



COMMITTEE OF THE WHOLE
MONDAY, FEBRUARY 5, 2018 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AMENDED AGENDA

Added Items: 6. & 7.

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from December 4, 2017 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Presentation by Shawn Kelly, Kelly Design Group of Williams Bay (not to exceed 30 minutes).
7. Presentation by Blain Oborn, City Administrator, on using Eminent Domain and PRAT (5 to 10 minutes).
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Kordus
 - b. Personnel Committee, Alderman Hedlund
 - c. Public Works Committee, Alderman Kordus
 - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hedlund & Flower
 - b. Tree Board, Alderman Skates

- c. Police & Fire Commission, Alderman Howell
- d. Plan Commission, Alderman Skates
- e. Board of Park Commissioners, Alderman Skates
- f. Library Board, Alderman Halverson
- g. Historic Preservation Commission, Alderman Chappell
- h. Cemetery Board, Alderman Kordus
- i. Avian Committee, Alderman Halverson
- j. Tourism Commission, Alderman Hedlund & Flower

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

- a. Chamber of Commerce, Alderman Kordus
- b. Geneva Lake Museum, Alderman Howell
- c. Lake Geneva Economic Development Corporation, Aldermen Straube & Hedlund
- d. Geneva Lake Environmental Agency, Alderman Flower
- e. Geneva Lakes Family YMCA, Alderman Skates
- f. Geneva Lake Use Committee, Alderman Flower
- g. Business Improvement District, Alderman Halverson

11. Adjourn

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

1/30/2018 10:00 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

COMMITTEE OF THE WHOLE MINUTES

MONDAY, DECEMBER 4, 2017 – 6:00 PM

CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Kordus calls the meeting to order 6:00 pm

Pledge of Allegiance led by Ald. Kordus

Ald. Kordus announcements: Sat. Dec. 9th Waffles with Santa 7:30 to 11:30 am at Lakeland School. Ald. Kordus consulted the committee regarding January's Committee of the Whole meeting because it falls on New Year's Day. The committee agreed to cancel the meeting since there are additional meetings happening on the following date, Jan. 2nd.

Roll Call: Present: Aldermen Skates, Kordus, Flower, Straube, Halverson, Hedlund. Absent: Ald. Chappell and Howell
Also Present: City Administrator Oborn and Mayor Kupsik

Approval of Minutes from November 6, 2017 Committee of the Whole Meeting as distributed

Ald. Skates motion to approve November 6, 2017 minutes, second by Halverson. Motion carried 6 to 0.

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items.

Speaker 1.) Hank Siving, 1725 Hillcrest Drive – he appreciates the community for coming out to meetings, thanked the council for voting down Hillmoor, and hopes the council would continue to be open to listening to the people.

Speaker 2.) Bill Hastings, 1015 Pleasant St. – opposed to the Regional News article on and thinks the council should consider switching it's official newspaper to the Gazette.

Speaker 3.) Casey Sheheey, 231 Ridge Road – opposed to editorial letter sent to the Regional News on Hillmoor and commended Alderson's that voted Hillmoor down.

Speaker 4.) Pete Peterson, 1601 Evergreen Lane – He questions which arose during the Hillmoor discussion that the City has no interest in purchasing the Hillmoor property, and he's not aware that a vote was taken challenging a rolling quorum. He would like the council to leave this option on the table to be considered.

Speaker 5.) Ed Svitak, 1085 Geneva National North - thank you to the city, PD, Fire, and streets estimating 10,000 in attendance for the 42nd Electric Christmas Parade.

Speaker 6.) Tom Pinkel, 300 Sage St. - opposed to business neighbor and violation of private easement parking agreement. It's not suitable and he questions why was it approved and the parking commission overlooked parking deficiencies. City cannot ignore city ordinance violations – it's not in the best interest of people or community.

Speaker 7.) Audrey Lowe, 245 Country Club Dr. – she's a volunteer for Mr. Pinkel at It Galleria and Boutique. She described his character and doesn't understand why the no one will come to his defense against the negative campaigning being conducted by their business neighbor. She has indicated she will be obtaining an attorney.

Speaker 8.) Maureen Marks, 834 Dodge St. – thanked the Alderpersons that voted down Hillmoor property and invited the council to come to the Dec. 10th Friend's of Hillmoor being held at the Museum. She would also like the dead maple tree in front of the house on Dodge St. removed and the sickly tree off of Cook and Dodge looked at. She said the street department said it would be cut down in the fall, and she wants the city to know if it falls down she will be obtaining an attorney to ensure the cost of repairing her fence is taken care of by the city.

Speaker 9.) Charlene Klein, 817 Wisconsin St. - Friends of Hillmoor who have organized, and she's the Chairperson. She's invited the council to come to the Museum to explore possibilities and vision in gaining acquisition of the Hillmoor land.

Speaker 10.) Dick Melmann, 19911 S. Lake Shore Drive - thanked the council for voting down Hillmoor and preserving the property. Suggested Premiere Sales Tax combined with referendum people could pay the tax.

STANDING COMMITTEE REPORTS.

Personnel Committee, Alderman Hedlund
Public Works Committee, Alderman Kordus
Piers, Harbors, & Lakefront Committee, Alderman Skates
Add further discussion on market study for use of the Riviera at next meeting.

COMMITTEE, COMMISSION AND BOARD REPORTS.

Utility Commission, Aldermen Hedlund & Flower
Tree Board, Alderman Skates
Police & Fire Commission, Alderman Howell
Plan Commission, Alderman Skates
Board of Park Commissioners, Alderman Skates
Library Board, Alderman Halverson
Historic Preservation Commission, Alderman Chappell
Cemetery Board, Alderman Kordus
Avian Committee, Alderman Halverson
Tourism Commission, Alderman Hedlund & Flower

COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.

Chamber of Commerce, Alderman Kordus
Geneva Lake Museum, Alderman Howell
Lake Geneva Economic Development Corporation, Aldermen Straube & Hedlund
Geneva Lake Environmental Agency, Alderman Flower
Geneva Lakes Family YMCA, Alderman Skates
Geneva Lake Use Committee, Alderman Flower
Business Improvement District, Alderman Halverson

Ald. Hedlund motion to adjourn at 7:15 pm, second by Skates. Motion carried 6 to 0.

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

12/05/2017 11:38 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, DECEMBER 5, 2017 – 6:00 PM
CITY HALL, MEETING ROOM 2A

Alderson Kordus called the December 5, 2017 meeting of the Finance, License & Regulation Committee meeting at 6:25 p.m.

Roll Call; Administrator Oborn called the roll and noted that Kordus, Skates, Howell, Hedlund, and Halverson were present. He also noted that Mayor Kupsik, Administrator Oborn, Parking Manager Mullally, and Clerk Kropf were in attendance.

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

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of November 21, 2017, as prepared and distributed

Motion by Skates to approve the minutes of the November 21, 2017 Finance, License and Regulation Committee, second by Halverson. Motion carried 5-0.

Licenses & Permits

Original 2017-2018 Operator's (Bartender) License application filed by Marie Elena Castro, Stacy J. Hudson, and Candice Marie Jasper

Motion by Howell to approve the Operator License applications for Marie Elena Castro, Stacy Hudson, and Candice Marie Jasper and refer to Council for consideration, second by Skates. Motion carried 5-0.

Piers, Harbor, & Lakefront Recommendations (*Piers, Harbors, and Lakefront Committee met November 29, 2017*)
Discussion/Action/Recommendation of Lake Geneva Boat Line, Inc. Contract Extension for one additional year with 3% increase and replacement of sales shack

Motion by Skates to approve the contract extension for Lake Geneva Boat Line, Inc and replacement of sales shack and refer to Council for consideration, second by Howell. Motion carried 5-0.

Discussion/Action/Recommendation on 3% increase on Slip, Buoy and Rack Rental Rates

Motion by Skates to approve the increase on the Slip, Buoy and Rack Rental Rates and refer to Council for consideration, second by Howell. No discussion. Motion carried 5-0.

Discussion/Action/Recommendation on West Pier Camera installation for an amount not to exceed \$4,200 from the Lakefront Fund

Motion by Skates to approve the West Pier Camera installation and refer to Council for consideration, second by Howell. Skates stated that this is an inexpensive solution to help the Police with the monitoring of this area. Motion carried 5-0.

Discussion/Action/Recommendation on 2018 Water Safety Patrol Lifeguard Agreement for \$34,955.00

Motion by Skates to approve the 2018 Water Safety Patrol Lifeguard Agreement and refer to Council for consideration, second by Halverson. Skates stated that this is an annual contract. Motion carried 5-0.

Personnel Recommendations (*Personnel Committee met December 5, 2017*)

Discussion/Action/Recommendation on Employee Health Benefits costs and programs including:
Claims Paid 6 Month Rolling Average

City Administrator Oborn reviewed the six month rolling average of claims with the committee. No action was taken.

Aurora Clinic

The committee discussed that the Aurora Clinic is available to all City employees and City insured dependents. This benefit would stay as is. Motion by Hedlund, to keep the clinic available and refer to Council for consideration, second by Kordus. Motion carried 5-0.

Pricing Fully Insured plans including direct plans and the State Health Plan

The Committee discussed the different plans available to the City via the State Health Insurance Plan. They noted that due to the timing, there wasn't time to make the change for 2018. No action was taken.

Employee Premium Contribution

Discussion occurred regarding the need for the employees to have cost sharing of the healthcare premium. Oborn noted that at the employee meeting it was discussed to only have those employees on the family plan pay a portion of the cost. This portion wouldn't be based on the actual family plan rate, but would rather be a cost share of ten percent of the difference between the single and family plan. This was offered as the City wouldn't make those on the single plan pay a portion of the premium. The Committee noted that having a family health plan is a benefit that the City is not obligated to offer. Due to this, the committee felt that making a single employee pay would reduce their wages and maintained that only those with family plans should pay. The cost sharing amount would be ten percent of the family plan premium at \$2,736.94 which equals \$273.69 per month. Oborn noted that this cost sharing would become effective on March 1, 2018, as the Affordable Care Act requires a sixty day notice to employees for any change in their health insurance plan or premium.

Motion by Hedlund to approve the cost sharing to the employees with the family health plan to be ten percent of the premium, at a cost of \$273.69 per month and refer to Council for consideration, second by Howell. Motion carried 5-0.

Spousal Surcharge

Motion by Hedlund to approve the spousal surcharge staying at ten percent of the COBRA rate and refer to Council for consideration, second by Halverson. Hedlund noted that the proposed increase should not occur as it would be too much of a burden on the employees at this time. Motion carried 4-1, with Kordus voting noe.

Discussion/Recommendation of Revised City Organizational Chart with revisions for City Hall and Library

Motion by Howell to approve the organization charts and refer to Council for consideration, second by Halverson. Oborn noted that this is a housing keeping item as there has been some restructuring in City Hall with the new employees coming on. He also noted that there were changes made by the Library board as well. Motion carried 5-0.

Discussion/Recommendation of Resolutions for 2018 Pay Scale Grades and Pay Scale

Oborn noted these were approved by the Personnel committee.

Motion by Howell to approve the 2018 pay scale grades and pay scale and refer to Council for consideration, second by Kordus. Motion carried 5-0.

Discussion/Action/Recommendation on the City's Short-term Rental Ordinance and corresponding State Law Change

The committee discussed building an ordinance that would conform to the new state legislation. This would be enforced by the City's code enforcement in the future. The committee also discussed that prior to Planning Commission and Council consideration, that this be reviewed by Mike Slavney of Vandewalle. No action was taken.

Discussion/Action/Recommendation of Geneva Lake Environmental Agency (GLEA) Agreement Responsibilities, and Funding

Kordus questioned if this agreement would need to be funded by the City and noted that the City should be more involved with the process. Hedlund expressed concern with the agreement as the funds provided were being used for the inspection of wells and septic for the Town of Linn.

Motion by Kordus, to send notification to GLEA to identify the City's intent not to renew the agreement for 2019, second by Hedlund. Motion failed 2-3, with Halverson, Howell, and Skates voting noe.

