



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

AGENDA

Council President, John Halverson

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

Also Present: Mayor Hartz, Deputy Clerk, Nan Elder

1. Council President Halverson calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from March 4, 2019 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. **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
7. **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 Flower
 - h. Cemetery Board, Alderman Howell
 - i. Avian Committee, Alderman Proksa
 - j. Tourism Commission, Aldermen Hedlund & Straube
8. **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 Proksa
 - e. Geneva Lakes Family YMCA, Alderman Flower
 - f. Geneva Lake Use Committee, Alderman Dunn
 - g. Business Improvement District, Alderman Halverson

9. Adjourn

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

**COMMITTEE OF THE WHOLE MINUTES
MONDAY, MARCH 4, 2019 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

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

Roll Call

Clerk Kropf called the roll and noted that Howell, Proksa, Skates, Dunn, Flower, and Halverson were present with Straube and Hedlund being absent and excused.

Approval of Minutes from February 4, 2019 Committee of the Whole Meeting as distributed

Motion by Skates to approve the minutes from the February 4, 2019 Committee of the Whole, second by Proksa. No discussion. Motion carried

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

Mary Jo Fesenmaier; 1085 Lakeshore Dr; Spoke in regards to the potential for a future Ice Castles agreement and spoke to items that she would like to see considered moving forward. She would like to see data to show how the Ice Castle is benefiting the surrounding communities. She would like to see what the condition of the beach is at the end of the summer and the water quality of the beach. Possibly exploring year round parking considering the Ice Castle.

Dick Malmin; N1991 S Lakeshore Dr; Mr. Malmin introduced himself as Paul Revere. He spoke to the invasive species of Starry Stonewort and spoke how this species could be detrimental to the lake. He added that the lake being affected by this could hurt the community as well.

Ted Peters from the Geneva Lake Environmental Agency (GLEA) to present on the Starry Stonewort, the invasive plant and the GLEA's management/eradication plan for Trinke Estates Lagoon

Ted Peters from the Geneva Lake Environmental Agency gave a presentation to the Committee of the Whole regarding the invasive species, Starry Stonewort. He stated that he has researched this extensively and believes that he has found a way to possibly eradicate this invasive species. He noted that this most likely came from Europe and was brought into the state in the late seventies. He added that Geneva Lake is not the only Wisconsin lake affected, and that some of the neighboring lakes have been infested as well. This species can vary in size which can be very small and can be meters long. This species can grow to be very thick which can be detrimental to boaters and most importantly fish.

He then outlined what the proposed plan is to eradicate this issue. This species tends to be better dealt with while using the dredging method. This would involve placing silt fencing in

**COMMITTEE OF THE WHOLE MINUTES
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CITY HALL BUILDING, COUNCIL CHAMBERS**

the lake as to stop the spread of the plant, dredging the bottom of that area, then placing the materials in trucks to be hauled away, and then placing the water removed in large bags for dewatering. This operation would be staged and take place near the Trinke Estates.

Peters noted that the biggest concern at this point is raising the funds for this project, which is slated to be approximately \$150,000. He added that he is hopeful to obtain grants from the state as well. He noted that any information is available on the Geneva Lake Environmental Agency's website along with a GoFundMe page to help with raising funds.

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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 Flower

Cemetery Board, Alderman Howell

Avian Committee, Alderman Proksa

Tourism Commission, Aldermen Hedlund & Straube

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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.

Chamber of Commerce, Alderman Straube

Geneva Lake Museum, Alderman Dunn

Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund

Geneva Lake Environmental Agency, Alderman Proksa

Geneva Lakes Family YMCA, Alderman Flower

Geneva Lake Use Committee, Alderman Dunn

Business Improvement District, Alderman Halverson

Adjourn

Motion by Dunn to adjourn the meeting of the Committee of the Whole, second by Halverson.

Motion carried 6-0. The meeting adjourned at 7:15 p.m.

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, MARCH 5, 2019 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

Meeting was called to order at 6:00 p.m. by Chairperson Howell.

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

Mayor Hartz; Spoke in regards 2-49 that the ordinance states that this meeting should be titled Finance, Licensing, and Regulation Committee and would like the agenda reflect that moving forward.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of February 19, 2019, as prepared and distributed

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

Discussion/Recommendation regarding an Event Permit Application filed by RAM Racing for the event Big Foot Triathlon and Trail Run to be held June 22, 2019 (Trail Run) and June 23, 2019 (Triathlon) from 7:00 a.m. to Noon, located at Big Foot Beach

Motion by Skates to approve, second by Halverson. Skates noted that this is an annual event. Hedlund asked if there was going to be any charges for the use of EMS and Fire. City Administrator Nord stated that he would contact the Chiefs to find out. Motion carried 5-0.

Discussion/Recommendation regarding an Event Permit Application filed by Lakeland Community Church for the event of Lakeland Church Worship to be held June 30, 2019 from 7:00 a.m. to 1:00 p.m. in Flat Iron Park and Brunk Pavilion

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

Discussion/Recommendation regarding **Resolution 19-R16 a resolution authorizing the carryover of Police and Fire Equipment Replacement Funds from 2018 to 2019**

Motion by Hedlund to approve, second by Halverson. Finance Director noted that these pieces of equipment were slated to be delivered in 2018, but now are being delivered in 2019. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R17 a resolution approving the assigned fund balance for the Avian Committee donations account as of December 31, 2018**

Motion by Proksa to approve, second by Halverson. Finance Director Hall noted that every year the donations and expenditures ever year to determine the fund balance. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R18 a resolution approving the assigned fund balance for the Historic Preservation Committee donations account as of December 31, 2018**

Motion by Proksa to approve, second by Skates. Hall noted that this is similar to the Avain committee request. Motion carried 5-0.

Discussion/Recommendation regarding payment request #2 to Mared Mechanical for City Hall Building Automation Control System Upgrade in an amount not to exceed \$37,766.00

Motion by Hedlund to approve, second by Halverson. City Administrator Nord stated that this is the final payment for this work. Motion carried 5-0.

Discussion/Recommendation regarding updating the City of Lake Geneva Fee Schedule to change the Season Pass Adult 13 and up from \$70.00 to \$80.00

Motion by Skates to approve, second by Halverson. Finance Director Hall noted that this fee is always ten times the daily fee and that this change would reflect that. Motion carried 5-0.

Discussion/Recommendation regarding approving the City of Lake Geneva Event Permit Policy and Application

Motion by Howell to recommend to the Council pending the City Attorney approval, second by Skates. Motion carried 5-0.

Presentation of Accounts

Prepaid Bills in the amount of \$2,304,541.67

Motion by Hedlund to approve, second by Skates. Finance Director Hall explained that the \$2M check is for the City's portion of the tax settlement. Motion carried 5-0.

Regular Bills in the amount of \$355,731.36

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

Adjournment

Motion by Skates to adjourn second by Howell. Motion carried 5-0. The meeting of the Finance, License, and Regulation Committee adjourned at 6:28 p.m.

**PERSONNEL COMMITTEE MINUTES
TUESDAY, MARCH 5, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)**

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

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

Roll Call

Present: Proksa, Halverson, Straube and Skates

Absent: Flower

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

None

Approval of the minutes from the February 5, 2019 Personnel Committee Meeting

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

Discussion regarding Employee/Elected Official Onboarding Process

Discussion regarding City of Lake Geneva Employer Clinic with Aurora

City Administrator Nord explained that they met with representatives had found out that it hasn't had a lot of usage.

Flower arrived at 4:35 p.m.

Discussion regarding City of Lake Geneva Health Insurance with United Health Care

Proksa explained that she wanted to get an update on the new insurance. Finance Director Hall noted that some of the complaints were that there isn't a vision plan coverage and confusion with the deductible versus coinsurance. She cited that the difference card has created some confusion as well. The committee had a discussion regarding several issues and possible solutions for the insurance moving forward. No action taken.

Adjourn

Motion by Skates to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:08 p.m.

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY MARCH 7, 2019 AT 6:00 P.M.**

The 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 Tom Walton, Town of Geneva Fire Department Liaison

3. Roll call

Commissioners Connors, Horne, Condos, Pollard and Jordan were present. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Town of Geneva Fire Department Liaison Walton and Administrative Assistant Papenfus.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes

Tom Walton, N3207 Highlight Drive, Lake Geneva, Town of Geneva Supervisor #2 and Fire Department Liaison, advised that he will not be running for reelection and a new Fire Department Liaison will be appointed in April. Mr. Walton thanked the Commission and the Police Chief and Fire Chief and their staff for their service throughout the years.

5. Acknowledge correspondence – There is none.

6. Approval of the regular meeting minutes of February 7, 2019

Horne motioned to approve the regular meeting minutes of February 7, 2019. Pollard seconded. Motion carried 5-0.

7. City Council Report

No report. Alderman Skates was not present.

8. Discussion/Action - Public Safety Recognition Area

The committee has been formed with three members from both the Police Department and the Fire Department. The committee will be getting together to discuss some ideas.

9. Fire Department Business

a. Approval of bills for the month of December 2018, operating in the amount of \$4,830.15, Equipment purchases in the amount of \$5,213.42, for a total of \$10,043.57

Jordan motioned to approve the bills for the month of December 2018. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

b. Approval of bills for the month of February 2019, operating in the amount of \$86,399.32, Equipment purchases in the amount of \$131,038.24, for a total of \$217,437.56

Horne motioned to approve the bills for the month of February 2019. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

c. Approve File number 19-R22

Increase Acct #11-00-00-34490 Assigned FB–EMS Act 102 Program, by \$1,475.40

Decrease Acct#11-00-00-34800, Unassigned Fund Balance, by \$1,475.40

d. Approve File number 19-R23

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$2,944.62

Decrease Acct #11-00-00-34380, Assigned FB–Fire Department CPR Revenue, by \$2,944.62

e. Approve File number 19-R24

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$5,362.36

Decrease Acct #11-00-00-34370, Assigned FB-Fire Department Donations, by \$5,362.36

Horne motioned to approve:

File number 19-R22

Increase Acct #11-00-00-34490 Assigned FB–EMS Act 102 Program, by \$1,475.40

Decrease Acct#11-00-00-34800, Unassigned Fund Balance, by \$1,475.40

File number 19-R23

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$2,944.62

Decrease Acct #11-00-00-34380, Assigned FB–Fire Department CPR Revenue, by \$2,944.62

File number 19-R24

Increase Acct #11-00-00-34800, Unassigned Fund Balance, by \$5,362.36

Decrease Acct #11-00-00-34370, Assigned FB-Fire Department Donations, by \$5,362.36

Connors seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

f. Discussion - EMS medical billing/Stark Medical billing – January and February 2019

No discussion/action

g. Discussion - EMS call summary report

No discussion/action

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

Chief Peters reviewed the monthly overview report. FF/EMT Timothy Long was recognized as the personnel spotlight. FF/EMT Long has his Firefighter 1 & 2 and Fire Inspection certifications. He also runs a landscaping business and enjoys the outdoors. Firefighter/EMT Cory Baker was recognized for his life saving efforts off duty on Fox 7 News. Lt. Rhonda Baumann was inducted into the Burlington High School Hall of Fame for Softball. Chief Peters also presented the notable calls, monthly service calls, and the parting shot.

i Discussion/Action – Update on Vacant Fire Lieutenant Job Posting

- Oral exam March 12 and 13, 2019 at 5:00 p.m. at Station 1

Five employees will proceed to the interview process on March 12 and 13, 2019. Chief Peters invited one PFC member to attend the interviews.

j. Discussion/Action – Approval of hiring pending background and medical:

- POP FF/PM Elizabeth Ferger Olson
- POP FF/PM James Gill
- POC FF/EMT Piper Linder-Turnage
- POC EMT Jason Hall

Connors motioned to accept hiring of POP FF/PM Elizabeth Ferger Olson, POP FF/PM James Gill, POC FF/EMT Piper Linder-Turnage and POC EMT Jason Hall pending background and medical approval.

Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

k. Discussion/Action – Accept Resignation of:

- EMT Jen Galek
- EMT Israel Cortes

Jordan motioned to accept resignation of EMT Jen Galek and EMT Israel Cortes. Horne seconded. Motion carried 5-0.

l. Discussion/Action – Accept defibrillator donation from Lake Geneva Snowmobile Club

Horne motioned to accept defibrillator donation from the Lake Geneva Snowmobile Club to be placed in the public library. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Peters noted that the Lake Geneva Snowmobile Club would like to donate \$995.00 for an AED to be placed in the public library. Chief Peters advised that six AEDs have been placed in public buildings through Emergency Management.

m. Discussion/Action–Disposal of Obsolete Equipment - Equipment approved at February FPC to be donated to the Lone Pine Indian Reservation in South Dakota

- 3 Philips monitors
- EMS reporting computers

Connors motioned to sell 3 Philips monitors for \$3,500.00 each, one to be sold to Twin Lakes Fire Department and two to Gateway Technical College with the money proceeds to be returned to the Equipment Replacement Fund and the obsolete EMS reporting computers will be destroyed. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0. Chief Peters stated the 3 Philips monitors were valued at \$3,500.00 each. The Twin Lakes Fire Department would like to purchase one monitor and Gateway Technical College would like to purchase two of the monitors or put it toward tuition. The Commission felt it was best to sell the monitors to Gateway and place the money back into the Equipment Replacement Fund. The reporting computers would be destroyed per records policy.

n. Discussion - Thank you letters

- Shoveling on South Street

The Fire Department helped shovel for an elderly lady and checked on her during the cold spell and she was very appreciative. Connors also thanked the Fire Department and Police Department for shoveling the downtown crosswalks during one of the snowstorms this winter.

o. Items to be forwarded to city council

Expenditures, Resolutions and monthly report

10. Police Department Business

a. Approval of the bills for the month of December 2018, operating in the amount of \$299.47, Equipment Purchases in the amount of \$0, for a total of \$299.47

Horne motioned to approve the bills for the month of December 2018. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

b. Approval of the bills for the month of February 2019, operating in the amount of \$261,944.30, Equipment Purchases in the amount of \$24,014.46, for a total of \$285,958.76

Jordan motioned to approve the bills for the month of February 2019. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

c. Approve File Number 19-R19

Increase Acct #11-00-00-34670, Assigned FB-PD Donations, by \$100.00

Decrease Acct #11-00-00-34800, Unassigned Fund Balance, by \$100.00

d. Approve File Number 19-R20

Decrease Acct #11-00-00-34680; Assigned FB-PD State Seizures, by \$1,864.52

Increase Acct #11-00-00-34800; Unassigned Fund Balance, by \$1,864.52

e. Approve File Number 19-R21

Decrease Acct #11-00-00-34390, Assigned FB-PD Uniform Allowance by \$1,168.28

Increase Acct #11-00-00-34800, Unassigned Fund Balance by \$1,168.28

Connors motioned to approve:

File Number 19-R19

Increase Acct #11-00-00-34670, Assigned FB-PD Donations, by \$100.00

Decrease Acct #11-00-00-34800, Unassigned Fund Balance, by \$100.00

File Number 19-R20

Decrease Acct #11-00-00-34680; Assigned FB-PD State Seizures, by \$1,864.52

Increase Acct #11-00-00-34800; Unassigned Fund Balance, by \$1,864.52

File Number 19-R21

Decrease Acct #11-00-00-34390, Assigned FB-PD Uniform Allowance by \$1,168.28

Increase Acct #11-00-00-34800, Unassigned Fund Balance by \$1,168.28

Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

f. Discussion/Action – Approval of hiring Part Time Telecommunicator Akilah Baker

Connors motioned to approve hiring of Part Time Telecommunicator Akilah Baker pending background check. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Rasmussen stated that Akilah Baker is being hired to help fill in for days off for the full time telecommunicators. She will be available to work weekends.

g. Discussion/Action – Approval of hiring Part Time Telecommunicator Catherine Broz

Horne motioned to approve hiring of Part Time Telecommunicator Catherine Broz pending background check. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Broz will now be hired as a full time Telecommunicator because Telecommunicator Brenda Barton submitted her letter of retirement. Ms. Broz will be confirmed for a full time position next month.

h. Discussion/Action – Accept letter of retirement of Full Time Telecommunicator Patricia Holwick effective May 26, 2019

Horne motioned to accept letter of retirement of Full Time Telecommunicator Patricia Holwick effective May 27, 2019. Jordan seconded. Motion carried 5-0.

