



# COMMITTEE OF THE WHOLE

## MONDAY, FEBRUARY 04, 2019 – 6:00 PM

### CITY HALL BUILDING, COUNCIL CHAMBERS

#### AGENDA

Council President, Ken Howell

Alderspersons: 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 January 7, 2019 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Howell
  - b. Personnel Committee, Alderman Proksa
  - c. Public Works Committee, Alderman Flower
  - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hedlund & Flower
  - b. Tree Board, Alderman Dunn
  - c. Police & Fire Commission, Alderman Skates



- d. Plan Commission, Alderman Skates
  - e. Board of Park Commissioners, Alderman Straube
  - f. Library Board, Alderman Halverson
  - g. Historic Preservation Commission, Alderman Flower
  - h. Cemetery Board, Alderman Howell
  - i. Avian Committee, Alderman Proksa
  - j. Tourism Commission, Aldermen Hedlund & Straube
8. **COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
- a. Chamber of Commerce, Alderman Straube
  - b. Geneva Lake Museum, Alderman Dunn
  - c. Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund
  - d. Geneva Lake Environmental Agency, Alderman Proksa
  - e. Geneva Lakes Family YMCA, Alderman Flower
  - f. Geneva Lake Use Committee, Alderman Dunn
  - g. Business Improvement District, Alderman Halverson

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 MONDAY, JANUARY 07, 2019 – 6:00 PM CITY HALL BUILDING, COUNCIL CHAMBERS

### AGENDA

Council President, Ken Howell

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

Also Present: Mayor Hartz, Deputy Clerk, Nan Elder

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

Pledge of Allegiance lead by Ald. Dunn

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

**Also present:** Mayor Hartz, Administrator, Nord, Asst. City Clerk, Elder

**Approval of Minutes from December 03, 2018 Committee of the Whole Meeting as distributed.**

Motion by Skates, second by Hedlund to approve the December 03, 2019 Committee of the Whole minutes. Motion carried 8-0.

**Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.**

Mary Jo Fesenmaier; 1085 S Lakeshore Dr; Spoke in support of FLR addressing determine fees for permits, take time for input and contact the groups that will be affected.

**Lake Geneva Beautification Committee, Getting to Know Us presentation.**

**Presentation of the Annual Mayor's Holiday Decoration Awards from the Lake Geneva Beautification Committee, Inc.**

**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, Alderman Dunn  
Police & Fire Commission, Alderman Skates  
Plan Commission, Alderman Skates  
Board of Park Commissioners, Alderman Straube  
Library Board, Alderman Halverson  
Historic Preservation Commission, Alderman Flower  
Cemetery Board, Alderman Howell  
Avian Committee, Alderman Proksa  
Tourism Commission, Aldermen Hedlund & Straube

**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. Hedlund motion to adjourn at 7:21 pm, second by Halverson. Motion carried 8-0.

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

1/5/2019 4:00 pm  
cc: Aldermen, Mayor, Administrator, Attorney, Media

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**WEDNESDAY, JANUARY 2, 2019 – 6:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

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

Call to Order by Chairperson Howell at 6:00 p.m.

**Roll Call**

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

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of December 18, 2018, as prepared and distributed

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

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License Application filed by Lake Geneva Jaycees for the Venetian Festival Beer Garden located at Flat Iron Parking Lot to be used August 13, 2019 through August 19, 2019

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

Discussion/Recommendation regarding event Permit Application filed by the Lake Geneva Jaycees for the event of Venetian Festival to be held at Flat Iron Park, Library Park, and Seminary Park; Event (Including setup and clean up) to be held August 12, 2019 through August 19, 2019 (Applicant is requesting waiver of fees)

Motion by Hedlund to approve, second by Proksa. Hedlund noted that some of the fees have been paid, but not all. Halverson noted that he still is not comfortable with waiving all of the fees. He would like to see the list of the fees that had been waived in 2018. The committee would like to see that schedule at the next meeting.

Motion carried 4-0.

Discussion/Recommendation regarding a Fireworks Display Permit Application filed by the Lake Geneva Jaycees for a Firework Display to be provided by J & M Displays on August 18, 2019

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

Discussion/Recommendation regarding two-year extension of current contract with EMS Medical Billing Associates, LLC to provide Emergency Medical Billing and Collection Services for the period of December 31, 2018 through December 21, 2020

Motion by Hedlund to approve, second by Proksa. Hedlund noted that this is just a two year extension of the current contract. Motion carried 4-0.

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

City Administrator Nord noted that the Piers and Harbors Committee did approve the leases being considered by the committee. He noted that the changes included that the agreement would be good for two years, that there be notice to the lease holder, and updated the payment schedule. He noted that the future increases be based on the consumer price

index, versus a resident/non-resident. The annual rate will be adjusted every year based on the CPI and that all of the applicants were agreeable to the terms.

Gage Marine

Lake Geneva Boat Line, Inc.

Marina Bay Boat Rental

Motion by Hedlund to approve the agreements for Gage Marine, Lake Geneva Boat Line Inc, and Marina Bay Boat Rental, second by Proksa. Motion carried 4-0.

### **Presentation of Accounts**

Purchase Orders

None

Prepaid Bills in the amount of \$256,360.26

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

Regular Bills in the amount of \$74,575.79

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

### **Adjournment**

Motion by Hedlund to adjourn, second by Proksa. Motion carried 4-0. The meeting of the Finance Committee adjourned at 6:12 p.m.

**FINANCE, LICENSE & REGULATION COMMITTEE MINUTES**  
**TUESDAY, JANUARY 15, 2019 – 6:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

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

Chairperson Howell called the meeting to order 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**

Ryan Stelzer; 215 Skyline Dr; Spoke to the agenda item relating to the event permit process including the waiver of fees. He encouraged that non-profits within the City should not be charged the fees as they have the community's best interest in mind when holding these events. He further added that the occurrence of events increases the room tax dollars generated along with the parking funds generated. He further cited all of the ways that the money generated aids the City.

Bridget Leech, N3230 Highland Dr; Spoke in favor of waiver of fees for events and cited that the events generate money for the City.

