



COMMITTEE OF THE WHOLE- ~~AMENDED~~
MONDAY, JULY 02, 2018 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Howell calls the meeting to order Changes made
to 8b & 8e
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from June 4, 2018 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Presentation by the Police Department on Drug issues in the City.
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 **Straube**
 - 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 Flower
- 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. Chamber of Commerce, Alderman Straube
- b. Geneva Lake Museum, Alderman Dunn
- c. Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund
- d. Geneva Lake Environmental Agency, Alderman Flower
- 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.*

6/29/2018 5:00 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

Monday, June 4, 2018 – 8:00 a.m.

Baker House

327 Wrigley Drive, Lake Geneva, WI 53147

Call to Order. Payne calls the meeting to order at 8:02am

Roll Call. Present: Sean Payne, Kevin Fleming, Andrew Fritz, Tessa August, Roger Wolff

Absent: Mike Kocourek, Steve Monticello

Also present: John Halverson, Ed Svitak, Mayor Hartz, Blaine Oborn

After roll call, Leech sees a text from Mike Kocourek noting that he will not make it and he'd like to step down from the board. If BID Board has any recommendations of people to fill the seat, they will send to Leech, who will direct to the Mayor for his consideration. After the meeting, Payne will call Kocourek to get a formal resignation.

Approval of minutes from the May 7, 2018, Regular Business Improvement District meeting.

Fleming motions to approve, Fritz seconds. Motion passes 5 to 0.

Financials. Fleming motions to approve financials from DATE meeting. August seconds the motion.

Motion passes 5 to 0.

City News

Downtown camera discussion No further discussion

20 Ingredients of an Outstanding Downtown Mayor Hartz provides handout and discussion.

Oborn provides an update. Ice Castles needs to work on the agreement with the City. Lodging by the Lake will be discussed further at Tourism Commission next week. Short term rental ordinance is going into effect. Main Street construction is done. The City is still evaluating the stop sign at Broad and Geneva St. Last Council vote is to leave up until June 25th. It will be on Public Works agenda on June 18th. Staff might rather see a stop light. The City is looking at Cook and Main for the next step on the ongoing downtown construction project. Discussion of doing it in 2019 or pushing it off to 2020. The next step would then be Broad and Main. A stretch of Wrigley and Cook will be done for mill and overlay (no reconstruction) in fall 2018, at night.

Hampton Inn is moving along. A dental office is going next to the drive through Starbucks and possibly a restaurant. Dunkin Donuts is working on engineering plans. Tristan Crist is moving out of downtown, behind Aldi. MSI General contracts are being reviewed, as it pertains to the Riviera.

Visit Lake Geneva News. Svitak provides an update. Provides a member list of VLG members that are BID members. BID members make up approximately 27% of the VLG membership (\$39k).

April marketing reports are reviewed. Largest projects as of last month: Geiger FAM Tour (20 travel writers) and Restaurant Week. Alpine Valley is back this summer. The Visitors Center is complete and VLG will host an open house on July 26th.

Discussion/Action on possible upcoming events/activities

Lake Geneva Marathon and Half Marathon – Frog Hop Sports

The BID Board would like to retain ownership of Lake Geneva Marathon, but is happy to have Frog Hop Sports use it. Leech will work on a written agreement about Licensing the name (similar to Women's Weekend).

Payne makes a motion to let Frog Hop Spots use the name Lake Geneva Marathon, pending a written agreement. Wolff seconds the motion. Carries unanimously 5 to 0.

Harry Potter Event – Queen Bee (kids/family). Discussion of a potential Harry Potter event to take place. Leech would like to provide support to Queen Bee for this event. BID Board agrees that the BID will support this and help as we are able.

Christmas Community Day Leech discussed a plan to involve the community with decorating downtown for the holidays. BID Board would like to have Leech move forward with this plan.

Questions/Comments on Director's Report No questions

Other Business. Wolff discusses the possibility of adding exterior white lights to his building at 201 Broad St. He would like to see a pilot program of lighting the buildings on the North block of 700 Main with perimeter white lighting. Will discuss further at July meeting.

Wolff departs at 9:07am

Set Next Meeting Date: Monday, July 2, 2018 or Monday, July 9, 2018. Next meeting will be July 9th

Adjourn Motion to adjourn made by Fleming. Second by Fritz.

MINUTES ARE NOT FINAL UNTIL APPROVED BY BID BOARD

**COMMITTEE OF THE WHOLE MINUTES
MONDAY, JUNE 4, 2018 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Howell calls the meeting to order at 6:00 p.m.

Pledge of Allegiance led by Howell.

Roll Call: Present Howell, Halverson, Straube, Dunn, Skates, Proksa Absent: Ald. Hedlund, Flower
Also Present: Mayor Hartz, and Administrator, Oborn

President Howell received a phone call one hour before the Committee of the Whole meeting requesting that agenda item number seven; Aldermen Reports & Updates be skipped as the City Attorney advised against its form.

Approval of Minutes from May 7, 2018 Committee of the Whole Meeting as distributed.
Motion by Ald. Halverson to approve the May 7, 2018 minutes, second by Skates. Motion approved 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.

None

Presentation regarding Lake Geneva School Safety.

Mayor Hartz, 1051 Lake Geneva Blvd., presented a series of letters from the Lake Geneva middle school addressed to Representative, Paul Ryan regarding how the students felt regarding school safety. Mayor Hartz also referenced an article about mass school shootings happening in small town America, and read a letter from the middle school teacher. Chief Rasmussen from the Lake Geneva Police Department also spoke. He shared that this is a local/national issue, and the department is exploring funding for placing police officers in schools. The Chief stated the cost of doing this in Lake Geneva would approximately be a couple hundred thousand dollars. Ald. Skates asked the Chief of Police to talk about the \$100 million dollar state grant opportunity that has a second tier for liaison positions. Chief Rasmussen stated the Lake Geneva Police Department has submitted a request for a grant, and they're hoping to hear back soon. Metal detectors and school doors being locked down once children were in school was also mentioned in the discussion.

Note: The Committee of the Whole omitted agenda item number seven; Aldermen Reports & Updates based on the recommendation from City Attorney, Draper.

ALDERMEN REPORTS & UPDATES The following aldermen will be given the opportunity to make announcements or reports about prior or future activities or events in their district and/or the city. It is not contemplated that these matters will be acted on at this meeting, but will instead be referred to the appropriate committees and/or individuals if needed.

Council President, Alderman Howell – District #4
Alderman Hedlund- District #3
Alderman Halverson- District #2
Alderman Straube- District #1
Alderman Flower- District #4
Alderman Dunn- District #3
Alderman Skates- District #2
Alderman Proksa- District #1

Motion to adjourn made by Ald. Skates, second by Proksa. Motion carried 6-0.

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

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, JUNE 5, 2018 – 6:00 PM
CITY HALL, MEETING ROOM 2A

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

The meeting of the Finance, License, and Regulation Committee was called to Order by Chairperson Howell at 6:32p.m.

Roll Call: Clerk Kropf called the roll and noted that Hedlund, Howell, Proksa, Skates, and Halverson were all present. She also noted that others present included Mayor Hartz, City Administrator Oborn, Finance Director Hall, and Clerk Kropf

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

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of May 22, 2018, as prepared and distributed

Motion by Skates to approve the minutes of the May 22, 2018 Finance, License, and Regulation Committee meeting, second by Hedlund. Motion carried 5-0.

Licenses & Permits

2018-2019 Original & Renewal Operator License applications filed by various applicants listed in packet

Motion by Skates to approve the 2018-2019 Original & Renewal Operator License applications, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of Taxi Cab Company License applications filed by Cruzin Transportation; 32200 45th St #58, Burlington, WI

Motion by Hedlund to approve the renewal of taxi cab company license application filed by Cruzin Transportation, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation of Event Permit application made by Shad Branen & Bridget Leech for the event of Geneva Theater 90th Anniversary Red Carpet Celebration to be held on June 28, 2018 from 4:00 p.m. to 11:00 p.m. at 244 Broad St (Geneva Theater)

Motion by Halverson to approve the event permit application for the Geneva Theater for the event of 90th Anniversary Red Carpet Celebration, second by Skates. Clerk Kropf explained that this item will still need to go before the Public Works Committee prior to Council consideration. Motion carried 5-0.

