



# COMMITTEE OF THE WHOLE

## MONDAY, MARCH 04, 2019 – 6:00 PM

### CITY HALL BUILDING, COUNCIL CHAMBERS

#### AGENDA

Council President, Ken Howell

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

Also Present: Mayor Hartz, Deputy Clerk, Nan Elder

1. Council President Howell calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from February 4, 2019 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Ted Peters from the Geneva Lake Environmental Agency (GLEA) to present on the Starry Stonewart, the invasive plant and the GLEA's management/eradication plan for Trinke Estates Lagoon
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Howell
  - b. Personnel Committee, Alderman Proksa
  - c. Public Works Committee, Alderman Flower
  - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
8. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hedlund & Flower



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

11. Adjourn

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

**COMMITTEE OF THE WHOLE MINUTES**  
**MONDAY, FEBRUARY 04, 2019 – 6:00 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

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

**Pledge of Allegiance lead by Ald. Flower**

**Roll Call:** Council President, Ken Howell Alderpersons: Selena Proksa, Doug Skates, Tim Dunn, Cindy Flower, Shari Straube, John Halverson

**Absent:** Ald. Hedlund

**Also Present:** Mayor Hartz & Asst. City Clerk, Elder

**Approval of Minutes from January 7, 2019 Committee of the Whole Meeting as distributed.**

Ald. Skates motion to approve the January 7, 2019 Committee of the Whole minutes, second by Flower. Motion carried 7-0.

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

*Dick Melmann*, N1991 S. Lake Shore Dr., He addressed his concern of the invasive species found in the Trinke Estate Lagoon.

*Mayor Hartz*, 1051 Lake Geneva Blvd. He stated that Public Works/Street Dept./Police & Fire with the management of snow removal and Winterfest. The Mayor also shared the start of phase two for the Riviera input campaign beginning with a flash mob hosted by Badger High School's Dance Team to promote residents and visitors to share their input on what they would like to see at the Riviera and their most memorable moment. He also outlined other initiatives that were underway to gain feedback.

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

Finance, License & Regulation Committee, Alderman Howell

Personnel Committee, Alderman Proksa

Public Works Committee, Alderman Flower

Piers, Harbors, & Lakefront Committee, Alderman Skates

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

Utility Commission, Aldermen Hedlund & Flower

Tree Board, Alderman Dunn

Police & Fire Commission, Alderman Skates

Plan Commission, Alderman Skates

Board of Park Commissioners, Alderman Straube

Library Board, Alderman Halverson

**COMMITTEE OF THE WHOLE MINUTES**  
**MONDAY, FEBRUARY 04, 2019 – 6:00 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

Historic Preservation Commission, Alderman Flower  
Cemetery Board, Alderman Howell  
Avian Committee, Alderman Proksa  
Tourism Commission, Aldermen Hedlund & Straube

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

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

Ald. Dunn motion to adjourn at 7:07 pm, second by Halverson. Motion carried 7-0.

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

*2/5/2019 1:00 pm*

**FINANCE, LICENSE & REGULATION COMMITTEE MINUTES**  
**TUESDAY, FEBRUARY 5, 2019 – 6:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

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

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

**Roll Call**

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

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

David Detrich; Sharon, WI; New Director of Art in the Park; Spoke in favor of the approval of the event permit application for the Art in the Park event.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of January 15, 2019, as prepared and distributed

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

Motion by Proksa to move up agenda item related to the discussion/recommendation of the City Event Permit Application process including waiver of fees, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding City Event Permit Application process including waiver of fees

Assistant City Clerk Nany Elder addressed the committee regarding the proposed policy regarding event permitting. She outlined that the proposed policy would have different tiers based on the nature of the event. She also noted that non-profit or not for profit groups would be able to apply for the permits without fees. It was also discussed that any event under a tier two be allowed to be approved internally by City staff. Skates suggested that Veterans Park be excluded from this and that the City create a separate policy that would address the use of that park specifically for tournaments.

Motion by Halverson to direct staff to proceed with the drafting of the policy for further consideration, second by Proksa. Motion carried 5-0.

**Licenses & Permits**

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

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

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

Motion by Hedlund to approve as presented, second by Halverson. The committee discussed possibly holding this item until the next meeting to discuss the waiver of fees, but decided to not hold up the event planning/coordination. Motion carried 5-0.

Discussion/Recommendation regarding an Event Permit Application filed by Badger High School for the event of Badger High School Graduation to take place on June 9, 2019 (12:30 p.m. to 3:30 p.m.) located at 600 N Bloomfield Road

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

Discussion/Recommendation regarding an Event Permit Application filed by the Lake Geneva Jaycees for the event of the Easter Egg Hunt to take place on April 20, 2019 (8:00 a.m. to Noon) located in Seminary Park

Motion by Hedlund to approve, second by Skates. Hedlund noted that this is a community event and that the Jaycees do not make any money from the community to host it. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License Application filed by St Francis De Sales for the event of Italian Fest to be held March 2, 2019 (6:00 p.m. to 10:00 p.m.) located at 148 W Main St- Parish Center

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

Discussion/Recommendation regarding a Temporary Operator License Application filed by Phillip Neimeyer for the event of Walworth County Food Pantry 10<sup>th</sup> Anniversary Celebration to be held April 28, 2019 located at the Lake Geneva Museum, 255 Mill St, Lake Geneva, WI

Motion by Skates to approve, seconde by Proksa. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License Application filed by Brown’s Lake Aquaducks Water Ski Club for the event of Aquaduck Fall Fundraiser to be held November 9, 2019 located at the Riviera Ballroom, 812 Wrigley Dr, Lake Geneva, WI

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

Discussion/Recommendation regarding **Resolution 19-R04** a resolution authorizing the amendment of the 2019 General Fund to reallocate 2019 Health Insurance Costs to City of Lake Geneva department budgets  
Finance Director Hall noted that she brought this forward as currently the City’s Health Insurance Costs are in one-line item within the General Fund. As these funds need to be reported to the State it would be easier to calculate and identify if the funds were placed as an individual line item within each departments’ budgets. She further noted that this can be easily tracked and allocated within the new payroll software.

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

Discussion/Recommendation regarding **Resolution 19-R05** a resolution authorizing the amendment of the 2019 General Fund and Parking Fund Operating Budgets to utilize contingency funds for increased wages/benefits for the full time Front Counter Clerks and Building & Zoning Administrative Assistant in an amount not to exceed \$19,719  
Finance Director Hall stated that the funds to be used were approved in December with the committee approved the grade change from a four to a seven. This resolution would simply be to amend the budget to reflect what the committee had already approved.

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

Discussion/Recommendation regarding **Resolution 19-R06** creating a policy for Capital Projects; Specifically increasing the current threshold of \$5,000 to \$10,000

City Administrator Nord noted that he was surprised to see that the amount was so low for a community this size. For the budget year of 2019 the amount will remain at \$5,000, but moving forward he and the Finance Director would like to see that amount increased to \$10,000.

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

Discussion/Recommendation regarding **Resolution 19-R07** a resolution authorizing the Clerk’s Office Part-Time Front Counter Clerk Wage Grade increase from Grade 4 to Grade 7

Motion by Hedlund to approve, second by Skates. Clerk Kropf explained that the two full time front counter clerk positions wage grade changes had been increased from a four to a seven in December. She asked that due to the increased work duties to the position she asked that this position’s wage grade be increased from four to a seven with the unbudgeted wages to be paid from contingency.

Motion carried 5-0.

