



COMMITTEE OF THE WHOLE
MONDAY, OCTOBER 5, 2020 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

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

AGENDA

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

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

1. Council President Hedlund calls the meeting to order
2. Pledge of Allegiance – Ald. Dunn
3. Roll Call
4. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
5. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderperson Howell
 - b. Personnel Committee, Alderperson Hedlund
 - c. Public Works Committee, Alderperson Flower
 - d. Piers, Harbors, & Lakefront Committee, Alderperson Yunker
6. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since



the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

- a. Utility Commission, Alderperson Flower
- b. Tree Board, Alderperson Halverson
- c. Police & Fire Commission, Alderperson Yunker
- d. Plan Commission, Alderperson Dunn
- e. Board of Park Commissioners, Alderperson Fesenmaier
- f. Library Board, Alderperson Halverson
- g. Historic Preservation Commission, Alderperson Dunn
- h. Cemetery Board, Alderperson Howell
- i. Avian Committee, Alderperson Flower
- j. Tourism Commission, Alderpersons Hedlund & Fesenmaier
- k. Riviera Ad Hoc Restoration Committee, Alderperson Fesenmaier
- l. Communications Ad Hoc Committee, Alderperson, Fesenmaier

7. **COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

- a. VISIT Lake Geneva, Alderperson Straube
- b. Geneva Lake Museum, Alderperson Dunn
- c. Lake Geneva Economic Development Corporation, Alderpersons Hedlund & Howell
- d. Geneva Lake Environmental Agency, Alderperson Fesenmaier
- e. Geneva Lakes Family YMCA, Alderperson Flower
- f. Geneva Lake Use Committee, Alderperson Dunn
- g. Business Improvement District, Alderperson Straube

8. Adjourn

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

cc: Aldermen, Mayor, Administrator, Attorney, Media

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

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

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

Roll Call

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

Absent: None

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

Elizabeth Krause; 513 Broad St; Spoke in opposition of a proposed mask ordinance. She asked the committee to stay out of the politics of requiring people to wear masks.

Dave Wingate; Flat Iron Tap; Spoke in regards to the outdoor seating area proposed to the Public Works Committee. He addressed some of the questions that were brought up during the Public Works meeting and noted that he is eager to work with the City to accomplish this.

Andrew Packy; Flat Iron Tap Attorney; Spoke in favor of the proposed outdoor area for Flat Iron Tap and would be available for any questions.

Matthew Wuset; Spoke in opposition of the proposed mask ordinance.

Fred Gahl; Spoke in favor of increasing the Riviera Rental rates by 40%.

Andrea and James Harris- Spoke in opposition of a proposed mask ordinance.

Barbara Lord; Spoke in favor of a proposed mask ordinance.

Elizabeth Tumas; Spoke in opposition of a proposed mask ordinance.

Jeffrey and Beverly Leonard; Spoke in opposition of a proposed mask ordinance.

Carol Warner; Spoke in favor of a proposed mask ordinance.

Christine Cilio; Spoke in favor of a proposed mask ordinance.

Daniel Green; Spoke in favor of a proposed mask ordinance.

Donna Peyer; Spoke in opposition of a proposed mask ordinance.

Doug Jackson; Spoke in opposition of a proposed mask ordinance.

Georgianna Kleiman; Spoke in favor of a proposed mask ordinance.

Irene Anderson; Spoke in opposition of a proposed mask ordinance.

James Lord, Sr; Spoke in favor of a proposed mask ordinance.

Jamie Mennicke; Spoke in favor of a proposed mask ordinance.

Jay Kleiman; Spoke in favor of a proposed mask ordinance.

Jennifer Klug; Spoke in favor of a proposed mask ordinance.

Jocelyn Arnold; Spoke in favor of a proposed mask ordinance.

John Bryant; Spoke in opposition of a proposed mask ordinance.

Joseph Schnering; Spoke in opposition of a proposed mask ordinance.

Julie Maher; Spoke in favor of a proposed mask ordinance.

Karen Bainbridge; Spoke in favor of a proposed mask ordinance.

Kassie McOmber; Spoke in favor of a proposed mask ordinance.

Kathy Jackson; Spoke in opposition of a proposed mask ordinance.

Kelsey Hartland; Spoke in favor of a proposed mask ordinance.

Kim George; Spoke in favor of a proposed mask ordinance.

L.Bates; Spoke in favor of a proposed mask ordinance.

Lindsey Hayes; Spoke in favor of a proposed mask ordinance.

Mary Ring; Spoke in favor of a proposed mask ordinance.

Neal Aspinall; Spoke in opposition of a proposed mask ordinance.

Phil Janeteas; Spoke in favor of a proposed mask ordinance.

Sarah Hardison; Spoke in opposition of a proposed mask ordinance.

Sarah Hill; Spoke in favor of a proposed mask ordinance with concerns of its enforcement.

Sherry Fettig; Spoke in opposition of a proposed mask ordinance.

Tori Pollack; Spoke in favor of a proposed mask ordinance.

Ximen Morales- Spoke in favor of a proposed mask ordinance.

Fran Homan- Spoke in favor of a proposed mask ordinance.

Lauren Humphreys; Spoke in favor of a proposed mask ordinance.

Mason DuMez; Spoke in favor of a proposed mask ordinance.

Michele Peetz; Spoke in favor of a proposed mask ordinance.

Approve the minutes of the July 7, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

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

Licenses & Permits

Discussion/Recommendation regarding a Temporary Operator License Renewal for Robert McCormick, Jr for the event of Fall Festival to take place on September 27, 2020

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

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

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

Discussion/Recommendation regarding pay request #6 (final) to MSI General for work completed for the Riviera Restoration project in an amount not to exceed \$139,209.50

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

Discussion/Recommendation regarding awarding bid for the 2020 Street Improvement project, along with the additional bids for work to be completed on the four additional bids as outlined in bid notice, to Payne & Dolan in an amount not to exceed \$612,605.28

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

Discussion/Recommendation on disallowance of claim filed by Christopher Bastek for alleged damage caused by a loose manhole cover on Conant Street on May 16, 2020, pursuant to Wis. Stat. 893.80(1g)

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

Discussion/Recommendation regarding outdoor seating proposal request filed by Flat Iron Tap (Public Works referred to the Finance, Licensing, and Regulation Committee without recommendation on July 14, 2020)

Hedlund stated that he has concerns with the parking stalls near the proposed area. Fesenmaier added that the Public Works Committee has concerns if the property would be leased or purchased by the applicant.

Motion by Fesenmaier to continue, second by Halverson. Motion carried 5-0.

Discussion/recommendation regarding a policy regarding publication notice of available Reserve "Class B" Intoxicating Liquor Licenses

Hedlund stated concerns with, how the policy is written currently, that a notice would be published weekly and that would be costly to the City. Clerk Kropf noted that she would add Class I notice language, which would mean that it would only be published once.

Motion by Hedlund to amend the policy to include the Class I notice language, second by Fesenmaier. Motion carried 5-0.

Discussion/Possible Recommendation regarding increasing the Riviera Ballroom rental rates

Motion by Yunker to approve the increase of the rental rates of 40%, no second was offered. Hedlund questioned why this wasn't discussed at the Piers, Harbors, and Lakefront Committee and why the Ad Hoc Riviera Restoration committee was making such a recommendation.

Motion by Halverson to refer to the Piers, Harbors, and Lakefront Committee, second by Hedlund. Fesenmaier stated that this issue was referred to this committee as this is an issue of financials. Motion failed 2-3, with Yunker, Fesenmaier, Halverson voting no.

Motion by Fesenmaier to continue, second by Halverson. Fesenmaier would like more information including the fee schedule. Hedlund would like more information as well. Motion carried 5-0.

Discussion/Possible Recommendation regarding parking regulations along Wrigley Drive from the municipal boat launch south to Baker Street

Harbormaster Frame cited issues with parking and stopping in this area. She added that these issues are backing up the boat launch and creating a lot of congestion.

Motion by Fesenmaier to direct the City Administrator to draft an ordinance and bring back to the committee for discussion, second by Hedlund. Motion carried 5-0.

Discussion/Possible Recommendation regarding Municipal Code Section 82-1 related to Control of Weeds and Grasses

This item was identified as not ready for discussion. No action taken.

Discussion regarding City of Lake Geneva Estimated Revenue Losses

Finance Director Hall reviewed the estimated revenue losses thus far. She noted that the beach revenue and parking are looking very healthy, however due to COVID-19 the Riviera Ballroom revenues have declined. She stated that the City is behind on Building Permits from last year, but that is due to the revenue budget increase from 2019 to 2020. No action taken.

Discussion regarding June Treasurer's Report & Budget versus Actual

Finance Director Hall reviewed the budget versus actual report for June. She added that some of the room tax for June had not yet been collected and that the large payment to MSI General for Riviera work had an effect on the bottom line. She also stated that she has been tracking COVID-19 related and qualified expenses separately; these costs are also being turned into the Cares Act Grant for payment. No action taken.

Discussion/Possible Recommendation regarding:

-A Resolution urging the Walworth County Board and Walworth County Health & Human Services Department to develop stricter guidelines related to the COVID-19 pandemic

-An Ordinance requiring face masks or face coverings to be worn within the City of Lake Geneva

-Working with VISIT Lake Geneva to place large traffic signs on Highway 50 & Edwards Blvd indicating/promoting face masks/coverings and other COVID-19 best practices

Committee decided to discuss all three agenda items at the same time. Attorney Draper noted that the committee could discuss a potential mask ordinance, but that if they wanted to move forward they would need to be specific in the language.

Lt. Ed Gritzner addressed the committee regarding the Police Department's concerns with the implementation of a mask ordinance. They are concerns with the Department being inundated with phone calls.

Motion by Fesenmaier to direct the City Administrator to draft a letter on behalf of the Council to be sent to the Walworth County Board and Walworth County Health and Human Services Department to develop stricter guidelines as it pertains to the COVID-19 pandemic, second by Halverson. Motion carried 5-0.

Motion by Fesenmaier that the staff work with VISIT Lake Geneva to have signs placed in the City regarding wearing face masks/coverings and social distancing, second by Halverson. Motion carried 5-0.

Fesenmaier stated that she and Alderperson Halverson have placed a mask ordinance discussion on the Council agenda.

Motion by Fesenmaier to continue the discussion of an ordinance requiring face masks/face coverings to be worn within the City without recommendation, second by Halverson. Motion carried 5-0.

Presentation of Accounts

Prepaid Bills in the amount of \$ 58,433.50

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

Regular Bills in the amount of \$110,090.37

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

Adjournment

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 7:58 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, AUGUST 4, 2020 – 6:00 PM
CITY HALL, COUNCIL CHAMBERS

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

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

Roll Call

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

Absent: None

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

Fred Gahl; 661 S Lake Shore Dr; Spoke in favor of the rate increase for the Riviera Ballroom for non-residents.

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

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

Licenses & Permits

Discussion/Recommendation regarding a Tier I Event Permit filed by Lakeland Community Church for the event of Worship in the Park to be held July 4, 2021 from 7:00 a.m. to 1:00 p.m. located in Flat Iron Park

Motion by Hedlund to approve, second by Halverson. Fesenmaier noted that the Chief had concerns with approving the permit so far out. Motion carried 5-0.

Discussion/Recommendation regarding an Agent Change for 1111 N Edwards Blvd d/b/a Fairfield Inn & Suites, 1111 N Edwards Blvd, to Jill Gaulke

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

Discussion/Recommendation regarding an Agent Change for Harbor Shores Hotel Management d/b/a Harbor Shores Hotel, 300 Wrigley Dr, to Shelley Strohm

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

Discussion/Recommendation regarding **Resolution 20-R56** a resolution authorizing the write off of 2017-2018 delinquent personal property taxes in the amount of \$5,146.89 deemed uncollectible

Motion by Hedlund to approve, second by Halverson. Hedlund stated that he has concerns with businesses not paying the tax even with the business still being currently open. Finance Director Hall stated that if the businesses do not pay those taxes we do have the ability to charge them back. This means that all of the taxing jurisdictions pay the City their portion. Motion by Fesenmaier to amend that the Finance Director to remove Body Logic, Certified Auto body, and Thrivent Financial and send to collections, no second was offered. Motion failed.