Discussion/Recommendation of Event Permit application made by the Lake Geneva Business Improvement District for the event of Oktoberfest to be held on October 6, 2018 and October 7, 2018 at the 200 block of Broad Street and Flat Iron Park

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

Discussion/Recommendation of Street Banner Permit Application made by VISIT Lake Geneva for the event of Winterfest 2019; Banners to be displayed January 1, 2019 through February 4, 2019 (City Administrator to approve banner display; Applicant is requesting waiver of all fees; Item carried over from April 17, 2018 Finance, License, and Regulation Committee Meeting)

Hedlund noted that he felt that the Public Works budget shouldn't be used to hang banners for other organizations. He felt that this would be a great thing for the Tourism Commission to review.

Motion by Hedlund to notify VISIT to find funding from the Tourism Commission instead of waiving the fees, second by Halverson. Motion carried 5-0.

Recommendations from Personnel Committee-Pending Meeting to be held June 5, 2018

Discussion/ Recommendation on advance filling likely Public Works Department Vacancy

City Administrator noted that there will be a position retiring due to health issues. He added the personnel recommending filling the vacancy.

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

Discussion/Action/Recommendation on Employee Health Benefits including:

Claims Paid 6 Month Rolling Average

Oborn reviewed the numbers. No discussion and no action.

Wellness Program with HealthCheck 360

Oborn noted that this will expire on July 1, 2018 and with the proposed switch to the state health plan, it was agreed that this program was no longer necessary and that the City should not renew.

Motion by Hedlund to discontinue the Wellness Program with HealthCheck 360, second by Skates. Motion carried 5-0.

Transparency Program with DirectPath

Oborn noted that the Personnel Committee wanted to see this continue and it costs \$3200.00. This will help employees transition to the state health plan.

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

July 1, 2018 COBRA rates

Oborn noted that the rates are increasing with the single rate increasing at 6.3% and the family rate being raised by 11.3%. This would make the rate for a single \$1,393.75 and for the family \$3,045.43.

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

Working Spousal Surcharge Resolution

Oborn noted that the Personnel Committee recommended ending the spousal surcharge effective July 1, 2018. Oborn noted that if the committee took no action the surcharge amount will increase to reflect the new COBRA rates.

Motion by Halverson to remove the spousal surcharge effective July 1, 2018, second by Skates. Motion failed 2-3, with Howell, Hedlund, and Proksa voting no.

Employee Premium Share Resolution

Oborn noted that the employee premium share is currently only for the family plan holders and will increase with the new COBRA rates as well.

Motion by Hedlund to take no action, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #1 from Willkomm Excavating and Grading INC for the Main Street Construction Contract in the amount of \$192,340.67(Contingent upon City receipt of lien waivers)

Mayor would like to know if there is a payment bond and if the City Attorney has reviewed it yet.

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

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$47,198.62

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

Regular Bills in the amount of \$135,333.29

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

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for: Jim Flower, Code Enforcement Officer / Assistant Building Inspector

Motion by Hedlund to convene the Finance Committee into closed session, second by Halverson. Motion carried on a roll call vote 5-0. The committee convened into closed at 6:56 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Halverson to reconvene the committee into open session, second by Proksa. Motion carried on a roll call vote 5-0. The committee reconvened in open session at 7:03 p.m.

Motion by Hedlund to approve changing the title from Code Enforcement to Assistant Building Inspector and to increase the pay from a grade 5 to a grade 7 and to direct staff to have the Building & Zoning Administrator at the Council meeting to discuss further, second by Skates. Motion carried 5-0.

Adjournment

Motion by Skates to adjourn the meeting of the Finance, License, Regulation Committee meeting, second by Hedlund. Motion carried 5-0. The meeting adjourned at 7:04 p.m.

Personnel Committee Minutes

Tuesday, June 5, 2018 – 4:30 PM

City Hall, Conference Room 2A

Meeting called to order by Chairperson Proksa at 4:30 pm

Roll Call: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube. Also Present: Administrator Oborn and Finance Director Hall. Mayor Hartz joined the meeting at 4:40 pm

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

Jo Busch with the Utility Commission spoke on item 8 on the agenda, regarding employee health benefits and asked the committee to consider removing the spousal surcharge.

Approve the Personnel Committee minutes from May 8, 2018, as prepared and distributed

Motion to approve the May 8, 2018 minutes by Ald. Skates, second by Halverson. Motion carried 5-0.

Update on City Hall Work Space

Ald. Flower proposed reducing the front counter traffic by streamlining rules and automation of services. There was further discussion on timelines and space planning. Administrator Oborn proposed a facilities analysis study in the upcoming budget.

Discussion/Action/Recommendation on advance filling likely Public Works Department Vacancy

Ald. Halverson motion to fill the Public Works Department position, second by Straube. Motion carried 5-0.

Out-of-State Travel:

iWorQ Training for Building & Zoning Clerk

Discussion was that there was nothing budgeted for this, needs to be added. Ald. Flower motioned to allow up to \$1,000 for the training, second by Halverson. Motion carried 5-0.

ICMA Conference for City Administrator

Discussion was this is in the budget. Ald. Skates motion to approve the travel expense, second by Straube. Motion carried 5-0.

Discussion/Action/Recommendation on Employee Health Benefits including:

Claims Paid 6 Month Rolling Average

Report shared with the group by the Administrator Oborn

Transition to State Health Insurance Pool

Update shared with the group by the Administrator Oborn

Wellness Program with HealthCheck 360

Motion by Halverson to discontinue this program as recommended, second by Flower. Motion carried 5-0.

Transparency Program with DirectPath

Motion by Flower to continue this program as recommended, second by Halverson. Motion carried 5-0.

July 1, 2018 COBRA rates

Motion by Flower to approve the July 1, 2018 COBRA rates as presented, second by Halverson. Motion carried 5-0.

Working Spousal Surcharge Resolution

Motion to recommend to discontinue the spousal surcharge by Ald. Halverson, second by Skates. Motion carried 3-2 with Proksa and Flower voting no.

Employee Premium Share Resolution

Motion by Skates to send to Council without recommendation, second by Flower. Motion carried 5-0.

Report from Monthly Employee Health Benefits Group Meeting

Oborn provided update from meeting and noted that the clinic needs to be used more.

Future agenda items and meeting date

Proksa requested "Onboarding for elected officials" as a future agenda item and the next meeting is July 3rd.

Ald. Flower officially excused herself from the closed session item and departed from the meeting.

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for: Jim Flower, Code Enforcement Officer / Assistant Building Inspector

Ald. Proksa motioned to go into closed session at 6:16 pm, second by Halverson. Motion carried via roll call 4-0.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion to return to open session by Ald. Skates at 6:28 pm, second by Halverson. Motion carried via roll call 4-0.

Motion to promote Jim Flower from Pay Grade 5 to Grade 7 as part-time Assistant Building Inspector/Code Enforcement Officer by Ald. Skates, second by Halverson. Motion carried 4-0.

Ald. Halverson motion to adjourn at 6:49 pm, second by Straube. Motion carried 4-0.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

AVIAN (BIRD) COMMITTEE MINUTES
MONDAY, JUNE 11, 2018 – 5:00 PM
CITY HALL, CONFERENCE ROOM 2A

Call to order by Chairman Proksa at 5:00 pm

Roll Call: Chairman Proksa, Leonard, Swanson, and McConnell

Absent: Rodriguez **Also Present:** Carol Zimmerman and Administrator Oborn

Approval of minutes from April 23, 2018 and February 13, 2018 meetings as distributed

Representative Swanson motion to approve the prior months minutes, second by Leonard. Motion carried 4-0.

Comments from the public limited to 5 minutes

Carol Zimmerman, update on Purple Martin homes with 8 nests and 19 eggs.

Discussion/Action on Purple Martin Housing Project including:

Nesting Update

Security of Houses – challenging issue with the sparrows & cable replacement

Signage at Houses – Sarah research sign pricing. Continue discussion at next meeting.

Discussion/Action on Purple Martin Banding Program

An expert is coming July 17th and continued to next month's meeting.

Discussion/Action on Avian Committee Education including:

Purple Martin Programs – Sarah distributed material

Lake Geneva Bird City Website – Jill working on

Library Programs – Sarah working on with Jill and Beverly.

Discussion/Action on Tuesday at Two on July 17, 2018 with Helen Pugh as guest speaker and Avian Committee support. Discussion regarding the museum and continued to next month's meeting

Discussion/Action on fund raising

Mayor Hartz offered cookie for a cause. August is open and could do bird shaped and proceeds go to the cause. Also researching GoFundMe.

Discussion/Action on Alliant energy grant

Swanson working on with due date in August.

Progress report on Swift night planning for September 13, 2018

Sarah working on this, and has a speaker.

Discussion/Recommendation of future agenda items

Budget for Avian as future agenda item and next meeting on July 30th at 5:00 pm.