**Approve the Regular Finance, License and Regulation Committee Meeting minutes of January 2, 2019, as prepared and distributed**

Motion by Proksa 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 event Permit Application filed by the Geneva Lake Arts Foundation for the event of Art in the Park to take place on August 10, 2019 (10:00 a.m. to 5:00 p.m.) and August 11, 2019 (10:00 a.m. to 4:00 p.m.) located in Flat Iron Park**

Motion by Halverson to continue to the next FLR meeting, second by Proksa. Halverson would like to continue this discussion until the fee structure has been identified. Motion carried 5-0.

**Discussion/Recommendation regarding pay request #2 to Payne and Dolan for 2018 Street Improvement Project in an amount not to exceed \$106,504.25**

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

**Discussion/Recommendation regarding payment request #5 to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$15,764.40**

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

**Discussion/Recommendation regarding final payment request to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$5,684.10 less \$684.10 for retainage; Final payment amount to be \$5,000.00**

Motion by Proksa to approve, second by Halverson. Hall noted that the full amount is in the payables, but has been amended to this change. Motion carried 5-0.

Discussion/Recommendation regarding log sale on Wisconsin Surplus; Funds generated to be designated to the purchase of trees

Motion by Proksa to approve, second by Halverson. Proksa applauded Public Works for thinking ahead and generating more money for future tree plantings. Motion carried 5-0.

Discussion/Recommendation regarding increasing minimum amount of purchase within the City of Lake Geneva Capital Improvement Plan from \$5,000 to \$10,000

City Administrator Nord stated that the process for the CIP had been started in 2018 with a \$5,000 threshold. He stated that with a community this size that it would make more sense to budget for items over \$10,000. Finance Director Hall noted that this will go into effect in 2020 for a plan that will cover 2020-2024.

Motion by Howell to allow Alderperson Flower to speak, second by Halverson. Motion carried 5-0.

Flower asked what types of things would be the general budget versus the CIP. Nord noted that there were several items that were placed in the CIP that shouldn't have been, in that they do not meet the criteria.

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

Discussion regarding City Event Permit Application process including waiver of fees

Discussion regarding Treasurer's Report and Budget versus Actual

Finance Director Hall noted that she did not have the budget to actual as she is trying to close out the 2018 year.

## **Presentation of Accounts**

Purchase Orders

None

Prepaid Bills in the amount of \$145,925.91

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

Regular Bills in the amount of \$379,398.19

Motion by Hedlund to approve, second by Halverson. New amount less the retainage held from Sonrise Construction is \$378,714.09. Motion carried 5-0.

## **Adjournment**

**Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 7:15 p.m.**

**PERSONNEL COMMITTEE MINUTES**  
**WEDNESDAY, JANUARY 2, 2019 – 4:30 PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

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

Meeting called to order at 4:35 p.m. by Chairperson Proksa

Roll Call

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

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

None

Discussion regarding onboarding process for new employees/elected officials

Chairperson Proksa requested this item to be placed on the agenda and would like to work on an onboarding process. Clerk Kropf outlined what she had seen done in other municipalities and how the City could put together a document that encompasses duties/responsibilities. The committee would like an outline by the next month's meeting. No action taken.

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

Motion by Halverson to go into closed session and to include staff, second by Proksa. No discussion. Motion carried 4-0. The Personnel Committee went into Closed Session at 4:50 p.m.

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

Motion by Flower to return into Open Session, second by Proksa. Motion carried 4-0. The Committee reconvened into Open Session at 4:58 p.m.

No action on Closed Session items taken.

Adjourn

Motion by Flower to adjourn second by Straube. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 4:58 p.m.

**PUBLIC WORKS COMMITTEE MINUTES  
TUESDAY, JANUARY 8, 2019– 4:30PM  
CITY HALL CONFERENCE ROOM 2A**

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

The meeting of the Public Works Committee was called to order by Chairperson Flower at 4:33 p.m.

**Roll Call**

Public Works Director Earle called the roll and noted that Proksa, Flower, Howell, Hedlund with Dunn being absent. Others Present: Public Works Director Earle, Parking Manager Mullally, and City Clerk Kropf

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 December 11, 2018 as prepared and distributed  
Motion by Proksa to approve, second by Hedlund. No discussion. Motion carried 4-0.

**Director of Public Works Report**

**Map of street work**

Public Works Director Earle stated that he is continuing to review the street maps and identifying streets to be included in the 2019 Street Improvement Program. He noted that he is focusing more on the lower rated roads to deter them from deteriorating further. Cemetery Road is a potential street to be included, but with the uncertainty of the pending development and Oakhill Cemetery sanitary sewer he has placed this street on hold. He noted that committee discussions have deterred him from pursuing further reconstruct on Main Street which is going to open more money in the budget to add more streets around the City.

**Ice Castle**

Ice Castles have been pushed back due to the weather. He noted that Utilities Director Gajewski has been working with the group at Ice Castles to make sure that the sidewalk that is adjacent is salted.

**Plowing**

Earle noted that there hasn't been any snow which is saving money and wear on the equipment.

**Equipment**

Earle noted that he has employees working on equipment that needed attention. He added that the employees are happy that there are happy to fix these issues instead of sending them out for repair. This in turn is saving the City money as well.

**Tree work**

Earle noted that the arborist is working diligently to identify trees that need replacing and replanting.

**Winterfest**

Earle noted that the Public Works Crew is ready to go for Winterfest within the next couple of weeks.

**Disc Golf Bridge Potential Replacements**

Earle noted that the engineer is looking into to the bridges and will bring a recommendation at a future meeting. The committee discussed that the other bridges are failing and that some should be replaced. City Administrator Nord noted that he contacted the City's insurance company to look at it and give a recommendation. Flower noted that she would like to see three bridges out there. Earle noted that one of the bridges may be able to handle a vehicle crossing to aid the Police Department.

## **Parking Manager Report**

Parking Manager Mullally addressed the committee regarding the 2018 parking department activity. She reviewed some of the highlights throughout the year, which included 523,000 of paid transactions, the amount of revenue that was collected from parking violations has decreased, use of mobile apps doubled, and that the meter revenue increased by 10%.