Chief Rasmussen stated that Telecommunicator Holwick's retirement date was changed to May 27, 2019, because she works night shift.

i. Discussion/Action – Approval of hiring Full Time Telecommunicator Brittany Rendant

Horne motioned to approve hiring of Full Time Telecommunicator Brittany Rendant. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Rasmussen stated that Brittany will start March 11, 2019 to hopefully be trained for summer.

j. Discussion/Action – Confirmation of hiring full time Police Officer Karl Springhorn
Jordan motioned to approve hiring of full time Police Officer Karl Springhorn. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Due to Officer Nettesheim’s promotion to Detective Sergeant, there was an empty full time officer position to fill.

k. Discussion/Action – Accept letter of resignation of Part Time Officer Jessica Muth
Horne motioned to accept letter of resignation of Part Time Officer Jessica Muth. Connors seconded. Motion carried 5-0.

l. Discussion/Action – Part Time Officer hiring update
Chief Rasmussen discussed the interview process and results. There is only one possible applicant pending completion of the Police Academy; however, he most likely will find a full time job at another department. The department will strategize to cover the downtown area for the summer.

m. Discussion/Action - Community Service Officer Job description (Booking Officer)
Connors motioned to approve the Community Service Officer Job Description and to send the position to the Personnel Committee to set a pay grade. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Chief Rasmussen noted this is a new position, which is essentially a modified booking officer position. The applicants would have the same requirements as booking officers and are usually in the criminal justice program.

n. Discussion/Action – Accept bike donation from Avant Coffee Cycle Company
Horne motioned to accept bike donation from Avant Coffee Cycle Company. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.
Chief Rasmussen stated the owner of the Avant Coffee Cycle Company wanted to give back to the community and approached him to donate the electric bike to the department. The company rented the bike out last year to customers and it is still in great shape. Connors thanked Avant Coffee Cycle Company for the donation.

o. Discussion - Chief’s report (briefing only - no action will be taken)
Chief Rasmussen stated Lieutenant Gritzner is in a social medial class this week and will present some information at next month’s meeting. This week there was a CIT call and the officers went above and beyond to help save the person’s life. Officer Richardson will be moving to the drug unit after the school year. A new officer will be assigned to the high school and there were two people interested in the position.

p. Discussion - Chief’s top monthly incidents – No discussion/action

q. Discussion - Monthly activity reports – No discussion/action

2019 Dispatch activity for February 2019:	Telephone calls – 2,725	911 Calls - 202	Window assists - 718
2018 Dispatch activity for February 2018:	Telephone calls – 2,398	911 Calls - 168	Window assists - 797

2019 Patrol activity for January 2019:	Calls for service – 1,252	Arrests - 115
2018 Patrol activity for January 2018:	Calls for service – 1,223	Arrests - 135

r. Discussion - Thank you letters – No discussion/action

- Walworth County Food Pantry-Community Outreach Committee
- Susan and Marianne Blust- Detective Ecklund and Officer Ecklund

s. Items to be forwarded to City Council

Expenditures, resolutions, activity reports, top 5 and hiring information to Alderman Skates

11. Agenda items for the next regular meeting April 4, 2019

Full time hiring of Telecommunicator Catherine Broz, Retirement of Telecommunicator Brenda Barton, Social Media presentation-Lieutenant Gritzner and 2018 annual report.

12. Motion to go into closed session under Wisconsin State Statute 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: 1) Part time Telecommunicator wages, 2) Police Chief Rasmussen and Fire Chief Peters Appraisals

Connors motioned to go into closed session with Lieutenants, Chiefs and Admin Assistant Papenfus attending #1 and Chief Rasmussen and Chief Peters individually attending #2. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0 at 7:01 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)

Connors motioned to return to open session. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0 at 8:33 p.m.

14. Discussion and action on closed session items if needed.

12. 1. Connors motioned to recommend to the Personnel Committee that the part time Telecommunicator and full time telecommunicators be classified as Grade 6. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

12.2. Connors motioned to recommend passing along evaluations to Human Resources and the Personnel Committee the evaluation scores for both chiefs based on the City Form with 11 questions rated at a maximum of 10 points each and assigning one 10 point score for the both goals. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

15. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Meeting adjourned at 8:36 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

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, MARCH 12, 2019– 4:30PM
CITY HALL CONFERENCE ROOM 2A**

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

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

Roll Call

Public Works Director Earle called the roll and noted that Flower, Proksa, Howell, Dunn, and Hedlund were present.

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

Dick Malmin; Spoke in regards to a video that he had sent to the Council regarding the Starry Stonewort in the Lake.

Approve the regular Public Works Committee meeting minutes from February 12, 2019 as prepared and distributed
Motion by Proksa to approve, second by Dunn. No discussion. Motion carried 5-0.

Director of Public Works Report

County Memorandum of Understanding regarding maintenance of County Highway H

Earle noted that in the near future the County will probably release County Rd H and that section from County Rd NN to the City would become the City's responsibility. This will be coming in the distant future. No action taken.

County/State Memorandum of Understanding bike trail-walkway past round-a-bouts Hwy 120

Earle noted that he was contacted by the County Highway regarding the trails and sidewalks near the Highway 120 round-a-bouts. The county indicated that the City should maintain those, but that property is located in the Town of Lyons and outside of the City's purview. No action taken.

Ice Castle

Earle stated that the Ice Caste is now done and that demolition has begun. No action taken.

Status regarding City owned parcel: ZYUP00190

Earle stated that there is a parcel that was inaccessible to the Public Works Department to maintain based on its location. He noted that this parcel is only ten feet wide and would like to somehow deed that to the adjacent homeowners.

Motion by Howell to suspend the rules to allow Rhonda Gananski to speak, second by Proksa. Motion carried 5-0.

Ms. Gananski stated that she was in favor of receiving the land and would like to see that move forward.

Howell noted that he would like to see this issue forwarded to the City Attorney for further review before bringing back. Flower would like to get the City Engineer involved with the research as well. No action taken.

Geneva Bay Estates Private Road Status

Earle noted that the Public Works Department has been plowing the street through Geneva Bay Estates that is not a right of way. This area is a parcel that is owned by the Homeowners Association and that they do pay taxes on that parcel. He had a meeting with owners and stated that the City will no longer maintaining that road after this winter season is over. No action taken.

Plowing/Salt

Earle indicated that this snowfall over a short period of time was very harsh on the equipment. No action taken.

Update regarding Cemetery and Streets Staff

Earle stated that they have hired a new Cemetery staff and that they are fully staffed. No action taken.

Cemetery Sewer and Water

Earle stated that the Cemetery Board will be discussing this at their next meeting and once they have made a decision this committee could take action. No action taken.

Discussion/Recommendation regarding 2019 Street Improvement Project & Paving Project

Motion by Hedlund to approve the 2019 Street Improvement Project & Paving Project, second by Howell. Motion carried 5-0.

Discussion/Recommendation regarding application to State regarding Main Street maintenance/construction funding

Earle stated that he is looking at alternatives to get Main Street up to date. He will be working with the City Administrator to find grants for funding. No action taken.

Discussion/Recommendation regarding possibly amending Snow Removal Policy for Downtown Lake Geneva

Earle stated that currently the downtown business district has twenty-four hours to remove the snow and then after that the City will come in and windrow it to the middle then haul it away. He noted that the time frame for which they can get in and remove the snow is shrinking. He stated that he is considering windrowing to the middle of the street immediately, but that there were problems with the Fire Departments accessibility. He further added that problems could be eliminated if the snow removal policy would reduce the number of hours for snow removal from twenty-four hours from the end of a snow event to twelve hours. Committee discussion included the possibility of changing the amount of time of when the snow must be removed to twelve hours. Earle stated that he is not totally in favor of initial windrowing due to the emergency services concerns.

Motion by Proksa to amend the snow removal policy for Downtown Lake Geneva to reduce the number of hours for snow removal from twenty-four hours to twelve hours, second by Hedlund. Motion carried 5-0.

Motion by Heldund to direct staff to work with the City Attorney to draft an ordinance making it the owners responsibility second by Proksa

Adjourn

Motion by Heldund to adjourn the meeting of the Public Works Committee, second by Proksa. Motion carried 5-0. The meeting adjourned at 5:51 p.m.

**TOURISM COMMISSION MINUTES
WEDNESDAY, MARCH 13, 2019 – 5:00PM
ROOM 2A, CITY HALL**

Committee Members: Chairperson, Tammie Carstensen, Vice-Chair, Andrew Fritz, Charlie Lorenzi, Brian Waspi
Alderpersons: Rich Hedlund, Shari Straube

Meeting call to order by Chairman, Carstensen

Roll Call: Carstensen, Lorenzi, Ald. Hedlund, Straube

Absent: Waspi **Also Present:** Administrator Nord, Assistant City Clerk, Elder Fritz participated by phone

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

None

Approval of the Tourism Commission minutes from January 16, 2019

Motion by Hedlund to approve the January 16, 2019 minutes, second by Lorenzi. Motion carried 4-0.

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

Alyssa Delloro from VISIT Lake Geneva shared the current marketing report which included Feb. KPI report for website and social media. STR report was not presented.

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

BID hosting a new Wine Walk to be held on Mother's Day, May 12. Ice Castle has interest in creating semi-permanent home here with multi-year contract. Would like to keep them inside the city limits as they've been approached by outside location. Location discussions are still up in the air.

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

New www.meetatthelake.com website was shared with the group along with a revised marketing proposal. Stephanie working with City Administrator to determine where Cvent leads are going to as she needs to get the account listing and email updated. Stephanie believes the current account holder will need to go in to change the accessibility settings.

Update Room Tax Dollars Collected, Financials, current Budget & Disbursements

Administrator, Nord shared the Finance Balance Sheet from the Comptroller and said this will be the finance tracking sheet used for the commission as that's proper procedure. The Comptroller, Karen offered to come to another meeting to go over the finances.

Update on Riviera Plans

Still in the public input phase and will continue until April 1, 2019 for wrap-up.

Update on Short Term Rental & Airbnb

City has done the research and there are only 10 that fit the criteria and we have Tourist Rooming House contracts already in place with them. Commission agreed that they would like to visit the topic annually.

Discussion/Action on Tourism Promotion Grant Program and Requests:

2018 Grant Requests

Revised Marketing Budget MTL

This item was tabled until the Committee Chair talks to the City Attorney, Draper.

Lake Geneva Wine Walk -- Streets of Lake Geneva

Motion by Lorenzi to give Streets of Lake Geneva \$350.00 for their new Wine Walk event, second by Lorenzi. Motion carried 4-0.

Lake Geneva Attractions

Motion by Lorenzi to give Lake Geneva Attractions \$4,000.00, second by Hedlund. Motion carried 4-0.

4th of July Fireworks - Sons of American Legion

Motion by Hedlund to fund \$3,425, second by Struabe. Motion carried 4-0.

Guided Shore Path Tour

Motion by Hedlund to fund \$3,000 for the guided shore path tour marketing and program structure, second by Lorenzi. Motion carried 4-0.

Next meeting date April 10, 2019 at 4:00 pm (note, moving meeting up an hour)

Items for Next Tourism Commission Meeting

Can we change the time of the Tourism Commission based on structure?

Donation to the Riviera Restoration Project

Motion to adjourn by Hedlund at 7:15 pm, second by Straube. Motion carried 4-0.

3/18/2019 4:00 pm

cc: Tourism Commissioners, Mayor, Administrator, Media

Lake Geneva Historic Preservation Commission Meeting Minutes

March 14, 2019 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, Jackie Getzen, Louise Rayppy, Jim Davis, Chris Brookes, Grace Hanny, and Cindy Flower. Patrick Quinn was absent. Dick Malmin was our guest.

Approval of minutes from February 14, 2019, Historic Preservation Commission Meeting.

Comments from the public and correspondence. Dick Malmin attended our meeting to bring to our attention the issue of a dangerous green algae called Starry Stonewort that has been spotted in the Trinke Estates lagoon. It has to be destroyed in order to protect our lake. He is asking for our help.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Tuesdays @ Two: The Most Extraordinary Person to Have Ever Lived in Lake Geneva -- John Burton -- April 2nd; Land Grabs & Frontier Justice—Walworth County Style—April 9th.

Update on programs at the 1928 Geneva Theater Building, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission. Geneva Theater Actors Guild: Who's Afraid of Virginia Woolf? Dates: Wednesday 3/20 at 7:30 P.M. and Friday 3/22 at 10:00 A.M. The City is busy collecting information concerning The Riviera—deciding first what to do with it before starting the roof.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. The tours at Black Point will start May 4th.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2019 Budget and discussion regarding proposed 2019 expenditures. We renewed our membership in the Wisconsin Association of Historic Preservation Commissions for \$40.00. Also \$580.00—Oak Hill Cemetery and \$104.45 to renew our Walking Tour app. Our total budget for 2019 is \$5,000.00.

Update on Historic Preservation Design Review for building projects within National & State Historic Districts and on current potential building projects including the possible relocation of

the 1902 Frank Johnson Residence / Brick & Mortar Building at 832 Geneva Street. City Council approved the moving of the Brick & Mortar Building to 333 Center Street.