Original motion carried 5-0.

Discussion/Possible Recommendation regarding increasing the Riviera Ballroom rental rates

Motion by Yunker to approve, second by Howell. Hedlund stated that he would like more information regarding this matter. He feels that the Ad Hoc Committee should be focusing on fundraising versus just raising the fees. Mayor Klein stated that the Riviera has been booked in 2022 and that the City should be looking ahead on this. Hedlund Motion by Fesenmaier to suspend discussion until the end of the end of the agenda until the Events Director can join the meeting, second by Halverson. Motion carried 5-0.

Stephanie Copsey, the Events Director for the Riviera left the meeting. The committee agreed to continue the conversation when she was able to return.

Discussion/Possible Recommendation regarding parking regulations along Wrigley Drive from the municipal boat launch south to Baker Street

Director of Public Works Earle stated that he has concerns with having the designated crosswalk and urged that there be a designated loading zone for the fuel trucks for Marina Bay. Committee discussion continued about the various options for traffic control and parking near the boat launch.

Hedlund cited that he would like to see this resolved soon as we are on time table. Earle stated that he would be painting the curb and putting up signs.

Motion by Hedlund to approve the diagram that shows the loading zone and to give the authority to enforce to the Parking Enforcement, second by Halverson. Motion carried 3-2, with Fesenmaier and Yunker voting no.

Discussion/Possible Recommendation regarding increasing the Riviera Ballroom rental rates continued

Stephanie Copesey, the Events Director for the Riviera addressed the committee regarding the potential fee increase. She felt that the increase for weddings in the peak season would be fairly competitive. Copesey stated that she would be willing to explore what a rate increase would look like, but doesn't want to discourage bookings moving forward.

Copesey indicated that there isn't enough evidence to support a 40% increase without further investigation and would not want to deter any bookings based on this price increase.

Motion by Fesenmaier to continue to the next FLR for discussion with a moratorium on booking, second by Halverson.

Motion by Howell to allow Fred Gahl to speak, second by Yunker.

Fred Gahl addressed the committee and urged that an increase be seriously considered. He cited concerns with being able to be competitive with other venues. Motion carried 4-1, with Hedlund voting no.

Discussion/Possible Recommendation regarding parking concerns/issues on Conant Street

Alderperson Flower stated that this was discussed at the last Public Works meeting and that there have been issues with parking and pedestrians walking down that street. Hedlund stated that the road is very narrow and it doesn't have sidewalks currently.

Motion by Hedlund to restrict parking from Badger Lane to Marshall Street, on both sides, second by Halverson. Motion carried 5-0.

Discussion regarding City of Lake Geneva 2021 Budget Goals and Timeline

Finance Director Hall reviewed the potential schedule for the upcoming budget process. She also stated that she needs the Committee's/Alderperson's goals for the 2021 Budget by August 12. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of \$160,366.16

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

Regular Bills in the amount of \$181,301.68

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

Adjournment

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 7:16 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, AUGUST 18, 2020 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS**

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

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

Roll Call

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

Absent: None

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

Dana Trilla; 412 Third St, Walworth; Spoke in favor of approving the issuance of the Reserve “Class B” Intoxicating License to Barrique Bistro & Wine Bar.

Jim Strauss; N1517 Meadow Ridge Cir; Spoke in favor of approving the issuance of the Reserve “Class B” Intoxicating License to Barrique Bistro & Wine Bar.

Approve the minutes of the August 4, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

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

Licenses & Permits

Discussion/Recommendation regarding a Public Assembly Permit filed by Religious Ministry for the event of Sunday Service in the Park to be held every Sunday for the remainder of the summer 2020 from 10:30 a.m. to 12:00 p.m. located in Seminary Park (Police Chief Rasmussen is seeking Committee/Council approval as applicant is requesting use of the Park for every Sunday and is requesting the use of amplified sound)

Motion by Fesenmaier to deny, second by Howell. Fesenmaier stated that it was inappropriate to not have specific dates and to allow amplified sound. Motion carried 5-0.

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

Motion by Hedlund to approve, second by Yunker. Hedlund stated that he is in favor of approving this as the City has another license available to issue. Motion carried 5-0.

Discussion/Recommendation regarding setting Trick or Treating date and time for 2020 (2019 Trick or Treating was held Sunday, October 27, 2019 Noon to 4:00 p.m.)

Motion by Howell to set Trick or Treating on Saturday, October 31, 2020 Noon to 4:00 p.m., second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding the Veteran’s Park Rental Agreement and correlating fee schedule

Motion by Howell to allow Chad Bittner to address the committee, second by Hedlund. Motion carried 5-0.

Chad Bittner addressed the committee regarding the fee schedule for Veteran’s Park. He would like the new fee rental agreement disbanded and that the agreement that was developed by the YMCA be reinstated.

Motion by Fesenmaier to refer to Council without recommendation, second by Hedlund. Motion carried 4-0.

Discussion/Possible Recommendation regarding increasing the Riviera Ballroom rental rates

Motion by Yunker to approve, no second offered.

Motion by Fesenmaier to accept the rental rate increase for non-residents as specified by memo in packet; second by Yunker. Hedlund stated that he is concerned with the increase of rates as he doesn't want to discourage people from booking. Mayor Klein stated that the Riviera is very different from the other venues and holds the grandeur. Hedlund stated that he has issues with increasing the rates because when you compare the Riviera to the other venues, it is the other venues that offer more, such as parking, for the same cost.

Motion carried 4-1, with Hedlund voting no.

Discussion regarding the July Treasurer's Report and Budget versus Actual

Finance Director Hall reviewed the July Treasurer's report. She added that overall the budget is at 58%, which is right on track. No action taken.

Discussion regarding August Estimated Revenue Losses

Finance Director Hall reviewed the estimated revenue losses and noted that the beach is generating more revenue than anticipated and that her overall analysis of potential losses is not what was predicted at first. No action taken.

Discussion regarding City of Lake Geneva 2021 Budget Goals and Timeline

The committee discussed the 2021 budget goals and timelines. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of \$ 64,225.71

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

Regular Bills in the amount of \$165,875.66

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

Adjournment

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:40 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, SEPTEMBER 1, 2020 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

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

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

Roll Call

Present: Howell, Halverson, Yunker, Fesenmaier, Hedlund

Absent: None

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

None

Approve the minutes of the August 18, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

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

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class “B” / Class B” Retailer’s License for St. Francis De Sales Church Fall Irish Fest, to be held September 27, 2020, located at 148 W. Main St., Lake Geneva, WI

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

Discussion/Possible Recommendation hotel room tax rate increase

Motion by Howell to continue, second by Hedlund. Fesenmaier asked that maybe the Premier Resort Area Tax be explored as well. Motion carried 5-0.

Discussion/Recommendation regarding renewal of Workers’ Compensation and Property & Liability Insurance with R & R Insurance Services, Inc.

Motion by Howell to allow Paul Lessila to address the Committee, second by Hedlund. Motion carried 5-0.

Paul Lessila with LWMMI addresses the committee regarding the City’s insurance policy and he noted that the City’s premium has decreased by approximately \$7,000. He added that 2019 was the second lowest year in the City’s history of worker’s compensation payout since 2006. Lessila noted that the cyber security quote is still being calculated at this time and is currently out for bid.

Motion by Hedlund to renew the policy, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding payment of invoices related to replacement of two-inch water service at the Library building.

Utility Director Gajewski addressed the committee regarding the replacements that were made to the water service. The Library Board met and decided that the City should ultimately pay for this expenditure.

Motion by Hedlund to approve that the City pay for half of the total expenses of this replacement to be paid from contingency, second by Yunker.

Discussion/Recommendation Peller Assessment due in October 2020

Motion by Howell to continue, second by Yunker. Fesenmaier would like TID closing document. Motion carried 5-0.

Discussion/Recommendation Planning Commission Training Program in the amount of \$7,350

Mayor Klein addressed the committee regarding this request for Plan Commission training. She noted that this would be the request of the Plan Commissioners. This training would be a general overview and specific to Lake Geneva. This

would be an archived document that can be used by commissioners for years to come. Additional funds are being requested to come from the contingency fund.

Motion by Hedlund to deny, no second was offered. Flower wondered if this should be in the 2021 budget versus having this come from contingency. Fesenmaier stated that she would like to see other Planning firms explored for this service.

Motion by Howell to add this item to the budget for 2021 and to receive bids, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R62** authorizing the use of \$12,020 in Capital Projects unspent fund balance for the construction of a police storage building

City Administrator Nord addressed the committee regarding this item, He noted that the budget number came from a contractor that ultimately did not bid.

Motion by Yunker to approve, second by Halverson. Finance Director Hall noted that Capital Projects are estimates and that the bid was increased due to the increase cost in lumber. Motion carried 5-0.

Discussion/Recommendation regarding awarding the bid for the Police Department Storage Building to Gilbank Construction in an amount not to exceed \$181,000

Motion by Howell to approve, second by Yunker. Kropf noted that this was bid out and approved by the Police & Fire Commission. Motion carried 5-0.

Presentation of Accounts

Prepaid Bills in the amount of \$ 25,501.82

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

Regular Bills in the amount of \$ 92,840.71

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

Adjournment

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:06 p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, JULY 14, 2020 4:30 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

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

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

Roll Call

Present :Flower, Halverson, and Fesenmaier

Absent: Dunn and Hedlund

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

Brian Wagner, 301 Townline RD; Spoke in

Approve the regular Public Works Committee meeting minutes from June 9, 2020 as prepared and distributed
Motion by Fesenmaier to approve the minutes, second by Flower. No discussion.

Hedlund joined the meeting at 4:36 p.m.

Motion carried 3-0.

Director of Public Works Report

Public Works Director Earle noted that the department was extremely busy over the Fourth of July weekend and that he had extra staff to help with the beach operations. He also added that there was a lot of garbage that needed to be collected as well.

Earle added that he is waiting for the build on the new snow plow and that should be done sometime in August. No action taken.

Parking Manager Report

Parking Manager, Elder gave an overview of the parking operations to date. He noted that the parking app is gaining popularity in that it's revenue generated from June 2019 compared to June 2020 has more than doubled. Elder stated that the revenue is at about 25% for the year and that expenses are sitting at about 33%. He indicated that 8% of the parking revenue is coming from the park mobile app. No action taken.

Discussion/Recommendation regarding outdoor seating proposal request filed by Flat Iron Tap

Public Works Director Earle stated that he did obtain the utilities locates for this property and that the utilities have been identified as private. Flower stated that the proposed plan is in the packet and would allow for an outdoor seating area. Parking Manager Elder stated that the parking spots over there would need to be labeled as compact cars only. Hedlund stated that he thinks it's a great idea, however he worries about there being enough room for the parking. Flower expressed some concerns with allowing a business to build on the City property especially with a transformer in that area.

Motion by Flower to refer to the Finance, Licensing, and Regulation Committee without recommendation, second by Halverson. Hedlund added that he isn't against this idea and likes how the proposal looks; however he worries about the functionality of the alley. Flower would like this to be reviewed by the Attorney. Motion carried 4-0.

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

Earle stated that this had been postponed since March and was asked to bring this payment back to committee in August.

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

Discussion/Recommendation regarding pay request #6 (final) to MSI General for work completed for the Riviera Restoration project in an amount not to exceed \$139,209.50

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

Discussion/Recommendation regarding potential placement of garbage receptacles within Maple Park

Fesenmaier noted that there had been complaints about the garbage in the Maple Park district. Earle stated that he has concerns about placing garbage cans in a residential area in the aspect of being able to maintain the cans and that doing this would set a precedent. Fesenmaier stated that this neighborhood is different as it is immediately adjacent to the downtown and it has a lot more foot traffic. Mayor Klein noted that she would like there to be cans placed on Wisconsin Street within this district. Flower stated that she would like to see a garbage can on the corner of Cook Street and Geneva Street as it was in the past. Earle stated that he is having a hard time procuring garbage cans at this point. No action taken.

