



COMMITTEE OF THE WHOLE MONDAY, JANUARY 07, 2019 – 6:00 PM CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

Council President, Ken Howell

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

Also Present: Mayor Hartz, Deputy Clerk, Nan Elder

1. Council President Howell calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from December 03, 2018 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Lake Geneva Beautification Committee, Getting to Know Us
7. Presentation of the Annual Mayor's Holiday Decoration Awards from the Lake Geneva Beautification Committee, Inc.
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 Howell
 - b. Personnel Committee, Alderman Proksa
 - c. Public Works Committee, Alderman Flower
 - 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 Dunn
 - c. Police & Fire Commission, Alderman Skates
 - d. Plan Commission, Alderman Skates
 - e. Board of Park Commissioners, Alderman Straube
 - f. Library Board, Alderman Halverson
 - g. Historic Preservation Commission, Alderman Flower
 - h. Cemetery Board, Alderman Howell
 - i. Avian Committee, Alderman Proksa
 - j. Tourism Commission, Aldermen Hedlund & Straube
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 Straube
 - b. Geneva Lake Museum, Alderman Dunn
 - c. Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund
 - d. Geneva Lake Environmental Agency, Alderman Proksa
 - e. Geneva Lakes Family YMCA, Alderman Flower
 - f. Geneva Lake Use Committee, Alderman Dunn
 - g. Business Improvement District, Alderman Halverson
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.*

COMMITTEE OF THE WHOLE MINUTES

MONDAY, DECEMBER 3, 2018 – 6:00 PM CITY HALL BUILDING, COUNCIL CHAMBERS

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

Pledge of Allegiance by Ald. Flower

Roll Call: Selena Proksa, Doug Skates, Tim Dunn, Cindy Flower, Shari Straube, John Halverson

Absent: Rich Hedlund

Also Present: Mayor Hartz, Deputy Clerk, Nan Elder

Motion to approve the October 1, 2018 Committee of the Whole Meeting minutes by Ald. Skates, second by Straube. Motion carried 6-0.

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.

Dick Melmann, N1991 S. Lake Shore Dr., shared his global environmental and health concerns, and transparency in the development of Riviera project moving into the open house input session on Thurs.

Terry O'Neill, 954 George, Spending for Riviera renovation there are two issues 1.) people who will benefit should also be the ones that pay for it, and 2.) those that pay for it should have some say in approving the expenditure or it shouldn't be done. If the Riviera project causes City Council to borrow millions then it should require an approved referendum by the residents because they will be the ones paying for it.

STANDING COMMITTEE REPORTS. The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.

Finance, License & Regulation Committee, Alderman Howell

Personnel Committee, Alderman Proksa

Public Works Committee, Alderman Flower

Piers, Harbors, & Lakefront Committee, Alderman Skates

COMMITTEE, COMMISSION AND BOARD REPORTS. The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

Utility Commission, Aldermen Hedlund & Flower

Tree Board, Mayor Hartz

Police & Fire Commission, Alderman Skates

Plan Commission, Alderman Skates

Board of Park Commissioners, Alderman Straube

Library Board, Alderman Halverson

Historic Preservation Commission, Alderman Flower

Cemetery Board, Alderman Howell

Avian Committee, Alderman Proksa

Tourism Commission, Aldermen Hedlund & Straube

**COMMITTEE OF THE WHOLE MINUTES
MONDAY, DECEMBER 3, 2018 – 6:00 PM CITY HALL
BUILDING, COUNCIL CHAMBERS**

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

Chamber of Commerce, Alderman Straube

Geneva Lake Museum, Alderman Dunn

Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund

Geneva Lake Environmental Agency, Alderman Proksa

Geneva Lakes Family YMCA, Alderman Flower

Geneva Lake Use Committee, Alderman Dunn

Business Improvement District, Alderman Halverson

Ald. Dunn motion to adjourn, second by Flower. Meeting adjourned at 7:10 pm. Motion carried 6-0.

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

12/05/2018 4:00 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

**FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, DECEMBER 4, 2018 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A**

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

The December 4, 2018 meeting of the Finance, License, and Regulation Committee was called to order by Chairperson Howell at 6:00 p.m.

Roll Call

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

Absent: None

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

Joe Tominaro; VISIT Lake Geneva; Spoke on behalf of VISIT Lake Geneva to the opposition of the denial of the event permit amendment.

Cynthia Perez; Spoke in favor of the approval of the alcohol license for the Taqueria El Gallo De Oro.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of November 20, 2018, as prepared and distributed

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

Licenses & Permits

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

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

Discussion/Recommendation regarding a “Class B” Fermented Malt Beverage License Application and “Class C” Wine License Application filed by Ovalle- Perez, LLC d/b/a Taqueria El Gallo De Oro, Agent, Cynthia Ovalle located at 820 Williams Street, Lake Geneva, Wisconsin

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

Discussion/Recommendation of an Event Permit Application filed by Lake Geneva Public Library & Friends of the Lake Geneva Public Library for the Event of Beachside Authorfest to be held on Saturday, July 13, 2019 in Library Park; Applicant is requesting waiver of all fees

Motion by Halverson to approve with waiver of all fees, second by Skates. Skates noted that there should be the waiver of fees as this is hosted by a City Department. Mayor Hartz noted that the Park Board approved the application with payment of the \$25 application fee. Motion carried 5-0.

Discussion/Recommendation regarding an Event Permit Application filed by the Alzheimer’s Association for the event of 13th Annual Walk to End Alzheimer’s to be held on Saturday, September 21, 2019 at Library Park

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

Discussion/Recommendation regarding appeal of denial of the Amended Event Permit Application filed by VISIT Lake Geneva for the Event of Winterfest

Motion by Hedlund to suspend the rules to allow staff to speak, second by Proksa. Motion carried 5-0.

City Attorney Draper noted that the zoning only allows helicopters in certain areas and that the beach should have never been used in the past. He noted that in the past, the helicopter landed on the ice, however there were instances when there was open water and they moved the helicopter to the beach. Chief Peters noted that there were also issues with the hovercraft challenge and not knowing what all was involved with it. Chief Rasmussen worried about the ice fisherman crossing in that area and wondered if that area would be closed off.

Motion by Howell to refer to the Council without recommendation and direct staff to gather to find a solution, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding John's Disposal for Recycling and refuse pick-up proposal for a four or five-year contract extension

Motion by Hedlund to suspend the rules to allow Nate Austin to speak, second by Proksa. Motion carried 5-0.

Interim City Administrator Berner addressed the committee regarding John's Disposal's request to extend the current contract. Austin had offered a four-year extension or a whole new five-year contract. The committee asked that electronics be included in the last year of the contract and John's Disposal stated that they could not do that.

Motion by Hedlund to not move forward with the contract extension, continue with the current contract and send out for Request for Proposals in 2019, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding Water Safety Patrol 2019 Lifeguard Services Agreement for \$35,810

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

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$30,265.60

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

Regular Bills in the amount of \$168,691.05

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

Adjournment

Motion by Hedlund to adjourn, second by Skates. Motion carried 5-0. The meeting of the Finance, License, and Regulation Committee adjourned at 6:34 p.m.

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, DECEMBER 18, 2018 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

The December 18, 2018 meeting of the Finance, License, and Regulation Committee was called to order at 6:00 p.m. by Chairperson Howell.

Roll Call

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

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

Andrew Fritz, 327 Wrigley Dr; Spoke in favor of contracting with AirBnB for Tourist Rooming House verification and room tax collection.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of December 4, 2018, as prepared and distributed

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

Licenses & Permits

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

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

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License Application filed by VISIT Lake Geneva for the event of Winterfest Magical Evening to be held on Thursday, January 31, 2019 from 6:30 p.m. to 8:30 p.m. at the Riviera Ballroom, located at 812 Wrigley Drive, Lake Geneva, WI

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

Discussion/Recommendation regarding a “Class B” Fermented Malt Beverage License Application and “Class C” Wine License Application filed by DCRB Incorporated d/b/a Avant Cycle Cafe, Agent, Andrew Gruber located at 234 Broad St, Lake Geneva, WI

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

Discussion/Recommendation regarding **Resolution 18-R76 authorizing employee’s salary and wage increases for the year 2019 and **Resolution 18-R78** authorizing Finance Office full time front Counter Clerk staff & Building and Zoning Office Administrative Assistant wage grade increase from Grade 4 to Grade 7**

Motion by Hedlund to approve, second by Halverson. Hedlund questioned about why the resolution will not be uniformly increase the wage grade resolution. Kropf explained that this resolution will not raise the resolution for 2019 wage scales across the board. Skates would like to see this go to the Personnel Committee within the first quarter of 2019. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 18-R77 authorizing seasonal workers salary and wage increases for the year of 2019**

Motion by Skates to approve, second by Hedlund. Hedlund questioned why we would use 2019 contingency without really knowing the impact. Director of Public Works Earle noted that he wouldn’t need to use contingency, but Skates asked for confirmation of that before Council. Motion carried 4-0.