## **Presentation of Accounts**

## Purchase Orders

None

## Prepaid Bills in the amount of \$101,574.07

Motion by Proksa to approve, second by Hedlund. Hedlund questioned the charge of \$5,396.00 to Geneva Auto Body and would like to know what that is referencing. Finance Director Hall noted that check was for the truck bed replacement for a Public Works truck. Motion carried 5-0.

## Regular Bills in the amount of \$219,681.68

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

## Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for: 1) Parking Lead Maintenance Position 2) City Hall Part-Time Front Counter Clerk

Motion by Hedlund to convene the Finance Committee into Closed Session and to include all City Staff, second by Proksa. Motion carried 5-0 on a roll call vote. The Finance Committee convened into Closed Session at 6:46 p.m.

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

Motion by Skates to reconvene into open session, second by Proksa. Motion carried 5-0 on a roll call vote. The Finance Committee reconvened in Open Session at 6:51 p.m.

Motion by Skates to direct staff to proceed with the item related to the Parking Lead Maintenance Positions as discussed, second by Proksa. Motion carried 5-0.

Motion by Skates to take no action on the item related to the City Hall Part-Time Font Counter Clerk, second by Proksa. Motion carried 5-0.

## **Adjournment**

Motion by Proksa to adjourn the meeting, second by Skates. Motion carried 5-0. The Finance meeting adjourned at 6:52 p.m.

**FINANCE, LICENSE & REGULATION COMMITTEE MINUTES**  
**TUESDAY, FEBRUARY 19, 2019 – 6:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

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

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

**Roll Call**

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

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

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of February 5, 2019, as prepared and distributed

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

**Licenses & Permits**

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

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

Discussion/Recommendation regarding an Event Permit Application filed by Anissa Haywood for the event of Haywood Graduation Party to take place on June 2, 2019 (1:00 p.m. to 4:00 p.m.) in Cobb Park

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

Discussion/Recommendation regarding an Agent Change for Aldi Store #56 to Ryan McDermid

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

Discussion/Recommendation regarding **Resolution 19-R08** a resolution authorizing the amendment of the 2019 General Fund Operating Budgets to utilize contingency funds for the increased wages/benefits for the Clerk's Office Part-Time Front Counter Clerk position in an amount not to exceed \$1,897

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

Discussion/Recommendation regarding **Resolution 19-R09** a resolution authorizing the amendment of the 2018 Operating Budgets to utilize 2018 contingency funds for the overage of City expenditures as listed in Schedule "A" of the resolution

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

Discussion/Recommendation regarding **Resolution 19-R10** a resolution authorizing the carryover of 2018 Equipment Replacement Funds to the 2019 Equipment Replacement Fund

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

Discussion/Recommendation regarding **Resolution 19-R11** a resolution authorizing the transfer of 2018 Lakefront Special Fund in an amount of \$534,006 and of 2018 Parking Special Revenue Fund in an amount of \$1,069,995 to the General Fund

Motion by Proksa to approve, second by Skates. Finance Director Hall noted that this transfer is coming from the Lakefront and Parking Fund to the General Fund, but that the Lakefront and Parking funds can maintain \$75,000 annually. Motion carried 5-0.

Discussion/Recommendation on renewal of the TAPCO contract including Video Detection Maintenance for 2019/2020

Motion by Hedlund to approve, second by Halverson. Hedlund noted that this is the contract that oversee the street light timing and this company has held the contract for years as they were the ones that installed it. Motion carried 5-0.

Discussion/Recommendation regarding purchase of sixty-six (66) Cale CWT Touch Screen Parking Meters

Motion by Proksa to approve, second by Halverson. Parking Manager Mullally noted that the current parking kiosks have 3G capabilities that are soon going to be unsupported. She noted that this will further the efficiencies within the department and more user friendly. She noted that these should last anywhere from five to ten years and that this is the latest technology available. This upgrade will also give the option to pay by plate and to have the “add time” feature. This upgrade will also be applied to the beach pass kiosks as well. Mayor Hartz noted that there is currently a hardship for individuals with disabilities having easy access to the beach pass kiosk and would ask that more accessible locations be investigated.

Finance Director Hall noted that these machines will not have the capability to accept paper money, only coins and credit cards. Skates encouraged that if there were any problems to occur with this change that the committee and elected officials be notified right away. He would like to address any problems that may arise before it’s too late. Mullally noted that the trend is moving towards credit card use and that paper money is not being widely accepted in other municipalities. Mullally stated that she would have the capability to give a “free” five-minute gap so that people can get change, or a credit card, or even to just run into a store quickly. Hedlund stated that there are many options that can be explored if the need presents itself in the future. Motion carried 5-0.

Discussion/Recommendation regarding approving of agreement with UPSafety to add additional license plate lookup automation software

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

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

Motion by Proksa to approve maintaining the current rates, second by Skates. No discussion. Motion carried 5-0.

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

Motion by Skates to approve, second by Skates. Finance Director Hall noted that this change is coming as to keep the City in line with the surrounding municipalities and was approving at the Piers and Harbors meeting. Motion carried 5-0.

Discussion/Possible Recommendation regarding removing “Purchase Orders” from the Presentation of Accounts

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

Discussion regarding January 2019 Treasurer’s Report and Budget versus Actual Report

Finance Director Hall reviewed the January 2019 Treasurer’s Report. She noted that the current report is showing the health insurance costs as zero, but that will be changed in February.

**Presentation of Accounts**

Purchase Orders

None

Prepaid Bills in the amount of \$37,542.61

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

Regular Bills in the amount of \$394,689.69

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

**Adjournment**

Motion by Halverson to adjourn the meeting of the Finance Committee, second by Skates. No discussion. Motion carried 5-0. The meeting adjourned at 6:41 p.m.

**PERSONNEL COMMITTEE MINUTES**  
**TUESDAY, FEBRUARY 5, 2019 – 4:30 PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

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

Meeting called to order at 4:34 p.m. by Chairperson Proksa

Roll Call

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

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

None

Approval of the minutes from the January 2, 2019 Personnel Committee Meeting

Motion by Skates to approve the minutes of January 22, 2019, second by Straube. No discussion.  
Motion carried 4-0.

Discussion/Recommendation regarding change the wage grade for the Part-Time Front Counter Clerk from a Grade 4 to a Grade 7

Motion by Skates to approve, second by Straube. Motion carried 3-0, with Flower abstaining.

Discussion regarding Council Orientation Binder

Proksa would like to see included add attending a Government 101 class, PD/Fire Ride along, IT training and onboarding. Mentor program. WI League of Municipalities city official handbook.

Halverson arrived at 4:52 p.m.

Skates and Flower would like to see a binder for the Plan Commissioners as well. Add Council rules or motion guidelines.

Discussion regarding City of Lake Geneva Organizational Chart

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for: 1) Parking Lead Maintenance Position 2) City Hall Part-Time Front Counter Clerk

Motion by Skates to convene the Personnel Committee into Closed Session, second by Flower. Motion carried 5-0 on a roll call vote. The Committee convened into Closed Session at 5:05 p.m..

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

Motion by Flower to reconvene the Personnel Committee into Open Session, second by Halverson.  
Motion carried 5-0 on a roll call vote. The Committee reconvened into Open Session at 5:31 p.m.

Motion by Flower in regard to Parking Main Lto proceed as closed session, second by Skates.

Flower stated that no action will occur.

Adjourn

Motion by Skates to adjourn the meeting of the Personnel Committee, second by Straube. Motion carried 5-0. The meeting adjourned at 5:32 p.m.