Discussion/Recommendation regarding awarding bid for the 2020 Street Improvement project

Motion by Hedlund to approve awarding the base bid and an additional four bids to Payne & Dolan, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding 2021 Street Improvement Project

Greg Governatori stated that the HSIP grant for this project is near complete and will be submitted in mid-August. He added that he is working with the Police Department to investigate the crash history of that area. He added that the proposed changes in that area could reduce crashes by about 50% and improve visibility. Flower stated that she would like a list of dates for the deadlines regarding special assessments for the next meeting. Governatori stated that a median extension is being considered on Edwards Blvd to help with the traffic abatement near the Home Depot entrance. No action taken.

Discussion regarding 2022 Street Improvement Project as it relates to Townline Rd and Snake Rd Improvements

Governatori reviewed the road ratings map within the packet. Fesenmaier noted that she had received several more comment related to concerns with Townline Rd. Those issues included speeding and intersection at Cumberland Trail. Fesenmaier noted that she would like to see some kind of speed control placed on that road and maybe the placement of a roundabout at the intersection of Townline Rd and Edwards Blvd. Flower stated that she wouldn't want this on the agenda every month, but rather discuss it during the time that the road is placed within the street improvement project, based on its rating. Fesenmaier stated that she wouldn't necessarily like to wait on some of the issues and that it should be included on the agenda for an update only. Flower stated concerns with keeping this on month to month and that she would strongly encourage the Chief to set up some radar.

Flower explained that she had driven in Snake Road and had some concerns with the ditches and drainage on that road. Earle stated that he doesn't have a plan for this area, but he suggested that maybe the ditches could be filled in to help with this problem. Governatori noted that this road has already been included in the 2022 Street Improvement Projects. No action taken.

Discussion regarding potential parking issues on Conant Street

Flower stated that she had received complaints from citizens on Platt Ave regarding parking issues and that there is not sidewalk on Conant Street. Issues include the fact that the road may be too narrow to accommodate parking and safe pedestrian travel. Hedlund would like to see the parking restricted on this street and that may be a short term solution until a sidewalk analysis can be completed. The committee noted that they would like to see this issue on the next Finance agenda. No action taken.

Discussion regarding Native Plantings

Flower would like to identify locations City wide for areas for native plantings. The Avian Committee had thought that the area in front of museum may be a good area. She added that this may be a good conversation to have with the Park Board and research fundraising options. No action taken.

Future Agenda Items

- Townline Rd
- Parking on Conant Street
- 2021 Street Improvement Project
- Maple Park Garbage Cans

Adjourn

Motion by Hedlund to adjourn, second by Halverson. Motion carried 4-0. The meeting adjourned at 6:18 p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES

MONDAY, AUGUST 24, 2020 4:00 P.M.

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

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

Chairperson Flower called the meeting to order at 4:02 p.m.

Roll Call

Present: Flower, Fesenmaier, Hedlund, Halverson

Absent: Dunn

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

None

Approve the regular Public Works Committee meeting minutes from July 14, 2020 as prepared and distributed
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Director of Public Works Report

Director of Public Works Earle stated that the City had minimal damage from the storm that came through a couple weeks ago. He added that all equipment is working well and he is using his new ventrac purchase to aid in the storm clean up. He added that the brush pickup will start up in early October and they are working on an electronic device drop off. He stated that he has been working on his Capital Improvement plan which will include improvements at the tennis courts in Dunn Field and a new roof for the main shop of the Public Works. No action taken.

Parking Manager Report

Parking Manager Elder noted that there was some storm related damage within the parking department, but that all equipment was working well. Elder then reviewed the parking department's budget and revenue thus far. No action taken.

Discussion/Update regarding the 2020 Street Improvement Project

Earle stated that the preconstruction meeting will be occurring soon. City Engineer Greg Governatori explained that the project is slated to start September 9. Flower inquired about how the public was to be notified regarding any utility work. Flower further directed staff to work on developing a policy regarding public notification of road/utility work. Governatori added that there are several alleys on the 2020 program that require only partial repair, but that there still on there. No action taken.

Discussion/Recommendation regarding 2021 Street Improvement Project; including Plans, Schedule, and possible Special Assessments for Sidewalks

Governatori stated that survey is done and the plans are coming along well. He added that there will be grant possibility for the work to be completed in 2021. Earle stated that the WI DOT had approached him about using Edwards Blvd use a Highway 12 detour for resurfacing. Earle stated that he will not let them reroute through the City but will continue to work with them moving forward. Governatori also reviewed the possible special assessment process and Flower expressed the desire to send this concept for discussion to the Council.

Motion by Flower to refer the discussion topic of a Special Assessment related to the 2021 Street Improvement Program, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding a Center Street crosswalk

Flower stated that there had been concerns with the accessibility of this crosswalk. These crosswalk was put in temporarily due to the 2019 Venetian Fest, but it still remains. Now there are questions about its legal validity due to parking stalls blocking portions of the crosswalk. Chief Rasmussen has concerns with the crosswalk being there as far as signaling and congestion. Flower would like this continued until next month and would ask that the Parking Manager determine how many spaces would be lost be permanent installation. She would also like to explore the pros and cons of a permanent installation versus a temporary installation.

Motion by Flower to continue, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding replacement of the south White River Bridge Crossing in the Disc Golf Course
Flower noted that this replacement was approved by the Park Board at their last meeting. This would be the southernmost bridge to be replaced and that the last time one was replaced it cost about \$60,000 with design and construction. The replacement of this bridge would maybe cost more if it is determined that the bridge needs to accommodate a vehicle. Earle stated that this bridge may not need as much work as it is not located within a wetland.

Motion by Flower to move forward with the design and construction to replace bridge #5 along with removing bridge #2 & #4, second by Hedlund. Motion carried 4-0.

Discussion/Recommendation regarding 2021 Department of Public Works Budgets

Earle reviewed his proposed budget and certain things that he has added for 2021. The biggest request that he has for his 2021 budget is addition of staff. Fesenmaier stated that she would like to see budgeted items related to Townline Road. Flower stated that she would like to see an additional \$20,000 in the capital for patching. Earle reiterated that with the requests of increased programs he will need to seriously evaluate adding more staff to facilitate. No action taken.

Discussion/Recommendation regarding possible placement of a traffic signal at Edwards Blvd and Bloomfield Road

Flower noted that there is an emergency services agreement that was approved in March 2020. She said that the agreement is vague and that there are lingering questions that need to be answered. She would like input from the departments and where the remaining funds would come from to pay for the signal. Flower would like the City Administrator to explore if the City would need to annex that property to that the Police Department could issue tickets and she asked the Administrator to identify some possible funding options. Fesenmaier asked that Edwards Blvd and Townline be explored too.

Future Agenda Items

Center Street Crosswalk
2021 Budget- Street Patching
Edwards Blvd Detour
Special Assessments for the 2021 Street Improvement Project
Edwards Blvd/Bloomfield Rd Signal
Edwards Blvd/Townline Rd Signal
Policy regarding Utilities within Street Improvement project

Adjourn

Motion by Halverson to adjourn, second by Fesenmaier. Motion carried 4-0. The meeting adjourned at 5:36 p.m.

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

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

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

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

Staff in Attendance – Gajewski & Busch

Members of the Public in attendance – Dave Maccoux of Clifton, Larsen Allen LLP

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 July 15, 2020 as prepared and distributed
Hedlund/Binn motion to approve. Passed unanimously.

Acknowledgement of Correspondence

None

Approval of July Financials

Gajewski presented the July financials.

Hedlund/Esarco motion to approve. Passed unanimously.

Approval of the July 2020 Bills

Esarco/Klein motion to approve the bills. Passed unanimously.

Directors Report

Gajewski reviewed the submitted Directors report.

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

Gajewski gave a recap of the discussion at last month's meeting and went over the information that had been requested at that time. The number of delinquent accounts in 2020 does not vastly differ from those in 2019. Discussion followed. In line with the PSC's order, we have not been applying late fees or disconnecting services for non-payment. With the update to the ruling from the PSC Gajewski is recommending that we begin to apply late fees to the sewer portion of bills beginning in September and commence disconnections from September 1st, 2020. Late fees on the water portion of the bills would begin after the tax roll process is complete in November as our software is not

capable of eliminating the required date range from the calculations as required by the PSC for water.

Hedlund/Binn motion to approve the recommendations of the Utility Director with regard to resuming late fees and disconnections.

Passed 6-1. Flower voted No.

Presentation of 2019 Financial Audit by Dave Maccoux – Clifton Larson Allen LLP

Maccoux presented the 2019 financial audit of both the water utility and the sanitary sewer utility and went over the management communications as presented in the packet.

Binn/Lyon motion to approve the 2019 Financial Audit. Passed unanimously.

Discussion/Action on suburban sewer service application from Anna Balucka at Town of Linn tax parcel IPV 00001 – W2573 South St.

Gajewski presented the request and the reasons behind it. Discussion followed.

Esarco/Hedlund motion to deny the request for suburban sewer service from Town of Linn resident Anna Balucka at tax parcel IPV00001. Passed unanimously.

Discussion/Action on the acceptance of the municipal water supply facility improvements associated with the development at 1150 – 1156 Wells Street

Gajewski explained the improvements that have been made as part of the redevelopment of this property which are now complete. He is recommending acceptance of the improvements.

Klein/Hedlund motion to accept the improvements associated with the development at 1150-1156 Wells St as outlined. Passed unanimously.

Discussion/Action on Pay Request #2 by Pittsburg Tank & Tower Co., Inc. for work completed on the Dodge Tower Raising and Coating Project – Bid #1 in an amount not to exceed \$120,128.26.

This project is ongoing and Gajewski said that one more pay request is expected after this.

Engineering has reviewed and recommended approval of this payment.

Hedlund/Lyon motion to approve pay request #2 by Pittsburg Tank & Tower for work completed on the Dodge Tower Raising & Coating Project in an amount not to exceed \$120,128.26. Passed unanimously.

Discussion/Action on proposal from LW Allen for the replacement of SCADA equipment for the wastewater treatment plant.

Gajewski gave an overview of the equipment at the wastewater plant that was damaged in the storm. He went over the breakdown of the proposal and the costs involved and explained why this is important for continuity of operations. Discussion followed.

Esarco/Flower motion to approve the LW Allen proposal with a not to exceed amount of \$89,377. 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 proposal for environmental services provided by SCS Engineers.

Motion passed unanimously on a roll call vote. The Commission convened into closed session at 4:58pm.

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

Motion passed on a roll call vote 6-1 with Flower voting no. The Commission returned to open session at 5:11pm.

Hedlund/Lyon motion to direct staff to contract with SCS Engineers for services as discussed in closed session. Passed 6-1. Flower voted no.

Adjourn

Hedlund/Binn motion to adjourn at 5:14pm. Passed unanimously.

