



# COMMITTEE OF THE WHOLE

## MONDAY, FEBRUARY 6, 2017 – 6:00 PM

### CITY HALL BUILDING, COUNCIL CHAMBERS

#### **AMENDED AGENDA**

Removed Board of  
Review from #7

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from December 5, 2016 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 Kordus
  - b. Personnel Committee, Alderman Hedlund
  - c. Public Works Committee, Alderman Kordus
  - 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 Skates
  - c. Police & Fire Commission, Alderman Howell
  - d. Plan Commission, Alderman Skates

- e. Board of Park Commissioners, Alderman Skates
- f. Library Board, Alderman Gelting
- g. Historic Preservation Commission, Alderman Chappell
- h. Cemetery Board, Alderman Kordus
- i. Avian Committee, Alderman Horne

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 Kordus
- b. Geneva Lake Museum, Alderman Howell
- c. Lake Geneva Economic Development Corporation, Aldermen Gelting & Hedlund
- d. Geneva Lake Environmental Agency, Alderman Horne
- e. Geneva Lakes Family YMCA, Alderman Skates
- f. Geneva Lake Use Committee, Alderman Flower

9. Adjourn

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

2/1/2017 1:25 p.m. original posting 2/3/2017 3:05 p.m. amended posting

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE**  
**MONDAY, DECEMBER 5, 2016 - 6:30 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kordus called the meeting to order at 6:30 p.m.

Pledge of Allegiance led by Alderman Kordus.

**Roll Call.** Present: Aldermen Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell. Absent: Alderman Horne. Also Present: City Administrator Oborn and Parking Manager Mullally.

Flower/Skates motion for approval of minutes from October 3, 2016 Committee of the Whole Meeting as distributed. Motion carried unanimously.

Council President Kordus announced the January Committee of the Whole meeting falls on a holiday, so the meeting will be cancelled.

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

Mayor Al Kupsik, 717 S. Lake Shore Dr, stated he sits on the board for the Community Action group which is a non-profit organization that helps the less fortunate. They represent Rock and Walworth counties. They are in need of 3 board members from Walworth County. There is a consumer board member who is either a person of low income or has experienced being low income or an individual who can be a voice for people living in poverty. A person can join as a private board member which can be any community member who is interested in helping others achieve self sufficiency. Anyone who is interested can visit their website or call to get involved.

Ken Etten, 1109 Wisconsin St, noted he is the Chairman of the Lake Geneva Historic Preservation Commission. He wanted to nominate the property at the 300th block of Sage St. as a historic railroad site. The Lake Geneva Historic Preservation Commission requests the City officially designate this property as a local historic site to recognize the significant impact of the reliable rail service in 1871 on the development and the history of the Village of Geneva which became the City of Lake Geneva. In 1871 many wealthy people from Chicago sought refuge from the ruins and reconstruction from the Great Chicago Fire in Lake Geneva via the train. The proposed site is located adjacent to the Geneva Lake Museum and old railroad bridge. Creating a local historic railroad site on Sage St. would be a key to educating both residents and visitors alike. They would like to make it a local historic railroad site with minimal restrictions or costs. The Historic Preservation Commission requests that the City Council considers this request.

Kevin Flemming, 1032 Wisconsin St, noted a month ago a group got together and met with a few people from the City and came up with a proposal to give to the City regarding parking. They proposed keeping the free parking from November 15<sup>th</sup> to the end of February, keeping the 2 hours of free parking for residents, raising the hourly rate to \$1.50 city-wide Memorial Day to Labor Day, changing meter hours in effect from 9:00am to 9:00pm Memorial Day to Labor Day, and eliminating the 15 minute option. He understands the City has revenue needs and that is why they came up with this. He suggested raising the beach admission as well. The BID has invested hundreds of thousands of dollars in the downtown. He noted the vast majority of visitors to the City come from areas with no parking fees or areas less than or equal to Lake Geneva. He would like someone to park in front of his store for 5 hours because people who park on Main Street are patronizing the downtown businesses.

Karen Bennett, 450 Country Club Dr, noted she owns a business downtown. She wanted to voice what she hears very frequently from her customers. The foot traffic has decreased 15-35% during peak months. She has seen other downtowns die in an environment where foot traffic is declining. She is concerned that raising the rates for parking is another nail in the coffin for the businesses that struggle to keep afloat. There have been about 10 businesses that have pulled out of the area due to the decline in traffic that they have seen over the years. We need to think long and hard before raising the rates at all. If we rush into raising the rates, it will alienate people and give them another reason not to come back and shop. The longer term impact could be something that would be devastating to the area. She doesn't want to rush into a change without taking careful thought.

Darien Schaefer, VISIT Lake Geneva, thanked the City of Lake Geneva for helping to produce a successful Christmas parade and thanked everyone who came out and participated. He stated he was there on behalf of the board of directors for VISIT Lake Geneva in regards to concerns regarding the proposed increases in the parking fees. He feels downtown Lake Geneva is truly a gem of the Lake Geneva area. He wants to support the BID's recommendations and thinks there is a reasonable compromise that can be had to address the City's financial concerns.

Beverly Leonard, 1504 Dodge St, noted she is a homeowner and business owner. She would like the Council to look seriously before raising the parking rates. She is concerned about losing foot traffic. The free parking season is fabulous. She is concerned about the period when parking is enforced before the summer. She feels we will lose customers if they are charged more than \$1.00 an hour to park. She would like minimal change.

Pete Peterson, 1601 Evergreen Ln, spoke regarding the Riviera. He read in the paper that it hasn't been fully addressed for the past several years. It is an old building. For years it has been known that repairs were going to be needed. His criticism is that the City had a TIF fund but used it on a parking lot, rocks in front of the Riviera, and gave it to the theater. He doesn't understand why this didn't come up. He also spoke on the potential parking changes. He feels raising the parking rates is only going to hurt the businesses, the meters should be up and running until 10:00pm. He added when the City has expenditures that aren't used, they should be put them in the undesignated reserve fund.

### **Discussion/Input on the City metered parking rates/locations and consideration of corresponding options**

Parking Manager Mullally stated she is willing to listen to all parties on this topic. There are many stakeholders including residents, business owners and the City. She wants to make sure the system is efficient and effective.

Ms. Mullally went through all of the BID's recommendations starting with raising the parking rate City-wide from \$1.00 to \$1.50 in all metered areas. She noted that would be between Memorial Day to Labor Day. The second option was to extend enforcement from 7:00pm to 9:00pm. Another option was to eliminate the 15, 30 and 45 minute options. From Memorial Day to Labor Day weekend if there were the same traffic patterns as last year and the year before, there would be an increase of \$314,000. She noted there are about 2,600 transactions after 7:00pm. The potential for expenses would be about \$17,800 if enforcement continued after 7:00pm. Lights would need to be installed and stickers would have to be replaced. The kiosks are solar powered, so the performance may not be as good. Ms. Mullally is projecting the first year a potential difference of \$298,000 and annually about \$311,000. She feels that extended hours should be in the morning rather than the evening. The BID had recommended eliminating the 15, 30, and 45 minute options. Last year, the City did almost 35,000 15 minute transactions. The highest were the 30 minute transactions with 38,000. There were 19,000 45 minute transactions. She explained this is based on people who paid and not residential stickers or handicap placards. Essentially, there was over a million dollars in revenue last year. If we went through option 1 which would be changing from \$1.00 to \$2.00 and the stars aligned, there will be an extra million dollars. Option 2 has a City-wide parking rate of \$1.00 dollar during the off season and \$2.00 during the on season. That would be a difference of \$620,000 from last year. The BID suggested \$1.50. Option 3 is a City rate change only in high volume parking areas which would be the lake perimeter. We have thousands of people visiting for our events, but we are only working with 1,096 parking stalls. If someone parks at a metered spot with a handicap placard that is free as well. If the downtown metered areas were split into lake perimeter zones and kept that at \$2.00 year round, it is projected to bring in a million dollars. The non lake perimeter would give us \$483,000. Option 4 would change the rate from \$1.00 to \$2.00 in the lake perimeter during the on season between Memorial Day and Labor Day only. That option would generate \$264,000.

Ms. Mullally went over a number of current parking trends with the committee. Mr. Kordus added that he had heard the 15 minute option is used frequently. He worries that getting rid of that option will drive people out of the downtown. He also thinks this may cause more tickets which will upset people even more than raising the parking rates. Ms. Flower questioned if people are actually paying before 9:00am. Ms. Mullally answered the screen on the kiosk notifies people they do not have to pay until 9:00am. She stated some pay earlier and their time actually starts at 9:00am. Ms. Mullally noted the Library does not have to be included in the zone if requested. Mr. Gelting said any time parking costs increase for people within the county, they view it as a disincentive to come to the City rather than a neighboring library where they don't have to pay. It is seen as a direct revenue hit. Mr. Kordus said this was not brought up as a budget shortfall issue. The budget was balanced before this issue came up. This conversation came up to generate additional revenues that could be placed into a fund for infrastructure improvements. He stated they are trying to be forward looking with these parking rate and making sure we can keep the streets the way they are. Ms. Mullally added the City does pay taxes on that \$1.00 per hour rate.

Ms. Flower said she would be curious what would be projected for additional income if enforcement began at 7:00am or 8:00am. Ms. Mullally answered she thinks it would be significant. Mr. Kordus stated this item should be discussed further at Public Works before going to FLR.

**Standing Committee Reports given:**

Finance, License & Regulation Committee, Alderman Kordus  
Personnel Committee, Alderman Hedlund  
Public Works Committee, Alderman Kordus  
Piers, Harbors, & Lakefront Committee, Alderman Skates

**Committee, Commission and Board Reports given:**

Utility Commission, Alderman Hedlund  
Tree Board, Alderman Skates  
Police & Fire Commission, Alderman Howell  
Plan Commission, Alderman Skates  
Board of Park Commissioners, Alderman Skates  
Library Board, Alderman Gelting  
Historic Preservation Commission, Alderman Chappell  
Cemetery Board, Alderman Kordus  
Parking Commission, no report given  
Communications Committee, no report given  
Avian Committee, Alderman Gelting

**Other Boards and Committee Reports given:**

Chamber of Commerce, Alderman Kordus  
Geneva Lake Museum, Alderman Howell  
Lake Geneva Economic Development Corporation, Alderman Gelting  
Geneva Lake Environmental Agency, no report given  
Geneva Lakes Family YMCA, Alderman Skates  
Geneva Lake Use Committee, Alderman Flower

**Adjourn**

Hedlund/Gelting motion to adjourn the meeting at 8:20 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE  
MONDAY, DECEMBER 12, 2016 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Alderman Kordus called the meeting to order at 6:00pm.

**Roll Call.** Present: Aldermen Horne, Gelting, Kordus, Howell. Absent: Chappell. Also Present: City Administrator Oborn, Comptroller Pollitt, and City Clerk Waswo.

**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.**

Beverly Leonard, 1504 Dodge St, spoke regarding the convention center. She has owned Delaney Street Mercantile for 11 years and noted there is a struggle for the BID to get recognition from the Chamber. She requested there be some manner of accountability for the use of Room Tax dollars to the Chamber.

Kevin Flemming, 1032 Wisconsin Street, spoke about the Tourism Commission. He feels the increased room tax revenue should be used for and in the city to promote the retail, lodging, restaurants, and activities. He wants to keep as much funding as possible within the city.

Darien Shafer, VISIT Lake Geneva located at 527 Center Street, supports the creation of a Tourism Commission. It puts the decision of how to use the Room Tax to 5 or 6 people if the Council wishes. Everything VISIT Lake Geneva does ties around the City name of Lake Geneva, whether it is their name or website. The changes that have been made are all designed to improve how they are able to market the area. He spoke on the conference center which he noted is a big project and big undertaking. He has experience with that in the Wausau area, and would be happy to provide assistance if needed.

**Approval of Minutes.** Gelting/Horne motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of November 28, 2016, as prepared and distributed. Motion carried 4 to 0.

**LICENSES & PERMITS**

**Original 2016-2017 Operator's (Bartender) License application filed by Lauren Walker**  
Horne/Gelting motion to recommend approval. Motion carried 4 to 0.

**Discussion/Action on Room Tax Law Changes and corresponding ordinance creating a City Tourism Commission**  
Horne/Gelting motion to move to council without recommendation. Motion carried 4 to 0.

**Discussion/Action on directing the City Administrator to work with the Geneva Lakes Family YMCA on consideration of Veterans Park as a possible site for a new YMCA and the current YMCA location as a possible Conference Center**  
Horne/Gelting motion to move to council without recommendation. Motion carried 4 to 0.

**Discussion/Action on request from Lake Geneva Historical Preservation Commission to nominate City property in the 300 block of Sage Street as a Local Historic Railroad site as the property owner (Public Works recommended rejection on 12/8/2016)**

Alderman Kordus stated the item was rejected because as a property owner we give up the right to that land. If we wanted to develop or do anything to the site, we would have to go through the Historic Preservation Commission. They would have to allow us to relieve that designation to do anything on that site. They could come back to Park Board to discuss the improvements and the ghost footprints. We didn't want to give the designation as it ties our hands to any future development of that property. Mr. Howell asked if Public Works is rejecting the idea of laying out the items to show what was there. Mr. Kordus stated that was not in the plan, only the designation of a historic site. Mr. Gelting would like to move this to Council without recommendation as no one was present from the Historic Preservation Commission.

Gelting/Horne motion to move to Council without recommendation. Motion carried 4 to 0.

**First reading of Ordinance 16-20, repealing the Parking Commission**

**First reading of Ordinance 16-21, amending duties of the Public Works Committee**

**First reading of Ordinance 16-22, repealing the Communications Committee**

**First reading of Ordinance 16-23, amending duties and meeting times of the Finance, Licensing and Regulation Committee**

**Discussion/Action on disallowance of claim filed by Sharon Hoffman for an alleged injury caused by a slip and fall on Broad and Main Street on October 9, 2016, pursuant to Wis. Stat. 893.80(1g)**

Gelting/Horne motion to recommend disallowance of the claim. Motion carried 4 to 0.

**Discussion/Action on 2017 Budget for the Equipment Replacement Fund and Plan**

Mr. Kordus said this would increase the amount of funding by \$248,484.00.

Horne/Howell motion to recommend approval. Motion carried 4 to 0.

**Discussion/Action on Resolution 16-R56, approving the 2017 Equipment Replacement Fund budget amendment to increase expenditures by \$248,484.00**

Gelting/Horne motion to recommend approval. Motion carried 4 to 0.

**Discussion/Action on Payne & Dolan TIF4 Escrow Draw Request No. 1 for \$8,699.03**

Gelting/Horne motion to recommend approval. Mr. Kordus stated this for the start of the Highway 50 line burying project and winter prep work. Motion carried 4 to 0.

**Discussion/Action on Alliant Energy Escrow Draw Request No. 1 for \$1,140.00**

Horne/Gelting motion to recommend approval. Motion carried 4 to 0.

**Discussion/Action on Utility Ordinance change pertaining to Utility Commission construction under City Public Works as allowed by WI Statute Section 66.0805(4)(a) with construction work exceeding \$250,000 requiring Public Works Committee and City Council approval *(Recommended by Public Works on 12/8/2016)***

Horne/Gelting motion to recommend approval. Mr. Kordus explained this makes any project the Utility wants to do in excess of \$250,000 needing approval from Public Works and Council. This is more of a coordination effort. Motion carried 4 to 0.

**Discussion/Action on Utility Ordinance change pertaining to restriction of extension of Water and Sewer outside of City Limits without approval from the City Council as allowed by WI Statute Section 66.0805(4)(a) *(Recommended by Public Works on 12/8/2016)***

Horne/Gelting motion to recommend approval. Mr. Kordus said in the past the Water Utility was able to move water outside of the city limits without the Council's approval. They think it is in the best interest of the City to take a look at anything before pipes are run outside of the city limits. Motion carried 4 to 0.

**Discussion/Action on Utility Ordinance change pertaining to expenditures being paid by the City Treasury and utility receipts remitted to the City Treasury monthly as allowed by WI Statute Section 66.0805(4)(a)**

Gelting/Horne motion to recommend approval. City Administrator Oborn stated this would be a good internal control like we do with the Library. This requires all expenditures and payroll to be done by the City. The Utility Billing would still be at the Utility but they would need to remit funds to the city monthly. Mr. Kordus questioned if it should be quarterly as they bill quarterly. Mr. Oborn replied he put monthly as that is what the state statute said. They also do some monthly billing for property outside the City. Motion carried 4 to 0.

**Discussion/Action on Utility Ordinance change pertaining City Administrator's appointment to the Utility Commission taking the place of a Citizen on the Utility Commission as allowed by WI Statute Section 66.0805(1)**

Horne/Gelting motion to recommend approval. Mr. Kordus stated he thought an Alderman was going to be replaced, not a citizen. Mr. Horne recommended replacing the citizen with an Alderman. Mr. Gelting asked how they would replace the citizen, is there an open position or do we wait for attrition. Mr. Oborn stated that is a good question for the City Attorney. He noted they are 5 year appointments. The new ordinance may go to 4 year terms. Motion carried 4 to 0.

**Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Gelting/Horne motion to recommend approval of Prepaid Bills in the amount of \$3,729,653.24.** Motion carried 4 to 0.

**Gelting/Chappell motion to recommend approval of Regular Bills in the amount of \$443,733.30.** Motion carried 4 to 0.

Horne/Gelting motion to adjourn at 6:29pm. Motion carried 4 to 0.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, DECEMBER 27, 2016 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Alderman Kordus called the meeting to order at 6:00pm.

**Roll Call.** Present: Aldermen Horne, Gelting, Kordus, Howell. Absent: Ald. Chappell. Also Present: City Administrator Oborn, Comptroller Pollitt, and City Clerk Waswo.

**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.

**Approval of Minutes.** Gelting/Horne motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of December 12, 2016, as prepared and distributed. Motion carried 4 to 0.