Update regarding the completion of the Lake Geneva Historic Railroad Site project and discussion with Nancy Yaeger re: planning for plaque dedication and memorial tree donation for Ed Yaeger in April of 2019. We have ordered the plaque for the dedication, which we will pay for. The Tree Board will donate the Oak tree. The Tree Board's meeting is on March 27th. The cost of the granite marker is \$130.00. We have to make sure the Regional News covers the event. The dedication will take place on Saturday April 27th at 9:00 A.M.

Update from Josh Sullivan regarding the creation of an Android version of our I-phone app of A Historic Lake Geneva Walking Tour, including potential photo additions and upgrades . Jackie will give Josh a call to find out how things are going. Call Lana Kropf (City Clerk) to make sure our app is on the Lake Geneva Web Site. We should give our Walking Tour app to tourist convention, etc. to advertise it. We should be notified when the Walking Tour app is about to expire, and have copies of the transaction. May is Historic Preservation Month, that calls for an article in the Regional News. Cindy suggested that we present ourselves at the Committee of the Whole on May 6th and explain what we are all about.

Report on rehangng the 2009 Dozen Distinctive Destinations banners including any replacements, repairs or revisions to banners and storage of banners at the Street Department. No new information.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva", and updates on our website www.historyoflakegeneva.org. Cindy suggested that City Hall should keep a record of all our meetings.

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, and repairing existing historic signs. Kevin Heffernan called Ken and informed him that he did some additional research and found out that his house was built in 1907 instead of 1900. We will issue a new plaque and Ken told him he could keep the 1900 plaque.

Update from Patrick Quinn regarding meeting with Gail Klein, John Notz, and others 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. It has been submitted to the Wisconsin Historical Society for approval.

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 8:20 P.M.

Respectfully submitted,

Louise M. Rayppy



LAKE GENEVA PUBLIC LIBRARY

MINUTES - amended

Lake Geneva Public Library Finance/Building/Grounds Committee Meeting
Thursday, March 14, 2019 7:30 am
Smith Meeting Room, Lake Geneva Public Library

FBG Chair Kundert called the meeting to order at 7:30am.

Oppenlander/Lyon motion to approve previous meeting minutes. Passed unanimously.

Kundert reviewed the City financial reports, noting that the library's month-to-month expenditures are reflected in the City reporting by invoice date, which is skewing our monthly reports. It is anticipated that in a few months the reporting will be clarified once we can see several months and verify the frequency of monthly expenses. Kornak noted that some invoices have not been paid after being submitted (specifically WE Energy bill) and that the library is incurring late fees. Committee request for Kornak to clarify with the city comptroller.

Kundert provided an overview of the Swanson endowment and parameters. Kornak requested \$10,000 of the available funds (\$13,511 as of March 2019) to be used for a new collection of Playaway-format audiobooks for patrons to check out. Oppenlander/Lyon motion to approve a recommendation to full board. Passed unanimously.

Oppenlander/Lyon motion to adjourn at 7:50 a.m. Passed unanimously.

Next meeting: Thursday, April 11, 2019 at 7:30 am, Smith Meeting Room, Lake Geneva Public Library



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, March 14, 2019, 8:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

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

Roll Call

Members present: Brookes, Dinan, Gelzer, Halverson, Henningfeld (8:25), Kundert, Lyon, Oppenlander

Excused: Kersten

Also present: Library Director Kornak, City Administrator David Nord, 1 member of the public

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

Kundert/Lyon motion to approve the minutes of the meeting Thursday, February 14, 2019. Motion carried unanimously.

Financial//Building/Grounds

The Finance Committee recommended approval of expenditures of \$62,071.09 from the general fund. Oppenlander seconded the recommendation. Motion carried unanimously.

The Finance Committee recommended approval of expenditures of \$10,000 from the Swanson Endowment Fund for Playaways audio devices. Oppenlander seconded the recommendation. Motion carried unanimously.

Kundert reported for Building/Grounds that repairs for Smith Meeting Room leaks will be done next month; no other leaks are present.

President's Report

- Correspondence and feedback
- Nominating Committee appointments: Halverson and Henningfeld

Director's Report

Kornak reported on budget, staffing, circulation & operations, library consortium, usage statistics.



LAKE GENEVA PUBLIC LIBRARY

Strategic Planning Update:

- Tax Aide outreach, visit to Badger High School library, local partners, Restaurant Week ideas, serving on the Destination Lake Geneva committee.
- Digitization scanner purchased with Wallace/Guif donation has been installed.
- Ginny Hall's articles and some local history available on website.
- Kundert/Halverson motion to purchase one year trial subscription to Journal Sentinel online through Newsbank for \$1289 from Investment Pool #9. Motion carried unanimously.
- National Library Week "bookface" project; funds for prizes from Friends of the Library.
- Extend invitation to a representative of FEH architects for discussion of refreshing library interior.

Library will be closed April 12 for staff in-service day, and April 21 (Easter Sunday)

Gelzer mentioned committee meeting with Wisconsin Humanities Council representative about grant opportunities.

A patron survey will be scheduled in the fall.

Committee Reports

Personnel

- Halverson – committee met in closed session February 15.

City Liaison

- Halverson mentioned Lake Geneva hotels are all booked during the Democratic Convention in Milwaukee.
- Gas station/Dunkin' Donuts proposal was referred back to Plan Commission
- Parking meeting proposal is being reconsidered.

Friends of Library Report

- Meeting scheduled for Wed. Mar., 20 at 5:00 p.m.
 - Bylaws, Strategic Plan, and nominating committee are on the agenda
- Kundert reported a March book sale is in progress
- Annual Meeting Tuesday, April 30, 6:00 p.m. with speaker Sam Weller

Library Foundation Report

- By-laws and policies and procedures documents have been approved.



LAKE GENEVA PUBLIC LIBRARY

Adjournment

Kundert/Gelzer motion to adjourn the meeting at 8:55 a.m. Motion carried unanimously.

Next meeting: Thursday, April 11, 8:00 a.m., Smith Meeting Room, Lake Geneva Public Library.

Respectfully submitted,

Chris Brookes
Secretary

**PLAN COMMISSION MEETING
MONDAY, MARCH 18, 2019 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Approve Minutes of the February 18th Plan Commission meeting as distributed.

Horne/ Esarco 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. None.

Acknowledgement of Correspondence.

Correspondence was received from Doug & Kristie Powell, 1540 Lake Shore Drive, sharing their concerns for the zoning change at 1550 Lake Shore Drive. Correspondence was also received from Georgianna Kleiman, 60 East Monroe St, Chicago IL, sharing concerns for the zoning change at 1550 Lake Shore Drive. All correspondence has been distributed to the Plan Commission.

Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM for the applicant, Chestnut Acres LLC, Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, for the property Tax Key No. JG2500004 to create 3 buildable lots. The property is located at the north end of Williams Street and Hickory Lane in the Town of Geneva as identified on the certified survey map dated 7/6/2018 with revisions dated 1/25/19 for Tax Key No. JG2500004.

No applicant was present. Planner Slavney said the land division for 3 lots meet the requirements for the city of Lake Geneva and city staff has spoken to the surveyor, Paul VanHenkelum, asking for modifications on the CSM and the signature page before going to the City Council meeting.

Hill/ Horne motion to approve the Extraterritorial Jurisdiction CSM contingent upon the corrections needed on the CSM with the Town Signatures and include all staff recommendations.

Roll Call: Hartz, Hill, Horne, Esarco, Krajovic “yes.” Motion carried unanimously.

Review and Recommendation of a Certified Survey Map (CSM) for Fairwyn SB, Inc., 875 Townline Road, Unit 103, Lake Geneva, WI 53147, for the duplex lot separation in the Planned Development zoning classification to create individual lots for units 101 & 103 Cadence Circle as identified on the certified survey dated 1/17/19 for Tax Key No. ZB00509-1 & ZB00509-2.

Brian Pollard, 875 Townline Road, Suite 103, Lake Geneva, presented his request. Slavney said the code allows the separation of a twin house when a lot line goes down the common wall and is owner occupied. Slavney stated this request is consistent with our zoning requirements.

Esarco/ Krajovic motion to approve the CSM for duplex lot separation and include all staff recommendations and fact finding in the affirmative.

Roll Call: Hartz, Hill, Horne, Esarco, Krajovic “yes.” Motion carried unanimously.

Public Hearing and Recommendation on an application for a Conditional Use Permit (CUP) filed by Geneva Properties, LLC, 612 Wells Street, Suite F, Lake Geneva, WI 53147, requesting to allow the addition of a mechanical room to the exterior of the multi-family structure located at 695 S. Lake Shore Drive, located in Two-Family Residential – 6 (TR-6) zoning district, Tax Key No. ZA134700001.

Matt Kuehl, 615 Wells Street, Suite F, presented his request. Mayor Hartz asked if boiler room would be within the required setback. Mr. Kuehl verified it would be within the setback. Commissioner Esarco asked if the boiler room would be hidden by shrubs. Kuehl confirmed there is a tree line and shrubs. The entire building will be resided with same material.

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

Hill/Horne motion to approve the CUP to allow the addition of a mechanical room within the current setback and include all staff recommendations and fact finding in the affirmative.

Roll Call: Hartz, Hill, Horne, Esarco, Krajovic “yes.” Motion carried unanimously.

Public Hearing and Recommendation on an application for a Conditional Use Permit filed by CDS Investments, LLC, for the property located at 1550 Lake Shore Drive, to utilize the Single Family – 4 (SR-4) zoning in the Estate Residential – 1 (ER-1) zoning, to raze and rebuild a portion of the Single Family Residence, and small addition to the front entry Tax Key No. ZLM00048.

Todd Cauffman, Lowell Custom Homes, 401 Geneva National Avenue, presented the request. Slavney was concerned with the cantilevered addition and explained the policy the city has followed regarding impervious surfaces and building coverage. Cauffman addressed the letters of concern from the Powell’s and Georgi Kleinman.

Speaker #1: Denise Pecora, 1550 Lake Shore Drive, shared her thoughts, stating they only want to make the property better.

Hill/ Horne motion to close the Public Hearing. Motion carried unanimously.

Hartz/Krajovic motion to approve the CUP to allow the razing and rebuild of a portion of a Single Family home and a small entry addition with SR-4 zoning in an ER-1 zoning district, to include maintenance of the front and side setbacks, the removal of the 2’ cantilevered overhang and all staff recommendations and fact finding in the affirmative.

Roll Call: Hartz, Hill, Horne, Esarco, Krajovic “yes.” Motion carried unanimously.

Continuation of the Public Hearing and Recommendation on an application for the Conditional Use Permit (CUP) filed by House Around the Corner LLC., 3389 South Shore Dr., Delavan, WI 53115, requesting a (CUP) to Raze or Remove the existing building located at 832 Geneva Street, Lake Geneva, WI 53147, located in Central Business (CB) zoning district, Tax Key No. ZOP00252.

Applicant has requested to continue the Public Hearing.

Hartz/Hill motion to continue the Public Hearing to the April Plan Commission meeting. Motion carried unanimously.

Continuation of the Public Hearing and Recommendation on an application for the General Development Plan (GDP) filed by House Around the Corner LLC., 3389 South Shore Dr., Delavan, WI 53115, requesting a Planned Development to construct a 5600 square foot commercial building at 832 Geneva Street, Lake Geneva, WI 53147, located in Central Business (CB) zoning district, Tax Key No. ZOP00252.

Applicant has requested to continue the Public Hearing.

Hartz/Horne motion to continue the Public Hearing to the April Plan Commission meeting. Motion carried unanimously.

Adjournment. Hill/Horne motion to adjourn at 6:45 p.m. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, MARCH 19, 2019 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

Meeting was called to order at 6:18 p.m. by Chairperson Howell.

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

Jim Connors of 320 Oakwood Lane, Lake Geneva spoke on agenda item twelve (12). Expressed his belief that the new meters should be hard wired instead of using solar panels. Also encouraged the committee not to rush the selection process.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of February 19, 2019, as prepared and distributed

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

Licenses & Permits

2019-2020 Original & Renewal Operator License applications filed by various applicants as listed in packet

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

Discussion/Recommendation regarding an Event Permit Application filed by the Downtown Business Improvement District for the event of Mother's Day Wine Walk to be held Sunday, May 12, 2019 from 1:00 p.m. to 4:00 p.m. at various businesses in the downtown (as listed in packet)

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

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License Application filed by Side by Side for the event of Mother's Day Wine Walk to be held April 12, 2019 (1:00 p.m. to 4:00 p.m.) at various businesses in the downtown (as listed in packet)

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

Discussion/Recommendation regarding Resolution 19-R19 a resolution approving the assigned fund balance for the Police Department donations account as of 12/31/18

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

Discussion/Recommendation regarding Resolution 19-R20 a resolution approving the assigned fund balance for the Police Department State seizures account as of 12/31/18

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

Discussion/Recommendation regarding Resolution 19-R21 a resolution approving the assigned fund balance for the Police Department uniform allowance account as of 12/31/18

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

Discussion/Recommendation regarding Resolution 19-R22 a resolution approving the assigned fund balance for the Fire Department EMS-Act 102 account as of 12/31/18

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

Discussion/Recommendation regarding Resolution 19-R23 a resolution approving the assigned fund balance for the Fire Department CPR account as of 12/31/18

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

Discussion/Recommendation regarding Resolution 19-R24 a resolution approving the assigned fund balance for the Fire Department Donations account as of 12/31/18

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

Discussion/Recommendation regarding purchase of sixty-six (66) Cale CWT Touch Screen Parking Meters

Motion by Hedlund to table, seconded by Halverson. No discussion. Motion carried 5-0.

Discussion regarding February 2019 Treasurer's Report and Budget Versus Actual Report

Motion to accept the February 2019 Treasurer's Report and Budget Versus Actual Report, Halverson seconded. No discussion. Motion carried 5-0.

Presentation of Accounts

Prepaid Bills in the amount of \$36,472.12

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

Regular Bills in the amount of \$262,455.85

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

Adjournment

Motion by Hedlund to adjourn second by Skates. Motion carried 5-0. The meeting of the Finance, License, and Regulation Committee adjourned at 6:38 p.m.

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

WEDNESDAY, MARCH 20, 2019– 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 by Chairman Skates 5:30 pm

Roll Call: Chairperson Doug Skates, Shari Straube, John Halverson, Rich Hedlund, and Tim Dunn
Also present: Administrator Nord

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

Six individual members of the public listed below and spoke to express their support of installing a gate at the west end pier;

Buzz Yaeger, 1284 Hedgewood, LG; Casey Schiche, no address provided; Don Hertz, no address provided; John Walker, no address provided; Brian Olson, 1212 Forest Street.