/s/ Jo Busch, Office Manager

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



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, JULY 9, 2020 – 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS

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

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

1. Call Meeting to Order
The meeting was called to order by Commissioner Connors at 6:01 p.m.
2. Pledge of Allegiance
The Pledge of Allegiance was led by Police and Fire Liaison Yunker
3. Roll Call
Commissioners Connors and Condos appeared in person. Commissioners Horne and Saul appeared remotely. Commissioner Pollard was excused. Police Chief Rasmussen, Fire Chief Peters and Administrative Assistant Papenfus were also present in person. Police Lieutenants Gritzner and Way appeared remotely.
4. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items.
Comments will be limited to 5 minutes - NONE
5. Acknowledge Correspondence - NONE
6. City Council Report – Police and Fire Liaison Yunker had nothing to report
7. Discussion/Action – PFC meeting dates
Mayor Klein would like to reorganize the meeting dates to the same nights as other meetings to help with cleaning the facility and consolidate the schedule. Mayor Klein proposed that the PFC meet on the first Tuesday of the month. Both Chiefs expressed concern over accurate reports and bills being paid on a timely basis. It was also suggested to move the PFC meeting to the second Tuesday of the month. Horne expressed concern over properly cleaning the facility between meetings. After some discussion, the commission members agreed that the meeting date should not be changed. Mayor Klein will recommend to the City Council that the PFC meetings remain at the original scheduled time.
8. Approval of the Regular Meeting Minutes of June 4, 2020
Horne motioned to approve the regular meeting minutes of June 4, 2020. Condos seconded. Motion carried 4-0.
9. Police Department Business
 - a. Approval of bills for the month of June 2020, operating in the amount of \$288,725.78, Equipment purchases in the amount of \$0, for a total of \$288,725.78
Horne motioned to approve the bills for the month of June 2020. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y and Condos-Y. Motion carried 4-0.
Chief Rasmussen stated the IT budget is over because of the security breach at the beginning of the year, but the overall budget is under budget at this time. Equipment maintenance is higher at this time but there have been several larger repairs on vehicles. We have been using the older vehicles because the new squad cards have not yet been received. Condos asked if we had received a quote for plating on the doors. Chief Rasmussen advised that the plating was not an option for the PD last year due to the change in body style of the vehicle and cost.
 - b. Discussion/Action – Accept resignation of Part Time Officer Benjamin Posanski
Horne motioned to accept the resignation of Part Time Officer Benjamin Posanski. Connors seconded. Motion carried 4-0.

c. Discussion/Action – Telecommunicator hiring update

Chief Rasmussen advised that we received seven applications for the new positions. Testing will be done on July 18, 2020 and interviews will be held the first week of August.

d. Discussion/Action – Capital projects

Chief Rasmussen noted that the building project was delayed for awhile but the Comptroller felt that it would be ok to go ahead with the project in the fall. The lowest bid was \$34,000.00 over the originally budgeted price; however, the department will be able to obtain funds from other areas. The Alarm Monitoring capital project in the budget for \$22,600.00 will not be done due to the recommendations of City Attorney Draper. The building project will be readdressed in the fall.

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

Chief Rasmussen advised that there have been a few marches in the city and they have all been peaceful. The Fourth of July was busy but there were no major incidents.

f. Discussion – Chief’s Top Monthly Incidents- No discussion.

g. Discussion – Monthly activity reports – No discussion

2020 Dispatch activity for June 2020:	Telephone calls – 3,932	911 calls - 385	Window assists – 809
2019 Dispatch activity for June 2019:	Telephone calls – 2,970	911 calls - 314	Window assists – 1,010
2020 Patrol activity for June 2020:	Calls for Service – 2,077	Arrests – 234	
2019 Patrol activity for June 2019:	Calls for Service – 2,006	Arrests – 87	

h. Discussion –Thank you from Eastview Elementary School/Principal Erin Zigler for Bus Parade – No discussion

i. Items to be forwarded to City Council

Expenditures, Chief’s top five monthly reports and monthly activity reports

10. Fire Department Business

a. Approval of bills for the month of June 2020, operating in the amount of \$110,008.67, Equipment purchases in the amount of \$945.33, for a total of \$110,954.00

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

b. Discussion – EMS Medical Billing-May/Stark Medical Billing – No discussion/action

c. Discussion – EMS Call Summary – No discussion/Action

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

Chief Peters reviewed the monthly report. The Personnel spotlight was for Firefighter/Paramedic Harlaub, who began working for the department July 2019. He also is an EMS Lieutenant with the Town of Delavan Fire Department and is a member of the Flight for Life team. Lt. Rhonda Baumann and FF/AEMT Jennifer Petkoff completed their paramedic course. Chief Peters also highlighted the department’s anniversaries, including Captain Ryan Derrick for 20 years of service and Captain Mark Moller Gunderson for 25 years of service. Some of the other highlights included community and department events and notable calls.

e. Discussion/Action – COVID 19 Update

Chief Peters noted that there 730 cases of COVID in Walworth County with 13% being asymptomatic and one hospitalization. Hospitalizations are down. The department continues to sanitize and remain healthy.

f. Discussion/Action – Shared Services Agreement

Chief Peters discussed the shared services agreement between the City of Lake Geneva, Town of Linn and Town of Lyons fire departments. The agreement will be sent to the commissioners and discussed next month.

g. Discussion/Action – Acceptance of Lexipol Policy

- 712 – UV Irradiation Process for Decontamination and Reuse of N95 Facemasks

Connors motioned to accept Lexipol Policy 712 – UV Irradiation Process for Decontamination and Reuse of N95 facemasks. Condos seconded. Motioned carried 4-0.

h. Discussion/Action - 2019 Annual Report

Horne motioned to accept the 2019 annual report. Saul seconded. Motion carried 4-0.

Chief Peters reviewed the annual report. Connors advised that the report was well done.

i. Discussion/Action – Approval hiring of:

- EMT Samantha Porter
- Firefighter/Paramedic Eric Epstein

Connors motioned to accept the hiring of EMT Samantha Porter and FF/Paramedic Eric Epstein pending background and medical exams. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.

j. Discussion/Action – Accept letter of resignations

- Assistant Chief Patrick Heindl
- Firefighter/Paramedic/RN Peter Lechner

j1. Condos motioned to accept the letter of resignation for Assistant Chief Heindl. Saul seconded. Motion carried 4-0. Connors thanked Assistant Chief Heindl for his service.

j2. Horne motioned to accept resignation of Firefighter/Paramedic/RN Peter Lechner. Saul seconded. Motion carried 4-0.

k. Discussion – Review and Update Organizational Chart

Chief Peters advised that he will be setting up a departmental committee to review and update the organizational chart. There have been many changes since the last one was completed.

l. Discussion/Action - Thank you Notes – No discussion/action

- Erin Zigler-Eastview bus parade
- John Graves/Russell Anderson
- Mara Bittner
- Family of Bob Meyerhofer
- John Graves

m. Items to be forwarded to City Council

Expenditures

EMS medical billing/Stark medical billing

Monthly report, Annual report

Thank you notes

11. Adjourn

Saul motioned to adjourn the meeting. Connors seconded. Motion carried 4-0. Meeting adjourned at 6:54 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





City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY, AUGUST 6, 2020 – 6:00 P.M.

CITY HALL, COUNCIL CHAMBERS

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

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 Lieutenant Way.

3. Roll Call

Commissioners Connors, Condos, Pollard and Saul appeared in person. Commissioner Horne appeared remotely. Police and Fire Liaison Yunker, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, and Administrative Assistant Papenfus were also in present in person.

4. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes - NONE

5. Acknowledge Correspondence - NONE

6. City Council Report – Police and Fire Liaison Yunker had nothing to report

7. Approval of the Regular Meeting Minutes of July 9, 2020

Connors motioned to approve the regular meeting minutes of July 9, 2020. Saul seconded. Motion carried 5-0.

8. Fire Department Business

a. Approval of bills for the month of July 2020, operating in the amount of \$88,619.84, Equipment purchases in the amount of \$(1,199.73), for a total of \$87,420.11

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

Chief Peters stated revenues and expenses were both at 50%. Condos asked where the rescue calls were compared to last year. Chief Peters stated that currently the department is down approximately 100 calls from last year.

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

c. Discussion – EMS Call Summary – No discussion/action

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

Chief Peters reviewed the July monthly report. Paramedic/Emergency Physician Mitch Sheley was the personnel spotlight for the month of July. He began his service in November 2019 and was originally an EMT in the Chicago area. He is currently employed as an Emergency Room and MD1 physician. Chief Peters reviewed department anniversaries, notable calls and turn out times.

e. Discussion/Action – Shared Services Agreement

Connors motioned to continue the Share Service Agreement to next month. Pollard seconded. Motion carried 5-0.

Chief Peters asked that the Shared Services Agreement be continued to next month. Chief Peters is working with Town of Lyons on their part of the agreement.

f. Discussion/Action – Accept letter of resignation from Tyler TerHark
Condos motioned to accept letter of resignation of Tyler TerHark. Connors seconded. Motion carried 5-0.

g. Discussion/Action – Accept \$300.00 donation from Lake Como Beach Property Owner’s Association
Connors motioned to accept \$300.00 donation from Lake Como Beach Property Owner’s Association. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

h. Discussion - Thank you Notes - No discussion/action

- Betty Stuffers
- Rylee Olsen
- St. Francis de Sales Parish & Human Concerns Committee
- Whitewater Fire Department

i. Items to be forwarded to City Council

Expenditures, monthly report, donation and thank you notes

9. Police Department Business

a. Approval of bills for the month of July 2020, operating in the amount of \$302,946.55, Equipment purchases in the amount of \$0, for a total of \$302,946.55

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

Chief Rasmussen stated that IT services are over budget, but part time salaries are down.

b. Discussion/Action – Confirmation of full time/part time Telecommunicator hiring list

Connors motioned to confirm the full time/part time Telecommunicator hiring list for six months. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen stated that testing and interviews were done and three candidates were qualified for the position. Chief Peters will be meeting with the candidates first; however, Chief Rasmussen would like to hire one full time and one part time Telecommunicator and asked to begin the background checks.

c. Discussion/Action – Accept letter of resignation from Officer Kara Richardson

Connors motioned to accept the letter of resignation from Officer Richardson with regret and thanks. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen advised that Officer Richardson made a career move to go to the Sheriff’s Office as a detective and it was a great career move for her. Chief Rasmussen advised that Officer Richardson will be missed.

d. Discussion/Action – Accept letter of resignation from Detective Joseph Ecklund

Condos motioned to accept the letter from Detective Joseph Ecklund with regret and thanks. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Chief Rasmussen advised that Detective Ecklund resigned after 14 years of service for personal reasons and was an outstanding detective.

Condos expressed his thanks to both Officer Richardson and Detective Ecklund for their years of dedicated service.

e. Discussion/Action – Community Service Officer (CSO) hiring

Connors motioned to establish a hiring list for Community Service Officer. Pollard seconded. Motion carried 5-0.

Chief Rasmussen requested to hire two more Community Service Officers (CSO). Chief Rasmussen stated that the program has worked well this summer and the Department has had a good response from businesses and visitors.

Condos felt that the community service officer program was a great idea and has worked well for the community.

f. Discussion/Action – 2020 Capital Projects (Joint storage building with Fire Department)

Saul motioned to accept and award the bid to Gilbank Construction for the storage building for the Police/Fire Department. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Lieutenant Gritzner presented updated information regarding the joint storage building for the Police/Fire Department. Bids were put out June 5, 2020, and the police department received four quotes from various

construction companies. The quotes were much higher than the original projected cost. The Alarm Monitoring project, which was also a capital project in 2020, has been abandoned so the \$22,600.00 intended for that project will be used for the building to offset the difference. In speaking with City Administrator Nord the project has been approved to move forward and the City will be able to make up the remaining \$12,020.00 difference. Saul felt that the building quote from Gilbank Construction seemed reasonable given the type of building that is being constructed.

g. Discussion/Action – 2020/2021 Capital and Operating Budgets

A budget workshop meeting was set up for August 26, 2020 at 5:00 p.m. Chief Rasmussen stated there would not be many changes for the operating budget. The union contract was set with regard to raises, a 2-3% raise would be added for civilian employees, and Chief Rasmussen will be requesting to hire an additional full time Telecommunicator. Lieutenant Gritzner reviewed the Capital and Equipment Replacement budgets. He advised that there would not be any capital projects for 2021. With regard to the equipment replacement budget, the 800 repeater system and the tactical frequency repeater systems may not be updated in 2021. The Sheriff's Office is updating their program, which will affect all departments in Walworth County so it may be advantageous to wait 1-2 years to upgrade the systems. The update will allow all agencies, including the Fire Department, to be on one frequency if there is a need for it and will be beneficial for the safety of law enforcement. Lieutenant Gritzner also reviewed other possible changes for the 2021 budget.

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

Chief Rasmussen reviewed the memo regarding the Police Department's response to Governor Ever's order requiring masks.