### Sheridan Springs Park and Ride Location Driveway Installation included in 2019 Street Improvement Project

Mullally noted that this property is already in the City's control and that she would like to see that included in the 2019 Street Improvement Project. Earle noted that it is slated to be in the project. No action taken.

### Discussion on upgrading Parking Meter System in 2019

Mullally noted that she would like to upgrade the meter kiosks for the new year. She noted that the kiosks would be equipped with better technology to be faster and easier for customer use. She would like to see the machines to be cashless as it is harder on the equipment to run the battery for the bill collector. She would like to see this approved and placed for use before Memorial Day. Flower noted that some patrons have suggested no parking in some of the downtown and would like to research that before investing a new system. This item is to be brought back to the committee at next month. No action taken.

### Discussion on initiating a MaaS (mobility as a service program) "pilot program" for Downtown

Mullally noted that this app offers a service that reserves car pickup/dropoff. She noted that this would promote less traffic in the downtown and could possibly create more available parking spaces. She would like to see a three-month program in the summer and explore how it works for the City. She noted that this would be a free service within the City limits and more specifically at the downtown. Flower asked that she research the issue and bring it back to the next meeting. No action taken.

### Discussion/Recommendation regarding pay request #2 to Payne and Dolan for 2018 Street Improvement Project in an amount not to exceed \$106,504.25

Earle noted that this is the final payment including the retainage. Motion by Howell to approve, second by Hedlund. Motion carried 4-0.

### Discussion/Recommendation regarding payment request #5 to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$15,764.40

Earle noted that this is the pay request #5. Motion by Proksa to approve, second by Howell. Motion carried 4-0.

### Discussion/Recommendation regarding final payment request to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$5,684.10

Earle stated that this request just came in and recommended a 10% retainage of the final payment to aid in the grass growth.

Motion by Hedlund to pay \$5,000 and retain the remainder to pay for grass regrowth, second by Proksa. Motion carried 4-0.

### Discussion/Recommendation regarding log sale on Wisconsin Surplus; Funds generated to be designated to the purchase of trees

Earle stated that he had taken down two Walnut trees and that they were sold on the Wisconsin Surplus for \$1,515. He asked that the funds be allocated to the fund to purchase trees. Motion by Howell to approve, second by Flower. Motion carried 4-0.

### Discussion regarding landscaping completed at Brunk Pavilion- Per Chairperson Flower

Mayor Hartz explained that he sits on the beautification committee and had worked with them on the development the landscape plan. He noted that the landscape plan was approved as a part of the original plan that would approved by the Plan Commission and the Common Council. Since then the Public Works Department had concerns with how that was going to be maintained. Earle added that she would need direction on whether or not to add this to the landscape plan. No action taken.

#### Discussion regarding Capital Outlay Plan for Buildings and Infrastructure

Earle noted that he had first discussed this during the budget process. He stated that the buildings are going to need attention and that there needs to be schedule outlining their condition and a schedule of maintenance. No action taken.

#### Discussion regarding obtaining proposals for the City Engineering Services

Earle stated that he was pleased with Kapur's work along with the other City departments. Hedlund worries about looking for a new engineer as Kapur should have an understanding on how the City works. Mayor Hartz noted that some of the issue is just that the City has an expectation that isn't communicated to the City Engineer. Flower noted that she sees most of the concern with the Building and Zoning and Planning Commission representation. She cited several instances where standards weren't conveyed and would like to see that corrected. The committee would like to have a conversation with representatives of Kapur to discuss the issues. No action taken.

#### Adjourn

Motion by Howell to adjourn the meeting of the Public Works Committee, second by Proksa. Motion carried 4-0. The meeting adjourned at 6:33 p.m.

**PIERS, HARBORS & LAKEFRONT COMMITTEE  
WEDNESDAY, JANUARY 16, 2019 – 5:30PM  
CONFERENCE ROOM 2A**

**Members:** Chairperson Doug Skates, Shari Straube, John Halverson, Rich Hedlund, and Tim Dunn

Meeting called to order by Chairman Skates at 5:30 pm

**Roll Call:** Ald. Doug Skates, Rich Hedlund, and Tim Dunn

**Absent:** Straube, and Halverson **Also Present:** Mayor Hartz

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

None

**Approval of the minutes from the December 19, 2018 Special Piers, Harbors, and Lakefront Meeting**

Ald. Hedlund motioned to approve the December 19, 2018 minutes, second by Dunn. Motion carried 3-0.

**Discussion/Recommendation regarding establishing the 2019 West End Pier Slip, Lagoon Slip, Buoy, Dinghy, Kayak and Paddleboard Rack Rates**

Ald. Skates is requesting the City Administrator work with staff to include Resolution 17-R66 and research and report on the history of rentals next month. Ald. Hedlund would also like to see a comparison to Williams Bay and Fontana. Ald. Skates motion to continue this item to the next meeting in February, second by Hedlund. Motion carried 3-0.

**Discussion/Possible Recommendation regarding establishing fees for Commercial Boat Launch Permits**

Administrator Nord provided update that the city is under in pricing of fees in comparison to other communities around the lake. Ald. Hedlund motion to continue discussion until next month, second by Skates. Motion carried 3-0.

**Discussion/Update regarding Riviera Restoration Project**

Ald. Skates asked MSI representative, Dave to provide an update. Dave Luterbach stated MSI considers the project to remain in the “engagement mode” with community through surveys and to take advantage of the Winterfest & Ice Castle event. Jennifer from MSI is no longer the Project Manager for the Riviera initiative, and Dave introduced their Director of Sales, John Kutz who stated that Jay Craig will be taking over in the near future for the Riviera project. Ald. Skates said he would like to include the underwater foundation inspection on the February Pier’s agenda. Dave from MSI also recommended there be an asbestos inspection included as well.

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

Ald. Skates motion to continue to next month, second by Hedlund. Motion carried 3-0.

