



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

**AGENDA**

Council President, John Halverson

Alderspersons: Selena Proksa, Doug Skates, Tim Dunn, Cindy Flower, Shari Straube, Ken Howell and Rich Hedlund

1. Council President Halverson calls the meeting to order
2. Pledge of Allegiance – Ald. Proksa
3. Roll Call
4. Approval of Minutes from December 02, 2019 & January 06, 2020 Committee of the Whole Meeting as distributed.
5. Presentation of Story Corps by Chris Brookes, Lake Geneva Library.
6. 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.
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Howell
  - b. Personnel Committee, Alderman Proksa
  - c. Public Works Committee, Alderman Flower
  - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
8. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hedlund & Flower
  - b. Tree Board, Alderman Dunn



- c. Police & Fire Commission, Alderman Skates
  - d. Plan Commission, Alderman Skates
  - e. Board of Park Commissioners, Alderman Straube
  - f. Library Board, Alderman Halverson
  - g. Historic Preservation Commission, Alderman Dunn
  - h. Cemetery Board, Alderman Howell
  - i. Avian Committee, Alderman Proksa
  - j. Tourism Commission, Aldermen Hedlund & Straube
9. **COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
- a. VISIT Lake Geneva, Alderman Proksa
  - b. Geneva Lake Museum, Alderman Dunn
  - c. Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund
  - d. Geneva Lake Environmental Agency, Alderman Skates
  - e. Geneva Lakes Family YMCA, Alderman Flower
  - f. Geneva Lake Use Committee, Alderman Dunn
  - g. Business Improvement District, Alderman Halverson
10. Adjourn

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

1/30/20 7:00 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

COMMITTEE OF THE WHOLE MINUTES  
MONDAY, DECEMBER 02, 2019 – 6:00 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS

Council President, John Halverson

Alders: Selena Proksa, Doug Skates, Tim Dunn, Cindy Flower, Shari Straube, Ken Howell and Rich Hedlund

Council President Halverson calls the meeting to order at 6:00 pm  
Pledge of Allegiance – President Halverson

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

Meeting concluded at 6:08 pm for a lack of a quorum. No action was taken.

*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.*

12/03/2019 8:00 am

# COMMITTEE OF THE WHOLE

## MONDAY, JANUARY 06, 2020 – 6:00 PM

### CITY HALL BUILDING, COUNCIL CHAMBERS

Council President, John Halverson

Alders: Selena Proksa, Doug Skates, Tim Dunn, Cindy Flower, Shari Straube, Ken Howell and Rich Hedlund

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

Pledge of Allegiance – Ald. Howell

#### **Roll Call**

**Present:** President Halverson, Ald. Selena Proksa, Doug Skates, Tim Dunn, Shari Straube, and Ken Howell

**Excused Absent:** Ald. Cindy Flower, Rich Hedlund

**Also Present:** Mayor Hartz, Asst. Clerk, Elder

#### **Approval of Minutes from November 04, 2019 Committee of the Whole Meeting as distributed.**

Ald. Proksa motioned to approve the November 04, 2019 Committee of the Whole minutes, second by Ald. Skates. Motion carried 6-0

#### **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.**

*Casey Shiche*, Ridge Rd. spoke in opposition of the fuel tank replacement project in the Riviera Plaza.

*Bill Huntress*, 1015 Pleasant St., Spoke in opposition of the commercial businesses in city parks and the conduct of the council/Mayor.

*Marilyn Nue*, Spoke in opposition of the fuel tank replacement project in the Riviera Plaza, and dogs in the park.

*Spyro Condos*, 1760 Hillcrest & 100 Broad St. Spoke in opposition of the fuel tank replacement project in the Riviera Plaza, and opposes commercial business in city parks.

*Demitri Agnanos*, 148 Cass St., 811 Wrigley Dr., opposed to and confused on how the closing of Wrigley Dr. in the comprehensive plan.

*Mary Jo Fesenmaier*, 1085 S. Lake Shore Drive, Questioned the schedule of the comprehensive plan timeline regarding Draft #3. She also spoke in opposition of the park board being removed from the special event permit approval process.

*Charlene Klein*, 817 Wisconsin St., Spoke in opposition of the fuel tank replacement project at the Riviera and to the parks being used for commercial business.

*Mayor Hartz*, 1051 Lake Geneva Blvd, Stated that January 9<sup>th</sup> posting on the city website is not a Planning Commission meeting regarding the comprehensive plan. Mayor Hartz had a meeting via phone stating the objective is to get the draft done by Thursday, but he doesn't believe it will be available until the Planning Commission meeting on January 20<sup>th</sup>.

# COMMITTEE OF THE WHOLE

## MONDAY, JANUARY 06, 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

Ald. Proksa motioned to adjourn at 7:10 pm, second by Ald. Skates. Motion carried 6-0.

*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.*

**FINANCE, LICENSING & REGULATION COMMITTEE MEETING  
TUESDAY, JANUARY 7, 2020 – 6:00 PM  
CITY HALL, CONFERENCE ROOM 2A**

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

Howell called the Finance Meeting to order at 6:00 p.m.

**Roll Call**

Present: Howell, Proksa, Skates, 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 Fleming; 1032 Wisconsin St; Spoke to tabling the parking rate increase agenda item and requested that an ad hoc committee be developed to discuss that issue.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of December 17, 2019, as prepared and distributed

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

Discussion/Evaluation/Possible 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 Drive, Lake Geneva, WI

Motion by Proksa to approve, second by Howell. Clerk Kropf noted that this is a Reserve license and that Motion failed 2-3, with Halverson, Howell, and Skates voting no.

Discussion/Recommendation regarding an Original Massage Establishment License Application filed by Balance for Life, LLC d/b/a Heartland Wellness Retreat & Spa, located at 314 S Wells St, Lake Geneva, WI

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

Discussion/Recommendation regarding a Tier II Event Permit Application filed by the Lake Geneva Jaycees for the event of Venetian Festival to be held August 19, 2020 through August 23, 2020 (permit to be valid from August 17, 2020 through August 24, 2020 for event setup and clean-up), located in Flat Iron Park, Library Park, and Seminary Park

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

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License filed by The Lake Geneva Jaycees to be used August 18, 2020 through August 24, 2020, located in a fenced beer garden within the Flat Iron Park Parking Lot

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

Discussion/Recommendation regarding a Fireworks Application filed by the Lake Geneva Jaycees to be used for the Annual Venetian Festival on August 23, 2020

Motion by Skates to approve, second by Hedlund. Clerk Kropf noted that this has been sent to the GLLEA for approval. Motion carried 5-0.

Discussion/Recommendation regarding awarding the bid for new parking kiosks to Total Parking Solutions

Parking Manager Mullally stated that she is recommending that the bid be awarded to Total Parking Solutions. This vendor was not the lowest bidder; however, the lowest bid was from the current vendor who has been deemed irresponsible for lack of responsiveness on multiple maintenance issues.

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

Discussion/Recommendation to determine the quantity of new parking kiosks and kiosk style to be purchased

Parking Manager Mullally stated that she feels the City needs to purchase 63 kiosks in total and would like to purchase kiosks with coin and credit cards only. This would not include the three kiosks at the beach as they are not a part of the network for enforcement. Skates stated that there has been confusion at the beach with people having to go back to pay and wondered if more kiosks could be placed down at the beach. Mullally noted that they could easily put more of the old kiosks down at the beach.

Motion by Howell to approve the purchase of 63 kiosks with the coin and credit card only option, second by Halverson. Mullally stated that these new kiosks could also issue beach passes. Motion carried 5-0

Discussion/Recommendation to determine the placement/locations of parking kiosks

No action taken.

Discussion/Recommendation regarding possible parking rate increase to \$3/hour

Motion by Halverson to table this item, no second offered. Motion failed for a lack of second.

Motion by Howell to raise the parking rate to \$3 in the areas that are currently \$2, second by Hedlund. The committee discussed possibly increasing the amount of time that the citizen parking passes allows. Hedlund added that he wasn't in favor of extending the amount of time for free parking for the citizens, however he is in favor of looking into year round parking enforcement. Mayor Hartz noted that downtown business owners should have a say in what the rates are and that these new kiosks are very interactive in that the City could have different rates for different times of the day/year. Skates stated that

Motion failed, 1-4, with Skates, Proksa, Hedlund, and Halverson voting no.

Kevin Fleming stated that maybe this would be a good topic of conversation for the Downtown Business Improvement District Board. This would be a special meeting of the BID.

Motion by Halverson to continue until the January 21, 2020 FLR meeting, second by Skates. Motion carried 5-0.

Discussion/Recommendation of **Resolution 20-R01** adopting a 2020 budget amendment authorizing the transfer of funds in the Lakefront Fund budget as it relates to the Geneva Lake Law Enforcement Agency

Finance Director Hall noted that this is a transfer of funds to the GLLEA.

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

Discussion/Recommendation regarding TAP (Transportation Alternatives Program) Grant

City Administrator Nord stated that this is grant coming from the Park Board and the City would need pay Vandewalle \$5,000 to complete the grant. Flower stated that the Council should also approve a letter with a notice of how much money the City is willing to approve. This would allow for a bike/pedestrian path on South Street. Flower noted that this is a very short deadline and if it is missed there is a two year waiting period.

Motion by Skates to approve and if awarded the City would allow the use funds not to exceed \$60,000, second by Howell. Motion carried 5-0.

Discussion/Recommendation regarding YMCA Agreement

Alderson Flower stated that this a collaborative agreement between the City and the YMCA to explain what activities are available to City residents at a discount.

Motion by Skate to continue until the January 21, 2020 FLR meeting second by Hedlund. Motion carried 5-0.

**Presentation of Accounts**

Prepaid Bills in the amount of \$ 71,301.87

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

Regular Bills in the amount of \$ 258,361.26

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

**Adjournment**

Motion by Proksa to adjourn the meeting, second by Hedlund. Motion carried 5-0. The meeting adjourned at 7:29 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES**  
**TUESDAY, JANUARY 21, 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 p.m.

**Roll Call**

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

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

Bruce Bennett; 384 S Stoneridge; Spoke in regards to the possible parking rate increases. He also talked about the work with Downtown Business Improvement Business District Board in regards to these changes.

Kevin Fleming 1032 Wisconsin St; Spoke to the possible parking rate increases and discussed the different options that were presented during the special Downtown Business Improvement District meeting.

Dennis Loeser; 336 W Laurie St; Spoke in opposition to the possibility of a park rate increase.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of January 7, 2020, as prepared and distributed

Motion by Hedlund to approve the minutes of the January 7, 2020 Finance, Licensing, and Regulation Committee Meeting, 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 Halverson to approve, second by Skates. No discussion. Motion carried 5-0.

Discussion/Evaluation/Possible Recommendation regarding an Original “Class B” Reserve Intoxicating Liquor & Class “B” Fermented Malt Beverage License Application filed by Sabai Sabai Thai Cuisine Inc d/b/a Sabai Sabai Thai Cuisine, agent, Jirapa Cox, located at 306 Center St, Lake Geneva, WI

Motion by Howell to approve, second by Halverson. Hedlund wondered why they turned in the license in the first place and why they didn't keep it.

Motion to approve withdrawn.

Motion by Proksa to continue until the applicant can be present, second by Hedlund. Skates stated that he wouldn't be in favor of continuing. Motion carried 3-2, with Hedlund and Skates voting no.