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

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

2020 Dispatch activity for July 2020: Telephone calls –4,144 911 calls - 457 Window assists – 913

2019 Dispatch activity for July 2019: Telephone calls –3,772 911 calls - 358 Window assists – 1,124

2020 Patrol activity for July 2020: Calls for Service – 2,365 Arrests – 263

2019 Patrol activity for July 2019: Calls for Service – 2,403 Arrests – 173

k. Discussion – Thank you notes – No discussion/action

- Joan Holzheimer – Officer Hansen
- Bill and Toni Meyerhofer
- Saint Francis de Sales Parish & Human Concerns Committee

l. Items to be forwarded to City Council

Expenses, Letter of resignation - Officer Richardson, Letter of resignation – Detective Ecklund, Chief's Top five monthly, Monthly activity reports and Thank you notes

10a. 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 and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: **Specifically Police Department Personnel.**

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: **Specifically Police Department Staffing Needs.**

Saul motioned to go into closed session. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0 at 7:00 p.m.

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

Pollard motioned to return to open session. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0 at 7:35 p.m.

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

Condos motioned to express our support to the Fire Department and Police Department, especially the Police Department during these times, and requested the City Council prepare a proclamation and requested the BID and Chamber of Commerce for their support. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Saul-Y, Condos-Y. Motion carried 5-0.

Condos discussed the need for the Fire Department to put a substation on the south end of Lake Geneva due to the growing community and additional subdivisions in that area. He suggested adding that in the 2021 budget. Chief Peters agreed that there was a need for a substation.

13. Adjourn

Pollard motioned to adjourn the meeting. Connors seconded. Motion carried 5-0. Meeting adjourned at 7:44 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

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





City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

**LAKE GENEVA POLICE AND FIRE COMMISSION
BUDGET WORKSHOP MINUTES
WEDNESDAY, AUGUST 26, 2020 AT 5:00 P.M.**

This budget workshop was held in the Police Department Training Room, 2nd floor, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147

1. Call Meeting to Order

The meeting was called to order at 5:03 p.m. by Commissioner Connors

2. Roll Call

Commissioners Connors, Pollard, Horne, Saul and Condos were present. Also present were: Police and Fire Liaison Yunker, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Administrative Assistant Baumeister, City Comptroller Hall, City Administrator Nord and Police Administrative Assistant Papenfus.

3. Police Department 2021 budget discussion

Lieutenant Gritzner presented the 2021 police department budget. He reviewed the revenue and expense accounts and stated there was a 4.5% increase for contract employees and a 2% increase for civilian personnel added into the budget. Lt. Gritzner also reviewed Equipment Outlay projects, Capital Projects and Equipment Replacement projects for 2021. Some of the additional items for 2021 include carpet replacement, riot gear and one additional full time Telecommunicator position. The purchase of a Command vehicle was also discussed. Lieutenant Way also compared the changes for hiring Community Service Officers versus Part Time Officers.

4. Fire Department 2021 budget discussion

Chief Peters reviewed the 2021 fire department budget. Chief Peters stated the union contract is currently under negotiations but a 2% raise had been added to the 2021 budget. Chief Peters also reviewed capital improvement projects and equipment replacement projects, including an engine replacement.

Comptroller Hall reviewed Capital and Equipment Outlay 2021 budgets and borrowing money procedures.

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

Board of Park Commissioners Wednesday, July 21, 2020 City Hall, Council
Chambers Minutes

Call to Order Alderperson Mary Jo Fesenmier at 6:30 PM

Roll Call: Mary Jo Fesenmauer-Alderperson, Cindy Forster, Brian Olsen, David Quickel, Barbara Philipps, Peggy Schneider, Obdulia Alvarez, Mayor Charlene Klein all present, Meaghen Madden-VanDyke Absent.

Election of Park Board Chairmann: Cindy Forster nominated , vote 8 yes

Election of Secretary: David Quickel nominated Barbara Philipps, vote 8 yes

Packet was handed out to each Commissioner reviewing Park Rental Fees, and review of Ordinance governing Board of Park Commissioners

Request from American Legion for Sculpture of Poppies to be installed at Veteran's Memorial at west end of Library Park

Mary and Artist John Larkin spoke about proposed Poppy Sculpture made of Steel

Further discussion was tabled until next meeting in August. Motion was made by Philipps and Second by Quickel.

Future Agenda items: TAP Grant, Election of Vice President, Poppy Sculpture, Alderperson request to discuss disc golf bridge repair, City Web Site, Assignment of Parks to Commissioners, Discuss procedures for renting City Parks.

The Commissioners want to commend the City workers of Lake Geneva for their excellent work in maintaining the city parks. Just beautiful this yeat.

Adjourn: Motion by Philipps and seconded by Quickel to adjourn. The motion passed unanimously at 7:18 pm

Next meeting date tentative for Tuesday, August 18, 202 at 6;30 PM

Board of Park Commissioners Committee MINUTES
Wednesday, August 19, 2020 – 6:30 PM
City Hall, Council Chambers

Meeting was called to order by Chair Feuredi at 6:41 p.m.

Roll Call

Present: Chair Cindy Feuredi, Alderman Mary Jo Fesenmaier, Dave Quickel, Peggy Schneider
Absent: Brian Olsen, Barb Philipps, Obdulia Alvarez, Meaghen Madden-VanDyke, City Staff
Quorum present.

Chair Feuredi asked, without objection, to allow Alderman Fesenmaier to record minutes.

Approval of minutes from August 19, 2020

Motion by Ald. Fesenmaier, second by Quickel, to approve the July 21, 2020 meeting minutes. It was noted by Commissioners need paper copies of the meeting packet unless otherwise requested. Approval of the agenda and Public Comments can also be added to next month's agenda. Unanimously carried.

Discussion/Recommendation TAP Grant

The City has applied for the TAP (Transportation Alternatives Program) grant, but there is no update according to an email from Jackie Mich, Vandewalle and Associates, sent to Administrator Nord.

Discussion/Recommendation Poppy Sculpture

American Legion Auxiliary members appeared again at this month's meeting along with Sparky Lundberg and John Larkin to update the Commissioners: placement will be north of the current Veterans Memorial stone, landscape will be paid for and maintained by the American Legion, lighting will be provided and work completed by Legion members tying in to current electric. More information is needed regarding insurance in case of vandalism. Motion by Quickel, second by Chair Feuredi, to recommend approval to the City Council. Unanimously carried.

Discussion/Recommendation Disc Golf Bridge Report

update on the newest, last bridge over the public White River and explained the condition of the remaining bridges. Motion by Chair Feuredi, second by Quickel, to recommend to Public Works Committee repair of the southern-most bridge. Unanimously carried.

Discussion/Recommendation regarding parks listed on the City website

Alderman Fesenmaier suggesting continuing this item as the City staff Technology Committee is currently working to upgrade and then update the website.

Discussion/Recommendation Park Assignments

Quickel and Fesenmaier reminded the Board that in previous years the Commissioners were assigned parks to monitor for conditions and report incidents and items needing repair to the Streets Department. Chair Feuredi stated that she would email members before the next meeting to assign various parks for inspection.

Discussion/Recommendation Procedures for Renting Parks

Quickel explained the process from past years where the Park Board was in charge of recommending approval for park use because the Commissioners are all residents and know the community. It was decided that we review City Ordinances and State Statute again for responsibilities of the Board/Commissioners.

Future Agenda Items

Update requested regarding the Never Say Never inclusive playground for Veterans Park and the City's pledged contribution.

Dog Park and Dog (Pet) Licenses – Quickel explained how he was bit and the police department had no record of a dog license. Signs needed and more licenses applied for by residents. How do we handle visitors? Refer license issue to FLR (Finance, License, Regulation) Committee.

Next meeting date – third Tuesdays, September 15, at 6:30 p.m. at City Hall

Motion by Schneider, second by Schneider, to adjourn at 7:30 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Lake Geneva Public Library, 918 W Main Street, Lake Geneva WI 53147
Thursday, August 13, 2020 - 5:00 pm

1. Call to order by President Lyon at 5:01 pm
2. Roll call and introduction of guests - Present: Lyon, Henningfeld, Kundert, Pennington, Gramm, Halverson. Excused: Kersten, Bartz, and Eckola
 - a. Also present: Kornak, Strehlow
3. Approval of previous meeting minutes: Pennington/Kundert motion to approve the previous meeting minutes passed unanimously.
4. Financial report by Kundert:
 - a. July expenses of \$54,623.48 motion for approval by Kundert/Lyon, passed unanimously
 - b. 2021 Budget update & capital project list
 - i. First draft of 2021 budget given to the Board. Final draft will be presented to the Board at the September 10, 2020 meeting.
 - ii. 2020 approved capital projects of the carpet and doors were pushed back to 2021
 - c. Voyager update
 - i. FBG approved proposal to move \$7,500 out of the Swanson fund to pay for the portable meeting booth. Kundert/Lyon motion to approve, passed unanimously.
5. President's report by Lyon:
 - a. Final version of the FEH Work Project is the next thing to get and have another meeting to reassess needs, specifically looking at safety. Revisit needs that are not considered "brick and mortar" issues from last version of strategic plan.
6. Director's report by Kornak:
 - a. Statistics/usage, reopening update, system report, FEH update
 - i. Library card signups are down as expected, we will be promoting online card sign up on social media.
 - ii. Reopening continues to go smoothly.
 - iii. Lakeshores library directors approved the 2021 library system budget and the system is working on communication and planning with the county, and also updating county reimbursement procedures.
 - iv. FEH is about to wrap up their initial contract and scope of work with the finalization of their report and collected data. Next up: board decision/action on proposal to address our building safety issues (HVAC, furniture/shelving for cleaning/sanitizing, accessibility, etc.)



LAKE GENEVA PUBLIC LIBRARY

1. Motion made to approved \$12,000 for FEH to assess safety concerns in the building made by Kundert/Henningfield, passed unanimously
7. Committee reports
 - a. Strategic Planning Committee by Lyon
 - i. Information was addressed during the President's report
 - b. Communications Committee by Kersten & Personnel Committee by Halverson
 - i. There is no new news
8. City Liaison report by Halverson
 - a. COVID-19 came up in July meeting with a 4-4 tie for masks. Mayor voted against masks. Governor's order overrode the decision.
9. Friends of the Library report
 - a. Sold some books, by weight, for approximately \$250.
 - b. Annual meeting will be held Wednesday September 16, 2020 via Zoom.
10. Adjournment at 5:54 pm moved by Halverson/Kundert, unanimously passed.

Respectfully submitted,
Rachel Strehlow, Head of Adult Services



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library FBG Committee Meeting
Lake Geneva Public Library, 918 W Main Street, Lake Geneva WI 53147
Thursday, August 13, 2020 - 4:00 pm

1. Call to order Chair Kundert called meeting to order 4:00 pm
2. Roll call and introduction of guests. Present: Kundert, Lyon Henningfeld, also present Library Director Kornak and Head of Adult Services Strehlow
3. Lyon/Henningfeld motion to approve previous meeting minutes, passed unanimously
4. Financial report by Chair Kundert
 - a. Audit and approval of monthly invoices
 - i. Lyon/Henningfeld motion to approve the July expenses in the amount of \$54,623.48 passed unanimously
 - ii. Proposal to move \$7,500 out of the Swanson fund to pay for the portable meeting booth. Kundert/Lyon motion to approve, passed unanimously. Proposal will be presented to the Library Board.
5. 2021 preliminary budget draft was presented by Kundert and Kornak. Final draft will be presented to the Committee at the September 10, 2020 meeting.
6. City of LG Capital Needs plan: Kornak stated the approved carpet and door projects have been pushed back to 2021.
7. Lyon/Henningfeld motion to adjourn at 4:48 pm, passed unanimously

Respectfully submitted,
Rachel Strehlow, Head of Adult Services

Lake Geneva Historic Preservation Commission Meeting Minutes

August 13, 2020 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Louise Rayppy, Chris Brookes, Grace Hanny, Tim Dunn. Jackie Getzen and Jim Davis were absent.

Approval of minutes from previous Historic Preservation Commission Meeting. No minutes due to meeting being cancelled.

Comments from the public and correspondence. None

Reports from the Geneva Area Museum and Maple Park Homeowners. No Tuesdays @ Two programs due to the coronavirus. An invitation to local businesses and organizations to sign up for the 2nd Annual "Parade of Trees". November 21st thru January 5th. Fourth Annual Golf Outing – Sunday, September 13, 2020.