Rep. Swanson motion to adjourn at 5:55 pm, second by McConnell. Motion carried 4-0.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE AVIAN COMMITTEE

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
MONDAY, JUNE 11, 2018, AT 5:00 P.M.**

This meeting will be held in the Police Department Training Room, 2nd floor, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order

The meeting was called to order by Commissioner Horne at 5:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Condos

3. Roll call

Commissioners Condos, Connors, Pollard and Horne were present. Commissioner Jordan was excused. Also present: Police and Fire Commission Liaison Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Captain Detkowski, Confidential Administrative Assistant Papenfus

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes - Walworth County Assistant Corporation Counsel Estee Scholtz volunteered to be on the School Safety Planning Committee. She has a special interest in the topic and offered her legal expertise to the committee.

5. Acknowledge correspondence - None

6. Approval of the regular meeting minutes of May 10, 2018

Horne motioned to approve the regular meeting minutes of May 10, 2018. Pollard seconded. Motion carried 3-0. Connors abstained because he was not at the May meeting.

7. City Council Report

Alderman Skates stated that the Fire Department contract is nearly complete. At the last Committee of the Whole meeting, school safety was discussed and is a very important topic to everyone.

8. Welcome newly appointed Commissioner Jim Connors

Horne welcomed Connors to the Police and Fire Commission. Connors stated he looked forward to working with both departments and the taxpayers.

9. Elections of Officers: President and Vice President

Condos made a nomination to appoint Horne as President. Connors made a motion to continue the nominations until Jordan was present. Pollard also felt that the commission should table the nominations until the full commission was present, like last month. It was discussed by the commission whether the nominations had to be held or if it was ok to continue for another month. Pollard nominated Connors as President. Written ballots were taken with two votes for Horne and two votes for Connors. Pollard motioned to continue the nominations until next meeting. Connors seconded. Motion carried 4-0.

10. Fire Department Business

a. Approval of the bills for the month of May 2018, operating in the amount of \$118,967.88, Equipment Purchases in the amount of \$18,006.21, for a total of \$136,974.09

Horne motioned to approve the bills for the month of May 2018. Pollard seconded. Roll call vote: Condos-Y, Connors-Y, Pollard-Y, Horne-Y. Motion carried 4-0.

Captain Detkowski reviewed the expenditure report. At this time, the fire department's budget is approximately 40%. Maintenance is at approximately 100%.

b. Discussion/Action EMS medical billing/EMS call summary report/Stark Medical billing
Billing is on track for the year and is at roughly 40%. The new fee schedule has been implemented. Connors asked about the negative numbers on the aging report. Captain Detkowski stated that there is a process to release the money back for a refund and the insurance company has not done that yet.

c. Discussion Monthly Fire Department Report Overview

Captain Detkowski reviewed the monthly report. The Company Personnel Spotlight is for FF/EMT Britton TerHark, who has been with the department since April 2013. FF/EMT TerHark is a member of the Technical Rescue Team and has earned certifications in High Angle and Trench Rescue as well as an operator for the UAV Team. Captain Detkowski also highlighted June anniversaries, Community Events and Calls for Service.

d. Discussion Walworth County Fire/EMS Study Committee Update

Captain Detkowski stated the Fire/EMS Study Committee is moving along and five areas of focus have been created.

e. Discussion/Action – Approval of Lexipol Policies

- 403 Code Enforcement
- 410 Fire Watch Services
- 703 Use of Department Vehicles
- 1042 Driver's License Requirements

Connors made a motion to approve the Lexipol Policies with corrections. Pollard seconded. Motion carried 4-0.

f. Discussion – Fire Ops session Saturday June 9, 2018

Captain Detkowski stated two alderpersons attended the Fire Ops session and overall it went well.

g. Discussion/Action – Hiring of personnel pending background

- POP Firefighter/Paramedic William Engen
- POP Firefighter/Paramedic MaKayla Gates-Lloyd
- POC Brandon Drohner

Pollard motioned to accept hiring the above listed personnel pending the background investigation. Horne seconded. Motion carried 4-0.

h. Discussion-Thank you letters – No discussion/Action

- City of Delavan
- Town of Randall
- Covenant Harbor
- Central Denison Kindergarten Classes

i. Items to be forwarded to city council

Monthly report

11. Police Department Business

a. Approval of bills for the month of May 2018, operating in the amount of \$207,407.84, Equipment purchases in the amount of \$4,524.63, for a total of \$211,932.47

Connors motioned to accept the bills for the month of May 2018. Horne seconded. Roll call vote: Condos-Y, Connors-Y, Pollard-Y, Horne-Y. Motion carried 4-0.

b. Discussion/Action –Accept donation from Lake Geneva Jaycees
Horne motioned to accept Halloween glow sticks from the Lake Geneva Jaycees. Pollard seconded.
Motion carried 4-0.
Chief Rasmussen stated that the Lake Geneva Jaycees will donate 1000 glow stick necklaces for trick-or-treating next Halloween if it is held in the evening.

c. Discussion/Action - School Safety Presentation from Committee of the Whole (06-04-18)
Chief Rasmussen stated that Mayor Hartz read one of the student letters addressed to Speaker of the House Paul Ryan at the Committee of the Whole meeting on June 4, 2018. Mayor Hartz wanted to share the letters to the Community as a Whole as well as the Police and Fire Commission. Mayor Hartz stated that this is a concern from the kids and he felt it was necessary for the community to help the kids feel safer.

d. Discussion/Action – School Safety Plan Committee
Connors made a motion that the PFC supports Chief Rasmussen, Mayor Hartz and Dr. Gottinger’s efforts by forming a committee with all the stakeholders. Pollard seconded. Motion carried 4-0.
Chief Rasmussen, Commissioners Horne and Condos, Mayor Hartz, Alderman Skates and members of Tactical Corporate Training Solutions to discuss a school safety plan. Mayor Hartz would like to set up a committee to discuss a safety plan and decide what is best for the community. It was discussed how to develop the committee and present the safety plan. The Commission would like to see a Resource Officer in every school. Mayor Hartz would like to meet with Dr. Gottinger from the school district and work together with the district to set up a plan. It was agreed that the City of Lake Geneva is ahead of the program compared to other communities.

e. Discussion/Action - Summer staffing
Chief Rasmussen stated that there is some projected overtime for the weekend of June 22-23, 2018. Chief Rasmussen stated the Fourth of July weekend has been blocked out for vacations. Additionally, there have been more frequent patrols at the State Park.

f. Discussion/Action –Lake Geneva Police Department recognized as Dementia Friendly
The officers have been trained and the building was inspected and approved as dementia friendly by the Walworth County Aging Network.

g. Discussion - Chief’s top monthly incidents – No discussion/Action

h. Discussion - Monthly activity reports –

2018	Dispatch activity for May 2018: Telephone calls– 2,885	911 Calls–228	Window assists–1,044
2017	Dispatch activity for May 2017: Telephone calls– 3,367	911 Calls–230	Window assists–1,058
2018	Patrol activity for May 2018: Calls for service– 1,795	Arrests - 116	
2017	Patrol activity for May 2017: Calls for service– 1,611	Arrests – 105	

Chief Rasmussen stated that police department is heading for a record number of calls this year.

i. Discussion regarding Thank you letter – No action/discussion

- Mary Holahan-Officer Tracy

j. Items to be forwarded to city council
Jaycees donation, School Safety Plan Committee, summer staffing, Dementia Friendly Department, Chief’s Top Five, monthly reports

12. Agenda items for the next regular meeting July 5, 2018
School safety and elections

13. Adjourn

Pollard motioned to adjourn the meeting. Connors seconded. Motion carried 4-0. Meeting adjourned at 5:57 p.m.

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

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

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

**TOURISM COMMISSION MINUTES
WEDNESDAY, JUNE 13, 2018 – 5:00PM
CONFERENCE ROOM 2A, CITY HALL**

Meeting call to order by Chairman Gelting at 5:00 pm

Roll Call: Chairman Gelting, Ald. Hedlund, Fritz, Carstensen, Lorenzi, and Straube
Also Present: Administrator Oborn, Attorney Draper, BID Representative, Leech, and
VLG Representative, Svitak

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

None

Approval of the Tourism Commission minutes from May 9, 2018

Carstensen moved to approve the May 9, 2018 Tourism minutes, second by Fritz. Motion carried 6-0.

Motion by Carstensen to move item 10 a i. (Revisit Lodging by the Lake BID Proposal),
10 a. ii. (Discussion / Action on Cooperative Convention Center as alternative to BID proposal (Library,
Horticulture Hall, Hotels in City, Riviera, Museum, Geneva Theater, YMCA as possible partners), and 10 b.
ii. (The Riviera Building), second to Gelting. Motion carried 6-0.

