the fall. Chief Peters also indicated that there would be initial budget savings including lower fuel costs, training costs, inspector costs and increased ambulance revenue.

g. Discussion/Action – Thermal Imaging Cameras Purchase

Horne motioned to recommend the purchase of four thermal imaging cameras at the cost of \$6,905.00 per unit for a total of \$27,620.00. Saul seconded. Roll call vote: Connors-Y; Horne-Y; Pollard-Y; Saul-Y, Condos-Y. Motion carried 5-0.

Chief Peters said the department received two quotes for the thermal imaging cameras. Department members evaluated both cameras and chose the cameras for \$6,905.00 per unit. Condos asked if the cameras included everything the department needed and Chief Peters advised that the cameras were evaluated by the staff and includes everything that the staff needed. Connors noted that the cost of the cameras were under budget.

h. Discussion/Action- MPESC Paramedic Program as a Field Training Site

Connors motioned to recommend the MPESC Paramedic Program using the Lake Geneva Police Department as a Field Training Site pending City Attorney approval. Pollard seconded. Roll call vote: Connors-Y; Horne-Y; Pollard-Y; Saul-Y, Condos-Y. Motion carried 5-0.

Chief Peters stated that two paramedic students are currently in training at Mercy. Mercy asked if the students could do their ride along time with the Lake Geneva Fire Department. Traditionally the training would be done in Janesville or Beloit but due to the Coronavirus the students cannot go there. Chief Peters is working on getting an agreement with Mercy and will have City Attorney Draper approve the agreement. Chief Peters thinks is a good idea and will give students more exposure to the department.

i. Discussion/Action – Acceptance of resignation from probationary FF/PM Jessica Freibergs.

Horne motioned to accept resignation of FF/PM Jessica Freibergs. Connors seconded. Motion carried 5-0.

j. Discussion – Thank you Notes - No discussion

- Mari Escobar
- Mac McBride

k. Items to be forwarded to City Council

Expenditures, Call summary report, Monthly report, Budgets and CARES Act, MPESC Paramedic Program

11. Police Department Business

a. Approval of bills for the month of April 2020, operating in the amount of \$290,381.00, Capital purchases in the amount of \$5,025.00, Equipment purchases in the amount of \$26,330.44, for a total of \$321,736.44.

Horne motioned to approve the bills for the month of April 2020. Pollard seconded. Roll call vote: Connors-Y; Horne-Y; Pollard-Y; Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen noted that the data budget is already at 60% because of the recent computer virus.

b. Discussion – Police Department COVID-19 report

Chief Rasmussen stated that people are becoming more frustrated with the “Stay at Home” order and the department is waiting for the Supreme Court to make the decision on the order. City Hall is working to prepare an ordinance to enforce the emergency order. Currently any violation of the current order would have to be referred to the District Attorney’s Office for a crime. The District Attorney’s Office does not want these referrals because of concerns about the legality of these charges and it would overwhelm the office regarding these violations. This past weekend was very crowded and people were not following the social distancing order. Condos and Connors both expressed their appreciation to each department for their efforts during this difficult time. Chief Rasmussen has authorized the department to begin making traffic stops again due to the increased bad driving.

c. Discussion/Action – Disposal of recovered property

5 I-pads

Connors motioned to dispose of five I-pads with one I-pad to be used for PD official use and four I-pads to be given to the City Administration for city use as determined. Saul seconded. Roll call vote: Connors-Y; Horne-Y; Pollard-Y; Saul-Y, Condos-Y. Motion carried 5-0.

Five brand new I-pads were received as stolen property from a local store and the store will not take them back per store policy. Chief Rasmussen would like to keep one I-pad for department use and give the remaining four I-pads to the City for their use. Connors suggested that Chief Rasmussen give the remaining I-pads to the City Administration and let him determine the best way to use the I-pads.

d. Discussion/Action – Accept letter of resignation from Part Time Telecommunicator Piper Lindner-Turnage  
Horne motioned to accept letter of resignation of Part Time Telecommunicator Piper Lindner-Turnage. Condos seconded. Motion carried 5-0.

e. Discussion/Action – Termination of Part Time Telecommunicator Akilah Baker

Saul motioned to accept termination of Part Time Telecommunicator Akilah Baker. Pollard seconded. Motion carried 5-0.

f. Discussion – Chief’s Report (briefing only – no action will be taken)

Chief Rasmussen reported that the FLR Committee has asked each department to evaluate their Capital Projects, Equipment Outlay projects and Equipment Replacement projects and determine the status of the projects and if they are able to possibly delay or cut any of the projects. Many of the projects are complete or pending. There are places that money can be saved and the department will continue to look into ways to save money. Police Week is scheduled for next week but the Annual Awards Committee was cancelled due to the pandemic.

g. Discussion – Chief’s Top Monthly Incidents – No discussion/action

h. Discussion – Monthly activity reports – No discussion/action

2020 Dispatch activity for April 2020:	Telephone calls –2,144	911 calls – 218	Window assists – 267
2019 Dispatch activity for April 2019:	Telephone calls – 2,213	911 calls – 169	Window assists – 763

2020 Patrol activity for April 2020:	Calls for Service – 1,274	Arrests – 28
2019 Patrol activity for April 2019:	Calls for Service – 1,188	Arrests – 60

i. Items to be forwarded to City Council

Expenditures, Chief’s Top Five monthly incidents and Monthly activity reports

12. Adjourn

Pollard motioned to adjourn the meeting. Connors seconded. Motion carried 5-0. Meeting adjourned at 7:09 p.m.

Respectfully submitted,



Cindy Papenfus  
Administrative Assistant

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

**MINUTES NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING**





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**POLICE AND FIRE COMMISSION MINUTES**

**THURSDAY, JUNE 4, 2020 – 6:00 P.M.**

**CITY HALL, COUNCIL CHAMBERS**

**Commission Members:** President Jim Connors, Vice President Ted Horne, Commissioners: Brian Pollard, Chuck Saul and Spyro Condos, Police and Fire Liaison Joan Yunker

**THE MEETING WAS HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.**

**1. Call Meeting to Order**

The meeting was called to order by Commissioner Connors at 6:01 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Commissioner Condos

**3. Roll Call**

Commissioners Connors, Pollard, Saul and Condos were present. Commissioner Horne was excused. Police and Fire Liaison Yunker, Police Chief Rasmussen, Fire Chief Peters, Fire Captain Detkowski, Mayor Klein and Administrative Assistant Papenfus were also present.

**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 5 minutes**

**5. Acknowledge Correspondence - NONE**

**6. City Council Report – Alderperson Yunker had nothing to report**

**7. Approval of the Regular Meeting Minutes of May 7, 2020**

Saul motioned to approve the regular meeting minutes of May 2020. Connors seconded. Motion carried 4-0.

**8. Police Department Business**

**a. Approval of bills for the month of May 2020, operating in the amount of \$265,651.05, Equipment purchases in the amount of \$(1,255.00), for a total of \$264,396.05**

Connors motioned to approve the bills for the month of May 2020. Condos seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 4-0.

**b. Discussion – Police Department COVID-19 report**

Chief Rasmussen stated that the department continues to limit minimal contact with the public due to COVID-19 and the department has remained healthy. Condos asked if there was a plan in place for employee testing. Chief Peters stated that there is a “return to work” approach as set through CDC guidelines. No employee testing is in place at this time.

**c. Discussion/Action – Accept resignation of Telecommunicator Kevin Fallon**

Connors motioned to accept the resignation of Telecommunicator Kevin Fallon. Saul seconded. Motion carried 4-0.

**d. Discussion/Action – Action donation from Jerky Outlet**

Saul motioned to accept the donation from Jerky Outlet. Condos seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 4-0.

Chief Rasmussen stated that Jerky Outlet wanted to donate some Jerky to the department during the COVID outbreak and collected matching donations in the amount of approximately \$400.00.

e. Discussion/Action – Accept donation and Thank you from the family of Bob Meyerhofer  
Saul motioned to accept the donation from Bob Meyerhofer. Condos seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 4-0.  
The family of Bob Meyerhofer donated money for Mr. Meyerhofer’s 80<sup>th</sup> birthday drive.

f. Discussion – Chief’s Report (briefing only – no action will be taken)  
Chief Rasmussen said 2020 has been a busy year from the pandemic to civil unrest. There was a peaceful get together June 3, 2020 downtown. There was a shooting last week and the department has asked for a warrant and for assistance from the US Marshalls to locate the suspect. Condos said the Department did a great job with the protest and thanked the County for assisting.

g. Discussion – Chief’s Top Monthly Incidents – No discussion

h. Discussion – Monthly activity reports – No discussion

2020 Dispatch activity for May 2020:	Telephone calls –2,871	911 calls - 283	Window assists – 540
2019 Dispatch activity for May 2019:	Telephone calls –2,970	911 calls - 314	Window assists – 1,010

2020 Patrol activity for May 2020:	Calls for Service – 1,842	Arrests – 147
2019 Patrol activity for May 2019:	Calls for Service – 1,713	Arrests – 142

i. Items to be forwarded to City Council  
Expenditures, Top five monthly incidents, Activity reports

9. Fire Department Business

a. Approval of bills for the month of May 2020, operating in the amount of \$119,724.04, Equipment purchases in the amount of \$1,482.20, for a total of \$121,206.24  
Saul motioned to approve the bills for the month of May 2020. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 4-0.

b. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion

c. Discussion – EMS Call Summary  
Condos asked if calls were up for the month. Chief Peters advised that the calls have been up but are getting back to normal.

d. Discussion/Action – Monthly Chief’s Update and Fire Department Report Overview  
The personnel spotlight was for FF/EMT Piper Lindner-Turnage, who joined the department in 2019. She has since obtained her EMT licensure and Firefighter 1 certification. The department continued to offer over 30 birthday drive-by celebrations during the month of May. Chief Peters reviewed the department’s anniversaries and notable calls for service.

e. Discussion/Action – COVID-19 Update  
The department has started doing fire inspections using the proper COVID-19 precautions. Chief Peters also advised that a new training plan is going to be put in place, limiting training to only 10 employees at a time, rather than the entire department. Saul asked if any employees had gotten the virus. Chief Peters advised that some employees were tested but received negative results.

f. Discussion/Action – GUV Chamber  
Chief Peters advised that the Fire Department received an ultraviolet mask sanitizer from the State, which will be used by the entire county. The masks are put into the sterilizer and the virus is killed by the ultraviolet light.

g. Discussion/Action – 2019 Annual Report  
The 2019 annual report will be emailed to the Police and Fire commission members for review and discussed at next month’s meeting.

h. Discussion/Action – Acceptance of Lexipol Policies

903 Communicable Diseases (update)

1024 Workplace Violence (update)

Connors motioned to approve Lexipol Policy 903 Communicable Diseases and Lexipol Policy 1024 Workplace Violence as updated. Saul seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 4-0.

i. Discussion – Gabe Walton Eagle Scout Project

Captain Detkowski stated that Gabe Walton contacted the Fire Department to sponsor his Eagle Scout Project. The project has been expedited and all rules were bypassed because Gabe designed a facial shield for the Coronavirus. More than 1000 masks have already been distributed to health care professionals, who say the shields are more comfortable than the ones currently being used. Gabe Walton will present his project to the Commission in the near future.

j. Discussion – Thank you Notes and Donations

Hansen Family

Joe & Liz Doyle (The Candle Mercantile)

Elaine Johnson and Debbie Cobian

Tegan

Emma Derrick

Ben Peters

Bob Meyerhofer - \$50.00

Mike Koch - \$250.00

Jeff Binkert, House of Harley-Davidson - \$500.00

Richard Brietenfield – gift cards (unknown amount)

1251 Townline Road neighborhood

a. Connors motioned to approve the Bob Meyer donation in the amount of \$50.00. Saul seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 4-0.

b. Saul motioned to approve the Mike Koch donation in the amount of \$250.00. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 4-0.

c. Saul motioned to approve the Richard Binkert-House of Harley-Davidson donation in the amount of \$500.00. Condos seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 4-0.

d. Saul motioned to approve the Richard Brietenfield gift cards from Little Caesar's and Dairy Queen. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 4-0.

k. Items to be forwarded to City Council

Expenditures, Monthly report, COVID-19 update, GUV Chamber, Gabe Walton Eagle Scout Project donation and Thank you notes and donations.