Discussion/Recommendation regarding an Amendment to a Tier II Event Permit Application filed by VISIT Lake Geneva for the event of Winterfest to be held January 29, 2020 through February 2, 2020- List of complete amendments included in packet

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

Discussion/Recommendation regarding a Tier I Event Permit Application filed by the Alzheimer's Association for the event of 14<sup>th</sup> Annual Walk to End Alzheimer's to be held on Saturday, September 19, 2020 (7:00 a.m. setup, 10:00 a.m. walk, and 1:00 p.m. clean up) in Library Park

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

Discussion/Recommendation regarding a Tier II Event Permit Application filed by the Geneva Lake Arts Foundation for the event of Art in the Park to be held August 8, 2020 (10:00 a.m. to 5:00 p.m.) and August 9, 2020 (10:00 a.m. to 4:00 p.m.) in Flat Iron Park

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

Discussion/Recommendation regarding Pay Request #4 (final) to Payne & Dolan, Inc for the 2019 Street Improvement Project in an amount not to exceed \$32,889.49

Motion by Hedlund to approve, second by Halverson. Hedlund noted that this was approved at the Public Works Committee. Motion carried 5-0.

Discussion/Recommendation regarding awarding the bid to Vorpagel Service, Inc for HVAC work to be completed in the Parking Services Department in an amount not to exceed \$13,185.00

Motion by Proksa to approve, second by Hedlund. Proksa noted that this was approved unanimously by the Public Works Committee and is necessary as the current space has been deemed uninhabitable. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #1 to MSI General for work completed for the Riviera Restoration Project in an amount not to exceed \$17,274.80

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

Discussion/Recommendation regarding awarding the bid to Integrity Environmental Services, Inc for Asbestos-Containing Material Abatement Project at the Riviera in an amount not to exceed \$4,940.00

Motion by Skates to approve, second by Hedlund. Skates noted that the abatement to the building will be very minimal and significantly cheaper than first thought. Motion carried 5-0.

Discussion/Recommendation regarding proposed YMCA Agreement

Motion by Proksa to approve, second by Howell. Flower noted that the agreement outlines a 15% residency discount and stated that it should be consistent with the City and be closer to a 50% discount. She added that she would like the concession stand language revisited in the future to determine if renting entities would have the ability to rent the stand for tournaments. Skates stated that he would like to see a longer tracking period for the shared calendar to avoid overlaps. Motion carried 5-0.

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

Motion by Howell to approve, second by Proksa. Mayor Hartz noted that the Park Board had approved the contract extension. Skates would like to maybe re-negotiate and send this back to the Park Board for further consideration. Mayor Hartz said that he felt if the committee wanted it to go back they should provide direction. Clerk Kropf urged the committee to thoroughly vet which department is going to be responsible for booking the concessionaire building, unlocking the building, monitoring the liability insurance for groups and any state required health licenses. Motion failed 2-3, with Proksa, Skates, and Hedlund voting no.

Discussion/Recommendation of **Resolution 20-R03** adopting a 2020 budget amendment authorizing the allocation of health insurance premiums to specific departments

Motion by Hedlund to approve, second by Halverson. Finance Director Hall reviewed the amendments as outlined in the resolution. Motion carried 5-0.

Discussion/Recommendation of **Resolution 20-R04** adopting a 2019 budget amendment authorizing the use of Contingency funds for additional Public Participation for the Comprehensive Plan

Motion by Proksa to approve, second by Skates. Clerk Kropf noted that this was previously approved and the resolution for the amendment is required for the auditors. Motion carried 5-0.

Discussion/Recommendation regarding potential adjustments to current Parking rates

Parking Manager Mullally noted that this discussion is occurring due to a budget shortfall. She stated that the City only has several options to be fill that gap with the revenues available and one is parking. Mullally then outlined the three options available: #1 \$2 citywide parkyear; #2 \$3/\$1 Citywide regular parkyear, and #3 \$3/\$1 Raise only in summer months. She recommended option #3 which would be \$3 in the Lake Zones and \$1 everywhere else.

Motion by Howell to approved Option #1 (\$2 Citywide), second by Halverson. Skates stated that he feels that the BID should be given the numbers for consideration and doesn't feel that the City shouldn't always increase a fee to cover a shortfall. Skates would like to see this continued and he would like to see dynamic parking explored. Proksa stated that she would like to see dynamic parking explored as well based on the occupancy just on Wrigley Drive alone. Hedlund

would also like to see the parking ticket fee increased as well to penalize the violator versus the paid-parking public. Skates stated that he would like to see this continued and truly vetted with the BID Board/downtown business owners. Motion failed 1-4, with Proksa, Hedlund, Halverson, and Skates voting no.

Motion by Skates to continue and to direct Parking Manager Mullally to review the BID's recommendation and confer with the BID, second by Halverson. Motion carried 5-0.

Discussion regarding December 2019 Treasurer's Report and Budget versus Actual report

Finance Director Hall reviewed the December 2019 Treasurer's Report and the Budget versus Actual report. No action taken.

**Presentation of Accounts**

Prepaid Bills in the amount of \$ 54,562.78

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

Regular Bills in the amount of \$197,439.39

Motion by Proksa to approve, second by Skates . 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.

**PERSONNEL COMMITTEE MINUTES**  
**TUESDAY, JANUARY 7, 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 Committee meeting was called to order by Chairperson Proksa at 4:30 p.m.

**Roll Call**

Present: Proksa, Halverson, Skates, and Flower

Absent: Straube

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

None

Approval of the minutes from the December 3, 2019 Personnel Committee Meeting

Motion by Skates to approve the minutes, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Update/Recommendation regarding notification of departments on policy related to centralized retention location of various personnel records

City Administrator Nord stated that all departments have been notified and he is not aware of any issues. No action.

Discussion/Update regarding outreach for City of Lake Geneva Employer Clinic

City Administrator Nord stated that Natalie Ellingson will be providing a usage report to the City but she has noticed an increase in the clinic's use. Clerk Kropf noted that more people are becoming aware of the clinic and that she liked the fact that going to the clinic doesn't count against an employee's PTO time. No action taken.

Discussion regarding hiring process for Lakefront lead position and all other Lakefront staff

Public Works Director Earle stated that he has talked to the previous Beach Manager about applying for the job as a formality, however he has not heard anything as of late.

Straube arrived at 4:37 p.m.

Earle stated that he will be moving forward with the hiring process and stated that there are several part-time positions to be hired for various beach jobs. The part-time positions will be required to not only maintain the beach area but to help with garbage and the bathrooms. Earle stated that he had tried to contact the former Beach Manager and is eager to move forward with the hiring process. The committee discussed sending him a letter with a response deadline of March 1, 2020 to determine if he is interested in the position or if the City needs to start the hiring process. Earle added that he would like the beach staff to have background checks as well. No action taken.

Discussion/Update regarding Council Orientation Binder materials given to City candidates

Clerk Kropf outlined the Council Orientation Binder materials that were given to the individuals seeking office. She noted that it was a kind of job description to let people know what to expect if they were elected to office. No action taken.

Future Agenda Items

- Board Member Understanding Document
- Council Rules
- Wage Adjustment Checklist
- Personnel/Equipment for Boat Launch (Piers & Harbors to consider first)
- Parental Leave Policy

Adjourn

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

**CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES**  
**TUESDAY, JANUARY 14, 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

Chairperson Flower called the meeting to order at 4:33 p.m.

**Roll Call**

Present: Proksa, Dunn, Hedlund, and Flower

Absent: Howell

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

Jim Strauss; 1517 Meadow Ridge Cir; Spoke in opposition of the Council's decision to narrow the number of parking kiosks purchased from sixty-three to fifty.

Approve the regular Public Works Committee meeting minutes from December 10, 2019 as prepared and distributed Motion by Proksa to approve, second by Hedlund. No discussion. Motion carried 4-0.

**Parking Manager Report**

Parking Manager Mullally noted that there will be a shuttle for Winterfest with stops at Home Depot, Sheridan Springs, and Veterans Park. She also noted that she is recruiting for more enforcement officers. No action taken.

**Director of Public Works Report**

Bike Routes- discussion with park board

DPW Director Earle stated that he had a conversation with the Park Board President regarding the possible placements of multiple bike paths for the future. He added that this is future planning with no immediate completion date in sight. He outlined that there have been conversations about placing a path on South Street to follow Lake Shore Dr to connect to Bigfoot Beach. No action taken.

Snow Operations/Salt Usage Update

Earle stated that the sand/salt usage for each event has dropped significantly. He also noted that with the last weather event the staff was working around the clock to not only remove the snow, but to also aid with the ice management for stormwater drains. No action taken.

DPW Equipment Update

Earle stated that all equipment is up and running and that any surplus will be moving out soon. No action taken.

Traffic Signal Update

Earle indicated that a drunk driver took out two of the traffic signals on Hwy 50 and that the DPW staff has already fixed them. He is hoping to obtain a grant to help with those traffic signals as they are constantly in disrepair from accidents. No action taken.

Discussion/Recommendation regarding Final 2020-2021 Capital Improvement Planning Report from Kapur

City Engineer Greg Governatori reviewed the pedestrian path treatment cost over a forty-year time span. He noted that paths with a rating of more than 3 but less than 8 for asphalt removal and overlay would cost a total \$2,062,200, a rating of 3 or less would be a full construct in an amount of \$354,000, and the YMCA path would need a full reconstruct with a retaining wall that would cost \$275,000. He noted that annualized over forty years the multi-use paths require a budget of \$65,000 per year. The committee discussed what paths could use the budgeted funds and the attention was on the path by the YMCA. Earle stated that the path is in complete disrepair that an overlay would not fix. The committee discussed not making a decision on that path as it is slated to be rerouted. Governatori then reviewed the streets and alleys that are slated to be repaired in 2020. Flower would like to see how Sage Street will incorporate with the Bike & Pedestrian Path study. She also noted that she would like alternatives for the YMCA path. No action taken.

Discussion/Recommendation regarding Pay Request #4 (final) to Payne & Dolan Inc for the 2019 Street Improvement Project in an amount not to exceed \$32,889.49

Earle stated that this is the final payment with the retainage and the City has a one-year warranty for the work completed. Motion by Hedlund to approve, second by Dunn. Motion carried 4-0.

Discussion regarding possible relocation of Parking Services Department

Parking Manager Mullally stated that she needs to find a new space for the parking services department. She added that there have been issues with the Police Department for the parking equipment storage. DPW Director Earle did offer space in the garage at the DPW. No action taken.

Discussion/Recommendation regarding awarding bid for HVAC work to be completed in the Parking Services Area

Parking Manager Mullally stated that there isn't heat or air-conditioning in the area where the parking services is located. This was deemed to be an area that cannot be occupied by the Building & Zoning Administrator. There were two bids that came in from Vorpagel and Mared. The third vendor stated that they did not want submit a bid.

Motion by Hedlund to approve awarding the bid to Vorpagel for the HVAC work to be completed in the Parking Services Area in an amount not to exceed \$13,185.00, second by Dunn. DPW Director Earle stated that he would recommend approval to get parking services through the year. The committee discussed not wanting to rent a retail space and discussed various other areas that they could potentially relocate to. Motion carried 4-0

Discussion/Possible Recommendation regarding stop sign placement at Linda Lane and Ridge Road

DPW Director Earle stated that the Chief of Police reviewed the request and stated that he didn't feel it was necessary. The Chief noted that there are no records of accidents in the area and didn't feel that it was completely necessary. Earle added that he drove through that area and noted that it is clear with good visibility. No action.