Richard Hedlund moved to suspend the rules to move item 12 to item number 5, second by Straube. Motion carried 5-0.

Discussion/Recommendation of installing a security gate at the west end pier location

The committee discussed installing a security gate at the west end pier location. General discussion ensued and Ald. Hedlund motioned to have Administrator Nord contact Public Works to have them secure three quotes prior by the next pier meeting for installation of a security gate as well as related costs for installation of a key touch pad, second by Halverson. Motion carried 5-0.

Approval of the minutes from the February 20, 2019 Piers, Harbors, and Lakefronts (PHL) Meeting

Ald. Hedlund motion to approve the February 20, 2019 PHL minutes, second by Halverson. Motion carried 5-0.

Discussion/Update regarding Riviera Restoration Project

Chairman Skates provided update on status of public input process and introduced Jay Craig, the MSI representative for the Riviera project.

Discussion/Recommendation regarding environmental investigation related to the Riviera Restoration Project

Dave Luterbach and Jay Craig from MSI presented the committee with the draft request for proposal document. The committee expressed their desire to keep the length of the document as short and legible as possible. After further discussion Alderman Hedlund motion to proceed with the creation and issuance of a RFP for the environmental investigation, second by Skates. Motion carried 5-0.

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
WEDNESDAY, MARCH 20, 2019– 5:30PM
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)

Discussion/Recommendation regarding underwater pier inspection and possible request for proposals

Committee again reiterated keeping the RFP as short and legible as possible. Ald. Hedlund motion to proceed with an underwater pier inspection RFP for the Riviera, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding Riviera 2020 bookings & leases

Administrator Nord reported that the Riviera is open for 2020 bookings except for a few weeks in February when a few minor repairs are scheduled to take place. Nord advised the committee if wedding parties are inquiring; staff is making them aware that possible construction equipment might be on the property potentially limiting photo opportunities.

Discussion/Update regarding Commercial Pier and Buoy Service Agreement- Gage Marine

Nord reported that the Gage Marine piers and buoy service agreement are still under review by the City Attorney. Ald. Skates so moved that this discussion be moved to FLR once the agreement is approved by attorney, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation of possible changes to beach closing time

Nord reported that beach supervisor is recommending that the beach be closed at 5:00 pm Monday thru Friday, and 6:00 pm Saturday's & Sunday's. After general discussion it was the consensus to revisit this topic at next month's meeting.

Discussion/Recommendation regarding Starry Stonewort

Chairman Skates reported that he had a meeting with to gain a better understanding of the GLEA's efforts to combat the Starry Stonewort invasion. After much discussion Administrator Nord was instructed to draft a letter of support to the GLEA expressing our support to combat Starry Stonewort.

Ald. Hedlund motioned to adjourn at 7:10 pm, second by Halverson. Motion carried 5-0.

<p><i>This is a meeting of the Piers, Harbors & Lakefront Committee.</i> <i>No official Council action will be taken; however, a quorum of the Council may be present.</i></p>
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Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday March 20, 2019 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

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

Roll Call - Members present: Dennis Lyon, Dave Nord, Rich Hedlund, Cindy Flower, Ann Esarco & Mark Johnson. Mayor Hartz arrived at 4:02pm.

Staff in attendance: Josh Gajewski & Jo Busch

Public in attendance: Dick Schneider of Baxter & Woodman

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

Approve Utility Commission Minutes from February 20, 2019 as prepared and distributed
Esarco/Johnson motion to approve. Passed unanimously.

Acknowledgement of Correspondence

Gajewski has received correspondence from Alliant Energy regarding an easement request and from AT&T regarding their lease on Dodge Tower. Both items are on this agenda.

Financials Update

Gajewski reviewed the financials through February 2019. Impact fees will be moved to the LGIP on a quarterly basis from now on.

Flower/Hedlund motion to approve the February financials. Passed unanimously.

Approval of the February Bills

Hedlund/Esarco motion to approve the February bills. Passed unanimously.

Directors Report

Gajewski reported that Well #3 has been returned to service. The Cross Connection Program will be starting April 1st and we are still recruiting for a Water Operator. There may be a need to extend water main down Warren Street, but this will be brought to April's meeting. Gajewski gave an update on the water main relocation required for Fairfield Inn which is in its second phase. The wastewater CAMP project is close to completion and the repair work to the east clarifier has been completed and the clarifier has been returned to service. The DNR have approved our Chloride Reduction Plan and we are now working on our Land Application Management Plan and our Land Treatment System Plan in accordance with our permit. The auditors have completed their work and the feedback has been positive. Our transition to PSN is going well and we have sent out our first batch of e-bills to monthly customers. Busch handed out February PSN statistics and sign up information. Esarco commented that the number of sign ups is good considering we haven't gone through a quarterly billing cycle with PSN yet. Gajewski reported that it is Fix A Leak Week and we have been posting related information to our Facebook page.

Discussion/Action on final payment for Well #3 rehabilitation work.

Gajewski has been negotiating with Water Well Solutions on the final cost of the rehabilitation of Well #3. There were multiple phases to this project and Gajewski gave an overview of the issues that were found along the way and the final cost of the project.

Esarco/Johnson motion to approve the payment to Water Well Solutions for Well #3 in the amount of \$71,658.50. Passed unanimously.

Discussion/Action on quote for painting dewatering building ceiling at Wastewater Plant

Gajewski reported that this project was accounted for as a maintenance item in the 2019 budget. Flower/Hartz motion to approve the quote from Porta-Painting to paint the dewatering building ceiling at the wastewater plant for a not to exceed amount of \$41,885.00.

Discussion/Action on selecting an engineering firm to perform services related to the potential improvements to the Dodge Tower.

Gajewski explained that there is a proposed development called The Vistas that sits in the service area of Dodge Tower, but the elevation of the site is higher than we can service without an improvement to the tower or system. The two options to explore are whether we can safely and effectively raise the tower or whether we should look to build a new one. A scope of services was sent to two engineering firms and their proposals for engineering services were included in the packet. Discussion followed. The price difference in the two proposals was noted and Gajewski said he followed up with MSA to make sure they were comfortable with their quoted price and they confirmed that they are. Flower asked whether we should get three quotes rather than two. Discussion followed. Hedlund feels that MSA knows our system and that as timing is crucial we should move forward with MSA.

Hedlund/Esarco motion to let the contract to MSA for an amount not to exceed \$29,500. Passed unanimously.

Discussion/Action on request from Alliant Energy to provide a 10' wide easement along portions of 1887 Dodge Street.

Gajewski presented the easement request from Alliant Energy and explained their reasoning for why they could not use the right of way and were requesting an easement. Flower said that we could move the right of way line and explained why that could be a good option. Discussion followed. It was felt the best option was for Alliant Energy to remain in the right of way that already exists.

Flower/Hedlund motion to deny the request from Alliant Energy to provide a 10-foot easement along portions of 1887 Dodge Street. Passed unanimously.

Lyon/Hedlund 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 or bargaining reasons require a closed session specifically regarding the requested amendments to the Dodge Tower lease with AT&T.

Motion carried on a roll call vote 7-0. The Commission convened into closed session at 5:05pm.

Flower/Hedlund 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 convened into open session at 5:20pm.

Flower/Hedlund motion to proceed as discussed in closed session. Passed unanimously.

Adjourn

Hedlund/Flower motion to adjourn at 5:22pm. Passed unanimously.

/s/ Jo Busch, Office Manager

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

AVIAN (BIRD) COMMITTEE

MONDAY, March 25, 2019 – 5:00 PM CITY HALL, CONFERENCE ROOM 2A

Call to order by Chair Proska at 5:02 pm

Roll Call: Present, Chair Proska, McConnell; Rodriguez, Zimmermann

Excused: Leonard, Gallo

Also Present: Toni Vogel, volunteer

Approval of minutes

Approval of minutes from June 11 meeting: Moved by Zimmermann, second by Rodriguez

Discussion: Zimmermann noted that last name is misspelled (2 n's at the end of Zimmermann)

Motion Approved with correction Yes (4), No (0), Abstain (0)

Comments from the public

No comments

Discussion/Update of Purple Martin Interpretive Sign Placement and Order

Project is proceeding. Working group is McConnell, Rodriguez, and Zimmermann

McConnell is lead on the language for the sign and finalizing sign purchase.

Working group will meet to review language and McConnell will forward to all Committee members for proof-reading and edits.

Update on Avian Education Project including article in the newspaper

Written update provided by Zimmermann (lead) and working group Zimmermann, McConnell, and Rodriguez.

Committee reviewed the March 7 article in the Lake Geneva Regional News and video and photographs of the March 19 Migratory Bird Game for the Avian Education Pilot.

More discussion of the Avian Education Pilot in the Planning notes (below)

Discussion/Update Planning Activities for 2019

Projects and People Who will Review them for Planning Purposes

1. Major tasks and timeframes for the tasks
2. How big a team is needed?
3. Could volunteers be part of the team?
4. What are we doing efficiently?
5. What do we need to improve or rethink tasks?

Projects to Review (numbers from agenda - grouped by assigned lead)

Project 1. Bird City Application – Proska (lead) Team: Zimmermann for documentation and resolution drafting, add WMBD team members?

Discussion on need for communication with the Tree Committee and getting information collected and acted upon well prior to the deadline (January 31, 2020). Action steps:

September: Meet with the Tree Committee – prior to meeting, let them know that we are looking for help on our Bird City application and documentation they provide for the Tree City application.

November: 1) Work with working group on World Migratory Bird Day (WMBD) to plan that event, 2) write the WMBD celebration resolution, 3) present that resolution to City Council, gather documentation for the application

December: Finish the documentation and complete the application

Project 15. Budget Review – Proska (lead). Team: none noted

Discussion – Proska met with Comptroller Hall. Action items:

April: Proska will ask about the best way to request reimbursement for expenses

June: first of quarterly budget review. Proska will ask Hall for expenditures to date

August: Prepare budget request – note that last year’s format was appropriate

September: 1) second budget review and 2) submit 2020 budget request

December: 4th quarter budget review

Project 2. World Migratory Bird Day – Zimmermann (lead), Team: Rodriguez, McConnell and volunteer Lorenzi

[Event: May 7, 9:00 to 11:30 am, St. Francis de Sales Parrish Hall]

Discussion: Team is functioning well. Meetings at least monthly, shared information on Google Drive, and monthly updates to the Committee.

Volunteers: One continuing – Educator Lorenzi. Parents and volunteers have been recruited for events and materials. However, there are some volunteer needs. Action items:

April: 1) Avian Committee Overview presentation and print materials created, 2) Invitations and media releases, 3) judges recruited, 4) scoring sheets for judges developed, 6) event staff recruited, 7) certificates for students created and printed, 8) prizes purchased, 9) judges briefed, 10) proclamation or recognition created for City Council,

May 7: 1) Committee members and volunteers to **staff the event**. Need volunteers on **May 7, 8:00 am to noon**. So far, Rodriguez, McConnell, Vogel, and Zimmermann, 2) Chair **Proska agreed** to serve as one of the **judges**. **May 7 from 10:30 to 11:30 am**, 3) staff Avian Committee table & recruit volunteers, 11) information to students and families on presentation to City Council

May 13: Presentation to City Council 6pm

September: Plan 2020 Event

November: 1) Draft 2020 WMBD resolution (see Bird City Application), 2) Facilitate Council action

Project 4. Avian Education Pilot – Zimmermann (lead), Team: McConnell, Rodriguez, & Lorenzi

Discussion: Same team as WMBD – functioning well. Some volunteers already recruited, good media coverage and positive feedback from parents, statistically significant improvement in student performance on assessments

April: 1) Coaching sessions on **April 10 and April 24 from 2:00 to 2:45 pm** – Need volunteer coaches for student projects -so far Vogel, Zimmermann, Rodriguez/G Zimmermann, maybe McConnell, 2) Unit 3 – Bird Fair projects complete

May: 1) Bird Fair for World Migratory Bird Day (see notes above), 2) Field trip to Purple Martin nests (will need to coordinate with Nest Checkers)

June: Complete Analysis and revise curriculum

July: Complete curriculum revision and reach out to educators and group mentors

August: Meet with interested educators and mentors, modify and parse curriculum as needed

September: Plan 2020 WMBD event with current and - potentially – new classes/groups

November: In-service training for educators/mentors and assist transition to classes/groups

Project 14: PR, Marketing, Graphics – Zimmermann (lea) - Team: the lead person for each project

Discussion: **Lead Accountability:** The team lead (CZ) is responsible for documenting what is needed – strategy, timeline, products, and distribution, communicating with and meeting with the project lead, sharing notes with the **Avian Committee** and the working group, **checking** to make sure that all tasks, materials, equipping **are complete** prior to our deadlines/events. General foci for months:

April: [prep] WMBD Project lead = Zimmermann, Rodriguez & McConnell)

WMBD event materials (invitations, announcements, student certificates, media releases, Avian Committee presentation, Avian Ed pilot presentation, other)

Volunteer sign-up materials (SEE special meeting below)

May:

WMBD Project lead = Zimmermann, Rodriguez & McConnell)

Event prep, media outreach

[prep] Tourism and marketing = Project lead = Rodriguez

Announcements, invitations, marketing plan, ad partners/placement, print and electronic materials (event still under development) – [for event #1: June 18]

Purple Martin Project = Project lead = Leonard?

Volunteer announcements? Volunteer sign up materials? (SEE special meeting)

Tuesdays @ 2 = Project lead = Rodriguez

Presentation on Avian Committee, Avian Committee general information sheets, Volunteer sign-up materials (SEE special meeting) [Event = May 14 – tentative]

June:

[prep] Cookies for a Cause [Event in July]= Project lead = Rodriguez

Print and electronic materials, media release

Tourism and marketing = Project lead = Rodriguez

Media releases for Event #1, June 18, announcement, ads, invitations for July event

Library Display

Permanent Display – flyer change – for the Library

July:

Tourism and marketing = Project lead = Rodriguez

Media releases for Event #2, other materials – see event #1

Cookies for a Cause [Event in July]= Project lead = Rodriguez

Print and electronic materials, media release

August:

[prep] Swift Night Out = Project lead = McConnell

Marketing strategy, print and electronic materials, programs, invitations – event still evolving

September:

Swift Night Out = Project lead = McConnell

For event, September 12, 6 pm – media follow-up, other print and electronic materials

November and December

Bird City Application = Project lead = Proska

Organize and assemble years' materials for documentation for Bird City Application

Project 3: Swift Night Out – McConnell (lead), Team: Rodriguez? Proksa?