Update regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point is operating on a limited schedule due to the coronavirus. The Maple Park Walking Tour will take place on September 19th. Requires reservations on-line at Black Point. Included in the walking tour will be the location where the home of John E. Burton once stood at the corner of Wisconsin and Madison streets.

Update on restoration work at The Riviera, programs at the 1928 Geneva Theater, and local news items relating to the Lake Geneva Historic Preservation Commission. The Mayor Charlene Klein has formed an ad hoc committee to discuss the future of the Riviera. Grace is on the committee and they want to make sure that The Riviera stays on the State Registry. Would like to designate The Riviera as a Landmark. Grace has document about establishing a Landmark Commission, should contact Whitewater Preservation Commission, as they can help with this.

Review of recent bills and invoices and updated current balance in the Lake Geneva Historic Preservation Commission 2020 City Budget. Our current balance is \$5,804.00. We need to put our budget together for

next year to be presented at City Hall on September 24th at 4 P.M.

Update previous discussion with Stephanie Klett at Visit Lake Geneva / Lake Geneva Chamber of Commerce and Lake Geneva City Administrator David Nord on how the LGHPC can help promote tourism in Lake Geneva. No new information.

Discussion regarding Historic Preservation Design Review rules for building projects within National & State Historic Districts, the creation of a Local Historic Landmark Ordinance, and current potential building projects including the status of the 1902 Frank Johnson Residence / Bricks & Mortar Building at 832 Geneva Street and the Douglas House at 322 Madison Street. Renovation work is proceeding on the Brick & Mortar Building. We discussed about establishing a Local Historic Landmark Ordinance. Grace will contact the City of Whitewater concerning this, as they have a Local Landmark Ordinance.

Update regarding the Lake Geneva Historic Railroad Site, including information from the Park Board regarding the future bench in memory of Ed Yaeger. No new information.

Report regarding status of corrections and updates by Josh Sullivan to the I-phone app and Android app of A Historic Lake Geneva Walking Tour, how to better promote the apps, and future presentations to the Lake Geneva City Council. Sandra Bleser submitted invoice for \$300 for five signs added to existing large LGHPC signs advertising link to I-phone and Android apps. This invoice was forwarded to Karen Hall at City Hall on 7/15/20. Josh Sullivan completed the re-working of the I- phone version of the Lake Geneva Walking tour app to be the same as the Android version. We paid Josh \$750.00 for the job.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" and status of our website www.historyoflakegeneva.org. We decided to suspend "Tales of Lake Geneva" until further notice due to COVID-19.

Review the status of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs now at \$226.83 each (including sales tax), application forms, ongoing updating the list of past plaque recipients and repair of existing historic signs. Two new plaques were recently delivered for 302 Maxwell Street (c. 1896) & 1310 Dodge Street (c. 1913). In addition, two applications are pending for 515 Madison Street (c. 1890) and 315 Cook Street (c. 1912).

Update by Patrick Quinn regarding status of the National Register of Historic Places nomination by Gail Klein for Oak Hill Cemetery as a National and / or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland and City Street Department repairs to tombstones. It was brought up at our meeting that we haven't heard anything about the nomination of Oak Hill Cemetery. Ken will contact Gail Klein concerning this. Will have news coverage about it, when it is approved.

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 7:30 P.M.

Respectfully submitted,

Louise M. Rayppy

Avian Committee

Monday, July 27, 2020

5 to 6 pm

Council Chambers (Aldersperson Flowers in chamber, all others virtual)

Minutes:

1. Call to order: 5:04 p.m. by Aldersperson Flower

2. Roll Call. The following members were present: Cindy Flower - Aldersperson, Carol Zimmermann, Sarah McConnell, Beverly Leonard, Jill Rodriguez, Karen Gallo, Kelley Happ

3. Election of Avian Committee Officers:

Chair: Cindy Flower was nominated for the position of Chair by Sarah McConnell, seconded by Carol Zimmerman. Vote was unanimous in favor of Flower.

Secretary: Kelley Happ was nominated as Secretary by Sarah McConnell, seconded by Carol Zimmerman. Vote was unanimous.

4. Comments from the public – No members of the public were physically present or present online

5. Approval of the Avian Committee Minutes from January 27, 2020

Carol Zimmerman moved to approve the minutes; Jill Rodriguez seconded. Passed unanimously.

6. Updates - Virtual World Migratory Bird Celebration and Facebook presentations:

Because the school was shut down due to Covid-19, the planned Migratory Bird Fair went viral instead of the in-person displays and presentations that had been planned for last spring.

Rodriguez put the winning students' presentations on the Lake Geneva Bird City Facebook page. Parents and students were thrilled to have the presentations online, and we encouraged some of the parents to become avid birders as well. Due to ongoing school shutdowns, many lessons were unstructured for online use and plans are being made to convert more lesson plans and activities for online use.

7. Purple Martin Colony Update: McConnell reported that she had no birds in the houses she tended by the beach this year. She also reported that the old house had been taken down over the winter. This may have been a mistake - the birds seemed to like the old house. The cold snap this spring might also have discouraged the birds by the beach. Gallo reported that there were quite a few Martins in the houses she tended by the library. She took photos of the young birds for our Facebook page. Leonard reported that the Martin house by Pond View has been relocated to the fishing and boating pier, which she thinks will be a better location. She also reported one nest with five babies in the new gourd location on Wrigley Drive. Happ's house by the Museum had so Martins this year.

Zimmermann asked that the house tenders record how many nests, how many birds hatched and fledged and e-mail the results to her. Also, it was requested that nest tenders clean out the houses by mid-August. McConnell will check in with volunteer Nancy Wolff to get her report.

8. Learning to Soar Update: Zimmermann reported that she was been working on virtual lessons for the Learn to Soar program. Again, it will be part of the fifth-grade curriculum at St. Francis school, and (if changes in public school structures will allow) part of an afterschool sessions at Eastview School and, potentially, other public elementary schools. The Learn to Soar incorporates STEM, art and cross curricular goals matched to 5th grade standards for Wisconsin schools and will be used for afterschool curriculum for the public school.

McConnell complimented Zimmermann and the teachers for converting the program to virtual so quickly.

9. Budget: To date \$627.37 has been spent - about 12 % of our budgeted amount of \$4,950. Since so many of our activities have been shut down, we probably will not spend it all this year. The Committee will review the planned expenditures at the next meeting and will then be prepared to notify the City Comptroller (Hall) of the amount that will go unspent. McConnell brought up that another Purple Martin sign was approved in committee last year, but had been tabled. Rodriguez recommended that we purchase it now- that way we won't tie up money for next year. The committee agreed. McConnell will make sure the estimated cost is still valid and will work with Public Works for placement and will follow up with the city on procedure; invoice will be sent to Alderperson Flowers.

10. Swift Night Out: The Committee reviewed the planning proposal in the packet. Again because of the Covid pandemic, the annual Swift Night Out evening at the Geneva Lake Museum will be changed to accommodate social distancing. Swift Night Out will now take place from September 6 through September 12 at the Geneva Lake Museum. Participants will be encouraged to come during the week and watch these amazing birds circle and dive into the Museum's chimney. Directional signs and information about the birds will be placed at the Museum. Information about the Chimney Swifts will also be given to the schools and the library.

It was brought to our attention that swifts have also been sighted at the City's water treatment facility and the VFW hall. If so, these could be alternate viewing spots. Zimmermann will look into this.

Food vendors have been cancelled, as was the speaker from the Schlitz Audubon Raptor Center. She has been rebooked for next year's Swift Night Out.

11. Grants: Zimmermann discussed an opportunity for a modest grant from the Environmental Education Foundation to help support the Learn to Soar program. Some of the money will go towards the purchase of tri-fold poster boards and art materials for the students' presentations. We would also like for students to participate once again with our partners at the Geneva Lake Conservancy in a bird walk and educational luncheon, and would make money available to both the Conservancy and Lakeland Audubon Society to help defray expenses. Any additional funds could be used for materials for the World Migratory Bird Day Bird Fair – student presentations. Zimmermann has written a draft proposal and will complete the application.

She mentioned that we might want to write a grant proposal to WE Energies for funds to purchase field guides and bird books for children.

Thanks to **lots** of hard work by Zimmermann and team, the City of Lake Geneva was awarded the Wisconsin Bird City high flyer status 2020 for implementing sound practices and fostering public education on important bird conservation issues.

12. Regrouping - plans for the rest of the year will appear as items on next month's agenda.

13. Cookies for a Cause: Simple Bakery will again provide cookies and donate the proceeds from their sale during the month of August to the Avian Committee. Last year we made almost \$400. Rodriguez reported that she submitted the application to participate, delivered the informational rack cards developed by the Committee, and will work with Simple on this project. Money will be used to supplement our backyard birding kits.

14. Future meeting agenda ideas: In future meetings we will discuss Martin house maintenance and the Christmas tree walk at the Geneva Lake Museum. Participation is on a first come/first serve basis, and Rodriguez will call at the appropriate time to get us included. Other topics will include updates on Learn to Soar, grants, events, the 2021 budget and the success of our Martin colonies.

15. Next meeting date: Alderperson Flower has requested a change in the monthly meeting dates to the first Tuesday of each month at 6 pm to aid in efficiency of Covid-cleaning at City Hall. Our next meeting will be September 1st.

16. Adjourn: Zimmermann moved to adjourn the meeting at 5:54 pm. The motion was seconded by McConnell and passed unanimously.

Respectfully submitted
Kelley Happ
8/2/2020

TOURISM COMMISSION MINUTES
WEDNESDAY, August 12, 2020 – 4:00 PM
COUNCIL CHAMBERS, CITY HALL

Meeting was called to order by Chair Waspi at 4:05 p.m.

Roll Call

Present: Chair Waspi, Vice Chair Trilla, Alderman Fesenmaier, Alderman Hedlund, Zakia Pirzada.

Absent: Linda Moritz

Comments from the Public limited to 5 minutes, limited to items on the agenda:

Jim Strauss, Geneva Shore Report, commented on the Lake Geneva Regional News grant proposal for a digital marketing effort explaining that their website is mostly dead with little activity. Strauss did not believe the Commission should approve the grant.

Approval of Tourism Commission minutes from July 8, 2020

Ald. Hedlund moved to approve the July 8, 2020 minutes, second by Trilla. Unanimously carried.

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

Copsey was absent, Chair Waspi pointed out that our agreement with her expires in October. Copsey has a dual role to manage Riviera wedding bookings and corporate events.

Update from Tourism Entity – Visit Lake Geneva

Deanna Goodwin, Visit Lake Geneva Director, announced that promotion of the Electric Christmas Parade and Winterfest will start in September. Goodwin reported that Facebook, Instagram, and Twitter show increased likes/followers/users in July. Visitor Center activity has also shown an increase, and 2019 data was added for comparison. Visit Lake Geneva hosted several travel bloggers and authors this summer for added visibility.

Goodwin gave a brief history: In 1944 the Lake Geneva Chamber of Commerce was formed. In 1980, the Convention and Visitors Bureau was created. And, since 2016, the organization has been known as the single entity, Visit Lake Geneva. They are a 501c6 with nearly 400 members/partners operating from lodging taxes and membership dues. VLG is a Destination Marketing Organization using a website with 2.2 million page views per year and printing nearly 100,000 copies of the “Lake Geneva Area Visitors Guide” with distribution to Milwaukee and down into Chicago. More recently, Visit Lake Geneva offers an app-guided tour of the Geneva Shore Path.

Update from Lake Geneva Business Improvement District (BID)

Kevin Fleming presented a map of the BID area explaining that governmental entities and churches are excluded from the BID tax. Their \$230,000 budget is based on assessed values of the businesses in BID. Property owners can petition the group to join or be removed. BID began in 1991 and is controlled by State Statute. They pay for adornments such as holiday lights, seasonal banners, flower pots and daily watering, decorative downtown light poles, and benches. Sponsored events include the Streets of Lake Geneva at the museum, Maxwell Street Days at the end of August, Oktoberfest (cancelled), and Santa Visit (cancelled this year). BID was set to

purchase a \$25,000 electronic sign for Flat Iron Park from Tourism grant money but was delayed due to the pandemic. Fleming will contact the Communications Ad Hoc Committee for possible coordination of City messages/events.