**Ald. Hedlund motion to adjourn at 6:02 pm, second by Dunn. Motion carried 3-0.**

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

**Lake Geneva Utility Commission Minutes**  
**Regular Lake Geneva Utility Commission Meeting**  
**Wednesday January 16, 2019 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

**Call Meeting to Order-** by Gajewski at 4:02pm

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

**Staff in attendance:** Josh Gajewski

**Election of Chairperson**

Hartz/Hedlund motion to elect Esarco as chairperson. Passed 5-0.

**Comments from the Public as allowed by Wis. Statutes §19.84 (2), Limited to Items on this Agenda Except for Public Hearing Items. Comments will be limited to 5 Minutes.**

None

**Approve Utility Commission Minutes from December 19, 2018 as prepared and distributed**

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

**Acknowledgement of Correspondence**

Gajewski stated that we had received a letter from Wastewater Superintendent Scott Tesmer notifying us of his retirement which is an item on this agenda.

**Financials Update**

Gajewski reviewed the financials through December 2018. Year-end numbers will be presented at a later date.

Hartz/Hedlund motion to approve the December financials. Passed 5-0.

**Approval of the December Bills**

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

**Directors Report**

Gajewski reviewed the submitted Directors report including updates on well #3 which has now had the pump refitted and although we are not seeing any gravel pack, there are some electrical issues with the soft start. If a new VFD is required, it is in the 2019 budget already. For wastewater, MSA is here to talk about the CAMP project and give an update. Sabel will be coming in next week to work on the clarifier and reinstall the drive and tow bro unit. The groundwater infiltration to the clarifier was discussed and is believed to be a problem only when the clarifier is dewatered. Office operations include getting ready for next months audit and the changeover to Payment Service Network as our third-party billing and electronic payments provider. We have a launch date for PSN of February 1 but we are already receiving payments from customers who pay through their bank via autopay and the process for that has been quick & easy.

**Update on Capacity Analysis & Master Planning Study (CAMP) by Greg Gunderson & Eric Thompson of MSA Professional Services, Inc.**

Greg Gunderson & Eric Thompson gave a brief background of MSA and the services they provide. They then presented the results of the study as a slideshow and talked about what makes up wastewater flow and how groundwater contributes increased flow to the sanitary sewer system. They were looking for feedback as to which areas to really concentrate on within the system and which areas of the City are most likely to expand.

**Acceptance of Wastewater Superintendent Scott Tesmer's letter of retirement**

Gajewski explained that Scott Tesmer's last day will be January 25, 2019. The Commission expressed their regrets at his retirement and thanked him for his long service. Hedlund/Hartz motion to accept Scott Tesmer's retirement letter. Passed 5-0.

**Discussion/Action on Cross Connection Inspections for Commercial, Industrial and Public Authority customers**

Gajewski explained that we are required to enforce the DNR code regarding cross connections. Historically the Commission has used an outside vendor for this. We parted ways with our previous vendor with some dissatisfaction with the service provided. Clean Water Engineering have given us a two-year proposal to meet our needs and State & Federal Laws for cross connection control. Discussion followed.

Hartz/Hedlund motion to approve Clean Water Engineering's scope of services and professional service agreement pending final approval by the City attorney. Passed 5-0.

**Discussion/Action on Dodge Zone Service & Capacity Study**

Following on from previous discussions, Gajewski has been researching the possibility of raising the Dodge Water Tower to combat NR code compliance issues to certain areas along the western end of LaSalle St. He has been communicating with the DNR to find out what their needs would be to give us approval to proceed. They would require an engineering study for the areas affected by the project. This is an ongoing project, and this is an update only. No action taken.

**Esarco/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 5-0. The Commission convened into closed session at 5:13pm.

**Esarco/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 5-0. The Commission convened into open session at 5:31pm.

Hedlund/Hartz motion to direct the Utility Director to make an offer as discussed in closed session. Passed 5-0.

**Adjourn**

Esarco/Hedlund motion to adjourn at 5:32pm. Passed 5-0.

/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 JANUARY 10, 2019 AT 6:00 P.M.**

This meeting will be 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 6:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Fire Captain Detkowski

3. Roll call

Commissioners Connors, Jordan, Horne and Condos were present. Commissioner Pollard and Alderman Skates were excused. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski 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 December 6, 2018

Horne motioned to approve the meeting minutes of December 6, 2018. Condos seconded. Motion carried 4-0.

7. City Council Report - NONE

8. Discussion/Action – Agenda Item Request Form (Commissioner Connors)

The form was approved with one minor correction. The form will be placed on the website for the commissioners to use.

9. Fire Department Business

a. Approval of bills for the month of December 2018, operating in the amount of \$77,017.12, Equipment purchases in the amount of \$188,287.31, for a total of \$265,304.43

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

Chief Peters stated the budget is at 92.74% for expenses and 134% for revenues and should be within the 2018 budget.

b. Discussion - EMS medical billing/Stark Medical billing

Chief Peters explained the current practices for crash recovery fees per Condos' request. Chief Peters stated it is a judgment call based on extraordinary circumstances. Condos asked if the Fire Department was satisfied with the procedure and Chief Peters advised he approved with the current practice.

c. Discussion - EMS call summary report - NONE

d. Discussion/Action - Monthly Fire Department Report Overview and PFC interest in information presented

Personnel spotlight was for FF/AEMT Cox who has been with the department since 204. He is currently working on obtaining his National Paramedic Certification and Wisconsin Paramedic licensure. Deputy Chief Derrick celebrates 47 years with the department. Chief Peters reviewed the community and department events and notable calls. Connors asked for a breakdown of calls outside of the area. Captain Detkowski said there are five different districts that the fire department responds to. The Commission members would like to see a quarterly report for responses outside the area. Condos asked if the department was satisfied with their current billing process and Chief Peters said the billing system was fine at this time.

e. Discussion/Action – American Heart Association Community Training Center (CTC) Agreement  
Connors motioned to approve the American Heart Association Community Training Center Agreement contingent upon the City Attorney’s approval. Horne seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

Captain Detkowski stated that CPR/AED training must be affiliated with a training center and the fire department found a more user friendly site.

f. Discussion/Action – Filling the position of Confidential Administrative Assistant

Connors motioned to authorize Chief Peters to hire Cynthia Baumeister to fill the position of Confidential Administrative Assistant. Jordan seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

Chief Peters recommended hiring Cynthia Baumeister for the position of Confidential Administrative Assistant, who is currently a part time employee at City Hall. She will be doing a lateral transfer from City Hall and is well qualified for the position.