Discussion/Possible Recommendation regarding stop sign placement on Manning Way at bike path

DPW Director Earle stated that usually a bike path would have a stop sign versus a stop sign on a road for a bike path. Flower stated that she would like to see a yield sign on the path and a bike crossing sign on the street. The committee directed staff to install the signs.

Discussion regarding City Wayfinding Signs

Flower requested to continue to next month.

Future Agenda Items

- YMCA Path
- Wayfinding Signs/Neighborhood Street Signs
- Kapur Task Order
- 2020-2025 CIP
- Town Islands
- Bloomfield/Edwards Stoplight

Adjourn

Motion by Dunn to adjourn second by Flower. Motion carried 4-0. The meeting adjourned at 6:18 p.m.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, JANUARY 15, 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, Shari Straube and Tim Dunn.

Absent: John Halverson

**Approval of Minutes:** Straube so moved to approve the minutes of December 18, 2019, Hedlund seconded. Motion carried 4-0

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

Harbormaster Linda Frame shared with the committee various concerns from the 1<sup>st</sup> floor retail tenants of the Riviera that were expressed to her. Concerns expressed included the new layout / configuration of the first floor and how it may impact the ability to operate their businesses. Several tenants have expressed a desire for a five-year minimum lease, once the renovations are complete.

George Zimmerman expressed his concerns over the most recent boat slip and buoy wait list published on the city's website. Zimmerman presented the committee with a packet of information related to the topic.

Carol Zimmerman addressed the committee on the most recent boat slip and buoy wait list published on the city's website and her thoughts on the need to modify the approved list.

Sean Payne addressed the committee on expanding the use of the Riviera building during the winter season to create more events for the public such as farmers' markets.

Kent Martzke of Lake Geneva Boat Company addressed the committee on his interest to see new commercial leases that would run for three to five years in duration

Terry Johnson of Marina Bay Boat Rental addressed he committee to express his interest in a commercial lease that would also run three to five years.

**Harbormaster Report:** Harbormaster Linda Frame reported on a Beach Pass payment app that is being considered for use during the 2020 beach season. This test program would be done at no expense to the city and would assist in reducing wait times to purchase beach passes. Other possible uses for the same app are being looked at as well. It was the consensus of the Committee to have the Harbormaster pursue the topic and to provide any related documents to the city attorney for his review.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, JANUARY 15, 2020– 5:30PM  
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

**Discussion / Recommendation regarding extension and amendment to Commercial buoy and slip leases with Gage Marine, Marina Bay and Gage Marine.**

Chairman Skates distributed various information to the committee members concerning current boat slip and buoy rental fees charged by the city. General discussion among the members as to how they would like to address future contracts (which would begin in 2021). Additional discussion took place among committee members as well as conversation with the commercial operators present.

It was consensus of the Committee to instruct Administrator Nord to move forward on a new contract with Marina Bay that would be for years 2021-2023 with buoy rates that will mirror the non-resident property owner rate being charged at the west end pier. Wording is to be added to the lease that prohibits the commercial operator from subleasing any of the buoys.

In regard to Gage Marine and Lake Geneva Boat Line; Chairman Skates said he would meet with the Finance Director and the City Administrator to draft proposes leases for years 2021-2023. More discussion on this topic at the February committee meeting.

**Discussion / Recommendation regarding Pay Request #1 to MSI General for the Riviera Restoration Project in an amount not to exceed \$17,274.80.**

After committee review and discussion of the invoice, Hedlund so moved to approve payment of Pay Request #1 in the amount of \$17,274.80, seconded by Skates. Motion carried 4-0

**MSI Update related to the Riviera project**

**State Historic Preservation Office Update;** Adam Wolfe of MSI reported that the proposed lower window sills on the first floor of the Riviera would be unacceptable to the State Historic Preservation Office (SHPO). Wolfe recommended holding off on a decision on the first floor windows until a later date, since this would be a 2021 project. The delay would allow for additional discussion with SHPO.

**Riviera Fund Raising Options:** General discussion was had about having the Sweeney Group come to a future committee meeting to discuss options for fund raising. MSI will reach out to the Sweeney Group.

**Riviera Roof:** Dave Luterbach reported that the roof tiles will physically be delivered to the Riviera site around February 10, 2020.

**Riviera Windows:** MSI reported that the windows for everything, except the first floor has been ordered.

**Riviera ACM and Lead Paint Survey;** Dave Luterbach (MSI) recommended to the committee to accept the project bid from Integrity as a cost of \$4,940 for all work scheduled to be done in 2020. Hedlund so moved to hire Integrity at a cost of \$4,940 for ACM and Lead Paint remediation. Dunn seconded. Motion carried 4-0.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, JANUARY 15, 2020– 5:30PM  
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

Anne Krogstad (MSI) presented the committee with updated 1<sup>st</sup> floor plans for the Riviera building. MSI provided updated images of the window colors and also reviewed the renovation goals for renovation seasons in 2020 and 2021.

**Discussion regarding expanding monitoring of City’s Boat Launch; including possible hiring of additional staff and/or installation of surveillance cameras.**

Hedlund so moved to table this discussion until the next Piers meeting, Straube seconded. Motion carried 4-0.

**Adjournment:**

Tim Dunn so moved to adjourn at 7:32 pm, second by Hedlund. Motion carried 4-0.

**Lake Geneva Utility Commission Minutes  
Lake Geneva Utility Commission Meeting  
Wednesday January 22, 2020 4:00 PM  
Conference Room 2A, City Hall – 626 Geneva Street**

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

**Roll Call - Members present:** President Lyon, Ald Hedlund, Mayor Hartz, Dave Nord & Bill Binn. Ann Esarco arrived at 4:21pm. **Members absent:** Ald Flower

**Staff in attendance:** Josh Gajewski & Jo Busch

**Public in attendance:** 3 Members of the Public.

**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 December 16, 2019 as prepared and distributed**  
Hartz/Hedlund motion to approve. Passed 5-0.

**Acknowledgement of Correspondence**  
None

**Financials Update**

Gajewski reviewed the financials through December 2019. Final numbers for 2019 will be presented once the end of year process is complete. Gajewski expects them to be ready for the February meeting. The format for the financials will change slightly for 2020 to accommodate requests made by the Commission. The new format will begin with January's financials.  
Hedlund/Binn motion to approve the financials as presented. Passed 5-0.

**Approval of the December 2019 Bills**  
Hedlund/Hartz motion to approve. Passed 5-0.

**Directors Report**

Gajewski reviewed the submitted Directors report and advised that well #4 has now been put back online. Discussion was had regarding the west clarifier rehabilitation costs and Gajewski said the final invoice has yet to be received.

**Update on proposed Warren Street Water Main Project**

Gajewski reported that this project is still in the works and he is working with Kapur to revise the project plans and estimates. He is also communicating with the Public Works Department regarding some trees in the terrace and if there is a need to work around them. This project is expected to be on the agenda for action in February.

**Discussion on rehabilitation of Plant B Iron Filter**

Gajewski reported that the rehabilitation of the Plant B Iron Filter is part of the 2020 budget and will be much the same as the Plant A Iron Filter project. He is currently exploring options for alternate media and expects this to be on the February agenda for formal review.

**Discussion/Action on award of Dodge Water Tower Raising and Coating Project**

Gajewski reviewed the bid summary from the January 10, 2020 bid opening for this project. There are two bid portions; bid #1 for raising the tower with five alternates and bid #2 for painting the tower with five alternates. Contractors had the choice to bid either portion or both.

Ann Esarco arrived at 4:21pm.

Gajewski presented the recommendations from MSA including which of the listed bid alternates for each bid, should be included in the award. Gajewski explained that the lowest bid for bid #1 and alternates was deemed incomplete as it would not comply with current AWWA standards as bid. The recommendation from MSA is to award bid#1 to the second lowest bidder, Pittsburg Tank & Tower Co Inc. Discussion followed regarding base bid #1 and the recommended alternates 1.A2 through 1.A5 and base bid #2 and the recommended alternates 2.A2 through 2.A5. Gajewski went over the possible funding sources for this project including the possibility of using impact fees.

Hartz/Hedlund motion to accept the Pittsburg Tank & Tower bid for base bid #1 plus alternates 1.A2 through 1.A5 in the amount of \$364,260.00. Passed 6-0.

Hartz/Hedlund motion to accept the L.C. United base bid #2 and to include alternates 2.A2 through 2.A5 minus the base bid item 2.5 for a total of \$363,925.00. Passed 6-0.

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

Gajewski went over the relevant sections of the Development Agreement from Omega Homes LLC. There are some changes required and then final legal review. Discussion was had regarding the impact fee schedule under exhibit F and the opinion that section 12 and exhibit H were duplicates. Gajewski will revisit the agreement with the Developer and the appropriate staff members.

No action taken.

**Adjourn**

Esarco/Hedlund motion to adjourn at 5:20pm. 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 JANUARY 9, 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 Connors at 6:00 p.m.

2. Pledge of Allegiance

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

3. Roll call

Commissioners Connors, Horne, Jordan and Saul were present. Commissioner Pollard was excused. Police and Fire Liaison Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski and Administrative Assistant Papenfus were also present.

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

5. Acknowledge correspondence - NONE

6. Approval of the regular meeting minutes of December 5, 2019

Horne motioned to approve the regular meeting minutes of December 5, 2019. Saul seconded. Motion carried 4-0.

7. City Council Report

Police and Fire Liaison Skates reported that the Police Union contract is complete.

8. Police Department Business

a. Approval of bills for the month of December 2019, operating in the amount of \$294,749.07, Equipment purchases in the amount of \$6,927.09, for a total of \$301,676.16

Horne motioned to approve the bills for the month of December 2019. Jordan seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

b. Discussion/Action – PSAP backup request from County Sheriff's Office (MOU)

Connors motioned to recommend approval of the PSAP backup request with the Sheriff's Office in the MOU as modified by the City Attorney. Horne seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Lieutenant Gritzner stated that the PFC packet contained an updated MOU from Attorney Draper regarding the PSAP backup request. Captain Green from the Sheriff's Office Communications Center and Richard Tuma from PSAP Concepts and Solutions were present to answer any questions. Richard Tuma conducted the study regarding the Sheriff's Office backup. The changes will be sent back to Walworth County Corporation Counsel to confirm the MOU. Jordan asked if the City of Lake Geneva would need to add an additional employee. Lieutenant Gritzner stated that no additional costs will be incurred by the City of Lake Geneva.

c. Discussion/Action – Change of status for Telecommunicator Amanda Moeller from full time telecommunicator to part time telecommunicator Horne motioned to approve the change of status for Telecommunicator Amanda Moeller from full time telecommunicator to part time telecommunicator. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

d. Discussion/Action – Accept letter of resignation of part time Telecommunicator Sara Koehne  
Horne motioned to accept the letter of resignation of part time Telecommunicator Sara Koehne. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

e. Discussion/Action – Confirmation of Full Time Telecommunicator hiring  
Jordan motioned to approve full time telecommunicator hiring of Kevin Fallon. Horne seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Lt. Gritzner stated that Kevin Fallon was on the current eligibility list. Elizabeth Zmudzinski was the first hire from the list and the department would like to add Kevin Fallon as the second hire.

f. Discussion/Action – Full time Patrol Officer Hiring Update

Lt. Gritzner stated that the deadline for applications is Friday, January 10, 2020. Lateral transfers are now being offered for wages and vacation. Test dates and interviews will be set up. The hiring will be completed in March and April.

g. Discussion/Action – Hiring of Part Time Officer Thomas Giovannoni

Horne motioned to approve the hiring of Thomas Giovannoni as a part time officer. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Lieutenant Gritzner stated the department is interested in bringing former Officer Thomas Giovannoni back primarily as an instructor to fill some instructor gaps at this time. It is beneficial to bring Tom back at a part time officer rate rather than a contracted rate. Tom is currently a Master Instructor through Gateway.

h. Discussion/Action – Accept donation/Thank you from Avant Cycle Café to Community Service Officer, two \$10.00 gift certificates to Cheese Box

Horne motioned to accept donations from Avant Cycle Café to go to the Community Outreach Committee. Jordan seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Avant Cycle Café donated two gift cards from the Cheese Box. The gift certificates were originally denied as they were gift cards directly presented to the Community Service Officers. The Department received them back again and would like to donate them to somebody needy through the Community Outreach Committee.

i. Discussion/Action – Accept \$100.00 donation from Al Exner

Saul motioned to accept \$100.00 donation from Al Exner. Horne seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Lieutenant Gritzner explained that Al Exner's father was killed in the line of duty and makes a donation to our department every year. Mr. Exner continues to attend our annual awards ceremony every year and the Employee of the Year award has been named in his father's honor.

j. Discussion/Action – Accept \$500.00 donation from Plasti-Coil/Tri-Tec Corp.