**PUBLIC WORKS COMMITTEE MINUTES  
TUESDAY, FEBRUARY 12, 2019– 4:30PM  
CITY HALL CONFERENCE ROOM 2A**

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

Meeting was called to order by Chairperson Flower at 4:30 p.m.

**Roll Call**

Public Works Director Earle called the roll and noted that Flower, Proksa, Hedlund, and Howell were present with Dunn being absent.

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

None

**Approve the regular Public Works Committee meeting minutes from January 8, 2019 as prepared and distributed**  
Motion by Hedlund to approve, second by Proksa. No discussion. Motion carried 4-0.

**Director of Public Works Report**

**Ice Castle**

Director Earle noted that there have been some minor issues with the Ice Castles as far as sidewalks and Wrigley Drive. He also noted that they have been using the bottom of the Riviera as a warm up area and that there have been some security issues. He added that these things are minor and that they can be reviewed closer to when they return next year. No action taken.

**Plowing**

Earle stated that he has been hauling snow in the downtown since 1987 and that there have been new issues arising with the snow removal. It seems that there has been some confusion on the snow removal policy with downtown business owners. Currently they have 24 hours to remove the snow so that the Public Works Department can come in later and haul the snow away. He stated that this usually works pretty well depending on when the snowfall stops. He added that he and his crew hand out written materials explaining the policy to the business owners twice a year. He wonders if maybe the timeline of twenty-four hours should maybe be reduced to a lesser amount of time. Flower suggested that this item be placed on the agenda for the March 2019 Public Works meeting and discuss possibly reducing the amount of time the downtown businesses have to remove the snow.

He further noted that they have used more salt than usual, but they still have plenty left for the rest of winter. No action taken.

Aldersperson Dunn arrived at 4:42 p.m.

**Winterfest**

Earle stated that Winterfest, as far as Public Works is concerned, was a huge success. It takes the crew about one day to get the downtown ready for the street closures, but this timeline does not include the moving of snow. He was happy with the ability of the crew and the equipment to run efficiently when the temperature was subzero. No action taken.

**Disc Golf Bridge Potential Replacements**

Earle noted that the bridges that were in poor shape were blocked off, but then they were removed and thrown in the river. They have been blocked off again and he has met with the engineer to potentially move forward to future replacements. No action taken.

Discussion/Recommendation on renewal of the TAPCO contract including Video Detection Maintenance for 2019/2020

Earle stated that this is an annual contract to maintain the street light signals. There is no change in the price from the previous year. He added that the use of the cameras aids the Police Department and the Public Works Department in the event of an accident.

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

Discussion/Recommendation regarding 2019 Street Improvement Project & Paving Project

Director Earle outlined that map of projected road work within the packet. He noted that any roads rated at fours, fives, sixes, or sevens are the ones that they really focus on. He stated that he is working with the Utility Commission to identify any streets that may need utility work as well. Having the two departments working together is going to help in avoiding any overlapping in work to be completed. He is hoping to have this to the committee for final consideration in March 2019. No action taken.

Discussion/Recommendation regarding Fall Tree Planting recommendations from the Tree Board

Director Earle addressed the committee regarding recommendations on planting trees per the City Forester. Normally trees are planted with a ball and burlap; this presents a problem as it takes three years for the tree to stabilize and then starts to grow. He proposed that the City plant trees that have been grown in a container. This would allow the tree to start growing immediately and would ultimately allow the City to plant twice as many trees. He noted that the Tree Board did review this issue and would recommend approval as well.

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

Parking Manager Report

Parking Manager Mullally stated that the parking kiosks are up and running and she does have some new employees on staff. Meter parking will begin on March 1 and this has been noticed on many outlets to prepare the public. She noted that the Winterfest shuttles were extremely well used and that four shuttles were running simultaneously. She is hoping to have the Park-N-Ride up and running by August 2019.

Discussion/Recommendation regarding purchase of sixty-three (63) Cale CWT Touch Screen Parking Meters

Parking Manager Mullally addressed the committee regarding her want to purchase new parking meter kiosks. She noted that the current kiosks will soon have unsupported technology and that the 3G technology that they currently have will soon be outdated. She did add that she has had this type of kiosk out for testing for the last couple of months. Her initial request is to purchase sixty-three of the Cale touchscreen at a cost of approximately \$500,000. She noted that the touchscreen option will cost approximately \$10,000 more than the keypads, but Hedlund indicated that he would rather see the City purchase the touchscreen as that is what people are used to.

She added that this model will allow the parking staff to perform quick fix and maintenance procedures in the event one was to quit working. Mullally stated that she would like to see the kiosks only take, coin or credit card. Her hope is that more people will start to use the ParkMobile app. She stated that there has been a decrease in the use of paper bills in the kiosks and that having that option would be more expensive. Flower questioned if the beach pass kiosks were included in the sixty-three slated to be purchased. Mullally noted that the beach passes aren't currently included, but that if the committee would like to go that route they certainly could.

Motion by Flower to purchase sixty-six Cale CWT Touch Screen Parking Meters set-up to take only coins and credit cards, second by Hedlund. Mullally noted that there is an ordinance that will need to be amended to identify what types of payments can be accepted at the kiosks. Motion carried 5-0.

Discussion/Recommendation regarding approving of agreement with UPSafety to add additional license plate look-up automation software

Mullally stated that our current vendor, UPSafety, does offer a license plate look-up software. She noted that currently our Police Department Dispatchers are looking up these plates. She would like the software to be utilized instead as to mail out notices in a timelier fashion and to alleviate the stress on the dispatchers. The cost of this service is \$2.50 per look-up. Motion by Hedlund to approve, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding implementing possible parking rate discount with use of parking mobile applications

Mullally stated that she is looking into an initiative that would potentially offer a discount to users of a parking app. She offered options that would include a rate increase City-wide with a discount for using the app or a "lake only" option that would offer a discount near the lake.

Motion by Howell to deny the request, second by Hedlund. Motion carried 3-2, with Flower and Proksa voting no.

Adjourn

Motion by Heldund to adjourn, second by Proksa. Motion carried 5-0. The meeting adjourned at 5:59 p.m.

# **PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES**

## **WEDNESDAY, FEBRUARY 20, 2019– 5:30PM**

### **CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

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

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

**Roll Call:** Ald. Skates, Straube, Halverson, Hedlund, and Dunn

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

None

**Approval of the minutes from the January 16, 2019 Piers, Harbors, and Lakefronts Meeting**

Ald. Hedlund approved the January 16, 2019 minutes, second by Halverson. Motion carried 4-0

**Discussion/Update regarding Riviera Restoration Project**

Mayor Hartz stated that the city has expanded the process after the first MSI workshop. During Winterfest we hosted a flash mob with a local , printed some public input cards and boards that can be put up at various locations. Mayor will be speaking at two Spanish church services along with Spanish . Looking to host a community meal to do the same in obtaining public input cards.

Ald. Straube arrives at 5:35 p.m.

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

The City Administrator has given Gage 2 dates for available to meet as well as sent letter via certified mail. This item will be continued to next month's meeting.

**Discussion/Recommendation regarding underwater pier inspection and possible request for proposals**

Ald. Skates motion the City Administrator to work with MSI to proceed with the RFP for underwater pier inspection, second by Hedlund. Motion carried 5-0.

**Discussion/Recommendation regarding environmental investigation related to the Riviera**

Committee instructed Administrator Nord to contact MSI regarding environmental investigation related to the Riviera.