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

Chief Peters stated the Fire Lieutenant position has been posted and will close in February. There are five applicants so far. All applicants and their families will meet with the department to discuss the job and the commitment it requires, then a written and tactical exam will be completed. After that, an interview date will be set up and the Commission will be notified of the interview date.

h. Discussion/Action – Request to name Fire Station 1 the “Derrick Memorial Fire Station”

Condos motioned to name the fire station as the “Tom Derrick Memorial Fire Station”. Horne seconded. After a discussion regarding the memorial, the first motion was withdrawn.

Connors motioned to have the Fire Chief and Police Chief explore a joint public safety recognition area within the city. Horne seconded. Motion carried 4-0.

A recommendation to rename the fire station to the “Derrick Memorial Fire Station” was received by the city council via a letter. The Derrick family was approached about the request. The family suggested that if the fire station was to be renamed, it should be the “Tom Derrick Memorial Fire Station” However, the family would also be alright if the fire station was not named after the family. Condos felt it would be a great honor to name the fire station as the “Tom Derrick Memorial Fire Station” Connors and Jordan were not generally in agreement of naming any public facility after anyone. It was then discussed about creating an all inclusive Public Safety area for outstanding service such as a public monument or wall.

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

- Trey & Zeke
- Walworth County Aging Network, Dementia Friendly Initiative

j. Items to be forwarded to city council  
Expenditures reports and monthly report

Connors stated that the Town of Geneva contract was approved by the Council as discussed at last month's meeting.

#### 10. Police Department Business

a. Approval of the bills for the month of December 2018, operating in the amount of \$240,884.26, Equipment Purchases in the amount of \$10,935.95, for a total of \$251,820.21

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

Chief Rasmussen stated that the department should be about 4% under budget.

Connors stated a simplified version of expense reports will be used starting next month.

b. Discussion/Action - Telecommunicator hiring update

Chief Rasmussen said that the department will be hiring one full time position and one part time position.

The interview date will be January 28, 2019.

c. Discussion/Action – Data Specialist hiring update and approval of eligibility list

Jordan motioned to approve the eligibility list to last for the first half of 2019. Horne seconded. Motion carried 4-0.

Chief Rasmussen stated that the candidates were very good and an eligibility list was established with the top four candidates.

d. Discussion/Action – Detective Sergeant Promotion update

Condos motioned to move ahead with the promotion process with Detective Keller and Officer Nettesheim. Horne seconded. Motion carried 4-0.

Two candidates have submitted their letter of interest and Chief Rasmussen stated both candidates are very qualified and he would like to move forward with the promotion process.

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

Connors motioned to approve the part time hiring and full time eligibility list. Condos seconded. Motion carried 4-0.

Chief Rasmussen requested that we move ahead with the current applicants for the hiring process of part time officers and to establish a full time officer eligibility list.

f. Discussion/Action – Promotion of Booking Officer Springhorn to Part Time Police Officer

Jordan motioned to approve the promotion of Booking Officer Springhorn to Part time Police Officer. Connors seconded.

Chief Rasmussen stated that the Officer Springhorn graduated from the police academy on December 7 and received the Top Gun award for the police academy.

g. Discussion/Action – Accept letter of resignation of Part Time Officer Steven Wolke

Connors motioned to accept letter of resignation with regrets of Part Time Officer Steven Wolke. Connors seconded. Motion carried 4-0.

h. Discussion/Action – Disposition of old squad rifles

Connors motioned to authorize the Police Department to sell up to three rifles to the Town of Linn Police Department and that the remaining rifles will be sent to the State Crime Lab for destruction. Horne seconded.

Connors amended the motion to offer the rifles to other jurisdictions within the county and to make a final determination next month. Motion carried 4-0.

Chief Rasmussen stated that the department is in the process of replacing rifles in the squads. Town of Linn Police Department would like to purchase up to three of the rifles. Chief Rasmussen does not wish

to sell the rifles to the public and prefers to have them destroyed at the State Crime Lab. The Commission wondered if any other departments in the county would be interested in the rifles rather than having them destroyed. The rifles will be sold as is and it will be the responsibility of the new department to have them checked by an armorer.

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

Jordan motioned to approve the new tattoo policy. Connors seconded. Motion carried 4-0.

Chief Rasmussen recommended approving the tattoo policy due to societal changes. Connors provided a copy of a new tattoo policy adopted from the military. The new policy would prohibit any tattoos on the head, face, hands, and neck above the general duty uniform.

j. Discussion/Action – Accept \$100.00 donation from Albert C. Exner

Connors motioned to accept the donation from Albert C. Exner. Horne seconded. Roll Call vote:

Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

k. Discussion - Chief's report (briefing only - no action will be taken)

This is a new item that will be added to the monthly meetings so that Chief Rasmussen can discuss any miscellaneous items that do not require any action. Chief Rasmussen advised the Commission that he will not be at next month's meeting. Chief Rasmussen also attended an advisory meeting at UW-Whitewater. At the meeting, he was advised by representatives from local colleges that over 40% of the students attending law enforcement classes do not want to be police officers.

l. Discussion - Chief's top monthly incidents – No discussion/Action

m. Discussion - Monthly activity reports – No discussion/Action

2018 Dispatch activity for December 2018: Telephone calls - 2,452      911 Calls - 206      Window assists - 867

2017 Dispatch activity for December 2017: Telephone calls – 2,717      911 Calls - 175      Window assists - 676

2018 Patrol activity for December 2018:      Calls for service – 1,589      Arrests - 128

2017 Patrol activity for December 2017:      Calls for service – 1,449      Arrests - 110

n. Yearly Statistics

2018 Dispatch activity: Telephone calls– 34,505      911 Calls– 2,676      Window assists– 11,503

2017 Dispatch activity: Telephone calls 37,111      911 Calls– 2,431      Window assists– 11,673

2018 Patrol activity:      Calls for service- 20,504      Arrests- 1,847

2017 Patrol activity:      Calls for service- 18,959      Arrests- 1,563

The department reached over 20,000 calls for 2018.

o. Discussion - Thank you letters - No discussion/Action

- Citizen Assistance – Sergeant Derrick
- Citizen Assistance – Lieutenant Way and Officer Spatz
- Blood Drive-Officer Nelson

p. Items to be forwarded to City Council

Expenditures, Chief's top five and annual reports

11. Agenda items for the next regular meeting February 7, 2019

Squad Rifles, Telecommunicator update, Detective Sergeant update, Part time and Full Time Officer Update and rescheduling July PFC meeting.