Discussion/Recommendation regarding awarding Fall Tree Planting Bid Contract to Dan Larsen Landscaping, INC in an amount not to exceed \$10,000

Motion by Howell to approve, second by Skates. Clerk Kropf noted that the original bid was \$23,000 but that amount being approved was only \$10,000 as that is what was budgeted for. Hedlund would like to review what qualifies the City as a Tree City. Motion carried 4-0.

Discussion/Recommendation regarding awarding Assessment Services Contract to Accurate Assessors for 2019-2021
Motion by Skates to approve, second by Hedlund. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding payment request #4 to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$3,600

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

Discussion/Recommendation regarding Tourism Commission recommendation to pursue a proposal from Air BnB to collect room tax.

Motion by Halverson to approve, second by Hedlund. Hedlund noted that the Tourism Commission is worried that all of the room tax dollars are not be collected. Hedlund noted that he was concerned with the lack of accountability on the part of AirBnB and thinks that something more with the Tourist Rooming House ordinance, but doesn't feel that this is the right move. Mayor Hartz noted that VISIT Lake Geneva projected approximately forty houses for room tourist rooming, but that only five or so are paying for the licensing through the City. He noted that it would be hard to determine what houses are in the City limits as AirBnB doesn't identify the municipality. Hedlund questioned if the City would need to sign a contract with AirBnB and HomeAway. Halverson noted that he would have more faith in AirBnB reporting these properties versus individual property owners. No action taken.

Discussion/Recommendation regarding final payment to Willkomm Excavating & Grading, INC for Main Street Reconstruction Project in an amount not to exceed \$19,313.37 less a 5% (\$965.67) retainage= \$18,347.70

Motion by Howell to approve, no second. Hedlund noted that the Utility Commission will be discussing this at a later date and would like to wait until they have had the chance to vet the request.

Motion by Skates to refer to the Common Council, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding purchase of Forklift to be paid from the 2018 Equipment Replacement Fund (Public Works Director is recommending the purchase of the 2008 Nissan Lift)

Motion by Hedlund to approve, second by Halverson. Finance Director Hall noted that there is \$17,000 allocating in the budget. Motion carried 4-0.

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

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

Discussion regarding Civic Systems Capital Assets module replacing Civic Systems Business Licensing module

Finance Director Hall noted that the auditors had suggested the use of a capital assets program and the City Clerk had identified that she did not want to use business licensing module. Civic stated that they don't normally transfer software, but since there weren't any additional costs they would be willing to do it. No action taken.

Discussion regarding SISCO runout of claims agreement signed for 3 months of 2019

Finance Director Hall explained that there was an agreement signed by herself and the Mayor that would allow the runout of claims to paid for the first 3 months of the year. No action taken.

Discussion regarding remaining TID #4 payments held in escrow due to other districts

Hall stated that there was approximately \$79,000 of funds in an escrow account that need to be dispersed. She explained that the escrow money needs to be paid back to the various taxing jurisdictions per state statute. This money to be paid to the City will need to be appropriated at the next meeting. No action taken.

Discussion regarding November Treasurer's Report and Budget vs. Actual report

Hall outlined the 2018 budget through November. She noted that she did move the funds from the sale of property on Edwards Blvd to the Capital Projects fund. No action taken.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$33,742.85

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

Regular Bills in the amount of \$79,976.27

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

Adjournment

Motion by Skates to adjourn, second by Heldund. Motion carried 4-0. The meeting adjourned at 6:48 p.m.

PERSONNEL COMMITTEE MINUTES
TUESDAY, DECEMBER 4, 2018 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

The December 4, 2018 meeting of the Personnel Committee was called to order at 4:30 p.m.

Roll Call

Present: Proksa, Halverson, Skates, and Straube

Absent: Flower (arriving late)

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

None

Approve the Personnel Committee minutes from November 5, 2018, as prepared and distributed

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

Discussion/Recommendation regarding City Hall Front Counter Positions Wage Grade and Wage Scale

Interim City Administrator Berner addressed the committee regarding the potential wage grades and wage scales for the front counter positions. He noted that he had several meetings with the Mayor, Finance Director and the City Clerk to try to solve this issue. He suggested that the new City Administrator should make a review of the compensation policy a priority. He outlined that in 2014, the City hired Springsted to complete a compensation study with questionnaires completed with respect to job descriptions. He noted that many of the job duties of the employees have changed without change in the job descriptions and consequently in the pay.

This has resulted in an abundance of overtime that has cost the City approximately \$5,500. He noted that there has been lack of consistency of the compensation study which has caused animosity between the employees. He is requesting that the Front Counter Clerks and the Building and Zoning Administrative Assistant have a wage scale grade change from four to seven. He asked that the additional funds come from the contingency fund and then those wages could be budgeted for in 2020.

Flower arrived at 4:44 p.m.

Berner noted that the comparable positions in the packet came from the Department Head's research, not from the compensation study.

Motion by Skates to approve the adjustment in pay scale grade for the full-time Front Counter Clerks and the Building and Zoning Administrative Assistant from a pay grade four to a seven, second by Halverson. Motion carried 5-0.

Discussion/recommendation regarding Building and Zoning Administrative Assistant Wage Grade and Wage Scale and Department of Public Works Seasonal Laborer's Wage Grade and Wage Scale

Berner addressed the committee regarding the Public Works Seasonal Laborers' and asked that the wage grade be changed from 0.6 to 0.9. This would increase the minimum for that position from \$10 per hour to \$12 per hour and that the individuals that return would be increased within that scale.

Motion by Skates to approve the adjustment of the Public Works Seasonal Laborers' Wage Grade from 0.6 to 0.9, second by Straube.

Flower would like to see the beach attendants be dual purpose by having them cleaning/maintaining the bathrooms. This could include the Library and Riviera restrooms.

Motion carried 5-0.

Discussion/Recommendation regarding the creation of a Staff Organization Chart

Mayor Hartz noted that when he viewed the agenda item as a chance to discuss the work around for certain employees that may not be completing their job to the fullest extent. Skates noted that he would like to see a job description to be all encompassing of the Lakefront. Flower noted that this could be a good use for a Recreation Director. The committee would like to see the Administrative team craft a job description for the Harbormaster for future review. No action taken.

Discussion regarding the possible job sharing between Beach Lifeguards and Public Works Summer Laborers

The committee had discussed this previously and determined that in part, the issue may be in the management. Flower noted that the beach attendants that should be doing more than they are doing. No action taken.

Discussion regarding the possibility of hiring public bathroom attendants

Director of Public Works Earle addressed the committee regarding the need for attendants for the public bathrooms. He noted that this could be a separate position for the Public Works Department. He would like to see some clarification and some direction on how to move forward. He would like to develop a job description for this position and would like to find a way to staff this position on the weekends as well. He would like to see the addition of three part-time individuals in the summer to solely take care of the public restrooms. Earle noted that there needs to be a hierarchy to this issue that starts with the Administrator. No action taken.

Discussion/Action regarding date change of first meeting in January 2019; currently scheduled for 1/1/2019

The Committee recommended moving the January 2019 meeting to January 2, 2019 at 4:30 p.m.

Adjourn

Motion by Flower to adjourn the meeting of the Personnel Committee, second by Skates. Motion carried 5-0. The meeting of the Personnel Committee adjourned at 5:52 p.m.

PUBLIC WORKS COMMITTEE MINUTES

TUESDAY, DECEMBER 11, 2018– 4:30PM

CITY HALL CONFERENCE ROOM 2A

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

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

Roll Call: Chairman Flower, Dunn, Howell

Also Present: Administrator, Nord, Parking Manager, Mullally, Public Works Manager, Earle

Absent: Ald. Hedlund

Ald. Proksa arrived at 4:40 pm

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

None

Approve the regular Public Works Committee meeting minutes from November 13, 2018 as prepared and distributed

Ald. Howell motion to approve the November 13, 2018, second by Dunn. Motion carried 3-0.

Director of Public Works Report: Public Works Manager reported that brush and leaf pick-up has commenced and trucks are now set-up for snow. Downtown Tree Program is a process in where streets/public works remove dead trees or trees that grow to be too big and replace in the downtown area. Disc Golf Bridge is set just have some landscaping to take care of. Ice Castle coming along well hoping for good weather and site still set to open around Christmas. Two plows needed repair. Needed to lay a portion of Main Street as Earle has indicated the issues with Main Street. Maintaining Streets is a never ending process.