**LICENSES & PERMITS**

**Original 2016-2017 Operator's (Bartender) License application filed by Jesse Skewes and Paige Stan**  
Gelting/Horne motion to recommend approval. Motion carried 4 to 0.

**Renewal 2016-2017 Operator's (Bartender) License application filed by Jaime Prica**  
Gelting/Horne motion to recommend approval. Motion carried 4 to 0.

**Discussion/Recommendation on the draft recommended Committee, Board, and Commission meeting dates and times with implementation February 1, 2017**

Howell/Horne motion to recommend approval. City Administrator Oborn stated due to the FLR change to Tuesday, he adjusted the meetings to cluster them to fewer nights. Plan Commission is staying at 6:30pm as they have their pre-meeting with the City Planner at 4:00pm. Mr. Oborn recommended leaving it at 6:30pm for now, however it could possibly change over time. Cemetery and Public Works could be combined in the future. The Mayor suggested combining the Tree Board and Avian Committee into the Park Board. Mr. Oborn noted the Park Board agenda would have to address Tree Board and Avian Committee issues to maintain the Tree City and Bird City status. The Tree Board is already a subcommittee of the Park Commission. Ald. Kordus noted this is a suggestion to committee chairs to hold to this schedule as we don't want to drive all of these by ordinance. This will be the council recommended Committee, Board, and Commission meeting dates and times. Motion carried 4 to 0.

**Discussion/Recommendation on City Council meeting time change on same day moved to 6:00 pm and corresponding ordinance change**

Gelting/Horne motion to recommend approval. The goal is to start all of these in February. Motion carried 4 to 0.

**Discussion/Recommendation on proposed changes to the Joint Uniform Lake Law Ordinance of Geneva Lake as recommended by the Geneva Lake Use Committee (recommended by Piers, Harbors and Lakefront Committee on Dec. 21, 2016).** Howell/Horne motion to recommend approval. All 4 municipalities that have boundaries on the lake have to pass the same ordinance. The approval is for the proposed changes as this needs to go through all the other municipalities. This will come back for a first and second reading, public hearing and has to be finalized by the DNR. They would like to get it done before this coming lake season. Motion carried 4 to 0.

**Discussion/Recommendation on Resolution 16-R58 approving the amended City of Lake Geneva WI 457b Deferred Compensation Plan**

The contract changes are mostly IRS mandated.

Horne/Gelting motion to recommend approval. Motion carried 4 to 0.

**Discussion/Recommendation on Resolution 16-R59 approving the amended City of Lake Geneva WI 401a Plan**  
Horne/Gelting motion to recommend approval. Motion carried 4 to 0.

**Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Gelting/Horne motion to recommend approval of Prepaid Bills in the amount of \$7,000.14.** Motion carried 4 to 0.

**Horne/Gelting motion to recommend approval of Regular Bills in the amount of \$67,759.24.** Motion carried 4 to 0.

Gelting/Horne motion to adjourn at 6:20pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, JANUARY 9, 2017 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Alderman Kordus called the meeting to order at 6:00pm.

**Roll Call.** Present: Aldermen Horne, Kordus, Howell, Chappell. Absent: Ald. Gelting. Also Present: City Administrator Oborn and City Clerk Waswo.

**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.**

Andy Kerwin, 1616 Evergreen Lane, spoke regarding the Alzheimer’s Walk in Library Park. Last year they raised \$147,000. They appreciate the support of the City and all of those in Walworth County helping this important cause.

**Approval of Minutes.** Horne/Howell motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of December 27, 2016, as prepared and distributed. Motion carried 4 to 0.

**LICENSES & PERMITS**

**Park Reservation Permit application filed by the Alzheimer’s Association of Southeast Wisconsin for the “11<sup>th</sup> Annual Walk to End Alzheimer’s” event at Library Park, from 7 am to 1 pm on September 16, 2017**  
*(recommended by Board of Park Commissioners 1/4/2017)*

Howell/Horne motion to recommend approval. Motion carried 4 to 0.

**Temporary “Class B”/Class “B” Wine and Fermented Malt Beverage License application filed by Melissa Bochniak on behalf of Badger High School for the sale of fermented malt beverages and wine at the Geneva Lake Museum, 255 Mill Street, Lake Geneva for a Casino Night Fundraiser event on February 11, 2017, 5:00pm to 10:00pm**

Horne/Howell motion to recommend approval. Motion carried 4 to 0.

**Temporary “Class B”/Class “B” Wine and Fermented Malt Beverage License application filed by the Lake Geneva Symphony Orchestra Inc for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Drive, Lake Geneva for the Lake Geneva Symphony Orchestra “The Roaring 20s” Gala on February 11, 2017, 6:30pm to 10:30pm**

Howell/Horne motion to recommend approval. Motion carried 4 to 0.

**Temporary Operator License application filed by Jennifer Hansen on behalf of the Lake Geneva Symphony Orchestra for the Lake Geneva Symphony Orchestra “The Roaring 20s” Gala on February 11, 2017**

Horne/Chappell motion to recommend approval. Motion carried 4 to 0.

**Banner Permit application filed by Bart Ziegler on behalf of the Geneva Lake Arts Foundation to use 4 banner poles starting July 28, 2017 through August 13, 2017**

Horne/Chappell motion to recommend approval. City Administrator Oborn stated these permits normally do not go through the committee but thought it would be prudent to run through so they get an idea of the usage. Motion carried 4 to 0.

**Banner Permit application filed by Lynelle Gramm on behalf of the Friends of the Lake Geneva Public Library to use 2 banner poles starting August 1, 2017 through August 14, 2017**

Horne/Chappell motion to recommend approval. Motion carried 4 to 0.

**Original 2016-2017 Operator’s (Bartender) License application filed by Sabrina Nau and John Turville**

Howell/Horne motion to recommend approval. Motion carried 4 to 0.

**Discussion/Recommendation of Kapur & Associates, Inc. TIF4 Escrow Draw Request No 5 for \$3,588.50**  
Horne/Chappell motion to recommend approval. Mr. Oborn stated the widening project is still ongoing. Motion carried 4 to 0.

**First reading of Ordinance 17-01 amending the City Council meeting time from 7:00pm to 6:00pm beginning February 1, 2017**

**Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Horne/Howell motion to recommend approval of Prepaid Bills in the amount of \$1,131.09.** Motion carried 4 to 0.

**Horne/Howell motion to recommend approval of Regular Bills in the amount of \$293,365.03.** Motion carried 4 to 0.

Horne/Chappell motion to adjourn at 6:08pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, JANUARY 23, 2017 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Alderman Kordus called the meeting to order at 6:00pm.

**Roll Call.** Present: Aldermen Kordus, Gelting, Chappell, Howell. Absent: Ald. Horne. Also Present: City Administrator Oborn, Comptroller Pollitt, and City Clerk Waswo.

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

Mary Jo Fesenmaier, 1085 S. Lakeshore Drive, commented on item #10. She asked the committee to continue the item as there is no paperwork in the packet regarding the change order. She feels the Main Street project was unnecessary and just a way to use up TIF money.

**Approval of Minutes.** Howell/Gelting motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of January 9, 2017, as prepared and distributed. Motion carried 4 to 0.

**LICENSES & PERMITS**

**Original Class “A”/“Class A” Intoxicating Liquor and Fermented Malt Beverage License application filed by Maya Geneva Inc d/b/a Maya Geneva Inc, 605 Williams Street, Lake Geneva, E. Thomas Kaczmarek, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, clearance of any Department of Revenue holds by all parties, and contingent upon Gaur Enterprises d/b/a GT66 surrendering their license**

Gelting/Howell motion to recommend approval. Motion carried 4 to 0.

**Temporary Operator License application filed by Matthew Sobacki on behalf of the Lake Geneva Symphony Orchestra for the Lake Geneva Symphony Orchestra “The Roaring 20s” Gala on Feb. 11, 2017**

Howell/Gelting motion to recommend approval. Motion carried 4 to 0.

**Renewal 2016-2017 Operator’s (Bartender) License application filed by Roxanne Smith**

Gelting/Howell motion to recommend approval. Motion carried 4 to 0.

**Original 2016-2017 Operator’s (Bartender) License applications filed by Shika Dadhwal and Kimberly Helmer**

Howell/Gelting motion to recommend approval. Motion carried 4 to 0.

**Discussion/Recommendation on acceptance of donation of money from the Lions Club for the purchase of a drone for the Police Department**

Gelting/Howell motion to recommend approval. Motion carried 3 to 1 with Ald. Chappell voting “no.”

**Discussion/Recommendation on Capital Projects including 2017-2019 Projects with funding from 2017 Borrowing and/or other sources**

Gelting/Chappell motion to send to council without recommendation. Motion carried 4 to 0.

**First reading of Ordinance 17-02 creating a City Tourism Commission**

**Discussion/Recommendation on Shad Branen - WIN Properties, LLC TIF4 Escrow Draw Request No 4 for \$291,883.46**

Howell/Gelting motion to recommend approval. Ald. Chappell does not want to give anymore draws. She feels this is an embarrassment and the outside looks terrible. She had high hopes for a community center. City Administrator Oborn stated this is in compliance with the Development Agreement. This is the second to last payment. Ald. Gelting has toured the facility and talked to the General Manager. He has received very adequate explanations of the delays and is comfortable with it. Motion carried 3 to 1 with Ald. Chappell voting “no.”

**Discussion/Recommendation on Payne and Dolan payment request No 5A for the 2016 Street and Utility Improvement Project for \$15,112.69 and corresponding change order in the amount of \$29,830.40**

Mr. Oborn stated they did not do a document for the \$29,830.40 but they will committee to it going forward. Out of the change order amount, \$15,825.00 is related to utilities for sewer manholes. The City will bill the Utility for that cost. The balance of \$14,005.40 is for volume increases for aggregate and asphalt. Mr. Oborn is comfortable with it and recommends approval. Gelting/Howell motion to recommend approval. Motion carried 4 to 0.

**Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Gelting/Howell motion to recommend approval of Prepaid Bills in the amount of \$20,757.07.** Motion carried 3 to 1 with Ald. Chappell voting “no.”

**Gelting/Howell motion to recommend approval of Regular Bills in the amount of \$261,905.21.** Motion carried 4 to 0.

City Administrator Oborn stated the next Finance meeting will be Tuesday, February 7<sup>th</sup> at 6:00pm in City Hall meeting room 2A.

Chappell/Gelting motion to adjourn at 6:21pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

**PERSONNEL COMMITTEE MINUTES  
THURSDAY, JANUARY 26, 2017 – 4:00 PM  
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:05 p.m.

**Roll Call.** Present: Aldermen Hedlund, Horne, Flower, Howell. Absent: Aldermen Chappell. Also Present: Mayor Kupsik, City Administrator Oborn, and City Clerk Waswo. Public Present: Chris Schultz.

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

None.

**Approve the Personnel Committee minutes from October 27, 2016 as prepared and distributed**

Horne/Howell motion to approve. Motion carried unanimously.

**Discussion/Recommendation/Action on filling Building & Zoning Administrator Vacancy and modifying duties**

Mr. Oborn noted the ad is already on the City's website, the league's website, as well various local papers. There has been discussion of modifying the position to include economic development. Alderman Flower questioned if the City's current economic development process is more reactive than proactive. Mr. Oborn said it is. Mr. Oborn said he doesn't recommend it, but is presenting it. Mr. Hedlund doesn't feel there is enough going on to justify two full-time positions. Ms. Flower feels the City could use some help recruiting businesses that will thrive in the downtown. Mr. Oborn said the City works with the BID and the economic development corporation with regard to that. Ms. Flower recommended making an adjustment to the duties and advertise it as such.

Flower/Horne motion to fill the Building & Zoning Administrator vacancy and to add economic development to the duties in the advertisements. Motion carried unanimously.

**Discussion/Recommendation/Action on filling City Hall Counter Clerk (Parking) Vacancy**

Hedlund/Flower motion to instruct staff to fill the position of City Hall Counter Clerk (Parking). Motion carried unanimously.

**Discussion/Recommendation on revisiting the Employee Compensation Policy including calculation of performance rate adjustments for employees above the mid-range in the pay scale – *item discussed out of order***

Mr. Oborn is looking for ways to make it not so far between the people below mid and above mid. He is requesting a onetime adjustment in a lump sum payment. He was leaning toward \$250.00. He noted it would only be for employees who have been here for over two years and are above the mid but not the max. Mayor Kupsik questioned if the bonus is because the compensation plan had flaws in it. Mr. Hedlund feels they overshot the runway a little bit. Ms. Flower questioned if the policy got the employees below mid up to the mid. Mr. Hedlund said he doesn't think everyone will ever be above mid because of turnover. Mayor Kupsik said he feels this will have to be done every year. Mr. Oborn recommends focusing on increasing the scale because of inflation so there won't be so many people in the maximum or eliminate the maximum. Mr. Hedlund said instead of 50% less than max for someone over the mid, 75% would bring it closer. He would like to see 75% because it is a round number but feels it may need to be revisited again.

Hedlund/Horne motion to change the performance rate adjustment for employees above the mid range pay scale from 50% to 75%.

Mr. Horne said this doesn't fix the issue of paying people based on their performance. He feels it is rewarding people with average performance and penalizing people who have great performance. Mr. Oborn said with people he has authority to hire, they will be hired between minimum and mid.

Motion carried 3 to 1 with Alderman Flower voting "no".

**Discussion/Update/Recommendation on Employee Compensation Policy with 2017 Merit Increase process and possible special 2017 Adjustment- *item discussed out of order***

Mr. Hedlund said this would be to make it up to those employees above mid level who we inadvertently set the bar too high for. The administrator would like to give a onetime \$250.00 pay adjustment for employees who have been with the City for more than 2 years and are above the mid level on the pay structure but not above the maximum. The disparity between the 1.2% and 1.5% is about \$150 for the average salary. The disparity between 1.2% and 2% was about \$400, so this is in the middle. He feels this shows goodwill as well. Horne/Flower motion to approve the recommendation by the City Administrator for the onetime payment amount of \$250.00. There was discussion on issues with Public Works employees' holiday pay.

Mr. Horne withdrew his motion.

Hedlund/Flower motion to approve a \$250 onetime adjustment to employees who have been with the City more than 2 years who are above mid but below max in their pay scale as well as a \$100 per day holiday pay adjustment for Public Works employees who worked Christmas Day or New Year's Day who did not get time and a half compensation. Motion carried unanimously.

#### **Discussion/Update/Recommendation on Employee Health Benefits costs and alternative plan options**

Mr. Oborn explained the City is currently PPO with Sisco. He gave a number of options that the City could switch to. He would share the information he presented with the employees. He is going to look at going to a more advantageous HMO, a narrower network, and the State plan. Mr. Hedlund requested this agenda item be on each meeting.

#### **Discussion/Recommendation on revised Pay Scale Grades Resolutions for Full-time and Part-time Non-represented Employees**

Mr. Oborn said they had done some adjustments with certain positions and this is a cleanup item. There was discussion regarding promotion within the City.

Hedlund/Horne motion to recommend the information Mr. Oborn presented including the change of the asterisk to the PD Communications Supervisor go to Council for approval. Motion carried unanimously.

#### **Discussion/Action on Personnel Committee Meeting times**

Mr. Hedlund stated the meeting will be the first Tuesday of the month at 4:30pm. The committee decided to meet next on March 7<sup>th</sup> at 4:30pm. There will tentatively be a special meeting on the 14<sup>th</sup> of February.

#### **Closed Session**

**Hedlund/Flower motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for City Clerk Annual Performance Evaluation to include the Mayor and City Administrator**

Roll Call: Flower, Hedlund, Horne, Howell voting "yes". Motion carries 4 to 0.

Meeting went into closed session at 5:40pm.

#### **Open Session**

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

Meeting went into open session at 5:50pm.

Howell/Horne motion to proceed as discussed in closed session. Motion carried unanimously.

#### **Adjourn**

Horne/Flower motion to adjourn at 5:50pm. Motion carried 4 to 0.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**PUBLIC WORKS COMMITTEE MINUTES  
THURSDAY, DECEMBER 8, 2016 – 5:00 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Kordus at 5:00 p.m.

**Roll Call:** Present: Chairman Kordus, Alderman Flower, and Alderman Hedlund. Absent: Aldermen Gelting and Skates. Also Present: City Administrator Oborn, Mayor Kupsik, Director of Public Works Earle, and Parking Manager Mullally. Public Present: Chris Schultz.

**Approval of Public Works Committee meeting minutes from November 11, 2016 as prepared and distributed**  
Hedlund/Flower motion to approve. Carried unanimously.

**Comments from the public limited to 3 minutes.** None.

**Updates from Director of Public Works: (item taken out of order from agenda)**

Director of Public Works Earle noted a sidewall was blown out of one of the loader tires that runs the big snow blower that loads the trucks yesterday. He was able to find one in Illinois. Pete's Tire Service from Elkhorn is going to get it. It is around \$2,200 dollars for the tire and install. He has emailed the Chairman and City Administrator and is hoping to get that done in the morning as it is going to snow over the weekend. He said they do have the funds.

**Lakeshore Drive Parking Lot**

Mr. Earle stated the Lakeshore Drive parking lot is paved. They left the top coat off because they can't stripe. He gave them a drop dead date for the top coat of Memorial Day 2017. They are going to leave it blocked off for now. If it is needed for overflow parking for Winterfest, it will be opened. He doesn't want to plow it until the top coat is on as it still has the binder on it. There is an inch and a half of curb showing. If there is no snow, there isn't a problem.

**2016 1-Ton Plow**

Mr. Earle noted the cab and chassis has been bought and are waiting for the box, plow and salter. It was picked up yesterday, so it is in Janesville now. He would imagine it would be a month or two for them to get it back. The reason it is taking longer is because they ordered Henderson Equipment for it. If another brand was ordered, they would have had it in a week. It takes a little longer to get the better equipment.

