



COMMITTEE OF THE WHOLE
MONDAY, MARCH 05, 2018 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from February 05, 2018 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **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 Halverson
- g. Historic Preservation Commission, Alderman Chappell
- h. Cemetery Board, Alderman Kordus
- i. Avian Committee, Alderman Halverson
- j. Tourism Commission, Alderman Hedlund & Flower

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 Straube & Hedlund
- d. Geneva Lake Environmental Agency, Alderman Flower
- e. Geneva Lakes Family YMCA, Alderman Skates
- f. Geneva Lake Use Committee, Alderman Flower
- g. Business Improvement District, Alderman Halverson

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.*

2/28/2018 5:00 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

COMMITTEE OF THE WHOLE MINUTES

MONDAY, FEBRUARY 5, 2018 – 6:00 PM

CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Kordus called the meeting to order 6:00 pm.

Pledge of Allegiance led by Ald. Kordus

Roll Call: Present: Aldermen Skates, Kordus, Flower, Straube, Halverson, Hedlund, Howell.

Absent: Ald. Chappell *Also Present:* City Administrator Oborn and Mayor Kupsik

Approval of Minutes from December 04, 2017 Committee of the Whole Meeting as distributed

Ald. Hedlund motion to approve December 04, 2017 minutes, second by Skates. Motion carried 7 to 0.

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

Mary Jo Fesenmaier, 1085 Lake Shore Drive; Items 6 & 7 presentation by Shawn Kelly & City Administrator on Eminent Domain. Remind people that Central Park was purchased through eminent domain along with City Hall building plus the school district has used eminent domain. Eminent Domain is a way to have a conversation with the property owner to come up with a plan to continue the map for facilities. Presentation by Shawn Kelly is an example of a plan for Hillmoor as a private recreation facility.

Ed Svitak, 1085 Geneva National – thank you and your staff for the partnership on Winterfest. This year's event was well attended and definitely in the top five.

Salena Proksa 1517 : running for Alderman and speaking to line Item #6 to preserve Hillmoor as a green space for various reasons.

Rick Stineberg, 1032 Williams: Advocate for Hillmoor as a green space. He doesn't understand how the city gave the Movie Theatre \$850,000 to build, but we won't give them a marquee to advertise what they're featuring.

Judge Henry Sibbing, 1725 Hillcrest Dr., Reiterated comments regarding the theatre having a marquee. Demands your attention on presentation for line item #6 regarding Hillmoor.

Charlene Klein, fierce advocate for the preservation of Hillmoor.

Dick Malmin, N1991 S. Lake Shore Dr. supports thr Friends of Hillmoor in creating a vision/plan for preserving the property.

Tom Hartz 1051 Lake Geneva Blvd. regarding items #6 & #7 curious to learn more about the plan, what it represents, what the community support for it is, what the community wants and is willing to pay on their tax bill to support it? The idea that eminent domain is a part of tonight's discussion suggests the idea that the city purchase the Hillmoor property and he pointed out that necessity needs to be presented if eminent domain is utilized. He also stated that we need to look at the city's current parks; the city is over 500 acres within the city limits and how does necessity fit that number. He believes the environmental overlay as part of comprehensive plan has to be a park, but would like to better understand the impact on property taxes, employment etc. He

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suggested the plan will address some of these questions as well as present new questionws and suggested that we cast a large net to gather input from the community.

Presentation was given by Shawn Kelly, of Kelly Design Group in Williams Bay.

Presentation was given by Blain Oborn, City Administrator, on using Eminent Domain and PRAT.

STANDING COMMITTEE REPORTS.

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

COMMITTEE, COMMISSION AND BOARD REPORTS.

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

COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.

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

Ald. Hedlund motion to adjourn at 7:33 pm, second by Halverson . Motion carried 7 to 0.

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

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

Aldersperson Kordus called the meeting to order at 6:16 p.m.

Roll Call

Present: Alderspersons: Kordus, Halverson, Hedlund, and Howell

Absent: Aldersperson Skates (excused)

Guests: City Administrator Oborn, City Clerk Kropf, and Finance Director Hall

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

No persons wished to speak.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of January 16, 2018, as prepared and distributed

Motion by Howell to approve the minutes of the January 16, 2018 Finance, License, and Regulation meeting, second by Hedlund. Motion carried 4-0.