Parking Manager Report: Parking Manager Mullally wanted to inform the committee she'll have an annual presentation in the next couple of months, and she's researching what other municipalities are doing such as on-demand shuttle service vs. building more parking lots.

Discussion/Recommendation regarding final payment to Payne and Dolan for 2018 Street Improvement project in an amount not to exceed \$85,327.76. Earle recommends that this be postpone due to some discrepancies. Howell motion to postpone until next month, second by Proksa. Motion carried 4-0.

Discussion/Recommendation regarding payment request #4 to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$3,600
Motion by Dunn to approve the payments, second by Proksa. Motion carried 4-0.

Discussion/Recommendation regarding final payment to Willkomm Excavating & Grading, INC for Main Street Reconstruction Project in an amount not to exceed \$19,313.37. Earle recommend holding 5% based on prior history; retainage to be used towards landscaping. Motion by Howell to pay 95% or \$18,347.70 and hold additional 5% \$965.00 until June of next year, second by Dunn. Motion carried 4-0.

Discussion/Recommendation regarding purchase of Forklift to be paid from the 2018 Equipment Replacement Fund (*Public Works Director is recommending the purchase of the 2008 Nissan Lift*)

Motion by Ald. Howell to approve the purchase of the Forklift, second by Proksa. Motion carried 4-0.

Discussion/Recommendation regarding Oakhill Cemetery Septic Issues relating to engineering also to identify departmental responsibility for funding source

Planning & Zoning condemned and closed Cemetery bathrooms. Also, City has ordinance that says need to tie into city water/sanitary sewer. The potential cost would be \$370K. Motion by Ald. Howell to hand this over to City Administrator Nord, second by Flower. Motion carried 3-0, Proksa abstained.

Discussion/Action regarding obtaining proposals for the City Engineering Services

The Engineer contract has expired. We had GAI for almost 20 years. In the change over a significant amount of data was lost i.e. prints – microfiche. Ald. Flower expressed that she was displeased with Kapur’s service, and thinks we need to own our documentation. GAI was bought out by Chapell Syner and after Payne & Dolan final payment they went out of business. Earle noted that the city has only had Kapur for three years; they have come to a place where there is an understanding between Kapur and the City and how they work together. Flower recommended that the city seek proposals for Engineering services. No action taken.

Items for Next Month

Brunk Landscaping

Ald. Dunn motion to adjourn, second by Howell . Meeting adjourned at 5:20 pm. Motion carried 4-0.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PUBLIC WORKS COMMITTEE

12/12/2018

cc: Aldermen, Mayor, Administrator, Attorney

PIERS, HARBORS & LAKEFRONT COMMITTEE

WEDNESDAY, NOVEMBER 28, 2018 – 3:00PM

CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)

Meeting called to order by Chairman Skates at 3:00 pm

Roll Call: Ald. Skates, Halverson, Hedlund,

Absent: Ald. Straube, & Dunn **Also Present:** Jennifer Gusick from MSI, Mayor Hartz

3:04 PM Ald. Dunn arrived

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

Charlene Klein, 817 Wisconsin Street – She’s unsure about item 12 project needs to be done with historical preservation integrity i.e. real clay tile roofing vs. metal roofing. She also suggested that the diver be sent in the water to inspect the foundation and piers before a roof is placed on the Riviera.

Approval of the minutes from the October 18, 2018 Piers, Harbors, and Lakefronts Meeting

No action taken.

Discussion/Recommendation regarding Commercial Buoy and Boat Slip Agreement for 2019- 2021 with Gage Marine

Ald. Skates asked the City Attorney to give an overview of the first three agenda items. City Attorney Draper stated the city has traditionally done three year leases, but it’s up to the committee to set the rates. States it needs to be addressed by January 1, 2019. Ald. Dunn & Hedlund questioned the duration of a three year lease, but maintain the rate. Ald. Dunn also mentioned reducing the invasive species footprint because these boats stay put. No action taken.

Discussion/Recommendation regarding Commercial Buoy and Boat Slip Agreement for 2019- 2021 with Lake Geneva Boat Line, INC

“same as above”

Discussion/Recommendation regarding Commercial Buoy and Boat Slip Agreement for 2019- 2021 with Marina Bay Boat Rental

“same as above”

Discussion/Recommendation regarding awarding the 2019-2021 Piers and Buoys Service Agreement to Gage Marine

Ald. Skates would like to continue this agenda item. No action taken.

Discussion/Recommendation regarding Water Safety Patrol 2019 Lifeguard Services Agreement for \$35,810

Ald. Hedlund motion t approve the Water Safety Patrol 2019 Lifeguard Services Ageement for \$35,810, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding community project input opportunities

Gusick from MSI provided a general update on where things are at on December 6 at the Riviera from 5:00 to 7:00 pm. Event advertisement ran in the paper to invite locals into the event. Gusick request that the group advise on how to move forward regarding the hand-out she distributed in what the committee would like to accomplish at the December 6th meeting.

Discussion/Recommendation regarding stakeholders meeting proposal

Gusick handed out a meeting in a box and next stages. Ald. Skates defined the residents home owners - locals. Stakeholders are groups that interact or have potential to interact with the city. Gusick explained the various interest groups and understanding what various needs are. Gusick looking to book meetings with various groups into January. Meeting in a Box is a public engagement technique and will have survey questions, instructions, display, facilitator description, and reference card.

Discussion/Update regarding Riviera Roof Materials Workshop

Gusick wasn't able to get more information due to the Thanksgiving holiday. Ald. Skates will continue this item until the December meeting. Gusick will email out information on fundraising and grants, and she recommends working with a fundraising company with expertise. WI Historical Society selected Lake Geneva for their next conference Oct 25-29, 2019.

Ald. Skates will place the diver/engineer to look at the Riviera foundation and piers on the December agenda.

Ald. Hedlund motion to adjourn, second by Dunn. Motion carried 4-0. Meeting adjourned at 4:06 pm

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

11/29/2018

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES WEDNESDAY, DECEMBER 19, 2018 – 5:30PM CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)

Meeting called to order by Chairman Skates 5:43 pm

**ROLL CALL: CHAIRPERSON DOUG SKATES, SHARI STRAUBE, JOHN HALVERSON, RICH HEDLUND, AND
TIM DUNN ALSO PRESENT: ALD. FLOWER, MSI REPRESENTATIVE, GUSLIK**

**COMMENTS FROM THE PUBLIC LIMITED TO 5 MINUTES, LIMITED TO ITEMS ON THIS AGENDA
NONE**

APPROVAL OF THE MINUTES FROM THE OCTOBER 18, 2018 PIERS, HARBORS, AND LAKEFRONTS MEETING
Ald. Hedlund motion to approve the October 18, 2018 Piers, Harbors, and Lakefront, second by
Ald. Dunn. Motion carried 5-0.

DISCUSSION/RECOMMENDATION REGARDING COMMERCIAL BUOY AND BOAT SLIP AGREEMENT FOR 2019- 2021

Gage Marine

Lake Geneva Boat Line, Inc.

Marina Bay Boat Rental

Administrator Nord met with two of the above three, vendors are interested in a three year contract rather than one year contract. Renewals completed one year in advance to be placed back in the contract. City attorney provided a memo on Dec. 16 and recommended moving up the two installment dates, but the vendors aren't in agreement. Lessee asking for repair wording to be between 5 to 10 days rather than just 5 days.

DISCUSSION/RECOMMENDATION REGARDING AWARDING THE 2019-2021 PIERS AND BUOYS SERVICE AGREEMENT

Group discussion for two year lease, but to have discussion year prior to service agreement. Start date for new leases would be in the spring of 2019. Ald. Skates motion to extend contract for two years with discussion after first year to see if any adjustment needs to be made, second by Hedlund. Recommendation that this goes to the next FLR. Motion carried 5-0.

DISCUSSION/RECOMMENDATION REGARDING DECEMBER 6TH RIVIERA MEETING

Appx. 35 attendees with 29 surveys turned at the December 6th meeting. Several took the tour of the 1st floor and people noted that you had to walk outside to get from the second floor to the first floor. Survey materials have been placed and located at various locations throughout town. Press release and online survey was completed by the City. Guslik is looking for a date to identify goals, objectives, and potential grants for the project. Ald. Skates said that he'll work this out

with Guslik and the Mayor. Guslik handed out a fundraising goals packet stating grant deadlines were fast approaching. Guslik said the city hasn't added a grant writer for this project. Guslik appointed the Administrator Nord to be the champion for focus group coordination. Ald. Skates mentioned that Janet is looking to develop a program related to the Riviera and it's history.. Guslik said survey's will wrap up mid-January. EDC looking specifically for programming grant proposals. Guslik would need to know if the city wanted to additionally add a fundraising consultant onto the MSI contract to assist with grant writing & fundraising. Ald. Flower asked what the cost would be for the fundraising consult and expectation regarding funds raised. Guslik stated it would vary.