**Main Street Temporary Lighting**

Mr. Earle informed the committee that the lighting is up on Main Street and should be on. There were 3. The poles should be coming down between tomorrow and Tuesday.

**2010 Bucket Truck**

Mr. Earle stated they did find a bucket truck, and it is located in North Carolina. He sent Dan Hall to look at it. It is a good truck and is cheaper and better than the other one. They did get the annual inspection and other testing. It should be on its way Monday morning, and is a two day trip. Mr. Hedlund asked if it is the truck that was originally looked at for \$39,000. Mr. Earle said it was. It is two years newer and has less miles and hours.

**Update on Parking Kiosk Upgrades – Parking Manager Mullally (item taken out of order from agenda)**

Parking Manager Mullally is exploring options to upgrade and improve the performance of the meters. In the past there have been some energy concerns with the battery consumption. Last year she tested a low performing machine with a different modem. They went from changing the batter 2 or 3 times a month to 1 time for the year. The current modems that we have drain the battery. She spoke to the manufacturer and was told to change the modems. She was given two options. The first option was the 450 which came out to \$33,000 and was put in the budget for next year. She is also testing another modem. She did more research on how much it would be to hard wire the meters as well. The cost for the outfit to make a solar meter into an a/c meter would be \$1,700 per meter. If we did all the meters it would be \$102,000 and that is not including other items. She does not feel that would be a wise investment. She has been testing other modems as well. She has not been in any discussions regarding wi-fi. The people from T2 stated they would discourage putting these meters under wi-fi due to complaints from other customers. She noted we would have our own network, so

we would have to be pci compliant. Ms. Mullally gave a selection of kiosks to DPW Earle for hardwiring and he is waiting for those numbers to come in. Mayor Kupsik asked if we need to look at potentially wiring some kiosks. Ms. Mullally replied if we changed hours in the morning, there wouldn't be a problem. If they are extended at night, then all of them would have to be done. The 450 modem they have tested has a 5 year warranty. They are currently testing a second modem as well. Ms. Mullally would like to do more testing and give more findings in March.

**Discussion/Recommendation on Utility Ordinance change pertaining to Utility Commission construction under City Public Works as allowed by WI Statute Section 66.0805(4)(a)**

Mr. Oborn explained we are moving forward with consideration of the Utility Commission's recommendation ordinance. It can be modified. The Utility Commission can still exist, but two modifications are possible. Actual construction work could be under the supervision of the Public Works Committee or corresponding authority. The current ordinance has construction projects coming under the Utility Commission and they have all the authority. Coordination is going to be needed. He questioned if the committee wants supervision. He recommends it. Mr. Kordus said he likes the idea of approving any extensions outside the city limits and making sure that comes through the Council. Ms. Flower said she doesn't think it hurts to have it in place. Director of Public Works Earle said a \$250,000 limit would be good. Mr. Hedlund said items should go to Council so people are aware and know what is going on with their money. Hedlund/Flower motion to adopt item 4a with the stipulation that all projects over \$250,000 must be approved by Public Works and Council. Motion carried unanimously.

**Discussion/Recommendation on Utility Ordinance change pertaining to restriction of extension of Water and Sewer outside City Limits without approval from the City Council as allowed by WI Statute Section 66.0805(4)(a)**

Mr. Oborn stated given the opportunity the committee has for control over contracted construction projects, one of the projects would be line extensions outside the city limits. The current ordinance leaves it under the Utility Commission's discretion. He feels this is a policy decision and the City should weigh in. Hedlund/Flower motion to approve. Motion carried unanimously.

**Discussion/Recommendation on Historical Rail Bed Designation, Sage Street**

Mr. Kordus asked what they are going to do and who is going to pay for it. Mr. Oborn said the City is currently the property owner. Once the item gets a recommendation from the City, Plan Commission will have purview over it. Mr. Oborn said if it is put under the local designation of the Historic Preservation Committee, if we ever wanted to put anything through there we have to go through them to do it. Mayor Kupsik stated it was turned down in the past because people didn't want a locomotive sitting in their front yard. He is concerned as they need to follow the municipal code. Mr. Oborn noted the letter was handed to him, so it was the equivalent to a certified letter. Mr. Oborn added the issue we are having is from the property owner standpoint. Mr. Kordus said they have 60 days to make a decision. Mr. Hedlund asked what the advantage is to the City to do this. Mr. Oborn said it would be giving recognition.

Hedlund/Kordus motion to deny.

Ms. Flower asked if it was approved, would the City be able to make a road or path on that land. Mr. Hedlund answered no and added they would have to ask permission from the Historic Preservation Commission. Mr. Oborn said the advantage to the property owner is a tax credit, but they give up flexibility. He said there is not a tax credit in this situation, so there is no incentive. Mr. Earle added there is a sign there already. Mayor Kupsik said there would be a lot of clean up to get it ready to do what they want to do.

Motion carried unanimously.

**Adjournment.**

Hedlund/Kordus motion to adjourn at 5:47 pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**PUBLIC WORKS COMMITTEE MINUTES  
THURSDAY, JANUARY 12, 2017 – 5:00 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Kordus at 5:00 p.m.

**Roll Call:** Present: Chairman Kordus, Alderman Gelting, Alderman Flower, Alderman Skates, and Alderman Hedlund. Arrived Late: Alderman Flower. Also Present: City Administrator Oborn, Mayor Kupsik, Director of Public Works Earle, Public Works Superintendent Waswo, and Parking Manager Mullally. Public Present: Karen Yancy, Dennis Jordan, and Chris Schultz.

**Comments from the public limited to 3 minutes.** None.

**Approval of Public Works Committee meeting minutes from December 8, 2016 as prepared and distributed**  
Hedlund/Skates motion to approve. Carried unanimously.

**Parking Manager Report**

Parking Manager Mullally had nothing new to report at this time.

**Discussion/Recommendation on use of parking cards**

Mr. Kordus said this had been looked at once before. This would be a smart card technology that would replace the parking sticker. It would eliminate the two hours per day and give households a certain number of hours per parking season. Mr. Skates questioned if people would sell them. Mr. Kordus said it would not be tied to a car. Mr. Skates said it is one more thing to lose and one more thing to tie up employees at the front counter. Mr. Kordus stated the app couldn't be used for this or there would be fees for every transaction. Parking Manager Mullally suggested she do some research on a virtual permit to tie to the license plate. Mr. Oborn added the benefit of these technologies is that they show accurate occupancy rates. Ms. Mullally stated start up would be between \$5,000 and \$7,000. There is a minimum of 1,000 smart cards at \$5.00 a card and \$1,000 to \$2,000 for the software. The stickers cost .17 per sticker. Ms. Mullally confirmed that would require updating the kiosks to accept the parking cards. She will get numbers for virtual permits as well as a parking card pilot as well. Mayor Kupsik said there have been complaints from residents that want a cumulative 2 hours per day rather than a block. Ms. Mullally added the cards would be an older technology.

**Discussion/Recommendation on 2017 parking rates**

Ms. Mullally went over an analysis for city-wide paid parking.

Alderman Flower arrived at 5:20pm.

The first proposal was from the BID and suggested a city-wide price increase from \$1.00/hr to \$1.50/hr for all metered stalls from Memorial Day through Labor Day. That could bring in additional income of \$300,000. The cons are that it may confuse visitors and stickers will have to be put on the kiosks to inform of rate changes between seasons. Proposal 2 is a straight \$2.00 across the board for all parking year. That may double the parking income. Proposal 3 would split the parking season in to 'on season' and 'off season' categories. All stalls would be \$1.00 during the off season. Memorial Day to Labor Day it would be \$2.00. Proposal 4 changes the parking rate to \$1.00 in certain areas and \$2.00 in high volume areas year round. She stated she would propose the new South Shore Lot be \$1.00/hr. Mr. Skates feels the offerings on the edge of town may keep visitors from visiting the downtown for shopping and dining. Mayor Kupsik added it was a good parking year because of the weather. Ms. Mullally said these are just ideas that can be continued to be discussed.

Gelting/Hedlund motion to continue to next month. Motion carried unanimously.

**Director of Public Works Report**

Director of Public Works Earle stated there wasn't anything big to report as it is the middle of winter but everything is being handled. Mayor Kupsik said Winterfest will be coming up and the South Lot should be open for parking. He questioned if it could be marked prior to then. Mr. Earle said they could figure something out if there isn't any snow. There was also discussion on how to prepare for the upcoming Winterfest event with regard to parking.

**Discussion/Recommendation on Equipment Replacement Fund items**

Mr. Earle went over a number of items to be replaced. There was discussion on a tractor used at Veterans Park that is needed but may be an issue if the YMCA were to move out there. He asked the committee to give that item a lot of thought before making a decision on it.

**Discussion/Recommendation on 2017 Road Program**

Mr. Earle went over the replacement costs for the roads. He recommends a 12.5 to 15 year replacement schedule. Alderman Flower asked what the condition of the roads are today. Mr. Earle said he would give them a rating of 5.5 to 6 on a scale from 1 to 10. Mr. Earle said this can be done in the spring or there is a history of doing roads in the fall. The financing for the projects was discussed. Mr. Earle added the list of roads to be repaired will be shared with the Utility Director as well so they can plan their projects together accordingly. Mr. Earle will do alternates for a quarter, half and three quarters.

**Discussion/Recommendation on additions and alterations to public restrooms in the Visitor's Center building in Flat Iron Park with corresponding Preliminary Plan Design, and Proposal for Architectural/Engineering services, by McCormack + Etten Architects LLP (sent to Public Works by Park Board on Jan 4, 2017)**

Mayor Kupsik stated there is an issue with not having enough public restrooms in the downtown area. VISIT Lake Geneva is talking about remodeling the inside of the visitor's center in Flat Iron Park. Mr. Kordus noted VISIT Lake Geneva did not want their storage space taken away inside the building. Mayor Kupsik said a drawing was drafted that would add additional restroom facilities. Mr. Oborn said at this time they do not know how much it will cost but it would come from capital. Mr. Kordus thought if they were willing to pay for the work up front, we would negotiate the rent for the building. He feels one firm should look at what they want to do and what the city wants to do. Mayor Kupsik proposed the city do the bathrooms with or without VISIT Lake Geneva. If they need to move out of the visitors center, that is ok. Mayor Kupsik suggested approving this proposal and let the City Administrator discuss with the architectural firm to see if they will make the whole building inclusive in the proposal. Mr. Skates suggested having VISIT Lake Geneva at the next meeting to discuss this.

Skates/Flower motion to continue this item to the next meeting. Motion carried unanimously.

**Discussion/Recommendation on White River Crossing Acquisition Project (part of former Hillmoor Golf Course Property) with corresponding grant, required appraisal, and possible partnership (sent to Public Works by Park Board on Jan 4, 2017)**

Mr. Oborn introduced Karen Yancy and Dennis Jordan with the Geneva Lake Conservancy. Mr. Oborn noted a grant was applied for in 2012 for \$170,000 for 60.6 acres. The property was never done and the grant expired. Mr. Oborn knows it is going to cost a lot more than \$170,000 to acquire that property. The Geneva Lake Conservancy has approved partnering with the city. Mr. Oborn is looking for \$1,250 to fund half the appraisal to start the grant writing process. Once the appraisal is received, we will have some idea of the cost. There may be an \$85,000 commitment right away. Karen Yancy added the deadline for the grant is the end of March. The only thing needed is the appraisal. Ms. Yancy noted the 20 to 30 acres that would be purchased would be for preservation and enhancement. The conservancy part would just be hiking trails, they would not help with maintenance of a kayak area or building a bike path. Mr. Oborn was told to go ahead with the appraisal as it is in his spending authority.

**Discussion/Recommendation on Dog Park handicap lot (sent to Public Works by Park Board on Jan 4, 2017)**

Mr. Kordus said there is a parking lot there with a sidewalk. Mr. Earle said the City does not own the property, it is owned by the school district. The dog park away from the existing handicapped stalls is no farther than Veteran's Park to the baseball diamonds. There are sewer and water pipes in there as well as control circuits that run to the pump station. Mr. Earle's believes they have access there.

**Discussion/Recommendation on Manning Way playground equipment (sent to Public Works by Park Board on Jan 4, 2017)**

Mr. Earle said it was recommended by the Park Board and he does not have an issue with it. Mr. Skates said the park fund has \$12,225 in it and there is almost \$20,000 in impact fee money, so the recommendation was that the Park Board would pay \$20,000 toward it. There was discussion about adaptive swings for other parks in the city as well. Mr. Gelting asked how many permits need to be pulled in a development to trigger a park being built. Mayor Kupsik said the comprehensive plan calls for a park to be built in that area. Mr. Gelting said this is being done now with partial funding just because we want to. Mr. Waswo added they are looking at freedom swings which are adaptive. They would like to

put one in at Manning Way Park as well as interchange an existing swing at Seminary Park, the Tot Lot, and Rushwood Park. They wouldn't have to put in any additional supports or do any other type of work. Mr. Skates said the cost for those swings was included in the \$50,000 for the Manning Way Park. Mr. Earle said there would be expenses for the grading and the filling. Mr. Kordus said he would be ok putting it on the list for capital borrowing. Mayor Kupsik said there are things that need to be done and they can't keep blinders on. Mr. Earle said they could get a lot more money in donations for the parks but they would have to think about naming rights, plaques, etc. It was decided to put this item on the list for capital borrowing.

**Discussion/Action on revising the Public Works meeting schedule**

Mr. Kordus said they would go with the recommended schedule. The next meeting will be the 3<sup>rd</sup> Tuesday of the month at 5:00 which would be February 21<sup>st</sup>.

**Adjournment.**

Gelting/Skates motion to adjourn at 7:00 pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**SPECIAL PIERS, HARBORS & LAKEFRONT COMMITTEE**  
**WEDNESDAY, DECEMBER 21, 2016 AT 6:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Skates at 6:00 p.m.

**Roll Call.** Present: Aldermen Skates, Chappell, Howell, and Kordus. Absent: Alderman Hedlund. Also Present: Mayor Kupsik, City Administrator Oborn, Harbormaster Gray, Alderman Flower, and Chris Schultz.

**Howell/Kordus motion to approve Minutes from November 16, 2016 as prepared and distributed.** Motion carried unanimously.

**Comments from the public limited to 5 minutes.** None.

**Harbormaster's Report**

Harbormaster Gray stated nothing has changed since the last meeting. There are weddings booked at the Riviera in the next week. Most of the key Saturdays for 2017 are booked, but almost no Fridays. He added the boat slip, buoy, etc. notifications go out in the middle of February with a due date in March, so we will know then if there has been any turnover. The wait list has built back up to about 2 or 3 years.

**Discussion/Recommendation on revised Geneva Lake Use Ordinance**

Alderman Flower stated she is part of the Geneva Lake Use Committee. She has been attending monthly meetings where they have been trying to renovate ordinances. The DNR has been guiding them as well as attending meetings. There are several state statutes that were recommended to be added by the DNR. Most of the modifications are to get us up to date with the current state statutes or to make it easier to follow from an enforcement standpoint. Some of the items discussed were speed limits, traffic lanes, possibly numbering or tracking buoys, lights or reflectors on platforms, prohibiting the shooting of projectiles, restricting activities, scuba diving safety, and fees/penalties. Ms. Flower noted the DNR wanted to make sure the police understood that if the DNR is out in the lake and they find an intoxicated person, all municipalities are able to assist.

Kordus/Chappell motion to approve as presented subject to attorney review. Motion carried unanimously.

**Discussion/Update/Action on Riviera Building Improvements**

Mr. Oborn stated this will be kept on as a regular item. Ms. Flower asked about the previous renovations that were done to the Riviera. Mayor Kupsik said it was only a "band-aid".

**Closed Session**

**Kordus/Skates motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for 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 concerning the Riviera Concourse Space "G/H" with Ming/Antonio Angeles and Liyi Kuang to include the Mayor, Harbormaster, and City Administrator.**

**Roll Call: Skates, Howell, Kordus, Chappell vote "yes". Motion carried unanimously.**

Meeting went into closed session at 6:35pm.

**Kordus/Skates motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**

**Roll Call: Skates, Howell, Kordus, Chappell vote "yes". Motion carried unanimously.**

Kordus/Howell motion to continue with the lease as discussed in closed session for Space "G/H" with Ming/Antonio Angeles and Liyi Kuang. Motion carried unanimously.

**Agenda items for next meeting**

Mr. Skates stated the Riviera building improvements item will be kept on. Ms. Chappell would like to investigate additional uses for the Riviera. Mayor Kupsik asked to discuss leaving the Library Park bathrooms open all year along with an ordinance and signage with regard to fish cleaning as well as brighter lights.

**Adjournment**

Skates/Chappell motion to adjourn. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**PIERS, HARBORS & LAKEFRONT COMMITTEE**  
**THURSDAY, JANUARY 26, 2017 AT 6:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Skates at 6:00 p.m.

**Roll Call.** Present: Aldermen Skates, Hedlund, and Howell. Absent: Aldermen Chappell and Kordus. Also Present: Mayor Kupsik, City Administrator Oborn, Harbormaster Gray, and City Clerk Waswo. Public Present: Chris Schultz, Kent Martzke, and Sean Payne.

**Howell/Hedlund motion to approve Minutes from December 21, 2016 as prepared and distributed.** Motion carried unanimously.

**Comments from the public limited to 5 minutes.** None.

**Harbormaster's Report**

Mr. Gray notified the committee that the leases for the slips and buoys will be going out in the next 2 to 3 weeks. The due date will be the end of March. He noted he has started booking weddings at the Riviera for 2018.

**Discussion/Recommendation Permit for 2017 Midwest SUP Masters Race**

Sean Payne gave an overview of the event. City Clerk Waswo noted they are asking for the fees to be waived. Hedlund/Howell motion to approve with charging the Beach Rental for one day. Motion carried unanimously.