12. a. Motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility 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 specifically: 1) Data Specialist Position, 2) Fire Chief and Police Chief Appraisals, 3) Fire Department Personnel

b. Pursuant to Wis. Stat. 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: Command Vehicle

c. Pursuant to Wis. Stat. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved with regard to Lake Geneva Ford Connors motioned to go into closed session to include City Attorney Draper, Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Fire Chief Peters, Captain Detkowski and Administrative Assistant Papenfus. Jordan seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0 at 7:12 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)  
Condos motioned to return to open session. Jordan seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0 at 8:02 p.m.

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

Item A1. Connors motioned to authorize the Chief to extend an offer to Lori Reynolds based on pay Grade 6, with a pay rate of \$21.75 and a 10-year lateral transfer position. Horne seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

Item B. Connors motioned to authorize the Chief to make bids on the command vehicle as authorized in closed session. Condos seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

Item C. Connors motioned to authorize Attorney Draper to draft a release indicating that the City of Lake Geneva Police would pay \$16,669.45 to Ford of Lake Geneva for a full release of the ambulance. Jordan seconded. Roll Call vote: Connors-Y, Horne-Y, Condos-Y, Jordan-Y. Motion carried 4-0.

15. Adjourn

Connors motioned to adjourn the meeting. Horne seconded. Meeting carried 4-0 at 8:05 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, JANUARY 21, 2019 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

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

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

**Approve Minutes of the December 17<sup>th</sup> Plan Commission meeting as distributed.**  
Krajovic/Horne 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 Alex Paredes, 330 Center Street, in favor of moving the building from 832 Geneva Street to 333 Center Street. Correspondence was received from Richard Steinberg, 1032 Williams Street, opposing the moving of the building from 832 Geneva Street to 333 Center Street and opposing the construction of a modern building in its place. Correspondence was also received from Charlene Klein, 817 Wisconsin Street, opposing the razing of the building at 832 Geneva Street and opposing the construction of a modern building at this same location. All correspondence has been distributed to the Plan Commission and the City Council.

**Downtown Design Review**

**Application by 737 W. Main Street LLP, for the request to install an on building sign and a revised awning to the exterior of the property, located at 737 W. Main St., in the Business Central (BC) zoning district, Tax Key No. ZOP00273.**

Tom Bachmann, 1856 Norman Blvd, Park Ridge, IL 60068, applicant, presented the request. Mayor Hartz asked about the possibility of a projecting sign placed under the awning identifying the store type. A discussion followed.

Commissioner Hill stated there are existing projecting signs and this concept may be a possible direction the city is open to as a global, aesthetic perspective for the Downtown.

Esarco/Skates motion to approve the on building sign and revised awning and include all staff recommendations.

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

**Application by 725 W. Main Street LLP, for the request to install an on awning sign and a revised awning to the exterior of the property, located at 725 W. Main St., in the Business Central (BC) zoning district, Tax Key No. ZOP0276.**

Tom Bachmann, 1856 Norman Blvd, Park Ridge, IL 60068, applicant, presented the request. Bachmann stated they have taken over the lease for this location. Bachmann asked for the flexibility of the positive and negative points of the name to be allowed to 2 inches beyond the 8 inches rule.

Hill/Horne motion to approve the on building sign and revised awning and include all staff recommendations.

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

**Public Hearing and Recommendation of a General Development Plan (GDP) filed by Terence Pisano, 201 Broad St., Lake Geneva, WI 53147, for the property located at 333 Center St. The applicant is requesting to relocate the existing building currently located at 832 Geneva St. and to utilize exceptions to the site setbacks and site zoning restrictions. The property is located in the Neighborhood Office (NO) zoning district, Tax Key No. ZOP00139.**

Chris Pisano, representing Terence Pisano, presented the request. Planner Slavney said the GDP submittal is complete. Hill asked about the “high level steps” for this project, who will oversee the project and the timeline. Pisano stated there are many steps in the process, including components such as the weather, contingent on conditions, economic elements, and permits through the city. A discussion followed. Terence Pisano clarified his responsibilities with the timeline. Chris Pisano explained the process of the prep work involved and the transport of the building in this project. Hartz summarized the five exceptions requested in the GDP application and stated the issues discussed will be addressed in the Developers Agreement.

Speaker #1: Trish Schaefer, 403 Center Street, in favor of moving the building to the 333 Center Street location.

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

Hartz/Hill motion to approve the GDP to relocate the current building at 832 Geneva Street to 333 Center Street, utilize exceptions to site setbacks and site zoning restrictions and include all staff recommendations and fact finding in the affirmative.

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

**Public Hearing and Recommendation of a Precise Implementation Plan (PIP) filed by Terence Pisano, 201 Broad St., Lake Geneva, WI 53147, for the property located at 333 Center St. The applicant is requesting to relocate the existing building currently located at 832 Geneva St. and to utilize exceptions to the site setbacks and site zoning restrictions. The property is located in the Neighborhood Office (NO) zoning district, Tax Key No. ZOP00139.**

Chris Pisano, representing Terence Pisano, asked for any questions regarding the PIP application. Hartz asked if sign approval is part of the PIP. Pisano verified yes. Zoning Administrator Walling stated the request meets the sign standards of the City and said Utility Director Gajewski has reviewed the application with no further input. Hartz asked about the trees in the parkway. Pisano said the trees will be removed and replaced. Hartz clarified the Developers Agreement for this project will need Council approval. Hill asked about the timing of the Developers Agreement and the next Council meeting. Attorney Draper said there will be 2 Developers Agreements because it is a unique situation, stating this project application would be subject to an acceptable Developers Agreement.