Written Financial Update provided by Comptroller

Written report submitted as part of the meeting packet. Chair Waspi clarified the amount unencumbered for additional grants. At the next meeting, we will review state statute and discuss further along with checking the status of the Fire Department Event Trailer outstanding in the amount of \$13,000.

Discussion/Action on Tourism Promotional Grant Program and Requests:

Lake Geneva Regional News – Digital Marketing Effort

Rob Ireland and Craig Grove via GoToMeeting presented their grant proposal. Discussion and concern was expressed about the cost, number of potential hotel bookings, the event/effort turnaround time, and potential conflict with the editorial/reporting side of the newspaper (i.e. recent headline “Masks Could Deter Tourists”).

Motion by Alderman Hedlund, second by Pirzada, to continue the item until September.

Unanimously carried.

Date of future RFP presentations in September for Tourism Entities - To be determined

Future meeting agenda items and next meeting date – tentative September 21 at 4:00 PM

Motion by Ald. Hedlund, second by Trilla, to adjourn at 5:53 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier, Secretary

RIVIERA AD HOC COMMITTEE MINUTES
MONDAY, July 20, 2020 – 1:30 PM
Riviera Ballroom, 812 Wrigley Drive

Meeting was called to order by Mayor Klein at 1:32 p.m.

Mayor Klein asked, without objection, to again allow Alderman Fesenmaier to record minutes.

Roll Call

Present: Mayor Klein, Grace Hanny, Alderman Tim Dunn, Alderman Mary Jo Fesenmaier, Carroll Pearson, Fred Gahl, Janet Ewing

Absent: Dave Desimone, Committee Secretary; Grace Ecklund, Stephanie Copsey, Events Manager.

Quorum present.

Others in attendance: Tom Earle, Public Works Director; Alderman Flower (via Zoom), Richard Malmin, Lisa Manard Otto and Jen Lepkowski, Geneva Shore Report news; and MSI representatives Adam Wolfe, Jay Craig, Dave Luterbach; Kent Martzke, Geneva Boat Line

Approval of minutes from July 13, 2020

Sam Borghraef's name was omitted from the attendance section of the minutes.

Motion by Hanny, second by Pearson, to approve the July 13, 2020, with the staff name correction. Unanimously carried.

Discussion on First Floor Use(s) and Recommendations to Council

Mayor Klein read comments emailed from Grace Eckland that the second floor ballroom exudes ambiance. In order to maximize revenue, increased lighting and cleanliness need to be priority for the first floor.

Grace Hanny emphasized that as a member of the Historic Preservation Committee, the City needs to maintain the building's historic status. She commented that the first floor of the Riviera does not portray the grand image of Lake Geneva. She believes that first floor corridor needs to be opened up (within the parameters of the SHPO April 2020 letter), brightened, and generally cleaned. Mrs. Hanny suggested a nautical museum for the first floor that would attract visitors. She asked about the first floor business leases included in the packet.

Carroll Pearson agreed with the previous comments about drawing more people into the building with different choices such as a Native American museum. Bathrooms need desperate updating. Alderman Dunn emphasized that the outside of the building is beautiful. He insists that lengthening the first floor windows will detract from the upper columns that were designed in an Italianate or Tuscan style. He reiterated that extending the size of the windows at the bottom will draw one's eyes away from the beauty of the top floor. Dunn was also concerned about removing and or renovating the size of the columns inside the first floor. He believes we can't tear out the shops and expect it to look like the top floor ballroom. He insisted that the first floor needs to be brought up to code. Alderman Dunn pointed out that a restaurant is an iffy proposition – they come and go all the time. Once we finish these renovations and updates, who will pay for the continued maintenance to ensure it does not fall into such severe disrepair again?

Janet Ewing, director of the Geneva Lakes Museum, pointed out that changing over to LED lighting could make a huge difference as they have seen at the museum.

Alderman Fesenmaier commented that there should absolutely not be one huge restaurant as the first floor. She thinks we need to maximize the profit from both floors. Fred Gahl suggested it is like a Rubik's Cube. It may be that we have to be willing to lose money on the immediate structure at first. The task is to find resources to use on a regular basis. We should talk to the shopkeepers downstairs. How dysfunctional is it on a day-to-day basis? Mayor Klein reminded us of the SHPO letter from April 2020 and that historic preservation is extremely important to the majority of the community. We need to work within the SHPO dropped parameters by not elongating the windows nor removing the inside corridor walls. Removing the ceiling might be an option to pursue. You can gauge the original height of the hall at the south end or the east bathrooms.

Other discussion: making the first floor year round rather than seasonal; reducing the number of shops or the ability to remove "temporary" walls between shops to combine for bigger/smaller spaces based on the need.

In 2018 the Tourism Commission hired Stephanie Copsey as events coordinator as the ballroom rental was not consistently booked from lack of marketing expertise from the past Harbormaster and due to renovation predicted schedules.

Consensus of the Committee was that historic registry status is paramount.

Public Works Direction, Tom Earle, referred to a list that detailed layout options at the June 5, 2019, Piers and Harbor meeting. This document will be emailed to the current Riviera Ad Hoc Committee members and the City Council.

Motion by Hanny, second by Ald. Dunn, to recommend to City Council to maintain the Historic Preservation Status of the Riviera Building and to explore different design options for the first floor. Carried.

Motion by Hanny, second by Pearson, that this committee recommends to the City Council that we move ahead with MSI proposals including the entire scope of the project for Phase 2 first and second floors. There was a document in the packet from MSI listing good, better, best options for pieces of the renovations still needed. Carried.

Discussion on recommendations to Council to procure bids for Ballroom:

No action – will be included in the MSI scope of work.

Discussion and recommendation to Council to procure bids for exterior and interior security cameras, exterior door repairs, and sandblasting/sealing a stone sills.

No action – will be included in the MSI scope of work.

Report from the Fundraising Sub-committee

No report.

Next meeting date – Monday, August 3, at 4:00 p.m. at City Hall

Motion by Hanny, second by Pearson, to adjourn at 3:28 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier

MEETING MINUTES
CITY OF LAKE GENEVA AD-HOC COMMUNICATIONS COMMITTEE
WEDNESDAY JULY 29, 2020 6:00 P.M. LAKE GENEVA CITY HALL

Chair Alderperson Mary Jo Fesenmaier called the meeting to order at 6:01 PM. Present were public members Jay Fairbanks, Mary Sibbing, and Scott Gelzer and Chairperson Fesenmaier. Committee member Ald. Cindy Flower was also present. City Administrator David Nord was absent. Others in attendance included Mayor Charlene Klein and Ald. John Halverson.

There were no comments from the public.

The minutes from the Committee's July 8th meeting were reviewed. On a motion from Mary Sibbing and seconded by Jay Fairbanks, the minutes were unanimously approved.

Chair Fesenmaier reminded the committee of Council Resolution 20-R37 which comprises the charge to the ad-hoc committee. Led by Chair Fesenmaier, Committee members briefly discussed "Nixle" (text and/or email) and other existing vehicles for communications. Also, the current website does have a form for residents to submit questions and issues to appropriate City officials.

The committee is using a "Google Doc" to discuss and report out ideas about communications. Chair Fesenmaier led the committee through a review of the various portions of action research completed since the last meeting. Following were areas of conversation:

- ☼ What goal(s) do we seek to achieve through improved and intentional two-way communications between the City of Lake Geneva and its residents? The committee reviewed a link that suggested that a model that improved "resident engagement" may hold promise.
- ☼ What tools can we employ? Committee member Fairbanks suggested the committee work on a matrix of existing media that can be employed to communicate.
- ☼ How can the existing City website be improved? Committee member Sibbing will reach out to one or two municipalities for a future consultation with the committee on how their models work. There may also be an opportunity to seek ideas from the League of WI Municipalities. She mentioned Minneapolis and Seattle.
- ☼ How can we improve existing communications channels? Suggestions included a program guide and user-friendly information for the City TV access channel, a weekly ad in the Regional News, an electronic sign in front of City Hall or another prominent location, coordinated promotion through existing electronic signs, re-directing Nixle to a broader menu of choices for resident sign-up, a Google-style upgrade to the City calendar, town hall meetings, including outreach to Spanish-speaking residents, broadening use of Zoom or a similar platform to promote public comments and a City website upgrade.

There is an effort to review and evaluate the City website; the Committee expressed interest in learning more about this work.

Moving to future research, the Committee decided it would like to hear from model municipal website representative(s), possibly at its September meeting. Mary Sibbing will seek leads for this possibility. Jay Fairbanks will provide additional information on a "matrix" of social media approaches. Everyone will visit identified model websites and note ideas; updates will be added to the Google Doc as needed. Smaller communities are

represented in the list of websites provided by Dave Nord. Scott Gelzer will take a preliminary look at the use of apps to promote engagement.

As the Library responded favorably to coordinating messages on its electronic sign, a motion was made by Ald. Fesenmaier and seconded by Ald. Flower that staff develop a policy on coordinating messages with the LGPL. The motion passed unanimously and will be recommended to the City Council.

The Committee's next meeting date was set for Wednesday August 18, 6:00 PM at City Hall. Chair Fesenmaier and Ald. Flower thanked the committee for its work.

There was no further business. On a motion by Scott Gelzer, seconded by Mary Sibbing, the committee unanimously approved adjournment at 7:30 PM.

MEETING MINUTES AD HOC COMMUNICATIONS COMMITTEE
WEDNESDAY AUGUST 19TH - 6:00 P.M. LAKE GENEVA CITY HALL

Chair Alderperson Mary Jo Fesenmaier called the meeting to order at 6:00 PM. Present were public members Jay Fairbanks, Mary Sibbing, and Scott Gelzer as well as Chairperson Fesenmaier and Ald. Cindy Flower. City Administrator David Nord was also present.

There were several comments from the public. Cell phone reception is a community-wide concern and several area cell towers are possibly not operational. The number of views of Geneva Shore Report videos was offered as a notation of the importance of video communications.

The minutes from the Committee's July 26th meeting were reviewed. On a motion from Jay Fairbanks and seconded by Mary Sibbing, the minutes were unanimously approved as presented.

Updates from previous conversations included: 1) the potential of an electronic sign (Business Improvement District funding) in Flat Iron Park as an alternative to one in front of City Hall; 2) the possibility of the Geneva Shore Report becoming an additional outlet for publishing City meeting information; 3) contact was made with the Regional News about a regular City information feature; and 4) an Information Technology working group in City Government will update the Ad-Hoc Committee on its progress at the next meeting.

The committee is using a "Google Doc" to discuss and report out ideas about communications. Going forward, at the suggestion Ald. Fesenmaier, this document will be available for viewing.

Chair Fesenmaier led the committee through a review of the various portions of action research completed since the last meeting. Following, using the areas of conversation from last meeting, were highlights:

- ☀ What goal(s) do we seek to achieve through improved and intentional two-way communications between the City of Lake Geneva and its residents? Key items are two-way communications and resident engagement. Mary Sibbing's further research on Minneapolis as a possible model provides this sample goal: *"To be a driving force in effectively and accurately communicating information about the City, promoting transparency, and inviting the public to engage in the governing process so people who live, work and play in Minneapolis better understand, appreciate and benefit from the work the City does."*
- ☀ What tools can we employ? Committee member Fairbanks provided a menu of links from the Roanoke VA website, which provide a broad range of interests. As an option, committee member Gelzer called attention to the "My Columbus" app, a single application, which is included in an article on using social media to build resident involvement. The article link is in the Google Doc. Both are options to study.
- ☀ How can the existing City website be improved? Committee member Sibbing is arranging a consultation with the City of Minneapolis, probably for our October meeting. The committee discussed both the interactive citizen inquiry form and the print Building Department form – both should be reviewed. Dave Nord commented briefly on the small city websites listed in the Google Doc, which were identified by his peer City administrators as models.