Horne motioned to accept \$500.00 donation from Plasti-Coil/Tri-Tec Corp. Jordan seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

k. Discussion – Community Outreach Committee Update

Lieutenant Way advised the Commission that the Community Outreach Committee was able to assist a needy family with Christmas gifts and other donations with the help of the Sons of the American Legion, Piggly Wiggly and the YMCA.

l. Discussion – Thank you notes – No discussion/Action

- Ben McMasters - Officer Greetham-SRO

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

The patrol cars for 2020 have been ordered. Lieutenant Gritzner noted that the person involved in the home invasion in September was arrested for a homicide in Waukegan, Illinois. The City of Lake Police Department helped to locate the person responsible for the homicide.

n. Discussion/Action – Chief Rasmussen 2020 goals

Chief Rasmussen presented his 2020 goals. Horne asked about a possible 4<sup>th</sup> goal. The goals will be discussed at next month's meeting.

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

p. Discussion - Monthly activity reports - No discussion/action

2019 Dispatch activity for December 2019: Telephone calls - 2,336	911 Calls - 236	Window assists - 645
2018 Dispatch activity for December 2018: Telephone calls - 2,452	911 Calls - 206	Window assists - 867
2019 Patrol activity for December 2019: Calls for service - 1,505	Arrests - 235	
2018 Patrol activity for December 2018: Calls for service - 1,589	Arrests - 128	

q. Discussion - Yearly Statistics – No discussion/action

2019 Dispatch activity: Telephone calls– 33,409	911 Calls– 3,065	Window assists– 9,692
2018 Dispatch activity: Telephone calls 34,505	911 Calls– 2,676	Window assists– 11,503
2019 Patrol activity: Calls for service- 19,877	Arrests- 1,884	
2018 Patrol activity: Calls for service- 20,504	Arrests- 1,847	

r. Items to be forwarded to City Council

Bills, activity reports, Chief's monthly top five and Thank you note

9. Fire Department Business

a. Approval of bills for the month of December 2019, operating in the amount of \$108,487.04, Capital purchases in the amount of \$50,566.25, Equipment purchases in the amount of \$38,417.81, for a total of \$197,471.10

Horne motioned to approve the bills for the month of December. Jordan seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Chief Peters stated that the budget was currently at 119% for revenue and 92-93% for expenses.

b. Discussion - EMS medical billing/Stark medical billing – No discussion/action

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

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

Chief Peters presented the monthly report. The Personnel spotlight included FF/Paramedic Ben Stephenson who has been with the fire department since 2018. In the past year he has begun training as a public safety rescue diver. Anniversaries included FF/ETM Steltenpohl for 12 years of service and Deputy Chief Derrick for 48 years of service. Chief Peters noted the community and department events as well as the notable calls for service.

e. Discussion/Action- PFAS free foam

Chief Peters indicated that the PFAS free foam used occasionally to put out fires contains hazardous material including cancer-causing agents. The department is currently trying to find a more "green" alternative and will store the toxic foam until they can find a place to properly dispose it.

f. Discussion/Action- Chief Peters 2020 goals

Chief Peters presented his goals. Horne asked for his fourth goals. The goals will be discussed at next month's meeting.

g. Discussion/Action – 2020 Capital/Equipment Replacement

Captain Detkowski stated he is currently getting quotes for the airboat replacement, however, the item is a specialty replacement and no companies are located in the area. Most airboats have more technology than

what the fire department is looking to purchase so it is hard to compare exact items. The Commission requested quotes from different companies to be reviewed at next month's meeting.

h. Discussion/Action- Approval of Lexipol Policies

- 338 Shift Trades and Coverage (update)
- 339 Public Education Outreach and Scheduling (new)
- 505 Controlled Substance Accountability (update)
- 1009 Reporting for Duty (update)
- 1018 Personnel Records (update)

Connors motioned to approve all policies as presented. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

i. Discussion/Action - Approval of hiring FF/EMT Wyatt Bomkamp, EMT Gavin Dooley, Jessica Freibergs and Marvin Hendry (pending background and medical clearance)

Horne motioned to approve the hiring of FF/EMT Wyatt Bomkamp, EMT Gavin Dooley, Jessica Freibergs and Marvin Henry pending background and medical clearance. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

j. Discussion/Action – Thank you notes and Acceptance of Donations

- First Congregational United Church of Christ - \$1,536.74
- Plasti-Coil/Tri-Tec Corp - \$500.00
- Avant Cycle Café – two \$10.00 Cheese Box gift certificate

Horne motioned to accept the donations as listed above. Saul seconded. Roll call: Connors-Y, Horne-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

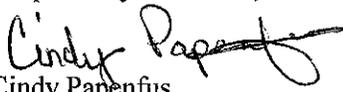
k. Items to be forwarded to city council  
Bills, reports, thank you notes.

10. Agenda items for the next regular meeting Thursday February 6, 2020  
Fire Chief and Police Chief 2020 goals

11. Adjourn

Saul motioned to adjourn the meeting. Horne seconded. Motion carried 4-0. Meeting adjourned at 7:21 p.m.

Respectfully submitted,

  
Cindy Papenfus  
Administrative Assistant

c: Police Chief/Fire Chief  
Commissioners-file/PFC Liaison  
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, JANUARY 20, 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, William Catlin, Ann Esarco, Michael Krajovic. Absent (Excused) Brett Stanczak. Also Present: City Planner Slavney, City Attorney Draper, City Administrator Nord, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

**Approve Minutes of the November 26, December 12, & December 16, 2019 Plan Commission Meetings as distributed.**

Skates/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.**

Speaker #1: Joseph Zimmer, 415 Wells Street #105, shared his observations of the Comprehensive Plan suggesting the Green Initiative (Leeds) as a standard for public buildings and the options presented for Hillmoor, especially Option C, is misleading to the public and should be made clear.

Speaker #2: Joe Schnurr, 701 N Joshua Lane, asked when discussions will be held and decisions made for the Comprehensive Plan.

Speaker #3: Tom Reed, 100 E Main Street, shared his thoughts on the Comprehensive Plan, the Roger Brooks report, the development of Hillmoor and how decisions made today will affect the future of the city and future generations.

Speaker #4: David Widzisz, 748 N Andria Drive, shared his concerns on the Bender property development, noting the integration of apartments, increased traffic and recommending protection of his subdivision from the easement changing into a potential pathway between the two subdivisions.

Speaker #5: Ryan Finley, 805 Cumberland Trail, shared his thoughts on the Comprehensive Plan, in favor of preserving farmland, open space, green space, and ensuring Lake Geneva is a walkable city but believes allowing the apartment buildings would take away the open space, compromise the walking and biking path, and increase traffic at Townline Road & Edwards Blvd.

Speaker #6: Denise Schnurr, 701 N Joshua Lane, shared her concerns regarding the Bender property, specifically, adding apartments, traffic issues, water flow issues, and lack of green space.

Speaker #7: Helen Ixong, 711 N Andria Drive, shared her concerns about the traffic on Townline Road and traffic reports in the city for higher density areas near existing apartments or schools and asked the officials making decisions to think about what is best for the city and why residents want to stay.

**Acknowledgement of Correspondence.**

Correspondence was received by Sherri Slater, owner of Caboose #4, sharing her concerns and opposition to the storage units at 302 Townline Road. All correspondence has been distributed to the Plan Commission and the City Council.

**Downtown Design Review:**

**Application by Roger Wolff - DBA Inspiration Coffee, request to install awnings on the front and rear of the building located at 883 W. Main St, in the Central Business (CB) zoning district, Tax Key No. ZOP00258.**

Roger Wolff, 751 Geneva Pkwy, presented his request and background of Inspiration Coffee.

Esarco/Skates motion to recommend the installation of awnings on the front and rear exterior of the building and include all staff recommendations.

Roll Call: Hartz, Skates, Gibbs, Catlin, Esarco, Krajovic “yes.” Motion carried unanimously.

**Presentation of a Conceptual rendering for the property located at 302 Townline Rd. for a possible Planned Development that would allow multiple 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, 302 Townline Road, presented his concept. Homes would be about 850 sq ft, 1 ½ story, 2 bedrooms, 2 bathrooms, rooftop deck, on public water & sewer, green space, an affordable housing community. Walling said this is a concept plan and encouraged the Plan Commission to give feedback. Slavney said residential zoning districts require 50% of residential area remains green space. Slavney also stated the city would like to see a 10’ wide bike path instead of the 6’ wide bike path shown in concept. Slavney said a storm water solution would be needed for the GDP submittal, stating he likes the residential option over the storage plan. Esarco said she loves the plan. Skates asked about limitations on parking. Slavney stated for typical single family homes, the zoning code requires 3 on-site parking spaces but this concept provides 2 parking spaces and no street parking is allowed here. Krajovic asked where guests would park. Slavney suggested taking out one or two units from plan to accommodate more parking. Walling clarified the turn-around for the Fire Department will be 90’ instead of the 80’ turn-around shown in the submittal. The applicant’s goal is to provide an environmentally friendly community without the need for natural gas. Hartz asked about the pavilion, if the concrete slab could turn into a garage and if the road would remain private. A discussion followed. Krajovic asked about green space element. Slavney said the subdivision ordinance has a requirement for land dedication based on the number of dwelling units which this development would fall under. Skates questioned the 20-home development, especially the issues of parking, storage, ingress-egress on the property. Hartz suggested finding solutions to the parking and storage issues before moving forward with additional engineering. Esarco suggested assessing the number of units needed for a viable project and eliminate others units to provide for parking and greenspace for parks.