DISCUSSION/RECOMMENDATION REGARDING STAKEHOLDERS MEETING PROPOSAL UPDATE

Guslik stated this is the same thing as the focus groups meeting.

DISCUSSION/UPDATE REGARDING RIVIERA ROOF MATERIALS WORKSHOP

Jennifer stated that we're unlikely to get approval for the painted metal project because there's not enough photographic support. Stone coated metal is still being considered, and Gusik recommends adding to extra pricing.

ALD. DUNN MOTION TO ADJOUR AT 6:35 PM, SECOND BY HALVERSON. MOTION CARRIED 5-0.

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

12/21/2018 4:00 pm

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday November 28, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:15pm

Roll Call - Members present: Dennis Lyon, Ann Esarco, Tom Hartz, Rich Hedlund, Mark Johnson. David Nord arrived 4:22pm.

Staff in attendance: Josh Gajewski, Jo Busch, Dan Draper, Ald. John Halverson

Members of the public in attendance: Dick Malmin

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 October 17 2018 as prepared and distributed
Esarco/Johnson motion to approve. Passed 5-0.

Acknowledgement of Correspondence

Gajewski reported that we have received a letter from AT&T regarding their lease for the Dodge Street Tower and also a letter from Josh Basso both of which will be discussed during closed session.

Financials Update

Gajewski reviewed the financials through October 2018.
Hedlund/Hartz motion to approve the October financials. Passed 5-0.

Approval of the October Bills

Hedlund/Johnson motion to approve the October bills. Passed 5-0.

Directors Report

Gajewski summarized the Directors Report submitted to the Commission including updates to the refurbishment of Well #3, and responses to the Operator vacancy. For wastewater, the CAMP project is near its end and we should have the findings of the capacity study soon. The Finance Director has been working with staff to prepare for the annual audit and the operational budget drafts are included for approval on this agenda.

David Nord arrived 4:22pm.

Annual Election of Officers

Hedlund/Hartz motion to nominate Dennis Lyon as president. Passed 6-0.
Hedlund/Hartz motion to close nominations and appoint Dennis Lyon as president. Passed 6-0.

Hedlund/Lyon motion to nominate Ann Esarco as secretary. Passed 6-0.
Hedlund/Lyon motion to close nominations and appoint Ann Esarco as secretary. Passed 6-0.

Discussion/Action on 2019 Water Utility Budget

Gajewski presented the 2019 Water Utility budget and highlighted the changes and/or reallocations that he would like to make. He also detailed each of the requested capital & maintenance project

costs. Discussion was had regarding estimated water loss and comparisons to industry standard. The 2019 budget includes the 3% rate increase authorized by the Public Service Commission in September to be effective from December 4, 2018.

Esarco/Johnson motion to approve the 2019 Water Utility Budget with the changes as stated. Passed 6-0.

Discussion/Action on the 2019 Wastewater Utility Budget and Resolution 2018-02

Gajewski presented the 2019 Wastewater Utility Budget and detailed the revisions he would like to include. He reviewed the capital & maintenance project costs. Gajewski detailed the increase on the flow portion of the wastewater rates which is the last of three increases that were previously approved and is included in this budget.

Hedlund/Esarco motion to approve the 2019 Wastewater Utility Budget and Resolution 2018-02 with changes as stated. Passed 6-0.

Discussion/Action to approve authorization and acceptance of new utility easement and release of current easement on Parcel ZA424800004, LaSalle Ct.

Gajewski explained that earlier this year there was an issue of the location of an existing water main and the proposed building site of a new home. The developer and the homeowner paid for the relocation of the water main. A new easement needs to be recorded for the new location of the water main and once that has been done, the existing easement will need to be released.

Hedlund/Hartz motion to approve authorization and acceptance of new utility easement and release of current easement on Parcel ZA424800004, LaSalle Court pending review by the City Attorney. Passed 6-0.

Hedlund/Esarco motion to go into closed session, including the City Attorney and staff, pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically regarding:

- a) Proposal for amendments to the Dodge Tower lease with AT&T;
- b) Proposal for the acquisition of a Utility Easement across portions of Lot 5 (Parcel ZCOT 00005) and Lot 6 (Parcel ZCOT 00006) of the Cottages of Lake Geneva Hills Condominium;

And further, 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, specifically for annual performance review of Utility Director Josh Gajewski.

Motion carried on a roll call vote 6-0. The commission convened into closed session at 5:00pm.

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

Motion carried on a roll call vote 6-0. The commission convened into open session at 5:43pm.

Hartz/Hedlund motion to accept the lease draft from AT&T as presented and authorize President Lyon to execute a clean copy. Passed 6-0.

Hedlund/Hartz motion to instruct staff to proceed with negotiations as discussed in closed session with revisiting by the attorney and authorize President Lyon to sign an agreement if one can be reached. Passed 6-0.

Lyon/Johnson motion to approve as discussed in closed session the increase for 2019 for the Director's compensation. Passed 6-0.

Adjourn

Hedlund/Hartz motion to adjourn.

/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 December 19, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

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

Roll Call - Members present: Dennis Lyon, Ann Esarco, Tom Hartz, Cindy Flower, Rich Hedlund, Mark Johnson & David Nord.

Staff in attendance: Josh Gajewski & Jo Busch

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 28, 2018 as prepared and distributed
Esarco/Flower motion to approve. Passed unanimously.

Acknowledgement of Correspondence

None

Financials Update

Gajewski reviewed the financials through November 2018.

Flower/Johnson motion to approve the November financials. Passed unanimously.

Approval of the November Bills

Hedlund/Flower motion to approve the November bills. Passed unanimously.

Directors Report

Gajewski gave an overview of the submitted Directors report including an update on the refurbishment of Well #3 and our current advertisement for a water operator. He also talked about the clarifier at Wastewater that needs to be refurbished and the transition to a new credit card processing company that will be able to offer e-billing to customers.

Discussion/Action on additions to Pre-Approved Vendor List

One addition is being made to the list which is Diggers Hotline.

Hartz/Esarco motion to approve adding Diggers Hotline to the Pre-Approved Vendor List. Passed unanimously.

Discussion/Action on purchase of a new Bobcat for Wastewater Treatment Facility

Gajewski reported that we have three quotes and a trade in value for our current Bobcat. His recommendation would be to go with the cheapest quote from Bobcat Plus in Butler.

Hedlund/Johnson motion to approve purchasing a Bobcat V723 from Bobcat Plus of Butler, WI for an amount not to exceed \$45,518.13 including the trade in. Passed unanimously.

Discussion/Action on final payout to Willkomm Excavating & Grading, Inc for Main Street project

Gajewski reported that we have had a final payout request on this project which has also been presented to PWC and to FLR. There are some concerns regarding the restoration work and Gajewski believes that Willkomm will have to come back to repair some of this in the spring. There is a one year warranty on workmanship and we are currently holding retainage but this payment

request is to pay the final payment in full. Discussion was had regarding the wording in the contract and it was recommended that the City Attorney look at the contract again before a decision is made. Hartz/Hedlund motion to table this item until the next Utility Commission meeting. Passed unanimously.

Discussion/Action on new employee health insurance plan & employee contributions to premium

Gajewski explained this is just a formality to officially recognize that the Utility Commission employees are participating in the same health insurance plan as the City and will pay the same premium share.

Hedlund/Flower motion to follow the City's health insurance plan and employee contributions. Passed unanimously.

Discussion/Action on amendment to section 503 Holidays, of the Utility Commission Handbook

Gajewski explained that the recent change to section 601 Overtime of the handbook now conflicts with the section covering holidays. We need to amend section 503 to correct this.

Hartz/Hedlund motion to amend section 503 Holidays to reflect the language of section 601 Overtime, holidays will be paid as overtime at one and a half times the employee's regular pay. Passed unanimously.

Lyon/Hedlund motion to go into closed session, including staff 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, specifically for Wastewater Superintendent.

Motion carried on a roll call vote 7-0. The commission convened into closed session at 4:52pm.

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

Motion carried on a roll call vote 7-0. The commission convened into open session at 5:34pm.

No action taken.

Adjourn

Hedlund/Hartz motion to adjourn at 5:35pm. Passed unanimously.

/s/ Jo Busch, Office Manager

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY DECEMBER 6, 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 Connors at 6:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Administrative Assistant Papenfus

3. Roll call

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

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

5. Acknowledge correspondence - NONE

6. Approval of the regular meeting minutes of November 8, 2018

Horne motioned to approve the regular meeting minutes of November 8, 2018. Pollard seconded. Motion carried 4-0.