Attorney Draper noted that there's an ordinance that states there's a conflict of interest in monetary grant funding given to members with voting rights on the commission that directly benefit hotels on the commission. Draper stated that Bridget brought the contract to him to review and had noticed this during his review of the contract. Attorney Draper recommended canceling the previous vote regarding the Lodging by the Lake motion and suggested bringing it back to the commission to include all hotels and be more specific regarding the management structure of whom the new hire would report to i.e. the BID, City Administrator/Commission. Recommendation to cancel previous vote and bring it back to the next meeting.

Gelting motioned to rescind the previous Lodging by the Lake vote already made, seconded by Hedlund. Motion carried 6-0.

Item 10 b. ii (Riviera Building) Attorney Draper stated he's reviewing the MSI contract and will have it to upcoming council meeting in the next week in a half. He stated some of the language is conflicting.

Presentation from Regi George and Rafael Santana from 'Nalytix regarding data analytics as an alternative to quantifying tourism commission efficacy.

Carstensen motion to move up item 9a. Santa Cause, second by Gelting. Motion carried 6-0.

Presentation was given by Nancy Waspi and decision will be moved to next month's agenda.

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

Monthly report was shared by Svitak. Their website is up, but they've come to a lull. There was a lot of confusion with Winterfest with the marketing of the weekends, and Svitak reported the Abominable Snow Race would not be coming back next year. Visitor Center walk-ins were up 36% (on avg. or a 100 people a day).

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

Bridget working with the Mayor in developing a Business Welcoming Packet to be completed and out by the end of the month. Leech mentioned that the BID is a member of Connect Communities and is open and available to all programs referenced in his handout.

Discussion/Action on Room Tax Dollars Collected, Financials, Budget, and Disbursements

Administrator Oborn shared his report.

Discussion/Action on Tourism Promotion Grant Program and Requests:

a. Santa Cause

Discussion to move this item to next month's meeting

Discussion/Action on Tourism Municipal Development including:

b. Cooperative Convention Center

i. Revisit Lodging by the Lake BID Proposal

ii. Discussion / Action on Cooperative Convention Center as alternative to BID proposal (Library, Horticulture Hall, Hotels in City, Riviera, Museum, Geneva Theater, YMCA as possible partners)

Recommended that Carstensen will revise the existing contract for an independent contractor to represent the City of Lake Geneva/Tourism Commission for hotels and space use for the Cooperative Convention Center, review with Dan Draper, and bring back to next month's meeting.

c. The Riviera Building

i. Internet Wi-Fi discussion / action

Quote of \$1,000 + \$500 to support IT consider options Spectrum, AT&T vendor that presented in former Public Works meeting, or work with connecting to DISH. Blaine will bring the DISH option cost to the next meeting. Isotopet Networks - Satellite company in Lake Geneva (Chris Gelting will get information)

ii. Renovation Update (Timing and Firm/process)

iii. Creating a virtual tour for the Riviera to help sell/promote the space

Carstensen motion to spend up to \$500 creating on a virtual tour of the Riviera to promote the space based on Charlie Lorenzi getting quotes, second by Gelting. Motion carried unanimously.

Santa Cause, Frog Hop, Riviera Internet agenda items continued to next month.

Future agenda items and next meeting date July 11, 2018

Ald. Hedlund motion to adjourn at 6:51 pm, second by Gelting. Motion carried 6-0.

Lake Geneva Historic Preservation Commission Meeting Minutes

June 14, 2018 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, Patrick Quinn, Jackie Getzen, Louise Rayppy, Jim Davis, Chris Brookes and Cindy Flower. Mary Tanner was absent.

Approval of minutes of Historic Preservation Commission Meeting of May 10, 2018.

Comments from the public and correspondence. None.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Maple Park will have their Block party on June 30th. The Museum will have a new exhibit featuring maps. They obtained one map from Black Point, dated 1840. Tuesdays @ Two: Presidential Panorama—July 10th; Purple Martins in Lake Geneva—July 17th.

Update on the historic 1928 Geneva Theater Building, restoration work at The Riviera and other local news items relating to the Lake Geneva Historic Preservation Commission. City is still in negotiations concerning Riviera contract. Cindy will find out where it stands.

Review of newsletter and any updates re: future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tours from David Desimone and/or Michael Rehberg. Woodland Garden Opening Celebration—July 22.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2018 Budget. Our annual budget is: \$3,500.00. So far this year we renewed our membership in the Wisconsin Association of Historic Preservation Commissions with \$40.00. We received a check from Nancy Yaeger for \$1,000.00. And \$21.00 from sell of Walking Tour booklets.

Update regarding the Lake Geneva Historic Railroad Site and the plan for the Proposed Historic Railroad Site, discussions with the City of Lake Geneva Street Department and City Arborist, and schedule for work to proceed this year. Mark Polyock informed us that the pavers are at their yard. Let him know when they should deliver. Juan Aceves could start work the week of June 18. Tom Earle said he will help Juan with laying out the pavers. Jackie has been in contact with the Park Board concerning a tree to be planted at the site to honor Ed Yaeger.

Update regarding publicizing the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt at UW-Whitewater Innovation Center, potential photo additions and upgrades, and update re: creating of an Android version. Jackie contacted Dr. Platt concerning finding someone else to develop the Android version. Probably will have to wait until next year when school is in session. Chris and Jackie are adding information on some of the houses on the app that are without.

Discussion regarding potential new projects for the LGHPC, including future "Tales of Lake Geneva", the possibility of using the historic Geneva Theater, updates on our website www.historyoflakegeneva.org, and restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street. Need to contact Jeff Miskie concerning our website. Names need to be updated. There was a question concerning the city website, nothing much on it. Cindy checked website for city and there is a link to the historic website, you just have to go to the Historic Preservation Commission's page. Our app should be on Visit Lake Geneva. On City Website-- Should inform people about our walking tour app and booklet. Cindy will put on agenda that our banners should be displayed. Fred Walling still had questions about the Historic overlay commission review. Ken sent a E-mail explaining our purpose. Cindy will also check with Fred about houses that are being remodeled. "Tales of Lake Geneva" will be rescheduled for Fall. Patrick talked to Mike Dunn about the wall signs, cannot do it now.

Update regarding the nomination of 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. Patrick Quinn has not heard back from Carol Cartwright yet.

Review of recent Historic Plaque Program applications, the cost of plaques from Timberline Signs at \$145.00 each, and creating a list of past plaque recipients. Having two plaques being made: 1856—518 Maxwell Street, Russ and Shirley Kube. And 1875—406 Haskins Street.

Update on information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, the Wisconsin Association of Historic Preservation Commissions and Traditional Building & Period Homes magazines. We reviewed the information.

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, June 14, 2018, 8:00 a.m.
Lake Geneva Public Library, Smith Meeting Room

Call to order

Oppenlander called the meeting to order at 8:00 a.m.

Roll Call

Members present: Brookes, Dinan, Gelzer, Halverson, Henningfeld, Kersten, Kundert, Oppenlander

Excused: Lyon

Also present: Kornak, Lakeshores Administrator Steve Ohs (9:00 a.m.)

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

Gelzer/Dinan motion to approve the minutes of the May 10, 2018, meeting. Motion carried unanimously.

Public Comments

None

Finance

Kundert reviewed May expenditures. The Finance Committee recommended approval of expenditures of \$64,840.34 from the general fund. Oppenlander seconded recommendation. Motion carried unanimously.

July meeting with Voyager regarding investment accounts pending.

President's Report

Oppenlander reported on Walworth County training on open meeting laws.

Director's Report

- Budget on track at 35.4% as of May 31, 2018. Early draft of 2019 budget presented.
- Building & Grounds update and preliminary draft of interior layout ideas.
- Circulation statistics
- Programming: Memory Café partnership with Burlington, Aram (Delavan) and LGPL.
- Fine Free policy recommendation
 - Proceed with a one-year pilot of fine-free adult collections, following the same parameters as youth collections, effective immediately.
 - Gelzer/Halverson motion to accept recommendation carried unanimously.
- Summer Intern; May Food for Fines; upcoming publicity updates
- Policies:
 - Library Usage and Donations policies to be presented in July
 - Smith Meeting Room policy updated to reflect current practices



LAKE GENEVA PUBLIC LIBRARY

- Kersten/Halverson motion to approve revised policy carried unanimously.

Kornak introduced Steve Ohs, Lakeshores Library System Administrator.