**Presentation of Draft 3 of the Comprehensive Plan.**

**2020 Comprehensive Plan Update: Overview presentation of Draft 3 Plan recommendations in preparation for the public hearing on February 10. No discussion will occur or decisions will be made at this January 20<sup>th</sup> meeting.**

Mike Slavney, Vandewalle & Associates, presented Draft #3 of the Comprehensive Plan, specifically, the first 14 pages & page 103: Map 5a – Future Land Use, with emphasis on the growth policy and executive summaries of key components for each required chapter in the plan. Most ideas were generated by the City Council, Plan Commission and public comments from prior meetings or workshops. The City Council, Plan Commission, public and other city boards, committees & commissions will need to sort out and prioritize these initiatives toward implementation.

Recommendation for the Bender Property Application to amend the Comprehensive Plan is still needed from the Plan Commission and will take place at the February 10<sup>th</sup> Joint Council and Plan Commission Meeting along with a vote for the Future Land Use Plan since the annual review process has been folded into the Ten-Year Update process of the Comprehensive Plan.

The Public Hearing is February 10, 2020, where public testimony is allowed; according to the statutes, the Plan Commission will vote first; the Council then votes supporting or opposing the Plan Commission’s recommendation. If the Council opposes the Plan Commission’s recommendation, the Comprehensive Plan is sent back to the Plan Commission for action. The statutes provide the Plan Commission with a lot of power over the future of the community. Please direct any questions about the Comprehensive Plan to Jackie Mich as the primary contact or Mike Slavney at Vandewalle & Associates.

**Adjournment.** Skates/Gibbs motion to adjourn at 7:50 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, NOVEMBER 26, 2019 – 5:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Hartz called the meeting to order 5:00 p.m.

**Roll Call.** Present: Mayor Hartz, Alderman Doug Skates, John Gibbs, Brett Stanczak, Ann Esarco. Absent (Excused) Michael Krajovic, William Catlin. Also Present: City Planner Brian Munson, City Attorney Draper, City Administrator Nord, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

**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.**

Speaker #1: Dimitri Anagnos, 148 Cass Street, shared history, statistics, and suggestions and asked the City to take time to make decisions regarding the Hillmoor property.

Speaker #2: Tom Reed, 100 E Main Street, shared his suggestions for the Hillmoor property and asked the city officials to work with the citizens when making decisions for this property.

Speaker #3: Rick Steinberg, 1032 Williams Street, shared his thoughts in favor of leaving the property as is and let the developer come up with a proposal.

Speaker #4: David Frost, 1556 Orchard Lane, suggested the map does not need to change and shared his thoughts in favor of keeping the small town atmosphere, lake focused, with a vibrant downtown.

Speaker #5: Don Ogden, 108 Evelyn Lane, asked why a Hillmoor concept needs to be created.

Speaker #6: Spyro Condos, 1760 Hillcrest Drive, opposes the city creating a plan for the developer, the possibility of changing the master plan and asked the Plan Commission to do nothing and adjourn this meeting.

Speaker #7: Hank Sibbing, 1725 Hillcrest Drive, requested an immediate adjournment due to the following: a meeting notice was not given to the newspaper to notify the public of this meeting; it is prior to the open house discussion on the same concepts next week; and one plan commissioner is absent.

Speaker #8: Jim Strauss, N1517 Meadow Ridge Circle, shared his concerns regarding this meeting and past decisions made by the city.

Speaker #9: Jackie Getzen, 15 Lakeview Drive, asked if the city considered creating Hillmoor as a conservancy like Kishwauketo in Williams Bay.

Speaker #10: Pete Peterson, 1601 Evergreen Lane, addressed the Plan Commission as appointed representatives, to listen to the community when making decisions, suggested adjourning the meeting.

Speaker #11: Maureen Marks, 834 Dodge Street, shared her opposition to any changes and asked for this meeting to be adjourned.

Commissioner Catlin arrived at 5:45 pm.

Speaker #12: Charlene Klein, 817 Wisconsin Street, shared her concerns regarding the development of the Hillmoor property, improper procedure, and statistics of the growth in Lake Geneva and also asked the Plan Commission not to vote.

Speaker #13: Ted Harig, owner of 821 Geneva Street, shared his concerns for additional resources needed to service additional development on the Hillmoor property, urged the Plan Commission to walk cautiously in decision-making and asked for adjournment of this meeting due to improper notice.

Speaker #14: Karen Yancey, Geneva Lake Conservancy, shared her concerns regarding this meeting and the short notice which didn't allow the Conservancy time to study these comments or prepare a statement.

Speaker #15: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, shared her concerns about how decisions are made in the city and asked for the meeting to be adjourned.

Speaker #16: Sarah Hill, 1024 George Street, shared her thoughts in favor of responsible development for the Hillmoor property and believes it is time to make a decision.

Speaker #17: Scott Woodley, 302 Country Club Drive, shared his thoughts on the Hillmoor property and asked the city to pause and consider the best use for this property.

Speaker #18: Sherri Ames, 603 Center Street, shared her thoughts in favor of leaving the property as is and asked for the meeting to be adjourned.

Speaker #19: Robert Valkanet, 1208 Madison Street, shared his opposition to allow development of the Hillmoor property.

Speaker #20: Mark Immer, 821 Madison Street, shared his thoughts in favor of preserving the Hillmoor property.

Speaker #21: Grace Hanny, 311 Oakwood Lane, thanked the Plan Commission and City Council, spoke about the history of Lake Geneva and asked city officials to listen to the citizens as decisions are made for the future.

Speaker #22: Dick Malmin, N1991 S Lake Shore Drive, shared his thoughts on the lawsuit and his opposition to contract zoning.

Speaker #23: Marcie Hollmann, 1566 Orchard Lane, shared her experience of a summer vision workshop and asked the mayor and Plan Commission to listen to the people.

Speaker #24: Terry O'Neill, 954 George Street, reflected on his experience with a past lawsuit as an alderman and asked the Plan Commission not to vote for any changes.

#### **Acknowledgement of Correspondence.**

Correspondence was received opposing a map change, land use change, rezoning or unreasonable development to the Hillmoor property from:

Thomas J. Anthony, 482 Country Club Drive

Patrick Myers

Penni and Dave Jones, 1321 Dodge Street

Lou Kagan

Sonette Tippens, N1524 Wildwood Road

Georgianna & Jay Kleiman, 1551 Lake Shore Drive

Grace Hanny, 311 Oakwood Lane

Jeff Bauer, 402 Country Club Drive

Correspondence was received from Hal Cook, opposing high density housing and commercial property development. Charlene Klein shared her dismay at the timing of this special meeting.

All correspondence has been distributed to the Plan Commission and the City Council.

**Adjournment.** Hartz/Skates motion to adjourn at 6:15 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**  
**THURSDAY, DECEMBER 12, 2019 – 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, Ann Esarco, Michael Krajovic. Absent (Excused) William Catlin. Also Present: City Planner Brian Munson, City Attorney Draper, City Administrator Nord, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

**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.**

Speaker #1: Grace Hanny, 311 Oakwood Lane, thanked the Plan Commission & Council, spoke from the heart, stating how very special Lake Geneva is and the importance of preserving the green space and the zoning of Hillmoor for the future.

Speaker #2: Dimitri Anagnos, 148 Cass Street, shared his thoughts on leaving this beautiful town for future generations, referenced how Library Park came to be a gathering place and gave suggestions to work with the current owner or business leaders, to make good decisions for our children, cater to our guests without losing the charm of our small town, and asked to keep the zoning the same for the Hillmoor property.

Speaker #3: Jackie Getzen, 15 Lakeview Drive, shared her concerns regarding the Hillmoor property and asked the city not to change the Comprehensive Plan at this time.

Speaker #4: John Halverson, 1159 S Wells Street Apt #7, thanked the Council, Plan Commission and citizens for being part of this Comprehensive Plan process, raised questions & comments regarding: the mission statement, will the city gain from the development, the need of an objective traffic study, cost of public ownership & suggested a committee to research the cost, the silent majority should make itself known, legal concerns, property owner's participation. Halverson finally suggested a pause to find answers to the questions above and asked everyone to work together.

Speaker #5: Penny Roehrer, 951 S Lake Shore Drive, Unit 1, encouraged the Plan Commission to take time to do what is right for this property and suggested voting for Option C.

Speaker #6: Karen Yancy, Executive Director of the Geneva Lake Conservancy, shared a statement, based on the land use alternatives proposed by Vandewalle & Associates on the designation of the Hillmoor property Comprehensive Plan Update, which recommends leaving the existing rural holding zoning or delaying a decision until more research can be done on other alternatives.

Speaker #7: Joseph Zimmer, 415 Wells Street # 105, shared his research from the County GIS & recorded information, the City Zoning Map & City Zoning Ordinance, gave suggestions for future options and asked the City to delay this decision, to leave the RH zoning and pursue a plan with higher standards than is expected.

Speaker #8: Rick Steinberg, 1032 Williams Street, shared his ideas on preserving our small town and opposes the development the Hillmoor property which will also change the town.

Speaker #9: Tom Reed, 100 W Main Street, has attended the meetings, respects the officials, believes a survey should have been sent out and but mostly wants everyone to work together, to compromise, and to create an option D.

Speaker #10: Pete Peterson, 1601 Evergreen Lane, asked the City to leave Hillmoor as it is, suggesting the city could buy this green space and preserve it for future generations.

Speaker #11: Fred Gahl, 661 S Lake Shore Drive, shared his thoughts on the need for intense research and effort when developing the Hillmoor property: reflecting on the master plan, consensus of the community, quality of life, the cost of living, impact on downtown business community, physicals cost and the benefits, consider the consequences. Gahl suggested focusing on where we are today as a community and how we want to preserve this town for the future.

Speaker #12: Ted Harig, 821 Geneva Street, shared his thoughts on preserving this town and asked the city to do their due diligence when making decisions for the future generations.

Speaker #13: Don Root, asked the city to think about the children as decisions are made about the property.

Speaker #14: Sherrie Ames, 603 Center Street, asked to keep our town a small community and not take Lake Geneva for granted.

Speaker #15: Charlene Klein, 817 Wisconsin Street, thanked the citizens, the Plan Commission, Geneva Lake Conservancy for their efforts in this process, emphasized how the Comprehensive Plan should reflect the needs of the city, and stated the meeting should be adjourned since one plan commissioner was absent.

Speaker #16: Maureen Marks, 834 Dodge Street, asked city to consider Option C to consider Hillmoor as a green space, take time to develop it and keep Lake Geneva wonderful the small city that it is.

Speaker #17: Dick Malmin, N1991 S Lake Shore Drive, shared his concerns about the Comprehensive Plan process and options for Hillmoor.

Speaker #18: Ross Magneson, 450 Country Club Drive, shared his thoughts regarding our small town, the need for a consensus of the community for the Comprehensive Plan and believes a natural environment is important for future generations.

#### **Acknowledgement of Correspondence.**

Correspondence was received opposing commercial and residential development to the Hillmoor property from:

Hank & Mary Sibbing, 1725 Hillcrest Drive - also shared concept ideas for Hillmoor

Ann Lehman – opposes high-density development

Karen & Jim Hilt

Maureen Larson

Belinda Bauer, 5354 Angel Lane, Fontana

Correspondence was received opposing any changes to the Hillmoor property including land use designation & zoning from:

Carroll Pearson, 932 George Street

Richard Steinberg

Sonette Tippens, N1524 Wildwood Road

Standley Redmer, 1155 Lake Geneva Blvd

James Good, 100 & 104 Evelyn Lane

Kathy Ecklund

Jodeen & Mark Immer

John & Michele Saridan, 222 West Street

Jeff & Susan Martin

Helen Radloff, 709 G S Lake Shore Drive

Jackie Getzen

Terry O'Neill

James Harig

Don & Alice Ogden, 108 Evelyn Lane, Unit D

Lois Preusser, 479 W South Street

Lou Kagan, 500 S Edwards Blvd #48

Casey Schiche

John Janczak, 355 Havenwood Drive

Scott Woodley, 302 Country Club Drive – requests that the City develop the Hillmoor property in a way that honors its unique natural beauty

George Dewey, 430 Country Club Drive – in favor of the City exploring all financial possibilities with the county, state & federal government to assist with the purchase of the property for the public.