7. City Council Report – No City Council report

8. Discussion/Action – Policy regarding requesting items to be placed on agenda (Commissioner Connors)

Pollard motioned to modify the Agenda Item Request Form with one person making the agenda request. Connors seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0. How to place items on the agenda was discussed. The form that the City Council uses was reviewed. Horne felt that the form was not necessarily needed for a five person commission and suggested that only one person make the request. Connors felt the form would be helpful for staff guidance and proper agenda wording. After some discussion it was decided to use the form with modifications to fit with the Police and Fire Commission with only one commissioner signature needed to make the recommendation.

9. Discussion/Action – Crash Recovery Fee (Commissioner Condos)

Both Lieutenant Gritzner and Chief Peters explained the existing crash recovery fee practices. The Commission agreed to keep the current fee process in place.

10. Police Department Business

a. Approval of the bills for the month of November 2018, operating in the amount of \$202,144.44, Equipment Purchases in the amount of \$1,311.60, for a total of \$203,456.04

Jordan motioned to approve the bills for the month of November 2018. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0. Connors stated that beginning January 2019 the reports will be submitted in a new format.

b. Discussion - 2019 Budget Update

Lieutenant Gritzner stated the budget passed as presented.

c. Discussion/Action – School Safety Plan update

Lieutenant Gritzner updated the Commission on the school safety plan and stated the school is on pace with completing the two grants.

d. Discussion/Action – Recommendation to City Council for City Referendum regarding Public School Safety (Commissioner Condos)

Condos was not present to present the agenda item. Pollard questioned if the City even knew what the school wanted to do regarding providing School Resource Officers in each school. Horne felt that the public needed to provide feedback regarding School Resource Officers. The Commission members agreed that a possible referendum regarding school safety should come from the school district rather than the city. It was the consensus of the Commission to take no further action on the School Safety Plan because it was a school district matter.

e. Discussion - Telecommunicator hiring update

Lieutenant Gritzner informed the Commission that testing for the Telecommunicator position was scheduled for December 13, 2018, and December 15, 2018.

f. Discussion/Action – Change of position title from Records Clerk to Data Systems Operator and Job Description update

Horne motioned to change the Records Clerk title to Data Specialist and approve the job description as directed. Pollard seconded. Motion carried 4-0.

Lieutenant Gritzner stated that the Records Clerk duties were updated to include social medial experience and Excel spreadsheet work. The job handles many other duties besides records clerk. Horne stated that Data Systems Specialist indicated a position in which the person created Data Systems. He felt the title of Data Specialist was more appropriate.

g. Discussion/Action – Data Systems Operator hiring update

Connors motioned to authorize posting Data Specialist position with a deadline of December 17, 2018. Jordan seconded. Motion carried 4-0.

Lieutenant Gritzner advised that the department would like to move forward with filling the Data Specialist position. He requested that the deadline for taking applications be December 17, 2018.

h. Discussion/Action - Detective Sergeant Job Description

Pollard motioned to approve the Detective Sergeant Job description. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0.

Lieutenant Gritzner stated that the Detective Sergeant Job description was updated from 2000. The previous qualification requiring serving as a detective for three years has been removed to allow more applicants to qualify for the position. The position is a former position that has not been filled for some time. The Commission expressed concern over the duties of the position regarding providing Sergeant duties or Detective duties. Lieutenant Gritzner stated the duties needed at the time to relieve caseload pressure would be determined by both lieutenants.

i. Discussion/Action - Detective Sergeant hiring

Connors motioned to post the Sergeant Detective position internally. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0.

Lieutenant Gritzner asked to post the Detective Sergeant position within the department to promote department and individual growth. The Detective Sergeant position would be posted on December 7, 2018, for ten days and then would possibly be opened to the public if necessary.

j. Discussion/Action - Part Time Officer hiring and eligibility list for full time patrol officer

Connors motioned to approve a Part Time Officer hiring eligibility list and a possible Full Time Patrol Officer eligibility list Pollard seconded. Motion carried 4-0.

Lieutenant Gritzner requested that the part time officer hiring process begin. Additionally, this part time hiring list would be used to create a full time officer eligibility list depending on how the Detective Sergeant position is filled.

k. Discussion/Action - Lexipol Policy 1044 - Personal appearance standards

Connors motioned to continue agenda item to January. Horne seconded. Motion carried 4-0.

The department is considering revising tattoo restrictions with the Chief Rasmussen to determine if the tattoos are offensive or not. Lieutenant Gritzner stated that Lexipol would recommend not changing the policy. The police department would seek City Attorney Draper's input on proper wording. Pollard was ok with the Chief using his discretion but felt that it could cause some issues. Connor provided a copy of a tattoo policy for reference.

l. Discussion – Transportation of PC's and ED's

Lieutenant Gritzner said that on January 1, 2019, the department will begin transporting PC's and ED's regardless where the facility is located. Two people are needed for transporting the individuals but one can be a civilian employee, such as a booking officer. Other jurisdictions may also use our booking officers but will be billed accordingly. Another option would be hire an outside company, but that is not cost effective.

m. Discussion – Community Outreach Committee coat drive

Lieutenant Way advised the committee collected about 100 jackets for this year's coat drive. The Sons of the American Legion also donated some money to the Community Outreach Program. Connors thanked the Community Outreach Committee for their initiative to help.

n. Discussion/Action – Update on Chief Rasmussen departmental and personal goals

Connors motioned to continue agenda item to January. Horne seconded. Motion carried 4-0.

Chief Rasmussen was unable to attend the meeting due to a family matter.

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

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

2018 Dispatch activity for November 2018:	Telephone calls - 2,474	911 Calls - 206	Window assists - 817
2017 Dispatch activity for November 2017:	Telephone calls - 3,103	911 Calls - 167	Window assists - 707
2018 Patrol activity for November 2018:	Calls for service – 1,640	Arrests - 187	
2017 Patrol activity for November 2017:	Calls for service – 1,473	Arrests - 108	

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

- Assisted with flat tire-Officer McNeil
- Trish Schaefer-Officer Spatz
- Phillips family- Lake Geneva Police Department
- Lakeland School-Community Outreach Committee/Lt. Way

r. Items to be forwarded to City Council

Expenditure reports and monthly reports

11. Fire Department Business

a. Approval of bills for the month of November 2018, operating in the amount of \$88,317.13, Equipment purchases in the amount of \$638.21, for a total of \$88,955.34

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

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

c. Discussion - Monthly Fire Department Report Overview

FF/Paramedic Alex Pernice was the personnel spotlight employee for the month. He has been with the department since 2014 as Firefighter 1, Advanced EMT, Apparatus Operator and with a Rescue Diver certification. Firefighter/Paramedic Peter Diehn was awarded the Walworth County MABAS Division 103 EMT of the year. Chief Peters reviewed the notable calls for service and monthly calls for service.

d. Discussion - EMS call summary report - No discussion/action

e. Discussion - 2019 Budget update

The 2019 budget was approved. Chief Peters stated that 2019 budget items have been purchased to get 2018 pricing but no product will be delivered or paid until after January 1, 2019.

f. Discussion – Ambulance 1 update

The Fire Department received a bill for service from Ford for the cost of repairs to Ambulance 1. The bill has been given to City Attorney Draper to see how to pay the bill. The Finance Community agreed to purchase a new ambulance and one was purchased with a 200 day lead time. The Ford invoice will be discussed at the next PFC meeting.

g. Discussion/Action – Chief Peters’ appraisal

Connors motioned to continue Chief Peters’ appraisal to January. Horne seconded. Motion carried 4-0. Chief Peters asked how the commission wanted to proceed with his appraisal. Horne suggested waiting another month so that the commission could get a form that was applicable. It was agreed that both the Police Chief and the Fire Chief should have similar appraisal forms. Connors will ask Mayor Hartz for the current appraisals and discuss how to proceed.

h. Discussion/Action – Extension of current EMS medical billing contract for period of two years

Horne motioned to extend the EMS medical billing contracting for two years as shown in Addendum B. Jordan seconded. Motion carried 4-0.

The current contract is set to expire on December 18, 2018. Captain Detkowski recommended that the commission approve the new contract. The contract may be cancelled if adjoining fire departments will combine with the contract to bring down costs.

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

- Lasco family
- April Krohn
- David Anderson

j. Items to be forwarded to city council

Expenditures, monthly fire department, EMS medical billing contract

12. Agenda items for the next regular meeting January 10, 2019

13. a. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Fire Department Personnel.

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or

conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically Town of Geneva contract.

Chief Peters asked to suspend the rules and move closed session agenda item 13b first. It was agreed to address agenda item 13b. first.

Connors motioned to go into closed session to include Chief Peters and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0 at 7:41 p.m.