Discussion/Action/Recommendation of Beach Operating Hours for 2018 Budget

Kordus noted that this item was discussed at the Council meeting on November 27, 2017 and that by changing the times of the beach would ultimately affect the budget for the beach's operations. Skates stated that the Parking manager had used conservative numbers for her budget and that the gap could be filled using those funds.

Motion by Skates to amend the budget to increase the parking budget by \$7,500 and decrease the beach operating budget by \$7,500, second by Halverson. Motion carried 4-1, with Kordus voting noe.

Presentation of Accounts

Purchase Orders (none)

No action taken.

Prepaid Bills in the amount of \$567.44

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

Regular Bills in the amount of \$142,083.43

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

Adjournment

Motion by Hedlund to adjourn the December 5, 2017 meeting of the Finance, License and Regulation Committee, second by Skates. Motion carried 5-0. The meeting adjourned at 7:15 p.m.

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

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, DECEMBER 19, 2017 – 6:00 PM
CITY HALL, MEETING ROOM 2A

Call to Order

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

Roll Call

Clerk Kropf called the roll and noted that Howell, Halverson, Hedlund, Kordus, and Skates were all present. Others present were: City Administrator Oborn, Clerk Kropf, Police Chief Rasmussen, Alderperson Flower, Fire Captain Detkowski, Finance Director/Comptroller Hall, and Mayor Kupsik

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

No persons wished to speak.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of December 5, 2017, as prepared and distributed

Motion by Hedlund to approve the December 5, 2017 minutes of the Finance, License, and Regulation Committee, second by Skates. Motion carried 5-0.

Discussion/Recommendation on Temporary Class “B”/“Class B” Retailer’s License application filed by St. Francis De Sales for the sale of wine for the St. Francis De Sales Parish Chili Cook-Off, 148 W. Main St on Saturday, February 3, 2018 from 5:00 to 10:30 pm

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

Temporary Operator License application filed by Kenneth Cramer on behalf of St. Francis De Sales on February 3, 2018 from 5:00 to 10:30 pm

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

Original Taxi Driver License application filed by Joseph T. Stewart (approved by Police Chief informational only)

No action was taken.

Original 2017-2018 Operator’s (Bartender) License application filed by Emily Anne Derra

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

Discussion/Action on allocating Auction proceeds to Equipment Replacement Fund

Motion by Hedlund to approve the allocation of the Public Works Auction proceeds of \$55,161 to the Equipment Replacement Fund, second by Skates. Kordus explained that this was approved at the Public Works Committee and the funds will be allocated to the Equipment Replacement Fund. Motion carried 5-0.

Discussion/Recommendation on Payne & Dolan’s Pay Request #2 for the 2017 Street Improvement Program in the amount of \$29,918.38 funded from Capital Projects

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

Discussion/Recommendation on Payne & Dolan’s Pay Request #4 for Main Street Widening Project for \$19,086.37 funded from Capital Projects

Motion by Hedlund to approve, second by Skates. Hedlund noted that this was the final payment for this project and the scope of the project, encompassing these costs, were previously approved through the change order. Motion carried 5-0.

Discussion/Recommendation on payment to B& J Tree & Landscape Service, Inc in the amount of \$18,600.00 for Beach Retaining Wall from Lakefront Fund

Motion by Skates to approve, second by Halverson. Skates noted that the wall is done and looks great. He also noted that the work was completed in a very timely manner. Motion carried 5-0.

Discussion/Action/Recommendation of the Bid Award to RoDella, Inc as Veteran's Park Concessionaire for \$1,500 annually

Motion by Skates to approve, second by Hedlund. Skates explained that this was the only bid received, although others were contacted to bid as well. Oborn noted that the contract would be for two years, with an option to add a third year. Motion carried 5-0.

Discussion/Action/Recommendation seeking Request for Proposals for a Dunn Field Concessionaire with \$300 minimum annual bid

Motion by Skates to approve, second by Halverson. Skates explained that an ad should be run for this RFP and to keep the \$300 minimum to cover the costs of the Utilities. Motion carried 5-0.

Discussion/Recommendation on the Wil-Surge Electric Inc. TIF Escrow Draw Request No. 2 in the amount of \$43,810.00 for the Main Street Widening Project - Lighting Contract (Continued from November 21, 2017 FLR meeting)

Motion by Hedlund to table until the January 2, 2018 Finance, License and Regulation Committee meeting, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation of Resolution 17-R69 an Amendment to the Lakefront and Parking Fund Budgets for Beach Operating Hours Reduction (referred from December 11, 2017 City Council Meeting after failure to receive the required six affirmative votes)

Motion by Skates to approve, second by Halverson. Kordus explained that this item had failed at the last Council meeting and was back before the Committee for further consideration. The Committee agreed with the proposed changes. Motion carried 5-0.

Discussion/Recommendation of Revising the Planning & Engineering Cost Recovery Agreement for Services to provide for a Deposit

Motion by Hedlund to approve, second by Kordus. Kordus explained that this agreement would allow the Building Inspection/Zoning Department to charge a prepaid amount to developer or others for the costs of professional services that may be obtained by the City for a project. Oborn explained that if the predetermined amount that was paid is not met fully, the City will issue a refund. Motion carried 5-0.

Discussion/Recommendation on 2017/2018 Capital Improvement Budget

Motion by Hedlund to approve, second by Howell. Oborn explained the various projects with the Capital Improvement Budget. Skates questioned the amount allocated for City Hall. Oborn noted that he had carried that number over from the previous year and would be for cosmetic updates to City Hall. He added that number was just an estimate, nothing specific at this point in time. Motion carried 5-0.

Discussion/Recommendation on 2017/2018 Equipment Replacement Budget

Motion by Hedlund to approve, second by Skates. Oborn went through the budget and noted the various items that need to be replaced in 2018. Captain Detkowski explained that the City would be purchasing a new ambulance to replace the current twenty year old one. Chief Rasmussen explained that the budget included the purchase of new rifles, computers and radios for the Police Department. Motion carried 5-0.

Presentation of Accounts

Purchase Orders (none)

No action.

Prepaid Bills in the amount of \$6,226.51

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

Regular Bills in the amount of \$143,309.36

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

Adjournment

Motion by Skates to adjourn the December 19, 2017 Finance, License, and Regulation Committee meeting, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:42 p.m.

These minutes are not official until approved by the Finance, License, and Regulation Committee.

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

The January 2, 2018 meeting of the Finance, License, and Regulation Committee was called to order at 6:00 pm by Chairperson Kordus.

Clerk Kropf called the roll and noted that Kordus, Hedlund, Howell, Halverson, and Skates were present. Also present were: City Administrator Oborn, City Clerk Kropf, Mayor Kupsik, Finance Director Hall, Alderperson Straube, and Alderperson Flower.

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

Mary Jo Fesenmaier; 1085 W Lakeshore Dr, Lake Geneva; Spoke in opposition of the purchase of a SmartBoard for City Hall Room 2A. She felt that the money quoted to be spent could be done in a more advantageous way.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of December 19, 2017, as prepared and distributed

Motion by Skates to approve the minutes from December 19, 2017, second by Halverson. Motion carried 5-0.

Licenses & Permits

Original 2017-2018 Operator's (Bartender) License application filed by Ashley Principato, Cole Conrad, and Laila Schiavo (pending Police Chief approval)

Clerk Kropf stated that the operator license for Laila Schiavo had been approved by the Chief of Police that day and would also recommend approval.

Motion by Skates to approve all original 2017-2018 Operator licenses as presented, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding amended Event Permit Application for VISIT Lake Geneva for the 23rd Annual Winterfest & US National Snow Sculpting Competition; Amending dates of Street Closure of Wrigley Drive to include January 29, 2018 and January 30, 2018.

Clerk Kropf noted that this change was only to close Wrigley Drive two days sooner and was a recommendation from the Streets Department.

Motion by Hedlund to approve, second by Halverson.

Discussion/Action/Recommendation on Employee Health Benefits costs and programs including (Pending January 2, 2018 Personnel Committee meeting):

-Claims Paid 6 Month Rolling Average

-Aurora Clinic

-Pricing Fully Insured plans including direct plans and the State Health Plan

Motion by Hedlund to keep the Aurora Clinic open for employees through January 1, 2019, per Council action, and that the City remain self-insured until December 31, 2018 with the possible movement into the State Health Plan effective January 1, 2019, second by Howell.

Committee discussion concluded that there were not any changes proposed and this would not need to go to Council for action. Motion carried 5-0.

Discussion/Recommendation for 2017 General Fund Budget Amendment for Contingency, Host Tower temporary relocate, Police Department retirement payout, and Emergency Management salary savings

City Administrator Oborn outlined the amendments to be made to the General Fund for the various purchases. He noted that these changes were being made to the 2017 Contingency budget.

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

Discussion/Recommendation on Smart Screen for City Hall Room 2A with the amount not to exceed \$6,000 from 2018 Capital Projects Budget

City Administrator Oborn explained that he had been tasked to find an appropriate projection system for the City Hall 2A room. Skates expressed that he didn't feel that a SmartBoard would be the best option for that room and that the City could find a more suitable option at a potential lower cost. He suggested that the City consult with Dan Schmidt from the School District as he is the IT Director and could offer more viable options. The committee directed City Administrator Oborn to find additional options and to refer back to the committee. No action was taken.

Discussion/Recommendation on the Wil-Surge Electric Inc. TIF Escrow Draw Request No. 2 in the amount of \$43,810.00 for the Main Street Widening Project - Lighting Contract (Continued from December 19, 2017 FLR meeting)

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

Presentation of Accounts

Purchase Orders (none)

No action was taken.

Prepaid Bills in the amount of \$13,234.00

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

Regular Bills in the amount of \$285,536.56

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

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 with regard to Accurate Appraisal, LLC Assessor Agreement

Motion by Kordus to convene the committee into closed session, second by Hedlund. Also present in closed session: City Administrator Oborn, Clerk Kropf, Finance Director Hall, Mayor Kupsik, and Alderperson Flower. Motion carried on a roll call voted 5-0. The committee convened into closed session at 6:32 p.m.

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

Motion by Hedlund to reconvene the committee into open session, second by Halverson. Motion carried on a roll call vote 5-0. The committee reconvened in open session at 6:42 p.m.

Motion by Hedlund to direct staff to proceed with the recommendations made in closed session, second by Skates. Motion carried 5-0.

Adjournment

Motion by Hedlund to adjourn the January 2, 2018 meeting of the Finance, License, and Regulation Committee, second by Skates. Motion carried 5-0. The meeting adjourned at 6:43 p.m.

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

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, JANUARY 16, 2018 – 6:00 PM
CITY HALL, MEETING ROOM 2A

Committee Members: Chairperson Bob Kordus, John Halverson, Rich Hedlund, Ken Howell, and Doug Skates

Aldersperson Kordus called the meeting to order at 6:24 p.m.

Roll Call

Clerk Kropf called the roll and noted that Alderspersons Kordus, Halverson, Hedlund, and Skates were present with Aldersperson Howell being absent and excused. Others in attendance included: City Administrator Oborn, City Clerk Kropf, Finance Director Hall, Mayor Kupsik, and Aldersperson Flower

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

No persons wished to speak.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of January 2, 2018, as prepared and distributed

Motion by Hedlund to approve the minutes of the January 2, 2018 Finance, License, and Regulation Committee meeting, second by Skates. No discussion. Motion carried 4-0.