Licenses & Permits

Original 2017-2018 Operator's (Bartender) License applications filed by Lisa Flores, Zhanna Romm, Javier Salgado, Lexus Scherrer, Samantha Storm, Prokopios Vassos, and Danielle Warren.

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

Discussion/Recommendation regarding an Event Permit Application for the Lake Geneva Jaycees for the Event of Easter Egg Hunt to be held on March 31, 2018.

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

Discussion/Recommendation regarding an Event Permit Application for the Lake Geneva Arts Foundation for the Event of Art in the Park to be held on August 11, 2018 and August 12, 2018.

Motion by Hedlund to approve, second by Howell. Halverson questioned why certain groups were being allowed to waive the application fees and others weren't. Kordus mentioned that the previously mentioned event, held by the Jaycees, is a free community event and that this event isn't. City Administrator Oborn noted that any group can request a waiver, but it would be the discretion of the committee to allow or not. Motion carried 4-0.

Discussion/Recommendation regarding an Event Permit Application for the Lake Geneva Jaycees for the Event of Venetian Festival to be held August 15, 2018 through August 19, 2018. (Permit to extend from August 13, 2018 to August 20, 2018 for event setup and take down).

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

Discussion/Recommendation regarding an Event Permit Application for Mike Mann for a Wedding Rehearsal Dinner to be held September 21, 2018.

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

Discussion/Recommendation regarding a Massage Establishment Permit Application for Aveda Jasmine Salon and Spa to be used at 251 Cook Street, Lake Geneva, WI.

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

Discussion/Recommendation regarding an original application for a Reserve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license by Beachside Hospitality, INC d/b/a Barriquer Wine & Brew Bar, Agent, Nancy Trilla, located at 835 Wrigley Drive, Lake Geneva, WI.

Motion by Hedlund to table this item until the February 20, 2018 Finance, License, and Regulation Committee meeting, second by Kordus. Kordus noted that this license became available after The Tempura House surrendered

their license. Kordus explained that he would like to postpone action on this item to see if any other businesses or individuals apply. He stated that this type of license is highly sought after and would like to give the community time to be aware of its' availability. Clerk Kropf indicated to the committee that the City is not required to publish a notice of a license's availability, but they do need to publish a notice when a license will be considered by the governing body. Motion carried 3-1, with Howell voting no.

Discussion/Recommendation regarding an original application for a Class "B" Fermented Malt Beverage and "Class C" Wine license by Sabai Sabai Thai Cuisine, INC d/b/a Sabai Sabai Thai Cuisine, Agent, Jirapa Cox, located at 306 Center St, Lake Geneva, WI.

Motion by Howell to approve, second by Hedlund. Clerk Kropf stated that this location was licensed under The Tempura House previously. She added the current applicants did not desire to maintain the Reserve "Class B" combination license, but was comfortable with these two licenses. Motion carried 4-0.

Discussion/Action on the Lake Geneva Public Library reserving the Riviera for a Library Program featuring Dr. Patricia McConnell to take place on March 29, 2018 with waiver of all fees.

Motion by Halverson to approve the application with waiver of all fees, second by Howell. Kordus thought that was a great space for this type of event and encouraged other City departments to use this too. Motion carried 4-0.

Recommendations from Personnel Committee – Pending February 6, 2018 Meeting

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

-Claims Paid 6 Month Rolling Average

-Aurora Clinic

The committee did not discuss or taken action on the above items.

Discussion/Recommendation of City Hall staffing reorganization including:

-Changing Senior Financial Analyst/Treasurer full-time position to Lead Financial Analyst/Treasurer full-time position

-Changing Financial Analyst full-time position to Financial Analyst part-time position

-Changing Benefits Clerk part-time position to Human Resources Specialist full-time position

-Changing Office Assistant part-time position to City Hall Counter Clerk part-time position

-Corresponding Organizational Chart Change

-Corresponding Budget Amendment

Motion by Hedlund to approve, second by Halverson. Hedlund noted that these changes had been discussed at length and approved at the Personnel Committee meeting. Motion carried 4-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$132,050.15

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

Regular Bills in the amount of \$244,929.79

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

Adjournment

Motion by Hedlund to adjourn the February 6, 2018 meeting of the Finance, License, and Regulation Committee meeting, second by Halverson. Meeting adjourned at 6:40 p.m.