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

Esarco/Hill motion to approve the PIP to relocate the current building at 832 Geneva Street to 333 Center Street, utilize exceptions to site setbacks and site zoning restrictions and include all staff recommendations and fact finding in the affirmative.

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

Commissioner Hill left Council Chambers 6:59 pm

Commissioner Hill returned 7:01 pm

**Public Hearing and Recommendation on an application for the Precise Implementation Plan (PIP) filed by Daniel E. Schuld, 281 Yerkes Ave, Hampshire, IL 60140, requesting the change of use for the building at 727 Geneva St, for a Brewery, Tap Room, & Gift Shop, to include a building addition, and renovations to the existing exterior deck and patio, located in the Planned Development (PD) zoning district, Tax Key No. ZOP00157.**

Ken Etten, representing the owner, Dan Schuld, presented the request. Etten stated one change from the GDP was the sign which will no longer include a grain bin but instead a monument sign. Other changes since the GDP: the existing garage would stay there with no future rebuild, and a seasonal food cart near the beer garden. As stated in the GDP application, the owner would like to have outside acoustical musical entertainment. Etten explained the

signage and exterior finish of the building. Dan Schuld, 1776 Prestwick Drive, Inverness, IL 60067, said he would like to create a family entertainment type of brewery, with hours of 3-9pm or later on weekends, with the possibility of renting out space for weddings, etc. Commissioner Krajovic asked if they would serve food. Schuld said there would be no commercial kitchen but maybe food packages. The food cart would have to be licensed by someone else. Alderman Skates asked about the outdoor food trailer, landscaping plan, garage, cleaning solutions used and how it affects the sewer system. Skates suggested the PIP application was not complete. Slavney agrees the PIP submittal is incomplete and asked to continue this application to the next month. Slavney encouraged the commissioners to give feedback to better prepare the applicant for the meeting next month. Walling asked for general locations and dimensions of sign would be beneficial to the application. Commissioner Esarco shared concerns for food cart. Hill recognized the revised memo dated after the deadline and stated the staff hasn't had time to review the changes. Hill was surprised there is no food offered inside but an outdoor seasonal food trailer was suggested. Hill shared her concerns with the food trailer and also felt the PIP application was not complete. Hartz reiterated missing items needed for next month: landscape plan, complete food trailer explanation, utility director needs sewage explanation, operation plan – business hours for the brewery - (Hartz suggested asking for more hours than needed) and state the garage would remain. The new paperwork for the PIP application would be due by January 31<sup>st</sup>.

Esarco/Skates motion to continue the Public Hearing to the next Plan Commission meeting. Motion carried unanimously.

**Public Hearing and Recommendation on an application to amend the existing Precise Implementation Plan (PIP) filed by Oakfire Properties LLC, for the Oakfire Restaurant, requesting to change the second floor deck area to install a roof structure and roll up temporary windows, located in the Central Business (CB) zoning district at 831 Wrigley Dr., Tax Key No. ZOP00340.**

David Scotney, owner of Oakfire, 831 Wrigley Drive, presented his request. Skates asked about the pitch and snow loads. Scotney said the snow loads are above what is required in terms of the weight it can carry.

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

Hill/ Esarco motion to approve an amendment to the PIP to change the second floor deck area with a roof structure and roll up temporary windows and include all staff recommendations and fact finding in the affirmative.

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

**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/Skates motion to continue the Public Hearing to the next Plan Commission meeting. Motion carried unanimously.

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

Applicant has requested to continue the Public Hearing.

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

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

Applicant has requested to continue the Public Hearing.

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

**Adjournment.** Esarco/Skates motion to adjourn at 7:36 p.m. Motion carried unanimously.

---

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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

**Board of Park Commissioners' Minutes**  
**Wednesday, January 23, 2019– 6:30pm**  
**City Hall, Meeting Room 2AL**

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

Staff Present: None

Public Present: Alderperson Dunn

**Approval of Minutes from prior meeting:**

Motion by Swanson/Esarco to accept minutes of November 28, 2018 as presented. Motion carried with acknowledgement that Public Attendee name misspelled.

**Comments from public limited to 5 minutes:**

None

**YMCA/Veterans Park Report**

Mayor Hartz provided information that the YMCA has identified a site location of interest for a new facility.

**Permits/Park Donations:**

None

**Park Assignments/Repair Update/Maintenance**

All parks in good condition.

**New Business**

*Ice Rink at Flat Iron Park* – Park Board appreciates that the Business Improvement District (BID) fully funded the ice rink for its inaugural year. There is strong interest in continuing to provide this opportunity for residents and visitors in future years.

*Soccer Goals at Vets Park* – There is some concern about the longevity of the equipment and options that may be available to extend the life of the goals.

Bicycle & Pedestrian Plan, Parks & Green Space, Open land owned by City – after some discussion, the Mayor offered to provide hard copies of the first 50 pages of the Park and Open Space Plan dated 2015-2020 and the entire report of the Bike & Pedestrian Plan to the Park

Board Commissioners. Commissioners will be informed when the copies can be picked up at City Hall. Commissioners will review both to better guide future development.

**Old Business**

*Impact Fee Report* – Updated and copy provided

*Wish List* – No Changed

*SCW permit fee* – Collected

**Carried Forward:**

Impact Fee Report (Continual)

Wish List (Continual)

Bicycle & Pedestrian Plan

Parks & Green Space Plan

City of Lake Geneva Open Lots suitable for Park Use

**Future Meeting Agenda Items New:**

None

**Next Meeting:**

February 27, 2019 at 6:30 pm

**Other Meetings:**

**Tree Board Meeting: TBD**

Motion by Hartz/Philipps to adjourn at 7:20 pm. Motion carried.