10. Adjourn

Saul motioned to adjourn the meeting. Condos seconded. Motion carried 4-0. Meeting adjourned at 6:41 p.m.

Respectfully submitted,



Cindy Papenfus

Administrative Assistant

c: Police Chief - Fire Chief

Commissioners-file

Commission Liaisons

City Administrator - City Clerk

City Comptroller - Council Members - Mayor

**MINUTES NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING**

**PLAN COMMISSION MEETING  
MONDAY, MARCH 16, 2020 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Hartz called the meeting to order 6:00 p.m.

**Roll Call.** Present: Mayor Hartz, Alderman Doug Skates, John Gibbs, Brett Stanczak. Absent (Excused) William Catlin, Ann Esarco, Michael Krajovic, Building and Zoning Administrator Walling. Also Present: City Attorney Draper, City Planner Slavney via telephone, City Administrator Nord, City Engineer - Naomi Rauch, Building & Zoning Administrative Assistant Follensbee.

**Approve Minutes of the February 17, 2020 Plan Commission Meetings as distributed.**  
Skates/Gibbs motion to approve. Motion carried unanimously.

**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.**

**Acknowledgement of Correspondence. None**

Attorney Draper explained the modified meeting room setup due to the Covid-19 situation. A maximum of 50 people are allowed in a room, but to keep safe distancing between individuals, a small amount of chairs have been provided. Draper also stated Planner Slavney is joining the meeting via telephone, since he was advised by his doctor.

**Review and Recommendation of a Certified Survey Map (CSM) for Constantine Athans, 999 Snake Road & Neuman Family Trust, 4666 Lorraine Ave Dallas TX, 75209 to create a new 4 Lot CSM in the Estate Residential – 1 (ER-1) zoning classification as identified on the certified survey dated 1/10/20 Job # 1901409 for Tax Key Nos. ZWIL00001 thru ZWIL00005.**

Paul Van Henkelum, surveyor from Cardinal Engineering, presented the request. Alderman Skates asked for clarification of the CSM. Henkelum said the lots lines will change to allow better access to all lots, with 2 lots along the road and 2 lots along the lake. Utilities Director Gajewski approves of the new CSM.

Hartz/ Skates motion to recommend the Certified Survey Map (CSM) to create a new 4 Lot CSM, subject to the addition of the utility easement shown on page 2 of 4 of CSM.

Roll Call: Hartz, Skates, Gibbs, Stanczak “yes.” Motion carried unanimously.

**Public Hearing and Recommendation on an application for a General Development Plan (GDP) filed by Omega Homes, 210 O’Connor Dr. Elkhorn WI. 53121, requesting a Planned Development to build 58 single family homes in 3 phases. The property is 17.26 acres located at LaSalle St and Edgewood Dr., in the Multi-family Residential - 8 (RM-8) zoning district, Tax Key No. ZA424700001.**

Ryan Cardinal, Cardinal Engineering, representing the applicant, resented the request. Draper asked Cardinal to go through the flexibilities. A revised narrative packet was distributed to the Plan Commission this evening which is pertinent to questions addressed in this meeting. The flexibilities can be found on page 5 of the revised narrative, which now includes a new section: Article III – Subdivisions, in the requested exemptions. Cardinal discussed the exemptions. Planner Slavney stated the Comprehensive Plan has been revised to allow SR-4 Zoning on the parcel so this zoning change is consistent with the Comprehensive Plan. Slavney believes the detail requirements for the GDP application has been met. Utility Director Gajewski stated the geographical elevation of the central portion of the development would not meet the current state code for static water pressure once services were installed. The developer is working with City Staff, including the Utility Commission to do public improvements to service 15 lots in the development by raising the water tower 30 feet and code updates. Commissioner Gibbs asked for clarifications of time considerations (phasing.) Cardinal explained their request for a longer time period regarding the phasing process. Draper stated the City cannot waive the ordinance for project timeframes but once the applications are approved, and the project moves forward, the applicant can ask the City to for an extension. Hartz inquired about the retention ponds and water run-off for the neighbors to the south. Cardinal said the 3 ponds in this project are designed to hold water and the water leaving the site will be at a

lower rate than it currently drains. Skates asked about park considerations for this subdivision. Cardinal said the green space is available to all people who walk by but the grade is very steep. Slavney said the park discussion would be a Plat - land division dialog, not a zoning matter.

Skates/Gibbs motion to close the Public Hearing. Motion carried unanimously.

Skates/Gibbs motion to recommend the General Development Plan (GDP) to build 58 single family homes in 3 phases and include all staff recommendations and fact finding in the affirmative and requested exemptions: front, side & rear setbacks, lot sizes, 3 private streets as designated on proposal, lot lines on private streets which do not border public streets and lot line which do not meet our dimensions.

Roll Call: Hartz, Skates, Gibbs, Stanczak “yes.” Motion carried unanimously.

**Public Hearing and Recommendation on an application for a General Development Plan (GDP) filed by the property located at 302 Townline Rd. for a possible Planned Development that would allow 16 residential dwellings on one tax parcel. Applicants Michael Hanley & John Engerman, - DBA Clear Sky LLC. 302 Townline Rd., located in the Planned Industrial (PI) zoning district, Tax Key No. ZYUP00144.**

Mike Hanley & John Engerman presented the request. Engerman said the number of homes in this project has been reduced to 16 per suggestion by the Plan Commission. A video of the site was shown depicting the homes, parking & project details. Kapur Engineer, Rauch, shared the preliminary review of the storm water management for the site. Gibbs asked about guest parking. Hanley explained the quest parking locations. Hartz asked if the turn-around could be moved away from the bike path and closer to the property on the east side. Cardinal said it will be moved within 5’ of the property line and the applicant is asking for this flexibility. Utility Director, Gajewski, said there is frontage for sewer and water on Townline Road. The sanitary sewer line is standard with individual services to each home. The water main is still to be determined by the Utility Commission and further discussion with Mr. Hanley. Rauch said the entry to the property will be a private driveway. Hanley stated the Home Association will be responsible for any services on the property. Hartz asked if parking pads would be converted to garages. Hanley said no. A discussion followed regarding the flexibilities in this application.

Speaker #1: Bethany Souza, 997 S Lake Shore Drive, in favor of the development and builder.

Speakers #2: Cindy Flower, 533 Haskins Street, asked for clarification of parking spaces per unit and additional parking on the site. Hanley said 2 spaces per unit plus additional guest parking on the site. Slavney and Hartz said the parking questions should be addressed at the PIP level.

Hartz/Skates motion to close the Public Hearing. Motion carried unanimously.

Gibbs/Skates motion to recommend the General Development Plan (GDP) to allow 16 residential dwellings on one tax parcel and include all staff recommendations and fact finding in the affirmative, including moving turn-around off the bike path to the east and exemptions: density, green space, and parking.

Roll Call: Hartz, Skates, Gibbs, Stanczak “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a “Limited” Conditional Use Permit filed by Cassandra Kordecki & Michael Strong d.b.a. Lake Geneva Home Rental LLC, W3437 Royal Glen Ct., Lake Geneva, for the request to allow Commercial Indoor Lodging land use located at 715 North St, within the Single Family – 4 (SR-4) zoning district, Tax Key No. ZF00054.**

Attorney Draper stated the applicant requested to continue this request to the next Plan Commission Meeting.

Skates/Stanczak motion to continue the Public Hearing to the April 20<sup>th</sup> Plan Commission Meeting. Motion carried unanimously.

**Public Hearing and Recommendation of a Conditional Use Permit filed by Robert & Barb Hogan, 328 Shoreline Rd. Lake Barrington IL. 60010, for the request to utilize the Single Family – 4 setbacks for a home addition in the Estate Residential -1 land use located at 1300 W. Main St., Tax Key No. ZYUP000940.**

Neil Harden, Hardon Builders, on behalf of Robert & Barb Hogan, presented the request. Slavney said most of the improvements are located 200' from the lake and meets all the requirements an SR-4 setbacks.

Skates/Stanczak motion to close the Public Hearing. Motion carried unanimously.

Skates/Gibbs motion to recommend a Conditional Use Permit (CUP) for the utilization of the Single Family – 4 setbacks for a home addition in the Estate Residential - 1 land use and include all staff recommendations and fact finding in the affirmative. Stanczak/Hartz motion for a friendly amendment to the original motion to include removing the old foundation near the southern property line as part of the project.

Roll Call: Hartz, Skates, Gibbs, Stanczak “yes.” Motion carried unanimously.

**Public Hearing and Recommendation on an application for an amendment to the Precise Implementation Plan (PIP) filed by Daniel Schuld, 281 Keys Ave. Hampshire, IL 60140, requesting to alter the exterior site plan that would allow for the outdoor seating to be located at grade level. The property is located at 727 Geneva St., Unit 1, in the Central Business (CB) zoning district, Tax Key No. ZOP00157.**

Ken Etten, McCormick & Etten Architects, representing Dan Schuld, presented the request. Dan Schuld also presented some details. Slavney stated the final signage can be submitted for approval at a later date. Gibbs asked if the patio is ADA compliant. Etten explained the ramp and bathroom design of the project. Hartz and Etten explained the historic aspects of this building.

Speaker #1: Bethany Souza, 997 S Lake Shore Drive, in favor of this project and the enhancements to the building.

Skates/Hartz motion to close the Public Hearing. Motion carried unanimously.

Skates/Stanczak motion to recommend an amendment to the Precise Implementation Plan requesting to alter the exterior site plan to allow for outdoor seating at grade level and include all staff recommendations and fact finding in the affirmative.

Roll Call: Hartz, Skates, Gibbs, Stanczak “yes.” Motion carried unanimously.

Commissioner Gibbs thanked Alderman Skates for his years of service on the Plan Commission for the City of Lake Geneva.