McConnell reported on events/tasks already complete and to complete

Jan –secured location and date { Geneva Lake Museum, Sept. 12, 6 pm)

June: will find speaker for event

August: Refreshments – ideas: Purple Martin Cookies for a Cause, Proska interested in approaching food trucks 2) Proska could assist in getting temporary license for food, 3) Design and distribute materials (see PR & Marketing above)

Late August/September – 1) Reaching out to schools and student groups – end of August, 2) media release and programs, etc.

Project 5. Purple Martin Colony – Leonard (lead): Team: Gallo?

Discussion: Leonard provided updates on tasks completed prior to March 13. However, we have no task listing for going forward. Since Martins began showing up here in mid-April last year, members indicated that there are critical issues to address quickly. Among them are:

1. Point of contact person for house checking volunteers
2. Write volunteer job descriptions (realistic, but not too complicated)
3. Recruitment of volunteers – plan (where, how, what information)
4. How to capture volunteer information – Proksa will share potential web-based sign-up
5. Purchase of House-Checker kits with supplies
6. Volunteer training
7. Point person for data collection, facilitating data collection (or limiting that responsibility for some checkers)
8. Timeline for house installation – gourd installation
9. House preparation – work day
10. Status of 7th house

Action steps:

Call a special meeting to deal with these issues.

Proksa will contact public works (Neil) to get a timeframe for installation'

Proksa will work on scheduling the hearing room and getting the special meeting notice out.

Discussion/Recommendation of future agenda items

Special Meeting: **April 4, Thursday 5:00 special meeting**

Agenda items: Project 5 planning needs – noted above

Regularly Scheduled April 22 still on the schedule

Adjourn

Motion to adjourn by Rodriquez, second by Zimmermann

Motion Approved - Yes (4), No (0), Abstain (0)

Adjourned 6:17 pm

Board of Park Commissioners' Minutes
Wednesday, March 27, 2019– 6:30pm
City Hall, Meeting Room 2AL

Roll Call: Present: Mayor Tom Hartz, Park Board President: Ann Esarco, Park Board Commissioners: John Swanson, Barbara Philipps, Dave Quickel, Brian Olsen, Lynn Hassler

Excused Absence: Alderperson Shari Straube and Peggy Schneider

Staff Present: Neil Waswo (DPW)

Public Present: Mike Coolidge and Avi Mor from Lake Geneva YMCA, Gary Milliette, Alderman Dunn

Approval of Minutes from prior meeting: Swanson/Mayor: Accept minutes of February 27, 2019 as presented. Motion carried.

Comments from public limited to 5 minutes:

G. Milliette commented on ownership status of Baker Park.

YMCA/Veterans Park Report

G. Coolidge introduce the Avi Mor, Sports Director for YMCA. Vets Park fields will be getting ready for the 2019 summer season.

Permits/Park Donations:

None presented to Park Board.

Park Assignments/Repair Update/Maintenance

All parks in good condition. Park Board continues to express thanks to city staff for maintenance of city parks.

N. Waswo reported that both Burke and Miracle have provided pricing on playground equipment at Vets Park and Tot Lot. Photos of equipment shown and discussed, to be voted on next month. The bench for Tot Lot and bleachers for Skate Park are ready for installation. West end restrooms opened for season.

New Business

Grant Information – some information presented; agenda item carried forward.

Center Street Park – continued pending review of deed and agreement related to the green space.

Avian Committee – chaired by B. Leonard, B. Philipps to reach out to Avian Committee for meeting schedule.

Old Business

Impact Fee Report – Updated information provided.

Wish List Report – hardcopy provided by N. Waswo, any updates, please let him know. L. Hassler suggest dental work carpentry on shelter in Seminary Park to encourage celebrations in the park.

Parks & Green Space Plan – Plan document provided to each Board member. Board members will review pages 19-24 in preparation for discussion at next regularly scheduled meeting.

Carried Forward:

Impact Fee Report (Continual)

Wish List (Continual)

Grant Information

Center Street Park

Avian Committee meeting schedule, B. Philipps

Parks & Green Space Plan; review pages 19-24

City of Lake Geneva Open Lots easy access

Future Meeting Agenda Items New:

Ed Yaeger tree and plaque area (bench/landscaping)

Baker St ownership/maintenance

Equipment for Vets Park and Tot Lot

Next Meeting:

April 24, 2019 at 6:30 pm

Other Meetings/Important Dates

Arbor Day: April 27

Tree Board Meeting: TBD

Avian Committee Meeting: TBD

Motion by Olson/Philipps to adjourn at 7:35pm. Motion carried.

/s/ Ann Esarco, Park Board President

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

Lake Geneva Tree Board Minutes

Wednesday, March 27, 2019

City Hall, Conference Room 2C

The Lake Geneva Tree Board was called to order by President Kirchberg at 5:35 p.m. Present were: Candy Kirchberg, Joe Esposito, Constance Kosowski, Steve Peters, Clara Jacobs, Arborist: Jon Foster, Alderman: Tim Dunn, Park Board members: John Swanson, Barb Philipps and Ann Esarco. Guest, Jackie Getzen.

Arborist Report – Jon Foster continued his discussion on the planting of pear trees on Broad St. in Lake Geneva. A citizen had raised some concern about the pear trees becoming invasive. We feel the ones in the downtown area are contained and should not create that problem. Replacement trees on the east side to be discussed later. Jon also expressed his desire for future plantings to be container trees versus the balled and burlap. Much more cost effective.

Jackie Getzen, member of the Historical Preservation Commission, was interested in the Arbor Day tree planting for Ed Yeager, a past member of the commission. She indicated some monies had been donated in his memory and could be used for the dedication plaque – cost about \$130.00. Also mentioned by Ann Esarco, extra monies could be used for a bench or other plantings. The Park Board will meet and discuss those ideas. This will be an Oak tree, planted on the historical property on Sage St. on Saturday, April 27 at 9:00 a.m. Jon Foster will position the tree.

The plaques (approx.. 48) for the Library Park trees should be placed sometime in May. Jon Foster is in charge of this project.

Minutes of the January 23 meeting were approved upon a motion by Steve Peters, seconded by Clara Jacobs. Motion approved.

John Swanson again expressed his concern on the planting of trees in the business parks.

Meeting adjourned at 6:30 p.m.

Next meeting scheduled for Wednesday, June 26 at 5:30 pm

Clara Jacobs, Secretary

PERSONNEL COMMITTEE MINUTES
TUESDAY, APRIL 2, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

Chairperson Proksa called the meeting to order at 4:30 p.m.

Roll Call

City Administrator Nord called the roll and noted that Proksa, Halverson, Skates, Flower were present with Straube being absent.

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

None

Approval of the minutes from the March 5, 2019 Personnel Committee Meeting

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

Discussion/Recommendation regarding Pay Grade change for Police Department Part-Time Telecommunicator (Dispatcher) position from Grade 4 to Grade 6

Police Chief Rasmussen explained that this was approved by the Police and Fire Commission. He would like to see the part time dispatcher position be paid the same as the full time as they are doing the same work. He noted that the part time position wouldn't be eligible for benefits and would cost an additional couple dollars an hour. He stated that there has been difficulty in hiring dispatchers due to the wage.

Flower expressed concern with having these positions coming to Personnel for wage increases one at a time and would like to see these positions explored overall. Rasmussen stated that this increase would not have an effect on the 2019 Police Budget.

Motion by Halverson refer to Council without consideration, second by Skates. Motion carried 4-0.

Committee discussion included bringing the wage compensation discussion to the next Personnel meeting.

Discussion/Recommendation regarding creation of the position of Part-Time Police Department Community Service Officer along with determining subsequent Pay Grade

Chief Rasmussen explained that the Police exposure downtown is dwindling and explained this is due to a decline in temporary officers. He would like to bring the Community Service Officer to help fill the gap that the temporary officers used to do. He recommended that this position start at a grade 4. This position would share duties with the booking officers and will not be armed. There would be two positions to start and this would not affect the 2019 budget.

Motion by Halverson to approve the creation of the position at a wage grade 4, second by Skates. Motion carried 4-0.

Discussion/Update regarding Beach Attendant Staff Job Duties and Hiring Process

Lake Geneva Beach Manager, George Steffen, addressed the committee and provided a list of job responsibilities for the Beach Managers as well as Beach Attendants. Discussion was held as to how the beach currently operates as well as physical improvements that will be needed in the future. After Steffen's presentation, members of the committee asked several questions in regard to duties, staffing levels, and monitoring of restrooms. It was the consensus of the committee to review the Beach Attendant job description at the next Personnel Committee meeting. No action taken.

Discussion/Update regarding bids sought for City of Lake Geneva Public Restroom Sanitation Maintenance/Upkeep

Public Works Director Tom Earle gave the committee an update on the public restrooms situation around the downtown area as well as how to best address monitoring restrooms during busy times of the day. Earle reported that an RFP for such services has been let and is waiting to see what responses he will receive. Earle stated that another option is a pool of part timers to monitor the five or six primary restroom locations on a continuing rotating bases throughout the day. No action taken.

Discussion/Update regarding Department of Public Works Seasonal Staff including Hiring Process and Recruitment

Tom Earle reported that his position openings have already been posted and filled. He expressed his belief that, due to the recent rate of pay increase authorized for the positions, he is fully staffed, at the beginning of the season for the first time in three years. He explained that his Department's position announcements are typically placed on the city website, the local newspaper as well as working with local schools to make students aware of the openings.

Adjourn

Motion by Flower to adjourn, second by Skates. Motion carried 4-0. The meeting adjourned at 6:03 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES

TUESDAY, APRIL 2, 2019 – 6:00 PM

CITY HALL, CONFERENCE ROOM 2A

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

Call to Order by Chairperson Howell at 6:05 p.m.

Roll Call

Administrator Nord called the roll and noted that Howell, Proksa, Skates, and Halverson were present with Hedlund being absent and excused.

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

Mary Jo Fesenmaier; Addressed the committee regarding having the City hire a company to remove the snow for consistency. She also spoke against having only the Finance Committee approve the bills.

Hedlund joined the meeting at 6:07 p.m.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of March 19, 2019, as prepared and distributed

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

Licenses & Permits

2019-2020 Original & Renewal Operator License applications filed by various applicants as listed in packet

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

Discussion/Recommendation regarding an Event Permit Application filed by the Downtown Business Improvement District for the event of Lake Geneva Oktoberfest to be held October 12, 2019 and October 13, 2019 from 5:00 a.m. to 8:00 p.m. at the 200 Block of Broad Street, half of the 700 and 800 Block of Geneva Street along with Flat Iron Park

Motion by Skates to approve, second by Halverson. Hedlund noted that he had concerns with closing Geneva Street and how people would enter/leave the parking lots. He felt that doing this would create congestion that hasn't been there in the past. Halverson stated that he would like to delay this item until the BID Director can be present to speak to it.

Motion withdrawn.

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

Discussion/Recommendation regarding an application for a Class "B" Fermented Malt Beverage License and a "Class C" Wine License filed by MOD Super Fast Pizza (Wisconsin), LLC d/b/a MOD Pizza, Agent, David Burns located at 281 N. Edwards Blvd, Lake Geneva, WI

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

Discussion/Recommendation regarding amending the City of Lake Geneva Snow/Ice Removal Policy to modify the Central Downtown Business time to remove snow from sidewalks from 24 hours to 12 hours and to outline the responsibility of the property owner to clear cross walks to the gutter line

Alderperson Flower stated that this was discussed at the Public Works meeting. She explained that this would change would allow the downtown businesses 12 hours to remove the snow versus 24, as it has been in the past. Flower indicated that Public Works Director Earle was comfortable with this change. Nord explained that this would allow the DPW Director to implement this change.

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

Discussion/Recommendation regarding Resolution 19-R28 authorizing the write off of 2013-2016 delinquent personal property taxes in the amount of \$1,056.05 deemed uncollectible

Finance Director Hall explained that these are taxes that have been deemed uncollectible as most of these businesses are no longer open.

Motion by Hedlund to approve, second by Proksa. Hedlund added that he would like to see this published in the paper. Motion carried 5-0.

Discussion regarding City of Lake Geneva Current Cycle of Accounts Payable and Bill Payment Process

Finance Director Hall indicated that since the last Council meeting was canceled the bills were not paid. She stated that due to that she had gotten a number of phone calls from vendors looking for their payment. To alleviate this issue in the future she would like to see the process change. She then explained the current process for getting the bills paid. She explained that with this current process the bills are reviewed by the Treasurer, Finance Director, Administrator, Mayor, and the members of the Finance Committee. Hall stated that she talked to several other municipalities and suggested that the bills only be approved by the Finance Committee, but then send a Treasurer's report to the Common Council. Mayor Hartz stated that he would like to have an opinion from the auditors before changing the process.

Presentation of Accounts

Prepaid Bills in the amount of \$168,735.56

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

Regular Bills in the amount of \$235,049.51

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

Adjournment

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The April 2, 2019 meeting of the Finance Licensing and Regulation Committee adjourned at 6:38 p.m.

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY APRIL 4, 2019 AT 6:00 P.M.**

The 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 Alderman Skates, Police and Fire Liaison

3. Roll call

Commissioners Connors, Horne, Condos, Pollard and Jordan were present. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, Fire Administrative Assistant Baumeister and PD Administrative Assistant Papenfus

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

5. Acknowledge correspondence - None

6. Approval of the regular meeting minutes of March 7, 2019

Horne motioned to approve the regular meeting minutes of March 7, 2019. Jordan seconded. Motioned carried 5-0.

7. City Council Report

Alderman Skates stated that the Telecommunicator pay rate change was addressed at the Personnel Committee and was subsequently continued to the City Council meeting for discussion without recommendation. Personnel Committee is looking for wage comparisons from surrounding comparable positions within the immediate regions regarding compensations and other costs.