/s/ Ann Esarco, Park Board President

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

## Lake Geneva Historic Preservation Commission Meeting Minutes

January 10, 2019 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Jackie Getzen, Louise Rayppy, Jim Davis, Chris Brookes, and Cindy Flower. Grace Hanny was absent. Josh Sullivan as a guest.

Comments from the public and correspondence. None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Tuesdays @ Two: U. S. National Snow Sculpting Championship—January 29th; Ice Castles in Lake Geneva--February 5th.

Update on programs at the 1928 Geneva Theater Building, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission. Geneva Theatre Actors Guild: The British Connection—January 16, 7:30 P.M. and January 18, 10:00 A.M. Suggested donation of \$10.00, the proceeds will benefit Black Point Estate. The Piers and Harbor Commission will have a meeting to discuss the roof and other items relating to the Riviera, it will be open to the public.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point will again have their Winter Local History Series at Badger High School this year.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2019 Budget and discussion regarding proposed 2019 expenditures. Last year we spent a total of \$230.00. The \$1,000.00 from the Ed Yaeger fund has been carried over to the new year. We had a discussion about how much we will pay Josh, \$1,000.00 or so came up, will discuss with Josh.

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. At last Plan Commission Meeting Terence Pisano presented his plan about moving the house to 333 Center Street. He did quite a bit of work researching this. Next Plan Commission Meeting will be 1/21.

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. Start thinking about what we are going to do for Ed, regards to the dedication.

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. Still having problems correcting the issue of renewing our I-phone app and getting it up and running. Apple support team will have to clear this up. City Clerk (owner of account) never received a renewal notice. City Clerk should have duplicate copies of our records. Jim gave Josh records of communication with Apple. Josh is making process on the Android version, much easier than Apple.

Report on rehangng the 2009 Dozen Distinctive Destinations banners including any replacements, repairs or revisions to banners and storage of banners at the Street Department. We voted to keep the year 2009 on the banners.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva", and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). No new information.

Review the status of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, and repairing existing historic signs. We voted to approve a plaque for Jamie Sanders, 1124 Park Row—1925. We have not received any further documentation in regards to a plaque for 728 Wisconsin Street.

Update from Patrick Quinn regarding meeting with Gail Klein 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. The process is in motion, so far so good. Gail Klein said it should be wrapped up by Spring.

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

Meeting adjourned at 8:05 P.M.

Respectfully submitted,

Louise M. Rayppy

# **TOURISM COMMISSION MINUTES**

## **WEDNESDAY, JANUARY 16, 2019 – 5:00PM**

### **COUNCIL CHAMBERS, CITY HALL**

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

Meeting call to order by Chairman, Carstensen at 5:00 pm

**Roll Call:** Carstensen, Fritz, Lorenzi, Waspi, Ald. Straube

**Also present:** BID Director, Leech, & Tourism Rep, Copsey, City Admin, Nord, & Deputy Clerk, Elder

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

None

**Approval of the Tourism Commission minutes from December 12, 2018**

Lorenzi motion to approve December 12, 2018 minutes, second by Straube. Motion carried 5-0.

**Carstensen asks for motion to suspend the rules and move items 7, 9, & 10 to front of the agenda.**

**Motion by Fritz to approve moving up the line items, second by Lorenzi. Motion carried 5-0.**

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

Tammie Carstensen presented VLG reports since the organization is currently searching for a new President. VLG new brand direction and campaign was also shared with the group. Fritz asked if moving forward we can ask that the data provided come in a different format. Carstensen recommended waiting until the new President is on board.

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

Leech shared that the ice rink is expected to open the weekend of the January 19, 2019. Ice Castle expected to open on January 21, 2019. Cocoa Crawl will be on Feb. 1, 2019 from 4:00 to 6:30 pm with free movie for kids the following morning at the Geneva Theater.

The four organizations (BID, VLG, LGED, & Tourism Commission) that underwrote the Roger Brooks consultation have organized a list of sub-committee members for the following areas: Merchants, Property Owners, Public Sector, and Residents inviting representatives from the community to gather recommendations on what they would like to see from the city related to Roger Brook's presentation of 20 Ingredients to a Successful Downtown.

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

Copsey presented a Meet at the Lake proposed marketing plan with 3 different options.

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

Monthly and Annual Budget numbers were shared showing November down just a little bit, but overall ahead of forecast & actual budget for the year.

# **TOURISM COMMISSION MINUTES**

## **WEDNESDAY, JANUARY 16, 2019 – 5:00PM**

### **COUNCIL CHAMBERS, CITY HALL**

#### **Copsey Marketing Budget**

Copsey shared her marketing budget proposal.

Lorenzi to approve \$10,000 as first marketing dollars for 2019 to address option 1, second by Fritz (with City Administrator & Treasurer approval). Motion carried 5-0.

#### **Copsey Google Shared Doc User ID & Passwords**

Google doc was created by the City and Stephanie has shared her user id and passwords and will be submitting her social networks user id and passwords soon.

#### **Update from Nord on Riviera Plans and Short Term Rental**

Consulting firm representative is changing and city would like to spend more time obtaining input from the public survey regarding the Riviera. Would like Administrator to find out still taking reservations in late 2019/2020. Commission asked Nord to find out where FLR/Council are at regarding securing an AirBnB contract for the city

#### **Ice Castle Sponsorship**

Lorenzi request that if we enter into another agreement with the Ice Castle that Lake Geneva Hotels get first right of refusal for sponsorships. Also Tourism Commission needs to request being listed as a presenting sponsor.

#### **Discussion/Action on Tourism Promotion Grant Program and Requests:**

City of Lake Geneva Avian Committee's Grant Application

Motion by Waspi to approve \$1,500 match, second by Fritz. Motion approved 5-0.

#### **Agenda items and next meeting date February 13, 2019**

- Meet at the Lake Website
- Comparison of VLG marketing vs. what MAL is proposing
- Nord Riviera Update & Short Term Rental - AirBnB

#### **Adjourn**

Fritz motion to adjourn, second by Waspi at 6:35 pm. Motion carried 4-0.