**Adjournment.** Gibbs/Stanczak motion to adjourn at 7:46 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION**

**PLAN COMMISSION MEETING  
MONDAY, APRIL 20, 2020 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM**

Mayor Hartz called the meeting to order 6:02 p.m.

Mayor Hartz read the protocol for the City of Lake Geneva Plan Commission Virtual Meetings due to the Covid-19 pandemic.

**Roll Call.** Present: Mayor Hartz, Alderman Doug Skates, John Gibbs, William Catlin, Brett Stanczak, Ann Esarco, Michael Krajovic. Also Present: City Attorney Draper, City Planner Slavney, Building and Zoning Administrator Walling, City Administrator Nord, Building & Zoning Administrative Assistant Follensbee.

**Approve Minutes of the March 16, 2020 Plan Commission Meetings as distributed.**

Skates/Catlin motion to approve. Motion carried unanimously.

**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.**

**Acknowledgement of Correspondence. None**

**Downtown Design Review:**

**Application by Brad Gramly W7560 Ethelyn Dr., Delavan, WI 53115, request to install awnings on the front of the building located at 152 Center St, in the Central Business (CB) zoning district, Tax Key No. ZOP00308.**

Zoning Administrator Walling contacted applicant to be available if the Plan Commission had questions.

Walling presented the request and said the proposed awning meets all the standards required by the City. Alderman Skates asked if the applicant was aware of blade signs used to identify individual stores. Walling said the applicant is aware but only asked for the awning at this time.

Skates/Gibbs motion to recommend the installation of an awning on front of the building and include all staff recommendations.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Esarco, Krajovic “yes.” Motion carried unanimously.

**Application by Ron & Sharon Smith, 2021 Old Mill Ln, McHenry, IL 66050, requesting to change the exterior façade to the storefront of the property located at 729 W. Main St, in the Central Business (CB) zoning district, Tax Key No. ZOP00275.**

Sharon Smith presented their request to return the façade of their business back to the original appearance when first built.

Walling agreed the restoration of the exterior would be a nice addition to the downtown.

Hartz/Stanczak motion to recommend a change in the façade of the building and include all staff recommendations.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Esarco, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a “Limited” Conditional Use Permit filed by Cassandra Kordecki & Michael Strong d.b.a. Lake Geneva Home Rental LLC, W3437 Royal Glen Ct., Lake Geneva, for a request to allow Commercial Indoor Lodging land use located at 715 North St, within the Single Family – 4 (SR-4) zoning district, Tax Key No. ZF00054.**

Hartz/Skates made a motion to continue this item to the next Plan Commission meeting.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Esarco, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a “Limited” Conditional Use Permit filed by Timothy Reuss, 4262 Dorchester Ave., Gurnee, IL 60031, for a request to allow Commercial Indoor Lodging land use located at 940 Marshall St, within the General Business (GB) zoning district, Tax Key No. ZRA00030.**

Tim Reuss presented his request. Planner Slavney said the application was complete and meets all requirements.

Skates/Catlin motion to close the Public Hearing. Motion carried unanimously.

Skates/Gibb motion to recommend a Limited Conditional Use Permit and include all staff recommendations and fact finding in the affirmative.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Esarco, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a Conditional Use Permit filed by Ann Esarco, 1051 Mobile St., Lake Geneva, for a request to utilize the Single Family – 4 setbacks for a New Single Family Home in the Estate Residential -1 land use located at 960 S. Lake Shore Dr., Tax Key No. ZSY00027.**

Commissioner Esarco recused herself from this agenda item.

Walling explained the project, said it meets all requirements and spoke to neighbors who agree it will be a nice addition to the neighborhood. Slavney said 2 calculations were missing from the application: calculations of impervious surface percentage on site and green space percentage on the site. Slavney said asked the builder to send these calculations to the City before the Council meeting. Walling will relay request to builder.

Gibbs/Krajovic motion to close the Public Hearing. Motion carried unanimously.

Krajovic/Skates motion to recommend a Conditional Use Permit to utilize the Single Family – 4 setbacks for a New Single Family Home in the Estate Residential -1 land use, to include calculations for percentages of green space and impervious surface and include all staff recommendations and fact finding in the affirmative.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a Conditional Use Permit filed by Bruce & Sarah Gold, 2910 Kingston Dr., Buffalo Grove, IL 60089, for a request to utilize the Single Family – 4 setbacks for an addition to the single family home in the Estate Residential -1 land use located at 10 Hillside Dr., Tax Key No. ZLM00033.**

Jacob Addis, Doomis Builders, representing Bruce & Sarah Gold, presented the request. Hartz asked if the pitch of the screen porch is the same as the house. Addis said the pitch will be shorter. Sarah Gold, the owner, said they wanted to make a better use of the house.

Hartz read comments from Speaker #1 while trying to reach him by phone. Slavney asked the builder for the percentage calculations for green space and impervious surface.

Speaker #1: David Frost, 1556 Orchard Lane, shared his concerns and history of building projects in The Manor.

Slavney explained how the City setbacks have evolved as ER-1 zoning and how the green space percentage needs to comply with the City standards. Walling worked with the applicant so the proposed addition worked with the setback requirements.

Skates/Stanczak motion to close the Public Hearing. Motion carried unanimously.

Skates/Stanczak motion to recommend a Conditional Use Permit to utilize the Single Family – 4 setbacks for an addition to the single family home in the Estate Residential -1 land use, to include calculations for percentages of green space and impervious surface and include all staff recommendations and fact finding in the affirmative.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Esarco, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation – (Applicant is requesting this item be continued to a later date) - on an application for a Precise Implementation Plan (PIP) filed by Omega Homes, 210 O’Connor Dr. Elkhorn WI. 53121, requesting a Planned Development to build 58 single family homes in 3 phases. The property is 17.26 acres located at LaSalle St and Edgewood Dr., in the Multi-family Residential - 8 (RM-8) zoning district, Tax Key No. ZA424700001.**

Hartz/Gibbs motion to continue this item until the next Plan Commission Meeting.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Esarco, Krajovic “yes.” Motion carried unanimously.

Skates thanked the Plan Commission Members and Planner Slavney for their continued service.

Members also thanked Alderman Skates for his years of service on the Plan Commission and Council.

Mayor Hartz thanked everyone on the Plan Commission.

**Adjournment.** Skates/ Esarco motion to adjourn at 7:02 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION**

**PLAN COMMISSION MEETING  
MONDAY, MAY 18, 2020 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM**

Mayor Klein called the meeting to order 6:00 p.m.

Building & Zoning Administrative Assistant Follensbee read the protocol for the City of Lake Geneva Plan Commission Virtual Meetings due to the Covid-19 pandemic.

**Roll Call.** Present: Mayor Klein, Alderman Tim Dunn, John Gibbs, William Catlin, Joseph Zimmer, Michael Krajovic. Also Present: City Attorney Draper, Building and Zoning Administrator Walling, City Administrator Nord, Building & Zoning Administrative Assistant Follensbee.

Ann Esarco has resigned from the Park Board and therefore will no longer be on the Plan Commission.

**Approve Minutes of the April 20, 2020 Plan Commission Meetings as distributed.**

Dunn/Krajovic motion to approve. Motion carried unanimously.

**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.**

**Acknowledgement of Correspondence.**

Correspondence was received by Paul Lederer, Steve & Deborah Holter, and William & Joan Baffes regarding agenda item #7 which will be read at the time of the Public Hearing for 1640 Lake Shore Drive.

**Downtown Design Review:**

**Review and Recommendation of a Certified Survey Map (CSM) for Salvatore J. Dimiceli Sr. Trust, 101 Broad St. to create a new 60,076 Single Lot CSM in the Town of Geneva as identified on the certified survey generated by surveyor Mark Miritz and dated Feb 20, 2020 and revised April 15, 2020 Project #18.1108, Tax Key No. JA361000001.**

Zoning Administrator Walling stated the applicant has received approval from the Town of Geneva and all signature pages are in accordance with the City of Lake Geneva.

Krajovic/ Gibbs motion to recommend the creation of 1 buildable lot located in the Town of Geneva and include all staff recommendations.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a Conditional Use Permit filed by Brian Nelson, 21605 N. Tiffany Ct. Kildeer, IL 60047, for the request to allow the new installation of a 100’ Pier with 3 boat slips located at 1640 Lake Shore Dr., situated within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZLM00039.**

Jeff Reed, representing the application, presented the request. Walling verified the applicant has DNR approval.

Speaker #1: Correspondence was received from Paul Lederer, 1632 N Lake Shore Drive, opposing the pier application at 1640 Lake Shore Drive.

Speaker #2: Correspondence was received from Steve & Deborah Holter, 1626 N Lake Shore Drive, opposing the pier application at 1640 Lake Shore Drive.

Speaker #3: Correspondence was received from William & Joan Baffes, 1624 N Lake Shore Drive, opposing the pier application at 1640 Lake Shore Drive.

The three letters were read during the Public Hearing.

Walling said the application meets the riparian setbacks of 12.5 feet on each side and DNR requirements. Attorney Draper asked if the applicant received approval from the Corp of Engineers. Mr. Reed will send this information to Attorney Draper.

Gibbs/ Krajovic motion to close the Public Hearing. Motion carried unanimously.

Alderman Dunn asked for the responsibilities of the Plan Commission regarding a pier application since the DNR oversees the lake. Draper stated the Plan Commission is responsible for checking that the pier is located within the riparian rights and determine if there is substantial evidence to deny a Conditional Use Permit. The DNR has an application process to determine navigability. Dunn asked if there is an existing pier and Walling said there is an existing pier.

Gibbs/Dunn motion to allow the new installation of a 100' pier with 3 boat slips and include all staff recommendations and fact finding in the affirmative and approval from the Corp of Engineers.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

**Public Hearing and Recommendation of a Conditional Use Permit filed by Patrick Lynch, 30715 Cedar Dr. Burlington, WI 53115, for the request to allow the new installation of a 90' Pier with boat 2 slips located at 940 Maytag Rd., situated within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZCE00005.**

Jeff Reed, representing the application, presented the request. Walling asked applicant to provide the approvals from the DNR & Corp of Engineers. Mr. Reed will provide.

Krajovic/Zimmer motion to close the Public Hearing. Motion carried unanimously.

Dunn asked if there was an existing pier & if it would be eliminated or left behind. Reed explained the expansion of the pier and stated the existing pier would be removed.

Krajovic/Gibbs motion to allow the new installation of a 90' pier with 2 boat slips and include all staff recommendations and fact finding in the affirmative and approvals from the DNR & Corp of Engineers.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

**Discussion review and action regarding amendment to our short term rental ordinance 98-206(8)(y).**

Attorney Draper explained a current lawsuit asking for a declaratory judgement against the City for certain provisions of the City of Lake Geneva Short Term Rental Ordinance. City Staff has met with the plaintiff's council and currently are scheduled for a summary judgement. The City is working out language to make slight changes to the Short Term Rental Ordinance. A discussion followed regarding the proposed changes.