8. Police Department Business

a. Approval of bills for the month of March 2019, operating in the amount of \$256,913.28, Equipment purchases in the amount of \$17,185.00, for a total of \$274,098.28

Horne motioned to approve the bills for the month of March 2019. Connors seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

b. Discussion/Action –Approval to sell vehicle #209 (Green Ambulance)

Horne motioned to approve the sale of vehicle #209 to auction with proceeds to be added to the Equipment Replacement Fund. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Rasmussen stated that the vehicle is no longer suited for department use. Chief Rasmussen would like to sell the vehicle at auction with the proceeds to be added to the Equipment Replacement Fund.

c. Discussion – Joint command vehicle

Chief Rasmussen would like to begin looking for a joint command vehicle to be used by the Fire Department and the Police Department. The vehicle would be used for all major events, crime scenes and every fire call. Chief Rasmussen would like a group of individuals to begin looking for a vehicle and asked if a Commissioner and Alderman Skates would be willing to assist. Commissioner Horne and Alderman Skates agreed to assist with locating a command vehicle. Commissioner Jordan asked if any

surrounding cities would be interested in purchasing the vehicle with our city. Chief Rasmussen noted that each city has different needs but it could be considered at the time of purchase.

d. Discussion/Action – Accept letter of retirement of Telecommunicator Brenda Barton effective May 31, 2019

Connors motioned to accept letter of retirement of Telecommunicator Brenda Barton effective July 23, 2019. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Rasmussen stated that Telecommunicator Barton would be willing to continue working until July 23, 2019, due to the Telecommunicator staffing shortage. Commissioner Connors thanked Telecommunicator Barton for her service.

e. Discussion/Action – Accept letter of withdrawal from full/part time Telecommunicator position from Catherine Broz

Connors motioned to accept letter of withdrawal from Catherine Broz. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Rasmussen stated that Catherine Broz withdrew her acceptance to work at the department.

f. Discussion/Action – Update Part Time Telecommunicator pay grade

Chief Rasmussen stated that the Personnel Committee did not agree to the pay grade change. The pay grade change was sent to City Council for discussion on April 8, 2019.

g. Discussion/Action – Vacate and reestablish eligibility list for Telecommunicator position

Jordan motioned to vacate and reestablish an eligibility list for Telecommunicator hiring. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Chief Rasmussen stated the current list has been exhausted. Two offers were extended and both candidates declined. A new application has already been posted.

h. Discussion/Action – Accept letter of resignation for:

- Part Time Officer Chad Murphey
- Part Time Officer Sarah Benkowski

Horne motioned to accept letter of resignation for Part Time Officer Chad Murphey and Part Time Officer Sarah Benkowski. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

The Commission thanked each officer for their service.

i. Discussion – Update on Community Service Officer pay grade

The pay grade was approved at Personnel as pay grade 4 and was sent to the City Council meeting on April 8, 2019 for approval.

j. Discussion/Action – Summer Staffing update (Lieutenant Way)

Lieutenant Way presented the summer staffing situation and how the department will handle coverage due to the shortage of department personnel. Community Service Officers will be used to help cover. Lieutenant Way indicated that the department will also ask other city departments for traffic assistance including the Fire Department and the Meter Department. The Commission discussed staffing downtown and shortages and possible solutions.

k. Discussion/Action – 2018 Annual report

The 2018 annual report was handed out at the meeting. The report will be discussed at next month's meeting.

l. Discussion- Social Media and Public Relations Presentation (Lieutenant Gritzner)

Lieutenant Gritzner presented what he learned at FBI-LEEDA training regarding Social Media and Public Relations including preparing for a crisis situation and establishing a social media strategy. One of the

ideas that Lieutenant Gritzner would like to initiate would be a Public Information Team (PIT). This team would be put in place in case of an emergency or major event. Lieutenant Gritzner also stated the department will expand social medial use.

m. Discussion - Chief's report (briefing only - no action will be taken) – No discussion

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

o. Discussion - Implement safety plan if Wrigley Drive is closed for an event (Commissioner Condos)
Chief Rasmussen noted that a safety plan will be put in place when/if Wrigley Drive is closed. A rough plan is already in place.

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

2019 Dispatch activity for March 2019:	Telephone calls - 2,440	911 Calls - 230	Window assists - 849
2018 Dispatch activity for March 2018:	Telephone calls - 2,503	911 Calls - 179	Window assists - 950

2019 Patrol activity for March 2019:	Calls for service – 1,259	Arrests - 82
2018 Patrol activity for March 2018:	Calls for service – 1,484	Arrests - 129

q. Discussion - Thank you letters - No discussion/action

- Thank you - Sergeant Hall and Officer Hansen
- Thank you Christmas for the Kids- Community Outreach Program
- Thank you Lake Geneva Food Pantry – Community Outreach Program

r. Items to be forwarded to City Council

Telecommunicator Pay grade/Community Service Officer

Activity reports

Retirement letters for Telecommunicator Barton and Telecommunicator Holwick

9. Fire Department Business

a. Approval of bills for the month of March 2019, operating in the amount of \$140,667.28, Equipment purchases in the amount of \$25,507.49, for a total of \$166,174.77

Horne motioned to approve the bills for the month of March 2019. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

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

Firefighter Springhorn was recognized as March's personnel spotlight, joining the department in 2016. He earned his AEMT while working for the LGFD and also earned his Firefighter 1 and 2, Fire Apparatus Engineer and Fire Officer 1 certifications. In 2017 he was awarded a lifesaving citation. He was recently hired full time as a police officer for the City of Lake Geneva Police Department. The Fire Department, along with Emergency Management, installed AED's in the public library and public works building. Chief Peters reviewed the notable calls for service and department calls numbers for the month of March.

e. Discussion/Action – Update on Vacant Fire Lieutenant Job Posting

Five candidates are still interested and qualified for the Fire Lieutenant position. The final step is the Chief interview.

f. Discussion – Update on Walworth County Fire/EMS Committee

Chief Peters gave a presentation on the Walworth County Fire/EMS committee and what the Committee has accomplished so far.

g. Discussion/Action – Station 1 air compressor replacement (from Equipment Replacement Fund)
Jordan motioned to approve the purchase of two air compressors and an air dryer in the amount of \$11,941.34. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

Four bids were received for replacement of the Station 1 air compressor. The air compressor went out at Station 2 as well. The department can purchase two compressors and one air dryer for the original budgeted price.

h. Discussion – Update on disposal of cardiac monitors
Twin Lakes Police Department was no longer interested in the cardiac monitors. Gateway is in the process of purchasing the cardiac monitors. Chief Peters stated that he will offer the monitors to surrounding counties and to departments within the State to see if anyone is interested.

i. Discussion/Action – Acceptance of resignation from FF/Paramedic Brent Schambow
Jordan motioned to accept letter of resignation from FF/Paramedic Schambow. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y, Jordan-Y. Motion carried 5-0.

j. Discussion - Thank you letters – No discussion/action

- FFT/EMT Krepelan
- Tom Earle, Director Public Works

k. Items to be forwarded to city council

EMS call summary

Monthly activity

Thank you notes

10. Agenda items for the next regular meeting May 9, 2019

Telecommunicator position

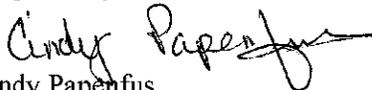
Community Service Officer position

Annual report

11. Adjourn

Connors motioned to adjourn the meeting. Jordan seconded. Motion carried 5-0 at 8:23 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

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, APRIL 9, 2019– 5:00PM
CITY HALL CONFERENCE ROOM 2A**

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

Chairperson Flower called the meeting to order at 5:00 p.m.

Roll Call

Director of Public Works Earle called the roll and noted that Flower, Proksa, Hedlund, Dunn, and Howell were present.

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

Charlene Klein 817 Wisconsin St; Thanked the Public Works Department for being proactive on cleaning out the drains before a large rainfall last spring. Spoke to possibly adding a kiosk to the boat launch.

Approve the regular Public Works Committee meeting minutes from March 12, 2019 as prepared and distributed
Motion by Proksa to approve, second by Hedlund. No discussion. Motion carried 5-0.

Director of Public Works Report

2019 Street Improvement/Paving Project

Director Earle stated that Kapur Engineering is still working to complete the survey and bids should be going out soon. No action.

Plowing/Snow Removal

Earle noted that this was a tough winter and he is very proud of his staff. He attended a county public works meeting and other municipalities were up 36% in their sand/salt usage. He commended his staff for using less sand/salt and still maintaining safe roads for the citizens. No action taken.

Brush Pickup

Earle announced that brush pickup is in full swing and started on April 1, 2019. No action taken.

Riviera Fountain

Earle noted that the fountain in front of the Riviera has suffered some vandalism. The Public Works department is working to fix the fountain. No action taken.

Request for Proposals for Janitorial Services

Earle explained that he and the Clerk were instructed to draft and post a request for proposals for janitorial services for the public bathrooms. The RFPs are due to the City Clerk on April 25, 2019. No action taken.

Disc Golf Bridges- Update from Ellena Engineering

Earle stated that he will be continuing to work with Ellena Engineering to look at the bridges in the Disc Golf park. No action taken.

Parking Manager Report

General Parking Update

Parking Manager Mullally noted that parking enforcement is in full operation. No action taken.

Request for Proposals for Parking Meter Kiosks

Mullally explained that she was developing a request for proposals for the new parking kiosks per the instruction of the City's purchasing policy. She outlined the request for proposals to be sent out and reviewed the specific details that she would like to see addressed. She noted that the City Clerk has a copy if the committee would like to review it. Skates noted that he has concerns with spending money on new technology that could be outdated in three to five years. Committee discussion included potentially hard wiring the kiosks instead of using solar power. No action taken.

Wayfinding App Options

Mullally explained the possibility of having real time app that would allow visitors to find available parking. She would like to conduct more research and bring this back for further committee discussion. No action taken.

Ride Share Pilot

Mullally stated that she would like to research an on-demand shuttle program that would help alleviate traffic downtown. She has spoken to the BID about implementing this and would like the support from the business owners to help fund the program. No action taken.

Discussion/Recommendation regarding payment of \$99,325.50 to Lakeside International for new Public Works Snow Plow Truck (Payment for Cab and Chassis Only)

Director Earle addressed the committee stating that this was already approved by the committee, but that Lakeside is looking for payment on the cab and chassis. The truck will still need to be retrofitted with the additional equipment.

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

Discussion/Recommendation regarding the creation of an Equipment Replacement Fund Request Form

Flower stated that she would like to see a form created that department heads could use to request for items to be added to the equipment replacement fund. She would also like to see this fund be updated to reflect the inflation of equipment costs. The committee directed City Staff to work on developing this form.

Future Agenda Items

- Alley and Sidewalk Repairs
- South Street Sidewalks (between Bonnie Brae and Lakeshore Drive)
- Manning Way Property
- 2019 Street Improvement/Paving Project

Adjourn

Motion by Howell to adjourn the meeting, second by Hedlund. Motion carried 5-0. The meeting adjourned at 6:18 p.m.

TOURISM COMMISSION MINUTES

WEDNESDAY, APRIL 10, 2019 – 4:00PM

ROOM 2A, CITY HALL

Committee Members: Chairperson, Tammie Carstensen, Vice-Chair, Andrew Fritz, Charlie Lorenzi, Brian Waspi Alderpersons: Rich Hedlund, Shari Straube

Meeting call to order by Chairman, Carstensen at 4:00 pm

Roll Call: Carstensen, Fritz, Lorenzi, Waspi Ald. Hedlund, & Ald. Straube Also present: Admin. Nord & Asst. City Clerk, Elder, Representatives from the BID, & VLG

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

None

Approval of the Tourism Commission minutes from March 13, 2019

Ald. Hedlund approved the March 13, 2019 minutes, second by Fritz. Motion carried 6-0.

Discussion/Recommendation change Tourism meeting time from 5:00 to 4:00 pm

Motion by Lorenzi to change the monthly Tourism Commission meeting from 5:00 pm to 4:00 pm, second by Ald. Hedlund. Motion carried 6-0.

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

Alyssa Delloro presented VLG marketing update, but didn't have number from STR report. Members asked if the email list was available for purchase, and requested for future presentation to see the change in engagement on social media and open rate/click through on emails.

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

Bridget Leech shared update on the Wine Walk – 400 Tickets Sold Out. Roger Brooks sub committees have started meeting, Movies on the Beach coming, and updated on pedestrian traffic.

Update from Stephanie Copsey (Independent Contractor for Tourism Commission) Meet at the Lake Promotional Activity Updated information on HelmsBriscoe program, presented quote on MATL logo design, and will meet with Nord regarding locating Cvent contact listing. Shared she spoke with VISIT MKE regarding upcoming DNC opportunities.

Motion by Lorenzi to approve \$625 on design for MATL logo and potential style guide conducted by Administrator or appointee, second by Waspi. Motion carried 6-0.

Update Room Tax Dollars Collected, Financials, current Budget & Disbursements

Administrator, Nord shared the current Room Tax Dollars collected and the Finance Balance Sheet from the Comptroller. Waspi requested that Admin. Nord check with Karen regarding revenues over expenses.

Update on Riviera Plans

Admin. Nord stated Mayor and Piers Committee will be wrapping up their input session regarding the Riviera. Members suggested inviting the Comptroller & Ald. Skates from Piers be invited to May Tourism meeting.

Discussion/Action on Tourism Promotion Grant Program and Requests:

- a. Star Parties by GLAS

Motion was amended by Ald. Hedlund to fund \$3,848 to the GLAS for their 4 events, second by Lorenzi. Motion carried 6-0.

Agenda items and next meeting date May 8, 2019 at 4:00 pm

- Allocating funds to the renovate Riviera
- Create an Ad for LG Regional News to let people know about Tourism Commission grants
- On Demand Mobility Program from Parking
- Ideation Lorenzi Think Tank???

Waspi motion to adjourn at 5:30 pm, second by Straube. Motion carried 6-0.

04/15/2019 4:00 pm

cc: Tourism Commissioners, Mayor, Administrator, Media

**PLAN COMMISSION MEETING
MONDAY, APRIL 15, 2019 – 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, Ted Horne, Michael Krajovic. Absent Sarah Hill, (Excused) Ann Esarco. Also Present: City Planner Slavney, City Attorney Draper, Building and Zoning Administrator Walling. Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the March 18th Plan Commission meeting as distributed.

Horne/ Krajovic motion to approve. Motion carried unanimously.

Commissioner Hill entered Council Chambers at 6:02 pm.

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: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, shared concerns for the procedure used to identify an agenda item which has been removed by the applicant prior to a Plan Commission Meeting as well as the correspondence received for removed items.

Acknowledgement of Correspondence. None.

Downtown Design Review

Application by Kat Davis, 1050 Cumberland Tr. Lake Geneva, for the request to install an on Building Sign and a Blade Sign to the exterior of the property, located at 231 Cook St., in the Business Central (BC) zoning district, Tax Key No. ZOP00253.

Applicant was not present. Zoning Administrator Walling stated all applicants are asked to attend the Plan Commission Meeting to present their request. Walling also said this application follows all color, height and size guidelines for the Downtown Design Overlay. Alderman Skates asked if there was a quality check for applicants installing their own signs. Commissioner Horne asked about the different material for each sign – one is metal and one is wood. Planner Slavney said metal signs are permitted and the signs do meet our requirements for Downtown Design.

Skates/Horne motion to approve the signs and include all staff recommendations.

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

Application by Comet Neon Inc., 1120 N. Ridge Ave. Lombard IL, 60148 for the request to install an on Building Sign and a Blade Sign to the exterior of the property, located at 899 W. Main St., in the Business Central (BC) zoning district, Tax Key No. ZOP00253.