**Discussion/Recommendation regarding changing annual beach pass rate for non-resident adults from \$70 to \$80**

Ald. Hedlund motion to raise the beach pass rate for non-resident adults from \$70 to \$80, second by Halverson. Motion carried 5-0.

Ald. Hedlund motion to adjourn at 5:51 pm, second by Dunn. Motion carried 5-0.

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

**Lake Geneva Utility Commission Minutes**  
**Regular Lake Geneva Utility Commission Meeting**  
**Wednesday February 20, 2019 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

**Call Meeting to Order-** by Gajewski at 4:03pm

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

**Staff in attendance:** Josh Gajewski & Jo Busch

**Election of Chairperson**

Hedlund/Nord motion to elect Esarco as chairperson. Passed 4-0.

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

None

**Approve Utility Commission Minutes from January 16, 2019 as prepared and distributed**

Johnson/Hedlund motion to approve. Passed 4-0.

**Acknowledgement of Correspondence**

Gajewski detailed a letter from the Public Service Commission which discusses the recovery of credit card fees associated with bill payment, and the possibility of absorbing those fees for the customer but then recovering them within a Utility's rates. A Utility can only request this during a rate case, so it might be something to consider in the future when we submit our next rate case.

Hartz arrived 4:08pm.

**Financials Update**

Gajewski reviewed the financials through January 2019.

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

**Approval of the January Bills**

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

**Directors Report**

Gajewski reviewed the submitted Director's Report. Well 3 is close to being back online and we have had two safe Bac'T's. The Cross Connection Program Agreement is in the final stages and has had attorney review. Recruitment for a water operator continues. The CAMP project final information should be on next month's agenda and repair work on the clarifier is continuing with a completion date expected of 2-22-19. Our chloride reduction plan has been submitted to the DNR and we are waiting for the outcome of their review. Office staff are working with the auditors this week and the Commission has gone live with Payment Service Network for all electronic payments and services.

**Discussion/Action regarding the final payment request from Willkomm Excavating & Grading, Inc. for the Main Street project**

Gajewski presented the request for final payment on the Main Street project. There have been multiple complaints regarding the landscaping repairs and we are expecting to put this right in the spring. He recommends withholding 5% of the final payment to cover the cost of the anticipated landscaping repairs. Discussion followed.

Hedlund/Johnson motion to approve the final payment to Wilkomm Excavating and Grading for the Main Street Water Main project withholding 5% of the balance of \$21,299.72. Passed 5-0.

**Discussion/Action regarding the Utility Commission Wage Scale**

Gajewski explained the structure of base pay plus licensing incentives that currently applies and presented the grades and pay scales that were adopted after the 2015 Springsted study. He would like to revise the way this is handled by incorporating licensing incentives into an employee's regular pay rate and revising the max pay rate for the affected job positions. Under the revision, all licensing incentives would be paid at \$0.25 per hour with a maximum of nine (9) possible certifications available currently. As each certification is gained, the pay rate for that employee would be adjusted to reflect the additional \$0.25. Gajewski feels this change will help us be competitive during the hiring process. Discussion followed. Hedlund asked whether the entire pay scale has been moved for 2019 to stay in line with the City's changes. Gajewski to follow up and bring that back to the Commission next month if applicable.

Flower arrived 4:40pm.

Esarco/Hartz motion to adjust the Utility Commission wage scale to reflect the revision dated 2-20-2019 and to incorporate and disclose the certification sub class pay to be effective 1-1-2019. Passed 6-0.

**Esarco/Johnson motion to go into closed session pursuant to Wis. Stat. 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in pertaining to a potential claim for a basement backup on Lake Geneva Blvd.**

Motion carried on a roll call vote 6-0. The Commission convened into closed session at 4:44pm.

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

Motion carried on a roll call vote 6-0. The Commission convened into open session at 5:04pm.

Flower/Hedlund motion to direct staff to proceed as discussed in closed session. Passed 6-0.

**Adjourn**

Hedlund/Esarco motion to adjourn at 5:05pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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

## **Tree Broad Minutes from Wednesday January 23, 2019**

Call to order 5:30 pm

**Roll Call** - in attendance Steve, Candy, Jon, Joe, Tim Dunn, Constance

Approval of the minutes from November 28, 2018 - Approved

Comments from the Public limited to 5 minutes - Mr & Mrs George Stephens of 1316 Pleasant St wanted better understand of the tree removal of an Aged Maple by the City on/by their property on 1/3/2019. Jon, the Cities Arborist, explained, showed pictures and articulated the procedures for such situations. As the couple was upset from the felled tree, Jon asked if they would like to have a choice in replacement and they agreed. Some discussion of how to inform the landowners took place. Usually it is taken care of beforehand by Jon, this tree slipped through the crack.

Park Board Report - Ice Skate rink is open

Street Department/Arborist Report - Jon Foster

Jon spoke about the planting of bare root trees. He found, after talking to a few nurseries, that container plants/trees would be best. This would provide better timing for planting as it is not as time sensitive and the for watering. They would be a trained tree and of a nursery quality. We would be able to acquire 70 ish trees. The burlap trees that the city had been getting has a higher cost per tree and takes about 3 years for real growth to happen. Jon showed quotes for the 3 companies and other various documation (pictures of said papers can be provided upon request as needed)

Jon also made mention of the Arbor Day tree planting and plaque. This year the tree will be presented in the name of Ed Yeager. Jon requested we contact the media to shine light on the event. Candy said she would look into it.

New Business - discussed previously with the Arbor Day event and the plaque cost \$110 and Jon will head up the planting. The group asking to have the tree for Ed Yeager has a choice of trees to pick from.

Old Business - Addressing John Swanson's concerns with a revised letter to business Park site compliance: the letter was approved today and will be sent. Mayor will be following up with Lana

Items to discuss at next meeting: Plaque, Arbor Day, Letter?

Set next meeting: March 20th 5:30PM

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

Adjourn: 6:30 PM

Minutes written by Constance Kosowski

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY FEBRUARY 7, 2019 AT 6:00 P.M.**

This meeting was held in Conference Room 2A, 2<sup>nd</sup> floor, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order

The meeting was called to order by Commissioner Connors at 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Fire Chief Peters

3. Roll call

Commissioners Connors, Jordan and Pollard were present. Commissioners Condos and Horne were excused. Also present: Police and Fire Liaison Skates, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, and Administrative Assistant Papenfus

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

5. Acknowledge correspondence - NONE

6. Approval of the regular meeting minutes of January 10, 2019

Jordan motioned to approve the regular meeting minutes of January 10, 2019. Connors seconded. Motion carried 3-0.

7. City Council Report

Alderman Skates had nothing to report.

8. Rescheduling July 4, 2019 meeting date

Connors motioned to move the July 4, 2019 PFC meeting to July 2, 2019 meeting. Pollard seconded. Motion carried 3-0.

The July PFC meeting was scheduled for July 4, 2019. It was suggested to move the meeting date so it did not conflict with the 4<sup>th</sup> of July holiday. Administrative Assistant Papenfus advised that the PFC meeting had to be reset to Tuesday, July 2, 2019, so that the bills could be approved at the City Council meeting July 8, 2019.

9. Discussion/Action - Public Safety Recognition Area

Fire Chief Peters advised that both departments are in the process of forming a committee of six members, three members from each department. Alderman Skates felt that the Park Commission would be open to any recommendations. This will be discussed further at next month's meeting.