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

Jordan motioned to return to open session. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0 at 7:57 p.m.

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

Connors motioned to recommend to the City Council to approve the contract with the Town of Geneva for EMS. Jordan seconded. Roll call vote: Connors-Y, Pollard-Y, Horne-Y, Jordan-Y. Motion carried 4-0.

16. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Motion carried 4-0. Meeting adjourned at 7:58 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 17, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Hartz called the meeting to order at 6:05 p.m.

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

Approve Minutes of the November 17th Plan Commission meeting as distributed.

Horne/Gibbs motion to approve. Motion carried unanimously.

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

Acknowledgement of Correspondence.

Correspondence was received from Kristin Stone, 233 Center Street, sharing concerns for the present building at 832 Geneva Street and any building being considered for this location. This correspondence was not received for the November 19th meeting due to an incorrect email address. Correspondence was received from Marilyn Ellman, resident of the Lake Shore Village Condominium Association, asking for postponement of the Public Hearing for the Summerhaven Phase II & III Development request. Correspondence was received by Penelope Jones, 1321 Dodge Street, and Loretta Shem, 499 Manning Way, in favor of the Conditional Use request at 846 Madison Street. Correspondence was also received from Joe Fusinato, 202 Summerhaven Lane, sharing concerns for the Summerhaven Development request. All correspondence has been distributed to the Plan Commission and the City Council.

Downtown Design Review

6.a. Application by Oakfire Properties LLC, for the Oakfire Restaurant, a request to install vinyl screening & window on the second floor exterior dining area, located at 831Wrigley Dr., in the Business Central (BC) zoning district, Tax Key No. ZOP00340.

David Scotney, 1551 Orchard Lane, owner of Oakfire, presented the application request. Planner Slavney stated the vinyl roll downs are a temporary use and suggested a sunset clause to remove the roll downs by May 1st as a part of the temporary approval. Slavney expects to see another application for a different roof over the pergola as depicted in photo. Mayor Hartz said the application would be an amendment to the PIP.

Esarco/ Horne motion to approve the temporary installation of vinyl roll downs with a sunset clause to be removed by May 1, 2019 and include all staff recommendations and fact finding.

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

7. Conceptual review which is step 2 of a Planned Development process, filed by Patrick & Rachel Lynch, 30715 Cedar Dr., Burlington, WI 53105, requesting to reduce the current lake shore setback in the Estate Residential -1 (ER-1) land use zoning district, at 940 Maytag Rd., Lake Geneva, WI, 53147, Tax Key No. ZCE00005.

Jason Bernard, Lake Geneva Architects, representing Patrick & Rachel Lynch, presented the concept plan, asking for the SR-4 setbacks in the ER-1 zoning district and revised lake shore setback. Slavney explained the Planned Development process would give the Plan Commission the ability to add requirements if needed and allow the consideration of various factors for the project. Commissioner Gibbs asked if the owner received feedback from any neighbors. Owner, Patrick Lynch, 940 Maytag Road, met with owner at 930 Maytag to discuss the concept plan. The owners of 950 Maytag Road are there part time. Commissioner Hill is in favor of the revised setback. Commissioner Krajovic asked if city has vegetation regulations. Slavney said the city can suggest requirements. Krajovic stated the length of yard may not be as important as the quality of vegetation. He recommended the Plan Commission should consider ways to protect the water and the aesthetics of the vegetation. Hill asked about the existing trees on the

property. Slavney said one tree may be in the footprint of the new porch. Hartz suggested native planting along the lakeshore and a possible buffer around the house for a yard for the kids to play.

8. Conceptual review which is step 2 of a Planned Development process filed by Terence Pisano, 201 Broad St, Lake Geneva, for the possible relocation of the existing Brick & Mortar building currently located at 832 Geneva St., to the property at 333 Center St., with exceptions to the request which is to reduce the current setbacks in the Neighborhood Office (NO) zoning district, Tax Key No. ZOP00139.

Chris Pisano, engineer, on behalf of the owner, Terence Pisano, presented the concept plan to move the current building at 832 Geneva Street 2 ½ blocks to 333 Center Street. No tree will be disturbed in the move except for some trees on the 333 Center Street parcel. Any trees removed from the landscape footprint would be replaced or moved back into place. Only one electrical line on the Center street location would be moved. 333 Center Street is zoned Neighborhood Office with mixed use so the first floor will be commercial use with a new walk out basement and the second floor will be a residential apartment with attic space. There will be a new foundation for this building. Slavney stated the flexibilities needed for this Planned Development. Hill likes the plan and asked about liability for this project. Mr. Pisano said the Structural Moving Company has the proper insurance during the moving process. Terence Pisano, owner of 333 Center Street, explained the system used regarding the weight of the building when it is being moved. Hartz stated the city could ask for a bond to cover any road damage if this Planned Development gets approved. Attorney Draper said a Developers Agreement would be established to protect certain infrastructure such as the roads. Commissioners Esarco, Horne and Gibbs said they like the conceptual plan. Hartz said this building would be a nice transition to the neighboring lots.

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

Applicant has requested to continue the Public Hearing.

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

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

Applicant has requested to continue the Public Hearing.

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

11. Public Hearing and Recommendation on an application for a Conditional Use Permit (CUP) filed by Michelle Lundquist., 7929-48th Ave, Kenosha, WI 53142, requesting a CUP to continue the existing Commercial Animal Boarding land use at the building located at 846 Madison St., Lake Geneva, WI 53147, located in General Industrial (GI) zoning district, Tax Key Nos. ZYUP00033 & ZYUP00033A.

Michelle & Eric Lundquist, 7929-48th Ave, Kenosha, WI, presented their request. Hartz asked how many dogs would be possible on-site. Ms. Lundquist is asking for a 40 dog limit which includes dog boarding, daycare, training & grooming. Hill asked about improvements & a timeline. Mr. Lundquist said they will paint, redo the roof, and work on the vegetation plus any needed interior updates and hopes to take occupancy within 60 days. Hartz asked about the number of staff members and what would take place if there is an issue overnight. Ms. Lundquist said there would be 5 staff members. Her parents live 5 minutes out of town and her sister has a business in town so either party would be available. Slavney asked when and where dogs would be outside and for how long. Ms. Lundquist said

daycare dogs would be in playgroups to be rotated indoor and outdoor, weather permitting. When outside, the dogs would be on the west side of the building.

Speaker #1: Candie Kirchberg, 917 Marshall Street, shared her support of this Conditional Use Permit.

Speaker #2: Cierra French, owner of 847 Madison Street, shared her support of this Conditional Use Permit.

Speaker #3: Alex Kondos, 10608 Main Street, Richmond, IL, current manager of The Dog Spot, shared her support of this Conditional Use Permit.

Speaker #4: Terry O'Neill, lives 400' away, shared his concerns and opposition of this Conditional Use Permit.

Speaker #5: Bill Huntress, 1015 Pleasant Street, shared his concerns for the current operation at this location and hopes the next owner will clean up and take care of the place.

Speaker #6: Christina Clements, 949 Madison Street, shared her concern of the current dog barking, but is not opposed to this request.

Speaker #7: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, suggests adding a condition to place a yearly review for this permit request so neighbors have a process to weigh in.

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

Hill/Esarco motion to approve the limited Conditional Use Permit with a condition for the number of dogs for overnight stay limited to 10 and include all staff recommendations and fact finding.

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

12. Public Hearing and Recommendation on an General Development Plan (GDP) for the Summerhaven Subdivision Phases II & III filed by McMurr II, LLC., 351 Hubbard, Suite 610, Chicago, IL 60054, for the properties located in the Summerhaven Subdivision on Lake Geneva Blvd., Lake Geneva, WI 53147, located in Planned Development (PD) zoning district, Tax Key Nos. ZSUM00001 thru ZSUM00247.

Jim Howe, attorney at Godfrey Law Firm in Elkhorn, representing McMurr II LLC, presented the request. Gibbs asked about the single entrance to the subdivision. Howe stated the southern access road, presently, a fire safety access, will eventually become a 2nd entrance for the Phase III GDP. Hartz asked if there are as-builts for the improvements done to the property so far. Howe said the As-builts will be a part of the PIP for Phase II and Phase III. Hartz referenced 2 house plans: The Bombay and The Pine Ridge – which depict garages that stick out disproportionately to the house. Hartz asked the developer to reconsider these two layouts. Hartz also asked if the sidewalk on Wells Street can be replaced. Krajovic asked if there are guidelines, based on the density of this development, for greenspace or playground. Slavney explained the ordinance enables the city to require the dedication of land whenever additional residential units are created or a fee will be collected in lieu of land. The city does have the ability with any Conditional Use or Planned Development to require private recreational facilities. Esarco suggested enhancing the community by creating a play area for children. Gibbs recommended placing a tracking pad at the curb cut-out on Wells Street since there is mud on the sidewalk and road. Howe will relay these suggestions to his client.