Licenses & Permits

Original 2017-2018 Operator's (Bartender) License application filed by Brian Dahme

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

Discussion/Recommendation regarding Temporary Class "B"/"Class B" Retailer's License application for The Lake Geneva Symphony Orchestra, Inc. for the event of the 2018 Lake Geneva Symphony Orchestra Gala to take place on Saturday, February 10, 2018 at The Riviera

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

Discussion/Recommendation regarding Temporary Class "B"/"Class B" Retailer's License application for the Lake Geneva Jaycees for the event of the Venetian Festival to take place August 14, 2018 through August 20, 2018

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

Discussion/Recommendation regarding Fireworks Application for the Lake Geneva Jaycees for the event of the Venetian Festival to take place on August 19, 2018

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

Discussion/Recommendation regarding Temporary Operator License for Gertie Cuccia for the event of the 2018 Winterfest

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

Discussion/Recommendation regarding Temporary Operator License for Jennifer Hansen for the event of the 2018 Lake Geneva Symphony Orchestra Gala

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

Discussion/Recommendation regarding Temporary Operator License for Matthew Sobacki for the event of the 2018 Lake Geneva Symphony Orchestra Gala

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

Street Banner Display Permit for The Geneva Lakes Art Foundation for Art in the Park – Four banners to be displayed starting July 27, 2018 through August 13, 2018 (Approved by City Administrator for informational purposes only)
No action taken.

Discussion/Recommendation regarding Taxi Driver License application for Cynthia Hansen (Approved by police chief; Informational purposes only)
No action taken.

Discussion/Recommendation regarding Taxi Company License for Cruzin Transportation
City Clerk Kropf noted that this license will need to be contingent upon the City Attorney's satisfactory review of the applicant's insurance plan.
Motion by Hedlund to approve the license contingent upon the City Attorney's review and approval of the applicant's insurance, second by Skates. Motion carried 4-0.

Discussion/Action on the Lake Geneva Utilities Commission reserving the Riviera for the Wisconsin Rural Water Association education continuation session to take place on February 15, 2018 with waiver of all fees
City Administrator Oborn explained that this request is coming from the Utilities Commission to use the Riviera for a training and they are requesting that the facility use fees be waived.
Motion by Hedlund to approve the application with the waiver of fees, second Skates. Motion carried 4-0.

Discussion/Recommendation regarding amending Section 50-41 of the Municipal Code regarding Tobacco products
City Administrator Oborn noted that this was drafted by the City Attorney and would make the City ordinances in line with state law.
Motion by Hedlund to approve, second by Halverson. Motion carried 4-0.

Recommendations from Public Works- Pending January 16, 2018 Public Works Meeting

Discussion/Recommendation on approval of Kapur Task Order #13 for \$66,684.00 for Engineering Services for 2018 Street Improvement Program

Motion by Hedlund to approve, second by Kordus. Kordus noted that this was approved at the Public Works Committee as well. Motion carried 4-0.

Discussion/Recommendation on updating the Storm Water ordinance section 78-247 to meet current minimum standards as recommended by Kapur & Associates, Inc

Motion by Hedlund to approve the ordinance draft recommendations to bring the City code to the minimum standards as set by the state, second by Kordus. Motion carried 4-0.

Discussion/Recommendation on July 12, 2017 unreimbursed storm expenses

Kordus stated that this item was discussed at the Public Works Committee meeting and he would recommend moving forward with using 2017 funds and to end the year with a deficit. Finance Director Hall noted that with an event like the flooding, we can note in the annual audit that the funds are in a deficit due to an extraordinary event.

Motion by Skates to approve using the 2017 funds for unreimbursed storm expenses, second by Hedlund. Motion carried 4-0.

Presentation of Accounts

Purchase Orders
None

Prepaid Bills in the amount of \$142,047.57
Motion by Hedlund to approve, second by Skates. Motion carried 4-0.

Regular Bills in the amount of \$141,622.89

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

Adjournment

Motion by Halverson to adjourn the meeting, second by Hedlund. Motion carried 4-0. The January 16, 2018 meeting of the Finance, License, and Regulation adjourned at 6:41 p.m.

**MINUTES IF NOT OFFICIAL UNTIL APPROVED BY THE FINANCE, LICENSE, AND REGULATION
COMMITTEE**

PERSONNEL COMMITTEE MINUTES

THURSDAY, NOVEMBER 16, 2017 – 4:30 PM

CONFERENCE ROOM 2A, CITY HALL

Meeting call to order by Chairman Hedlund at 4:32 pm

Roll Call: Present: Ald. Hedlund, Flower, Howell, Absent: Ald. Halverson,
Also Present: Ald. Kordus, Mayor Kupsik, Financial Analyst, Briere, and Administrator, Oborn

Ald. Skates joins meeting at 4:34

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

None

Closed Session: 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 for to conduct interviews for the Senior Financial Analyst (Treasurer) and Finance Director (Comptroller) positions.

Ald. Howell motion to go into closed session at 4:35, second by Flower. Motion carried 3 to 0 via Roll Call.

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

Ald. Howell motion to return to open Session at 5:37 pm and directing staff to proceed as discussed in closed session, second by Flower. Motion carried 3 to 0.

Ald. Howell motion to adjourn at 5:38 pm, second by Flower. Motion carried 3 to 0.

/s/ Blaine Oborn, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

12/02/2017 10:05 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

PERSONNEL COMMITTEE MINUTES

TUESDAY, DECEMBER 5, 2017 – 4:30 PM

CONFERENCE ROOM 2A, CITY HALL

Meeting call to order by Chairman Hedlund at 4:30 pm

Roll Call: Present – Alderperson Hedlund, Halverson, Straube, Howell Also Present: Administrator Oborn, Ald. Kordus
Ald. Flower joined in at 4:37

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

Speaker 1.) Jo Busch opposed to the last minute notice / changes as it doesn't allow time to amend our personal budgets or research alternative insurance opportunities. She asked that the committee consider changing the new imposed employee premium contributions to the difference between the family and single plan and pay a percentage of the difference. She also suggested the spousal surcharged be discontinued if employees are to start paying premiums.

Speaker 2.) Courtney Bonk - recommend Blaine's consideration of going with Jan. 1, 2019 premium share start date stating it would give employees time to budget and time to research doctors/plans as she's currently pregnant and undergoing care. Request for time to research and have providers come in to explain the plan so employees fully understand what's available.

Speaker 3.) Cindy Papenfus – The three year old Compensation study and insurance study needs to be reevaluated if employees are going to take on cost of premium share. She also requested options be researched and presented and employees kept informed of the changes well in advance.

Approve the Personnel Committee minutes from November 7, 2017 and November 16, 2017, as prepared and distributed.

Ald. Howell motion to approve, second by Straube. Motion carried unanimously 5 to 0.

Discussion/Action/Recommendation on Employee Health Benefits costs and programs including:

a. Claims Paid 6 Month Rolling Average

Committee discussion six month rolling average for claims. No action taken.

b. Aurora Clinic

Ald. Howell motion to continue to keep the clinic open, second by Halverson. Motion carried 5 to 0.

c. Pricing Fully Insured plans including direct plans and the State Health Plan

Committee discussed it's too late for open enrollment as employees need 60 day notice.

d. Employee Premium Contribution

Ald. Flower motion to implement family premium at \$273.69 effective March 1, 2018, second by Hedlund. Motion carried 5 to 0.

e. Spousal Surcharge

Ald. Hedlund leave spousal surcharge of \$131.05 the same, second by Halverson. Motion carried 4 to 1 noe Flower.

Discussion/Recommendation of Revised City Organizational Chart with revisions for City Hall and Library

Ald. Howell motion to revise the org chart with revisions for city hall and library, second by Halverson. Motion carried 5 to 0.

Discussion/Recommendation of Resolution for 2018 Pay Scale Grades and Pay Scale

Ald. Howell motion for resolution for 2018 pay scale grades and pay scale, second by Halverson. Motion carried 5 to 0.

Discussion/Recommendation of Employee Recruitment Bonus Policy

Ald. Hedlund continued the employee recruitment bonus policy to next meeting, second by Howell. Motion carried 5 to 0.

Future agenda items and meeting date

Ald. Howell motion to move to closed session at 5:52 pm, second by Halverson. Motion carried 5 to 0.
Roll Call: Present, Ald. Howell, Flower, Halverson, Straube, and Hedlund. Also present: Mayor Kupski, Ald. Kordus and Administrator Oborn

Closed Session: 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 for Parking Manager Mullally, Public Works Director Earle, and Harbormaster Grey

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

Ald. Howell motion to return to open session at 6:17 pm, second by Flower. Motion carried 5 to 0.

Ald. Howell move to have Administrator proceed as instructed in closed session, second by Halverson. Motion carried 5 to 0.

Ald. Howell move to adjourn at 6:18 pm, second by Flower. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

12/07/2017 12:15 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

PERSONNEL COMMITTEE
TUESDAY, JANUARY 2, 2018 – 4:30 PM
CONFERENCE ROOM 2A, CITY HALL

Meeting called to order by Chairman Hedlund at 4:31 pm

Roll Call: Present - Alderman Hedlund, Halverson, Straube, Flower, and Howell.
Also present: Alderman Skates, Kordus, Mayor Kupsik, Administrator Oborn, Matt Chadwick from Cottingham & Butler

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

Donna Wisniewski retired city employee. Shared the two concerns; sudden notice that as of April 1st change to state plan which poses problem for some spouses & employees unable to due open enrollment closed and poor timing. She also requested that the City consider doing away with the Aurora nurse program, dropping Health 360 and using cost savings to offset additional expenses for health care costs waiting until January 2019 to join ETF. It was her understanding that the ETF comes in during the fall to educate employees and this was not provided in 2017. Hope to have the ETF come in early 2018 or during the fall of this year to educate the staff on the different benefit options. This would allow option for spouses to come on and employees to roll off.

Jean Froggatt, PD Communications stated police spouses cannot enroll spouse because their open enrollment closed, and employees are left with no choice but to keep spouses enrolled.

Courtney Hinzpeter, PD Data systems Administrator education was of most importance as employees have come to accept the premium. Looking for the needed education and information on the state plans/benefit options. She's challenged if the plan changes in April as she's pregnant and due in April. Employees feel like they're flying blind.

Nan Elder, Deputy Clerk asked the committee to make a decision and stick with it, educate the staff so everyone could plan accordingly.

Approve the Personnel Committee minutes from December 5, 2017, as prepared and distributed.

Alderman Hedlund motioned to approve the December 5, 2017 minutes, second by Howell. Motion carried 5 to 0.

Discussion/Action/Recommendation on Employee Health Benefits costs and programs including:

Claims Paid 6 Month Rolling Average

Aurora Clinic

Pricing Fully Insured plans including direct plans and the State Health Plan

Administrator Oborn & Matt Chadwick of Cottingham & Butler shared and discussed the Employee Health Benefits including the 6 month average, clinic, and state option for April 1, 2018.

Alderman Hedlund motion to stay self-insured to 1-1-2019 and then go to State Plan, second by Howell. Motion carried 4 to 1 with Flower opposed.

Discussion/Recommendation of Employee Recruitment Bonus Policy

Alderman Hedlund believes this will lead to ill will. Ald. Skates said it's done in the private sector and asked that we keep option open. Halverson stated it's better suited for the private sector. Mayor requested further discussion and City Administrator will research and provide sample policies in next couple months.

Future agenda items and meeting date

Employee Recruitment Bonus Policy and meeting to be held on February 6, 2018.
Administrator to report back on the monthly meeting with the staff.

Closed Session: 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 for Parking Manager Mullally, Public Works Director Earle, Harbormaster Grey, and PD Communications Supervisor Froggatt.

Alderman Howell motion to go into closed session, second by Hedlund. Motion carried by roll call 5 to 0 at 5:31 pm.

Motion by Hedlund, second by Halverson to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session with roll call. Motion carried 5 to 0.

Alderman Halverson motion to take no action, second by Howell. Motion carried 5 to 0.

Adjourn

Alderman Howell motion to adjourn at 5:55 pm, second by Flower. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

1/08/2018 12:00 pm

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, DECEMBER 19, 2017 – 4:30 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Ald. Kordus at 4:30 p.m.

Roll call: Present: Alderman Kordus, Hedlund, Skates and Flower. Ald. Straube arrived late at 4:45pm. **Also present:** City Administrator Oborn and DPW Earle.

Comments from the public limited to 3 minutes. None.

Approval of Public Works Committee meeting minutes from November 21, 2017 as prepared and distributed. Skates/Hedlund motion to approve. Passed 4-0.