**Discussion/Recommendation Permit for Duffy Nottestad Fishing Derby**

Skates/Hedlund motion to approve and charge the \$25.00 application fee. Motion carried unanimously.

**Discussion/Recommendation on Additional Uses of the Riviera Building**

Item will be continued to the next meeting. Mr. Oborn will look at what the "break even" point is for renting the facility.

**Discussion/Recommendation Library Park Restroom usage, signage, time open, and lighting**

Mayor Kupsik stated at the very least he would like the restrooms open for Winterfest. There was discussion on signage and ordinances to keep people from cleaning fish in the restrooms.

**Discussion/Recommendation on Study to Improve the Configuration and/or Location of the City Boat Launch**

Mr. Oborn said for the long-term, he would like to improve the configuration or look at an alternative location. He would like to bring on consulting services. Mr. Oborn said right now Kapur and Associates is gathering facts that they would need to do a study.

**Discussion/Recommendation on additional boat excursions with sublease by Lake Geneva Boat Line**

Mr. Oborn stated he was approached by a gentleman who was looking to do a passenger boat service. The boat in question is over 30 feet. He was asking to use City docks, which are all rented out so he referred the gentleman to Kent. The contract says that the boats must be less than 30 feet. The item will be brought back if needed.

**Discussion/Update/Action/Recommendation on Riviera Building Improvements**

Mr. Oborn said they don't have anything yet, but a lot of investigation is being done.

**Agenda items for next meeting**

Mr. Oborn would like to discuss beach infrastructure and a sand issue. Mr. Hedlund added an update from Kehoe & Henry.

**Adjournment**

Hedlund/Howell motion to adjourn. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**Regular Lake Geneva Utility Commission Meeting  
Thursday, December 22, 2016 – 4:00 PM  
Conference Room 2A, City Hall – 626 Geneva Street**

**Minutes**

- 1. Call Meeting to Order by Pres. Lyon at 4:00 P.M.**
- 2. Roll Call - Members present:**  
President Dennis Lyon, Ann Esarco, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak.  
  
**Public in attendance:**  
Chris Schultz, Lake Geneva Regional News  
**Staff in attendance:**  
Josh Gajewski, Utility Director  
Jo Busch, Office Manager  
Jeff Ecklund, Water Superintendent  
Scott Tesmer, Wastewater Superintendent
- 3. Comments from the Public as allowed by Wis. Stats § 19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.**  
None
- 4. Approve Minutes of the Previous Meeting**  
Motion by Ald. Hedlund to approve the minutes of November 17, 2016 as presented, 2<sup>nd</sup> by Ald. Flower.  
Passed 5-0
- 5. Acknowledgement of Correspondence:**  
None
- 6. Introduction and welcome Josh Gajewski**  
President Lyon introduced new Utility Director Josh Gajewski and welcomed him to the Utility Commission.
- 7. Discussion/Recommendation on Tower Maintenance Program**  
Water Superintendent Ecklund presented a summary of the findings from the last inspections on all three towers. The summary shows that the only tower that requires any near term maintenance is Host Tower. The inspection findings were that this tower needs interior painting. There is a cost saving to doing both the interior and exterior painting at the same time. The 2016 Capital Improvement Program had a provision of \$400K for maintenance on the Host Tower and this work is not unexpected. Dixon Engineering have submitted a proposal to oversee and inspect the Host Tower maintenance project and the commission agreed to approve this proposal in order to get things moving along so that the entire scope of the work can be started and completed in 2017. Water Superintendent Ecklund said that he will be able to give a better idea of the overall expected cost of the project at the next Commission meeting in January.  
Ald. Hedlund made a motion to approve the proposal/contract agreement for Water Storage Tank 1,500,000 Gallon Fluted Column #49-65-07-06 from Dixon Engineering in the amount of \$60,123.00.

2<sup>nd</sup> by Ms. Esarco  
Approved 5-0

**8. Update on Utility Commission Budget**

Ms. Esarco would like to see a more detailed breakdown of the financials every month. Pres. Lyon said that we are working on this and we recently had Civic Systems, our software support company, come in to talk over the capabilities of our software to produce budget reports. They are going to make a report available to us that we can use on a monthly basis to show our year to date actual vs budget numbers. There was also discussion regarding the upcoming sewer rate increase. Office Manager Busch reported that Schenk suggested that the sewer rates be broken out in the same manner as the water rates and she is currently working on that. Also, due to the billing calendar, the sewer rate increase wouldn't take effect until March.

**9. Update on Iron Filters**

Water Superintendent Ecklund detailed the problems that the Utility Commission has faced with the Iron Filters over the past five years. He explained that there needs to be some investigative work done to find out why we are continually having problems and possibly some re-design in the future. The current filters were built in 1952.

**10. Election of Officers**

This is an annual process for the two elected positions of President and Secretary. President Lyon opened the floor for nominations.

Ald. Hedlund nominated Dennis Lyon for President

2<sup>nd</sup> by Ms. Esarco

Nomination Passed 4-0

Ald. Hedlund nominated Ann Esarco for Secretary

2<sup>nd</sup> by Ald. Flower

Nomination Passed 4-0

President Lyon asked if there were any other nominations. No further nominations were made and President Lyon closed the nominations. A roll call vote for both positions was held.

Dennis Lyon for president passed 4-0

Roll Call: Hedlund, Flower, Esarco, Stanczak - Yes

Ann Esarco for secretary passed 4-0

Roll Call: Lyon, Hedlund, Flower, Stanczak - Yes

**11. Facilities Tour**

Pres. Lyon explained that we hold facility tours each year in the spring after the election so that new Alderman can become acquainted with our facility but, as we have new members to the Commission currently, we are always willing to show anyone around and explain the various processes involved in running the Utility.

**12. Directors Report**

Office Manager Busch reported that office staff are beginning work on the sewer rate increase, there was a water main break on Mobile Street after hours on December 15 and Schenk spent the day at the Utility on December 15 for the pre-audit inspection.

**13. Financials Update**

*November*

| <u>Water</u> |           | <u>Sewer</u> |             |
|--------------|-----------|--------------|-------------|
| EOM Cash     | \$892,900 | EOM Cash     | \$1,328,000 |

Motion by Ald. Hedlund to approve the financials as presented,  
2<sup>nd</sup> by Ms. Esarco  
Approved 5-0

**14. Approval of the November bills**

Motion by Ald. Hedlund to approve the November bills as presented,  
2<sup>nd</sup> by Mr. Stanczak  
Approved 5-0

**15. Adjourn**

Motion by Ald. Hedlund to adjourn  
2<sup>nd</sup> by Ald. Flower  
Approved 5-0

Meeting adjourned at 5:10pm

**Next meeting set for Thursday January 19, 2017 – 4pm at City Hall**



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Secretary

**Regular Lake Geneva Utility Commission Meeting  
Thursday, January 19, 2017 – 4:30 PM  
Conference Room 2A, City Hall – 626 Geneva Street**

**Minutes**

- 1. Call Meeting to Order by Pres. Lyon at 4:30 P.M.**
- 2. Roll Call - Members present:**  
President Dennis Lyon, Mayor Al Kupsik, Ann Esarco, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak, Mark Johnson  
  
**Public in attendance:**  
Chris Schultz, Lake Geneva Regional News  
Ald. Chris Gelting  
  
**Staff in attendance:**  
Josh Gajewski, Utility Director  
Jo Busch, Office Manager  
Blaine Oborn, City Administrator
- 3. Comments from the Public as allowed by Wis. Stats § 19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.**  
None
- 4. Approve Minutes of the Previous Meeting**  
Motion by Mayor Kupsik to approve the minutes of December 22, 2016 as presented, 2<sup>nd</sup> by Ald. Flower.  
Passed unanimously.
- 5. Acknowledgement of Correspondence:**  
Ms. Busch reported that we had received a donation/sponsorship request from Geneva Lake Manor. Mr. Oborn advised that the City has a policy that prevents us from participating.
- 6. Discussion/Recommendation on revising the Utility Commission meeting schedule**  
The City Council are in the process of trying to condense their meetings schedule so that the majority of meetings are held on Mondays through Wednesdays where possible. The proposed calendar puts the Utility Commission meeting on the third Wednesday of every month. Ms. Esarco may have a schedule conflict during tax season. It was decided to accept the new day of the month and make exceptions if necessary for the months of February and March.
- 7. Discussion/Recommendation on Installing an Automatic Transfer Switch for Plant Standby Generator**  
Mr. Gajewski reported that we now have three quotes for the Automatic Transfer Switch and the Generator passed its service and load test with just a few small leaks being reported. Ald. Hedlund made a motion to approve Adam's Electric for the Transfer Switch in an amount not to exceed \$21,637.  
2<sup>nd</sup> by Mayor Kupsik  
Approved unanimously

**8. Discussion/Recommendation on Sewer Rate Increase**

As part of the budget process, Mr. Gajewski has been looking at revenue figures and how those figures are generated. There is inequality across customer groups if you look at usage against revenue. In order to close this gap, Mr. Gajewski recommends a change in the previously approved rates of 20% across both fixed and flow rates. He is recommending that we place the increase more on flow rates than base charges to balance equity between customer count and customer usage. Ald. Hedlund agreed that if we are looking for parity, we should put the increase on flow and leave fixed rates flat. He would like to see this. Mayor Kupsik would like to see less burden on residential customers but wonders if we can depend on flow rates to generate the revenue that we need to operate without a loss? Mr. Gajewski said that as customers see their bills increase they may start to conserve water which would cause a drop in revenue. This is something that we would need to monitor each year. President Lyon thinks we should decide on a rate increase for 2017 and then review next year when we have more information.

Ald. Flower made a motion to have no increase on the fixed rate and a raise on flow to get a 20% net increase in revenue.

2<sup>nd</sup> by Ald Hedlund

Approved unanimously

**9. Discussion/Recommendation on 2017 Utility Operating Budgets**

Mr. Gajewski has put together Water and Wastewater budgets for 2017 including a new employee on the Wastewater side to allow for succession planning. This needs further discussion but should be in the budget so that the money is there if the Commission decides to proceed. The budgets are shown on a cash basis including capital planning in place of depreciation so that we have visibility of how funds have been designated. The budgets will need fine tuning over time. Ms. Esarco would like to see Water and Wastewater mirrored so that we can compare them more easily. Mr. Oborn reminded the Commission that Water has to be reported to Public Service Commission rules and Wastewater does not, so it makes it harder to pull out the specific information that you are looking for in the Water budget. He said that Mr. Gajewski is doing a good job trying to manage the reporting in both ways to make sure we are complying with the PSC but also able to pull out information that the Commission may be interested in like total staff hours. President Lyon would like to see these budgets approved today with the understanding that they are a work in progress, so that we can start using them for reporting against. Mr. Stanzcak wondered whether impact fees were included in the budget and whether these may need to be increased. The fee schedule is another area that Mr. Gajewski will be spending time reviewing. Mr. Oborn said that this is important because if your fees do not cover the actual cost of a new service then your existing customers are the ones that pay the cost of growth.

Ald. Flower made a motion to approve the 2017 Water and Wastewater budgets with amendments as discussed.

2<sup>nd</sup> by Ald. Hedlund

Approved unanimously

**10. Directors Report**

**a. Update on Plant A – Iron Filter**

The Utility have removed the media from the Iron Filter in Plant A so that we can have the three cells inspected and hopefully discover the cause of the problems we are seeing with media escaping. An operational issue such as the backwashing procedure is a possible cause and this will need to be reviewed as there are no immediate visible

signs of equipment failure. Water Well solutions will be doing an inspection next week and we should know more after that has been completed.

b. Update on Host Tower

Mr. Gajewski reported that Dixon Engineering came out for a meeting regarding the antennae equipment on the tower. They were unable to fully access the tower due to weather conditions that day but they were able to take some photos and the next step is to make contact with the lessees to discuss plans going forward.

**11. Financials Update**

For this meeting the financials are presented as year-end for 2016 shown against the 2016 budget. Going forward Mr. Gajewski will be including cash reporting in addition to budget reporting to provide a complete picture of Utility finances.

Motion by Ald. Hedlund to approve the financials as presented for January through December 2016.

2<sup>nd</sup> by Mayor Kupsik

Approved unanimously

**12. Approval of the December Bills**

Motion by Mayor Kupsik to approve the bills as presented.

2<sup>nd</sup> by Ald. Hedlund

Approved unanimously

**13. Adjourn**

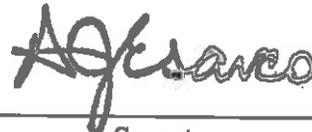
Motion by Ald. Hedlund to adjourn

2<sup>nd</sup> by Ald. Flower

Approved unanimously

Meeting adjourned at 6:27pm

**Next meeting set for Wednesday February 15 – 4pm at City Hall**



Secretary

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

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, DECEMBER 8, 2016, AT 7:00 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 Hartz at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Gramm

3. Roll call

Commissioners Gramm, Jordan, Pollard and Hartz were present. Commissioner Bittner arrived to the meeting at 7:08 p.m. Alderman Howell was present.

Commissioner Jordan motioned to allow Bittner to sit in on the meeting at 7:08 p.m. Pollard Seconded. Motion approved.

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

5. Acknowledge correspondence - NONE

6. Police and Fire Commission Packet Distribution Process follow-up

Alderman Howell had some difficulty opening the documents so a packet was printed. Hartz questioned whether the packets could be sent out on Friday with another packet on Tuesday including bills and other reports. Administrative Assistant Papenfus felt that sending the packets multiple times would be extra work and confusing to follow along at the meetings. Hartz asked why the meeting date was set as it is. City Administrative Oborn noted the bills are paid monthly so changing the date may be difficult as the PFC meetings are held only once a month.

7. Approval of regular meeting minutes November 10, 2016

Gramm motioned to approve the regular meeting minutes of November 10, 2016. Jordan seconded. Motion carried 5-0.

8. City Council Report

Alderman Howell had no report to present.

Hartz noted the purpose for the City Council Report agenda item would be for the Liaison to report any pertinent information from the City Council meetings to the Police and Fire Commission.

9. Fire Department Business

a. Approval of bills for the month of November 2016 operating in the amount of \$51,412.58, Capital in the amount of \$5,083.65, for a total of \$56,496.23.

Jordan motioned to approve the bills for November 2016. Bittner seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Chief Peters highlighted budget item totals and stated the overall budget is 81.9% for the year. Hartz asked if the Fire Department was reimbursed for building repairs. Chief Peters advised that building repairs are in the Fire Department's budget.

b. Monthly EMS Medical Billing/Stark Report

Chief Peters is continuing to work on an easier format for EMS billing.

c. Monthly Fire Department report

Chief Peters reviewed the monthly fire department report. The personnel highlight for the month was Captain Mark Moller-Gunderson who has served on the department since 1995. On November 9, the fire department assisted with a 4<sup>th</sup> alarm MABAS call to the City of Whitewater for a multi-family dwelling and persons trapped. Also on November 9, Chief Peters was officially sworn in as the new Fire Department Chief. Chief Peters handed out reports regarding response time breakdowns from other departments. The fire department met their goal of response time under 5 minutes. Paratech's average time is 5 minutes, 27 seconds.

d. Monthly Paratech Report – No discussion/action

e. Discussion/Action on 2017 Budget regarding amendment to capital/equipment replacement plan

Jordan motioned to amend the Equipment Replacement budget \$8,000.00 to replace airbags. Pollard seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

After preparing an Equipment Replacement report, it was discovered that the airbags needed to be replaced immediately and the cost of the airbags was not included in the 2017 budget. Chief Peters requested \$8,000.00 be placed into the equipment replacement fund to immediately replace outdated airbags. The life span of the airbags is 10-11 years and the airbags were purchased in 1992. The airbags are used to lift up a vehicle or if someone is trapped. The bags were taken out of service due to possible failure.

Gramm motioned to place \$8,500.00 into the Capital Improvement to fix indoor hydrant. Hartz seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Chief Peters also requested approval of \$8,500.00 to be placed into capital improvements to repair the indoor water hydrant. The Water Department tagged out the indoor water hydrant because it was not code compliant. The main reason for fixing it is because it could flood the department.

Fire Impact fees fund is \$10,768.00. The city administrator and the city attorney worked together to allow the department to purchase turnout gear with the Impact Fee funds. City Administrator Oborn justified the spending on increased growth to the department based on additional POP employees. Hartz asked if the spending of the impact fees for protective gear met the statute and City Administrator Oborn believed it was ok. Pollard asked how long the money was in the fund and how it was received. The impact fees were received from new development since 2004. Another option would be to have the impact fees expire and refund it.

f. Discussion on vacant Captain position

Chief Peters and the union are working on the job description and policy. Chief Peters hopes it is complete next month.

g. Discussion on live fire training at race track property December 17, 2016

If anyone is interested in attending the fire training on December 17, 2016, staff is meeting at the fire house at 6:00 a.m. The fire training will begin approximately 7:30 a.m.

h. Discussion/Action on Donation from Gigi Hart

Pollard motioned to accept the donation from Gigi Hart. Jordan seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Ms. Hart donated two \$10.00 money orders for service that the fire department provided.

i. Thank you letters – No action/discussion

- Whitewater Fire Department
- Gigi Hart

j. Items to be forwarded to city council

Monthly report, Response times report, Donation from Gigi Hart, Fire training on December 17, 2016

10. Police Department Business

a. Approval of bills for the month of November 2016, operating in the amount of \$197,076.71, Capital in the amount of \$872.30, for a total of \$197,949.01

Jordan motioned to approve the bills for November 2016. Pollard seconded. Roll call vote:

Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Chief Rasmussen said that the police department's budget is currently 87.6% and under budget for the current year.

b. Discussion on Chief and Command Staff Appraisals

A Chief and Command Staff workshop was held just before the Police and Fire Commission meeting. There will be an additional meeting on February 2, 2017 at 6:00 p.m. to discuss the appraisals. Commissioners are asked to bring their ideas to the meeting.

c. Discussion regarding On duty officer injury update

The officer will return to light duty next week and will have 6-12 weeks of physical therapy.

d. Discussion/Action on Reserve Officer hiring process for January 2017

Gramm motioned to adopt the new procedure for hiring and leave the hiring process open throughout the year with a continuous applicant list. Pollard seconded. Motion carried 5-0.