- o Discussion of system services and digital checkout funding

Committee Reports

Public Relations

- Kersten reported the Regional News accepted proposal for a monthly library column to be contributed by LGPL, Fontana, and Williams Bay libraries
- PR plans to promote strategic planning process, newsworthy programming, and branding through internal press releases, education, and social media

Personnel

Gelzer/Halverson motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering the employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for:

- a. Library Director E. Kornak

Motion carried unanimously.

Gelzer/Oppenlander motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in closed session. Motion carried unanimously.

Halverson/Oppenlander motion to review Compensation Policy at next meeting. Motion carried unanimously.

Strategic Planning

- Gelzer reported on survey and interview responses; Boards' surveys pending.
- Next meeting Wed. June 27 at The Highlands of Geneva Crossing, 721 S. Curtis St.
 - o 5 p.m. work group meeting with Sarah Keister-Armstrong
 - o 6:15 p.m. full committee
- Planning Session meetings
 - o Wed. July 18, 9:00 a.m. at The Highlands of Geneva Crossing, 721 S. Curtis St.
 - o Tues. July 24, 4:00 p.m. at The Highlands of Geneva Crossing, 721 S. Curtis St.

City Liaison

- Oppenlander commented on the completion of the street repairs ahead of schedule

Foundation

- Oppenlander reported Foundation by-laws are being reviewed
- Financial review by Voyager in progress



LAKE GENEVA PUBLIC LIBRARY

Friends of Library Report

- Kundert reported a large donation of books for the Annual Book Sale
- Brookes will be finalizing Authorfest plans at next Friends meeting, Wed. June 20, 5:00 p.m.
- Authorfest is scheduled for July 14, 10:00 – 4:00.

Adjournment

Kundert/Halverson motion to adjourn the meeting at 10:40 a.m. Motion carried unanimously.

Next meeting: Thursday, July 12, 2018 at 8:00 a.m., Smith Meeting Room.

Respectfully submitted,

Chris Brookes
Secretary

**PLAN COMMISSION MEETING
MONDAY, JUNE 18, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Hartz called the meeting to order at 6:00 p.m.

Roll Call. Present: Mayor Hartz, Alderman Doug Skates, John Gibbs, Sarah Hill, Ann Esarco, Michael Krajovic. Absent (Excused): Ted Horne. Also Present: City Planner Slavney, City Attorney Draper, City Administrator Oborn, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the May 21st Plan Commission meeting as distributed.

Skates/Gibbs motion to approve. Motion carried unanimously.

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

None.

Acknowledgement of Correspondence.

None.

Downtown Design Review

6.a. Application by Oakfire Properties LLC, for the Oakfire Restaurant, a request to install a server window on the east wall to assist with staff access, located in the Business Central (BC) zoning district at 831 Wrigley Dr, Tax Key No. ZOP00340.

Pete Juergens, 2689 Sunset Blvd, Lake Geneva, on behalf of Oakfire, presented the request.

Hill/Skates motion to approve the server window on the east wall of building and include all staff recommendations and fact finding.

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

6. b. Application by Daniel Caravette, to install a building sign located in the Business Central (BC) zoning district for the property at 642 W. Main St, Lake Geneva, WI 53147, Tax Key No. ZOP00305.

Applicant not present. Zoning Administrator Walling presented the request.

Skates/Esarco motion to approve the sign and include all staff recommendations and fact finding.

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

6.c. Application by The Hive – Tara Pippin, 33601 Franklin St, Burlington, WI 53105 to install an on building sign that extends over the public sidewalk for the property located at 755 W. Main St, located in Business Central (BC) zoning district, Tax Key No. ZOP000269.

Rodney Wetlow, 725 ½ W Main Street, on behalf of the owners of The Hive, was present to answer questions. Walling stated the sign meets the maximum area for signs of this type.

Hill/Krajovic motion to approve the sign and include all staff recommendations and fact finding.

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

6.d. Application by Elizabeth Chappell, 513 Broad St, Lake Geneva, WI 53147, to install a building sign that extends over the public sidewalk located in Business Central (BC) zoning district Tax Key No. ZOP00029.

Applicant not present. Walling said the sign meets the zoning ordinance as submitted. The planters shown in the packet are not a part of this request but have been discussed with Public Works.

Esarco/ Skates motion to approve the sign and include all staff recommendations and fact finding.

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

7. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by Letitia Erdman, 5455 Steele Rd, Burlington, WI 53105, to install a fence which exceeds the allowable heights for the Downtowner property located at 640 W. Main St. in the Central Business (CB) zoning. Tax Key No. ZOP00306.

Letitia Erdman, 5877 Alvin Howe Rd, Burlington, WI 53105, owner of The Downtowner, presented her request which allows a taller fence, but shall remove the top 26" of wooden fence and replace with open cable.

Gibbs/Hill motion to close the public hearing. Motion carried unanimously.

Skates/Hill motion to approve the fence and include all staff recommendations and fact finding.

Roll Call: Hartz, Skates, Gibbs, Hill, Esarco, Krajovic voting "yes." Motion carried unanimously.

8. Public Hearing and Recommendation of a Conditional Use Permit filed by Serendipity & Sunsets LLC, P.O. Box 649, Cary, IL 60013, for the installation and addition of a 100' pier located at 962 Mariane Terrace, property is located within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZSY00016.

Keith Rozolis, PO Box 649, Cary, IL, owner of Serendipity & Sunsets LLC, present to answer questions. Alderman Skates asked about DNR approval. Jeff from Reid's Construction said this project is approved by the DNR. Mayor Hartz asked about the lengths of the piers on either side of this property and if there are buoys.

Hill/Skates motion to close the public hearing. Motion carried unanimously.

Skates/Gibbs motion to approve the pier and include all staff recommendations and fact finding.

Roll Call: Hartz, Skates, Gibbs, Hill, Esarco, Krajovic voting "yes." Motion carried unanimously.

9. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by Greg Anagnos, N1567 Clover Rd, Lake Geneva, WI 53147, to operate an Commercial Indoor Lodging land use for the property located at 501 ½ Broad St, Lake Geneva, WI 53147, located in the Central Business (CB) zoning, Tax Key No. ZOP00032.

Greg Anagnos, N1567 Clover Rd, Lake Geneva, owner of Medusa, presented his request. Walling stated the Commercial Indoor Lodging requires 1 parking stall per bedroom and this property meets the parking standards. Planner Slavney stated all properties operating as Commercial Indoor Lodging shall comply with the Zoning Ordinance, Section 98-206 (k) Commercial Indoor Lodging.

Speaker #1: Bob Limazoni, owner of 503 Broad St, supports the proposed request.

Speaker #2: Amy Odette, business owner at 507 Broad St, supports the proposed request.

Krajovic/Skates motion to close the public hearing. Motion carried unanimously.

Hill/Skates motion to approve a limited CUP for Commercial Indoor Lodging land use and include all staff recommendations and fact finding.

Roll Call: Hartz, Skates, Gibbs, Hill, Esarco, Krajovic voting "yes." Motion carried unanimously.

10. Public Hearing and Recommendation of a Conditional Use Permit filed by Robert D. Larson Trust, 2403 Comstock Ct, Naperville, IL 60564, for the demolition and new construction of a single family residence located at 905 Bayview Dr, located within the Estate Residential – 1 (ER-1) zoning district and requests to utilize the Single Family-4 (SR-4) zoning. Tax Key No. ZGB00005.

Applicant not present.

Skates/Gibbs motion to continue the Public Hearing & Recommendation of a Conditional Use Permit to the next Plan Commission Meeting.

Roll Call: Hartz, Skates, Gibbs, Hill, Esarco, Krajovic voting "yes." Motion carried unanimously.

- 11. Public Hearing and Recommendation of a Conditional Use Permit filed by Robert D. Larson Trust, 2403 Comstock Ct, Naperville, IL 60564, for the installation and addition of a 100' pier located at 905 Bayview Dr. Property, located within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZGB00005.**
Jeff from Reid's Construction was present to answer questions.

Esarco/Skates motion to continue the Public Hearing & Recommendation of a Conditional Use Permit to the next Plan Commission Meeting.

Roll Call: Hartz, Skates, Gibbs, Hill, Esarco, Krajovic voting "yes." Motion carried unanimously.