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

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, FEBRUARY 20, 2018 – 6:00 PM
CITY HALL, MEETING ROOM 2A**

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

Called to Order by Alderman Kordus at 6:48 p.m.

Roll Call

Present: Kordus, Howell, and Skates

Absent: Hedlund and Halverson

Guests: Mayor Kupsik, City Administrator Oborn, and Finance Director Hall

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

Tom Trilla; Owner of Barrique Wine and Brew Bar; Requested that the committee really review and see his need for the Class B Reserve Intoxicating Liquor License.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of February 6, 2018, as prepared and distributed

Motion by Howell to approve the minutes from the February 6, 2018 Finance, License and Regulation meeting, second by Skates. Motion carried 3-0.

Licenses & Permits

Original 2017-2018 Operator's (Bartender) License applications filed by Katianne Carballo, Christopher Dopre, Tania Parat, Kersty Peek, Natasha Rees and Samantha Smith

Motion by Howell to approve, second by Skates. Motion carried 3-0.

Discussion/Recommendation regarding an original application for a Reserve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license by Beachside Hospitality, INC d/b/a Barrique Wine & Brew Bar, Agent, Nancy Trilla, located at 835 Wrigley Drive, Lake Geneva, WI (Tabled by the FLR Committee on February 6, 2018 and referred by Council back to the FLR Committee on February 12, 2018)

Motion by Howell to approve the license, motion failed for a lack of a second. Committee discussion included denying the license out right or continuing the discussion until the next Finance meeting when more members are present to vet the application fully.

Motion by Skates to continue the item until the next Finance meeting, second by Howell. Motion carried 3-0.

Discussion/Recommendation regarding a second depository option for parking ticket payment automation using our current UPSafety software system

Finance Director Hall explained that this change came forward during her review of the new software that City Hall is slated to install this summer. She noted that the new software doesn't have a parking module, but our current parking software is not being used to its fullest potential. She recommended the change, as the current process is redundant and cumbersome. Hall stated that with this change the parking automation would be in real time and would expedite the process. She concluded that this additional depository would allow people who receive a ticket to pay online and that money would be held in that new depository for about twenty-four hours. After the day waiting period the money will be deposited in the City's bank account via direct deposit.

Motion by Howell to approve the additional the depository, second by Howell. Motion carried 3-0.

Discussion/Recommendation regarding the Emergency Services Agreement between the Town of Geneva and the City of Lake Geneva (Recommended by the Police and Fire Commission on February 8, 2018)

Motion by Howell to approve, second by Kordus. Oborn noted that this is a one year agreement with limited changes from the previous year. Motion carried 3-0.

Discussion/Recommendation regarding Municipal Court software upgrade for \$3,126 from the contingency account

Oborn noted that the Court Clerk had requested this new software, but he couldn't approve it internally due to the use of contingency. Skates would like to invite the Municipal Court Clerk to the next Finance meeting to discuss further. Motion by Skates to continue this item until the next Finance meeting, second by Howell. Motion carried 3-0.

Recommendations from Public Works- *Pending February 20, 2018*

Discussion/Recommendation regarding Symphony Bay easement agreement

Kordus noted this was approved at Public Works. Motion by Kordus to approve, second by Skates. Kordus noted that Alderperson Flower voting against this item at the Public Works Committee meeting due to the placement of utilities in the easement. Motion carried 3-0.

Discussion/Recommendation regarding Cemetery Road Sanitary and Water Main Extension and curb/gutter Special Assessment

Kordus noted that this item was approved at Public Works as well. Motion by Kordus to approve, second by Skates. Motion carried 3-0.

Discussion/Recommendation on Payment Request #1 from Sonrise Construction for the White River Disc Golf Bridge Replacement Project

Motion by Howell to approve, second by Skates. No discussion. Motion carried 3-0.

Discussion/Recommendation on purchase of riding lawnmower for Cemetery from the equipment replacement fund and corresponding budget amendment

Motion by Kordus to continue this item until the Public Works Committee can review the equipment replacement fund, second by Skates. Motion carried 3-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$ 38,305.27

Motion by Skates to approve, second by Howell. Motion carried 3-0.

Regular Bills in the amount of \$122,367.72

Motion by Skates to approve, second by Howell . Motion carried 3-0.