Sonette Tippens, N1524 Wildwood Road, objects to changing the mission statement & developing Hillmoor

All correspondence has been distributed to the Plan Commission and the City Council.

**Discussion/Recommendation of Preferred Concept for Hillmoor Special Area Plan to be incorporated into the Draft Comprehensive Plan.**

Brian Munson, Vandewalle & Associates, presented the 3 Options of the Preferred Concept for the Hillmoor Special Area Plan. He said the current zoning is Rural Holding and the current future land use designation is Private Recreation.

Munson stated these clarifications: not changing the designation does not automatically mean preservation of current site; changing the designation does not rezone the site which is left to the applicant; rezoning, by state law, must be consistent with the Comprehensive Plan; the current designation does allow uses & future development of the Hillmoor site which could lend itself to potential rezoning in support of that.

7:26 pm – Commissioner Gibbs left council chambers

7:29 pm – Commissioner Gibbs returned to council chambers

Munson discussed the environmental corridor designation which is 52% of the site and cannot be developed. Approximately 11% is of site is potential environmental corridor. 37 % has potentially developable sites.

A: Single Family & Mixed Residential

B: Planned Neighborhood

C: Private Recreation

Alderman Skates asked for clarification on Options A & B - the impact for houses and asked for some specifics on house units.

Commissioner Krajovic referenced the newspaper and asked about specifics of the November 26<sup>th</sup> meeting since he could not attend. Mayor Hartz stated the November 26<sup>th</sup> meeting was adjourned after the public comments; one person was in favor of redevelopment and 23 people opposed redevelopment.

A discussion followed.

Each member of the Plan Commission shared their thoughts on the 3 Options for the Hillmoor property.

More discussion followed.

Krajovic/Esarco motion to recommend Option C for the Hillmoor Special Area Plan to include all staff recommendations.

A verbal vote was taken.

Roll Call: Krajovic, Esarco, Gibbs, voted “yes.” Stanczak, Hartz, Skates voted “no.” Results: 3-3, Motion failed.

**Adjournment.** Esarco/Skates motion to adjourn at 9:15 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, DECEMBER 16, 2019 – 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, William Catlin, Brett Stanczak, Ann Esarco, Michael Krajovic. Also Present: City Planner Slavney, City Attorney Draper, City Administrator Nord, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

**Approve Minutes of the November 18<sup>th</sup>, 2019 Plan Commission Meeting 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.**

Speaker #1: Charlene Klein, 817 Wisconsin Street, commented & opposed on the amended agenda item #13, asking that a member of the Plan Commission remove item #13.

Speaker #2: Ted Harig, 821 Geneva Street, commented & opposed on the amended agenda item #13 and shared his thoughts on the Hillmoor property.

Speaker #3: Maureen Marks, 834 Dodge Street, commented on the amended agenda item #13 and asked the city to consider options from the Geneva Lake Conservancy & slow down this process.

Speaker #4: Pete Peterson, 1601 Evergreen Lane, opposed the amended agenda item #13 due to little notice to the public, asked that item #13 appear next on the agenda instead of at the end, and shared his thoughts the Hillmoor property.

Speaker #5: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, commented on the amended agenda item #13, stating there was improper notice and asked that a Plan Commission member remove item #13 from the agenda.

Speaker #6: Scott Storms, 750 Heather Circle, commented on the agenda item #13, shared his thoughts on the need to follow the master plan and his opposition to using taxpayers to pay for alternative plans for Hillmoor.

Speaker #7: Tom Reed, 100 E Main Street, commented on the agenda item #13, shared his thoughts opposing the development of the Hillmoor property, reflecting on the lack of sidewalks on Hwy 50 & the existing traffic issues and asked the city to consider more public input to create an Option D.

Speaker #8: Carroll Pearson, 932 George Street, shared her thoughts on losing land to developers and asked that the city slow down the decision process for Hillmoor and leave the property as it is.

Speaker #9: Dimitri Anagnos, 148 Cass Street, shared his opposition to closing down Wrigley Drive for a boardwalk and his support to finding a different option for the Hillmoor property.

Speaker #10: Sherri Ames, 603 Center Street, commented on the agenda item #13, asked for this item to be removed, and thanked the commissioners who voted for Option C.

Speaker #11: Dick Malmin, N1991 S Lake Shore Drive, shared his concerns on the Comprehensive Plan process and asked the city not to change the mission statement.

Speaker #12: Terry O'Neill, 954 George Street, shared his concerns.

Speaker #13: Tim Dunn, 499 Manning Way, shared citizen feedback he has gathered regarding Hillmoor and asked the Plan Commission not to vote for anything tonight & table the motion until there is sufficient public input.

Speaker #14: Fred Gahl, 661 S Lake Shore Drive, shared his questions & concerns of what the cost will be to the city for the various Hillmoor Plans.

#### **Acknowledgement of Correspondence.**

Correspondence was received opposing commercial development, a change in the land designation for the Hillmoor property from: Cindy Forster Fueredi, 1010 Geneva Street and Caroll Pearson, 932 George Street.

Correspondence was received from Joseph Zimmer with questions regarding Options B & C for the Hillmoor property.

Correspondence was received by Jeremy Houtakker, in favor of Project Veteran Muscle application at 901 Maxwell Street.

Correspondence was also received by Susan Christiansen, Caboose Owner for Units 19-20, and Geralyn Baiocchi 301 Townline Rd. #3, opposing the storage units at 302 Townline Road.

All correspondence has been distributed to the Plan Commission and the City Council.

#### **Downtown Design Review:**

**Application by Dennis Dahl - DBA Parcor LLC, 664 N. Milwaukee Ave., Prospect Heights, IL, 60070, request to install a blade sign to the exterior of the property located at 253 Center St. unit 203, in the Business Central (BC) zoning district, Tax Key No. ZOP00283.**

Dennis Dahl presented his request. Zoning Administrator Walling said the blade sign is needed since the on-building sign is set inside an area at the building entrance. Dahl said it would help with visibility for pedestrian traffic.

Skates/Esarco motion to recommend the installation of a blade sign to the exterior of the building and include all staff recommendations.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Esarco, Krajovic “yes.” Motion carried unanimously.

**Review and a Recommendation for a request on Extraterritorial Zoning (ETZ) land division application for a Certified Survey Map (CSM) submitted by Martin Arenson, 23442 N. Wildwood Ln., Deerfield, IL 60015. Located at W3549 Longwood Dr., Lake Geneva, in the Town of Geneva, the request is to consolidate 4 existing lots into a single lot CSM for Tax Key Nos. JA478700001, JA478700002, JA478700003 & JA478700004.**

Todd Kaufmann, Lowell Management, representing Mr. Arenson, presented the request. Planner Slavney stated the CSM signature block for the City of Lake Geneva needs to be updated.

Hartz/Skates motion to recommend the request to consolidate 4 existing lots into a single lot CSM to include the requirement to change the signature block for the City of Lake Geneva.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Esarco, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation for a Conditional Use Permit filed by Nicholas Pinnt, 1155 LaSalle Ct., for the request to allow for an Indoor Commercial Entertainment land use (24 hour fitness gym) for the property located at 901 Maxwell St. in the Planned Development (PD) zoning district, Tax Key No. ZCL200015.**

Nick Pinnt, 1155 LaSalle Court, presented his request. Walling said this building meets proper egress and parking requirements, will have controlled access, and stated the fire department has approved as well. Alderman Skates asked about lighting, security cameras and exits. Pinnt answered all questions to the satisfaction of the Plan Commission. Slavney said the application is complete.

Krajovic/Skates motion to close the Public Hearing. Motion carried unanimously.

Skates/Gibbs motion to recommend the Conditional Use Permit to allow an Indoor Commercial Entertainment land use 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 for a Conditional Use Permit filed by Samantha Strenger, 615 Center St. for a Commercial Indoor Lodging land use for the property located at 715 Williams St. located in the General Business (GB) zoning district, Tax Key No. ZF00042.**

Samantha Strenger, 615 Center Street, presented her request. Walling clarified the garage is considered the 3<sup>rd</sup> parking stall and said the application meets all requirements of the city. Slavney stated the 715 Williams Street property has been zoned commercial for many years which is why this property is eligible for the year round operation instead of the short term rental. Commissioner Esarco asked if this application should be a limited Conditional Use Permit. Slavney agreed it could be a limited to the operator.

Catlin/Krajovic motion to close the Public Hearing. Motion carried unanimously.

Esarco/Krajovic motion to recommend a limited Conditional Use Permit to allow a Commercial Indoor Lodging land use 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 to amend a Conditional Use Permit filed by Robert and Judy Jurewicz, 1201 Townline Rd., for an Indoor Maintenance Service land use for the property located at 1201 Townline Rd. located in the Rural Holding (RH) zoning district, Tax Key No. ZA19740001.**

Robert Jurewicz, 1201 Townline Road, presented his request. Walling said the original CUP allowed race car repair with the racetrack nearby, and the business changed to small engine repair when the racetrack closed, all of which happened before the ordinance was changed. Recently, Walling checked the compliancy of the business with the original CUP and the staff asked the applicant to amend his CUP for Indoor Maintenance Service to comply with his current business. Slavney asked if all maintenance would happen inside the building, if the cement pad behind the building would be used for storage for larger pieces, and ask the type and height of fence around the pad. The applicant said yes. Commissioner Gibbs asked for clarification of the past CUP and the amended CUP. Walling stated the original permit allowed automobiles and auto maintenance. Slavney said the zoning code distinguishes between auto maintenance and other maintenance which occurs indoors. Walling said both indoor & outdoor maintenance allows accessory outdoor storage of materials.

Speaker #1: Roger Wolff, 775 Southwind Drive, on behalf of Southwind Prairie Apartments, shared pictures of the property, said many items have been on the property for a while and asked if it is environmentally safe. Wolff feels the site should be cleaned up.

Speaker #2: Jim Fuss, 1150 Park Drive, Unit 1106, site manager for Prairiewind Townhomes which is adjacent to this property, said the front of the property has been getting cleaned up over the last 6-8 months but shared his concerns about the removal of the remaining machinery, especially concerned about the safety of the environment and has received many complaints as a site manager.

Speaker #3: Brian Borst, 1491 County Road H, has helped with the clean-up of this property over the last 4 months and wants to continue after the thaw.

Speaker #4: Terry O’Neill, shared his support for the applicant.

Speaker #5: Pete Peterson, 1601 Evergreen Lane, shared his support for the applicant.

Speaker #6: Dick Malmin, N1991 S Lake Shore Drive, shared his thoughts.

Speaker #7: Doug Bartz, 1150 Park Drive, shared his concerns for the environmental impact of machinery on the property as well as the current aesthetics of the property.