Chief Rasmussen stated that the reserve officer hiring process has been more difficult every year. He would like to begin the hiring in January and have an open application process throughout the year. The police academy is longer and some academies end in the summer. If the hiring process is extended, the department would have the opportunity to have some of the summer graduates apply for positions. Testing would be performed periodically throughout the year.

e. Discussion/Action on Booking Officer hiring process for January 2017

Pollard motioned to adopt the new procedure for hiring and leave the hiring process open throughout the year. Bittner seconded. Motion carried 5-0.

Chief Rasmussen noted the process would be the same as hiring reserve officers. Bittner wondered if this would be a negative impact on the employees already hired. Chief Rasmussen said the training process will be different.

f. Discussion on Impact of Stress on Department Member's Health

Hartz and Gramm asked to have this item placed on the agenda because they are concerned about the officers. Chief Rasmussen handed out an article regarding PTSD for law enforcement. Police officers killed in the line of duty is up 15% over the last year. Sergeant Derrick has invited a clinical trauma specialist to attend next month's meeting and discuss the topic of stress for officers. Gramm suggested that the program be used in standard training so health concerns can be proactive rather than reactive. Hartz encouraged training for officers due to heightened tension. Chief Rasmussen said the department trains very well regarding bias, policies, etc. including daily training bulletins. City Administrator Oborn said that the Employee Assistant Program (EAP) is also another means to help.

g. Discussion/Action on Police Department Chaplain Program

Chief Rasmussen asked that the Commission approve the Chaplain Program. The program does not advocate religion it simply helps officers during difficult situations. Lieutenant Gritzner spoke about the Chaplain Program and would like to put it into place for officers in order to be proactive. Sergeant Derrick made a presentation two months ago regarding mental well being for our officers and community and establishing a Chaplain Program. There were some concerns about the program and Lieutenant Gritzner would like to answer any questions that the commission members may have at this time. There is an officer support system through Walworth County as well as EAP and the Chaplain Program would be an additional program for officer assistance. The Lexipol policy endorses the Chaplain Program. In addition, the Police Executive Research Forum, National Association of Chiefs of Police, and the Wisconsin Accreditation for Law Enforcement Agencies supports the Chaplain Program as well. Policy 340 addresses religion and the behavior to be displayed regarding religion and neither policy contradicts the other. Sergeant Derrick noted the Fire Department Chaplain program was used recently during a debriefing and it was a great asset without mention of religion. Gramm was concerned about the wording of the policy so that there were no mistaken assumptions. Pollard felt that everyone was in favor of the program but wanted to review the policy details one more time. The topic was tabled for next month.

h. Discussion on Officer Gee who completed FTO and is working solo on patrol

Chief Rasmussen advised that Officer Gee has completed her field training and is now solo on patrol.

i. Discussion on Community Outreach Committee

- Coat Drive – Collected over 90 coats for the local community
- Non-perishables drive held until December 20<sup>th</sup>

A coat drive was recently held with over 90 coats collected. A nonperishable food and toiletry drive is being held until December 20.

j. Discussion/Action on donation of a \$25.00 Starbucks gift card from an anonymous donor

Bittner motioned to accept \$25.00 Starbucks gift card. Pollard seconded. Roll call vote: Pollard – Y, Jordan – Y, Bittner – Y, Gramm – Y, Hartz – Y. Motioned carried 5-0.

Chief Rasmussen stated that the department received a \$25.00 Starbucks gift card anonymously and asked that the Commission approve the donation. The gift card will be used during training so everyone can benefit.

k. Chief's top monthly incidents- No Discussion/Action

l. Monthly activity reports- No Discussion/Action

|      |   |               |                     |
|------|---|---------------|---------------------|
| 2016 | Dispatch activity for November 2016: Telephone calls-2,732  | 911 Calls 169 | Window assists- 794 |
| 2015 | Dispatch activity for November 2015: Telephone calls- 2,641 | 911 Calls-147 | Window assists- 548 |

|      |   |               |
|------|---|---------------|
| 2016 | Patrol activity for November 2016: Calls for service -1,270 | Arrests - 50  |
| 2015 | Patrol activity for November 2015: Calls for service - 952  | Arrests - 104 |

m. Thank you letters – No Discussion/Action

- Lake County Sheriff's Office
- Roberta - motorist assist

n. Items to be forwarded to City Council

Community outreach program, Chief's top monthly incidents, Monthly activity reports

11. Agenda items for the next regular meeting January 5, 2017

Captain position-Fire Department

Impact of Stress on Department Member's Health-Police Department

Chaplain program-Police Department

12. Closed session

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. Specifically:

1. Fire Chief Evaluation
2. Police Department Patrol Lieutenant Promotion

b. The Commission may convene in closed session pursuant to Wis. Stat. § 19.85(1)(b), (c) and (f) to discuss Police Department personnel issues involving Chief Michael Rasmussen. Jordan motioned to go into closed session. Pollard seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0 at 8:24 p.m.

13. 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: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0 at 9:37 p.m.

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

Item a.1. Bittner motioned to recommend to the City Council a 2% wage increase for Fire Chief Peters. Pollard seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0.

Bittner stated that even though Chief Peters has only been the fire chief for a short time period he has heard positive feedback.

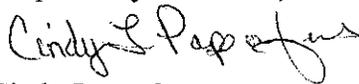
Item a.2. Gramm motioned to accept the recommendation of the Chief to promote Sergeant Way to the position Patrol Lieutenant including a six month probationary period and at the end of 90 days a review handled by the Chief, Assistant Chief, Lieutenant and the Sergeants. Pollard seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0.

Item b. Hartz motioned to approve the agreement between the Police and Fire Commission and Chief Rasmussen dated December 8, 2016, and the Police and Fire Commission authorize Commissioner Hartz to sign the agreement on behalf of the Police and Fire Commission. Bittner seconded. Roll call vote: Gramm – Y, Pollard – Y, Jordan – Y, Bittner – Y, Hartz – Y. Motioned carried 5-0.

15. Adjourn

Jordan motioned to adjourn. Pollard seconded. Motion carried. Meeting adjourned at 9:43 p.m.

Respectfully submitted,



Cindy Papenfus  
Administrative Assistant

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

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

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, JANUARY 5, 2017, AT 7:00 P.M.**

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

1. Call meeting to order

The meeting was called to order by Commissioner Hartz at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Bittner

3. Roll call

Commissioners Jordan, Bittner, Gramm, Pollard and Hartz were present. Alderman Howell and Town of Geneva Fire Liaison Walton were also present.

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

5. Acknowledge correspondence

Chief Rasmussen received a letter dated December 26, 2016 from Dick Malmin regarding drones.

6. Approval of the appraisal workshop minutes December 8, 2016

Approval of regular meeting minutes December 8, 2016

Gramm motioned to approve the appraisal workshop minutes of December 8, 2016. Bittner seconded. Motion carried 5-0.

Bittner motioned to approve the regular meeting minutes of December 8, 2016. Jordan seconded. Motion carried 5-0.

7. City Council Report

Administrator Oborn gave a brief report of the last city council meeting. The union contract has been approved for both 2016 and 2017. In the future, Administrator Oborn will meet in closed session with the Police and Fire Commission for negotiation updates. Some Fire Department and Police Department nonunion employee evaluations were still needed before salary increases could be made. Hartz noted that the "me too" clause in the Chief of Police contract does not apply to wages. Wage discussions for Chief Rasmussen will come back to the Police and Fire Commission.

8. Discussion regarding Police and Fire Commission meeting time change

Administrator Oborn stated most of city meeting times were changed to 6:00 p.m. Administrator Oborn recommended the Police and Fire Commission meeting be changed to 6:00 p.m. to correlate with the other meeting dates and times, however, it was up to the Commission. It was agreed that the meeting time could be changed to 6:00 p.m.

9. Fire Department Business

a. Approval of bills for the month of December 2016 operating in the amount of \$78,218.38, Capital in the amount of \$10,287.03, for a total of \$88,505.41

Jordan motioned to approve the bills for December 2016. Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

Chief Peters highlighted some budget line items. The current budget is 91.3%. Commissioner Bittner asked if there were any surprises expected for 2016. Chief Peters felt that the department would fall within budget perimeters. Bittner asked if Fire Impact Fee Funds had been used to purchase equipment.

Chief Peters stated the fire department was in the process of purchasing the equipment, but the funds are placed in the city capital fund rather than the Fire Impact Fees.

b. Monthly EMS Medical Billing/Stark Report

EMS software is mandated to change by March. EMS will be helping the Fire Department with this change.

c. Monthly Fire Department report

Chief Peters reviewed the monthly report. Captain Opper was highlighted as being a member of the department since 1995. Chief Peters also recognized anniversaries and notable calls. The Fire Department participated in the 41<sup>st</sup> annual Christmas parade.

d. Monthly Paratech Report – No action/discussion

e. Discussion/Action on Lexipol Policy workgroup

Chief Peters handed out a guideline for setting up Lexipol policies. He would like to set up a committee to meet once a month to prepare the policies prior to the Police and Fire Commission meetings. The Lexipol policies can then be approved at the following Police and Fire Commission meeting. Commissioner Gramm will be on the committee at this time.

f. Discussion on live fire training at race track property on January 28, 2017

The live fire training is scheduled for January 28, 2017 beginning at 7:00 a.m.

g. Discussion regarding Thank you letters – No action/discussion

- Faith Christian School
- Tom Yakes Family
- Frank Heindl Family

h. Discussion Captain Job Description

Chief Peters handed out the promotion procedure and job description for the Captain position. He requested that the Commission members review the documents for corrections. The documents will be addressed and approved at the next meeting.

i. Discussion/Action on Leave of Absence Alex Pernice

Pollard motioned to accept Leave of Absence for Alex Pernice. Gramm seconded. Motion carried 5-0.

j. Discussion/Action on Return to duty Zach Blausner

Bittner motioned to approve the return to duty for Zach Blausner. Gramm seconded. Motion carried 5-0.

k. Items to be forwarded to city council

Monthly activity report, live fire training and thank you letters.

10. Police Department Business

a. Approval of bills for the month of December 2016, operating in the amount of \$332,172.15, Capital in the amount of \$5,653.17, for a total of \$337,825.32

Bittner motioned to approve the bills for December 2016. Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

Chief Rasmussen advised that the budget has been very unusual this year and is currently at 99.9%. The police overtime wages are over budget due to several larger cases throughout the year. Hartz asked how the budget for next year would be and if any changes would be made. Chief Rasmussen said it was hard to predict what type of cases and overtime will be needed for each year.

b. Discussion/Presentation from Professor Jenny Pagone regarding Impact of Stress on Department Member's Health

Professor Pagone was unable to attend the meeting this month due to a last minute conflict. The presentation will be scheduled for another meeting.

c. Discussion on Chief and Command Staff Appraisals

Chief and Commission Staff Appraisals workshop is scheduled for February 2, 2017 at 6:00 p.m.

d. Discussion regarding On duty officer injury update

The officer is still on light duty at this time.

e. Discussion/Action on retirement letter of Officer Tom Giovannoni

Gramm motioned to accept the retirement of Officer Tom Giovannoni. Pollard seconded. Motion carried 5-0.

Chief Rasmussen asked the Commission to accept the retirement of Officer Tom Giovannoni. Officer Giovannoni has worked for the department for 16 years and Chief Rasmussen thanked him for his service.

f. Discussion Emergency Medical Dispatch (EMD) update

The telecommunicators have been trained and passed the EMD test. The goal is to have EMD up and running by February 1, 2017. Telecommunicators can now give medical directions over the phone until rescue personnel arrives.

g. Discussion/Action on Sergeant Promotion process

Jordan motioned to allow Chief Rasmussen to move forward with the Sergeant selection process. Bittner seconded. Motion carried 5-0.

Chief Rasmussen stated the department posted for interest in the Sergeant position and there was one applicant. The Sergeant test will be implemented on January 13, 2017 with interviews conducted on January 17, 2017. The interview will be conducted by Assistant Chief Reuss, Lieutenant Way, Sergeant Hall and Sergeant Derrick. The Commission members were invited to attend the interview.

h. Discussion/Action on Police Department Chaplain Program

Pollard motioned to continue the Chaplain Program to next month. Bittner seconded. Motion carried 5-0. Lieutenant Gritzner and Sergeant Derrick presented the Chaplain policy with the changes set forth from previous meetings. There was a long discussion regarding the program and the proper wording and legality of the policy. Bittner and Gramm were concerned about the rights of the people who may use the program. Several changes to the policy were discussed and proposed. Discussion/Action on the Police Department Chaplain Program was tabled to the next meeting.

i. Discussion/Action on Lions Club Drone Donation

The Lions Club has approved the donation of the drone to the Police and Fire Departments. There will be a formal presentation to accept the donation on January 23, 2017 at the City Council meeting.

j. Discussion on Community Outreach Committee

- Non-perishables drive held until December 20<sup>th</sup>

Lieutenant Way advised that the Community Outreach Committee, which consists of Lieutenant Way, Officer Hansen and Data Systems Administrator Hinzpeter, collected approximately 90 coats for local families in need. A nonperishable food drive was also conducted and approximately 130 pounds of food and toiletries were collected in addition to diapers and baby food.

k. Discussion/Action regarding \$100.00 donation designated to the Exner Memorial from Albert C. Exner

Jordan motioned to accept \$100.00 donation from Albert C. Exner. Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

Chief Rasmussen stated that there is approximately \$700.00 in the Memorial fund. It is unclear what exactly will be done with the money but the intention is to make a memorial for Albert C. Exner in the future.

l. Discussion/Action regarding a donation of Domino's Pizza gift certificates from Duggan Senior Project/Jonathan and Connor Duggan.

Bittner motioned to accept the Domino's Pizza gift certificate from Jonathan and Connor Duggan.

Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

Chief Rasmussen stated that Jonathan and Connor Duggan presented the City of Lake Geneva employees, the Town of Geneva employees and Walworth County Sheriff's deputies a thank you and gift certificates from Domino's Pizza for each employee's hard work and dedication to local citizens. Chief Rasmussen asked the Commission members what they would like to do with the certificates. Pollard felt that everyone should be given the pizza certificate.

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

n. Monthly activity reports - No discussion/Action

|      |                                      |                        |               |                     |
|------|--------------------------------------|------------------------|---------------|---------------------|
| 2016 | Dispatch activity for December 2016: | Telephone calls- 2,739 | 911 Calls-215 | Window assists- 843 |
| 2015 | Dispatch activity for December 2015: | Telephone calls- 2,529 | 911 Calls-186 | Window assists- 648 |

|      |                                    |                           |               |
|------|------------------------------------|---------------------------|---------------|
| 2016 | Patrol activity for December 2016: | Calls for service – 1,370 | Arrests - 145 |
|------|------------------------------------|---------------------------|---------------|

|      |                                    |                           |              |
|------|------------------------------------|---------------------------|--------------|
| 2015 | Patrol activity for December 2015: | Calls for service – 1,082 | Arrests – 91 |
|------|------------------------------------|---------------------------|--------------|

o. Yearly statistics – No discussion/action

|      |  |                  |                        |
|------|--|------------------|------------------------|
| 2016 | Dispatch activity: Telephone calls– 38,233 | 911 Calls– 2,609 | Window assists– 10,510 |
| 2015 | Dispatch activity: Telephone calls 39,008  | 911 Calls– 2,476 | Window assists– 9,519  |

|      |                  |                           |                |
|------|------------------|---------------------------|----------------|
| 2016 | Patrol activity: | Calls for service- 17,710 | Arrests- 1,977 |
|------|------------------|---------------------------|----------------|

|      |                  |                           |                |
|------|------------------|---------------------------|----------------|
| 2015 | Patrol activity: | Calls for service- 16,634 | Arrests- 1,920 |
|------|------------------|---------------------------|----------------|

p. Discussion regarding Thank you letters – No discussion/action

- Thankful resident
- Michalene, Hans Jr., Maxx and Buddy Melges
- The Bergsma Family
- Walworth County Food Pantry
- Students at Delavan High School
- Rex & Nancy Anderson

q. Items to be forwarded to City Council

Drone, Nonperishable food drive, Albert C. Exner memorial, Duggan family pizza donation, monthly/activity reports, and thank you letters.

11. Agenda items for the next regular meeting February 9, 2017

Captain job descriptions, Chief and Command appraisals, Chaplain program

12. Closed session

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. Specifically Patrol Lieutenant Way contract.

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial,

medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.

Bittner motioned to go into closed session. Gramm seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0 at 8:42 p.m.

13. 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: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0. Motion carried 5-0 at 9:45 p.m.

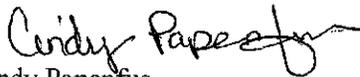
14. Discussion/action on closed session items if needed.

Jordan motioned to accept the contract with Lieutenant Way as presented and set Lieutenant Way's pay grade at 16. Pollard seconded. Roll call vote: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motioned carried 5-0.

15. Adjourn

Bittner motioned to adjourn. Pollard seconded. Motion carried. Meeting adjourned at 9:46 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 19, 2016 – 6:30 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 6:30p.m.

**Roll Call.** Present: Mayor Kupsik, Alderman Doug Skates, John Gibbs, Sarah Hill, Tom Hartz, Ann Esarco, Tyler Frederick. Also Present: City Planner Slavney, City Attorney Draper, City Administrator Oborn, Inspector Robers, Assistant City Clerk Gunderson.

**Approve the Minutes of November 21, 2016 Plan Commission meeting as distributed.**

Gibbs/Skates motion to approve. Unanimously carried.

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

None.