Adjournment

Motion by Skates to adjourn, second by Howell. Motion carried 3-0. The meeting of the Finance, License, and Regulation Committee adjourned at 7:15 p.m.

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

Personnel Committee Minutes

Tuesday, February 6, 2018 – 4:30 PM

City Hall, Conference Room 2A

Meeting called to order by Chairperson Hedlund at 4:32 pm

Roll Call: Chairperson Richard Hedlund, Cindy Flower, John Halverson, Ken Howell, & Shari Straube (arrived at 4:42 pm) **Also Present:** Chief Rasmussen, Administrator Oborn, and Finance Director Hall

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

None

Approve the Personnel Committee minutes from January 2, 2018, as prepared and distributed.

Ald. Howell motion to approve Personnel Committee minutes from January 02, 2018, second by Halverson

Motion carried 3-1, Ald. Flower opposed.

Request to amend the minutes by Ald. Flower reiterating action item missing from last month's minutes to confirm that the City Administrator will be hosting monthly staff meetings, requesting the recommendation from the ETF on the optimal timeframe to have ETF present and educate employees on upcoming insurance options and/or changes. Motion by Ald. Howell to approve the minutes as amended, second by Halverson. Motion carried 4 to 0.

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

The rolling average is ticking downward, and Oborn believes it will continue to drop down. In six months from now another increase will likely happen with the December 2017 low dropping off.

Report from Employee Health Benefits Group Meeting

Chief Rasmussen requested there be a memo with information on the insurance to all employees as most didn't attend the 02/05/2018 meeting.

Ald. Flower asked Oborn if he asked the ETF to present, and he said he's never asked the ETF to come out for a presentation. Ald. Flower asked for Oborn to hold insurance staff meetings days before the Personnel Committee meeting rather than the day before the meeting. Ald. Hedlund suggested hosting a presentation in the Council Chambers, recording it and then have video on demand so employees can watch at their leisure.

Aurora Clinic

Oborn noted that the Aurora Clinic is to open on February 15, 2018.

Discussion/Recommendation of City Hall staffing reorganization including:

Changing Senior Financial Analyst/Treasurer full-time position to Lead Financial Analyst/Treasurer full-time position

Changing Financial Analyst full-time position to Financial Analyst part-time position

Changing Benefits Clerk part-time position to Human Resources Specialist full-time position

Changing Office Assistant part-time position to City Hall Counter Clerk part-time position

Corresponding Organizational Chart Change

Corresponding Budget Amendment

Motion by Ald. Howell, second by Halverson to approve the above referenced items. Motion carried 4-1 with Flower voting no.

Future agenda items and meeting date

Next meeting on March 6, 2018 with update on HR hire and city hall space.

Closed Session:

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Public Works Director Earle, Harbormaster Grey, PD Communications Supervisor Froggatt, and Building and Zoning Administrator Walling and motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to Police Officers Union Labor Agreement and Firefighters Union Labor Agreement

Motion by Ald. Howell to go into closed session, second by Halverson. Motion carried by roll call 5 to 0. The Personnel Committee continued into closed session at 5:34 pm.

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 Ald. Howell to return into open session, second by Halverson. Motion carried via roll call 5 to 0. The Personnel Committee reconvened into open session at 6:14 pm.

Motion by Ald. Flower to proceed as discussed in closed session for Earle, Gray, and Walling and send issues of Froggatt, Police Union, and Firefighters Union to City Council, second by Halverson. Motion carried 5 to 0. Motion carried by roll call vote 5 to 0.

Ald. Howell motion to adjourn the February 6, 2018 Personnel Committee at 6:15 pm, second by Halverson. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

2/27/2018 4:45 pm

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, JANUARY 16, 2018 – 4:30 P.M.
CITY HALL, MEETING ROOM 2A**

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

Roll call: Present: Alderman Kordus, Hedlund, Skates and Flower. **Absent:** Ald. Straube. **Also present:** Mayor Kupsik, City Administrator Oborn, DPW Earle and Parking Manager Mullally.

Members of the public present: Jackie Mitch and Brian Musson from Vandewalle & Associates, Inc.

Comments from the public limited to 3 minutes. None.

Approval of Public Works Committee meeting minutes from December 19, 2017 as prepared and distributed. Hedlund/Flower motion to approve. Passed 4-0.