- 12. Public Hearing and Recommendation on an application to amend the General Development Plan (GDP) for the Lake Geneva 50120 LLC, located at 281 N. Edwards Blvd, filed by GMX Real Estate Group LLC, to expand the building 2 footprint by 465 square feet. Located in the Planned Development (PD) zoning district, Tax Key Nos. ZA297300001.**

Andrew Goodman, GMX Real Estate Group LLC, 3000 Dundee Rd, Suite 408, Northbrook, IL and Michael Columbo, JTS Architects, 450 E Higgins Rd, Elk Grove Village, IL, presented their request. Revised building plans have been submitted to the state for approval. Slavney stated the pervious pavers used for sidewalks and pavers will work for this site. An embellished elevation exhibit was presented to the Plan Commission this evening. Walling acknowledged the revised state approved construction plans are needed before final approval is given. If the revised plans are not approved, the developer still has approval for the original plans.

Skates/Hill motion to close the public hearing. Motion carried unanimously.

Skates/Krajovic motion to approve the amendment to the GDP, to include all staff recommendations and fact finding And contingent on the state plan approval for plans submitted.

Roll Call: Hartz, Skates, Gibbs, Hill, Esarco, Krajovic voting "yes." Motion carried unanimously.

- 13. Public Hearing and Recommendation of an amendment to the Precise Implementation Plan (PIP) for the Lake Geneva 50120 LLC, located at 281 N. Edwards Blvd, filed by GMX Real Estate Group LLC, to expand the building 2 footprint by 465 square feet. Located in the Planned Development (PD) zoning district, Tax Key Nos. ZA297300001.**

Michael Columbo and Andrew Goodman were present for questions.

Gibbs/Skates motion to close the public hearing. Motion carried unanimously.

Krajovic/Hill motion to approve the amendment to the PIP, to include all staff recommendations and fact finding and revised landscape plans, improved elevations drawings, pervious pavers for walkways.

Roll Call: Hartz, Skates, Gibbs, Hill, Esarco, Krajovic voting "yes." Motion carried unanimously.

- 14. Adjournment.** Hill/Gibbs motion to adjourn at 7:10 pm. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

**PUBLIC WORKS COMMITTEE MEETING MINUTES
TUESDAY, JUNE 19, 2018– 4:30PM
CITY HALL CONFERENCE ROOM 2A**

The Public Works Committee meeting was called to order at 4:30 p.m. by Chairperson Flower.

Roll Call

Public Works Director Earle called the roll and noted that Alderpersons Flower, Proksa, Hedlund, and Howell were present with Dunn being absent. Also present was City Administrator Oborn, Utility Director Gajewski, Public Works Director Earle, Parking Manager Mullally, and Police Chief Rasmussen.

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

Dana Trilla; 146 Evergreen Parkway, Crystal Lake; Spoke in regards to her business, Flat Iron Tap, using several parking spaces near their building for outdoor seating.

Aldersperson Dunn joined the meeting at 4:33 p.m.

Approve the regular Public Works Committee meeting minutes from May 15, 2018 as prepared and distributed
Motion by Howell to approve the minutes, second by Hedlund. No discussion. Motion carried 5-0.

Director of Public Works Report Regarding:

2018 Street Improvement Project

Director of Public Works Earle explained that the project is complete for the time and that lower Broad and Wrigley will be done after Labor Day when the busy season is done. Flower requested that the plan sheet for street project be reviewed prior to the work being done.

Public Works Department Staffing

Earle announced that there is an opening in the Cemetery/Street DPW and have four applications as of now. He brought this up last month and is actively recruiting for this. This position will primarily be in the Cemetery but will have DPW duties. Earle noted that he had several of existing part-time workers back for the summer, but is still short staffed by approximately five positions. He added that the position is extremely hard to recruit for due to the hours and pay or so he suspects.

Purchase of Plow Truck for 2019

Earle stated that this is coming down the pike in the next couple months. The truck should be specked out by December and ordered by January 2019. It will also be a 2019 expense and usable right away.

Brush Drop-Off Site Issues/Concerns

Earle explained the map within the packet. He added that this is the only DPW where traffic flows through department. He is concerned with the safety of the public going through that area. He noted that 2/3 of the debris is not generated within the City, but rather in the townships. He explained that other communities have paid positions to monitor the drop offs. While this option would cost money, he noted that the way the operation is being conducted at this point is costing more money than having a staff person. Earle suggested reconfiguring the layout to eliminate some of the safety concerns through that area. Flower asked that Earle come up with a couple of scenarios to aid the issue and to discuss it further during budget discussions. Flower would also like to see a cost comparison of how the brush drop off site is operating now versus having a paid employee to monitor the site at various times. Earle noted that he is working with John's Disposal to address the issues of bulk pickup and e-waste.

Discussion/Recommendation regarding the Special Assessment Report for the Cemetery Road Water/Sewer/Curb and Gutter Extension Project and project implementation plan.

Utilities Director Gajewski addressed the committee in regards to the special assessment possibility for those that own four single family homes. The commission did a feasibility study and it was referred to Council with approval. He noted that the reports in the packet outline what properties and customers would have for a special assessment cost. He noted that there are several options to pay for the project and the way to proceed would have to be determined by the Council. Gajewski mentioned that the four in question would be the most expensive parcels as they need water and sanitary sewer. He noted that there is 20% built in for contingency and 18% for engineering services. Hedlund added that he feels that the only way to accomplish this is through special assessment. He feels that the developer wouldn't pay for the costs. Gajewski and Earle recommended that the project be bid out before the public hearing process starts so that the public can have the actual costs associated with the project.

Motion by Howell to recommend to exercise the right of special assessment and bid out the project, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding request made by Flat Iron Tap for an Outside Dining Area (Carried over from May 15, 2018 Public Works Committee Meeting)

Flower noted that at the end of the last meeting she had wanted to see a survey showing utilities. Earle noted that Ms. Trilla is looking to see if the committee is interested in pursuing this option and then more details could be brought in for further discussion. The committee then reviewed the proposals given by the owners. Parking Manager Mullally then reviewed the numbers of potential lost revenue and the potential new use of the stalls. She added that the area shouldn't be motorcycle only parking; it could be used for compact cars instead of motorcycles.

Motion by Howell to look at the full plan subject to a survey being completed with costs to be paid for by the applicant, second by Flower. Motion carried 5-0.

Parking Manager Update Regarding Parking Initiatives (Carried over from May 15, 2018 Public Works Committee Meeting)

Parking Manager Mullally addressed the committee in regards to her green parking initiatives and a parking checklist for the visitors. She added that the revenue is up and she believes that it is due to weather and price. She added that the boat tours had started that previous weekend so Wrigley Drive was full. She stated that the Post Office had approached her about enforcing a portion of their lot and then the other stalls could be used for more parking. The committee directed her to review further and to bring back more information. She added that the City's current parking app is doing quite well and that she is looking into another app that would also include local merchants. No action taken.

Discussion/Recommendation of Event Permit application made by Shad Branen & Bridget Leech for the event of Geneva Theater 90th Anniversary Red Carpet Celebration to be held on June 28, 2018 from 4:00 p.m. to 11:00 p.m. at 244 Broad St (Geneva Theater) (Approved at Finance, License, and Regulation Committee June 5, 2018)

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

Motion by Hedlund to suspend the rules and to move the traffic device agenda item up on the agenda, second by Howell.

Discussion/Recommendation regarding potential traffic control device at the intersection of Broad Street and Geneva Street

DPW Earle discussed the different devices that could be used at this location and the current issues. Chief Rasmussen suggested using traffic lights that would be in sync with the other lights. Chief asked that if the decision is to use traffic lights, the police department and public works department have the ability to change the lights as necessary. Flower suggested that maybe the City place temporary bump outs in the intersection as a test run. Earle stated that he could do that but that it could reduce the number of parking stalls.

Motion by Flower to recommend to Council to extend the placement of the temporary stop sign and place temporary bump outs and authorize negotiations with an engineering firm not exceed \$5,000 to be paid from the parking fund, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding Brunk Pavilion Landscaping donation by the Beautification Committee with estimated annual maintenance of \$2,200.00 paid by City

Earle stated that he was approached by the Beautification Committee and they are going to donate landscaping services for the Brunk Pavilion. Earle stated that to maintain it, it would cost \$2,200 in 2019 and 2020. This would accept the donation and then assume the responsibility of the maintenance. Howell stated that he can't approve it as it is presented.

Motion by Howell to deny, second by Dunn. No discussion. Motion carried 5-0.

Discussion/Action regarding Picnic table rental/placement issue

Alderperson Flower explained that there was a situation with picnic table setup and drop off. Flower added that she felt that the City shouldn't be renting out equipment for non-City park functions. Earle noted that he has a good relationship with the school as far as borrowing equipment as needed, but he does have a problem with using the equipment as a rental service. No action taken.

Update/Discussion/Recommendation of Equipment Replacement Fund

Oborn explained that the changes made the equipment replacement fund spreadsheets and projections due to the updates in purchased equipment. Flower noted that she would like to see this updated when anything is purchased or when money comes back in. No action taken.