**Acknowledgement of Correspondence.**

None.

**Downtown Design Review.**

**Application by Eileen Marutzky, 619 Geneva Street, Lake Geneva, WI 53147 for exterior signage at 512 Broad Street, Tax Key No. ZDG 00005**

Eileen Marutzky, 619 Geneva Street, stated she opened a retail business at 512 Broad Street that sells antiques and other items. The sign will be the same size as the business next to hers, Chatty Kathy's. It will be white with green print. Inspector Robers said the sign meets all standards.

Gibbs/ Frederick motion to approve.

Roll Call: Al Kupsik, Doug Skates, John Gibbs, Sarah Hill, Tom Hartz, Ann Esarco, Tyler Frederick voting "yes." Carried unanimously.

**Public Hearing and recommendation on a Conditional Use Application and Downtown Design Review filed by Matthew Morgan, 212 W Hidden Trail, Elkhorn, WI 53121, to open a Commercial Indoor Entertainment facility (Magic Theater) with signage at 231 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00253**

Matthew Morgan gave an overview of the application details. Inspector Robers stated there were two fire concerns. The first was the seating must remain ADA accessible, which is a 36 inch aisle. The other item was the fire curtains must be two feet from the ceiling line so that the sprinkler system does not need to be modified. Commissioner Hartz was curious about the hours of operation. Mr. Morgan answered around noon to 8 or 9 in the evening. Mr. Hartz asked if they plan to serve food and/or beverages. Mr. Morgan was not sure yet, but perhaps they may have a small concession stand. Mr. Hartz questioned if there will be music and what sound level would it be played at. Mr. Morgan said the music would be typical background music for a magic show.

Commissioner Hill asked Mr. Robers what the space is like as it seems tight. Mr. Robers answered they will have to get an inspection before they open and meet all building code requirements. The conditional use will be for indoor entertainment for a magic theater. Planner Slavney said the conditional use can be limited to a specific operator, which he suggested for this conditional use. The plan development language says this type of use is under indoor entertainment. It doesn't specify between restaurants, bars, physical activity studios, and so on. The Tristan Crist Magic Theater is under this as well as the Lake Geneva Clue Room. They are all considered commercial indoor entertainment which is allowed in the central business district under a conditional use application. Mr. Hartz asked if the plan development for Newport West didn't exclude anything. Mr. Robers and Mr. Slavney said there wasn't anything to their knowledge. Mayor Kupsik said seating will be limited to the occupancy of the building with 36 inch aisles which is ADA compliant.

**Speaker 1**

Tristan Crist, 609 W Main Street, representing Tristan Crist Magic Theatre. He opened his theater in December of 2015 and quickly became a fixture in the area. He is supportive of more attractions in town. He isn't sure Lake Geneva is the

best place for this. He feels a second magic theater will cause confusion. He questioned if the commission would approve a second movie theater 3 blocks away from the first one. He feels this could over saturate the market. He is concerned the logo is borrowing from his brand including the gold lettering, the layout, the font, and the spelling of 'theatre'. He noted the proposed floor plan doesn't meet requirements. He feels Delavan may be a better place. He asked what the public benefits of opening a second magic theater downtown would be. He also asked if those benefits would outweigh the potential confusion and the adverse impact on tourism and entertainment in Lake Geneva.

### **Speaker 2**

Bob Kordus, 320 Boulder Ridge Drive, feels there is plenty of room in Lake Geneva. Mr. Morgan is trying to do something unique and different from what Mr. Crist is doing. This is a deaf magic show. He believes it is the first one in the country that is going to be run as a deaf magic show. During the day it would be a meeting place for deaf people. His packet talks about sign language classes for local businesses to help them accommodate deaf tourists. It is not big illusions; it is a family-oriented magic show.

### **Speaker 3**

Teresa Hireman, from Dousman, stated she is a representative of Wisconsin Deaf Movement. She supports Mr. Morgan and feels this has a domino effect as it is not just an impact for deaf community but their families as well. They have a large community in the Southeastern part of Wisconsin that he can serve and draw upon. She understands the concern of having two magic shows. She would like variety and feels people will enjoy both shows.

Kupsik/Hill motion to close the public hearing. Carried unanimously.

Inspector Robers encouraged the commission to include that it has to meet ADA requirements, the curtains have to be 2 feet below the ceiling line, that it meets all international existing building codes for the seating, and that it is limited to this applicant only. Mayor Kupsik added seating should be limited to occupancy. Mr. Oborn noted the applicant mentioned they will not be using fire.

Kupsik/Skates motion to approve the conditional use application filed by Matthew Morgan, 212 W Hidden Trail, Elkhorn, WI 53121, to open a Commercial Indoor Entertainment facility (Magic Theater) with signage at 231 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00253 to include all staff recommendations, no pyrotechnics, limit seating to occupancy limits, limit the conditional use to this applicant, must have a fire rated curtain, the curtain must be at 6 feet, must have a 36 inch aisle, ADA accessible seating and aisles, and all findings of fact.

Mr. Slavney said the applicant mentioned the possibility of concessions. Mr. Robers said it is retail so it would not require another conditional use as it is already allowed. Mr. Hartz asked Mr. Robers what their role is. Mr. Robers said the zoning code is indoor entertainment, and it is not their determination to say there are too many of one thing or another. Commissioner Hill understands the dilemma, but it is not for this commission to determine the fair market. She requests the applicant plays nice with others and encourages them to join VISIT Lake Geneva. Mr. Slavney echoed what Ms. Hill said. The commission is prohibited to regulate competition. Their zoning power is a police power which is intended to protect the public health, safety, and welfare. They are not allowed to regulate competition.

Roll Call: Al Kupsik, Doug Skates, John Gibbs, Sarah Hill, Tom Hartz, Ann Esarco, Tyler Frederick voting "yes." Motion carried unanimously.

Kupsik/Hill motion to approve signage as noted at 231 Cook Street Lake Geneva, WI tax key number ZOP 00253. Inspector Robers said window applications applied from the inside are not covered by zoning code. Ms. Hill does not like it. She assumed that would be window film. Mr. Robers answered yes. Mr. Kupsik said the awning is the same on the whole building. Mr. Robers noted it does meet downtown design. Mr. Morgan said the window film is just to cover up renovation construction. Mr. Robers clarified the sign they are looking at is the blue magic sign and the awning only, not the yellow portion down below. Ms. Esarco pointed out a typo on the awning verbiage. If the applicant wants to add signage to the big window, he will need to come back to the Plan Commission for design review.

Roll Call: Al Kupsik, Doug Skates, John Gibbs, Tom Hartz, Ann Esarco, Tyler Frederick voting "yes." Motion carries 6 to 1 with Hill voting "no".

**Public Hearing and recommendation on a Site Plan Amendment Application filed by Mick and Joanne Wright, 682 Wells Street, Lake Geneva, WI 53147 for modifications to an existing site plan to construct two single unit cabins instead of one duplex cabin at 682 Wells Street, Tax key No. ZOP 00410A**

Michael Rullman spoke on behalf of the applicants as he is their contractor. In 2006 there was a conditional use permit for two 20 by 32 cabins that were adjoined. He wants to do the same layout but have them separated by 10 feet. Mr. Robers said it was approved, but there was 1 building that was never constructed. They needed to come back and amend their site plan as the timeframe has lapsed for that construction. Also it is now a separated building rather than a combined building. It is the same square footage and same number of rooms. They feel that it is easier to rent a separate building rather than two that are combined together. Mr. Rullman noted it would be 10 feet apart which is needed to be done by code for fire safety. Mr. Hartz said there is a big empty space there now so he wasn't sure which ones he was intending to build. Mr. Rullman said in the survey that was submitted, it originally showed as one building. He separated it and handwrote an item in. He is planning on having it surveyed and set out. Mayor Kupsik stated that site has turned around in the last few years, and this can only enhance it. Ms. Hill asked if this was similar to what had been previously approved and if there is any additional building or site plan for the parcel. Mr. Rullman said this would max them out. This is the last space they have to add two buildings. He confirmed the exterior colors, materials, and design will be consistent with what is on the property now.

Gibbs/Skates motion to close the public hearing. Unanimously carried.

Hill/Skates motion to approve a Site Plan Amendment Application filed by Mick and Joanne Wright, 682 Wells Street, Lake Geneva, WI 53147 for modifications to an existing site plan to construct two single unit cabins instead of one duplex cabin at 682 Wells Street, Tax key No. ZOP 00410A to include staff recommendations, all findings of fact, and the building design be consistent with the current buildings.

Roll Call: Al Kupsik, Doug Skates, John Gibbs, Sarah Hill, Tom Hartz, Ann Esarco, Tyler Frederick voting "yes."  
Motion carried unanimously.

**Public Hearing and recommendation on a Conditional Use Application field by T-Mobile, 15660 Midwest Road, Ste 140, Oakbrook, IL 60181 to collocate a wireless antenna facility on the roof top of the Harbor Shores building at 300 Wrigley Drive, Lake Geneva, WI 53147, Tax Key No. ZHC 00100 thru 00523**

Inspector Robers stated the applicants pulled it from the agenda. It is not tabled, it is withdrawn.

**Presentation of a Conceptual Plan for a Planned Development for a Senior Living Development by Golden Years, 270 Ridge Road, Walworth, WI 53184 at an existing site of the former Southland Farms, on Bloomfield Road**

Brian Pollard, representative of Southland Farms, gave a brief history on the property. This site was set aside for senior housing.

Rich Austin, W5631 Sunset Ridge, Walworth, is the Owner of Golden Years. He gave a history of the business. He introduced his son Jeff and son-in-law John, who also were representing the business. He stated you cannot start a nursing home; you have to acquire a license from another facility. They intended to build a new facility in Walworth, but couldn't find another nursing home that was available. They did finally purchase another facility. They really liked the idea of expanding the Golden Years to Lake Geneva. One of their biggest problems is the time constraints that the State of Wisconsin puts on a business once they acquire beds. A business is given 18 months to have the beds up and operating or they will be taken away. They are up against the clock because they had to shift gears. He thinks there is enough time to work through the process. He noted they are a for profit entity. The first phase of this new building would be a 30 bed skilled facility. He expects an employment increase of about 50 individuals. Mayor Kupsik asked for a rough idea of where they are going to start and how it will be phased.

Kevin Madalinski, Senior Project Manager with Hoffman Planning, Design & Construction, gave an overview of the concept. The site plan has the lower acuity on the west end which would be independent apartments to the higher acuity on the east side of the campus, which would be the skilled nursing and memory care. The reason the development will be in multiple phases is the time schedule. There is a sunset on the restricted bed use by the Department of Health and Services for skilled nursing. It is imperative to have it operational. He believes the schedule is attainable for the end of 2017. The project will be a planned development approval. It will have an underlying zoning as a planned office. There are two potential variances that he would like to note that have to do with building height. The site has a unique feature in that there is a 10 to 15 foot fall between the east to the west. The building wants to compliment that natural grade

transition. The majority of the building will be one and two stories. The far west end of the campus will be three story residential apartments built on top of under building parking. The zoning requirement is that the building height be restricted to a maximum 35 feet. It is permissible under conditional use approval to exceed that, which they will include. The initial calculation is would not exceed 54 feet on that side of the building. The second building height variance is in relation to an accessory building for maintenance and vehicle storage. They would like to park a transport van indoors, so the storage garage would exceed the 15 foot restriction. In the future they will ask for a 20 foot maximum.

Commissioner Esarco noted she does not see any walkways. Mr. Madalinski answered it is too preliminary, but there are planned walkways. Mr. Slavney asked for an approximate idea of the setback from the south to the front edge of the buildings in the elevation. Mr. Madalinski said he guessed it would be over 200 feet. Mr. Slavney felt it was farther than that. He suggested the plan development approach for two reasons. The first reason is that we measure height from the average foundation grade of any part of the building to half way up a pitched roof. The grade on the site works against the building height. They need flexibility on height for the principal building. The plan development enables the Plan Commission and Council to grant the flexibility. The other main advantage is they need to secure zoning approval quickly which is the general development plan that would be the next step in the process. If they came just for a conditional use, they couldn't get the flexibility they need and they would need all of the development details on the whole site. The plan development approach allows us to approve the general development plan without all of those details given that the implementation plan provides all of those.

Ms. Hill questioned if the rendering is just a tiny portion of an overall conceptually planned development. City Attorney Draper said it is a separate parcel that was cut out from the Symphony Bay development. The CSM was cut out separately and that is a separate parcel all by itself. It was always set up to be this type of facility. Mr. Robers added only Symphony Bay was approved; it was always a separate section for senior living. Ms. Hill asked if this is meant to be the only senior and assisted living portion of the entire development. Mayor Kupsik said nothing else has been brought up. Ms. Hill said it looks similar to what was approved in the past with regard to elevation, specifically the south elevation. She is ok with variances. Alderman Skates added this is so much better than what was proposed years ago. He feels they made it more of a community rather than a nursing home. There will be more houses out there as well as a church. This would be a great addition to the city. Commissioner Frederick was thrilled to hear Golden Years was coming to Lake Geneva and feels this is an excellent spot to do it. He is pleased with the design, and doesn't see any issues with height requirements. Mr. Hartz questioned how construction traffic will flow. Mr. Madalinski said they haven't discussed construction traffic yet. They like to incorporate a site access map into the contract documents. Mr. Robers requested their application as soon as possible. Mr. Madalinski noted he had it with him.

**Adjournment.** Hill/Skates motion to adjourn at 8:02pm. Motion carried 7 to 0.

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/s/ Stephanie Gunderson, Assistant City Clerk

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

**BOARD OF PARK COMMISSIONERS MINUTES  
WEDNESDAY, DECEMBER 7, 2016 – 6:00 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by President Ann Esarco at 6:07 p.m.

**Roll Call:** Present: President Ann Esarco, Alderman Doug Skates, Lynn Hassler, Brian Olsen, Dave Quickel, John Swanson and Mayor Al Kupsik. Absent: Barbara Hartigan and Peggy Schneider.

Also Present: City Administrator Oborn and Street Superintendent Waswo

Public Present: Chris Schultz, Dusti Ocampo, Ed Yaeger, Kirk Ledu, Kent Lambert, Dan Getzen

**Approval of Board of Park Commissioners meeting minutes from November 2, 2016**

Swanson/Hassler motion to approve. Unanimously carried.

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

Kirk Ledu, Jr. Badger Baseball, requested dedicated fields at Veterans' Park. City Administrator Oborn suggested using the permit process. Alderman Skates suggested this be a January agenda item.

**Permits/Park Donations**

None.

**Discussion on Park Assignments/repair update/maintenance**

All is in good working order. Mr. Swanson stated this an easy time of year for park maintenance.

**New Business**

**Historical rail bed designation (Sage St)**

Mr. Oborn presented a letter dated November 16, 2016 requesting designation of the City property in the 300<sup>th</sup> block of Sage Street as a local historic railroad site, tax key parcel ZOP 00004. Mr. Yaeger presented information from Article III – Districts, Structures and Sites, Sec. 34-62 – Procedures for Historic Structure or Site Nominations of the City of Lake Geneva Statutes.

Mr. Swanson stated that previously the Park Board asked to have this area designated a park. One of the issues for the not being granted was the future possibility of the space being utilized for a road access. Mr. Swanson expressed concern that granting historical status would make it more difficult to convert to road use in the future, if necessary. He questioned why that land shouldn't be made into a park. Mr. Quickel stated we have been going back and forth over this issue for more than 10 years.

Mr. Yaeger provided historic record of the rail bed and the rail turntable. Mr. Yaeger stated that the Historic Preservation Commission went to the State and was informed that the Lake Geneva code mandates that Lake Geneva must preserve a historic site. This request is being based on the city code.

Mr. Yaeger stated the area is not being maintained. Street Superintendent Waswo stated that it is being maintained and questioned if they had the same definition.

Kupsik/Skates motion to send to Public Works without recommendation. Motion carried unanimously.

**Signage at Veteran's Park for Adaptive Playground – Never Say Never (D. Ocampo)**

Dusti Ocampo requested the display of a sign stating that the playground is in process, maybe with a temperature gauge to show how funding is coming along. The commission would like examples and would like to approve the location.

Kupsik/Olsen motion to continue this item to the next meeting for Ms. Ocampo to present examples and location options. Unanimously carried.

**Bus trip on Saturday, December 10 to visit Adaptive Parks (D. Ocampo)** It was stated that this is a difficult time and noted weather conditions. Mr. Skates stated he will independently go to the Franklin, New Berlin, Oconomowoc, and

Kenosha parks before the January 2017 meeting. Ms. Esarco stated she would make the trip on December 10 with Ms. Ocampo.

### **Old Business**

#### **Center Street Park (K. Lambert/D. Getzen)**

Dan Getzen and Kent Lambert presented videos of Canopy and Grand Geneva bike trails. Mr. Getzen stated that if volunteers were not used for the development of the mountain bike trails, professionals would charge approximately \$25,000 per mile. It has been determined that the Center St. Park is land locked being surrounded by property being developed by Mr. Brian Pollard. Mr. Oborn will be meeting with Mr. Pollard to see if there is a way that the City can gain permanent access. Maps were reviewed by all, it was determined that Lot number 00001 would be the best lot to provide access to the bike trails. The second best lot would be 00004. Mr. Oborn will report on his findings with Mr. Pollard at the January meeting.

#### **Bike Path Easement (Sage/Wisconsin)**

Continued to the next meeting.

#### **Dog Park – Handicapped Parking**

Continued to the next meeting.

#### **Manning Way**

Neighbors have been invited to be present at the Park Board meeting. At the December or January City Council meeting, the Mayor will announce that a park is being considered for the Manning Way property and the City is looking for input from the neighbors.

#### **Pickle Ball Court (Bocce Ball)**

After discussions with the YMCA, the Utility Commission, and the Park Commission it was determined that the bocce ball court is not a viable option for a pickle ball court.