Director of Public Works Report

Earle gave an update on the White River Disc Golf Bridge, the Main Street Reconstruction Project and the 2018 Road Program. VISIT Lake Geneva is looking to close Wrigley Drive for a longer period than in the past for Winterfest. Earle has no issue with this. Discussion followed. Earle reported that the Utility Commission requested a joint meeting to approve the Main Street Reconstruction & Water Main Project.

Ald. Straube arrived at 4:45pm.

Update on Equipment listed on WI Surplus for Auction

Earle detailed the items that were sold and how much they sold for. The Utility Commission also listed items. The total amount in sales for City owned items was \$55,161.00.

Discussion/Action on allocating Auction proceeds to Equipment Replacement Fund

Kordus/Flower motion to put \$55,161.00 into the Equipment Replacement Fund. Passed unanimously.

Discussion/Action on Concrete Sidewalk Installation at the SE corner of Bloomfield and Wells

Earle reported that multiple parents have approached him with safety concerns of kids standing in the road to cross at the crosswalk. He would like to extend the sidewalk in this area and has already approached the owner of the corner lot who has no objection. Discussion followed.

Flower/Skates motion to continue the concrete sidewalk installation at the SE corner of Bloomfield and Wells until the bike and pedestrian plan is completed. Passed unanimously.

Discussion/Recommendation on Payne & Dolan's Pay Request #2 for the 2017 Street Improvement Program in the amount of \$29,918.38 funded from Capital Projects

Earle stated that this is the final payment for the 2017 Road Program.

Skates/Flower motion to approve. Passed unanimously.

Discussion/Recommendation on Payne & Dolan's Pay Request #4 for the Main Street Widening Project for \$19,086.37 funded from Capital Projects

Earle stated that this will be the final payment for this project.

Skates/Hedlund motion to approve. Passed unanimously.

Discussion/Action on Winter Maintenance for the Bike Path

Earle stated that this item is on here for informational purposes. He explained that we only plow these paths, we do not salt them. As more bike paths are added, more people are calling requesting maintenance so they

can be used in the winter. Earle wanted to make sure that this is taken into consideration for future pedestrian and bike trails. It may be that we have to buy new equipment that can properly maintain these paths and sidewalks. Direction given to consider core area for winter usage and maintenance.

Discussion/Recommendation on 2017/2018 Equipment Replacement Budget

Oborn and Earle detailed the breakdown of the Equipment Replacement Budget.

Kordus/Hedlund to approve the 2017/2018 Equipment Replacement Budget. Passed unanimously.

Discussion/Recommendation on 2017/2018 Capital Improvement Budget

Oborn and Earle detailed the breakdown of the Capital Improvement Budget.

Kordus/Straube motion to approve the Public Works component of the 2017/2018 Capital Improvement Budget. Passed unanimously.

Discussion/Recommendation on payment to B&J Tree & Landscape Service, Inc in the amount of \$18,600.00 for Beach Retaining Wall from Lakefront Fund

Hedlund/Skates motion to approve. Skates stated for the record that the wall is complete. Passed unanimously.

Adjournment

Flower/Kordus motion to adjourn at 5:29 p.m. Passed unanimously.

/s/ Jo Busch, Utility Office Manager

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday December 20, 2017 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

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

Roll Call - Members present: President Lyon, Ald. Hedlund, Brett Stanczak, Mark Johnson, Ann Esarco. Ald. Flower arrived at 4:13pm **Absent:** Mayor Kupsik. **Staff in attendance:** Josh Gajewski, Jo Busch, Blaine Oborn.

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 November 15, 2017 as prepared and distributed
Hedlund/Stanczak motion to approve. Passed 5-0.

Acknowledgement of Correspondence.

Gajewski reported that he sent a letter to the Chairman of the Village of Bloomfield Planning Commission regarding the adoption of their new smart growth plan and how it relates to the utility service areas. He then met with them along with our City Administrator to discuss future utility service areas and municipal boundaries. He is hoping that there will be continued conversation in the future and will keep the Commission updated.

Financials Update

Gajewski reviewed the financial information through November.
Hedlund/Stanczak motion to approve. Passed 5-0.

Approval of the November Bills

Hedlund/Johnson motion to approve. Passed 5-0.

Ald. Flower arrived at 4:13pm.

Directors Report

Gajewski gave an update of current operations. He also reported that there was a clerical error made on the resolution presented for approval at the November meeting. It had been numbered and acted upon as Resolution 2017-02 and should have been listed as Resolution 2017-03. This was corrected before publishing. The retired water meters were sold as approved at the November meeting and the vehicles listed on WI Surplus also sold.

Discussion/Action on scheduling a joint meeting with the Public Works Committee regarding the Main Street Reconstruction & Water Main Project

Gajewski explained that the timeline for this project is very tight and he would prefer to get it approved and sent to Council as soon as possible. The bid opening is December 21 at 10:00am. It was agreed to schedule a joint meeting on Wednesday January 3rd at 5pm.

Closed Session

Lyon/Hedlund 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 for Utility Director Josh Gajewski and include Oborn, Gajewski & Busch.

Roll Call: Lyon, Esarco, Flower, Hedlund, Stanczak, Johnson – Yes. Passed 6-0.

The Commission entered closed session at 4:30pm

Open Session

Hedlund/Stanczak motion to return to open session pursuant to Wis. Stat. 19.85 (2) and take action on any items discussed in closed session.

Roll Call: Lyon, Esarco, Flower, Hedlund, Stanczak, Johnson – Yes. Passed 6-0.

The Commission returned to open session at 5:05pm.

Hedlund/Flower motion to increase Utility Director's pay to mid-level on the pay scale effective January 1st, 2018. Passed 6-0.

Adjourn

Hedlund/ Flower motion to adjourn. Passed 6-0.

Meeting was adjourned at 5:07 p.m.

/s/ Jo Busch, Office Manager

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday January 17, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

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

Roll Call - Members present: President Lyon, Ald. Hedlund, Brett Stanczak, Mark Johnson, Ann Esarco. Ald. Flower arrived at 4:16pm and Mayor Kupsik arrived at 4:30pm. **Staff in attendance:** Josh Gajewski and Blaine Oborn.

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

Approve Utility Commission Minutes from December 20, 2017 as prepared and distributed
Hedlund/Johnson motion to approve. Passed 5-0.

Approve the minutes from the Special Joint Meeting of the Utility Commission and the Public Works Committee on January 3, 2018 as prepared and distributed
Hedlund/Johnson motion to approve. Passed 5-0.

Acknowledgement of Correspondence

Gajewski reported that he received a letter from the DOT regarding the Highway 120 project informing us that they have awarded the bid and that our portion of the special provisions cost is going to be \$2,249.50. He also reported that ATC has started tree trimming for their project along Highway 12 and that there has been some misunderstanding on their part regarding the easements we granted last year. He has clarified with ATC but thinks they may come back with a secondary easement request.

Financials Update

Gajewski reviewed the financial information through December making note of a correction to the Wastewater Total Utility Annual Expense number in the emailed packets.
Hedlund/Stanczak motion to approve. Passed 5-0.

Ald. Flower arrived at 4:16pm.

Approval of the December Bills

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

Directors Report

Gajewski reported that all carrier work should be finished at Host Tower this month. Off peak pumping schedules continue to be refined and have resulted in the increased chlorine residual levels we were hoping for. The Main Street Water Main project has been approved by Council as recommended from the joint Utility Commission and Public Works Committee meeting earlier this month. A pre-construction meeting should be held in early February.

Mayor Kupsik arrived at 4:30pm.

Discussion/Recommendation on Cemetery Road Sanitary and Water Main Extension

Discussion was had on the various options presented in Kapur's evaluation on the feasibility of providing sanitary sewer and water main services to properties along Cemetery Road and Elkhorn

Road. Gajewski went over the pro's and con's of each option. This project may result in a special assessment to the benefitting parcels, some of which are in the Town of Geneva. Those parcels in the Town of Geneva would have their special assessment deferred until either hook up or annexation. The Utility Commission are looking at this because the property owner of four lots on cemetery road is planning on building homes on these lots and has requested water & sewer services. Gajewski explained the process should this project move forward, including that there would be a public hearing if special assessments are used.

Flower/Kupsik motion to recommend option A for water and option B for sanitary sewer to the Public Works Committee. Passed unanimously.

Discussion/Recommendation on 2018 Capital Improvements

Gajewski went over the list of Capital Improvement items for 2018.

Flower/Kupsik motion to approve the 2018 Capital Improvements list with any items over \$10k coming back to the Commission for final approval. Passed unanimously.

Discussion/Recommendation on amendment to Kapur Task Order #9 for the Main Street Water Main Project

Gajewski explained that the 800 block of Main Street was not included in the original task order for this project which is why we now have an amendment. Hedlund noted that the first two blocks of Main Street had an engineering cost of \$15K but this one block is costing more at \$9K. He is curious as to why this block should cost more. Discussion followed.

Flower/Kupsik motion to approve only a \$7,500 amendment to Kapur Task Order #9 for the Main Street Water Main Project. Passed unanimously.

Adjourn

Flower/Hedlund motion to adjourn. Passed unanimously.

Meeting was adjourned at 5:15 p.m.

/s/ Jo Busch, Office Manager

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
CHIEF OF POLICE DEPARTMENTAL AND
PERSONAL GOALS WORKSHOP
THURSDAY DECEMBER 7, AT 5:30 P.M.**

This appraisal workshop was held in the City Council Chambers, City Hall, 626 Geneva Street, Lake Geneva, WI 53147

1. Call meeting to order

The workshop was called to order by Commissioner Hartz at 5:33 p.m.

2. Roll call

Commissioners Bittner, Horne, Pollard, Jordan and Hartz were present.

3. Discussion and Recommendation on Chief Rasmussen's departmental and personal goals for 2018

Chief Rasmussen discussed his personal goal and departmental goal choices. Commissioner Hartz felt that four goals were sufficient. Commissioner Bittner indicated that the goals should be clear and measurable. The Chief's goals were discussed and four personal goals and four departmental goals were established. The goals will be presented and approved at the next PFC meeting January 4, 2018.

4. Adjourn

The workshop was adjourned at 6:04 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**

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JANUARY 4, 2018, AT 6:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Bittner

3. Roll call

Commissioners Horne, Jordan, Bittner and Hartz were present. Commission Pollard was excused. Also present: Fire Chief Peters, Assistant Fire Chief Derrick, Fire Captain Detkowski, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, City Administrator Oborn and Confidential Administrative Assistant Papenfus. Police and Fire Commission Liaison Howell and Town of Geneva Fire Liaison Walton were absent.

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

5. Acknowledge correspondence - None

6. Approval of the regular meeting minutes of December 7, 2017

Horne motioned to approve the regular meeting minutes of December 7, 2017. Bittner seconded. Motion carried 4-0.

7. City Council Report

City Administrator Oborn discussed the changes in the city's insurance plan including a premium share of \$142.69/month for a family plan, the continued spousal surcharge and the approval of the State plan beginning January 1, 2019. The employee Aurora Clinic will be open soon and was expanded to all city employees. 2018 Capital Projects and Equipment Replacement Funds have been approved. A few budget amendments were posted to the 2017 budget including Assistant Chief Reuss' payout. This budget amendment was recommended by Finance License and Regulation Committee and will be considered at the January 8, 2018 council meeting. Bittner asked if there were any potential costs or benefits to the city employees to cover the changes on insurance. Administrator Oborn stated the idea of the clinic is that employees can go to the clinic for free as well as shorten time off. Hartz also asked about employee contracts. Administrator Oborn noted that one contract is waiting for an employee to sign and the other two are under review by the City Attorney Draper.

8. Police Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$234,733.73, equipment purchases in the amount of \$523.71, for a total of \$235,257.44

Jordan motioned to approve the bills for the month of December 2017. Horne seconded. Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0.

Chief Rasmussen felt that the department would be close to the 2017 budget because of the budget adjustments of \$24,000 for the new officer and the pay out for Assistant Chief Reuss. Hartz had a few questions regarding the Reserve clothing budget, telephone expenses and tuition reimbursement. Bittner noted that the fuel expense was also extremely low.

b. Discussion/Action on Chief Rasmussen Departmental and Personal Goals

Horne motioned to approve Chief Rasmussen's Departmental and Professional Goals with edits and quarterly review. Jordan seconded. Motion carried 4-0.