Commissioner Krajovic asked how soon the property could be cleaned up after the spring thaw. Borst said the property should be cleaned up a month after the ground is completely thawed. Slavney asked about the view from the west to the property and stated, according to the sketch provided, the fence does not appear to continue on the west side of the concrete pad. Borst said a gate and fence would also be placed on the west side of the pad. Slavney asked for clarification of equipment storage. Borst said all remaining large equipment will be removed and the smaller equipment will be placed

within the building or fence area around the concrete pad. Krajovic asked for explanation of equipment stored within the fence. Borst said the equipment within the fence would be waiting for parts, repair and for client pick-up.

Krajovic/ Skates motion to close the Public Hearing. Motion carried unanimously.

Skates/Catlin motion to recommend approval of a limited Conditional Use Permit for an Indoor Maintenance Service land use and include all staff recommendations and fact finding in the affirmative and all equipment must be contained inside the building and 100 % opaque fenced area which includes a gate and fence on west side, with a June, 2020 review of the property conditions for compliance.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak, Esarco, Krajovic “yes.” Motion carried unanimously.

**Public Hearing and Recommendation to amend a Conditional Use Permit filed by Michael Hanley & John Engerman, - DBA Clear Sky LLC. 302 Townline Rd., for a Personal Storage Facility land use at the property located at 302 Townline Rd. located in the Planned Industrial (PI) zoning district, Tax Key No. ZYUP00144.**

Michael Hanley, 302 Townline Road, presented his request and also asked if the 80'x 90' fire department turn around could be created in gravel. Discussion followed regarding the submittal process for this project. Esarco stated the current plan would change this area and asked for clarification on the option for small affordable houses was a possibility. Mayor Hartz asked for clarification on the staff discussion regarding issues with the small house concept. Walling said the Utilities Commission had questions and concerns on getting services to the individual properties, the Fire Department had concerns on access for their equipment and the site would need to be a Planned Development since it does not meet our lot sizes or setbacks. Hanley asked if he could submit another application while his Conditional Use Permit is continued and asked about Planned Development process. Slavney said a Planned Development combines the zoning step and a site plan review step and allows the applicant to ask for flexibilities on zoning requirements. Hartz stated a concept plan can be presented without engineering for a Planned Development.

Gibbs/ Skates motion to continue the Public Hearing to the January Plan Commission Meeting so staff and applicant can identify and include all missing materials and any items agreed upon. Motion carried unanimously.

**Continuation until February of the Public Hearing and Recommendation for a request to amend an existing Conditional Use Permit filed by Daniel Schuld, 281 Keyes Ave. Hampshire IL, 60140 to renovate the exterior of the property located at 727 Geneva Street, in the Central Business (CB) zoning district, Tax Key No. ZOP00157.**

Applicant has requested to continue the Public Hearing.

Skates/ Esarco motion to continue the Public Hearing to the February Plan Commission Meeting. Motion carried unanimously.

**Discussion/recommendations to City Planners for Draft 3 of the Comprehensive Plan.**

Slavney explained the need for further discussion on Draft 3 of the Comprehensive Plan based on the Joint Council & Plan Commission Meeting on Wednesday, December 11<sup>th</sup>. Slavney presented the concepts gathered from the Joint Meeting discussion and stated it is not necessarily a complete list, but a draft list.

1. Closing Wrigley Drive to create a Walking Plaza. A discussion followed, generating questions: Will closing Wrigley Drive help or harm the businesses? Will the metropolitan size be considered?

2. Limit Big Box Development. A discussion followed, generating comments: limit the size, base it on a case by case, mapping approach in limited areas, slow down development on S Edwards Blvd for 10 years, re-designate the land use along S Edwards Blvd from Planned Business to Neighborhood Business.

3. Greenbelt Concept. Discussion of wetlands, floodplain areas, mature forests, large lot residential – it is a multi-jurisdictional effort.

4. Phosphorus Bans. A discussion followed, generating comments: limiting ban to the watershed area instead of entire city, set example in Lake Geneva and share with other municipalities, work with other communities.

5. Clean Boat, Clean Water Initiative. Agreed to include in Comprehensive Plan.

6. Explore Incentives for Sustainable Stormwater & Building Practices. A discussion followed, generating comments: develop a program & list of recommendations for incentives, program to included current solar regulations, the importance of sustainable energy is on the rise.

7. Greenspace Requirements. A discussion followed, generating comments: greenspace used for recreation.

8. Variety of Housing Types and Promoting Housing Affordability. A discussion followed, generating comments: special zoning district for affordable housing, offering a variety of housing options, visual character of housing, broad range of affordable homes, form-based control.

Slavney offered to orientate/educate new and current plan commissioners, once a quarter, for 30 minutes or more, to maintain progress on implementing the plan; suggested meeting on a regular basis for 15 minutes with new plan commissioners, talking about the best practices, the role of the plan commission, history of planning in the city, things working in other communities; and asked if the Plan Commission was open to Mr. Slavney providing an orientation for new members shortly after they are appointed. The Plan Commission agreed it would be very helpful.

9. Maintaining Small City Character. The feedback from past meetings & workshops suggests keeping the small city character as a key focus in the Comprehensive Plan. Hartz said his objective at the time was to make the vision statement fit with where we are as a city and agreed that small town character is important and formed based code can help. Slavney stated the City of Lake Geneva's zoning code is a hybrid. Krajovic also presented his research on the future development, population growth, and affordable housing. More discussion followed.

10. The potential interchange at Bloomfield Road and Hwy 12. A discussion followed, generating comments: potential interchange should be studied, choose top transportation priority, study the south section of the city, add language to study impacts with advantages and disadvantages.

11. Add language to the Plan, identifying the White River as a natural and recreation resource. A discussion followed, generating comments: recommended for environmental protection, and language about taking full advantage of its recreational potential.

12. Studying relocating Lake Shore Drive near the beach & studying relocating the boat launch. A discussion followed, generating comments and questions: Will this project be significant or minor? DNR has a plan for the beach, the beach is unsafe and options need to be studied.

13. Integrated long-range planning, the land use, the transportation modeling of land use to be a high priority to understand the implications of the Land Use Plan Map. Hartz agreed it is better planning for the city. Slavney said the city engineering firm can do that kind of work. Krajovic referenced the phosphorus on the lakeshore and recalled Mayor Hartz found the DNR's vegetation standards for landscaping on the lakeshore, asking for these standards to be adopted to protect the shore. Hartz reiterated it was for the lake and health of the wildlife living on the lake. Krajovic also referenced the discussion of protecting the gateway corridors of the city.

**Adjournment.** Gibbs/Catlin motion to adjourn at 9:53 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**



**BOARD OF PARK COMMISSIONERS MINUTES  
THURSDAY, DECEMBER 19, 2019 AT 6:30PM  
CITY HALL, CONFERENCE ROOM 2AL**

Members: President Esarco, Mayor Hartz, Alderman Straube, Commissioners: Brian Olsen, David Quickel, Barbara Phillipps, Peggy Schneider, Obdulia Alvarez, Meaghen Van Dyke,

President Esarco called the meeting to order at 6:30 pm.

**Roll Call**

Present: President Esarco, Mayor Hartz, Alderman Straube, Commissioners: David Quickel, Barbara Phillipps, Peggy Schneider, Meaghen Van Dyke

Absent: Obdulia Alvarez, Brian Olsen,

Approve Board of Park Commissioner meeting minutes of October 23, 2019 as prepared and distributed - There are no minutes from the November meeting which lacked a quorum

Motion to Approve: VanDyke Second: Quickel

No discussion. Motion carried 7-0

Comments from the public as allowed by Wis. Stats. SS19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes

Charlene Klein 817 Wisconsin Street – Questioned whether the Commission followed up with Tricia Schaefer about her questions from a previous meeting tree plaques and signature bricks.

Acceptance of Board of Park Commissions Funds/Impact Fees Reports

Motion to Approve: Hartz Second: Phillipps

Discussion about funds and impact fees. Motion carried 7-0

**Recurring Business**

Review of parks events calendar (off season, no report expected)

Discussion about events. No action taken.

Waswo reported on some upcoming events including a number of weddings and such

Motion to suspend the rules and hear Grant applications – status report now followed by Concession Stand Leases out of order

Motion to Approve: Hartz Second: Straube

Motion carried 7-0

Grant applications – status report (review email)

Jackie Mich presented the options available to the commission

Discussion about which grants will apply to design and construction of a bike path on South Boulevard. Timing is an issue and a schedule was developed to complete the application by the deadline. The application due date is January 24, 2020. The grant is a 80% - 20% split with the State providing the 80% and the City is to provide 20%.

Motion to Approve recommending that the City pursue a TAP grant to design and build a bike path on South Boulevard from the State Park to South Lake Shore Drive: Straube Second: Quickel  
Esarco called the question.

Motion carried 7-0.

#### Concession stand leases

Discussion with current lessee Rodella Inc regarding the lease for the Concession Stand at Veterans Park.

Motion to renew the lease with the current lessee Rodella Inc into the 2020 season: Phillipps  
Second: Quickel

Additional discussion ensued about tournaments and their relationship with concessions.

Alderman Flower suggested that whoever rented the fields should manage the concession stand at their events.

Motion by Esarco to end debate. Second by Mayor. Motion carried 7-0

Motion to renew the lease carried 7-0

#### Review of YMCA activity at Veterans Park (off season, no report expected)

No Report

#### Update on conditions of parks from city staff or park board members

Neil Waswo presented the Department of Public Works progress on park maintenance. The Mayor suggested that Foremost Electric was interested in helping with electrical work in any of our parks gratis. Neil will call.

### **New Business**

#### Aldermanic Requests

None received

#### Park Fees specific to series of games/leagues

Esarco recommended that we develop affordable fees for games and leagues – make them consistent. We need to set the fees that encourages park use. An applicant has asked for 15 weeks at \$1,500 from Monday through Thursday. As part of our consideration we should determine who maintain the fields, mark the lines, what are the age groups, how many players there are, who supplies the referees. Hartz moved to continue this item to the next meeting. Phillipps second. Motion carried 7-0.

#### Presentation from Leadership Dynamic group - Badger High School

No report

#### Discussion of City Ordinance Chapter 54, Title III

Hartz presented Ordinance Chapter 54, Title III outlining the responsibilities of the Board of Park Commissioners. The discussion centered on reviewing applications for sports vs social events. Motion to approve the Board of Park Commissioners reviewing and approving/denying sporting events/activities in any park per the ordinance: Hartz Second: Schneider  
Motion carried 7-0

#### Bicycle rack donation from TreadHead Cycling

No report, no action

**Business Carried Forward**

Advertisement boards at Veterans Park

Continue

Native plantings – Convention of Nursery Men and Women

Continue

**Future meeting agenda items**

Motion to adjourn: Phillipps Second: Schneider

Motion carried 7-0

**The Meeting is Adjourned at 8:25 p.m.**



**BOARD OF PARK COMMISSIONERS**  
**WEDNESDAY JANUARY 22, 2020 AT 6:30PM**  
**CITY HALL, CONFERENCE ROOM 2AL**  
**MINUTES**

President Esarco called the meeting to order 6:39 p.m.