Klein/Dunn motion to approve the recommended language changes to the short term rental ordinance to the City Council and include all staff recommendations.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

**Adjournment.** Gibbs/Zimmer motion to adjourn at 7:03 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION**

**PLAN COMMISSION MEETING  
MONDAY, JUNE 15, 2020 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM**

Mayor Klein called the meeting to order 6:01 p.m.

**Roll Call.** Present: Mayor Klein, Alderman Tim Dunn, John Gibbs, William Catlin, Joseph Zimmer, Michael Krajovic. Also Present: City Attorney Draper, Building and Zoning Administrator Walling, City Administrator Nord, Building & Zoning Administrative Assistant Follensbee.

**Approve Minutes of the May 18, 2020 Plan Commission Meetings as distributed.**  
Dunn/Krajovic motion to approve. Motion carried unanimously.

**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.**

**Acknowledgement of Correspondence.** None.

**Downtown Design Review:**

**Application by Daniel Schuld 281 Keyes Ave, Hampshire IL 60140, request to install signs on the front of the building and on the fence enclosing the exterior patio located at 727 Geneva St, in the Central Business (CB) zoning district, Tax Key No. ZOP00157.**

Zoning Administrator Walling presented the request. Walling identified the top elevation of the oval sign will be located below the top of fence. Walling stated the signs meet the standard requirements. Commissioner Zimmer asked if there is any outdoor lighting. Walling said there is none. Commissioner Gibbs asked about the black and white signage on the edge of the tower shown in the drawing. Walling said that sign is included in the amount of signage permitted.

Klein/Dunn motion to recommend the installation of signs on the front of building and fence enclosing the patio and include all staff recommendations.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a Conditional Use Permit filed by Pete & Holly Krug, 417 S. Columbia St. Naperville IL 60540, for a request to utilize the Single Family – 4 (SR-4) setbacks for a raze of the existing dwelling and New Single Family Home construction in the Estate Residential -1 (ER-1) zoning district located at 870 Maytag Rd, Tax Key No. ZCE00011.**

Brad Drendel, developer for applicant presented the request. Holly Krug, owner, was also present. Zimmer likes the pervious paving and asked why this property couldn't be rezoned as SR-4. Attorney Draper said ER-1 is set up like a conservation district, with other requirement besides setbacks, which need to be preserved in the ER-1 District. Walling said the site plan shows the home being moved away from the lake with new alignment parallel to the shoreline to improve the neighborhood.

Dunn/ Krajovic motion to close the Public Hearing. Motion carried unanimously.

Dunn/Krajovic motion to utilize SR-4 Setbacks for new home construction and include all staff recommendations and fact finding in the affirmative.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a Conditional Use Permit filed by Brian Nelson 21605 N. Tiffany Ct. Kildeer IL 60047, for a request to utilize the Single Family – 4 (SR-4) setbacks for an addition to the existing Single Family Home construction in the Estate Residential -1 (ER-1) zoning district located at 1640 Lake Shore Dr., Tax Key No. ZLM00039.**

John Matustik, builder for applicant, presented the request. Brian Nelson, owner, was also present.

Krajovic/Catlin motion to close the Public Hearing. Motion carried unanimously.

Krajovic/Dunn motion to utilize SR-4 Setbacks for an addition to an existing home and include all staff recommendations and fact finding in the affirmative.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a Conditional Use Permit filed by Leigh Ann Myers 420 S. Lake Shore Dr. d.b.a. The Candle Mercantile, LLC. 870 W. Main St., Lake Geneva, for a request to allow Outdoor Commercial Entertainment land use located at 870 W. Main St. in the Central Business (CB) zoning district, Tax Key No. ZOP00337.**

Leigh Ann Myers, business owner, presented her request. Zimmer asked if this request affects parking spaces and if there are any requirements regarding the alcohol license. Walling stated there is no parking impact since the Central Business zoning district has no parking requirements. He said the alcohol license goes through the clerk’s office. Draper stated the Plan Commission is not approving the sale of alcohol but would need to be approved by the City Council to expand their premises to include the outdoor area as well. Myers stated they submitted this expansion to the Council when they sent in their renewal.

Dunn/Zimmer motion to close the Public Hearing. Motion carried unanimously.

Krajovic/Catlin motion to allow Outdoor Commercial Entertainment land use and include all staff recommendations and fact finding in the affirmative.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation of a Conditional Use Permit filed by John Sherman Lindsey W3741 Fir Ct. Lake Geneva, WI 53147, for a request to allow Outdoor Display land use located at 529 W. Main St located in the Central Business (CB) zoning district, Tax Key No. ZOP00301.**

Sherm Lindsey, business owner, presented his request. Walling asked the applicant to clarify the scooter rentals. Lindsey said the scooters would be on display at the Main Street property to promote rentals but the actual rental would take place at their location at Grand Geneva. Commissioner Krajovic asked if there are any limitations on the classic cars: would the cars will be kept there permanently and maintained. Lindsey said 4-6 cars will be parked there over night with uniform covers until the end of October. Zimmer asked for clarification of the zoning district. Walling said this property is located in the General Business district, not the Central Business district as stated on the agenda and the General Business district does have parking restrictions. Zimmer asked if the 10 remaining spaces meet the requirements for parking spaces for this building other than the 6 spaces used for the classic cars. Krajovic verified the classic cars will be for rent at this location. A discussion continued.

Gibbs/Krajovic motion to close the Public Hearing. Motion carried unanimously.

Zimmer/Gibbs motion to allow Outdoor Display land use located in the General Business district and include all staff recommendations and fact finding in the affirmative and the condition to review this Conditional Use Permit for maintenance of the outdoor display items in one year from this date.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic “yes.” Motion carried unanimously.

**Adjournment.** Klein/Zimmer motion to adjourn at 6:47 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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**PLAN COMMISSION MEETING  
MONDAY, JULY 20, 2020 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM/IN PERSON – LIMIT: 13**

Mayor Klein called the meeting to order 6:00 p.m.

**Roll Call.** Present: Mayor Klein, Alderman Tim Dunn, William Catlin, Joseph Zimmer, Michael Krajovic. Absent (Excused) John Gibbs, Also Present: City Attorney Draper, Building and Zoning Administrator Walling, City Administrator Nord, Building & Zoning Administrative Assistant Follensbee.

**Approve Minutes of the June 15, 2020 Plan Commission Meetings as distributed.**

Dunn/Krajovic motion to approve. Motion carried unanimously.

**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.**

**Acknowledgement of Correspondence.** None.

**Applications for Amendment to the Comprehensive Plan conceptual discussion only:**

**Letitia Bennett Erdman d.b.a. FYF LLC N3102 Grandview Dr. Lake Geneva, with a request to the Future Land Use Map from Multi-family Residential – 8 (MR-8) to Planned Business (PB) for the property located at 429 S. Lake Shore Dr. Tax Key No. ZOP00363.**

Applicant is not present.

Planner Slavney presented the annual process for individual applications to request Amendments to the Comprehensive Plan and noted the deadline to apply. Slavney briefly explained both application requests for 2020.

**Bethany Souza 997 S. Lake Shore Dr. with a request to the Future Land Use Map from Single Family - 4 (SR-4) to General Business (GB) for the property located at 930 Marshall St. Tax Key No. ZRA00031.**

Presentation and discussion only.

Bethany Souza presented her request, asked questions about restrictions, shared her rental experiences and suggested firmer rules for rentals. Commissioner Zimmer asked questions of the applicant. A discussion followed.

Zoning Administrator Walling, reiterated both applicants first need to change the Future Land Use Map and then change the Zoning Map. Walling said the discussions for the Applications to Amend the Comprehensive Plan can continue at the next Plan Commission Meeting. Slavney will provide a report with a history of the property and the proposed amendment for further discussion.

Commissioners Zimmer and Krajovic asked for further exploration & discussion on the two applications to Amend the Comprehensive Plan as a future agenda item.

**Downtown Design Review:**

**Application by Kathy & Thomas George 3389 S. Shore Dr., Delavan, request to install an on building sign on the west and north sides of the building located at 832 Geneva St, in the Central Business (CB) zoning district, Tax Key No. ZOP00252.**

Walling said the signs meet the requirements of the city and asked if the signs would be lighted. Thomas George said there will a soft, overhead light on each side, to wash the entire wall, keeping it subtle instead of a beacon.

Klein/ Krajovic motion to install an on-building sign on the west and north sides of the building and include all staff recommendations.

Roll Call: Klein, Dunn, Catlin, Zimmer, Krajovic “yes.” Motion carried unanimously.

**Application by Daniel Schuld 281 Keyes Ave Hampshire, IL 60140, request to install an outdoor tap bar at the exterior patio location, located at 727 Geneva St, in the Central Business (CB) zoning district, Tax Key No. ZOP00157.**

Dan Schuld, owner, presented his request, stating the outside cabinet would be locked and the taps will be turned off from the inside. Tina O'Malley, general manager, said the cabinet is made to compliment the outside of building and if the cabinet and taps are damaged, no one would not have access to the beer.

Krajovic/ Zimmer motion to install an outdoor tap bar at the exterior patio location and include all staff recommendations. Roll Call: Klein, Dunn, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

**Application by Unique Surface, LLC PO box 964 Lake Geneva, request to install an on building sign of the building located at 726 Geneva St, in the Central Business (CB) zoning district, Tax Key No. ZOP00262.**

Claire Scheithe, tenant, presented her request. Zimmer asked if there will be any lighting. Scheithe said yes, they will use the existing lights.

Klein, Dunn motion to install an on-building sign and include all staff recommendations. Roll Call: Klein, Dunn, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

**Public Hearing and Recommendation to amend the existing Precise Implementation Plan filed by Southwind Prairie LLC, 751 Geneva Pkwy Lake Geneva, for a request to enlarge the site plan and patio area of the communal pool facilities. Located in the Planned Development zoning district located at 775 Southwind Dr., Tax Key No. ZSWP00001.**

Roger Wolff, owner, presented his request. Walling said the setbacks meet the city standards. Zimmer discussed landscape ratio and storm water management. Krajovic asked if the storm water pond is able to accommodate this additional patio. Walling said he spoke with the city engineer about the pond and the engineer said it was sufficient. Slavney stated Planned Development process allows the applicant to ask for flexibilities in numbers regarding impervious surface and landscaping from the baseline zoning district. If flexibilities are not requested, the underlying rules remain in place. Slavney said this plan is sufficient from a zoning standpoint.

Klein/Krajovic motion to close the Public Hearing. Motion carried unanimously.

Krajovic/Zimmer motion to enlarge the site plan and patio area of the homeowner association's pool and include all staff recommendations and adoption of fact finding in the affirmative.

Roll Call: Klein, Dunn, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

**Public Hearing and Recommendation for an amendment of the Zoning Ordinance section 98-704 restricting off street parking to paved surfaces only.**

Walling explained the past history of the amendment to the Zoning Ordinance, restricting off-street parking. Walling read the changes into the record. Zimmer likes the idea and suggested encouraging permeable paving or grass pavers for parking lots when the number of spaces is beyond what is required in the Ordinance. Krajovic is in favor of encouraging better ground water drainage through pervious pavement. Slavney likes Zimmer's suggestion and thinks it should be considered.