Future Agenda Items

-629 Evergreen Dr- Easement on Corner how corner juts out and driving across lawn

-Move the meeting to July 10, 2018 at 4:30 p.m.- Always the second Tuesday moving forward

-Bike/Pedestrian Plan

-Edwards Blvd traffic lanes review

-Four Way Stop at Broad St and Geneva St

Adjourn

Motion by Howell to adjourn the meeting, second by Dunn. Motion carried 5-0. The June 19, 2018 meeting of the Public Works Committee adjourned at 6:46 p.m.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PUBLIC WORKS COMMITTEE

**FINANCE, LICENSE & REGULATION COMMITTEE MEETING MINUTES
TUESDAY, JUNE 19, 2018 – 6:00 PM
CITY HALL, MEETING 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 6:48 p.m.

Roll Call

Clerk Kropf called the roll and noted that Howell, Hedlund, Proksa, Skates, and Halverson were all present. She added that others present included Mayor Hartz, City Administrator Oborn, Finance Director Hall, and Clerk Kropf.

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

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of June 5, 2018, as prepared and distributed

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

Licenses & Permits

2018-2019 Original & Renewal Operator License applications filed by various applicants as listed in packet

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

Discussion/Recommendation regarding Temporary Class “B”/”Class B” Retailer’s License Application made by VISIT Lake Geneva for the event of Winterfest Magical Evening to be held on January 31, 2019 from 6:30 p.m. to 8:30 p.m. at the Riviera Ballroom

Motion by Hedlund to approve, second by Halverson. Skates said that he wants more city Staff invited to this event in the future. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of Massage Establishment License applications filed by the following:

- 1) Aveda Life Salon and Spa, LLC
- 2) The Heartland Spa/ Bella Vista Suites

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

Discussion/Recommendation regarding applications for Temporary Operator Licenses to be used at Venetian Fest held August 15, 2018 through August 19, 2018 for the following: Ryan Stelzer, Nathan Love, Christopher Zegarra, Eric Akucttah, Bryan Iwicki, Douglas Bartz, Ryan Lasch, Gregg Christenson, Franklyn Lasch, Andrew Collins, and Thomas Hove

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

Recommendations from Public Works Committee- Pending Meeting to be held June 19, 2018

Discussion/Recommendation regarding the Special Assessment Report for the Cemetery Road Water/Sewer/Curb and Gutter Extension Project and project implementation plan.

Oborn explained that the Public Works Committee’s recommendation was to bid the project and then bring the numbers to exercise special assessments on the affected properties.

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

Discussion/Recommendation regarding Brunk Pavilion Landscaping donation by the Beautification Committee with estimated annual maintenance of \$2,200.00 paid by City

Motion by Hedlund to deny, second by Halverson. Skates asked that the City have a liaison to this committee explain what the City needs and what it is looking for. Mayor Hartz noted he serves on that committee and would take back any information to them. Skates noted that he would like to see this continued to save face. Motion failed 0-5.

Motion by Skates to continue the item for clarification and send to the Public Works Committee for clarification, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding potential traffic control device at the intersection of Broad Street and Geneva Street

Motion by Hedlund to recommend to Council to extend the placement of the temporary stop sign and place temporary bump outs and authorize negotiations with an engineering firm not exceed \$5,000 to be paid from the parking fund, second by Proksa. Motion carried 5-0.

Update regarding new Civic Software Implementation- Finance Director Hall

Finance Director Hall stated that staff has been training and implementing the new software and everything is going well. As of now we are about 60% complete with the conversion. The City employees should, by the end of the year, be able to view their payroll deductions and payroll stubs. She also explained that the software has two new reports, one that lists payments and checks. A new list will also show the prepaid expenses as we had done in the past. Oborn wanted to thank Finance Director Hall and City Staff for their hard work during the software transitions.

Discussion/Recommendation regarding Request for Proposals to provide Property Assessment Services

Motion by Hedlund to direct staff to begin the Request of Proposal project to obtain a 3 year contract, second by Skates. No discussion. Motion carried 5-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$1,920.68

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

Regular Bills in the amount of \$316,159.16

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

Adjournment

Motion by Skates to adjourn the June 19, 2018 meeting of the Finance, License, and Regulation Committee, second by Hedlund. Motion carried 5-0. The meeting adjourned at 7:20 p.m.

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

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

WEDNESDAY, JUNE 20, 2018 – 5:30PM

CITY HALL, CONFERENCE ROOM 2A

Meeting called to order by Chairman Skates at 5:45 pm

Roll Call: Ald. Doug Skates, Straube, Halverson, Hedlund, and Dunn

Also Present: Administrator Oborn, and Ald. Flower

Approval of Minutes from May 16, 2018 meetings as prepared and distributed

Ald. Hedlund motion to approve the minutes from May 16, 2018, second by Halverson. Motion carried 5-0.

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

Judge Hank Sibbing spoke regarding item 12 on the agenda and is opposed to putting in more piers.

Dick Melmann, N1991 S. Lake Shore Dr spoke regarding item 12 and is opposed to putting in more piers.

Charlene Klein, 817 Wisconsin St. spoke regarding item 12 and is opposed to putting in more piers.

Harbormaster's Report

Slips & buoys are progressively filling. Riviera rentals are doing well and we've received several calls. Nan Elder has been taking the calls in Chuck's absence. Skates stated if buoys or slips aren't filled by June 15, they should be given to the next person (resident's first) waiting in line. Skates would like to see a monthly tracking report i.e. call inquiries, how many confirmations – are we up or down, and status on buoys – are they confirmed – where are all the missing sail boats.

Permits:

Discussion/Recommendation on a Beach Reservation Permit application filed by Mt. Zion Christian Church to rent Riviera Beach on Sunday, September 16, 2018 from 12:00 pm to 4:00 pm for a beach baptism

Ald. Hedlund motion to approve the beach reservation, second by Halverson. Motion carried 5-0.

Discussion/Recommendation on request by Hank Peters of Badger High School to waive Beach Admission Fees for 30-50 attendee at high school wrestling tournament in the afternoon on Friday, July 20, 2018

Ald. Hedlund motion to deny the waiving of fees for this request, second by Halverson. Motion carried 5-0.

City Administrator will reach out to the group inquiring and share the criteria for requesting funding for mid-week programs/events that generate overnight (hotel) stays through the Tourism Commission.

Discussion/Recommendation regarding Riviera Grounds/Driehaus Plaza Lighting donation by the Beautification Committee, Inc.

Ald. Hedlund motion to suspend the rules to let Dan Winkkle from BC speak, second by Skates. Motion carried 5-0. Ald. Halverson motioned to approve the lighting donation with construction to start after Labor Day (can only take place up to noon on Friday's - no Saturday construction), second by Hedlund. Motion carried 5-0.

Update on Riviera Renovation Project

City Attorney working ahead on contracts.

Discussion/Recommendation on Riviera Elevator maintenance with Elevator Cab Pads for \$1,250.00 and Door Protection System for \$3,579.00

Ald. Skates directed staff to do minor welding instead.

Discussion/Recommendation on kayak/SUP racks location and configuration

Ald. Skates asked to add to next month's agenda to continue discussion.

Discussion/Recommendation on Replacement of West End buoys with boat slips

Also requested to add to next month's agenda to continue discussion.

Discussion/Recommendation on mandating boat lifts for City Slip Rentals

Motion by Ald. Skates to implement mandatory boat lifts for 2019, second by Hedlund. Motion 3-2 with Halverson voting no.

Motion to go into closed session at 6:40 pm by Ald. Hedlund, second by Halverson. Motion carried via roll call 5-0.

Closed Session: Motion to go into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session for negotiations on the various Riviera Concourse leases

Open Session: Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session

Motion to return to open session at 6:47 pm by Ald. Skates, second by Hedlund. Motion carried via roll call 5-0.

Motion by Ald. Hedlund to not increase Riviera Concourse leases for 2019; for one year. Motion carried 5-0.

Motion to adjourn by Ald. Hedlund at 6:49 pm, second by Straube. Motion carried 5-0.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PIERS, HARBORS, AND LAKEFRONT COMMITTEE.

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday June 20, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:00pm

Roll Call - Members present: President Lyon, Mayor Hartz, Ald. Hedlund, Ald. Flower, Ann Esarco, Brett Stanczak & Mark Johnson. **Staff in attendance:** Josh Gajewski, Jo Busch, Blaine Oborn and Karen Hall. **Also present:** Dave Maccoux of Schenk S.C.