Speaker #1: Al Kupsik, 717 S Lake Shore Drive, representing the Lake Shore Village Condo Association, shared concern regarding the flooding on the south side of Condo Association coming from Summerhaven. Kupsik identified other concerns such as erosion control, landscaping and who will maintain the retention ponds. Kupsik requested correspondence with the developer or documentation concerning the maintenance of the retention ponds, updates on the erosion plan and flooding issues.

Speaker #2: Helen Radloff, lives on south end of Lake Shore Village, shared concerns of flooding, landscaping and erosion control, and asked for an extension to review this project request.

Speaker #3: Bruce Jalouszynski, 870 Lake Geneva Blvd, shared concerns regarding increased traffic at the southern access road and the work hours for construction during the week and weekends.

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

Mayor Hartz listed a number of issues to be addressed in the PIP application: flooding issues for properties on the west and south side of the development, proper erosion control, Developers Agreement regarding retention pond maintenance, landscaping, a small recreational area for children and As-builts for the current improvements.

Hartz/Esarco motion to approve the General Development Plan and include all staff recommendations and fact finding.

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

- 13. Continuation of the Public Hearing and Recommendation on an application for the General Development Plan (GDP) filed by Omega Homes, 201 O’Connor Dr. Suite 101, Elkhorn, WI 53121, requesting a Planned Development of 58 Single Family Homes at the property on LaSalle Street, also known as the Vistas of Lake Geneva (formerly Regent Hills subdivision), located in the Multi-Family – 8 (MR-8) zoning district, Tax Key No. ZA424700001.**

Applicant has requested to continue the Public Hearing.

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

- 14. Public Hearing and Recommendation for proposed changes to amend the existing Ordinance 18-09 for Tourist Rooming House guidelines. Applicant: City of Lake Geneva.**
Slavney presented the revisions to the Tourist Rooming House Ordinance with suggestions from staff and their experience with the Ordinance this past year.

8:25 pm - Commissioner Hill left the City Chambers

8:34 pm – Hill returned to the City Chambers

Horne asked what happens when owners transfer properties to one another. Plan Commission discussed a transfer of property from one LLC to another. Hartz offered his revisions to be reflected in the Ordinance Amendment.

Speaker #1: Doug Wheaton, on behalf of the Lakes Area Realtors Association, 1516 North County Club Pkwy, Elkhorn, shared a statement from the Lakes Area Realtors Association, with concerns regarding the Knox Box provisions in the proposed Ordinance Amendment.

Plan Commission discussed the Knox Box provisions, stating the Knox Box would be used to gain entry to properties for emergencies and required inspections which will be reflected in the revised language of the amendment.

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

Hartz/Gibbs motion to recommend the city attorney write up the Amendment to the Ordinance, adopting the current edits in red and any additional edits made here tonight and then send the Amendment to the Ordinance directly to the Council.

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

- 15. Potential Code Amendment Discussion to allow set-back averaging from ordinary mean hi-water line from the lake front.**
Slavney presented the potential Code Amendment. A Plan Commission discussion followed.

16. Adjournment. Hill/Esarco motion to adjourn at 9:00 p.m. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, December 13, 2018, 8:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

President Oppenlander called the meeting to order at 8:02 a.m.

Roll Call

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

Excused: Dinan

Also present: Library Director Kornak, City Administrator David Nord

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

Kundert/Lyon motion to approve the minutes of the November 8, 2018, meeting. Motion carried unanimously.

Financial//Building/Grounds

Kundert reviewed November expenditures. The Finance Committee recommended approval of expenditures of \$51,044.85 from the general fund. Lyon seconded the recommendation. Motion carried unanimously. 86% of budget has been spent.

Finance Committee recommended reallocation of funds in 2019 budget as proposed on 2019 Worksheet. Gelzer seconded. Motion carried unanimously.

Kundert briefly reviewed investment philosophy, practice and process. Gelzer/Lyon motion to table action until January. Motion carried unanimously.

F/BG recommended accepting bid of \$7,785 from Painting Solutions for ceilings and miscellaneous touch ups. Halverson seconded. Motion carried unanimously.

President's Report

Oppenlander commented on trustees (optional) donations to Staff Holiday Party, improved patron services, shared sponsorship of Bettman & Halpin concert, and winter hours.

Director's Report

- Updates on budget, statistics, strategic planning, patron feedback, building and grounds, circulation and operations, Library Legislative Day
- Gelzer/Halverson motion to renew hot spots for circulation at \$1320. Motion carried unanimously.



LAKE GENEVA PUBLIC LIBRARY

- Building & Grounds discussion of north wall waterproofing tabled until January.
- Recommendation to use donated jewelry as reading incentive/prize
- Head of Adult Services and Youth Reference positions have been filled
- Halverson/Kundert motion to accept 2019 Holiday Closures schedule. Motion carried unanimously

Committee Reports

Public Information

- Kersten – encouraged publicity for Sunday hours and Kanopy service

Personnel

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

1. Circulation Services Manager K. Stang
2. Technical Services Coordinator P. Kingwill
3. Head of Youth Services S. Soukup
4. Library Assistant - Reference L. Nussbaum
5. Administration/Finance S. Mueller
6. Maintenance M. Monahan
7. Library Assistants/Shelver M. Cordova, L. Vanderloop, B. West, V. Blume/B. Fell
8. Library Director E. Kornak

Roll call: all yes. Motion carried unanimously.

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

Lyon/Kersten motion to approve 2019 wages as discussed in Closed Session. Roll Call: all yes. Motion carried unanimously.

Lyon/Kersten motion to approve one-time transition performance bonuses for 2018 as discussed in Closed Session. Roll call: 6 yes (Kersten, Henningfeld, Brookes, Lyon, Oppenlander, Kundert); 1 no (Halverson); 1 abstention (Gelzer). Motion carried.

City Liaison

- Halverson reported on hiring new City administrator, Winterfest discussions, Roger Brooks report, and resignation of head of Visit Lake Geneva.



LAKE GENEVA PUBLIC LIBRARY

Friends of Library Report

- Kundert and Brookes reported on the Friends holiday and on-going book sales, Annual Meeting speaker Sam Weller, and continuing discussion of Strategic Plan and by-laws in February.

Library Foundation Report

- Working on Foundation by-laws

Adjournment

Kundert/Gelzer motion to adjourn the meeting at 10:15 a.m. Motion carried unanimously.

Next meeting: Thursday, January 10, 2019 at 8:00 a.m., Smith Meeting Room, Lake Geneva Public Library.

Respectfully submitted,

Chris Brookes
Secretary

Lake Geneva Historic Preservation Commission Meeting Minutes

December 13, 2018 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Jackie Getzen, Louise Rayppy, Jim Davis, Chris Brookes, Grace Hanny and Cindy Flower.

Approval of minutes of Historic Preservation Commission Meeting of November 8, 2018.

Comments from the public and correspondence. None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Tuesdays @ Two: Lake Geneva Beautification Committee – January 15th; The 100th Anniversary of the End of WW1- January 22nd. Museum is planning on bringing Wall Dogs on rear of building.

Update on programs at the 1928 Geneva Theatre Building, restoration work at The Riviera and local news relating to the Lake Geneva Historic Preservation Commission. Geneva Theatre Actors Guild: "It's A Wonderful Life", based on the radio version—December 19th, at 7:30 P.M. The Riviera had it's first renovation meeting on 12/6 at The Riviera to hear comments from the public in regards to what should be done to the building. The project is scheduled to begin in 2019 with the replacement of the roof.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. We received \$14.00 on 11/12 from Michael Rehberg from the sale of Walking Tour booklets.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2018 Budget and discussion regarding proposed 2019 LGHPC Budget. So far this year we spent \$230.00.

Update on Historic Preservation Design Review for building projects within National & State Historic Districts and on current potential building projects including the possible razing of the 1902 Frank Johnson residence / Bricks & Mortar building at 832 Geneva Street. Next Plan Commission meeting on Dec. 17th will decide the fate of the Brick & Mortar building. Will also discuss moving the building to a location at the corner of Center & Wisconsin Streets.

Update regarding the completion of the Lake Geneva Historic Railroad Site project and planning for dedication and memorial tree donation for Ed Yaeger in Spring of 2019. Jim Davis found the model of the railroad site in Ed Yaeger's attic. Ed's wife will donate it to the museum.

Update from Josh Sullivan regarding the creation of an Android version of our I-phone app of A Historic Lake Geneva Walking Tour, including potential photo additions and upgrades. We found out that our I-phone app on Apple was not renewed, cannot get walking tour on app-will be renewed by City Clerk. Josh wants to attend another of our meetings. He is working on the Android version.