Dunn/Klein motion to close the Public Hearing. Motion carried unanimously.

Klein/Dunn motion to recommend an amendment of the Zoning Ordinance section 98-704.

Roll Call: Klein, Dunn, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

Walling asked members of the Plan Commission if they would like hard copies of the Zoning Code and the Comprehensive Plan. All members agreed the hard copies would be helpful.

Krajovic asked if the Short Term Rental Rules could be a future agenda item. Walling explained a 'Future Agenda Items' line will be added to the agenda before adjournment. Walling asked the Plan Commissioners to contact him with future agenda items so staff can better prepare for these discussions. Mayor Klein assured Krajovic she is working on getting training for Plan Commission members.

**Adjournment.** Zimmer/Catlin motion to adjourn at 7:17 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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# LAKE GENEVA PUBLIC LIBRARY

## Meeting Minutes

Lake Geneva Public Library Board of Trustees Meeting  
Thursday, March 12, 2020 - 5:00 pm  
Smith Meeting Room, Lake Geneva Public Library

1. Call to order by president Lyon at 5:00pm.
  2. Roll call and introduction of guests: Lyon, Bartz, Pennington, Henningfeld, Kersten, Gramm, Halverson, Kundert.  
Also Present: Library Director Kornak, Head of Adult Services Strehlow.
  3. Approval of previous meeting minutes, January Minutes, by Kundert/Halverson, unanimously passed.
  4. Financial report by Kundert:
    - a. January Expenses of \$56,884.87 motion for approval by Kundert/Lyon, unanimously passed.
    - b. February Expenses of \$48,347.46 motion for approval by Kundert/Bartz, unanimously passed.
    - c. A meeting with Voyager, about investments, will be scheduled for March 27th.
    - d. Funding of \$13,612.50 for library materials from Investment Pool #9 motioned for approval by Bartz/Kersten, unanimously passed. Includes: Museum Adventure Pass program (balance of 2020 = \$112.50), Kanopy (\$1000), Playaway Standing Order Program (\$7500), Wonderbooks (\$5000).
  5. President's report by Lyon:
    - a. Introduction of new library board trustee: Dr. Jan Eckola (Lake Geneva School District liaison)
    - b. Next meeting for library design and Strategic Planning Committee scheduled for March 24.
- 
6. Director's report (Kornak)
    - a. Jan-Feb usage & statistics. Spring staff in-service Friday, April 3 - closed all day.
      - i. New library cards issued: 216 (up 53% over Jan-Feb 2019)
      - ii. Public computer sessions: 1,043 (up 35%)
      - iii. Door count: 16,943 (down 2%)
      - iv. WiFi sessions: 1,247 (up 3%)
      - v. Circulation / check outs: 11,375 (down 1.9%)
      - vi. Programs (youth ages 0-11) 49 programs, 1,142 attendees
      - vii. Programs (young adult) 4 programs, 110 attendees
      - viii. Programs (adult) 30 programs, 823 attendees
    - b. StoryCorps - community meeting kickoff Sunday, March 15, 12:30 pm - 2pm - POSTPONED - New York training team cannot travel due to COVID-19



# LAKE GENEVA PUBLIC LIBRARY

- c. WI Libraries Transforming Communities update - April conference CANCELED
- d. COVID-19 - library status update
  - i. Library update on policies and procedures - staff staying home if sick, cleaning and sanitizing and handwashing frequency of high touch areas and toys, more spacing between people, following County Health Dept. guidelines and recommendation, communication with public as to our actions, cancel programs as needed / deemed necessary, communicate frequently with City and Library board. Emphasis on staying informed, flexible, adaptable as we do not know how this will develop.
  - e. Inspiration Ministries and Inspired Coffee proposal - Inspired Coffee, a non-profit, would like to offer their coffee in the library to be funded by donations or another way TBD - we will investigate options with them. Kersten/Gramm motion to approve offering Inspired Coffee coffee carafes in the library replacing our current Keurig machine. Passed unanimously.
- 7. Committee reports (Kersten, Halverson, Lyon) - committees have not met except Strategic Planning has scheduled meeting. FEH completed design workshops.
- 8. City report (Halverson).
- 9. Friends & Foundation report (Kundert)
  - a. Friends Annual Meeting Monday, April 27th - inaugural Sip & Spell
- 10. Adjournment

Next meeting:

Thursday, April 9, 2020, 5pm, Smith Meeting Room, Lake Geneva Public Library



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Finance, Building, & Grounds Committee Meeting  
Thursday, March 12, 2020 - 4:30 pm  
Smith Meeting Room, Lake Geneva Public Library

1. Call to order - Chair Kundert called the meeting to order at 4:30 pm
2. Roll call and introduction of guests - Kundert, Lyon, Henningfeld present. Also present: Library Director Kornak and Head of Adult Services Strehlow
3. Approval of previous meeting minutes - Lyon/Henningfeld motion to approve previous meeting minutes passed unanimously.
4. Financial report (Kundert)
  - a. Audit and approval of monthly invoices and expenses
    - i. Lyon/Henningfeld motion to approve January Expenses of \$56,884.87 passed unanimously.
    - ii. February Expenses of \$48,347.46 motion for approval by Lyon/Henningfeld passed unanimously.
  - b. Schedule Voyager meeting for FBG committee & library board (quorum notice to follow) - scheduled for March 27.
5. Review of library revenue sources (Kornak) - Library Director Kornak reviewed the revenue sources of the annual operating budget, Investment Pool #9, three endowments, and the donations account.
6. Adjournment - Lyon/Henningfeld motion to adjourn at 4:52 pm passed unanimously.



# LAKE GENEVA PUBLIC LIBRARY

## Meeting Minutes

Lake Geneva Public Library Board of Trustees Meeting  
Thursday, April 16, 2020 - 5:00 pm

*Due to COVID-19, meeting attendance was viewed/heard from remote locations.*

1. Call to order by president Lyon at 5:00pm.
2. Roll call and introduction of guests: Lyon, Bartz, Pennington, Henningfeld, Kersten, Gramm, Halverson, Kundert, Eckola.  
Also Present: Library Director Kornak, Head of Adult Services Strehlow.
3. Approval of March meeting minutes by Gramm/Henningfeld, unanimously passed.
4. Financial report by Lyon and Kundert:
  - a. March Expenses of \$71,272.45 motion for approval by Lyon/Kundert, unanimously passed.
5. President's report by Lyon: Not much activity due to Coronavirus.
6. Director's report by Kornak:
  - a. COVID-19 closure starting March 18th. Curbside pickup starting as early as April 24th with state permission in Safer at Home order #28.
  - b. Other Projects: WiFi hotspots, cataloging, virtual programming & rescheduling, cleaning/sanitizing, online storytimes and activities, online resource promotion, online library cards.
  - c. Brainfuse online tutoring services - motion to purchase of services for \$2,750 from Investment Pool #9 by Gramm/Kersten, unanimously passed.
7. Committee reports - committee meetings and activities have been postponed until dates to be determined.
8. City Liaison report by Halverson:
  - a. Elections were held recently, new parking manager hired, Covid-19 affecting city spaces and happenings.
9. Friends of the Library report by Kundert:
  - a. Book Sale to be determined, receiving of book donations is on hold.
10. Adjournment at 5:22 pm moved by Kundert/Pennington, unanimously passed.

Next meeting: Thursday, May 14, 2020, 5pm



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Finance, Building, and Grounds Committee Meeting  
Thursday, April 16, 2020 - 4:30 pm

1. Call to order - Meeting called to order by D. Lyon at 4:30 pm.
2. Roll call and introduction of guests - Lyon, Kundert, Henningfeld present. Also present Kornak.
3. Approval of previous meeting minutes - Lyon/Henningfeld motion to approve previous meeting minutes passed unanimously.
4. Financial report
  - a. Audit and approval of monthly invoices and expenses - Lyon/Henningfeld motion to recommend March invoice approval in the amount of \$71,272.45 to the library board passed unanimously.
  - b. Voyager meeting update - Voyager meeting in person postponed until further notice; a virtual meeting might be possible - to be determined by L. Kundert and B. Anderson from Voyager.
5. Building status
  - a. Kornak reported that the building was being monitored daily by library managers (on rotation), mail and deliveries are still being received, cleaning and sanitizing was performed, and physical distancing will continue to be in place as staff prepare for curbside pickup service and upcoming library reopening (at a TBD date).
6. Adjournment - Lyon/Henningfeld motion to adjourn at 4:55pm passed unanimously



# LAKE GENEVA PUBLIC LIBRARY

Meeting Minutes - Amended  
Lake Geneva Public Library Board of Trustees Meeting  
Thursday, May 21, 2020 - 5:00 pm

*Due to COVID-19, meeting attendance was viewed/heard from remote locations.*

1. Call to order by president Lyon at 5:00pm.
2. Roll call: Lyon, Bartz, Pennington, Henningfeld, Kersten, Gramm, Halverson, Kundert.  
Also Present: Library Director Kornak, Library Staff Strehlow and Soukup, Mayor Klein.
3. Review of proposed plan for library reopening by Kornak.
  - a. Motion to approve phase 1 of reopening plan by Kersten/Lyon, motion passed unanimously. Kornak will send Phase I plan to City personnel for review.
4. Discussion of Cleaning Services lead by Kornak
  - a. Library staff will continue to provide the cleaning services
5. Motion to adjourn by Kundert/Bartz at 5:24pm, motion passed unanimously



# LAKE GENEVA PUBLIC LIBRARY

Meeting Minutes  
Lake Geneva Public LibraryFBG Committee Meeting  
Thursday, June 11, 2020 - 4:30 pm

*Due to COVID-19, meeting attendance was viewed/heard from remote locations.*

1. Call to order - Kundert, 4:30 pm
2. Present: Kundert, Lyon, Henningfeld, also present Library Director Kornak
3. Lyon/Henningfeld motion to approve previous meeting minutes passed unanimously.
4. Lyon/Henningfeld motion to recommend approval of May invoices totaling \$58,089.46 to library board for approval passed unanimously.
5. Lyon/Henningfeld motion to adjourn at 4:40pm passed unanimously.



# LAKE GENEVA PUBLIC LIBRARY

## Meeting Minutes

Lake Geneva Public Library Board of Trustees Meeting  
Thursday, June 11, 2020 - 5:00 pm

*Due to COVID-19, meeting attendance was viewed/heard from remote locations.*

1. Call to order by president Lyon at 5:00pm.
2. Roll call and introduction of guests: Lyon, Bartz, Pennington, Henningfeld, Kersten, Gramm, Halverson, Kundert, Eckola. Also Present: Library Director Kornak, Head of Adult Services Strehlow.
3. Approval of May meeting minutes by Kundert/Kersten, unanimously passed.
4. Financial report by Kundert:
  - a. May Expenses of \$58,089.46 motion for approval by Kundert/Lyon, unanimously passed.
5. President's report by Lyon: We are going through pandemic and phases of reopening the library. We will remain cautious and flexible with the situation.
6. Director's report by Kornak:
  - a. May curbside checkout working well and receiving great feedback from patrons.
  - b. Cleaning during closings is going well.
  - c. Library system is up and can request materials from other libraries.
  - d. Planning to move from appointments for library entrance to managing capacity during open hours.
  - e. Email newsletter service is being looked at by the library.
  - f. Summer Reading programs continue, virtually.
7. Committee reports:
  - a. Strategic Planning Committee report by Lyon:
    - i. We may need to review redesign plans based on current and future outlooks that may be adjusted by pandemic. We should proceed with planning and adjust accordingly.
  - b. Communications Committee report by Kersten:
    - i. The library has put out a release about current library activities.
8. City Liaison report by Halverson:
  - a. City is attempting to do some things to respond to pandemic but find limitations without state or county orders in place.
  - b. Some Black Lives Matter rallies have been/are occurring, have been peaceful.
9. Friends of the Library report and Foundation report by Kundert:
  - a. Authorfest will be virtual and book sale has been canceled.
  - b. Foundation has a new board member.
10. Adjournment at 5:38 pm moved by Kundert/Lyon, unanimously passed.