Chief Rasmussen asked that "personal goals" be changed to "professional goals". Bittner struggled with the wording of "curb" the Opioid problem. The wording will be changed to "proactively monitor and manage". Horne expressed his concerns of measuring the goals. It was discussed and decided that a benchmark will be set for the goals and the goals will be reviewed quarterly.

c. 2018 Capital and Equipment Replacement Update

All items were passed as recommended and the department is working on the projects at this time.

d. Discussion on full time officer hiring

A letter was submitted to current reserve officers and only four letters of intent were returned. The full time position was then opened up to the public with applications due January 19, 2018.

e. Discussion on reserve officer hiring

The department received nine applications and eight were qualified. Testing is scheduled and interviews will be January 30, 2018.

f. Discussion on booking officer hiring

The department received 28 applications for the booking officer positions. The dates for interviews are scheduled for January 23 and 24, 2018.

g. Discussion/Action accept \$100.00 donation from Albert C. Exner

Jordan motioned to accept the \$100.00 donation from Albert C. Exner. Horne seconded. Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0. Chief Rasmussen stated we receive an annual donation from Mr. Exner.

h. Discussion regarding Community Outreach Committee – Family donations

Lt. Way noted that two families were sponsored and were given clothing, toys, coats, socks, and hats for Christmas.

i. Chief's top monthly incidents – No discussion/action

j. Monthly activity reports

2017	Dispatch activity for December 2017: Telephone calls–2,717	911 Calls–175	Window assists–676
2016	Dispatch activity for December 2016: Telephone calls–2,739	911 Calls–215	Window assists–843
2017	Patrol activity for December 2017: Calls for service–1,449	Arrests - 110	
2016	Patrol activity for December 2016: Calls for service–1,370	Arrests -145	

Dispatch is answering 108 phone calls with 911 calls and helping on average 32 people at the window per day. The department is averaging 52 calls per day. The minor arrests are down because the department did not participate in traffic grants but the department still averages four arrests per day.

k. Yearly Statistics - No discussion/action

2017	Dispatch activity: Telephone calls	37,111	911 Calls	2,431	Window assists	11,673
2016	Dispatch activity: Telephone calls	38,233	911 Calls	2,609	Window assists	10,510
2017	Patrol activity:	Calls for service-	18,959	Arrests-	1,563	
2016	Patrol activity:	Calls for service-	17,710	Arrests-	1,977	

l. Discussion regarding Thank you letters - No discussion/action

- Visit Lake Geneva

m. Items to be forwarded to City Council

Chief's top incident reports, monthly reports and yearly reports.

9. Fire Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$66,050.09, Equipment Purchases in the amount of \$6,791.37, for a total of \$72,841.46

Horne motioned to approve the bills for the month of December 2017. Jordan seconded.

Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0.

Chief Peters reviewed budget items. Revenue items are 103.95% for the year. Total overall budget is at 95.2%. Hartz noted that revenue from EMS bills compared to outside billing services did not match. Less was collected than budgeted and the cost of collecting bills went up. Captain Detkowski stated the amount collected is based upon the step in which the monies are collected and there are different percentages. People do not pay their bills timely so it takes more steps to collect payment and this increases the cost of collecting bills. Hartz pointed out that training expenses are under budget. Chief Peters noted that it is difficult for personnel to go to training because they work other jobs.

b. Discussion Monthly EMS Medical Billing/Stark Report

47.5% of the EMS bills are exceeding the 90 day mark. Eric Kiefer will be here next month to discuss.

c. Discussion Monthly Fire Department report

The personnel spotlight was for firefighter/EMT Alyssa Gustafson. Alyssa became interested in the firefighter program as a senior in high school. She is also a registered nurse. She has received the Lifesaving Award and Firefighter of the Year award. Special anniversaries are Deputy Chief Derrick for 46 years of service. Community Events and Notable Calls were discussed. The department also noted the retirement of FF/EMT Patrick Carroll after 33 years of service.

d. Discussion Monthly Paratech report –

Chief Peters advised this is the last month for the Paratech report because of 24 hour staffing.

e. Discussion/Action- Approval of Lexipol Policies

- 709 Photography and Electronic Imaging
- 800 Records Management
- 802 Subpoenas and Court Appearances
- 900 Injury and Illness Prevention Program
- 910 Health and Safety Officer
- 914 Personal Protective Equipment
- 915 Hazardous Energy Control
- 1016 Personal Projects On-Duty
- 1022 Physical Fitness
- 1023 Critical Incident Stress Debriefing
- 1030 Badges
- 1031 Identification Cards
- 1034 Release of HIPAA-Protected Information
- 1101 Emergency Power
- 1102 Wastewater Discharge
- 1105 Station Living

Jordan motioned to accept the proposed Lexipol policies except Policy 1016. Horne seconded. Motion carried 4-0.

There were some questions regarding Lexipol policy 1016. This will be reviewed and brought back next month.

f. Discussion Thank You letters – No discussion/action

- a. Aurora Delavan Clinic Staff
- b. Visit Lake Geneva

g. Discussion-Carroll Retirement & Walk Out January 12th at 5pm

Chief Peters invited the Commission to FF/EMT Carroll's walk out ceremony and retirement party on January 12 and January 13, 2018.

h. Items to be forwarded to city council

Monthly report and FF/EMT Carroll's retirement invite.

10. Agenda items for the next regular meeting February 8, 2018

Lexipol policy 1016

Benchmarks Chief Rasmussen goals-discussion

11. Motion to go into closed session under Wisconsin State Statute 19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Jordan motioned to go into closed session. Horne seconded. Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0. Motion carried 4-0 at 7:16 p.m.

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

Horne motioned to return to open session. Bittner seconded. Roll call vote: Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 4-0 at 7:42 p.m.

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

14. Adjourn

Jordan motioned to adjourn the meeting. Horne seconded. Motion carried 4-0. Meeting adjourned at 7:42 p.m.

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

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

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

**PLAN COMMISSION MEETING
MONDAY, DECEMBER 18, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 6:04 p.m.

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

Approve Minutes of the November 20th Plan Commission meeting as distributed.

Skates/Gibbs motion to approve. Motion carried 6 to 0.

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

Acknowledgement of Correspondence.

We received correspondence from Larry Austin, president & CEO of Plasti-coil, in favor of the lot development south of Wal-mart at 753 Geneva Parkway.

Downtown Design Review

6. Application by Judy Lew, N2425 Laura Street, Delavan, to add a new sign above the door at 706 W Main Street, “All About the Gown”, Tax Key No. ZOP 00307.

Judy Lew, N2425 Laura Street, Delavan, presented her request. Zoning Administrator Walling verified the sign meets the Downtown Design requirements.

Hill/Horne motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco voting “yes.” Motion carried 5 to 0.

7. Application by Thomas George, 3389 S Shore Drive, Delavan, for exterior painting at 741 W Main Street, “E Street Denim”, Tax Key No. ZOP 00272.

Thomas George, 3389 S Shore Drive, Delavan, presented his request. Zoning Administrator Walling verified the awning will not be replaced at this time. Mr. George stated they plan to submit a separate application for the awning.

Kupsik/Horne motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco voting “yes.” Motion carried 5 to 0.

8. Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM for Lots on Longwood Drive in the Town of Geneva filed by Martin Arenson, 23442 N. Wildwood Lane, Deerfield, IL 60015, filed by Lowell Management Services, PO Box 926, Lake Geneva, WI 53147, adjusting lot lines for lots 1, 2, & 3, Tax Key Nos. JLW 00001, JLW 00002, JLW 00003, JLW 00004, JLW 00008, JLA471100001.

Todd Cauffman, Lowell Management Services, on behalf of the Arenson's, presented their request.

Skates/Horne motion to approve Extraterritorial Jurisdiction CSM with staff recommendations.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco voting “yes.” Motion carried 5 to 0.

9. Public Hearing and Recommendation to amendment the existing Conditional Use Permit (CUP) filed by Lake Geneva 50120, LLC., 3000 Dundee Rd. Suite 408, Northbrook, IL, 60062 for 281 N Edwards Blvd. to allow the proposed exterior façade changes at Tax Key No. ZA297300001.

Michael Colombo, JTS Architects, 450 E Higgins Road, Elk Grove Village, IL, representing the GMX Group & Andy Goodman, presented their revised application. Zoning Administrator Walling verified the change. Planner Slavney stated the change adds visual interest to the proposed building.

Gibbs/Hill motion to close the public hearing. Motion carried 5 to 0.

Hill/Horne motion to approve the amendment to the existing Conditional Use Permit to include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco voting “yes. Motion carried 5 to 0.

10. A. Review and Recommendation of a Petition for Annexation of 1.95 acres for Tax Key JG2500014A filed by Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147.

Zoning Administrator Walling explained the applicant is waiting on his submittal until he can get a CSM for the property so there is a clear definition of the parcel and possible land uses when the annexation takes place.

Kupsik/Skates motion to continue this item to the next Plan Commission Meeting.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco voting “yes. Motion carried 5 to 0.

10. B. Review and Recommendation of a Request for Zoning Change filed by Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI, to change A-3 County zoning to TR6 zoning for the northern part and PB zoning for the southern part. Tax Key JG2500014A.

Kupsik/Skates motion to continue this item to the next Plan Commission Meeting.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco voting “yes. Motion carried 5 to 0.

11. A. Public Hearing and Recommendation to amend the existing General Development Plan (GDP), application filed by Core Commercial Inc., for the property located at 753 Geneva Parkway, to allow for the construction of two commercial buildings approximately 22,000 square feet and 15,000 square feet Tax Key Nos. ZGBC 0001A & ZLGBP 00002.

Zoning Administrator Walling stated the application in not complete since it is lacking the engineering information for the site. City staff and our city engineers, Kapur and Associates, have contacted Cardinal Engineering regarding these items.

Steve Schulver, Sketchworks Architecture, presented the application request and verified Cardinal Engineering is working on this request. Planner Slavney believes the cross-connection with Wal-mart & relocating the existing intersection farther east of Edwards Blvd will help with better site flow. Slavney also liked the proposed relocations of the landscaping to screen the back portions of the buildings. Kim Pischke, Core Commercial Inc., and Sandy Galdon, CB Richard Ellis, 777 E Wisconsin, Milwaukee, also shared information pertaining to the request. Alderman Skates asked about traffic studies which addressed the new access point to Ross off from Geneva Parkway which would impact those using this entrance and Geneva Parkway. Skates also referenced on earlier plan with access only from Edwards Blvd and Wal-mart. Commissioner Esarco stated the entrance to Keefe from Geneva Parkway is tight as well as the parking lot and could not support this access point for Ross.

Speaker #1: Andy Dammair, LGEDC Executive Director, 908 Wells St, Lake Geneva, passed out letters sent out late this afternoon, on behalf of the board, opposing this present plan which is different from the original plan. This location is the gateway to the business park which has certain standards. The LGEDGC is not opposed to the concept and would like to work with Core Commercial.

Speaker #2: Charlene Klein, 817 Wisconsin Street, opposes this project.

Speaker #3: Cindy Flower, 533 Haskins Street, believes office buildings should be separate from retail buildings and recommends not having cross-connectivity between Keefe & Ross. Flower also pointed out the two access points from Wal-mart and referenced the Gateway Ordinance. Planner Slavney verified this location is on a gateway route from the south.

Speaker #4: Roger Wolff, 751 Geneva Parkway Blvd., land owner, presented the original plan to the board in 2016 to see what could be done on property.

Speaker #5: John Swanson, 1150 Park Drive, believes there will be an increase of traffic going through the Keefe parking lot if the plan goes through.

Kupsik/Hill motion to close the public hearing. Motion carried 5 to 0.

Kupsik/Skates motion to reconsider the public hearing for item 11 A. Motion carried 5 to 0.

Kupsik/Horne motion to continue the public hearing to the next Plan Commission meeting. Motion carried 5 to 0.