10. Fire Department Business

a. Approval of bills for the month of December 2018, operating in the amount of \$37,318.98, Equipment purchases in the amount of \$7,997.10, for a total of \$45,316.08

Jordan motioned to approve the bills for the month of December 2018. Pollard seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

b. Approval of bills for the month of January 2019, operating in the amount of \$67,179.86, Equipment purchases in the amount of \$4,503.28, for a total of \$71,683.14

Connors motioned to approve the bills for the month of January 2019. Jordan seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

c. Discussion - EMS medical billing/Stark Medical billing

There was an error in the EMS billing this month so the Fire Department did not receive a report.

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

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

The Personnel spotlight for the month is FF/EMT Michael Mills, who has been with the department since February 2016. Since joining he has earned his Firefighter 1, Firefighter 2, and his EMT certification and is currently enrolled in Advanced EMT training. He was recognized as EMT of the Year in 2017. Chief Peters reviewed the notable calls and the multiple calls for service.

Connors thanked both the Fire Department and the Police Department for their hard work during the recent extreme weather conditions.

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

The department has seven applicants for the Fire Lieutenant position. The next step is orientation, which describes the expectations and obligations of the position to the applicants.

g. Discussion/Action – Disposal of obsolete equipment

- 10 sets of Turn Out Gear
- 15 Radios
- 15 Pagers
- 9 Airbags
- Ambulance 1
- Car 4

Jordan motioned to sell Ambulance 1 and Car 4 at auction. Pollard seconded. Roll call vote:

Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

Chief Peters requested to dispose of the above listed equipment. Chief Peters advised that some of the equipment could be repurposed and donated to other countries, rather than just throw the equipment away. The Commission would be in favor of the donation and asked the Fire Department to find a reputable person who will take the donations. Chief Peters also asked if the Ambulance 1 and Car 4 be sold at auction.

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

- 1<sup>st</sup> Lutheran School
- Dana Lottig

i. Discussion/Action – Hiring of Firefighter/AEMT Jason Fischer (pending background)

Connors motioned to hire Firefighter/AEMT Jason Fischer pending background check. Pollard seconded. Motion carried 3-0.

Chief Peters advised that Firefighter/AEMT Fischer worked with them before and moved back into the area.

j. Discussion/Action –Acceptance of Resignation from Firefighter/Paramedic Randy Haase

Jordan motioned to accept the resignation of Firefighter/Paramedic Haase. Pollard seconded. Motion carried 3-0.

k. Items to be forwarded to city council

Expenditures, Monthly reports, EMS call summary report

11. Police Department Business

a. Approval of the bills for the month of December 2018, operating in the amount of 44,316.94, Equipment Purchases in the amount of \$264.84, for a total of \$44,581.78

Connors motioned to approve the bills for the month of December 2018. Pollard seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

b. Approval of the bills for the month of January 2019, operating in the amount of \$296,490.20, Equipment Purchases in the amount of \$25,516.54, for a total of \$322,006.74

Jordan motioned to approve the bills of January 2019. Pollard seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

c. Discussion/Action – Approval of Telecommunicator Full Time Eligibility List

Connors motioned to approve the full time Telecommunicator Eligibility list. Pollard seconded. Motion carried 3-0.

d. Discussion/Action – Approval of Telecommunicator Part Time Eligibility List

Jordan motioned to approve the part time Telecommunicator Eligibility List. Pollard seconded. Motion carried 3-0.

Lieutenant Gritzner advised that Chief Peters and Chief Rasmussen will conduct interviews on February 19, 2019.

e. Discussion/Action –Promotion of Officer Glen Nettesheim to Detective Sergeant

Connors motioned to accept the promotion to Officer Glen Nettesheim to Detective Sergeant. Pollard seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

Lieutenant Gritzner introduced Detective Sergeant Nettesheim to the commission. Lieutenant Gritzner advised that Detective Sergeant Nettesheim is well-qualified for the position. According to the budget, his contract will begin in mid March.

f. Discussion/Action – Approval of Part Time Officer and Full Time Officer Eligibility list

Jordan motioned to approve the part time officer and full time officer eligibility list. Connors seconded. Motion carried 3-0.

Lieutenant Gritzner advised that Command staff interviews will be conducted Wednesday, February 20, 2019 at 5:30 p.m.

g. Discussion/Action – Accept letter of resignation of Booking Officer Zachary Giovannoni

Jordan motioned to accept the letter of resignation of Booking Officer Giovannoni with regret. Pollard seconded. Motion carried 3-0.

Lieutenant Gritzner noted that Booking Officer Giovannoni was hired by Mt. Pleasant Police Department.

h. Discussion/Action – Disposition of old squad rifles

Connors motioned to sell six squad rifles at \$400.00 a piece with four rifles to be sold to the Town of Linn Police Department and two rifles to be sold to the Town of Geneva Police Department. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Connors-Y. Motion carried 3-0.

Lieutenant Gritzner advised that Town of Linn would like to purchase four rifles and Town of Geneva would like to purchase two rifles. The Department will keep one of the rifles. The cost of the rifles is \$400.00 each without accessories. This will recoup approximately 50% of the original cost of the rifle.

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

Lieutenant Gritzner noted that Winterfest was very busy on Saturday but Sunday was slow due to the mild weather. The department had a recent Meth lab arrest, which required extra police officers for

multiple hours. Additionally, Congressman Steil had a Townhall meeting on Monday, February 4, 2019, which required extra patrol. Data Specialist Reynolds started on Monday 4, 2019.

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

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

2019 Dispatch activity for January 2019:	Telephone calls - 2,395	911 Calls - 194	Window assists - 707
2018 Dispatch activity for January 2018:	Telephone calls – 2,732	911 Calls - 123	Window assists - 820

2019 Patrol activity for January 2019:	Calls for service – 1,414	Arrests - 93
2018 Patrol activity for January 2018:	Calls for service – 1,517	Arrests - 149

l. Discussion - Thank you letters

There were no thank you letters this month

m. Items to be forwarded to City Council

Expenditure reports, Chief's top five monthly report and monthly activity reports

Detective Sergeant Nettesheim promotion to personnel committee and City Council

12. Agenda items for the next regular meeting March 7, 2019

Fire Chief and Police Chief Appraisals, Memorial Committee Update and Carry Forward Resolutions

13. Adjourn

Connors motioned to adjourn the meeting. Jordan seconded. Motion carried 3-0. Meeting adjourned at 7:10 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, FEBRUARY 18, 2019 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

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

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

**Approve Minutes of the January 21<sup>st</sup> Plan Commission meeting as distributed.**

Skates/Esarco motion to approve. Motion carried unanimously.

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

**Acknowledgement of Correspondence.**

Correspondence was received on January 25<sup>th</sup> opposing the razing of the building at 832 Geneva St: Cindy Forster-Fueredi, 1010 Geneva Street, Mark Immer, 821 Wisconsin Street, Maureen Marks, 834 Dodge Street, however Ms. Marks is in favor of moving the building. Correspondence was received on January 25<sup>th</sup> opposing razing the building or reconstructing a new building at 832 Geneva St: Belinda Bauer, Fontana, Barbara Schuld. Correspondence was also received on January 26<sup>th</sup> from Charlene Klein, 817 Wisconsin St, opposing the razing or moving the existing building at 832 Geneva St or reconstructing a new building at this location. Correspondence was received today by Richard Torhorst representing the Lake Shore Village Condominium with concerns about the alleged discharge of water from Summerhaven onto Lake Shore Village Condominiums property. All correspondence has been distributed to the Plan Commission.