☀ How can we improve existing communications channels? Nixle has 913 subscribers; could it be built out to have a broader menu of options for subscription, both in text and email? How about email notifications for City Council meetings, not just when the agenda is available, was one of several suggestions by Ald. Flower. City phone calls to residents present a “no caller ID” tag, leading many to think the calls are telemarketers. Chair Fesenmaier asked Administrator Dave Nord to look into the cell tower reception challenge profiled in public comments. Minutes from our meeting can be shared with the IT Committee for further exploration.

Moving to future research, the Committee determined that it would like to host a roundtable conversation with active local social media users. Invited guests could include: 1) the social media/communications director from the League of WI Municipalities’ (virtual guest); Visit Lake Geneva; the Library, Fire Department or other municipal agencies identified as active users of media; and others identified by the Chair or committee members.

Questions for the roundtable conversation include: 1) What types of social media do you use? 2) What is your group’s feedback on using various types of media, ranging from apps to websites, to Facebook? 3) What advice would you offer to the City to help build its two-way communications capacity? 4) What future plans do you have for communications?

Finally, there is a roster of other ideas that the Committee is mindful of as it moves ahead. What about Citywide WI-FI? How can we identify effective channels for communication with our Spanish-speaking neighbors? Tackling a specific topic, how could we improve notifications of an immediate concern such as a street repair project?

The Committee’s next meeting date was set for Wednesday September 16th, 6:00 PM at City Hall. Chair Fesenmaier and Ald. Flower again thanked the committee for its work.

There was no further business. On a motion by Scott Gelzer, seconded by Mary Sibbing, the committee unanimously approved adjournment at 7:39 PM.

July 8th Business Improvement District Meeting

1. Call to order: 8am
 - a. Guests Present: Lisa Otto, Jen Lapowski, Deanna Goodwin, Mayor Klein, and Tammie Carstensen
2. Roll Call
 - a. Present: Kevin, Emily, Tessa, Jordan, Dimitri, and Sean
 - b. Excused: Roger
3. 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
 - a. No public comments
4. Approval of minutes from the March 4, 2020 Regular Business Improvement District Meeting.
 - a. Kevin Fleming motions to approve
 - b. Emily Kornak seconds
 - c. Motion passes
5. Approval of Financials
 - a. Kevin Fleming motions to approve
 - b. Jordan Innis seconds
 - c. Motion passes
6. BID Board officer appointments – President, Vice President and Treasurer
 - a. Kevin Fleming nominates Tessa Springer for President, Sean Levitt seconds, motion passes
 - b. Dimitri nominates Kevin for Vice President, Kevin denies nomination
 - c. Tessa nominates Emily Kornak for Vice President, Kevin seconds, motion passes
 - d. Kevin nominates Sean Levitt for treasurer, Tessa seconds, motion passes
7. City News and Mayor's Update
 - a. The Mayor reinstated the shuttle service on 4th of July weekend. She used a trolley opposed to a school bus. The Mayor will be looking for sponsorships for the shuttle service. If you are interested please contact the mayor.
8. COVID-19 update
 - a. Kellie, the BID administrator had sent our several emails of grant opportunities for our businesses during the 4 months the BID was not allowed to have a meeting due to the city's emergency order.
 - b. There are currently "Lake Geneva Cares" posters available to businesses. These are sponsored by the BID, Visit Lake Geneva, and the City. Please get in contact with one of these entities if you would like more information.
9. Visit Lake Geneva Update
 - a. Deanna Goodwin, Director of Marketing, Communications, and Development was present and delivered a report.
 - b. Visit Lake Geneva is currently switching gears. They are focusing on what members need, creating resources, options to get business while the shut down was happening. The organization was and is still constantly updating who is closed, who is open, who's available for carry out, curbside, etc.
 - c. Visit's are asking a lot of questions on safety and protocols.
 - d. In the beginning we were getting a lot of negative press on too many people in town, this has been calming down from a press level.

- e. Visit Lake Geneva is able to focus on earned media/free press to switch from negative to positive.
 - f. During shut down there were several zoom calls hosted to help out membership.
 - g. Both Restaurant Week and Concerts in the park have been cancelled. The Christmas Parade and Winterfest are still on as of now. Save the dates are planned to be put out by August.
10. BID Events update & downtown occupancy update – Kristina Tarantino
- a. Maxwell Street Days is still on. Some merchants are not comfortable setting things up outside, but options will be discussed.
 - b. Oktoberfest Discussion. We may see something at a smaller scale. No decisions have been made. Sean Levitt asks if we can table the discussion until August’s meeting, the board agrees.
 - c. Occupancy Update: Fancy Fair Mall has no vacancies, Topsy Turvey has opened with limited hours, the CBD Store has opened.
11. Downtown decoration planning – Kellie Carper
- a. Hanging baskets have been hung. Several small planters were removed.
 - b. We are currently looking at options for Fall and Winter décor/floral
12. Discussion on obtaining 501c3 status – requirements, paperwork, progress Status on 501c3. “
- a. We would still like to move forward with becoming a 501c3. This will allow us to pull more permits without needing to choose a non profit to partner with.
12. Other business
- a. Seth Elder now in charge of the Parking Department. If anyone would like to get in touch with parking please let us know, and we can invite him to a meeting.
13. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
15. Reconvene open session
- Tessa motions, Jordan seconds
16. Next meeting date: Wednesday, August 5, 2020
17. Adjourn
- Kevin motions to adjourn, Jordan seconds, motion carries. Meeting adjourns at 9:55am



**LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING**

**Wednesday, August 5th, 2020 – 8:00 a.m.
Harbor Shores, Lighthouse Room
300 Wrigley Drive, Lake Geneva, WI 53147**

- 1. Call to Order**
- 2. Roll Call**
 - a. Present: Emily Kornak, Kevin Fleming, Dimitri Anagnos Tessa Springer, Roger Wolff, and Sean Levitt. Unexcused: Jordan Innis**
 - b. Guests: Deanna, Charlene, Roger, Jen, Lisa, Cheri, and CBD Guy, Beef Jerky Guym,**
- 3. 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.**
 - a. Roger Wolff from Jayne: Maxwell Street Days Concerns. Worried about walking traffic. It gets very dangerous.**
 - i. Would like someone from the police department downtown looking at what's going on, possibly directing traffic.**
 - ii. Alleyway next to Tres Bill and Sterling Silver Shop all year long is a mess. Tres Bell had to clean up garbage. Can we ask Champs to clean that up weekly, it is mostly bottles and cans. Pedestrians are walking through there all the time, and it's just dirty/messy. Mention this to the city.**
 - iii. Roger is very disheartened that Tammie was removed from the Tourism Commission. Works so hard for the city, never thinks of herself, insanely disappointed that she was taken off.**
 - b. Saverio from the Beef Jerky Store. Banner Poles**
 - i. Another marketing tactic. Foot traffic is down about 20%.**
 - ii. Can we have some sort of schedule where retail businesses can be able to use the poles when they're not being used.**
 - iii. He thinks this would be a great help for marketing tactics.**
- 4. Approval of minutes from the July 8th, 2020, Regular Business Improvement District meeting**
 - a. Kevin moves, Emily seconds**
- 5. Approval of Financials**
 - a. Roger thinks we were almost out of money at the beginning of the year.**
 - i. We get the tax bid assessment in installments when taxes are being paid**
 - 1. Do we have plan of how we're going to spend the money**
 - 2. Dimitri: would if we used some of that money for snow removal, clean up the alleys.**
 - 3. Emily motions, Roger seconds, motion passes**
- 6. City News and Mayor Klein Update**



- a. Will talk to the police department about Maxwell Street Days.
 - b. Seems as though traffic has been much slower this past week, there are two new businesses coming.
 - c. Police and fire will be held on Monday's or Tuesdays in the council chamber
 - d. Cheri:thought summer started with a bang, now that they put out the "Chicago don't come here" it has slowed down. Doesn't feel like she sees a lot of locals. Feels though more and more people are wearing masks.
7. Visit Lake Geneva Update
- a. Deanna; very busy managing the pandemic. Partnership meetings on hold, multi chamber events on hold, still planning on hosting parade and winterfest.
 - b. Gave full report of media updates, marketing metrics, visitor center activity, hotel activity, and various monthly highlights.
 - c. Visitor's Center Open Thursday-Monday 8-4
 - i. Added outdoor pick up spots for the guides. Added masks, hand sanitizer, etc.
8. Discussion/Action on Banner Poles
- a. Springer shares her opinion that she thinks businesses should be able to use the banner poles. There needs to be a calendar, and an application process.
 - b. Kevin discusses on who can do what, who owns them, who is in control, etc.
 - c. Levitt asks if we can decide where the poles go, and is there a cost?
 - i. We could create a map for it to make sense.
 - ii. There would be a cost.
 - d. Roger Wolff
 - i. Thinks no one notices when the banner poles are empty
 - ii. Doesn't think private businesses should be able advertise on the poles. He thinks this is the wrong precedent, he thinks it's unfair because some businesses won't be able to afford it.
 - e. Cheri Straube
 - i. Agrees she wouldn't like to see private businesses.
 - ii. Would rather see charity's able to use it
 - f. Charlene
 - i. Doesn't think the 2009 banner is embarrassing at all.
 - g. Dimitri
 - i. Awareness on what the actual program is, rule is, etc.
 - ii. Marketing is very important.
 - iii. Lets make a list of events.
 - iv. Do we get VISIT involved on what they need for banners.
 - h. Jim Strauss
 - i. Entertain the idea that the board shouldn't get to use it.



- ii. **Thinks we have a system that works well.**

9. Interim Director/Private Contractor Position

- a. **Springer suggests we hire a part time executive assistant to get us through the year.**
- b. **Roger suggests we need to hire an executive director**
- c. **Kevin agrees we need someone to start right away.**
- d. **Dimitri and Roger thinks we should combine with Visit Lake Geneva**
- e. **Roger wants to explore the idea of a partnership**
- f. **Cheri doesn't think it should go the partnership route, we need the right person.**
- g. **Levitt thinks we need someone in house, is that person out there? We need someone to support Tessa as the President**
- h. **Roger wolff moves that we will hire a full time exec director for 2021**
 - i. **Levitt seconds**
 - ii. **All approve**
- i. **Springer moves that we will hire a part time admin to get us through 2020 to do office work and social media.**
 - i. **Emily seconds**
 - ii. **All approve**

10. Maxwell Street Days

- a. **Kevin Fleming doesn't want a bunch of people outside his store without masks huddled around his stuff. Some stores are going to do that. Thinks it will be just like any other Maxwell street days**
- b. **Roger Wolff will have a lot of stuff inside and outside. Will be having signs up saying "Please wear masks while shopping".**
- c. **Flemings has had a mask requirement**
- d. **Roger Wolff thinks that we should not have it in our advertisement on what to do with the masks.**
- e. **Send something out, mention the state mandate, wear a mask, and social distance.**
- f. **Tessa will send out something to businesses**

11. Oktoberfest Discussion

- a. **Springer doesn't think we can pull off Oktoberfest this year. Every other event has been cancelled. How do we safely do this?**
- b. **Fleming agrees, and thinks maybe we do a smaller something else. We'll be back in 2021. Some sort of festival.**
- c. **Roger Wolff agrees we do not.**
- d. **Cheri Straube feels we should.**
- e. **Springer motions**
 - i. **Emily Seconds**
 - ii. **All agree**

12. Christmas Lights/Décor

- a. **Kevin Fleming and Sean Levitt will go over what our budget is for that.**

13. Other Business



- a. **Jim Strauss: put out 14,500 papers since January 1st. We've had over 4 million readers on social media. You need to be on it EVERY DAY, change something EVERY DAY. Really stresses on how important social media. We have to plan for the virus to get better, not worse. How are we going to move forward and get better. Being primarily online. If you let us, we will help you. Shore Report will help the BID with social media if we'd like the help. You need a general officer, you can't partner with Visit. We will help for free.**

14. Set Next Meeting Date: September 2nd, 2020

15. Adjourn

- a. **Kevin motions to adjourn**
- b. **Emily seconds**