**11. B. Public Hearing and Recommendation on a Precise Implementation Plan (PIP), application filed by Core Commercial Inc., for the property located at 753 Geneva Parkway, to allow for the construction of two commercial buildings approximately 22,000 square feet and 15,000 square feet
Tax Key Nos. ZGBC 0001A & ZLGBP 00002.**

Kupsik/Horne motion to continue the public hearing on item 11. B. to the next Plan Commission meeting.
Motion carried 5 to 0.

12. A. Public Hearing and Recommendation to amend the Existing General Development Plan (GDP), application filed by Fairwyn SB, Inc., 875 Townline Road, Lake Geneva, to allow for the relocation of the proposed Duplex Housing for the Symphony Bay Development, near Cadence Circle & Soprano Drive.

Brian Pollard, 875 Townline Road, with Rick Zirk, on behalf of Symphony Bay, presented their request. Planner Slavney clarified the placement of porches or living spaces with alignment to the garages.

Hill/Skates motion to close the public hearing. Motion carried 5 to 0.

Esarco/Skates motion to accept the amendment to the existing GDP to include all staff recommendations and fact finding.
Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco voting “yes. Motion carried 5 to 0.

12. B. Public Hearing and Recommendation on a Precise Implementation Plan (PIP), application filed by Fairwyn SB, Inc., 875 Townline Road, Lake Geneva, to allow for the relocation of the proposed Duplex Housing for The Symphony Bay Development, near Cadence Circle & Soprano Drive.

Hill/Skates motion to close the public hearing. Motion carried 5 to 0.

Kupsik/Horne motion to approve the recommendation of the PIP to include all staff recommendations and fact finding.
Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco voting “yes. Motion carried 5 to 0.

**13. A. Public Hearing and Recommendation to amend the existing General Development Plan (GDP), application filed by Southwind Prairie IV, LLC, 751 Geneva Parkway, Lake Geneva, to allow for the alteration of Building Exteriors and Design, Storage Structure, and Sign installations at 755 Southwind Drive,
Tax Key No. ZPRW 00054A.**

Roger Wolff, 751 Geneva Parkway Blvd, on behalf of the applicant, presented the request. Commissioner Esarco asked for clarification of the sign.

- Speaker #1:** Lydia Shartre, Hush Blackwell, 20800 Swenson Drive, Waukesha, representing Prairiewind Condominiums, who have concerns about these apartment buildings and want to be separated by a gate from this project. Other concerns: property values, being tied into an apartment complex, the need of a 2nd access road to Townline Road, and maintenance of property – mowing and weed control.
- Speaker #2:** John Swanson, 1150 Park Drive, #701, concerned about the through street, maintenance of property and losing parking spots if not separated by the gate.
- Speaker #3:** Jim Fuss, 1150 Park Drive, #1106, concerned about trucks being parked on the road, property maintenance and unsafe conditions.
- Speaker #4:** Doug Bartz, 1150 Park Drive, #1104, wants separation from apartment complex as well as separate roads for this property.
- Speaker #5:** Joanna Sedonas, 1150 Park Drive, #801, concerned about traffic and asks for a breakaway gate.
- Speaker #6:** Carol Nevin, 1150 Park Drive, #1102, concerned about fencing along the property and placement dumpster for the construction.

Planner Slavney likes the idea of physical separation between the two developments. Slavney suggested changing the orientation of the most northern building, sharing the parking lot with the building to the south and continue the separation of property by evergreens on the common property line. Roger Wolff asked for a continuation of this application in the January Plan Commission meeting. Alderman Skates asks that Zoning Administrator Walling and Dennis Detkowski get involved with this project.

Kupsik/Horne motion to continue the public hearing for item 13.A. to January Plan Commission meeting. Motion carried 5 to 0.

13. B. Public Hearing and Recommendation on a Precise Implementation Plan (PIP), application filed by Southwind Prairie IV, LLC, 751 Geneva Parkway, Lake Geneva, to allow for the alteration of Building Exteriors and Design, Storage Structure, and Sign installations at 755 Southwind Drive, Tax Key No. ZPRW 00054A.

Kupsik/Horne motion to continue the public hearing January Plan Commission meeting. Motion carried 5 to 0.

Adjournment. Hill/Horne motion to adjourn at 8:23 pm. Motion carried 5 to 0.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

**PLAN COMMISSION MEETING
MONDAY, JANUARY 15, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 6:01 p.m.

Roll Call. Present: Mayor Kupsik, Alderman Doug Skates, John Gibbs, Sarah Hill, Ann Esarco, Tyler Frederick. Absent (Excused) Ted Horne, Also Present: City Planner Slavney, City Attorney Draper, City Administrator Oborn, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee, and City Engineer Greg Governatori, Kapur & Associates.

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

Skates/Gibbs motion to approve. Motion carried 6 to 0.

Mayor Kupsik stated items 12 and 13 were removed from the agenda by the applicant.

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

None.

Acknowledgement of Correspondence.

Correspondence received opposing construction of a proposed gas station at 190 E Main Street:

Charlene Klein 817 Wisconsin Street, Lake Geneva, WI

Maureen Marks, 834 Dodge St, Lake Geneva, WI

Penny Roehrer

Downtown Design Review

6. Application by Tom Konopacki for “CR Goodfinds”, 2819 Weaver Ln., Batavia, IL 60510 to install an awning structure and sign at 731 W Main Street, Tax Key No. ZOP000274.

Tom Konopacki, 2819 Weaver Lane, Batavia, IL, owner, moving CR Goodfinds from the Fancy Mall to 731 W Main Street, presented his request. Zoning Administrator Walling stated the awning will line up with neighboring awnings and the awning meets the height and sign dimension requirements.

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

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

7. Public Hearing and Recommendation of a Conditional Use Permit filed by Reeds Construction LLC, W3199 S Lake Shore Drive, Lake Geneva, WI 53147, to construct a new boat slip for Lynette M. Heimann Trust located at 620 S. Lake Shore Drive, Tax Key No. ZA315600001.

Jeff Reed, of Reeds Construction, W3199 S Lake Shore Drive, Lake Geneva, on behalf of the Lynette M. Heimann Trust, presented the request for a pier with 2 slips. Zoning Administrator Walling verified the application meets all the setback requirements.

Kupsik/Hill motion to close the public hearing. Motion carried 6 to 0.

Skates/Esarco motion to approve and include all staff recommendations and fact finding and subject to DNR approval.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

8. Public Hearing and Recommendation of a Conditional Use Permit filed by Reeds Construction LLC, W3199 S Lake Shore Drive, Lake Geneva, WI 53147, to construct a new boat slip for Pete & Holly Krug located at 870 Maytag Road, Tax Key No. ZCE00011.

Jeff Reed, of Reeds Construction, W3199 S Lake Shore Drive, Lake Geneva, on behalf of the Lynette M. Heimann Trust, presented the request to change the pier. Zoning Administrator Walling verified the application meets all the setback requirements.

Kupsik/Hill motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Gibbs motion to approve and include all staff recommendations and fact finding and subject to DNR approval. Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting "yes." Motion carried 6 to 0.

9. Public Hearing and Recommendation of the Precise Implementation Plan (PIP), filed by Steve Bieda, Mau & Associates, LLP, 400 Security Blvd, Green Bay, WI 54313, on behalf of Himansu Dhyani/Northern Management, to construct (4) four (8) eight unit multi-family buildings at 1150 Wells Street, Tax Key No. ZYUP00142B.

Jon LeRoy, Mau & Associates, LLP, on behalf of the developer, Northern Management, and the owner, Himansu Dhyani, presented their request. Leroy also passed building materials around to the Plan Commissioners. Zoning Administrator Walling stated communications between Mau & Associates and the City Staff has been helpful throughout the process and they have met zoning requirements for the City. Greg Governatori, Kapur & Associates, City Engineer, has reviewed the project and all comments have been addressed. Slavney said the revised plans reflect the comments from the Plan Commission. Alderman Skates asked for stone and brick samples. Leroy stated he had the colors but not the actual sample at this time.

Hill/Skates motion to close the public hearing. Motion carried 6 to 0.

Esarco/Frederick motion to approve and include all staff recommendations and fact finding. Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting "yes." Motion carried 6 to 0.

Alderman Skates appreciates the willingness of Mau & Associates to work with City Staff and the neighbors, stating the feedback from the neighbors has been positive.

10. Public Hearing and recommendation to amend the existing General Development Plan (GDP), Application filed by Southwind Prairie IV, LLC, 751 Geneva Parkway, to allow for the alteration of Building Locations, Building Exteriors, and site Design, located at 755 Southwind Drive, Lake Geneva Tax Key No. ZPRW00054A.

Roger Wolff, 751 Geneva Parkway, Lake Geneva, presented his modified plan. Mr. Wolff presented the break-away barrier document to the Plan Commission. Walling asked Wolff if the revised plan was shared with the association. Mr. Wolff stated this plan was shown to the president of the association previous to this meeting.

- Speaker 1: Jim Fuss, 1150 Park Dr, #1106, shared his concerns with signage, extra traffic, and construction truck traffic.
Speaker 2: Mike Sedonas, 1150 Park Dr. #801, shared his concerns regarding insurance and liability with extra vehicles during construction and would like to keep the properties separate.
Speaker 3: John Swanson, 1150 Park Dr #701, said there are 4 parking spots for buildings 8 and 11 which Mr. Wolff will move onto their property. He also shared concerns about keeping the two properties separate.
Speaker 4: Carol Nevin, 1150 Park Dr #1102, shared her concerns about how this project will affect her property value.

Mr. Wolff addressed the questions from the speakers.

Kupsik/Hill motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Hill motion to approve and include all staff recommendations and fact finding. Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting "yes." Motion carried 6 to 0.

11. Public Hearing and recommendation to amend the existing Precise Implementation Plan (PIP) Application filed by Southwind Prairie IV, LLC, 751 Geneva Parkway, to allow for the alteration of Building Locations, Building Exteriors, and site Design, located at 755 Southwind Drive, Lake Geneva, Tax Key No.ZPRW00054A. Roger Wolff, 751 Geneva Parkway, Lake Geneva, was present to answer questions. Alderman Skates clarified the parameters of the application. Planner Slavney stated the landscaping plan is very good.

Hill/Skates motion to close the public hearing. Motion carried 6 to 0.

Hill/Gibbs motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

12. Public Hearing and Recommendation of a Condition Use Permit request filed by Neal Gill W3323 Lake Forest Lane, Lake Geneva WI 53147 to establish an In-Vehicle Sales or Services commercial land use at 190 E. Main Street, Lake Geneva, WI 53147 Tax Key No. ZA370600001.

Item 12 has been withdrawn from this evenings meeting agenda at the applicant’s request.

13. Conceptual Review to establish a gas station, convenience store, Dunkin Donut with detached carwash located at 190 E. Main Street, Lake Geneva, WI 53147 Tax Key No. ZA370600001.

Item 13 has been withdrawn from this evenings meeting agenda at the applicant’s request.

Adjournment. Hill/Skates motion to adjourn at 6:40 pm. Motion carried 6 to 0.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

Board of Park Commissioners' Minutes
Wednesday, December 6, 2017 – 6:30pm
City Hall, Meeting Room 2A

Roll Call: Present: Mayor Alan Kupsik, Alderman Doug Skates, Park Board President Ann Esarco, Park Board Commissioners: Brian Olsen, Peggy Schneider, John Swanson, Dave Quickel.

Excused Absences: Lynn Hassler, Barbara Philipps

Staff Present: Blaine Oborn (City Administrator), Neil Waswo (Street Superintendent)

Public Present: Rod Brenner

Approval of Minutes from prior meeting:

Motion by Skates/Swanson to accept minutes of October 25, 2017 as presented.
Motion carried unanimously.

Comments from public limited to 5 minutes:

None

YMCA/Veterans Park Report

This is the slow winter season. Activity limited.

Permits/Park Donations:

None

Park Assignments/Repair Update/Maintenance

Veterans Park – working on painting the concession stand and fixing windows and roof will resume in spring.

Four Seasons – new path cut for further enjoyment of the park.

All bathrooms closed for the winter with the exception of West Pier, which will be closed when ice forms on the lake.