**Downtown Design Review**

**Application by Kathy George, 3389 South Shore Dr, Delavan, WI 53115, for the request to install a sign to an already approved awning to the exterior of the property, located at 741 W. Main St., in the Business Central (BC) zoning district, Tax Key No. ZOP00272.**

Linda Stevens, 728 Aweogon Road, Fontana, representing Kathy George, presented the request. Zoning Administrator Walling suggested the Plan Commission should address the need to maintain the band board on the front façade of property. Commissioner Hill added the whole front façade could be addressed.

Hill/Esarco motion to approve the installation of a sign to the approved existing awning contingent on repairing the front façade as noted and include all staff recommendations.

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

**Application by Angie Rinn, 3641 Berry Ct, Crystal Lake, IL, 60012 for the request to install an on building sign to the exterior of the property, located at 239 Cook St., in the Business Central (BC) zoning district, Tax Key No. ZOP0253.**

Angie, Rinn, 3641 Berry Court, Crystal Lake, IL 60012, presented her request. Walling clarified the sign above the awning will be 13’ long instead of 16’ long. Alderman Skates suggested a projecting sign to identify her store which has been discussed in past meetings for all businesses in the future. A projecting sign allows individuals to see the business choices at a glance.

Esarco/Skates motion to approve the on-building sign with the revised length of 13’ and include all staff recommendations.

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

**Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM for Applicant John & Jelka Leedle, N891 Hwy 120, Lake Geneva, WI 53147, for the Joseph Leedle N879 State Road 120, Lake Geneva, WI 53147 property for the separation of farm structures from the farmland as identified on the certified survey dated 12/27/2018 located in the Town of Linn. Tax Key No. IL2600001.**

Walling presented the request for the applicant and stated the city engineer found some clerical errors on the CSM which will be communicated to the applicant for a smooth transition in the approval.

Esarco/Krajovic motion to approve the (ETJ) CSM with the addition of the comments from the city engineer and include all staff recommendations.

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

**Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM for Applicant Purnell Enterprise LLC., N1886 Hwy 120, Lake Geneva, WI 53147, for the lot line adjustment to include the approximate 10’ strip of land that is currently enclosed by a fence as identified on the certified survey dated July 27, 2018, Tax Key No. MA403300001.**

Thomas Santorelli, 1108 56<sup>th</sup> Street, Kenosha, representing the applicant, presented the request. Discussion followed to revise the CSM signature page to show City Council instead of City Board.

Krajovic/Hill motion to approve the (ETJ) CSM and include all staff recommendations.

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

**Review and Recommendation of a Land Division filed by Anagnos Properties, Inc., P.O. Box 1117, Lake Geneva, WI 53147, to create a 3 lot Certified Survey Map (CSM) for the property located at 811 Wrigley Dr. to generate three individual lots for the property in the Central Business (CB) zoning district, Tax Key No. ZOP00341-ZOP00345.**

Jim Howe, attorney at, Elkhorn, representing Anagnos Properties, Inc, presented the request. Hill asked for clarification on the lots and the minimum requirements for the Central Business zoning district. Walling stated the minimum lot width shall be 25’ with 0 setbacks or 0 parking requirements. Walling also referenced the city engineer report for the CSM, and revised it to read “City Council approval.”

Hill/ Skates motion to approve the CSM and include all staff recommendations.

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

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

Ken Etten, 400 Broad St, representing Dan Schuld, presented the request and shared additional information such as the outside beer garden, hours of operation and signage. Mayor Hartz stated Mr. Schuld has given the additional information needed for a complete packet. Dan Schuld, 281 Keyes Avenue, Hampshire IL, owner, answered all questions regarding his project. Commissioners Gibbs and Hill thanked the owner for adjusting his plan and providing the information requested by the Plan Commission. Planner Slavney reminded the Plan Commission the motion should explicitly identify compliance with the memo of the Utility Director.

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

Esarco/Hill motion to approve the PIP for the change of use for the existing building, requiring compliance with the city Utility Director’s memo and memo attachments and include all staff recommendations and fact finding in the affirmative.

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

**Public Hearing and Recommendation on an application for a Conditional Use Permit filed by Tom Koenig, 5802 Arlington Dr., Palatine, IL 60067, for the property located at 715 LaGrange Dr. to utilize the Single Family – 4 (SR-4) zoning in the Estate Residential – 1 (ER-1) zoning, to raze and rebuild a new Single Family Residence. Tax Key No. ZLE00016.**

Tom Koenig, 715 LaGrange Drive, owner, presented his request. Koenig said they will work with the city engineer to create a drainage swale to address the drainage issues. Slavney stated the proposed house is well within the maximum building envelope.

Speaker #1: Edward Cox, 735 LaGrange Drive, in favor of this project but has some concerns regarding the drainage.

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

Skates stated the MH depth should be confirmed and compared to the basement floor elevations of the house for sewer service, new meters are required with the existing meter pit to be abandoned and referenced the city engineer discussion on run-off.

Skates/Gibbs motion to approve the CUP and include all staff recommendations and fact finding in the affirmative.

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

**Public Hearing and Recommendation on an application for the Precise Implementation Plan (PIP) filed by McMurr II, LLC, 351 Hubbard, Suite 610, Chicago, IL. 60654, requesting a Planned Development for the property located on Lake Geneva Blvd. in the Summerhaven Condominium Subdivision to allow for the Precise Implementation Plan to continue the development of Phase II, located in Planned Development (PD) zoning district, Tax Key Nos. ZSUM00001 thru ZSUM0000247.**

Jim Howe, attorney at Godfrey Law Firm, Elkhorn, representing McMurr II, presented request. Howe responded to the request for a children’s playground, suggesting the Tot Lot would be located by the pool house which is a common element of the property. Hartz asked who maintains the retention pond and Howe said it is a common element so the Condominium Association is responsible but the developer will clean out the ponds since construction work is being done at this time. The Association will maintain the ponds going forward based on the Developers Agreement.

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

Slavney did a site visit today and noticed the existing buffering which is adequate. Slavney said the city would not be involved due to the almost identical land uses. Hartz said the storm water run-off must abide by rules & regulations of water leaving a site. Commissioner Krajovic asked if the developer would be asked to leave as many trees as possible. Slavney replied, “yes.”

Skates/Esarco motion to approve the PIP to continue the development of Phase II and include all staff recommendations and fact finding in the affirmative.

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

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

Applicant has requested to continue the Public Hearing until the 2019 June Plan Commission Meeting.

Skates/Hill motion to continue the Public Hearing to the 2019 June 17<sup>th</sup> Plan Commission meeting. Motion carried unanimously.

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

Applicant has requested to continue the Public Hearing.

Skates/Hill motion to continue the Public Hearing to the March 18<sup>th</sup> Plan Commission meeting. Motion carried unanimously.

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

Applicant has requested to continue the Public Hearing.

Skates/Krajovic motion to continue the Public Hearing to the March 18<sup>th</sup> Plan Commission meeting. Motion carried unanimously.

**Adjournment.** Hill/Gibbs motion to adjourn at 7:35 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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

**Board of Park Commissioners' Minutes**  
**Wednesday, February 27, 2019– 6:30pm**  
**City Hall, Meeting Room 2AL**

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

Excused Absence: Alderperson Shari Straube

Staff Present: Neil Waswo (DPW)

Public Present: None

**Approval of Minutes from prior meeting:** Motion by Swanson, Second by Olsen: Accept minutes of January 23, 2019 as presented. Motion carried.

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

None

**YMCA/Veterans Park Report**

No YMCA activities at Veterans Park during winter months.