Report on rehangng the 2009 Dozen Distinctive Destinations banners including contacting the Street Department to install and store banners. Cindy was informed that one of the banners appeared to be torn, as they are now hanging on the poles downtown. There was a debate if the dates on the banners should be removed. Motion to table about banners passed.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva", and updates on our website www.historyoflakegeneva.org. Will have another "Tales of Lake Geneva " next Spring.

Review of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application forms, creating a list of past plaque recipients, and repairing existing historic signs. We approved a plaque for Jackie Hennerly, 421 Elmwood Ave.-- 1920. We voted to table taking action on approving a Historic Plaque for 728 Wisconsin St. pending further documentation.

Update from Patrick Quinn regarding meeting with John Notz and 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. Cindy informed us that the Cemetery Board is interested in developing a walking tour of Oak Hill Cemetery. Patrick received a letter from the Wisconsin Historical Society notifying him that the cemetery would be eligible in the area of Landscape Architecture—this is first of many steps to come. We have no proof that Cleveland was the designer. Gail Klein wants to tour cemetery and attend our meeting. Professor Dan Nadinicek (historian on Cleveland's career) will write a letter saying Cleveland was the architect.

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

Meeting adjourned at 7:55 P.M.

Respectfully submitted,

Louise M. Rayppy

AVIAN (BIRD) COMMITTEE
MONDAY, DECEMBER 17, 2018 5:00 PM
CITY HALL, CONFERENCE ROOM 2A

Members: Chairperson Selena Proksa, Beverly Leonard, Sarah McConnell, Nancy Swanson, Jill Rodriguez, Karen Gallo, Carol Zimmermann

1. Call to order by Nancy Swanson at 5:06 pm
2. Roll Call: Present: Beverly Leonard, Sarah McConnell, Nancy Swanson, Jill Rodriguez, Karen Gallo, Carol Zimmermann
Excused: Selena Proksa, Karen Gallo
3. Approval of minutes from November 26, 2018 meeting as distributed
Motion to approve by Zimmermann, Second by McConnell
Motion approved: Vote: 5 yes, 0 no, 0 abstain
4. Comments from the public limited to 5 minutes – no members of the public were present
5. Budget review: including looking at matching funds for the Tourism Grant – as well as the priorities in the request (such as the sign and gourds)

Discussion:

Purchase of Interpretive sign:

Billing can come through the city. Vendor needs to fill out a W-9. Vendor should note Avian Committee on invoice. Copies of invoices to Karen Hall.

Costs of Sign: Deposit of \$450 and \$460 upon delivery

Budget Revision: from \$900 to \$910

Motion by Zimmermann to approve budget revision from \$900 to \$910, Second by Swanson; Motion approved: Vote: 5 yes, 0 no, 0 abstain

Draft Language revisions to standard interpretive sign:

City of Lake Geneva Avian Committee (above "Purple Martin")

Please help us. In Wisconsin the Purple Martin population has been in steep decline for decades. In our community the City of Lake Geneva Avian Committee is trying to reestablish colonies in our community. Visit us on Facebook- Lake Geneva Bird City or through City Hall.

Motion by Swanson, second by Leonard to approve sign revision as above

Motion approved: Vote: 5 yes, 0 no, 0 abstain

Action item: McConnell will work with vendor and will provide draft of sign prior to work beginning by vendor

Tourism Grant Match:

Budget items reviewed and by aggregating speakers and promotional material costs we can provide matching fiscal effort of \$1,500.

Action item: Jill Rodriguez will continue to work on the grant. Carol Zimmermann will forward 2018 marketing materials to her.

Gourd additions and potential Purple Martin house addition:

Beverly Leonard is checking on potential donors for a Purple Martin house. She has a donor and will continue to solicit other donors for a house on the lake path near the Riviera. Discussion of another possible vendor for houses.

Action item: Beverly Leonard will work on a cost estimate for gourds and mounting hardware. Sarah McConnell will check with Purple Martin expert to see if he can recommend another vendor

6. Update on the Avian Ed Pilot

Update report provided. Jill Rodriquez has purchases bird feeders. Sarah McConnell is working with local Audubon Society for speakers. Other suggestions - Helen Pugh, Kevin Dickey -Lakeland Audubon, Gail from Jaynesville (3 years ago). Sarah McConnell has registered the class for the Backyard Bird Count. Carol Zimmermann has developed and prepared the materials for all the lessons for January. Action items: Carol Zimmermann will meet with volunteer teacher Jill Lorenzi December 18 to update the lessons into the classroom software and will meet with Lorenzi the first week of school to address any issues. The working group (McConnell, Rodriquez, Lorenzi, and Zimmermann) will meet Thursday, January 17, 3:30 pm at the school).

7. Bird City Renewal Application – Due January 31, 2019

Action item: A working group of McConnel, Swanson, and Zimmermann will meet January 14, 10:30 am to complete a draft of the application. Zimmermann will host. Zimmermann will email Selena Proska to see if we propose a resolution to recognize World Migratory Bird Day for a vote by the council.

8. Discussion/Recommendation of future agenda items

Update on interpretive signage

Update on gourd costs

Update on tourism grant

Update on avian education pilot

Update on Bird City Renewal application

Alliant Energy Grant

January 21 – next meeting (Note: This falls on Martin Luther King Day, so we need to find out if this will work.)

9. Adjourn

Beverly Leonard moved to adjourn, second by McConnel.

Motion approved: Vote: 5 yes, 0 no, 0 abstain

Adjourn at 6:15 pm

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE AVIAN COMMITTEE

TOURISM COMMISSION

WEDNESDAY, DECEMBER 12, 2018 – 5:00PM

CONFERENCE ROOM 2A, CITY HALL

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

Meeting call to order by Vice Chairman, Fritz at 5:01 pm

Roll Call: Vice-Chair, Fritz, Lorenzi, Waspi, Ald. Hedlund, Straube

Also Present: Mayor Hartz, Administrator, Nord, Sec./Assistant Clerk, Elder, M. Jackson/VLG, Leech/BID, Copsey/TC Rep.

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

None

Approval of the Tourism Commission minutes from November 14, 2018

Motion to approve the November 14, 2018 minutes by Hedlund, second by Lorenzi. Motion carried 5-0.

Introduction of new City Administrator

Dave Nord was introduced to the commission

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

Michael Jackson presented increase in occupancy was 5.3% through October 31, 2018 and occupancy at 40.1% for November. He thanked the city for working with VLG staff on the Winterfest permitting for the 24th year. Don Berg and group coming to town in January and would like to meet with the Mayor to continue commitment of Winterfest for 5 more years. There was an increase in foot traffic at the Visitors Center, and the group was complimentary of the Christmas parade despite the weather.

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

Holiday window voting competition in full swing will end this weekend, tentative ice rink fill date is 12/18/2018, upcoming Santa's workshop & reindeer dates shared. The BID has hired a new part-time 16 hours/week events & social media representative, Ashley Zittlow. Roger Brooks meeting on 12/14 to discuss next steps, and presentation available on VLG website.

Update from Stephanie Copsey (Independent Contractor for Tourism Commission) Promotional Activity

The use of Meet at the Lake has been approved for the Tourism Commission. She met with lodging venues and they're all on board. The Meet at the Lake website is to go live on 12/17/2018. Waspi and Fritz requested that Copsey share all User ID & passwords via a shared Google doc for newly developed websites/hosting, social media etc. Copsey indicated she will be working with the Streets of Lake Geneva for Tourism Commission social media posts.

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

Room Tax data, current budget and disbursements were shared.

Ice Castle representative to provide update

Representative wasn't available, but Leech provided an update.

Svitak AirBnB update

Waspi proposed considering contracting with AirBnB and there was much discussion around the topic. Waspi motioned to recommend pursuing a proposal from AirBnB to collect room tax, second by Fritz. Motion carried 5-0.

Discussion/Action on Tourism Promotion Grant Program and Requests:**Request to remove the 50/50 Match Grant Dollars for Horticultural Hall from the 2018 budget**

Motion by Hedlund to remove the 50/50 match grant dollars for Horticultural Hall from the 2018 budget, second by Lorenzi. Motion carried 5-0.

Agenda items and next meeting date January 16, 2018

- Copsey Marketing Budget
- Copsey Google Doc User ID & Passwords
- Meet at the Lake website presentation
- Update from Nord on Riviera Plans
- Ice Castle Sponsorship

Motion to adjourn Fritz, second by Waspi. Meeting adjourned at 6:31 pm. Motion carried 5-0.

12/14/2018 1:00 pm

cc: Tourism Commissioners, Mayor, Administrator, Media