Comments from the Public as allowed by Wis. Statutes §19.84 (2), Limited to Items on this Agenda Except for Public Hearing Items. Comments will be limited to 5 Minutes. None

Approve Utility Commission Minutes from May 16, 2018 as prepared and distributed
Hedlund/Johnson motion to approve. Passed 6-0.

Acknowledgement of Correspondence – None

Presentation of 2017 Financial Audit by Dave Maccoux – Schenk S.C.

Maccoux presented the results of the 2017 Lake Geneva Utility Commission audit. He reported that the audit went very well and staff at the Utility were very prepared. Discussion was had regarding rate increases and capital replacement planning in the future.

Hedlund/Esarco motion to approve the Lake Geneva Utility Commission City of Lake Geneva annual financial report from Schenk ending December 31, 2017. Passed unanimously.

Ald. Flower & Blaine Oborn arrived during the presentation at 4:10pm

Financials Update

Gajewski reviewed the financial information for May. He noted that staff ran monthly bills during the new software training in June instead of in May so revenues will reflect these bills next month. Flower/Stanczak motion to approve the May financials. Passed unanimously.

Approval of the May Bills

Slight change in format noted due to the software upgrade.
Hedlund/Stanczak motion to approve the May bills. Passed unanimously.

Directors Report

Gajewski reviewed the submitted Directors report including that the Host Tower work is finally finished and the well 3 rehab work will begin on Monday June 25. The software upgrade has begun and we are currently live for Utility Billing. The Utility Commission bookkeeper Marilyn Kolb retired and her last working day was Friday June 15, 2018. Gajewski noted that she had worked for the Commission for over 20 years and the Commission thanks her for her service and wishes her all the best in her retirement. This now leaves just two people for customer service in the front office with a new delegation of responsibilities.

Discussion/Action on payment to City Hall per audit entry 20 in the amount of \$53,205.96

Gajewski and Oborn reviewed the categories that make up this payment. The original allocation amount was lowered during the audit process. This payment is not shown on the bill list but has been entered already as audit entries. The Commission will need to write a check for the approved amount.

Esarco/Johnson motion to approve the City allocation payment for 2017 as recommended in the 2017 audit entry number 20 in the amount of \$53,205.96. Passed unanimously.

Discussion/Action on authorizing pre-payment of bills

Gajewski explained that we have traditionally paid routine bills such as electric and gas as prepaids and then they have been approved by the Commission once a month. As treasury functions transition to the City, a list has been made of the vendors who provide routine services so the Commission can authorize pre-payments in keeping with the schedule of payments made by the City. These bills will still appear on the monthly approval list but may have already been paid.

Esarco/Stanczak motion to approve the prepayment of bills included on the vendor list. Passed unanimously.

Discussion/Action on 2017 Compliance Maintenance Annual Report and Resolution 2018-01

Gajewski explained this is an annual requirement for our discharge permit from the DNR. Historically we have performed well with the exception of the groundwater category due to chloride levels. This problem continues but we are not in violation of the permit. We are required to have Commission review and approval of the report and the subsequent resolution. Discussion was had regarding chlorides, what contributes to the problem and methods of reduction.

Esarco/Stanczak motion to approve the 2017 CMAR and Resolution 2018-01. Approved unanimously.

Discussion/Action on AT&T requested modifications to their equipment at Dodge Tower

Gajewski reviewed the proposal from AT&T and detailed the modifications they would like to make. He would request a deposit up front to cover the cost of the inspections and engineering and Dixon will be reviewing the structural analysis that AT&T submitted.

Hedlund/Esarco motion to approve AT&T's requested modifications to their equipment at the Dodge Tower with AT&T to pay all charges for pre-engineering and post completion surveys to Dixon Engineering. Passed unanimously.

Hedlund/Stanczak motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session specifically regarding the requested amendments to the Host Tower lease with AT&T and include all City employees, elected officials and Utility employees.

Motion carried on a roll call vote 7-0. The Commission convened into closed session at 5:08pm.

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

Motion carried on a roll call vote 7-0. The Commission returned to open session at 5:32pm.

Flower/Hedlund motion to direct staff to continue as discussed in closed session with regard to the Host Tower lease with AT&T. Passed unanimously.

Adjourn

Hedlund/Flower motion to adjourn. Passed unanimously.

Meeting was adjourned at 5:33 p.m.

/s/ Jo Busch, Office Manager

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

Board of Park Commissioners' Minutes
Wednesday, June 27, 2018 – 6:30pm
City Hall, Meeting Room 2A – 2nd Floor

Roll Call: Representative Ann Esarco, Lynn Hassler, Brian Olsen, Barbara Philipps, Dave Quickel, John Swanson, Alderperson Shari Straube Also Present: Mayor Hartz, Superintendent Waswo
Absent: Peggy Schneider

Approval of Minutes from prior meeting:

Representative Swanson motion to approve the May 23, 2018 minutes, second by Hassler.
Motion carried 7-0.

Comments from public limited to 5 minutes:

Mary Jo Fesenmeier expressed concern about expenditures for bleachers and shade covering at Skate Park. Ms. Fesenmeier questioned the disposition of the old skateboard equipment. Members of the Park Board confirmed that the old equipment had very limited value and was either sold for very little or giving away. The old equipment was not serviceable.

Ms. Fesenmeier also expressed interest in the creation of a community garden similar to the community garden on Bloomfield Road west of Highway 120, but in the Eastview School area or Maple Park area. City staff will explore possible locations.

YMCA/Veterans Park Report

The calendar of activities for July 2018 was available for review.

Permits/Park Donations:

None

Park Assignments/Repair Update/Maintenance

John Swanson distributed and presented information on current park needs. John and others also remarked about the quality of our parks and the appreciation for City staff that care for our parks. We are very proud of our city.

Park Assignments were divided so the Park Board members can assist with more frequent visits to the parks. Mr. Swanson will still be the lead for all parks.

John Swanson – Veterans, Fermano, and Home Depot
Lynn Hassler – Seminary
Brian Olsen – Flat Iron, Library, and Tot Lot by cemetery
Barbara Philipps – Tot Lot and Dog Park
Dave Quickel – Dunn Park
Shari Staube – Maple Park
Ann Esarco – Rushwood, Cobb Park, Four Seasons, Donian
Further assignments coming

New Business

Introduction of SCW Walworth by Ryan Dover (720 High St. in Lake Geneva) SCW Walworth would like to work with the City of Lake Geneva using park space for a premier level soccer club for Walworth County. The SCW Walworth will work with larger clubs in Milwaukee but allowing players to stay close to home. Would like to use fields at Veteran's Park for practices, open times, and games. Tryouts last week resulted in 120 children trying out, with 89 players selected for teams. Six teams were formed, three girl's teams, three boy's teams.

All coaches are licensed, paid, and have been active soccer participants throughout their college years. Wisconsin Athletic Foundation, 50(c)(3) organization has been created to provide financial assistants to players who cannot pay the annual fee of \$700 for players 15 years old and younger and \$475 for players 16 years old and older.

SCW will also provide colleges scholarship information and application training. College workshop will be held. College coaches will be invited to the games.

Mr. Dover to return at next meeting with specific request for fields, dates, permit work. Ryan will work with City Staff and the YMCA in determining availability of parks/fields.

Motion by Olsen to accept Mayor Hartz nomination of Constance Kosowski as a member of the Tree Board, second by Quickel. Motion carried 7-0.

Old Business

Impact Fee Report

May 2018 balance is \$64,669.35 including \$28,137.20 Park Fund, \$21,532.16 Impact Fees and \$15,000 fund balance commitment for Adaptive Playground Equipment at Veteran's Park. Esarco to get clarification on required spending timelines.

Wish list Development

Neil Waswo stated that the wish list has is the same as last month. However, Mr. Waswo will add a Community Garden to the Wish List.

Dog Park Usage Rules – Determined that rules, as they stand, are sufficient.

Smaller Dog Park within Dog Park – Neil Waswo to return next month with updated pricing for Small Dog park with and without separate kennel, with and without concrete. Motion by: Olsen/Quickel to recommend the erection of a collection box and signage

Future Meeting Agenda Items Old:

Impact Fee Report (Continual)

Wish List (Continual)

Small Dog Park

Future Meeting Agenda Items New:

Next Meeting:

July 25, 2018, at 6:30 pm

Other Meetings:

Tree Board Meeting: July 25, 2018 at 5:30 pm

Adjourn

Motion by Hassler/Philipps to adjourn at 8:10 pm. Motion carried.

/s/ Ann Esarco, Park Board President

These minutes are not official until approved by the Board of Park Commissioners