**Roll Call**

Present: President Esarco, Mayor Hartz, Alderman Straube, Peggy Schneider, Meaghan Madden-Van Dyke, Obdulia Alvarez, Barbara Philipps, Obdulia Alvarez

Absent: Brian Olsen, Dave Quickel

Also in attendance: Alderman Proksa, Charlene Klein, MaryJo Fesenmaier, Maggie Smith

**Comments from the public:**

Maggie Smith from the SC Wave Soccer Organization – Ms. Smith reported that they will be applying to use Veterans Park for a period of 15 weeks; weekdays only starting around the end of April. They would like to pay a \$1,500 fee for the 15 weeks. The SC Wave is comprised of boys and girls in high school players.

Ms. Klein asked if the Commission followed up with Trish Schaefer regarding her concerns about her memorial brick and tree.

**Approval of Board of Park Commissioners Minutes from December 19, 2019 Meeting**

Motion by Philipps and second by Straube to approve the Minutes

The motion passed unanimously

**Acceptance of Board of Park Commissions Funds/Impact Fees Reports**

Motion by Hartz and second by Philipps to accept the Funds/Impact Fee Reports.

The motion passed unanimously

**Recurring Business**

Review of parks events calendar – reviewed calendar

Review of YMCA activity at Veterans Park – as it is the off season, no report

Update on conditions of parks from city staff or park board members – no city staff were present so there was no staff report. Philipps spoke about repairs needed to dog park.

Motion by Philipps and second by Schneider to explore repairing the fence and planting natural plantings around the outside of the park.

The motion passed unanimously

As part of the update on the parks,– President Esarco reported on the Schedule for Avian Committee activities in the parks: February there would be a bird count, March they were promoting conservation at home, May there is a bird walk and World Migratory Bird Day, June the Purple Martin bird houses are installed, and in September is the ever

popular Swift night out at the Geneva Lake Museum. Additionally, the very busy and active Avian Committee scheduled a visit to John Mariani's property in Burlington in May to view native plantings. <https://www.johnmariani.com/>

Hartz reported on the progress of the TAP Grant application to improve bike paths.

### **New Business**

Aldermanic Request (none for this month) –

Park Fees specific to series of games/leagues –

A committee of Straube, Alvarez, Hartz will explore setting fees that will encourage outdoor activities. Ms. Smith reported that the SC Wave had almost 100 players. The Commission was excited to hear that there will be active use of the park.

### **Business Carried Forward**

Advertisement boards at Veterans Park -

Madden-Van Dyke moved and Straube seconded that the Commission explore appropriate advertising at Veterans Park. Discussion followed about pricing, sizes, where funds go, appropriateness of advertising, other communities who allow advertising  
The motion passed unanimously

Native Plantings -

Philipps moved and Madden-Van Dyke seconded that the Commission explore native plantings in the Lake Geneva parks. We will work with Avian Committee to coordinate projects.

The motion passed unanimously.

### **Future meeting agenda items**

Park fees

Advertising at Vets Park

Native Plantings

Charity runs

### **Adjourn –**

Motion by Schneider and seconded by Madden-Van Dyke to adjourn

The motion passed unanimously at 7:32 pm

Next meeting date: Wednesday, February 26, 2020 @ 6:30pm



# LAKE GENEVA PUBLIC LIBRARY

## MEETING MINUTES

Lake Geneva Public Library Board of Trustees Meeting  
Thursday, January 9, 2020 - 5:00 pm  
Smith Meeting Room, Lake Geneva Public Library

1. Call to order by board president Lyon at 5:00pm.
2. Roll call and introduction of guests: Lyon, Bartz, Pennington, Henningfeld, Dinan, Kersten, Gramm, Halverson. Excused: Kundert  
Also present: Library Director Kornak.
3. Approval of previous meeting minutes by Pennington/Halverson, unanimously passed.
4. Comments from the public. No Comments.
5. Financial report by Lyon:
  - a. December Expenses of \$54,617.34 motion for approval by Dinan/Gramm, unanimously passed.
6. Director's report (Kornak):
  - a. Library usage: 2019 was the 3rd year in a row of increased circulation, foot traffic/door count is up, number of library cards issued is up.
7. President's report (Lyon):
  - a. Kundert has joined the Library Foundation Board
  - b. At The Lake, Geneva Lakes Area Magazine published a great profile/article about our library director in their latest issue.
8. Committee reports (Committee chairs: Lyon, Kersten, Halverson)
  - a. Strategic Planning. Chair Lyon reported that the kickoff meeting with FEH is this evening.
  - b. Public Information: Chair Kersten reported that there should be a committee meeting next month.
  - c. Personnel: Chair Halverson reported that there was nothing new to report and Kornak spoke about library staff 2020 goals.
9. City Liaison report (Halverson): Halverson reported that elections will be held in 2020 and that parking charges is an ongoing topic.
10. Friends of the Library report - no report.
11. Adjournment: Kersten/Halverson motion to adjourn at 5:40pm passed unanimously.



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Finance/Building/Grounds Committee Meeting  
Thursday, January 9, 2020 - 4:30 pm  
Smith Meeting Room, Lake Geneva Public Library

1. Meeting called to order by Lyon at 4:30 pm. Present: Lyon, Henningfeld. Excused: Kundert. Also present: Kornak
2. Henningfeld/Lyon motion to approve previous meeting minutes passed unanimously.
3. Henningfeld/Lyon motion to approve December financial report - invoices in the amount of \$54,617.34 - and recommend approval to library board passed unanimously.
4. Meeting adjourned at 4:50 pm

Next meeting: Thursday, February 13, 4:30pm  
Smith Meeting Room, Lake Geneva Public Library

## Lake Geneva Historic Preservation Commission Meeting Minutes

January 9, 2020 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Louise Rayppy, Jim Davis, Chris Brookes, Grace Hanny, Tim Dunn. Jackie Getzen and Patrick Quinn were absent. Guests: Mayor Tom Hartz, Doug Skates, Charlene Klein.

Approval of minutes from December 12, 2019, Historic Preservation Commission Meeting.

Comment from the public and correspondence. None

Reports from the Geneva Area Museum and Maple Park Homeowners. Tuesdays @ Two: Votes for Women—February 4th. Celebrate the 100th Anniversary with Chris Brookes. Devil in the White City, H.H. Holmes—February 25th. Putting together the new exhibit Dungeons and Dragons at the museum is proceeding slowly.

Update on programs at the 1928 Geneva Theater, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission. The Geneva Theater Actors Guild's next performance will be Almost Maine, by John Cariani—Wednesday, 2/12/20, 7:30 P.M. Friday, 2/14/20, 10:00 A.M. Mayor Tom Hartz and Alderman Doug Skates attended our meeting to discuss the restoration work at The Riviera and also to get our feedback. The City would like to lengthen the windows on the 1st floor to allow for views of the lake. The WHS is against this, the windows should remain the same, since the building is on the National and State Register of Historic Places. They will keep us informed. It all depends on what kind of an agreement the City reaches with WHS/SHPO.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. As of this date Black Point has had 65 outreach programs this winter. Also they are having their Local History Series at Badger High School. Charlene Klein attended our meeting since she is running for Mayor. Also she manages Horticultural Hall. She informed us that the Hall will do some work on the exterior grounds and also on the north side in memory of Harry Hartshorne. The Hall is fully booked for the year.

Review of recent bills and invoices and updated current balance in the Lake Geneva Historic Preservation Commission 2020 City Budget. We spent \$5,039.90 in the year 2019. Our budget for

2020 is \$6,500.00. We issued a check for \$40.00 to renew our 2020 membership in Wisconsin Association of Historic Preservation Commissions.

Follow up on presentation by Stephanie Klett, Kathy Clothier and Deanna Goodwinn of Visit Lake Geneva / Lake Geneva Chamber of Commerce and discussions with Lake Geneva City Administrator David Nord on how the LGHPC can help promote tourism in Lake Geneva. No new information.

Update on Historic Preservation Design Review rules and regulations for building projects within National & State Historic Districts, the creation of a Local Historic Landmark Ordinance, and current potential building projects including the status of the 1902 Frank Johnson Residence / Brick & Mortar Building at 832 Geneva Street and the Douglas House at 322 Madison Street. Renovation work has begun on the Brick & Mortar Building. The owners of 322 Madison has contacted contractors about what they should do—they still want to tear the house down.

Update regarding the Lake Geneva Historic Railroad Site, including information from the Park Board regarding the future bench in memory of Ed Yaeger. Discussions about the bench still going on.

Discussion regarding how better to publicize and promote the new Android and I-phone app of A Historic Lake Geneva Walking Tour, coordinate dates on apps and plaques, and organized future presentations to the Lake Geneva City Council. Jim will call Josh Sullivan about improving our I-phone app since we compared it with the Android app and found flaws in the I-phone app which needs to be corrected.

Discussion regarding new projects for the LGHPC, including future “Tales of Lake Geneva” and status of our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). Tim has several other people interested in making Pioneer Cemetery a historic site.

Review the status of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, repair of existing historic signs, and any new information regarding restoration of “Pillsbury” sign. Owner of 823 Center St. interested in a plaque, will send him an application. Small signs advertising our walking tour apps are supposedly hanging on our large signs, will check on this. Have not paid for them yet.

Report by Patrick Quinn regarding status of the National Register of Historic Places nomination by Gail Klein for Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland and City Street Department repairs to tombstones. Gail Klein informed us that the nomination will not be completed until this summer.

Update on information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, and the Wisconsin Association of Historic Preservation Commissions. We reviewed the information.

Meeting adjourned at 8:40 P.M.

Respectfully submitted,

Louise M. Rayppy

**TOURISM COMMISSION MINUTES  
WEDNESDAY, JANUARY 08, 2020 – 4:00PM  
CONFERENCE ROOM 2A, CITY HALL**

**Committee Members:** Chairperson, Tammie Carstensen, Vice Chair, Brian Waspi, John Trione, Dana Trilla  
Alders: Rich Hedlund, Shari Straube

Meeting call to order at 4:05 pm

Roll Call: Present, Chairperson, Tammie Carstensen, Vice Chair, Brian Waspi, , Dana Trilla, Ald. Shari Straube

Absent: John Trione, Rich Hedlund

Also Present: Administrator, Nord, Asst. Clerk, Elder

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

None

**Approval of the Tourism Commission minutes from December 11, 2019**

Waspi motioned to approve the December 11, 2019 Tourism Commission minutes, second by Straube. Motion carried 4-0.

**Update from Stephanie Copsey (Independent Contractor for Tourism Commission) Meet at the Lake Promotional Activity**

Reviewed the MATL website updates, and she stated she has many upcoming tours of the Riviera

**Update from Tourism Entity (Visit Lake Geneva) on Promotional Activity, Calendar, and Hotel Performance**

Shared update on monthly stats

**Update from Lake Geneva Business Improvement District (BID) on Events and Activity**

The BID has hired two new part-time people to replace the full-time position.

**Written financial update provided by Comptroller regarding Room Tax Dollars Collected, Financials, current Budget & Disbursements**

Reviewed financial documents and grant disbursements

**Discussion/Update regarding status of Air BnB in Lake Geneva.**

Commission believes there are more and asked Administrator to check on State Sellers Permit for AirBnB

Discussion/Action regarding way to measure success of events compared to traffic & room nights. Deanna will send grant example with the commission to review/discuss at Feb. meeting

**Future meeting agenda items and next meeting date – February 11, 2020 at 4:00 pm**

Stephanie Klett to present 2019 VLG Scorecard

Status of State Sellers Permit – Dave

Review Grant Evaluation Questions

Ald. Straube motion to adjourn at 5:30 pm, second by Trialla. Motion carried 4-0.

*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.*