#### **City Budget 2017 – Bike Path Study (Vandewalle)**

Mr. Oborn noted the bike path study from Vandewalle & Associates has been scheduled in the list of capital expenditures for \$25,000 and will present the request.

#### **Future meeting agenda items**

Dedicated fields at Veteran's Park (Jr. Baseball League), Signage at Veteran's Park (Never Say Never), Report of tour at Port Washington and Oconomowoc (Never Say Never), Dog Park handicapped parking, Report from City Administrator on Center St. park access, Report from City Administrator on bike path Center/Sage triangle.

#### **Adjourn**

Skates/Hassler motion to adjourn at 8:30pm. Motion carried unanimously.

/s/ Ann Esarco, Board of Park Commissioners President

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE BOARD of PARK COMMISSIONERS**

**BOARD OF PARK COMMISSIONERS MINUTES  
WEDNESDAY, JANUARY 4, 2017 – 6:30 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by President Ann Esarco at 6:00 p.m.

**Roll Call:** Present: President Ann Esarco, Alderman Doug Skates, Barbara Hartigan, Peggy Schneider, Brian Olsen, Dave Quickel, John Swanson and Mayor Al Kupsik. Absent (Excused): Lynn Hassler  
Also Present: Street Superintendent Waswo and City Administrator Oborn. Public Present: Chris Schultz, Dusti Ocampo, Diane Grenus, Sean Levitt, Chelsie Koronkiewicz, Jamie Kluge, Andy Kerwin, Josh Spiegelhoff, Stacy Stelzer, Ryan Stelzer

**Approval of Board of Park Commissioners meeting minutes from December 7, 2016**

Swanson/Quickel motion to approve. Motion carried unanimously.

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

None.

Swanson/Skates motion to suspend the rules and move the Manning Way park discussion up. Motion carried unanimously.

**Old Business**

**Manning Way – Property Owners/Residents’ input**

Street Superintendent Waswo gave a brief recap of how the idea for the park came to fruition as well as current ideas and options for the park. A number of residents spoke and stated they are in favor of the park.

Kupsik/Quickel Motion to approve moving forward on design 2 for an amount not to exceed \$42,800 with additional \$7,200 for two therapeutic swings to be located in other city parks and funding to include park funds and impact fees with the balance to be determined by the City Administrator. Unanimously carried.

**Permits/Park Donations**

Skates/Swanson motion to approve the 11<sup>th</sup> Annual Walk to end Alzheimer’s application at Library Park on September 16, 2017 as presented.

Skates/Hartigan motion to suspend the rules and move to the Never Say never Play Land agenda items. Motion carried unimously.

**Old Business**

**Never Say Never Play Land, Founder – D. Ocampo: Signage**

Kupsik/Hartigan motion to approve erection of project announcement signage and works with the Street Department for installation. Unanimously carried.

**Never Say Never Play Land, Founder – D. Ocampo: Report on Port Washington & Oconomowoc Play Lands**

Esarco/Kupsik motion to approve the relocation of the existing pavilion South (behind the home plate back stop) to allow for improved play land design. Unanimously carried.

**Discussion on Park Assignments/repair update/maintenance**

Everything is in working order.

**New Business**

**Discussion/Recommendation on Additions & Alterations to Public Restrooms in the Visitors Center Building in Flat Iron Park with corresponding Preliminary Plan Design**

Swanson/Skates Recommendation to proceed with plans as presented for improved/increased bathroom facilities in the Visitors Center Building. Unanimously carried.

**Discussion/Recommendation on White River Crossing Acquisition Project (part of former Hillmoor Golf Course Property) with corresponding grant, required appraisal, and possible partnership**

Swanson/Olsen Recommendation to proceed with the White River Crossing Acquisition. Unanimously carried.

**Discussion/Recommendation on Board of Park Commissioners meeting time**

Mr. Oborn stated the recommendation is for the Park Board to meet at 5:30 or 6:00 on the 4<sup>th</sup> Wednesday of the month. Mr. Skates said he would prefer 6:00. Ms. Schneider suggested keeping the current schedule. Mr. Swanson suggested giving the committee members more time to give this some thought.

Skates/Kupsik motion to continue this to the February meeting. Motion carried 7 to 1 with Mr. Quickel voting “no”.

**Old Business**

**Dog Park – Handicapped Parking**

Ms. Hartigan stated several people have asked about handicapped parking at the dog park. Mr. Waswo said the reason the gate is closed is because people were parking on the grass in there and parking at the pump station for the Utility Department. Staff is to review this item and consider as a capital project.

**Access to Center St. Park, City Administrator’s Feedback**

Mr. Oborn stated there is a staff meeting in two weeks. He is working with Brian Pollard and the Tread Heads to work on opening up some property as it is currently land locked. Mr. Oborn will check with an adjacent property owner.

**Bike Path Center/Sage Triangle, City Administrator’s Feedback**

Mr. Oborn did not have any feedback on this item. The item will be removed from future agendas.

**Future meeting agenda items**

New business will be the baseball field. Old business will be handicapped parking report at the dog park, white river crossing, Board of Park Commissioner’s Meeting Schedule, Center Street Park Access Report, Manning Way Progress, and Vandewalle Bike Path Study.

**Adjournment**

Skates/Hartigan motion to adjourn. Motion carried unanimously at 8:53pm.

/s/ Stephanie Gunderson, Assistant City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE BOARD of PARK COMMISSIONERS**

**Board of Park Commissioners' Minutes**  
**Wednesday, February 1, 2017 – 6:02pm**  
**City Hall, Meeting Room 2A**

**Roll Call:** Present: President Esarco, Barb Hartigan, Lynn Hassler, John Swanson, Peggy Schneider. Absent (Excused): Alderman Doug Skates, Brian Olsen, Dave Quickel, Mayor Al Kupsik.

Public Present: Chris Schultz, Ryan Stelzer, Kirk Ledu, Aaron Zweifel, Brett Surges.

Approval of Board of Park Commissioners meeting minutes from January 4, 2017  
Swanson/Hartigan Motion to approve will change of Lynn Hassler to Excused Absence from Absent. Unanimously carried.

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

None.

**Permits/Park Donations:**

Swanson/Schneider motion to approve Venetian Fest request as submitted for August 2017.  
Unanimously carried.

Hartigan/Schneider motion to approve Easter Egg Hunt request as submitted for April 15, 2017.  
Unanimously carried.

Hartigan/Hassler Motion to approve Art in the Park request as submitted for August 2017.  
Unanimously carried.

Tree Donation – M/M Vanderloop – Carried forward to March meeting.

**Discussions on Park Assignments/repair update/maintenance**

All in good working order. Plowed, garbage is removed, people are using. In the future the concession building at Veteran's Park will need some maintenance. Park benches and garbage cans need to be painted when weather permits.

**New Business:**

Jr. Badger Baseball League is requesting dedicated baseball field at Veterans' Park. K. Ledu gave background of baseball leagues in the area. Genoa City was able to host in the past, this has changed. The YMCA has baseball leagues, but they are quasi-travel teams. The YMCA teams travel to Elkhorn, Williams Bay, Delavan, etc. The Y does not offer 13-14 year-old leagues. The Y is not part of the Cactus League. The 13-14-year-old league is growing. The Y has its place in the city, but not for the more serious baseball players. Jr. Badger wants to go to younger baseball players, if younger players aren't considered they will go play for other towns and schools. Badger currently has 57 players in the program. The league is growing and has exhausted school facilities. Veteran's Park is a public park. The Jr. Badger Baseball Program would like one

field to control. The Jr. Badger Baseball Program is not asking for financial support. The Program will maintain the field. Field 5 is usable. Molitor Field is not usable for this Program. Doug Skates to discuss at YMCA meeting on February 2, 2017.

Hartigan/Hassler Motion to investigate a dedicated field at Veteran's Park for the Jr. Badger Baseball Program for 2017. Carried 4 – 1 (Swanson opposed).

### **Old Business:**

**White River Crossing** – Conservancy and City of Lake Geneva working together on this property. Discussion to resume at March 2017 meeting.

**Dog Park** – The City takes very good care of the Dog Park. During the winter months it would be beneficial to shovel the snow and remove the ice with pet friendly salt as often as possible. Would like to have the garbage can that was in the middle of the park returned to that area. Handicapped Parking should be required by State Laws. The Dog Park is a public park and should be handicapped accessible. Older and less mobile individuals need to be able to park closer to the entrance of the park. There is space in front of kennels for at least one parking spot. This is a park for now and the future. April 29 is National Dog Park Day. It is suggested that an event be held to clean the Dog Park between 8-11am.

Hartigan/Hassler Motion to continue to discuss handicapped parking at the Dog Park during March 2017 meeting. Unanimously carried.

**Center Street Park Access** – Update on the meeting with adjacent property owner and request for funding. Swanson stated that even though he believes that the bike/hiking trail is a great use of that park space, a funding request was not approved by the Park Board. Swanson would like to see the map of Center Street. Carry forward discussion.

**Manning Way** – Now on capital improvement budget. It was thought that funding was available for this project. Carry forward discussion.

**Vandewalle Bike Study Proposal** – Now on capital improvement budget. Carry forward discussion.

**Board of Park Commissioners' Meeting Schedule** – It was stated that members agreed to the 1<sup>st</sup> Monday of the month when they joined the committee. City brochures list the Park Board Meeting at the 1<sup>st</sup> Monday of the month. If the Park Board meeting would move to the 4<sup>th</sup> Monday of the month, it would often conflict with holidays.

### **Future meeting agenda items old:**

Tree Donation – M/M Vanderloop

White River Crossing

Dog Park Handicapped Parking update

Capital Improvement Budget Results:  
Center Street bike/hike trail update  
Manning Way update  
Vandewalle Bike Study

Next Meeting: March 1, 2017 at 6pm

**Adjourn**

Schneider/Hassler Motion to adjourn at 7:16pm. Unanimously carried.

/s/ Ann Esarco, Park Board President

**Lake Geneva Public Library Board of Trustees Meeting  
918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

**Board of Trustees Meeting  
Thursday, December 8, 2016 at 8:00 a.m.  
Minutes**

**Call to order**

Oppenlander called the meeting to order at 8:12 a.m.

**Roll Call**

**Members present:** Brookes, Boilini, Gelting, Kersten, Kundert, Lafrenz, Oppenlander.

**Also present:** Bellin, Benson, 1 resident.

**Members Absent:** Jones.

**Adoption/Amendment of agenda**

Oppenlander asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda as proposed. Gelting seconded. Motion carried unanimously.

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

Oppenlander asked for a motion to approve the minutes of the November 10, 2016 meeting and minutes of the December 5 Personnel Committee. Kundert made a motion as proposed. Gelting seconded. Motion carried unanimously.

**President's Report**

Oppenlander reported on the status of the Director search and the next steps in the process.

**Closed Session**

Oppenlander asked for a motion to go into **Closed Session pursuant to WI Statutes 19.85(1) c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.** Gelting made a motion to go into **Closed Session.** Kersten seconded. Motion carried unanimously.

Oppenlander asked for a motion to come out of **Closed Session.** Gelting made a motion to come out of **Closed Session.** Lafrenz seconded. Motion carried unanimously.

Motion by Gelting, seconded by Lafrenz to authorize Oppenlander to facilitate negotiations with the candidate of choice and reach a final decision when the background is completed and all aspects are considered.

Discussion of alternatives to cover Director responsibilities between 12/16 and arrival of new director included pursuing candidate's availability to work additional hours as a consultant prior to start of the contract.

Motion by Gelting, seconded by Boilini to approve additional 14 hours of compensation for Interim Director. Motion carried unanimously.

**Finance**

The Finance Committee recommended approval of expenditures of \$47,596.77 from General Funds. Lafrenz seconded. Motion carried unanimously.

The Finance Committee recommended approval of expenditures of \$573.07 from Donated Funds. Lafrenz seconded. Motion carried unanimously.

The 2017 budget has been approved by the City Council.

**Personnel**

Discussion of the next steps in planning, approving, and communicating the staff 2017 salary increases.

Discussion of on-boarding process for new director included developing a check list and signature forms.

**Building & Grounds**

Kundert reported the foliage has been removed from the planters, and the planters will be rebuilt in the spring.

Discussion of contracting out the cleaning of the roof and removal of leaves.

Discussion of Capital Projects for 2017 included self-check-out system, and expansion of public restrooms.

**City Liaison Topics**

Gelting reported the 2017 Budget has been approved.

**Director's Report**

Interim Director Bernie Bellin reported on service statistics, indicating circulation is level, new user registrations are up, and the spike in wireless access sessions in May 2016 may have been a computer anomaly.

The new copiers will be installed December 12.

Benson, Brookes, Kundert, and Bollini reported on the success of the Friends Stocking Stuffer Book Sale. Benson highlighted upcoming programs in December and January.

**Adjournment**

Kundert made a motion to adjourn at 9:25 a.m. Gelting seconded. Motion carried unanimously.

Next meeting: Thursday, January 12, 2017 at 8:00 a.m.

Respectfully submitted,

Chris Brookes  
Vice President

**Lake Geneva Public Library Board of Trustees Meeting  
918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

**Finance Committee**

Thursday, January 12th at 7:30 a.m.  
(Smith Meeting Room)

**Minutes**

**Call to order**

Fritz Oppenlander called the meeting to order at 7:30 a.m.

**Roll Call**

Members present: LaFrenz, Oppenlander, Gelting

Also present: Kornak

Absent: Kundert

**Adoption/Amendment of Agenda**

Motion by Gelting, seconded by Oppenlander, to approve the agenda as presented. Motion carried unanimously.

**Chairman's Report**

Oppenlander reported that the 2017 budget had been approved. Motion by Lafrenz, seconded by Oppenlander, to approve payment of monthly invoices as presented.

**Adjournment**

Motion by Lafrenz, seconded by Gelting, to adjourn the meeting at 8:00 a.m. Motion carried unanimously.

**Lake Geneva Public Library Board of Trustees Meeting**  
**918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

**Board of Trustees Meeting**  
**Thursday, January 12, 2017 at 8:00 a.m.**  
**Minutes**

**Call to order**

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

**Roll Call**

**Members present:** Brookes, Boilini, Gelting, Kersten, Lafrenz, Lyon, Oppenlander.

**Also present:** Kornack, 1 resident.

**Members Absent:** Jones, Kundert

**Adoption/Amendment of agenda**

Oppenlander asked to include Trustee Changes under President's Report. Gelting made a motion to adopt the agenda as proposed. Lyon seconded. Motion carried unanimously.

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

Oppenlander asked for a motion to approve the minutes of the December 8, 2016 meeting. Gelting made a motion as proposed. Oppenlander seconded. Motion carried unanimously.

**Closed Session**

Oppenlander asked for a motion to go into **Closed Session pursuant to WI Statutes 19.85(1) c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility**. Gelting made a motion to go into **Closed Session**. Lyon seconded. Motion carried unanimously.

Oppenlander asked for a motion to come out of **Closed Session**. Lafrenz made a motion to come out of **Closed Session**. Lyon seconded. Motion carried unanimously.

**President's Report**

Trustee Changes: Dennis Lyon accepted appointment to the Board of Trustees by the Walworth County Board of Supervisors. Diane Jones has informed the Board of her intention to resign effective immediately.

Introducing new Library Director: The Public Information Committee (Kersten, Brookes) and community member Scott Gelzer will work with Emily Kornak to arrange times for a community Meet and Greet and media interviews.

Values, Vision, Mission, and Strategic Plan: The Ad Hoc Committee (Gelting, Oppenlander, Brookes, Kundert) will meet to review prior suggestions and drafts before the February Board meeting.

Lakeshores Library System and LGPL: Oppenlander signed an agreement to continue relationship with Lakeshores in 2017.

Oppenlander led discussion of opportunities for funding self-checkout equipment and start-up costs.

**Finance**

The Finance Committee recommended approval of expenditures of \$62,941.80 from General Funds. Motion by Gelting to accept finance committee report. Lyon seconded. Motion carried unanimously.

**Personnel**

Personnel Committee (Oppenlander, Brookes, Lafrenz, Boilini, Gelting) scheduled a meeting Wednesday, January 25 at 8:00 a.m. to develop and bring a proposal on individual compensation to the February trustee meeting. Lyon volunteered for the Personnel Committee.

**Building & Grounds**

Oppenlander reported the foliage has been removed from the planters, and the planters will be rebuilt in the spring.

Roof cleaning will be scheduled in the spring.

Discussion of snow removal procedures on an emergency/as needed basis.

Needs and projects for 2017: explore digitization of microfilm newspaper collection.

**City Liaison Topics**

Gelting will present architect's plans for bathroom renovation at February Board meeting.

**Director's Report**

Director Emily Kornack reported on service statistics including 24 youth programs for 544 children, 1 adult program for 7 adults, and highlighted upcoming programs in January.

**Adjournment**

Gelting made a motion to adjourn at 10:15 a.m. Lyon seconded. Motion carried unanimously.

**Next meeting: Thursday, February 9, 2017 at 8:00 a.m.**

Respectfully submitted,

Chris Brookes  
Vice President

**Lake Geneva Public Library Board of Trustees Meeting**  
**918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

**Personnel Committee Meeting**  
**Wednesday, January 25, 2017 at 8:00 a.m.**  
**Minutes**

**Call to order**

Committee Chair Chris Brookes called the meeting to order at 8:00 a.m. in the Library Director's office.

**Roll Call**

**Members present:** Brookes, Lafrenz, Lyon, Oppenlander

**Also present:** Kornak

**Members Absent:** Boilini, Gelting

**Adoption/Amendment of agenda**

Motion by Lafrenz, seconded by Lyon, to approve the agenda as presented. Motion carried unanimously.