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library FBG Committee Meeting  
Lake Geneva Public Library, 918 W Main Street, Lake Geneva WI 53147  
Thursday, July 9, 2020 - 4:30 pm

1. Call to order - Chair Kundert called meeting to order 4:30 pm
2. Roll call and introduction of guests. Present: Kundert, Lyon Henningfeld, also present Library Director Kornak and Head of Adult Services Strehlow
3. Lyon/Henningfeld motion to approve previous meeting minutes, passed unanimously
4. Lyon/Henningfeld motion to approve the June invoices in the amount of \$57,250.31 passed unanimously
5. Lyon/Henningfeld motion to adjourn at 4:49 pm, passed unanimously

Respectfully submitted,  
Rachel Strehlow, Head of Adult Services



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Meeting  
Lake Geneva Public Library, 918 W Main Street, Lake Geneva WI 53147  
Thursday, July 9, 2020 - 5:00 pm

1. Call to order by President Lyon at 4:58 pm
2. Roll call and introduction of guests - Present: Lyon, Henningfeld, Kundert, Kersten, Halverson, Pennington, Gramm, Bartz. Excused: Eckola  
Also present: Kornak, Strehlow
3. Approval of previous meeting minutes: Pennington/Bartz motion to approve the previous meeting minutes passed unanimously.
4. Financial report by Kundert:
  - a. June expenses of \$57,250.31 motion for approval by Kundert/Gramm, passed unanimously
5. President's report by Lyon:
  - a. Will revisit the Strategic Planning Committee at some point in the future
6. Director's report (Kornak)
  - a. 59 new cardholders in June (lower than normal; percentage signing up online higher than normal). 6,923 items were checked out (mostly via curbside pickup). Reopening is proceeding smoothly. Staff is doing an outstanding job with the cleaning while providing curbside. We need a few more sneeze guards and I will see if DPW can help us with these. PD and Fire Depts. have been assisting us cleaning and sanitizing supplies. Parking stalls - 5-6 new stalls for library patrons - enforcement issues and options.
  - b. Summer reading programs for youth and adults are running now. Virtual programming continues with an especially successful Black Point partnership
  - c. Library system: set upcoming budget so I can proceed with library budget prep (Finance committee workshop needed soon, although City budget directives still pending), discontinuing Gale Courses (online classes) and Flipster (online magazines) due to ongoing low usage. System will be adding Brainfuse (online tutoring and job seeker support that we have now) so that will help us continue offering Brainfuse going forward. (June, 2nd month of offering Brainfuse, saw 418 usage sessions). A Friends meeting / training will be scheduled for system-wide Friends groups in August with Bill Wilson - invite will also be shared



# LAKE GENEVA PUBLIC LIBRARY

with Library Board. New system-wide library yard signs - please take one and post in your yard!

- d. City communications committee sign request to list meeting times
7. Committee reports:
  - a. Strategic Planning Committee by Lyon
    - i. Greg from FEH would like to get back on track and asked how the Board would like to proceed. Would like to reconvene the Strategic Planning Committee to refocus on what the group would like to do. Lyon would like the meeting to be held within the next couple of weeks and believes items should be prioritized. A poll will go out asking for a date and time.
  - b. Communications Committee by Kersten
    - i. There is no new news
8. City Liaison report by Halverson:
  - a. FLR has approved \$3 for Main St.
  - b. COVID-19 will be on the agenda for Monday July 13th meeting. Difficulty in mandating standards.
  - c. BID is distributing signs which state "Masks are Recommended"
9. Friends of the Library report and Foundation report by Kundert:
  - a. Virtual Authorfest is coming up shortly, July 11th, 2020.
10. Adjournment at 5:41 pm moved by Kundert/Halverson, unanimously passed.

Respectfully submitted,  
Rachel Strehlow, Head of Adult Services

AVIAN (BIRD), COMMITTEE  
MONDAY, JANUARY 27, 2020 – 5:00 PM C  
ITY HALL, CONFERENCE ROOM 2A

Members: Chairperson Selena Proksa, Beverly Leonard, Sarah McConnell, Jill Rodriguez, Carol Zimmermann, Karen Gallo, Kelley Happ

1. Call to order by Chairman, Selena Proksa – 5:02 pm
2. Roll Call: Present: Proksa, McConnell, Rodriguez, and Zimmermann;  
Excused Happ, Leonard, and Gallo
3. Approval of minutes from January 03, 2020 meeting as distributed  
Move to approve Rodriguez, second by McConnell – approved unanimously
4. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes – No members of the public were present
5. Discussion of the proposed collaborative effort to integrate “bird friendly” events with other local efforts to promote pollinators and native species (follow up on discussions with Tree Board and others)  
See attached notes on proposals (follows)  
Discussion of an informal collaboration structure with the Avian Committee taking the lead. Members are tasked to identifying as many potential organizations that we could invite to be part of the collaboration – and to reach out to representatives using the materials drafted on the proposals for Grow Native.  
Noted that McConnell and Zimmermann will reach out to Lakeland Audubon this week.  
McConnell will plan to attend a workshop at the Public Library Sat., Feb 8 9:30 to 12:30 – given by Northwind Perennials  
Proksa and Rodriguez will look for contacts from FFA and Master Gardeners, Walworth County.
6. Discussion of events on the Avian Calendar for 2020  
See attached notes (follows)
7. Update on Bird City Application and possible thank you’s for assistance  
Zimmermann reported that the application has been sent.
8. Update on “Learning to Soar” projects (school and after-school programs)  
Zimmermann reported that the 5<sup>th</sup> grade at St. Francis will be repeating the program this year, that the curriculum has been mapped on the 5<sup>th</sup> grade standards, that she met with the public-school curriculum director and principals, and that the public schools would like to begin using the curriculum for an afterschool experience – in fall 2020.
9. Update on introduction of shared budget sheet for the Avian Committee

A spreadsheet for recording expenditures and revenue is posted in a shared folder. Members are asked to either record any expenditure and provide the information in the various columns in the sheet (such as date of receipt and notes on expenditure) OR to bring documentation of expenditures to the monthly meeting, so expenditures can be entered.

Zimmermann recommended that the budget be a standing agenda item on every agenda.

#### 10. Update/discussion on gourd installation

Waiting for an update from Leonard on location, timing, and any needed materials and construction

#### 11. Update/Discussion on new sign

Motion by Zimmermann for McConnell to research and begin the purchasing process a second Purple Martin sign – as approved by City Council in the 2020 budget.

Seconded by Rodriguez. Approved unanimously.

Discussion that the sign placement will need to be proposed to and approved by the Park Board.

#### 12. Next Meeting: Monday February 24, 2020 @ 5:00 PM

Proposed agenda items

- Grow Native
  - list of organization to invite and engage
  - continued discussion of collaboration on member events and projects
  - continued discussion of the focusing event
  - next steps
- Swift Night Out – food trucks and other details
- Learning to Soar – update and discussion of volunteer tasks
- Update on Purple Martin colony
  - Gourds
  - Maintenance issues
  - Volunteer staffing and training
- Budget update

#### 13. Adjourn

Rodriguez move to adjourn at 5:55 pm Seconded by Zimmermann. Unanimously approved.

(attachments follow)

# Grow Native!

*enrich and improve the bird, pollinator, and human communities of Lake Geneva by planting native species*

Here are the **guiding principles** the Avian Committee would propose for the collaboration.

1. Maximize what we are all doing (projects/events) by **sharing information**, highlighting the nexus between **native plants and birds/pollinators in our projects and events**, and **cross-promoting events and projects**.
2. **Find one focusing event or project** that provides a visible example of the value of native species for birds and pollinators. This event or project should be moderate enough in scope so as to **provide a clear success**, but also **sufficiently compelling to garner public and media attention**. It should **engage as many of our collaborating groups** as possible.

## **Proposed actions:**

1. **Identify and engage groups with foci on native trees and plants, birds, pollinators, and/or water/environmental quality** - that share an understanding of the interplay among these factors.
2. **Surface/identify existing events, projects, and resources** from those groups that focus on native plants and trees and/or providing habitat, water, food, and protection for birds and pollinators.
3. In 2020, inspire all collaborating entities **to stress the benefits of native plantings for birds and pollinators and humans**.
4. Get all collaborating entities to **cross-promote events**.
5. Create and focus the **Avian Committee outreach efforts (calendar rack cards and digital ads)** on these **collaborative events**. (See 2019 rack cards and digital ads for examples.) Encourage other collaborating entities to do this as well.
6. Keep, build, and share an **electronic calendar for all collaborating entities**.
7. Identify a “PR” person for each entity (for example, for Avian this is Kelley Happ) to **keep in touch and work together to create traditional and digital media releases/postings**.
8. Identify a photo archivist from each entity (for example, this is Carol Zimmermann for Avian) to keep, build, and share a Google Drive folder with **digital images from events and projects to use in collaboration promotion and media/social media**.
9. **Get all collaborating entities to work together on one, focusing event or project**.

# Grow Native!

*enrich and improve our bird, pollinator, and human communities of Lake Geneva by planting native species*

## Working on a common calendar

We already have events on the Grow Native calendar in February, March, June, and September! Building on last year's publicity and public outreach program, the Avian Committee will create rack cards for events and tri-fold calendars for multiple events (see example to the right). Along with this, the Avian Committee wants to work with other organizations to promote these events on social media and to media outlets.