**Permits/Park Donations:**

None presented to Park Board.

**Park Assignments/Repair Update/Maintenance**

All parks in good condition. Appreciation for winter activities including Winterfest, Ice Castles, and ice rink at Flat Iron Park was expressed by Park Board Commissioners.

N. Waswo reported that he is working with both Burke and Miracle for pricing on playground equipment at Vets Park and Tot Lot. The bench for Tot Lot and bleachers for Skate Park are ready for installation when weather permits. Turf care program renewed with Turf Green for upcoming season. West End restrooms kept open through Winterfest. Visitor Center restrooms remain open. Capital borrowing request and list needs to be presented for Park Board needs.

**New Business**

*Gygax Memorial* – in the past, city approved a 10x10 foot area in Donian Park for a memorial to be erected. At this time, plans have not been submitted to Park Board for further review of design and and/or installation.

*NeverSayNever Playland* – continued to future meeting.

*Baker Park* – city owns and maintains right of way that includes curb area to sidewalk and three feet from sidewalk to lake. The remainder of the property is not city space. The remainder is private property that is to be maintained by property owners. City Code Enforcer will be monitoring the area that is to be maintained by the property owners and issuing citations as necessary.

*Center Street Park* – continued pending review of deed and agreement related to the green space.

### **Old Business**

*Impact Fee Report* – Updated information provided.

*Wish List* – Center Street added to list.

Bicycle & Pedestrian Plan – Motion by Olson, Seconded by Hartz: Recommend to Public Works that the East side of Madison to Cemetery Street get striped lane for multi-use. Multi-use striping should continue from Cemetery Street to County H. Motion carried.

*Parks & Green Space Plan* – Plan document provided to each Board member. Board members will review pages 19-24 in preparation for discussion at next regularly scheduled meeting.

City of Lake Geneva Open Lots – all open lots that are suitable for public parks appear to be in use at this time. The Commissioners note that it is not the number of parks available, but rather the easy access to each of the parks. The discussion of providing easier access between parks is carried forward to next regularly scheduled meeting.

### **Carried Forward:**

Impact Fee Report (Continual)

Wish List (Continual)

NeverSayNever Playland

Center Street Park

Parks & Green Space Plan

City of Lake Geneva Open Lots easy access

### **Future Meeting Agenda Items New:**

Availability of corporate grant monies available for park, bicycle, and multi-use paths will be investigated. Assignments for discovery of corporate grants are: P. Schneider (Walmart), T. Hartz (Walgreens, Target, Grand Geneva), B. Philipps ( TJ Max, Homegoods, Taco Bell), L. Hassler (Aldi), B. Olson (Home Depot), A. Esarco (Starbucks), Swanson (Petco), D. Quickel (Best Buy)

**Next Meeting:**

March 27, 2019 at 6:30 pm

**Other Meetings:**

**Tree Board Meeting: TBD**

Motion by Olson/Hassler to adjourn at 8:08 pm. Motion carried.

/s/ Ann Esarco, Park Board President

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



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Meeting  
Thursday, February 14, 2019, 8:00 a.m.  
Smith Meeting Room, Lake Geneva Public Library

### Call to order

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

### Roll Call

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

Also present: Library Director Kornak

Disposition of minutes of previous regular meeting and any intervening special meeting(s)  
Lyon/Kundert motion to approve the minutes of the December 13, 2018, meeting. Motion carried unanimously.

### Financial//Building/Grounds

Kundert reviewed December expenditures. The Finance Committee recommended approval of expenditures of \$59,611.92 from the general fund. Lyon seconded the recommendation. Motion carried unanimously.

Kundert reviewed January expenditures. The Finance Committee recommended approval of expenditures of \$38,404.94 from the general fund. Lyon seconded the recommendation. Motion carried unanimously.

Capital Needs request form due March 12 to City Administrator.

The Finance Committee recommended approval of \$1,030 for high speed hand dryers and installation.

Kersten seconded the recommendation. Motion carried unanimously.

The Finance Committee recommended approval of \$3,950 for NABCO ADA automatic door openers and installation. Oppenlander seconded the recommendation. Motion carried unanimously.

The Finance Committee recommended using \$12,000 donation from Wallace family for Scanex digitizing equipment. Brookes seconded the recommendation. Motion carried unanimously.



# LAKE GENEVA PUBLIC LIBRARY

Lyon/Dinan motion to approve the investment policy updates. Gelzer offered an amendment to review investment policy annually. Lyon/Dinan motion to approve investment policy updates as amended. Motion carried unanimously.

Oppenlander/Lyon motion to approve the building procedures as presented. Motion carried unanimously.

Kornak reported insurance coverage from the City is in progress.

Kundert reported the status of fund accounts.

## President's Report

- Oppenlander recognized Scott Gelzer for initiating staff recognitions by the Board.
- Correspondence and feedback
- Appreciation expressed to Kornak and staff from the U.W. Extension regarding the Financial Coach program
- Sunday hours discussion
  - Kundert/Lyon motion to extend Sunday trial hours up to, but not through, Memorial Day, resume previous schedule for summer, and review the trial hours in the fall. Motion carried unanimously.

## Director's Report

Kornak reviewed highlights of 2018.

- Kanopy usage
  - Oppenlander/Lyon motion to approve \$1,000 from Investment Fund #9 to fund Kanopy through 2019. Motion carried unanimously.
- 2019 programming to focus more on educational topics. Adult programming to be suspended in August for local history digitization project.
- Gelzer/Oppenlander motion to approve 14 day loan period for TV series on DVDs. Motion carried unanimously.
- Oppenlander/Lyon motion to approve meeting dates as presented.
- Gelzer announced Humanities Council meeting March 8, 4:00 p.m. Agenda will be posted.
- Further reports on budget, strategic plan progress, circulation & operations, library consortium, and usage statistics.

## Committee Reports

### Public Information

- Kersten – no report

### Personnel

- Halverson – committee will meet Friday, Feb., 15 at 10:00 a.m.



# LAKE GENEVA PUBLIC LIBRARY

## City Liaison

- Halverson mentioned Council is working to standardize application for permits.

## Friends of Library Report

- Meeting scheduled for Wed. Feb., 20 at 5:00 p.m.
- Kundert reported on ongoing book sale progress
- Annual Meeting Tuesday, April 30, 6:00 p.m. with speaker Sam Weller

## Library Foundation Report

- The Foundation sent out drafts of the by-laws plus policy and procedures for review and email vote from their board

## Adjournment

Kundert/Lyon motion to adjourn the meeting at 9:15 a.m. Motion carried unanimously.

Next meeting: Thursday, March 14, 2019 at 8:00 a.m., Smith Meeting Room, Lake Geneva Public Library.

Respectfully submitted,

Chris Brookes  
Secretary



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Finance/Building/Grounds Committee Meeting  
Thursday, February 14, 2019 7:30 am  
Smith Meeting Room, Lake Geneva Public Library

Chair Larry Kundert called the meeting to order at 7:30 am.

Present: Kundert, Oppenlander, Lyon, Gelzer. Also present: Library Director Kornak.

Kundert reviewed the financial reports for December 2018 and January 2019. Motion by Lyon/Oppenlander to recommend board approval for December expenses of \$59,611.92. Passed unanimously. Motion by Gelzer/Lyon to recommend board approval for January expenses of \$38,440.94. Passed unanimously. Oppenlander request to consider spending down any unspent 2019 operating budget funds in October-November 2019.