Approve the minutes from the special joint Public Works and Utility Commission meeting on January 3, 2018 as prepared and distributed. Flower/Hedlund motion to approve. Passed 4-0.

Director of Public Works Report

Discussion was had regarding a written report instead of a verbal one. It was decided that a written report containing just bullet points would be preferred. Earle reported on the recent snow event and the equipment maintenance that has occurred. He said the 2018 roads will be out for bid shortly. There is a small pond alongside the museum that requires monthly maintenance during the summer and Earle will be bringing this back to PWC next month for discussion on the best way forward. Earle reported that the cold weather caused issues with frozen pipes and failing heaters at the Riviera and ultimately the water had to be switched off. He said it should be repaired and ready to be used for Winterfest. Earle is currently working on the 2018 Equipment Replacement list and the biggest item coming up is a new Vac-All. Discussion was had on the 2018 Road Program.

Discussion/Review of Draft Bicycle & Pedestrian Plan and Online Survey results as presented by Vandewalle & Associates, Inc.

Jackie Mitch from Vandewalle & Associates Inc. gave an overview of the draft Bicycle & Pedestrian Plan. Kordus expressed concern that the online survey was completed by a very small percentage of the City's population. Discussion followed. Brian Musson of Vandewalle & Associates gave a more detailed look at the plan and the connecting areas of the paths. Discussion followed. Review only; no action taken.

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

Hedlund/Kordus motion to approve. Discussion was had regarding the way in which streets are picked for repair. Flower stated that she had not seen a list of streets. Earle said the list of streets was approved in 2014 by the PWC and we are now working at the end of that list. He said the list was used in the 2017 Kapur Streets task order and Wrigley Dr. and Lower Broad were postponed due to possible work at the beach. The beach work has been cancelled and therefore those roads were put back on for the spring. Kordus confirmed. Earle reminded the committee that he was instructed to bring any forthcoming street projects to the Utility Commission for review in case of any issues they may have underground. While the lists are being reviewed, other roads may go bad and so the list is continually updated. Earle said for this reason,

he has a patch list of areas that need to be taken care of individually and cannot necessarily wait to be placed on a list. Marianne Terrace is another one that was postponed due to drainage and grade issues. He would like a complete survey done in this area and an Engineers report before recommending any work. Flower said she would like to see a 3-5 year list and she also wants to know how big ticket roads are included. Earle said he does have a 3-5 year list which is a working list that is always updated. He will send it to her. Skates agreed that this is what was discussed at prior meetings and said that after this year, Earle will work with Kapur on a new list of roads. Passed 4-0.

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

Hedlund/Kordus motion to approve. Earle said that our current Storm Water ordinance is outdated and so Kapur have been referring to the State's minimum standards. They are recommending that we update our ordinance to meet these standards. Passed 4-0.

Discussion/Recommendation on July 12, 2018 unreimbursed storm expenses

Oborn and Earle detailed the steps that were taken in trying to secure reimbursement for the costs incurred due to the storm event in July 2017. The City did not qualify for any reimbursement from any of the available resources we applied to.

Skates/Hedlund motion to make no changes knowing that the 2017 budget may close in the negative. Passed 4-0.

Adjournment

Skates/Kordus motion to adjourn at 6:18 p.m. Passed 4-0.

/s/ Jo Busch, Utility Office Manager

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

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, FEBRUARY 20, 2018 – 4:30 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Ald. Kordus at 4:41 p.m.

Roll call: Present: Alderman Kordus, Skates and Flower. **Absent:** Ald. Straube and Ald. Hedlund. **Also present:** City Administrator Oborn, DPW Earle, Superintendent Neil Waswo, Utility Director Josh Gajewski and Parking Manager Mullally. Mayor Kupsik arrived at 4:50pm.

Members of the public present: Jackie Mitch and Brian Musson from Vandewalle & Associates, Inc.

Comments from the public limited to 3 minutes.

Mary Jo Fesenmeier asked that the PWC do not recommend to council anything with the bike path or road, if it moves it into the State Park. She feels that the public have had no knowledge of this and it is not what the public want.

Approval of Public Works Committee meeting minutes from January 16, 2018 as prepared and distributed. Skates/Flower motion to approve. Passed 3-0.