Examples so far:

### February

- Backyard Bird Count  
Avian Committee, Lakeland Audubon, Learning to Soar Students

### March

- Conservation @ Home - Tuesdays @ 2  
Geneva Lake Conservancy and Geneva Lake Museum

### May

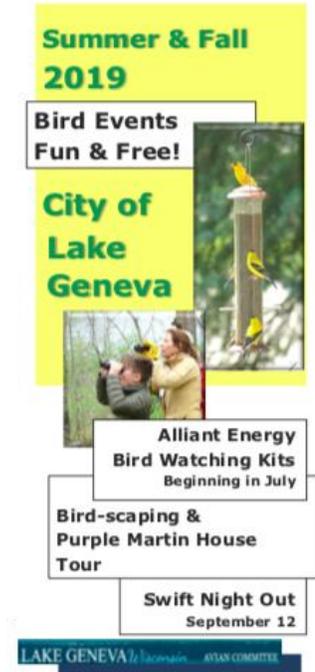
- Bird Walk  
Geneva Lake Conservancy
- World Migratory Bird Day  
Avian Committee, Learning to Soar students, Geneva Lake Museum, Geneva Lake Conservancy, Lake Geneva Public Library

### June

- Purple Martin Open House  
Avian Committee, Lake Geneva Public Library

### September

- Swift Night Out
- Avian Committee, Geneva Lake Museum, Audubon (Schlitz Audubon Raptor Program)



To get more information about joining the common calendar, please talk to any Avian Committee member or email Carol Zimmermann at [czlakeg@gmail.com](mailto:czlakeg@gmail.com)

# Grow Native!

*enrich and improve the bird, pollinator, and human communities of Lake Geneva by planting native species*

Ideas for a focusing event/project for the 2020 Grow Native project and events.

1. Use existing programs and resources to focus on public education and outreach about the inter-relationship among native plants, birds, pollinators, and humans.
2. Use two public buildings/green spaces as “teaching laboratories” for residents and visitors.
3. Create a collaboration of public, non-profit, and private entities to provide information, materials, organizational help, and publicity for these projects.
4. Create events at the public buildings/green spaces both to provide information and to engage people in the creation of natural areas that fulfill the criteria for these existing programs.
5. Provide signage for public education. Note that the programs listed below offer signage for gardens/spaces that receive certification.
6. Think about sustainability and funding for the human and material resources to keep up these green spaces.
7. Celebrate, recognize, and publicize success.

Existing programs we can use (just thoughts at this point)

- Conservation @ Home (This is the program that Geneva Lake Conservancy is promoting, there is also Conservation @ Work)
- Audubon Bird Friendly Yards (Avian would work with Lakeland Audubon on this)
- National Wildlife Federation - Certified Wildlife Habitat (can be a private garden to a whole community)
- Arbor Day Foundation - Time for Trees

Public Building and Green Spaces (suggestions at this point, discussions already with Museum)

- Geneva Lake Museum  
The Museum has one garden planted by City Beautification, but needs additional planting around the new sign they are erecting, around the pond, and to replace some plantings damaged last winter. They are interested in being a laboratory
- Public Library of Lake Geneva  
The Library already has native plantings by Northwinds Perennials. The Avian Committee also has a Purple Martin house and sign at this site.

Thinking sustainability

- The Avian Committee has a go-fund-me page and has been doing Cookies for a Cause fund-raising at Simple the past two years.

**TOURISM COMMISSION MINUTES  
WEDNESDAY, MARCH 11, 2020 – 4:00PM  
CONFERENCE ROOM 2A, CITY HALL**

**Committee Members:** Chairperson, Tammie Carstensen, Vice Chair, Brian Waspi, John Trione, Dana Trilla Alderpersons: Rich Hedlund, Shari Straube

Meeting called to order 4:00 p.m.

**Roll Call:** Chairperson, Carstensen, Vice Chair, Waspi, John Trione, Dana Trilla  
Ald. Hedlund, Excused Absent: Ald. Straube

**Comments from the public limited to 5 minutes, limited to items on this agenda**  
None

**Approval of the Tourism Commission minutes from February 12, 2020**

Ald. Hedlund motioned to approve the February 12, 2020 minutes, second by Waspi. Motion carried 5-0.

**Update from Stephanie Copsey (Independent Contractor for Tourism Commission) Meet at the Lake Promotional Activity**

Copsey was absent due to illness, but the DRAFT MATL brochure was distributed to the group.

Update from Tourism Entity (Visit Lake Geneva) on Promotional Activity, Calendar, and Hotel Performance

**Update from Lake Geneva Business Improvement District (BID) on Events and Activity**

Cocoa Crawl was very successful and they're seeing good engagement for the upcoming Wine Walk. Upcoming ½ Marathon for Saturday, July 11<sup>th</sup> with the BID. BID will submit the marketing grant next month.

**Written financial update provided by Comptroller regarding Room Tax Dollars Collected, Financials, current Budget & Disbursements**

Waspi noted that error in Copsey Line Item s/b available funding really \$110K

**Discussion/Action proposed event evaluation to be included in grant guidelines**

Motion by Trione to make changes as noted, second by Waspi. Motion carried 5-0.

Move Item #4 add to the grant forms are you considering applying for a grant next year.

**Discussion renewal of Tourism Agreement with VISIT Lake Geneva**

Chairman Carstensen distributed the current contract with Destination Marketing Organization, VISIT Lake Geneva for review and made some suggestions

Ald. Straube arrived at 4:45 pm

**Discussion/Action on Tourism Promotional Grant Program and Requests:**

**Geneva Lake Art Association: Art Fair**

Motion by Waspi to approve the \$10,000 for GLAA, second by Hedlund. Motion carried 6-0.

**Grand Mission Special Olympics Fundraiser**

Will come back next month with an updated grant request.

**Future meeting agenda items and next meeting date – April 8, 2020 at 4:00 pm**

Trione motion to adjourn, second by Trilla. Motion carried 6-0.

*This is a meeting of the Tourism Commission.*

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

TOURISM COMMISSION MINUTES  
WEDNESDAY, July 8, 2020 – 4:00 PM  
COUNCIL CHAMBERS, CITY HALL

Meeting was called to order by Alderman Hedlund at 4:00 p.m.

**Roll Call**

**Present:** Alderman Hedlund, Alderman Fesenmaier, Brian Waspi, Dana Trilla, Zakia Pirzada, Linda Moritz.

**Absent:** None

**Election of Tourism Commission Officers**

Aldman Hedlund opened nominations.

Motion by Hedlund, second by Trilla, to nominate Brian Waspi for Chair. Unanimously carried.

Motion by Waspi, second by Fesenmaier, to nominate Dana Trilla for Vice Chair. Unanimously carried.

Motion by Waspi, second by Trilla, to nominate Ald. Fesenmaier as Secretary. Unanimously carried.

**Comments from the Public limited to 5 minutes, limited to items on the agenda:** None

**Approval of Tourism Commission minutes from March 11, 2020**

Ald. Hedlund moved to approve the March 11, 2020 minutes, second by Trilla. Unanimously carried.

**Update from Tourism Entity – Visit Lake Geneva**

Deanna Goodwin, Visit Lake Geneva Director, gave highlights from the July 8, 2020, report: Lake Geneva Restaurant Week (April 25-May 3) and Concerts in the Park (June 25-August 6) have been cancelled for 2020.

The Visitor Center on Wrigley Drive was closed March 18 through May 20 due to COVID but reopened on May 21. Current hours are Thursdays through Mondays 10 a.m. to 4 p.m.

Lake Geneva Visitors Guide locations have expanded including copies available to Riviera Beach.

Visit Lake Geneva partnered with BID and the City of Lake Geneva administration to launch a new media campaign called Lake Geneva Cares. The City paid for COVID awareness posters for downtown placement.

Alderman Hedlund asked that future reports be tweaked to include more specific variance data.

**Update from Lake Geneva Business Improvement District (BID)**

No report as no representative from BID in attendance.

**Written financial update provided by City Comptroller**

Commission reviewed financial data included in the packet. We have \$104,897.00 unencumbered to date. The Commission's funding from the City arrives in total in the 4<sup>th</sup> Quarter of each year.

**Discussion/Action on Tourism Promotional Grant Program and Requests:**

### **Geneva Lake Museum – A Legacy of Imagination**

Elizabeth (Beth) Loomer requested an extension for their grant. The original opening of the exhibit was to coincide with Gary Con which was cancelled. The Museum now wants to reschedule with a Kickstarter media campaign launch in November 2020, a soft opening in February 2021, and an official opening in March. They will work with the local hotels to create packages for overnight stays and restaurant offerings.

Ald. Hedlund motion, second by Trilla, to extend the Geneva Lake Museum grant to December 31, 2021. Unanimously carried.

### **Lake Geneva Regional News - Bacon Fest**

Rob Ireland via GoToMeeting explained that the event sponsored by the newspaper was re-scheduled from February 2020 to early May 2021 due to COVID. Motion by Trilla, second by Moritz, to extend the Lake Geneva Regional News grant to May 31, 2021. Unanimously carried.

### **Geneva Lake Arts Foundation – Art in the Park**

David John Dietrich via GoToMeeting wanted to reaffirm the grant donation for the Art in the Park event on August 8 and 9, 2020. The event is still scheduled to proceed and with celebrate the Foundation's 40<sup>th</sup> year. The concern was about reimbursed if the event were to be cancelled. The Commission reinforced the grant money is for promotion of the event and receipts/spending should show proof that type of expenditure. No action needed.

### **Guidelines for future grant applications**

Commissioners reviewed the two pages detailing Grant Presentation and Invoice Submission included in the packet. Motion by Ald. Hedlund, second by Trilla, to include the two packet pages supplements to the Grant Application. Unanimously carried.

### **Status of previously awarded tourism grants**

Outstanding grants include the Event Trailer for the Lake Geneva Fire Department, BID Tourism Promotion for 2020, BID Oktoberfest for 2020, and Riviera Marketing through Stephanie Copsey and are still within the funds unencumbered amount for this year.

### **Geneva Lake Astrophysics and Steam (GLAS) – Geneva Lake Star Parties 2020**

Adam McCulloch via GoToMeeting reviewed the packet pages for the event and presented the information for the revised Star Party 2020 schedule:

Perseids Meteor Shower on Wednesday, August 12, at White River County Park; rain date August 13

Fall Equinox Star Party on Friday, September 25, at Library Park.

Motion by Ald. Hedlund, second by Trilla, to approve the Star Party Grant pending the actual application submittal. Unanimously carried.

### **Discussion of Tourism Entity Agreement between Visit Lake Geneva and the City of Lake Geneva**

Commission reviewed the current 3-year agreement effective January 1, 2018, to December 31, 2020. Motion by Ald. Hedlund, second by Ald. Fesenmaier, to direct staff to send RFPs for bid in time for September presentations (date TBD). Documents will be provided by City Comptroller detailing the actual Tourism Ordinance and a chart showing the funding changes per state statute. Unanimously carried.

### **Future meeting agenda items and next meeting date – tentative August 17 at 4:00 PM**

Motion by Ald. Hedlund, second by Trilla, to adjourn at 5:35 p.m. Carried.

Respectfully submitted,  
Alderman Fesenmaier, Secretary

City of Lake Geneva Riviera Restoration Ad-Hoc Committee

Monday, July 6<sup>th</sup>, 2020 10:00 A.M.

Riviera Ballroom, 812 Wrigley Drive, Lake Geneva, Wisconsin

Notes

Present: Chair: Mayor Klein, Tom Earle -Director of Public Works, Dan Draper -City Attorney, David Nord -City Administrator, Dave Desimone -Wisconsin Historical Society, Tim Dunn –Piers and Harbors Committee, Grace Hanny – City of Lake Geneva Historic Preservation Committee, Carroll Pearson – citizen, Fred Gahl, Chair, fundraising committee, Mary Jo Fessenmaier, Public Works Committee, Grace Eckland, Beautification Committee, (not in attendance Stephanie Copsey, Events Manager. )

Meeting called to order at 10:04 A.M. by Mayor Klein.