**Closed Session**

Motion by Oppenlander, seconded by Lyon, to go into Closed Session pursuant to WI Statutes 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for:

- a. Public Services Coordinator, A. Benson
- b. Youth Services Librarian, S. Soukup
- c. Information Technology/Technical Services, D. Brewster Wallace
- d. Circulation Services Associate, L. Dantuma
- e. Administrative Associate, S. Mueller
- f. Reference Assistant II, S. Rymarz
- g. Reference Assistant II, L. Nussbaum
- h. Maintenance, M. Monahan
- i. Technical Services Library Assistant II, J. Hansen
- j. Circulation/Technical Library Assistant I, P. Kingwill
- k. Library Assistant II, M. Cordova
- l. Library Assistant I, V. Miller Blume
- m. Library Assistant I, C. Heger
- n. Shelver, M. Long

Motion carried unanimously.

Motion by Oppenlander, seconded by Lafrenz, to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session. Motion carried unanimously.

Motion by Oppenlander, seconded by Lyon, to bring all employees under minimum up to minimum plus a 1.5% increase, for any employees above minimum, a 3.5% increase plus a factor of .01% for every

month of service as of 1/1/2017. Increase one position below minimum by 10% to recognize the elimination of PTO eligibility post 1/1/2017. All compensation changes are retroactive to 1/1/2017.

Motion carried unanimously.

**Adjournment**

Motion by Lafrenz, seconded by Lyon, to adjourn the meeting at 9:17 a.m. Motion carried unanimously.

Respectfully submitted,

Chris Brookes

Vice-President

**Lake Geneva Public Library Board of Trustees Meeting**  
**918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

**Public Relations Committee Meeting**  
**Thursday, January 26, 2017 at 9:30 a.m.**  
**Minutes**

**Call to order**

Committee Chair Wen-D Kersten called the meeting to order at 9:40 a.m. in the Library Director's office.

**Roll Call**

**Members present:** Kersten, Brookes, Oppenlander, Gelzer

**Also present:** Kornak, Benson

**Adoption/Amendment of Agenda**

Motion by Brookes, seconded by Oppenlander to approve the agenda as presented. Motion carried unanimously.

- Event: Share the Love: Love your Library.
- Date: Saturday, February 11, 10 am-2pm  
Description: an Open House complete with fun activities centered around Valentine's Day as a month long event, and a time for 'Conversation with Emily' from 1-2 in the Smith Meeting Room.
- Purpose: To reach out to the community, introduce Emily, and educate them on "how to show their love to the library" - with the main drive to increase circulation and attendance, thereby increasing funds that allow the library to give love back through increased programming, books, etc.
- Hashtags: #LoveLGPL. #LifeLongLearning

**Assignments:**

- **Emily:**
  - Inform and invite City Hall representatives to take part.
  - Work with Chris Schultz of The LG Regional News for appropriate coverage.
  - Create verbiage telling patrons about their chance to enter a drawing to win a romantic Sunday Brunch at Grand Geneva or day passes to Timber Ridge.
- **Alisha:**
  - Write press release for event. Design publicity posters/flyers.
  - Create document for 'Ways to Love LGPL' and how the Library will 'share the love' right back!
  - Contact Alden Farms and Highfield Creamery for possible food donations.
- **Fritz:**
  - Provide brief write-ups on each department in the library, to serve as signage - informing patrons on how these areas function to provide year-round lovin'.
- **Chris:**
  - Organize FOL table
  - Create scavenger hunt for children and adults.
- **Scott:**
  - Reach out to local coffee shops to supply and maintain coffee throughout event.

- **Wen-D**

- Contact Grand Geneva to request prizes for drawing.
- Contact Simple Cafe, Oakfire, and Clear Water about sponsorship opportunities.
- Develop Facebook strategy for event.

**Adjournment:**

Motion by Oppenlander, seconded by Brookes to adjourn the meeting at 11:09 a.m. Motion carried unanimously.

Respectfully submitted,  
Chris Brookes  
Vice-President

## Lake Geneva Historic Preservation Commission Meeting Minutes

December 8, 2016 6:30 p.m. at Lake Geneva City Hall

President Ken Etten called the meeting to order at 6:40 p.m. at Lake Geneva City Hall

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

Approval of minutes of Historic Preservation Commission Meeting of November 10, 2016.

Comments from the public: Mary Weeden was there, as she is very interested in Historic Preservation. She offered some suggestions and assistance.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners. The Museum had a very good turn out for both the Victorian Christmas and the Craft Fair. No Tuesday @ 2 until January 10th. It will be about Teddy and Edith Roosevelt. Maple Park had discussions with David Desimone concerning a lighted house tour in the evening. The museum will be active at the Winter Festival. Will interact with the Chamber.

Update on the restoration of the historic 1928 Geneva Theater Building. The Friends of the Theater are still having discussions with Shad Branen, concerning the \$30,000.00 that they are willing to donate in exchange for the use of the theater for a number of dates. Should open first part of January. Dan Colwell has been hired as manager.

Review of recent bills, invoices and the current balance in the LGHPC account. The budget is being reviewed by the City Council. We voted to reimburse Ken \$150.00 from our budget for this year for printing.

Update regarding proposed Lake Geneva Historic Railroad Site proposed by Ed Yaeger and presentation at the Lake Geneva City Council Committee of the Whole meeting on Dec. 5. Ken Etten presented our proposal at the Dec. 5th meeting. It was rejected. They were afraid they were going to lose control of the property. The Council was concerned because they thought that maybe in the future they might need the property to extend the parking lot.

Discussion regarding the status of the new I-phone app version of A Historic Lake Geneva

Walking Tour created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center and options for getting the app in the Apple App Store. Elizabeth Chappell spoke with Dan Draper. He indicated that it was a Go. It would help to promote this town as a historic city.

Update regarding A Historic Lake Geneva Walking Tour booklet and any new information relating to future walking tours or programs at Black Point or Horticultural Hall from David Desimone and/or Michael Rehberg. We discussed about notifying Dave McLean and let him know the historic value of Youngland Manor.

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

Discussion re: potential new projects and promotional ideas for the LGHPC, including updating sign on Dunn Lumber Building, future "Tales of Lake Geneva", educational programs, and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). No new information.

Review of recent Plaque Program applications and information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, the Wisconsin Association of Historic Preservation Commissions and Traditional Building & Period Homes magazines. No new plaques have been issued.

Meeting adjourned at 8:20 P.M.

Respectfully submitted,

Louise M. Rayppy

**Lake Geneva Historic Preservation Commission Meeting Minutes**

**January 12, 2017 6:30 p.m. at Lake Geneva City Hall**

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

**Present: Ken Etten, Patrick Quinn, Jackie Getzen, Louise Rayppy, Jim Davis. Mary Tanner, and Elizabeth Chappell were absent. Guests: Brad & Kit Bandow of Brushfire Signs.**

**Approval of minutes of Historic Preservation Commission Meeting of December 8, 2016.**

**Comments from the public: None**

**Reports from the Geneva Lake Area Museum and the Maple Park Homeowners. Author Jim Davis "Explores Lake Geneva's Historic Chicago Connections"—Friday, February 3rd at 7 p.m. Encore Presentation—Tuesday, February 7th at 2 p.m. at Geneva Lake Museum. Additional Tuesdays @ Two programs: Birds of Wisconsin—Feb. 14th. History of Lake Ivanhoe—February 21.**

**Update on the restoration of the historic 1928 Geneva Theater Building. The Friends of the Theater are still having discussions with Shad Branen, concerning the \$30,000.00 that they are willing to donate in exchange for the use of the theater for a number of dates. Should open first part of February.**

**Review of recent bills, invoices and the current balance in the LGHPC account. The current balance is \$6,500.00.**

**Update regarding proposed Lake Geneva Historic Railroad Site proposed by Ed Yaeger and presentation at the Lake Geneva City Council Committee of the Whole meeting on Dec. 5. The plan was rejected at the Dec. 5th City Council meeting. They were afraid they were going to lose control of the property. The Street Department offered to clean the site in the Spring. We can do a foot print and propose it to the City Council. Will ignore discrepancy in lot line. Ed Yaeger has composed a letter on why this property should be preserved. Copies delivered to Ken Etten, Regional News and City Hall.**

**Update regarding the status of the new I-phone app version of A Historic Lake Geneva**

Walking Tour created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center and discussions with City Attorney Dan Draper re: getting the app in the Apple App Store. We are waiting for a response from Dan Draper concerning this.

Report regarding A Historic Lake Geneva Walking Tour booklet and updates re: future walking tours or programs at Black Point or Horticultural Hall from David Desimone and/or Michael Rehberg. No new information.

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

Discussion re: potential new projects and promotional ideas for the LGHPC, including updating sign on Dunn Lumber Building, future "Tales of Lake Geneva", educational programs, and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). Brad & Kit Bandow attended our meeting. They are interested in restoring the signs on the Dunn building. They gave us different alternatives on what we can do. We need to obtain a clearer photograph of what the signs originally looked like. Patrick Quinn and Jim Davis are going to meet with Mike Dunn to discuss this with him and also at the same time look at the signs. We voted to go ahead with this project.

Review of recent Plaque Program applications and information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, the Wisconsin Association of Historic Preservation Commissions and Traditional Building & Period Homes magazines. No new plaques have been issued.

Meeting adjourned at 7:50 P.M.

Respectfully submitted,

Louise M. Rayppy

**AVIAN COMMITTEE MINUTES  
MONDAY, JANUARY 9, 2017 – 5:00 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Horne at 5:04 p.m.

**Roll Call:** Present: Chairman Horne, Beverly Leonard, Sarah McConnell, Nikki Scott. Absent: Bob Nordhaus. Also Present: City Administrator Oborn. Public Present: Mary Jo Fesenmaier.

**Approval of Public Works Committee meeting minutes from December 5, 2016 as prepared and distributed**  
Horne/Leonard motion to approve. Motion carried unanimously.

**Comments from the public limited to 5 minutes.**

Mary Jo Fesenmaier, thanked the committee for their service. She hopes in the future they can connect to the chamber of commerce as there are many tourists that are interested in birds.

**Discussion/Recommendation/Action on the 6<sup>th</sup> Annual Swift Night Out to be held in September 2017 at the Geneva Lake Museum**

Ms. McConnell contacted the museum, and they are on the books for September 14th. They are still working on a specific speaker. They would like the speaker to discuss swifts, conservation, and general bird information. There was discussion on promoting the event in the schools and at the library.

**Discussion/Recommendation/Action on Avian Committee Website Improvements**

There was discussion on what sites to link to and what information could be included.

**Discussion/Recommendation/Action on Bird House Locations**

Clean up and maintenance was discussed. A few commissioners volunteered to help clean out the houses. Mr. Oborn said he will look at other maintenance issues. Mr. Horne asked them to take an inventory on what shape the houses are in.

**Discussion/Recommendation/Action on Purple Martin Bird Housing**

Ms. Leonard would like to put together an educational flyer or packet. She would like to see if residents would like to contribute to the repopulation of the purple martin as well possibly purchasing a house. It was discussed speaking with different homeowner associations in town to see if they would be interested to split up the cost. Mr. Horne will speak with the people that manage his homeowner's association as they may have several mailing lists of property owners in the area. The houses would need to be installed by April.

**Discussion/Recommendation on citywide Mosquito Spraying**

Mr. Oborn stated a lot of people support the spraying and this is the will of the Council. The committee would like to get information on how effective the spraying is and how much it costs. Mr. Horne noted stagnant water in people's yards is the biggest culprit for mosquito population. Mr. Oborn said they spray twice a year and they give a two week notice. There are a number of residents who are called and it is posted in the paper. He noted there are other types of spraying that is done in the city as well.

**Discussion/Recommendation/Action on Bat Houses**

Mr. Horne suggested focusing on the purple martin houses and then revisiting this item.

**Discussion/Recommendation/Action on Bird City Wisconsin 2017 High Flyer Flight Renewal Application**

The application is done. Mr. Oborn has not heard anything back yet. The City is still maintaining 'High Flyer' status.

**Discussion/Recommendation of future agenda items**

Mr. Horne suggested the purple martin houses and promoting the Swift Night Out event.

**Discussion/Recommendation on next meeting date and recommended City Council meeting schedule**

The next meeting will be held on March 27<sup>th</sup> at 5:00pm.

**Adjournment.**

Leonard/Horne motion to adjourn at 5:55pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**GENEVA LAKE MUSEUM  
BOARD OF DIRECTORS MEETING  
DATE: DECEMBER 14, 2016**

I. Attendance (individuals present indicated with "X" in box)

A. Officers

- President: Jim Gee
- Vice President: Ed Schwinn
- Secretary: Lynn Grayson
- Treasurer: Mike Ploch

B. Directors

- |   |   |
|---|---|
| <input type="checkbox"/> Marianne Bonifacic         | <input checked="" type="checkbox"/> Vern Magee      |
| <input checked="" type="checkbox"/> Barbara Buelter | <input checked="" type="checkbox"/> Joanne Niessner |
| <input checked="" type="checkbox"/> Jim Davis       | <input checked="" type="checkbox"/> Mary Olson      |
| <input type="checkbox"/> Chuck Ebeling              | <input type="checkbox"/> Beth Pernice               |
| <input type="checkbox"/> Pat Gee                    | <input type="checkbox"/> Don Rutkowski              |
| <input checked="" type="checkbox"/> Jeff Glass      | <input checked="" type="checkbox"/> David Williams  |
| <input type="checkbox"/> Dana Hagenah               | <input checked="" type="checkbox"/> Tom Yoder       |

C. Staff Directors

- Administrative Director: Janet Ewing
- Operations Director: Dale Buelter
- Director of Exhibits: Karen Jo Walsh

D. Paid Staff

- Curator: Helen Brandt
- Office Manager: Pat Cramer

E. Guests

II. Meeting Minutes

A. Agenda

- See agenda attached

B. Discussion

1. Call to Order

- By President Jim Gee at 5:30 pm

2. Approval of Minutes

- Motion made by Barb Buelter and seconded by Jim Davis to approve the minutes. The Board voted to approve the minutes as submitted.

3. Treasurer's Report

- GLM is solvent and in good financial condition.

4. Curator's Report

- Contributions for shoe exhibit coming in
- Reprint of 1882 map of Lake Geneva received

5. Director's Reports

a. Director of Exhibits (Karen Jo Walsh)

- Jim updated the Board on Karen's plans about the shoe exhibit and work proposals/related schedules.

b. Administrative Director (Janet Ewing)

- See attached report
- Key objective was to develop improved relationship with Lake Geneva Chamber of Commerce

- Improved visibility in publications and outreach
  - Plans to focus more on renting space and expanding GLM as a venue for events
- c. Operations Director (Dale Buelter)
- Started construction on Northwestern military exhibit area; takes into account antique display case from Yerkes
6. Committee Reports
- a. Nominating (Jim Gee)
- No report
- b. Fundraising (Pat Gee)
- Committee is working on 2017 plan
  - Considering Par 3 golf event at Hawk's View
  - Possibly event at Belfry Theater in Williams Bay
  - Also suggested bingo or casino night at GLM
- c. Marketing and Publicity (Chuck Ebeling)
- No report
- d. Membership (Penny Simonetto)
- See attached report
  - Total membership is 641
- e. Finance (Mike Ploch)
- No report
- f. Grants Committee (Beth Pernice)
- No report

7. Old Business

- No old business

8. New Business

- No new business

9. Adjourn: 6:00 pm

III. Closed Session

Yes

No

Attachments

**Geneva Lake Museum Directors Meeting Agenda**  
**Wednesday December 14, 2016**

- 1. Call to order – 5:30 PM**
  - a). Introduction of GLM Director and Treasurer Mike Ploch
- 2. Approval of Meeting minutes**
- 3. Treasurer's report**
- 4. Curator's report**
- 5. Staff Directors' Reports**
  - a). Director of Exhibits report
  - b). Administrative Directors report
  - c). Operations Director's report
- 6. Committee reports**
  - a) Planning Committee
  - b). Fund Raising
  - c). Marketing and Publicity
  - d). Membership
  - e). Finance Committee
  - f). Grants Committee
- 7. Old Business**
  - a). Other
- 8. New Business**
  - a). Other
- 9. Adjourn**
- 10. Christmas party**

# GENEVA LAKE MUSEUM MEMBERSHIP REPORT DECEMBER 14, 2016

## Membership Numbers as of December 13, 2016

|                        |           |
|------------------------|-----------|
| Current (paid to date) | 577       |
| Overdue Members        | <u>84</u> |
| Total                  | 661       |

Inactive (Overdue 6 mos. or more) 282

## Total Membership by Levels

|                     |            |
|---------------------|------------|
| Life Member         | 53         |
| Benefactor          | 44         |
| Patron              | 11         |
| Business/Commercial | 2          |
| Supporting          | 49         |
| Adult               | 34         |
| Students            | 0          |
| Seniors             | <u>468</u> |
| Total               | 661        |

New Memberships YTD, 2016 204  
(21 of which are reinstatements;  
11 since sending out letter on 8/8/16)

|            |     |
|------------|-----|
| Life       | 3   |
| Benefactor | 3   |
| Patron     | 3   |
| Supporting | 6   |
| Adult      | 11  |
| Senior     | 177 |
| Business   | 1   |

Penny Simonetto  
Membership Committee

*MERRY CHRISTMAS!!*



## Geneva Lake Museum Director of Administration Report

December 14, 2016

1. Total visits for November — **1,304.**
2. Attendance for Tuesdays @ 2 — Barn Quilts — 48 General Pershing — 57, Chicago Fire — 111, Ringling Bros Miniatures, — 52 **Total 268.**
3. Big Success for the Craft Fair/Antique Rummage and Collectable Doll Sale. Attendance of 560. 29 Crafters. Booth and table rentals \$1,060. Rummage \$858.86. Gift shop \$295.30. **Grand Total for Craft Show, \$2,214.16.** Thanks to all who helped!
4. Lions Club party last night, Walworth County Bureau of Visitors Jingle and Mingle Christmas Party tomorrow night.

MERRY CHRISTMAS AND HAPPY NEW YEAR!