Kundert updated the committee about new capital needs forms requested by the City of Lake Geneva, to be submitted to the City Administrator before March 12, 2019. Kundert & Kornak will be completing these forms based on the library's capital needs list submitted with the 2018 budget and providing them to the City.

Kornak requested the purchase of new hand dryers (\$760 + \$270 for installation) for the public restrooms and automatic door openers to make them ADA compliant (\$3900). Oppenlander/Lyon moved to recommend purchase to full board. Passed unanimously.

Kornak updated the committee on a \$12,000 designated donation for local history digitization equipment and a plan to begin work on the project. Gelzer/Oppenlander motion to recommend accepting donation and implementation parameters to full board. Passed unanimously.

Kornak updated committee on the winter weather effects on building/grounds and patron feedback.

Lyon/Oppenlander motion to send investment policy to full board for approval. Gelzer to request amendment at board. Passed unanimously.

Meeting adjourned at 7:58 am.

**Next meeting: Thursday, March 14, 2019 at 7:30 am, Smith Meeting Room, Lake Geneva Public Library**



# LAKE GENEVA PUBLIC LIBRARY

## Minutes

Lake Geneva Public Library Personnel Committee Meeting  
Friday, February 15, 2019, 10:00 a.m.  
Library Director's Office, Lake Geneva Public Library

### Call to Order:

Halverson called the meeting to order at 10:00 a.m.

### Roll call:

Present: Brookes, Dinan, Halverson, Oppenlander

Also Present: Kornak

Excused: Gelzer

### Review of library handbook addendum

- Oppenlander/Halverson motion to eliminated Part Time+ employment position, moving the single PT+ employee to Full Time, effective 6/1/2019. Motion carried unanimously.
- Oppenlander/Dinan motion to adopt the amended PTO schedule as presented. Motion carried unanimously.

### Closed Session:

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

- a. Library Assistant L. Nussbaum

Motion carried unanimously.

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

Oppenlander/Dinan motion to take action on items discussed in Closed Session. Motion carried unanimously.



# LAKE GENEVA PUBLIC LIBRARY

Adjournment:

Brookes/Dinan motion to adjourn the meeting at 10:48 a.m. Motion carried unanimously.

Respectfully submitted,  
Chris Brookes, Secretary

## **Lake Geneva Historic Preservation Commission Meeting Minutes**

**February 14, 2019 6:30 p.m. at Lake Geneva City Hall**

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

**Present: Ken Etten, Patrick Quinn, Louise Rayppy, Chris Brookes, and Cindy Flower. Jackie Getzen, Jim Davis, Grace Hanny were absent. John Notz, Tim Dunn, Gail Klein were guests.**

**Comments from the public and correspondence. None**

**Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Tuesdays @ Two: Virtual Tour of Yerkes Observatory—March 5th; Lake Geneva's Pioneers—The Payne Family-- March 19th.**

**Update on programs at the 1928 Geneva Theater Building, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission. Geneva Theater Actors Guild: The Odd Couple—Female Version, by Neil Simon. Dates: Wednesday 2/20 at 7:30 P.M. and Friday 2/22 at 10:00 A.M.**

**Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point is having their Winter Local History Series at Badger H. S.**

**Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2019 Budget and discussion regarding proposed 2019 expenditures. Last year we spent a total of \$230.00. So far this year we are in good shape.**

**Update on Historic Preservation Design Review for building projects within National & State Historic Districts and on current potential building projects including the possible relocation of the 1902 Frank Johnson Residence / Bricks & Mortar Building at 832 Geneva Street. Mr. George's design for the new building should be compatible with the neighborhood, if this occurs. Seems like moving the house is the only option.**

**Update regarding the completion of the Lake Geneva Historic Railroad Site project and discussion with Nancy Yaeger re: planning for plaque dedication and memorial tree donation for Ed Yaeger in April of 2019. Nancy hasn't gotten back to Ken yet about the dedication and what she would like on the plaque. Ken will give her a call. The dedication will take place on Arbor Day, April 26.**

**Update from Josh Sullivan regarding the creation of an Android version of our I-phone app of A Historic Lake Geneva Walking Tour, including potential photo additions and upgrades. Lana Kropf (City Clerk) renewed the developer license and the Walking Tour app is up and running again. Josh is working on the Android version.**

**Report on rehangng the 2009 Dozen Distinctive Destinations banners including any replacements, repairs or revisions to banners and storage of banners at the Street Department. Chris brought up the idea that it will be the 10th Anniversary of our banners and that they should be displayed in recognition of this and there should be a press release concerning this and why they are being displayed.**

**Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva", and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). The Geneva Lake Museum would like to host the "Tales of Lake Geneva" this year. Patrick said that he received quite a few requests to have "Burly" Brellenthin once again speak.**

**Review the status of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, and repairing existing historic signs. We voted to approve a plaque for Kevin Heffernan, 1129 Park Row—1900.**

**Update from Patrick Quinn regarding meeting with Gail Klein, John Notz, and others regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. John Notz and Gail Klein attended our meeting concerning this. We hired Gail (Historic Consultant) to put together this for us. We signed a contract with her for a total fee of \$1,740.00. We made a down payment of \$518.00, which we gave to her at the meeting. She was also given a W-9 form which she needs to fill out for the City. Patrick took her on a tour of the cemetery. Submit to Wisconsin Historical Society for approval, will take time with Historical Review Board, but once approved it usually goes quickly with the National Park Service. Probably will take a year.**

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

**Meeting adjourned at 7:40 P.M.**

**Respectfully submitted,**

**Louise M. Rayppy**

## **Avian Committee**

**Monday, January 21, 2019 5:00 PM**

**City Hall, Conference Room 2A**

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

- 1. Call to order by Chairman, Selena Proksa at 5:01 pm**
- 2. Roll Call: Present: Selena Proksa, Beverly Leonard, Sarah McConnell, Nancy Swanson, Carol Zimmerman  
Excused Jill Rodriguez, Karen Gallo**
- 3. Approval of Minutes from December 17, 2018 meeting  
Motion to approve by McConnell, Second by Leonard  
Motion to approve: Vote 5 yes, 0 no, 0 abstain**
- 4. Comments from the public limited to 5 minutes – no public present**
- 5. Discussion on May educational meeting, agreed to change from the Committee of the Whole to the City Council meeting on 5/16/19 for awards recognition**
- 6. Discussion on Potential Community Interest Article in Regional News regarding Avain Education program to invite reporter Dennis Hines to St Francis school for February program.**
- 7. Wrigley Drive new Purple Marin contributors to date verbally committed Harborside Café and Popeye's, more business to be solicited**
- 8. Discussion revisions and submission of Bird City Renewal Application, deadline to be met for submitting**
- 9. Discussion Purple Martin interpretive sign to be cleared by Planning and Zoning Department by May 1, 2019**
- 10. Discussion Avian Educational project on schedule and well received**
- 11. Discussion Birdhouses removed and stored at Street Department, scheduled March 5, 2019 change out cables with staff**
- 12. Discussion Alliant Energy Grant in process deadline March 1, 2019, use of monies cavity camera; Tourism Grant approved \$1500**
- 13. Discussion/Recommendation of future agenda items  
Discussion of Tourism Grant programs  
Review draft Alliant Energy Grant application deadline March 1, 2019  
Update education program  
Educational sign placement and order  
Activity schedule for 2019**

**February 25, 2019 - next meeting**

## **14. Adjourn**

**Leonard moved to adjourn, second by McConnell**

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

**These minutes are not official until approved by the Avian Committee**