Applicant was not present. Walling presented the request and said the signs follow all color, height and size guidelines for the Downtown Design Overlay.

Horne/Hill motion to approve the signs and include all staff recommendations.

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

Application by Dennis Dahl, 332 Cincinnati St., Spring Green, WI 53588, for the request to install an on Building Sign to the exterior of the property, located at 253 Center St., Suite 200, in the Business Central (BC) zoning district, Tax Key No. ZOP00283.

Applicant was not present. Walling presented the applicants request to repaint the sign for the jewelry store, stating it meets the Downtown Design requirements as a conforming sign in size and location.

Gibbs/ Krajovic motion to approve the sign and include all staff recommendations.
Roll Call: Hartz, Skates, Gibbs, Hill, Horne, Krajovic “yes.” Motion carried unanimously.

Application by Carolyn Sharpe, W7772-5A Wisconsin Pkwy, Delavan, WI, 53155, for the request to install an on Building Sign to the exterior of the property and the monument sign, located at 252 Center St., in the Business Central (BC) zoning district, Tax Key No. ZOP00258.

Carolyn Sharpe, W7772-5A Wisconsin Pkwy, Delavan, WI 53155, presented her request. Walling said the applicant provided 2 locations for an on-building sign and asked the Plan Commission to choose location. Commissioner Hill discussed the monument sign as well as the on-building sign. Slavney suggested the lower positioned, on-building sign would direct people to the lower level.

Skates/Gibbs motion to approve the monument sign and lower positioned, on-building sign and include all staff recommendations.

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

Application by Saverio & Elizabeth Spontella, 303 Town Center Blvd., Gilberts, IL 60136, for the request to install an on Building Sign to the exterior of the property, located at 270 Broad St., in the Business Central (BC) zoning district, Tax Key No. ZOP00244.

Elizabeth & Saverio Spontella, 303 Town Center Blvd, Gilberts, IL 60136, presented their request. Slavney said it meets all Downtown Design standards.

Hill/Horne motion to approve the sign and include all staff recommendations.

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

Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM for the applicant, Chestnut Acres LLC, Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, for the property Tax Key No. JG2500004 to create 4 buildable lots. The property is located at the north end of Williams Street and Hickory Lane in the Town of Geneva as identified on the certified survey map dated 7/6/2018 with revisions dated 3/18/19 for Tax Key No. JG2500004.

Paul Van Henkelum, surveyor at Cardinal Engineering, presented the revised request. Skates asked if there are road width requirements for Fire Department access if the applicant dedicates a road or asks to annex into the City of Lake Geneva. Van Henkelum stated this Certified Survey Map does not ask to dedicate a road or for annexation. Slavney said changes have been made to the CSM and are ready for the city’s approval. Mayor Hartz asked if the Town of Geneva has approved this CSM. Attorney Draper stated the CSM only has to be submitted, not approved, at this level. Van Henkelum added it has been submitted and will be on the Town agenda next week.

Krajovic/Horne motion to approve the (ETJ) CSM to create 4 buildable lots and all staff recommendations.

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

Review and Recommendation of a Certified Survey Map (CSM) for Fairwyn SB, Inc., 875 Townline Road, Unit 103, Lake Geneva, WI 53147, for 7-duplex lot separation(s) in the Planned Development zoning classification to create individual lots as identified on the certified survey dated 3/12/19 for several Tax Key Nos. in the Symphony Bay Development – Tax Key Nos. ZSB00500 thru ZSB00503 and ZSB00516 thru ZSB00518.

Applicant was not present. Slavney explained the process, its need for financing and how it is permitted by right. Hill asked for further clarification. Slavney stated the land area has already been platted but Zoning can’t pre-approve the lot pattern since the common wall location is determined when the foundation is poured. Walling concurred the process as a necessity for financing.

Skates/Gibbs motion to approve the CSM and all staff recommendations.

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

Public Hearing and Recommendation on an application for a General Development Plan (GDP) filed by Patrick & Rachel Lynch, 30715 Cedar Drive, Burlington, WI 53105, requesting to allow the razing and reconstruction of a new Single Family Home and to rebuild the structure closer to the lakeshore than the existing foundation. This request in addition would allow the new structure to be in-line with the neighboring dwellings. The property is located at 940 Maytag Rd., situated in Estate Residential (ER- 1) zoning district and to utilize the Single Family – 4 (SR-4) setbacks, Tax Key No. ZCE00005.

Jason Bernard, Lake Geneva Architects, on behalf of Patrick & Rachel Lynch, presented their request. Slavney said the submittal is complete and recognized the home is located much further back than homes on either side. Hill concurred. Krajovic asked for clarification on the environmental lakefront protection. Slavney stated the lakefront details which include DNR recommendations for native lakeshore habitat shall be addressed in the Precise Implementation Plan.

Speaker #1: Diane Wayne, 886 Maytag Road, asked about the height and placement of the house and how it will impact those homes behind it. Walling stated the mean elevation for this home will be 34.3' and City of Lake Geneva Zoning allows a maximum median elevation of 35'. Hartz clarified the term median elevation.

Speaker #2: John Swork, of DDCA Architects, Crystal Lake, IL, on behalf of Judy & Jerry Somers, 930 Maytag Road, shared the Somers suggestions.

Speaker #3: Dick Malmin, N1991 S Lake Shore Drive, shared his concerns regarding setbacks, water run-off and removing trees.

Commissioner Hill left Council Chambers at 7:14 pm.

Commissioner Hill entered Council Chambers at 7:16 pm.

Krajovic asked what percentage of property could be impervious. Slavney clarified 50% impervious surface is allowed and Hartz said this home would have 45.5% impervious surface.

Hill/Gibbs motion to close the Public Hearing. Motion carried unanimously.

Hill/Gibbs motion to approve the GDP and all staff recommendations and fact finding in the affirmative.

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

Continuation of the Public Hearing and Recommendation on an application for the Conditional Use Permit (CUP) filed by House Around the Corner LLC., 3389 South Shore Dr., Delavan, WI 53115, requesting a (CUP) to Raze or Remove the existing building located at 832 Geneva Street, Lake Geneva, WI 53147, located in Central Business (CB) zoning district, Tax Key No. ZOP00252.

Applicant has requested to continue the Public Hearing.

Hartz/Skates motion to continue the Public Hearing to the **May?** Plan Commission meeting. Motion carried unanimously. **We have no plans for this project & the deadline has passed.**

The Plan Commission discussed the procedure to place items on the Plan Commission agenda when a project has been continued by the request of the applicant.

Continuation of the Public Hearing and Recommendation on an application for the General Development Plan (GDP) filed by House Around the Corner LLC., 3389 South Shore Dr., Delavan, WI 53115, requesting a Planned Development to construct a 5600 square foot commercial building at 832 Geneva Street, Lake Geneva, WI 53147, located in Central Business (CB) zoning district, Tax Key No. ZOP00252.

Applicant has requested to continue the Public Hearing.

Horne/Gibbs motion to continue the Public Hearing to the **May?** Plan Commission meeting. Motion carried unanimously. **We have no plans for this project & the deadline has passed.**

Continuation of the Public Hearing and Recommendation on an application for the Conditional Use Permit (CUP) filed by Lake Geneva Plaza, LLC., W3323 Lake Forest Lane, Lake Geneva, WI 53147, requesting a (CUP) to construct a Gas Station; Carwash; Convenience Store; & Restaurant located at 190 E. Main St, Lake Geneva, WI 53147, located in Planned Business (PB) zoning district, Tax Key No. ZA370600001.

Applicant has requested to continue the Public Hearing.

Hartz/Skates motion to continue the Public Hearing to the **June?** Plan Commission meeting. Motion carried unanimously. **We have no plans for this project – I just received the Council’s laundry list today.**

Adjournment. Hill/Skates motion to adjourn at 7:48 p.m. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE **NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION**

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, APRIL 16, 2019 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A**

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

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

Roll Call:

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

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

Janet Uhing 3273 Lockwood Blvd; Spoke in opposition of the rules for the City slips, buoys, and kayak rental.

Mary Jo Fesenmaier; 1085 S Lakeshore Dr; Spoke in favor of having a second vision session for the Comprehensive Plan. She would like to see an update on the condition of the beach of the after the Ice Castle. She inquired if the committee could address why the Harbormaster isn't reviewing the leases and facilitating the payments.

Bridget Leech N3202 Highland Dr; Spoke in regards to the Oktoberfest Permit Application and noted that the parking lots on Geneva Street will be open for customers.

Jim Davis 615 S Lake Shore Dr; Spoke in opposition of the rules for the City slips, buoys, and kayak rental.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of April 2, 2019, as prepared and distributed

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

Licenses & Permits

2019-2020 Original & Renewal Operator License applications filed by various applicants as listed in packet

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

Discussion/Recommendation regarding an Event Permit Application filed by the Downtown Business Improvement District for the event of Lake Geneva Oktoberfest to be held October 12, 2019 and October 13, 2019 from 5:00 a.m. to 8:00 p.m. at the 200 Block of Broad Street, half of the 700 and 800 Block of Geneva Street along with Flat Iron Park

Motion by Proksa to approve, second by Skates. Hedlund spoke in opposition of closing Geneva Street due to the potential of confusion. Motion carried 5-0.

Discussion/Recommendation regarding an application for a Class "B" Fermented Malt Beverage License and a "Class C" Wine License filed by Tristan Crist Magic Theatre, LLC d/b/a Tristan Crist Magic Theatre, Agent, Tristan Christ located at 100 N. Edwards Blvd, Lake Geneva, WI

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

Discussion/Recommendation regarding a Carriage Company License Application filed by Live Horse Entertainment, Agent Richard Costa, to operate a horse drawn carriage in the downtown area of Lake Geneva

Motion by Proksa to approve contingent upon approval of the Police Department with the alternative route, second by Howell. Proksa stated that she is very excited to have the horses coming through town. She questioned if Hwy 50 was the most suitable for the horses have been on. Skates questioned if there would be another option that doesn't include Hwy 50.

Motion by Proksa to suspend the rules to allow Richard Costa to speak, second by Skates.

Mr. Costa offered an alternative route that he had sent to the Police Department. Hedlund spoke in regards to where the horses were going to be staged and the potential of impeding traffic. Skates noted that the carriage will be heading west on Hwy 50 from Delaney Mercantile and he would like to see this come back after labor day. Motion carried 5-0.

Discussion/Recommendation regarding payment of \$99,325.50 to Lakeside International for new Public Works Snow Plow Truck (Payment for Cab and Chassis Only)

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

Discussion/Recommendation regarding **Resolution 19-R31** amending the City of Lake Geneva Fee Schedule to add Event Permit Fees

Motion by Hedlund to approve, second by Skates. Clerk Kropf explained that with the previous approval of the special event permit policy there were several fees that could be removed. This was just cleaning up the resolution. Motion carried 5-0.

Discussion/Recommendation regarding **Ordinance 19-04** an ordinance creating Section 6-84, Division 4, of Article II, Licenses, of Chapter 6, Alcohol Beverages, of the Municipal Code of the City of Lake Geneva; Relating to the Issuance of Operator Licenses to serve or sell alcohol

Motion by Proksa to approve, second by Halverson. Clerk Kropf explained that currently the City does not have an ordinance regarding operator licenses and that this would allow for a two-year renewal. Motion carried 5-0.

Discussion/Recommendation regarding **Ordinance 19-05** an ordinance amending Chapter 18, Businesses, Article X, Massage Establishments, Section 18-402 Application, Section 18-404 Investigation and Fee and repealing Sections 18-426 through 18-428 as it relates to Massage Technician Permits

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

Discussion and possible recommendation regarding Boat Slip, Buoy, and Kayak Rental Issues including City's established rules

Motion by Halverson to approve, second by Proksa.

Motion carried 5-0.

Discussion/Recommendation regarding City of Lake Geneva Current Cycle of Accounts Payable and Bill Payment Process

Finance Director Hall stated explained the current process of approval of the payables. She would like to see that the bills be approved for payments after the Finance, Licensing, and Regulation Committee meeting. This would eliminate the need for Council approval. She reiterated that the City Auditors were in favor of the change. She asked that this be approved so the Attorney can draft an ordinance for Council approval.

Motion by Skates to direct staff to write the ordinance to implement that the Finance, Licensing, and Regulation Committee have final approval of the City payables, second by Halverson. Motion carried 5-0.

Monthly Treasurer's Report and March Budget vs. Actual Report

Finance Director Hall reviewed the March Budget versus Actual Budget. No action.

Presentation of Accounts

Prepaid Bills in the amount of \$50,411.38

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

Regular Bills in the amount of \$191,135.81

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

Adjournment

Motion by Hedlund to adjourn second by Skates. Motion carried 5-0. The meeting adjourned at 6:58 p.m.

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

WEDNESDAY, APRIL 17, 2019– 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 by Chairman Skates 6:10 pm (Meeting was moved from Room 2A to Second Floor Police Training Room at City Hall due to an overflow audience in attendance).

Roll Call: Chairperson Doug Skates, John Halverson, Rich Hedlund, and Tim Dunn

Excused absence; Shari Straube. Also present: Administrator Nord and various other city staff

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

Janet Ewing (no address provided) requested to be placed on the next Committee agenda to address the topic of her boat slip.

Two individual members of the public listed below spoke to express their support of installing a gate at the west end pier; John Walker, 540 Franklin and Todd Krause, 1112 Wisconsin Street.

Dick Malmin, 1991 S. Lakeshore Drive asked the city's support to combat the starry stonewort issue in Geneva Lake.

Brian Olson, no address stated, expressed his support for the installation of a gate at the pier.

Charlene Klein, 817 Wisconsin Street spoke on the upcoming Riviera building project. She noted that the Riviera previously had spires in the four exterior corners of the building with flags on top and would like to see that reinstalled as part of restoration. Also requested the city be open and upfront concerning how the Riviera project will be paid for.

Daryl VanHorn, 1025 Timothy spoke in support of a gate on the pier but also suggested not securing the gate if additional security patrols were placed on the pier.

Tom Ross, 542 Maxwell Street expressed his support for a gate at the pier

Sarah Hill, 1024 George Street expressed her opposition to a gate on the pier. She also read off specific points contained within the existing contract for boat slip renters and noted that all rules are not currently being followed. Hill stated that this is a public pier and that it should be accessible to everyone.

Casey Schiche, no address given, disputed the claims made by Sarah Hill during her comments and expressed support for a gate on the pier.

Harbor Master Report

Chairman Skates reported that hours for the 2019 Beach season have been set. Administrator Nord reported that the current Harbormaster has submitted a letter giving notice of his retirement beginning May 26, 2019.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
WEDNESDAY, APRIL 17, 2019– 5:30PM
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

Discussion / Recommendation regarding installing a security gate at the West End Pier location or possible other security alternatives

Public Works Department staff member Neal Waswo presented information to the coming concerning the installation of a gate as well as the associated costs. Waswo stated that the total estimated cost would be around \$8,470.