Mayor Klein introduced the committee members.

At 10:10 A.M. Mayor Klein called for the nomination of a recording Secretary for the Ad-Hoc Committee.

Mary Jo Fessenmaier made a motion to nominate Dave Desimone as recording Secretary. Mayor Klein seconded the motion. The motion passed.

At 10:15 A.M. Mayor Klein identified the main purpose of the Ad-Hoc Committee is determining and approving the second phase of restoration for the Riviera building.

At 10:20 A.M. Dave Desimone was asked to provide a statement on the importance of historic preservation.

The feelings of continuity, memory, and identify from old places gives us sense of who were are. The experience of beauty and the awe of the sacred at old places deepens our connections to a broader world and fosters a sense of empathy with others. Knowing the place where our ancestors are from gives people a deep sense of belonging. Learning history at the place where it happened is a viscerally memorable experience that stays with us for the rest of our lives. The simple act of continuing to use an existing place is one of the most effective things people can do for a more sustainable world. Old places inspire creativity and foster a flourishing economy. The bottom line is the preservation of old places provides profound material, emotional, sociological and spiritual benefits for all.

At 10:25 A.M. Director of Public Works, Tom Earle reviewed the project today going back to 2014. Earle reviewed the work of Kehoe-Henry and Associates, Inc. assessment of 2017.

Earle then reviewed the work completed by MSI Construction in phase one. s completed to-date.

At 10:40 A.M. City Attorney Dan Draper reviewed contractual obligations with MSI for phase one and phase two. It appears the last administration developed a structure for the contract

with MSI but didn't develop the scope of work. Phase one is complete. Draper recommended we have a conversation with MSI as soon as possible to determine what next steps would be and to define the scope of work for phase two.

Draper also mentioned August 16<sup>th</sup> as the next deadline / decision point with MSI.

At 10:45 A.M. Director of Public Works, Tom Earle presented a list of issues with the Riviera Building (see attached) and highlighted the most pressing issues being electrical, security, necessary upgrades to wi-fi, presentation capabilities in the ballroom, issues with the safety of the stairs, and on-going issues with an old and outdated elevator.

At 11:20 A.M. Mayor Klein introduced Fred Gahl and stated that Gahl would be leading a fund raising sub-committee. City Administrator David Nord mentioned that phase two would require additional borrowing. Grace Eckland stated that Richard Driehaus would be willing to contribute to the funding of exterior lighting.

At 11:25 A.M. Mayor Klein led a discussion on possible next projects for the Riviera. Director of Public Works, Tom Earle stressed that this project really needs to have a dedicated project manager, either MSI or someone else to run it. It cannot be an in-house person.

At 11:35 A.M. Mayor Klein proposed we schedule a meeting with MSI as soon as possible. After considerable discussion it was decided that the city would contact MSI and schedule a meeting for Monday, July 13<sup>th</sup>.

With no further business, Mayor Klein made a motion to end the meeting at 11:50 A.M. The motion was seconded by Grace Eckland.

Meeting adjourned at 11:51 A.M.

Respectfully submitted,

Dave Desimone, recording secretary of Riviera Ad-Hoc Committee.

RIVIERA AD HOC COMMITTEE MINUTES  
MONDAY, July 13, 2020 – 10:00 AM  
Riviera Ballroom, 812 Wrigley Drive

Meeting was called to order by Mayor Klein at 10:02 a.m.

Mayor Klein asked, without objection, to allow Alderman Fesenmaier to record minutes.

**Roll Call**

**Present:** Mayor Klein, Grace Hanny, Alderman Tim Dunn, Alderman Mary Jo Fesenmaier, Carroll Pearson, Fred Gahl (arrived 10:20), Grace Eckland,

**Absent:** Dave Desimone, Committee Secretary; Stephanie Copsey, Events Manager.

Quorum present.

Others in attendance: Dave Nord, City Administrator; Dan Draper, City Attorney; Janet Ewing, Geneva Lake Museum Director; Tom Earle, Public Works Director; Sam , Public Works staff; Alderman Flower, Alderman Yunker, Richard Malmin, Dennis Hines, Lake Geneva Regional News; and MSI representatives Adam Wolfe, Jay Craig, Dave Luterbach.

**Approval of minutes from July 6, 2020**

Grace Eckland offered a correction in the paragraph regarding the fundraising sub-committee the offer was from the Beautification Committee, supplemented by Richard Driehaus, for possible funding of the exterior lighting in part or whole.

Motion by Ald. Dunn, second by Hanny, to approve the July 6 with the correction by Grace Eckland. Unanimously carried.

**Explanation of Ad Hoc Committee function(s)**

Mayor Klein emphasized that the role of any City Committee including this Riviera Ad Hoc Committee, is to make recommendations directly to the Lake Geneva City Council. This committee also does not have the authority or power to commit to spending any funds.

**Presentation from MSI General**

Jay Craig first reviewed the history of MSI's involvement. MSI was one of several firms interviewed by the City in March 2018. They were initially asked to use the Kehoe Henry report (provided at last week's Ad Hoc meeting). By August 2018, MSI in combination with 8 contractors, did an onsite investigation and prepared their own independent evaluation of the entire Riviera building. In October 2018, an Executive Summary of the findings along with initial cost estimates were presented to the Piers, Harbors, Lakefront Committee. This summary included different combinations of projects along with options for ala carte. The choices were also framed as good, better, and best options to give a range for cost and viability plus making a decision based on maintaining historical accuracy of the building versus budget. Options included leaving the concrete roof tiles but replacing the base underneath or spending the extra money on clay tiles bringing it back to the original style. Second floor windows could have been caulked and sills replaced versus new simulated aluminum windows.

Jay explained that MSI understood the process of gaining approval at the different levels: PHL, FLR, then City Council.

Piers, Harbor, Lakefront Committee determined the first priority was the shell and exterior of the building. This Committee made the selection of roof materials and windows and only after these choices were made, sent the RFPs to FLR and City Council.

The current scope of work was budgeted at \$3.2 to 3.4 million for Phase 1. The actual costs came in at approximately \$2.168 million at a savings of over \$1.1 million.

Yet to be determined is the project status and next steps including a decision on the first floor windows in light of the SHPO determination (see letter dated April 6, 2020).

This Ad Hoc Riviera Committee needs to decide what to tackle next. The MEP (Mechanical, Electrical, Plumbing) are becoming unsafe and unrepairable. What is the best use for the first floor? Should it transition into year-round capacity?

The Committee was presented with a report from Public Works dated July 6, 2020 titled Riviera Re-Hab which includes items needing attention plus an MSI report dated October 18, 2018 with a list of improvements and budget.

City Administrator Nord will email MSIs secondary reports and the marine investigation report to the Committee members in preparation for the next meeting.

MSI explained the grant process and the need to apply for grants before deadlines pass and work begins along with the actual cost of simply preparing grant applications which is sometimes not cost effective.

### **Report from the Fundraising Sub-committee**

Fred Gahl, citizen rep and fundraising lead, reinforced the idea that we are trying to fix the current condition of the Riviera building but to also plan for the future and how to maximize the City's potential profit by effective use of the building. In order to go out into the community to fundraise, donors will want transparency and a complete plan with details and specifics to donate toward.

Background information from staff: 10 leases for the first floor spaces, leases are for 7 months only renewed year-to-year in November; weddings currently limited to 25% capacity or 75 people including 1 booked in July, 2 in August, and 2 in September, and several events in December, some bookings extend into 2022. Are we capturing the potential revenue at the proper rate then?

### **Suggestions/Discussion as to Projects to be recommended to City Council**

Motion by Mayor Klein, second by Ald. Dunn, recommend FLR/Council raise Ballroom rental non-resident rates by 40%. Unanimously carried.

### **Possible recommendations to City Council**

Committee will review documents and make recommendations for future uses and prioritize improvement list at next meeting.

**Next meeting date** – Monday, July 20, at 1:30 PM

Motion by Mayor Klein, second by Pearson, to adjourn at 12:10 p.m. Carried.

Respectfully submitted,  
Alderman Fesenmaier

MEETING MINUTES  
CITY OF LAKE GENEVA AD-HOC COMMUNICATIONS COMMITTEE  
WEDNESDAY JULY 8, 2020 6:00 P.M. LAKE GENEVA CITY HALL

Chair Alderperson Mary Jo Fesenmaier called the inaugural meeting to order at 6:02 PM. Present were public members Jay Fairbanks, Mary Sibbing, and Scott Gelzer and Chairperson Fesenmaier. Alderperson Cindy Flower was absent. Also present was City Administrator Dave Nord. Others in attendance included Mayor Klein and Ald. Halverson.

There were no comments from the public. This being the first meeting, there were no previous minutes. Scott Gelzer was nominated by Mary Sibbing to serve as Secretary, seconded by Jay Fairbanks. The motion to elect Mr. Gelzer passed unanimously.

Chair Fesenmaier called the committee's attention to a standing (previous) City Council Communications Committee. This committee was principally focused on public access cable TV and the City's website. Links to previous minutes and a newsletter from Fairfield CT were also included as exhibits.

The next topic was Council Resolution 20-R37 which comprises the charge to the ad-hoc committee. We are to..."review, develop and recommend opportunities and systems..." to improve communications to the public. Committee discussion and the Committee Chair clarified that the charge is to study and recommend improvements to City of Lake Geneva communications to and from the public.

The Chair asked for suggestions as to next steps. There were questions about current City engagement via social media. City Administrator Nord provided a handout indicating major social media involvement by City Departments, Fire, Police, the Library and City government itself. Facebook is the most frequently used and followed by the public. The Police Department has the highest use and connection (12,000 followers) and the Library also has a great deal of social media traffic. Mr. Nord observed that there are many effective ways to communicate beyond calling City Hall. The Committee was also briefed on a relatively new "opt in" texting service called Nixle. A person can elect to receive text or email updates from the City and/or departments. <https://www.nixle.com/> Mayor Klein asked the reporter from the *Regional News* to consider publishing information on Nixle.

The committee reviewed next steps. Are there organizations or local governments that are role models? The committee will research leads, using groups such as the League of WI Municipalities to start. Mr. Fairbanks suggested a focus on Spanish language channels. Ms. Sibbing shared she thought Minneapolis was a model. Mr. Gelzer will connect with Administrator Nord to discuss possible resources. We have the Fairfield CT newsletter. Everyone will look into possible models and ideas for discussion at the next meeting.

An email received by the Mayor contained a resident's idea about an electronic sign for City Hall. The committee reviewed this approach. Can we post messages on existing electronic signs? The Library and Badger High School are two examples. Mr. Nord will look into cost of an electronic sign and organizations with existing signs will be consulted as well.

After discussion the committee determined that its date for reporting back is our next meeting, tentatively on July 22, 2020, 6PM. On a motion by Mr. Gelzer, and seconded by Ms. Sibbing, the committee voted unanimously to adjourn the meeting at 6:45PM.