All irrigation systems have been winterized.

Much appreciation to City staff for the great care that is given our parks.

New Business

Dunn Field Concession Stand

Motion by Skates, second by Olson to recommend that city open bidding for the concession stand at Dunn Park with a minimum season bid of \$300 to be considered. Motion carried unanimously.

Acceptance of Veteran's Park Concession Stand Bid

Motion by Kupsik, second by Quickel to accept bid for concession stand as submitted by Mr. Rod Brenner for \$1,500 per season. Motion carried unanimously.

Wish list Development

This is a wish list that will be amended as we work forward with park interest in the City of Lake Geneva. Current items on the list are:

Skate Park – Benches and picnic table

Install more U.S. Flags – Fermano ?

Install large flag at a location.

Three Graces Statue Maintenance/Protection

Discussion began on the options for this project. Discussion is carried forward.

Smaller Dog Park within Dog Park – City staff to review and design options for a 50x60 or 60x60 small dog park area inside of the big dog park. Alderman Skates to work with City staff to develop a visual for a Park Board presentation, maybe for the December meeting.

Old Business

Tree Board Ordinance Policy

Motion by Swanson, second Skates to recommend that staff make changes to Tree Board Ordinance Policy as discussed. Including reducing number of members and communicating with Tree Board regarding changes. Motion carried unanimously.

Additional use for Dunn/Disc Park area, park is open for public use.

Center Street – Park to be used, but not financially supported by City. Alderman Skates to discuss with Attorney Draper on accurately placing Center Street park on city maps as Park/Forest area.

Small Dog Park Fencing within Larger Dog Park

Staff to design and cost a 50 x 50 foot area inside larger dog park creating two new fencing sides and using two existing fencing sides. Staff with report at future Park Board meeting. Work is expected to be scheduled for Spring/Summer 2018.

Impact Fee Report

Current balance is \$45,859.90, including \$12,606.97 Park Fund, \$18,252.93 Impact Fees and \$15,000 fund balance commitment for Adaptive Playground Equipment at Veteran's Park. Funds begin to expire in 2024.

Pedestrian Path Workshop Report

Important Meeting Dates

Pedestrian Path discussion at Public Works Committee on January 19, 2018

Pedestrian Path Draft Plan Open House: January 31, 2018 at 6pm (City Hall)

Pedestrian Path discussion, Plan Commission on March 19, 2018

First revision of the report to be discussed at Public Works Committee at the December 21, 2017 meeting. Draft Plan Open House will be held on January 31 at 6pm.

Future Meeting Agenda Items Old:

Wish List Further Development

Three Graces Statue maintenance/protection

Small Dog Park Fencing within Larger Dog Park

Impact/Park Fee Report

Pedestrian Path Workshop

Future Meeting Agenda Items New:

Rules for use of Dog Park by public.

Next Meeting:

January 24, 2018 at 6:30 pm

Other Meetings:

Pedestrian Path discussion at Public Works Committee on January 19, 2018

Tree Board Meeting: January 24, 2018 at 5:30 pm (City Hall)

Pedestrian Path Draft Plan Open House: January 31, 2018 at 6pm (City Hall)

Pedestrian Path discussion, Plan Commission on March 19, 2018

Adjourn

Ald. Skates motion to adjourn at 8:17 pm, second by Olsen. Motion carried unanimously.

/s/ Ann Esarco, Park Board President

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

Board of Park Commissioners' Minutes
Wednesday, January 24, 2018 – 6:30pm
City Hall, Meeting Room 2A

Roll Call: Present: Mayor Alan Kupsik, Alderman Doug Skates, Park Board President Ann Esarco, Park Board Commissioners: Lynn Hassler, Brian Olsen, Barbara Philipps, Peggy Schneider, John Swanson, Dave Quickel.

Excused Absences: Ann Esarco,

Staff Present: Blaine Oborn (City Administrator), Tom Earle (Director of Public Works), Neil Waswo (Street Superintendent)

Public Present: Charlene Klein, Ryann

Approval of Minutes from prior meeting:

Motion by Skates/Swanson to accept minutes of October 25, 2017 as presented.

Motion carried.

Comments from public limited to 5 minutes:

None

YMCA/Veterans Park Report

This is the slow winter season. Activity limited.

Permits/Park Donations:

Motion by Kupsik/Quickel to recommend acceptance of permit application as submitted by the Jaycees for Easter Egg at Seminary Park on March 31, 2018 from 8am to 12pm.

Motion carried.

Motion by Quickel/Kupsik to recommend acceptance of permit application as submitted by the Jaycees for Venetian Festival at Flat Iron, Library, and Seminary Parks from August 13 at 6am through August 20, 2018 at 11:59pm.

Motion carried.

Motion by Skates/Olsen to recommend acceptance of permit application as submitted by the Geneva Lakes Art Foundation for Art in the Park at Flat Iron Park on August 11, 2018 from 10am to 5pm and August 12, 2018 from 10am to 4pm.

Motion carried.

Motion by Skates/Kupsik to recommend acceptance of permit application as submitted (no for tent or pavilion requested or approved) by Mike Mann for Rehearsal Dinner at Flat Iron Park on September 21, 2018 from 4pm to 7pm.

Motion carried.

Park Assignments/Repair Update/Maintenance

Dog Park – Reseeding or artificial turf needed. The City of Lake Geneva has 26 registered dogs.

Much appreciation to City staff for the great care that is given our parks.

New Business

Brunk Pavilion – Landscaping

Motion by Swanson/Quickel to recommend acceptance of the Beautification Committee's offer to design and pay for the landscaping around Brunk Pavilion.

Motion carried.

Dog Park Usage Rules

Carried Forward

Old Business

Wish list Development

This is a wish list that will be amended as we work forward with park interest in the City of Lake Geneva. The Wish List should be distributed to Service Organization who may want to assist with these items. Current items on the list are:

Dog Park – Small Dog Area

Fermano Park – Benches, U.S. Flag (No electricity)

Skate Park – Benches, Bleachers, Shelter, Picnic Table

General - Install large U.S. Flag at many locations

Three Graces Statue Maintenance/Protection

Carried Forward

Smaller Dog Park within Dog Park – Drawing submitting, City will stake out plan, Park Board will be notified when staking is completed. Further discussion Carried Forward.

Impact Fee Report

Current balance is \$47,966.59, including \$12,510.32 Park Fund, \$20,456.28 Impact Fees and \$15,000 fund balance commitment for Adaptive Playground Equipment at Veteran's Park.

Impact Fees must be spent by December 31, 2024.

Manning Way Park Dedication

Carried Forward

Large Flag Pole and Flag for City Park
Carried Forward

Pedestrian Path Workshop Report

Important Meeting Dates

Pedestrian Path Draft Plan Open House: January 31, 2018 at 6pm (City Hall)

Pedestrian Path discussion, Plan Commission on March 19, 2018

Future Meeting Agenda Items Old:

Dog Park Usage Rules

Wish List Development – New Items

Three Graces Statue Maintenance/Protection

Smaller Dog Park within Dog Park

Manning Way Park Dedication

Large Flag Pole and Flag for City Park

Future Meeting Agenda Items New:

Next Meeting:

January 28, 2018 at 6:30 pm

Other Meetings:

Pedestrian Path Draft Plan Open House: January 31, 2018 at 6pm (City Hall)

Pedestrian Path discussion, Plan Commission on March 19, 2018

Tree Board Meeting, April 25, 2018 at 5:30pm at City Hall

Adjourn

Schneider/Olsen: Motion to adjourn at 7:45 pm. Motion carried.

/s/ Ann Esarco, Park Board President

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



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Ad-Hoc Strategic Planning Committee Meeting
Saturday, December 16, 9:30 a.m. to 11:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

Gelzer called the meeting to order at 9:30 a.m.

Roll Call

Members present: Brookes, Gelzer (Committee Chair), Lafrenz, Lyon, Oppenlander, Friends of Lake Geneva Library Representative Gramm

Also Present: Library Director Kornak, Art Barnard of UW-Whitewater (market research and employee engagement consultant), Larry Kundert

Excused: Halverson, Kersten

Introductions:

Committee members introduced themselves to Mr. Barnard and Ms. Gramm. The committee welcomed Ms. Gramm to her first committee meeting.

Minutes:

Lafrenz/Oppenlander motion to approve the minutes of the November 29, 2017 meeting. Motion carried unanimously.

Review of proposed Scope of Work:

Barnard reviewed the Timeline and research objectives of the project to begin mid-January. His team will be reporting monthly to the Strategic Plan Committee. A work group of Oppenlander, Kornak, Kersten, and Gelzer will address the “nuts and bolts” of the planning process and initial results. The committee meetings will serve as a forum for input and ideas, and also review initial ideas and thoughts coming from the plan activities.

Committee members posed several questions and provided some initial ideas for the plan process.

Discussion:

Gelzer reviewed available funding from Friends and Foundation; Friends support includes the opportunity to offer prizes/incentives for survey participants, funds to help cover costs of visiting other library(s), and the support of a community forum to gather information and/or input.



LAKE GENEVA PUBLIC LIBRARY

Kornak covered the progress of the archives inventory, catalog and preservation project. It is moving much faster than expected. Both Oppenlander and Gelzer stated they were encouraged by the efforts of our two archives consultants.

Gelzer noted that with the addition of Ms. Gramm, and the presence of 3 Lake Geneva Library Foundation Trustees, the full team of the Library and affiliates is part of the planning process.

Gelzer noted that Strategic Planning Committee Meeting dates and times for 2018 are:

Wednesday, January 31 at 6:15 p.m.

Wednesday, February 28 at 6:15 p.m.

Wednesday, March 28 at 6:15 p.m.

Wednesday, April 25 at 6:15 p.m.

Wednesday, May 30 at 6:15 p.m.

All meetings will be at the Library, Smith Meeting Room, unless otherwise designated.

Adjournment:

Lafrenz/Lyon motion to adjourn. Motion carried unanimously. The meeting was adjourned at 10:25 a.m.

Respectfully submitted,
Chris Brookes, Secretary

Next meeting: Wednesday, January 31 at 6:15 p.m.



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Personnel Committee Meeting
Tuesday, December 19, 2017, 8:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

Halverson called the meeting to order at 8:05 a.m.

Roll Call

Members present: Brookes, Dinan, Gelzer, Halverson, Lafrenz, Oppenlander

Also Present: Library Director Kornak

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

- a. Library Director E. Kornak
- b. Head of Adult Services A. Hines
- c. Head of Youth Services S. Soukup
- d. Technical Services Manager D. Wallace
- e. Circulation Services Manager K. Stang
- f. Admin/Finance Coordinate S. Mueller
- g. Library Assistants M. Cordova, C. Heger, P. Kingwill, B. West, V. Blume
- h. Library Assistants (Reference) S. Rymarz, L. Nussbaum
- i. Shelver B. Fell
- j. Maintenance M. Monahan

Motion carried unanimously.

Lafrenz/Halverson motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session. Motion carried unanimously.

Lafrenz/Halverson motion to proceed as discussed in closed session. Motion carried unanimously.

Lafrenz/Halverson motion to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 9:00 a.m.

Respectfully submitted,

Chris Brookes, Secretary



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, January 11, 2018 8:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

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

Roll Call

Members present: Brookes, Dinan, Halverson, Lafrenz, Lyon, Oppenlander

Excused: Gelzer, Kersten, Kundert

Also present: Kornak, 1 member of the public

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

Lyon/Dinan motion to approve the minutes of the December 14, 2017, meeting. Motion carried unanimously.

Public Comments:

One comment addressed furniture in reading area.

Finance

Oppenlander reviewed December expenditures. The Finance Committee recommended approval of expenditures of \$111,503.21 from the general fund. Dinan seconded recommendation. Motion carried unanimously.

President's Report

- Oppenlander recognized the recent positive publicity in the Lake Geneva Regional News.
- LGPL serving as a site for AARP Tax Aid Program
- For next meeting: discussion of committee assignments and alternate chairs

Building and Grounds

- Oppenlander reported the front door has been repaired, the need for cold air return in east wing office, and future projects: outdoor furnace and east door repairs.