Police Lt. Ed Gritzner answered various questions from the committee and also stated there are already cameras in place in the vicinity of the pier. Gritzner also reported that the Department may be using Community Service Officers (CSOs) to help increase patrols on the pier. In response to a question, Gritzner stated that installation of two additional cameras in the area would run between five and seven thousand dollars.

Each member of the committee expressed their thoughts and additional input was taken from the audience in attendance. It was the general consensus of the committee that the City should pursue less expensive security options for the 2019 season. These options include installing regulatory signs on the pier, use of CSOs, encourage slip renters to report issues to the police so as to keep more accurate incident records. Mr. Waswo was directed to research the cost of installing a non-locking, wooden gate at the pier and provide the information at the next meeting where this would be discussed.

Chairman Skates moved to forward this discussion to the next Finance, Licensing and Regulation Committee meeting. Alderman Halverson seconded the motion. Motion carried 4-0.

Discussion regarding Starry Stonewort eradication progress

Chairman Skates provided an update on efforts currently underway. It is expected that dredging will be completed by Memorial Day. Skates further reported that just today, the City had received a draft agreement from the Geneva Lake Environmental Agency that was sent to several area governments for review and action.

Discussion/Update regarding Riviera Restoration Project Community Input

Chairman Skates reported that the public input portion of the Riviera project is concluding shortly. Community input will be forwarded to MSI for their review and analysis. It is hoped that discussion on the public input can be held at the next committee meeting. Skates further suggested that, in May, the committee begin identifying participants for a June workshop to map out next steps for the Riviera project.

Discussion / Recommendation regarding environmental investigation related to the Riviera Restoration Project.

Dave Luterbach and Jay Craig introduced Adam Wolfe who has been added to the MSI / Riviera team. Luterbach also reported the RFP was nearly ready to go and would send to the City to review one more time before releasing it. Some discussion as to the need for a pre-bid walk through of the project area.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
WEDNESDAY, APRIL 17, 2019– 5:30PM
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

Discussion/Recommendation regarding underwater pier inspection and possible request for proposals

Luterback also reported the RFP was nearly ready to go and would send to the City to review one more time before releasing it. It was stated by the committee that the responses to the two RFPs will go to the Finance, Licenses & Regulation Committee for review and discussion.

Future Agenda Items:

The Committee identified the following items for inclusion on next month's agenda:

- Beach Hours
- Petition / request by Janet Ewing
- Discussion of a new Foot washing station near the beach
- As well as continuing various items from this month's agenda

Ald. Hedlund motioned to adjourn at 7:23 pm, second by Dunn. Motion carried 4-0.

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday April 17, 2019 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by Lyon at 4:05pm

Roll Call - Members present: Dennis Lyon, Mayor Hartz, Ann Esarco, Rich Hedlund, Cindy Flower & Dave Nord **Absent:** Mark Johnson

Staff in attendance: Josh Gajewski & Jo Busch

Public in attendance: Eric Thompson & Greg Gunderson of MSA Professional Services, and two other 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 March 20, 2019 as prepared and distributed
Hedlund/Esarco motion to approve. Passed 6-0.

Acknowledgement of Correspondence

Gajewski stated that he had received correspondence from T-Mobile and it would be discussed during closed session.

Financials Update

Gajewski reviewed the financials through March 2019 and explained the slightly different presentation format.
Flower/Esarco motion to approve the March financials. Passed 6-0.

Approval of the March Bills

Hedlund/Flower motion to approve the March bills. Passed 6-0.

Directors Report

Gajewski reviewed the submitted Directors report including, the cross-connection program scheduled to start next week, interviews for a water operator on April 22nd, the possibility of a simplified rate case in December of 2019, the PSC report submittal, water main updates on Warren Street & Sage Street and the desire for staff training on our Sensus software.

Presentation of the Capacity Analysis and Master Planning Study (CAMP) by MSA Professional Services

Eric Thompson & Greg Gunderson of MSA Professional Services gave a presentation of the Capacity Analysis and Master Planning Study. Their presentation included an overview of the sanitary sewer system & the modeling, the issues that they found within the system, and how the current system is expected to perform with the addition of planned development in the City.

Review of current Utility Commission Purchasing Policy

Gajewski presented the current purchasing policy which is based on the City's policy and explained that the City is currently in the midst of revising theirs. It was decided that the best course of action would be to wait until the City's revised policy is finished and has been approved, and then adapt it to suit the Utility where needed. No action taken.

Discussion/Action regarding upcoming rehabilitation work for Well #4

Gajewski reported that Well 4 is due for rehabilitation. When looking back through the file he discovered that in 2007 Well 4 had been found to have the same problem that we have just fixed in Well 3. Discussion followed. It was felt that we should obtain multiple quotes for the upcoming rehabilitation work as drafted. No action taken.

Discussion/Action regarding Warren Street water main extension & Kapur Task Order #17

Gajewski explained the problems with the way we currently supply water to Warren Street between Dodge and North. He would like to run a new main with a hydrant at the end and have the four existing services attached to the new main. Kapur has quoted to perform the design work as well as manage the bidding and construction process. At this time Gajewski would like to proceed with just the survey and design portion of the task order.

Flower/Hartz motion to approve Warren Street water main extension and Kapur task order #17. Passed 6-0.

Hedlund/Flower 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 or bargaining reasons require a closed session specifically, T-Mobile license agreements and include all commissioners, utility staff and city staff.

Motion carried on a roll call vote 6-0. The Commission convened into closed session at 5:47pm.

Flower/Hartz 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 6-0. The Commission convened into open session at 5:55pm.

No action taken.

Adjourn

Hartz/Flower motion to adjourn at 5:55pm. Passed 6-0.

/s/ Jo Busch, Office Manager

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



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Board of Trustees Meeting

Thursday, April 18, 2019, 8:00 am

Smith Meeting Room, Lake Geneva Public Library

Board president Oppenlander called the meeting to order at 7:59 am. In attendance: Oppenlander, Kundert, Lyon, Gelzer, Henningfeld, Dinan, Halverson. Excused: Kersten, Brookes. Also in attendance: Library Director Kornak.

No public comments.

Lyon/Kundert motion to approve the previous meeting minutes. Motion passed unanimously.

Kornak introduced architect Greg Baum of FEH Architects. Baum reviewed his firm's experience working with public libraries on renovation projects and gave an overview of the processes involved in the pre-design phase leading up to a capital campaign and answered questions about scope and costs.

Finance committee chair Kundert reviewed the committee recommendation to approve March invoices. Lyon/Kundert motion to approved. Passed unanimously. Kundert updated the board on the status of the Camosy quote (update and additional information requested; landscaping quote from Northwind Perennial Farm requested) and Kornak will provide updated information at the next meeting. Voyager meeting on investments will be scheduled for April 30 at 1pm at the Voyager offices.

President's report: no written correspondence received. Oppenlander informed the board that he attended a Williams Bay library board meeting recently.

Kornak reviewed library usage statistics and strategic plan initiatives in March. Circulation and door count were both higher than usual, indicating a successful month of programs and patron visits. Door count was at summer month level, higher than March each of the previous 2 years. Visitors continue to sign up for new library cards. A Restaurant Week tie-in event is being planned for Saturday, June 8.

Oppenlander/Lyon motion to request the City of Lake Geneva amend the downtown sign ordinance as it applies to the library to reduce the display delay from 60 seconds to 15 seconds. Motion passed unanimously.

Future board meetings starting in May will shift to late afternoon/evenings to accommodate the schedules of incoming trustees. May 2019's finance committee will take place at 4:30 pm and the board's annual meeting at 5:00 pm, with the May regular board meeting at 5:30 pm.

Halverson updated the library board on City of Lake Geneva initiatives to streamline internal procedures for staff at City Hall and update public policies/procedures.



LAKE GENEVA PUBLIC LIBRARY

Kundert reported on the upcoming Beachside Authorfest for the Friends of the Library and the annual meeting featuring speaker Sam Weller on April 30 at 6:30pm.

Oppenlander updated the board on the library Foundation's work and by-laws.

The library board thanked Scott Gelzer for his work and contributions to the board over the past two years.

Gelzer/Lyon motion to adjourn at 9:22 am. Motion passed unanimously.

Next meeting: Thursday, May 9, 5:00 pm in the Smith Meeting Room, Lake Geneva Public Library - Annual Meeting

Thursday, May 9, 5:30 pm in the Smith Meeting Room - regular board of trustees meeting.

AVIAN (BIRD) COMMITTEE

MONDAY, APRIL 22, 2019 - 5:00 PM

CITY HALL, CONFERENCE ROOM 2A

Chair Proksa called the meeting to order at 5:00 pm

Roll Call: Present: Selena Proksa, Sarah McConnell, Carol Zimmermann. Excused: Jill Rodriguez, Beverly Leonard, Karen Gallo. Also present: Volunteer Toni Vogel

Approval of minutes from March 25, 2019 meeting as distributed

Motion by Zimmermann, second by McConnell, Motion unanimously approved

Comments from the public limited to 5 minutes – no comments

Discussion/Update of Purple Martin Interpretive Sign Placement and Order

McConnell has received the sign. She will work with Neil in Public Works to get the sign installed. Placement of the sign has been set – on the lake side of lake path sidewalk – in front of the library.

Discussion/Update on Avian Education Project

Zimmermann provided an update (attached).

World Migratory Bird Day Celebration (Bird Fair) is **May 7, 9:00 to 11:30** am at the Parish Hall at St. Francis de Sales (Main Street)

Chair Proksa has agreed to be a judge. She also agreed to recognize each student and hand out certificates of participation at 11:00 am. McConnell, Rodriguez, Vogel, and Zimmermann have committed to staff the event. Zimmermann will email other committee members to ask them to staff.

The City Council will recognize two winners on Monday, May 13, 6:00 pm at City Hall.

Zimmermann will write talking points for Chair Proksa and the mayor. She will create a PowerPoint presentation. Chair Proksa will brief the Council and Mayor and let the City Clerk know that Zimmermann will come early to help setup the computer for the presentation.

Discussion/Update Tuesday @ 2 Program at Lake Geneva Museum on 05/14/19

Rodriguez is the lead. Zimmermann is creating a Committee overview presentation.

Working title: The City of Lake Geneva Avian Committee: Birds Downtown and Around Town

Working outline: Rodriguez – intro

Zimmermann – Committee work overview

Rodriguez - June & July library programs

McConnell – Swift Night Out program in September

Rodriguez – volunteer sign up and wrap up

Discussion of Purple Martin Houses

We are having issues with the houses dropping. Cables appear to be coming loose from the crank assembly. These are the new – and much thicker – cables. McConnell has been in touch with Neil and the Public Works folks to find a solution so houses can be raised and lowered easily and safely.

Two new volunteers were trained and a shared folder is set up to enhance communication.

Discussion of Tourism/Library Programs

The two programs scheduled at the Library are:

Purple Martin Tiny Houses, Tuesday June 18, 2019 6:30 pm, Lake Geneva Public Library

Volunteer Toni Vogel has recruited David Drake, Extension Wildlife Professor at UW. There was additional discussion of the need to have his presentation tie in nicely to the publicity that is already out there and to see if vendors of Purple Martin houses and gourds would bring examples for the presentation.

Note: (below is the language Rodriguez forwarded and we are using to publicize the event)

Join the Lake Geneva Avian Committee and the Lake Geneva Public Library for a special family event. Learn about Purple Martins, a migratory bird that makes the Geneva Lake area their home each summer, and how volunteers are managing the new houses along the lakeshore to give the birds safe and comfortable "homes". Experts will share their knowledge of the various kinds of houses, and how best to attract your own Martin families. Youth ages 6-12 will have a hands-on experience during the presentation.

Wednesday June 19 10:00 am

The next morning a walking tour along Library Park will be hands on, as Purple Martin experts will demonstrate how the houses work, including viewing the nests and perhaps even some baby birds. This program is supported by the Lake Geneva Tourism Commission.

Purple Martin House Hunters, At Tuesday July 23, 2019 6:30 pm, Lake Geneva Public Library

Volunteer Toni Vogel has recruited Belinda Abendsch from the Burlington Garden Center to present.

Note: (below is the language Rodriguez forwarded and we are using to publicize the event)

The Lake Geneva Avian Committee and the Lake Geneva Public Library are presenting the second in a series of family-oriented programs to encourage Midwesterners to enjoy the benefits and natural beauty of inviting Purple Martins into your neighborhoods. Learn about checking nests, participating in the Purple Martin Association bird banding project and more. Learn from a local expert and author how to Birdscape your property to attract and support local birds.

Wednesday July 24 10:00 am

The next morning a walking tour along Library Park will be hands on, as Purple Martin experts will demonstrate how the houses work, including viewing the nests and perhaps even some baby birds. This program is supported by the City of Lake Geneva Tourism Commission

Future Agenda Items

Purple Martin Houses

Library Programs and tourism grant

Swift Night Out (also tied to tourism grant)

Volunteer recruitment

Budget review

Adjourned

Carol Zimmermann moved and McConnell seconded

Motion approved unanimously

Adjourn 5:36 pm

**OAK HILL CEMETERY BOARD MINUTES
TUESDAY, APRIL 23, 2019
LAKE GENEVA, CITY HALL, CONFERENCE ROOM 2A**

Chairman Read called the meeting to order at 4:00 p.m.

Roll Call:

Present: Clarence Read, Ken Howell, Arleen Krohn and Maureen Allenstein

Absent: Coryn Commare (Excused)

Others Present: Administrator Dave Nord

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

None

Approval of Cemetery Board Minutes from November 14, 2018

Motion by Howell to approve the minutes of November 14, 2018, second by Krohn. Motion carried 4-0

Discussion / Recommendation regarding Oak Hill Cemetery Septic System Maintenance Issues and potential funding.

The Board had a discussion concerning the proposed sanitary sewer extension into Oak Hill Cemetery as well as the cost associated with the various options. Members made suggestions as to how to finance the project, including uncommitted funds of the city, possible financing (loan). Discussion also included possibly discontinuing the current computer mapping of the cemetery.

Allenstein so moved to recommend extending sewer to the northern building (excluding the maintenance building on the north west side of the cemetery). Krohn seconded the motion. Motion carried 4-0

Date and Agenda items for next meeting

- Wednesday, May 14, 2019 at 4 p.m.
- Status report on the Computerized mapping of the cemetery,
- Update on sanitary sewer extension
- Ordering and planting of trees.

Adjournment

Motion by Read to adjourn the meeting, Seconded by Howell. Motion carried 4-0. The meeting adjourned at 4:22 p.m.