LAKE GENEVA PUBLIC LIBRARY

Director's Report

- Kornak reported circulation has held steady; computer use is down and wireless usage is up; increased attendance at adult programs; youth programs steady; new library cards up
- Discussion of volunteer appreciation. Oppenlander/Halverson motion to refer arrangements to Director and Friends of LGPL (Brookes). Motion carried unanimously.

Discussion:

Possibility of library Sunday hours referred to Strategic Plan committee.

Committee Reports

Strategic Planning

- Oppenlander reviewed latest committee actions: contract with Wisconsin Innovation Service Center and addition of Lynelle Gramm as Friends' representative
- The local history catalog has been completed and will be presented for Board review

Personnel

- Halverson reported the committee approved the merit recognitions for staff and Director.

Public Relations

Dinan/Lyon motion to approve design submitted by Bauer Sign and Lighting Company for the exterior sign, pending review of location and City approvals. Motion carried unanimously.

City Liaison

Halverson reported the mayoral candidate forum will be held at LGPL, live streamed by the Lake Geneva Regional News. The Main Street repair project is in the bid process.

Friends of Library Report

Brookes reported on the success of the December book sale. No meeting will be held in January.

Adjournment

Halverson/Lyon motion to adjourn the meeting at 9:18 a.m. Motion carried unanimously.

Respectfully submitted,
Chris Brookes, Secretary

Next meeting: Thursday, February 8 at 8:00 a.m., Smith Meeting Room.



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Finance Committee Meeting
Thursday, January 11, 2018 7:30 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

Oppenlander called the meeting to order at 7:40 a.m.

Members present: Lyon, Oppenlander

Excused: Kundert

Also present: Kornak

Financial Report

Lyon/Oppenlander motion to recommend approval of expenditures of \$111,503.21 from the general fund, after review of expenses, at full board meeting. Motion carried unanimously.

2017 Budget Review

Library Director Kornak updated the committee on the status of year end projects and expenditures.

Adjournment

Lyon/Oppenlander motion to adjourn at 7:55am. Motion carried unanimously.



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Public Relations Committee Meeting
Wednesday, January 10, 2018 11:00 a.m.
Library Director's Office, Lake Geneva Public Library

Call to order

Brookes/Halverson called the meeting to order at 11:00 a.m.

Members present: Brookes, Halverson

Excused: Kersten, Gelzer

Also present: Kornak

Discussion of outdoor library sign

Committee reviewed design supplied by Bauer Signs and agreed to recommend approval of the company and design to the full board at the January 11 board meeting.

Adjournment

Brookes/Halverson motion to adjourn at 11:30 a.m. Motion carried unanimously.

Lake Geneva Historic Preservation Commission Meeting Minutes

December 14, 2017 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Jackie Getzen, Louise Rayppy. Mary Tanner, Jim Davis, Chris Brookes and Elizabeth Chappell were absent.

Approval of minutes of Historic Preservation Commission Meeting of November 9, 2017.

Comments from the public and correspondence. None.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Tuesday @ Two programs: The History of Gordy's –January 9th, 100 years of White Sox – January 16th.

Update on the historic 1928 Geneva Theater Building, restoration work at The Riviera and other local news items relating to the Lake Geneva Historic Preservation Commission. The Geneva Theater Actor's Guild will be bringing theater performances to the theater once a month from September through May.

Review of newsletter and any updates re: future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tours from David Desimone and/or Michael Rehberg. Black Point has started their winter, once a month, programs at Horticultural Hall.

Review of recent bills, invoices and the current balance in the 2017 Historic Preservation Commission City Budget and proposed 2018 LGHPC Budget. The current balance is: \$1,882.12.

Update regarding the Lake Geneva Historic Railroad Site proposed by the late Ed Yaeger and the plan for the Proposed Historic Railroad Site for review, status of project approval by the City of Lake Geneva, and costs and proposed expenditures prior to the end of 2017. We voted to go ahead with buying the pavers and the installation by both Lakes Brick & Block and Aceves Landscaping for a total of \$4,560.00. It has been approved by the City and will be included in this year's budget. Tom Earle has started to clean up the property.

Discussion regarding the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center, potential photo additions

and upgrades, and the cost of creating of an Android version. The Android version is being worked on.

Discussion regarding potential new projects for the LGHPC, including future “Tales of Lake Geneva”, the possibility of using the historic Geneva Theater, updates on our website www.historyoflakegeneva.org, and restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street. We decided to wait until Spring to have the “Tales of Lake Geneva”.

Update regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. No new information.

Review of recent Historic Plaque Program applications, updating of the cost of plaques from Timberline Signs to \$145.00 each. No new information.

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

Meeting adjourned at 7:05 P.M.

Respectfully submitted,

Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

January 11, 2018 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Louise Rayppy, Jim Davis. Mary Tanner, Jackie Getzen and Elizabeth Chappell were absent. Provisional member: Chris Brookes.

Approval of minutes of Historic Preservation Commission Meeting of December 14, 2017.

Comments from the public and correspondence. Charlene Klein and Selena Proksa attended our meeting as they are running for elective office. Charlene Klein for Mayor, and Selena Proksa for 1st District Alderman.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. The Museum had their annual meeting recently. They have 700 members and had 18,000 visitors last year. Tuesday @ Two programs: Discover the Birthplace of Mardi Gras—February 6th. Beer Barons on Geneva Lake and their Milwaukee Neighbors—February 13th, presented by Michael Rehberg.

Update on the historic 1928 Geneva Theater Building, restoration work at The Riviera and other local news items relating to the Lake Geneva Historic Preservation Commission. The Geneva Theater Actor's Guild will be bringing the play "Never Say Never" to the Theater in February. The Geneva Lake Museum is planning a fund raiser at the Theater, tentatively April 26th. This will feature the Badger High School Jazz Band. The City has requested proposals from several architectural firms regarding The Riviera, including Ken's firm.

Review of newsletter and any updates re: future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tours from David Desimone and/or Michael Rehberg. Black Point will be having another Lantern Tour this year, probably on September 29th or the 30rd.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City Budget and proposed expenditures from 2018 LGHPC Budget. The current balance is: \$6,007.12. We received \$95.00 from the Chamber from the sell of our Walking Tour booklets in 2017.

Update regarding the Lake Geneva Historic Railroad Site and the plan for the Proposed Historic Railroad Site for review, status of project approval by the City of Lake Geneva, and costs and proposed expenditures approved prior to the end of 2017. The pavers have been paid for and will be installed in the Spring.

Discussion regarding the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center, potential photo additions and upgrades, and the cost of creating of an Android version. Ken sent an E-Mail to Dr Platt asking if the individual would still want to work with us or does she have any other suggestions concerning the Android version.

Discussion regarding potential new projects for the LGHPC, including future "Tales of Lake Geneva", the possibility of using the historic Geneva Theater, updates on our website www.historyoflakegeneva.org, and restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street. Patrick Quinn will talk with Mike Dunn in the Spring regarding the wall signs. We will have the "Tales of Lake Geneva" at the Theater in the Spring.

Update regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. No new information.

Review of recent Historic Plaque Program applications and the cost of plaques from Timberline Signs at \$145.00 each. We still cannot find any information regarding a plaque for 1310 Dodge St. Owner Denise Doan told Jim Davis that the former owner took the plaque with him. She said she would contact the previous owner about the date, she has not gotten back to Jim.

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

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy

AVIAN (BIRD) COMMITTEE MINUTES

MONDAY, JANUARY 22, 2018 – 5:00 PM

CITY HALL, CONFERENCE ROOM 2A

Call to order by Chairman Halverson at 5:00 pm

Roll Call: Present Ald. Halverson, Bev Leonard, Nancy Swanson, Penelope Jones
Absent: Sarah McConnell. Also present Administrator Blaine Oborn

Approval of minutes from November 27, 2018 meeting as distributed

Ald. Halverson asked for a motion to approve the minutes. Bev Leonard motioned, Nancy Swanson second. Motion carried 5 to 0.

Comments from the public limited to 5 minutes

None

Ald. Halverson introduction of Penelope Jones as new committee member.

Discuss meeting with Audubon member held on Jan. 18. Updated by Bev and it was rescheduled to February 13, 2018 in Kenosha.

Progress report on Purple Martin housing project.

Have seven to install; three are installed at Formeanao Park, sidewalk near city piers, and new existing bird house in front of the beach Library Park. One more to go at the museum and another bird house by the bathrooms.

Progress report on Swift night planning for 2018.

September 13, 2018, and Sara is working on a speaker.

Discuss working with museum and library on education opportunities.

John working with Library. Bev working with museum. She wants song bird magnets.

Research on grants.

Need reserve fund will look at City for funding. Bev request Ald. Halverson to look into this for August 2018. Bev asked if anyone has applied to Alliant for funding. Blaine suggested the committee reach out to the Jaycees, Lyons, or Rotary. Committee questioned inability to seek funding because not a 501C3 and Blaine said he would take care of it. Bev is going to do some initial research and will ask for help from other committee members for projects. Bird City Application check requested.

Accommodations for Dick Nikoli for spring of 2008 educational project.

Working on visit and Harbor Shores said they would comp the cost on a week day.

Discussion/Recommendation of future agenda items

Bird City application. Need to create an account and get a User ID and password. Blaine said to have a committee member do (due at end of the month).

**AVIAN (BIRD) COMMITTEE MINUTES
MONDAY, JANUARY 22, 2018 – 5:00 PM
CITY HALL, CONFERENCE ROOM 2A**

Ald. Halverson motion to adjourn, second by Bev Leonard. Motion carried 5to 0 at 5:50 pm.

/s/ Blaine Oborn, City Administrator

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE AVIAN
COMMITTEE**

01/24/2018 3:00 pm

cc: Aldermen, Mayor, Administrator, Media

TOURISM COMMISSION MINUTES

WEDNESDAY, DECEMBER 13, 2017 – 5:00 PM

CONFERENCE ROOM 2A, CITY HALL

Meeting call to order by Chairman Gelting at 5:15 pm

Roll Call: Present – Hedlund, Flower, Gelting, Lorensi, Absent: Carstensen, Fritz

Also present: Administrator Oborn, CEO VLG, Ed Svitak, Executive Director, Bridget Leech

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

None

Approval of the Tourism Commission minutes from November 8, 2017

Motion by Ald. Hedlund to approve the November 8, 2017 minutes, second by Flower. Motion carried 4 to 0.

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

Report provided by VISIT Lake Geneva

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

Report provided by BID/Streets of Lake Geneva

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

Report provided by City Administrator

Discussion/Action/Recommendation on the City's Short-term Rental Ordinance and corresponding State Law Change

Report provided by Oborn

Discussion/Action on Marketing Projects including Tourism Promotion Grant Program for events that generate overnight stays

VLG to work on promotional flyer.

Discussion/Action on Municipal Development including:

- a. **The Riviera Building Promotion and Renovation**
- b. **Cooperative Convention Center (Lodging by the Lake)**

Bad while closed

Discussion/Action on Hotel Rooms Rented Reporting including use of the Visit Lake Geneva STR and City Room Tax Reporting

Council approved on reporting and also option to include \$2,000 STR report for City.

Future agenda items and meeting date

January 10, 2018

Motion to go in to Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session for the Visit Lake Geneva Tourism Entities Contract

Gelting motion to go into closed session at 6:12 pm, second by Flower. Motion carried 4 to 0.

Roll Call: Present – Hedlund, Flower, Gelting, Lorensi, Absent: Carstensen, Fritz
Also present: Administrator Oborn

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

Hedlund motion to return to open session, second by Lorensi. Motion carried 4 to 0.

Hedlund motion to proceed as discussed on contract, second by Lorensi. Motion carried 4 to 0.

Lorensi motion to adjourn at 6:25 pm, second by Hedlund. Motion carried 4 to 0.

/s/ Blaine Oborn, City Administrator/Secretary

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE TOURISM COMMISSION

12/18/2017 12:05 pm

cc: Tourism Commissioners, Mayor, Administrator, Media