Director of Public Works Report

- Earle detailed the problems with Windstream's equipment remaining on the utility pole that is due to be removed on Curtis Street. Alliant have issued a vacate order. Earle will continue to follow up on this.
- The Beautification Committee is communicating with Earle regarding the renovation of the Three Graces statue. There are details that need to be clarified before the statue is removed.
- Earle gave an overview of snow removal operations. He would like to post signs in accordance with our ordinances regarding parking downtown during snow events. He would also like snow emergencies declared as is done in other communities. There have been some complaints about the sidewalks but it is the business owner's responsibility to clear them.
- The smaller pond by the museum has previously been maintained by Z-Scape but there is no contract. Earle has included this as an addendum to the Landscaping Contract that is out for bid.
- Earle gave a shout out to his staff for their performance during Winterfest. They have streamlined the process to be very efficient and he praised their performance.
- A Main Street pre-construction meeting was held and Earle is looking into the permits that would be required to close the road. A preliminary schedule was included in the packet.
- The Visitor Center demolition is almost finished. Discussion was had on the plumbing and service lateral problems.
- Earle expressed concern over the current location of the Farmers Market and advised that he gets many complaints. It has grown significantly and is no longer meeting the terms of its conditional use permit. A new location needs to be considered.
- The alarm system at the Riviera keeps going off. The problem is one of the heads and Public Works have sourced one and will be installing it themselves as a quote from Cintas was very expensive.
- A homeowner has complained again about the light at the West End of Library Park but Earle and Waswo came in during the early hours of the morning to check it out and don't believe it is a problem.
- We Energies and AT&T want to trench in an alley on Center Street, Cook Street and Main Street. We are trying to have them coordinate so there is only one open cut. Timing with the Main Street Reconstruction needs to be considered.

Discussion/Recommendation on Symphony Bay Easement Agreement (approved by Utility Commission pending legal review February 24, 2018)

Earle explained that this is a non-typical easement agreement but it has been reviewed by the City Attorney. Discussion followed.

Kordus/Skates motion to approve. Passed 2-1. Flower voted No.

Discussion/Recommendation on Cemetery Road Sanitary and Water Main Extension and potential Curb and Gutter Special Assessment

Earle detailed the erosion problems in this area. If the water and sewer extensions go ahead he recommends that curb and gutter be installed at the same time. Gajewski explained that this is being looked at by the Utility Commission after they were approached by the owner of multiple lots on Cemetery Road. He explained that the Commission is looking for approval from the PWC to potentially spend over \$250K and to allow the special assessment. Oborn and Gajewski explained some of the processes for assessing a special assessment. Discussion followed.

Flower/Skates motion to proceed with the Cemetery Road Sanitary and Water Main Extension process and include potential Curb and Gutter and potential Special Assessments. Passed 3-0.

Discussion/Recommendation on 2018 Street Paving

Earle gave an update on the 2018 Street Paving plan. Public Works and the Utility Commission are working together to make sure problem areas are known before streets are repaved. Discussion followed.

No action taken.

Discussion/Recommendation on Snow Plowing Operations

This was covered by Earle under Directors Report. No action taken.

Discussion/Recommendation on Flashing Signals in the Downtown Area of Main Street

Earle said he gets only a handful of calls regarding the flashing lights on Main Street. Tapco said it would be about 90 minutes of work to change them. He reminded the committee that the lights were designed this way to keep East/West traffic moving. Flower said now that we have detection there's no reason to have the flashing lights. Discussion followed. Earle said there are plenty of options to change the timing. The consensus is to continue this item to next month's meeting.

Discussion/Recommendation Traffic Flow during Major Events

Kordus said he has spoken to the Police and Fire Departments as well as Public Works and this needs to be a coordinated effort. No action taken.

Discussion/Recommendation on the Installation of Fencing around the Generator at 1065 Carey Street

Earle said he asked multiple companies to quote on this and only two companies did. He recommends going with the lower quote from Aluminum Fence Corporation.

Skates/Flower motion to approve Aluminum Fence Corporation to install fencing around the generator at 1065 Carey Street with a not to exceed amount of \$2,600. Passed 3-0.

Discussion/Recommendation/Update on Bicycle & Pedestrian Plan as presented by Vandewalle & Associates, Inc.

Jackie Mitch gave a summary of the Open House and its outcomes. She explained that multi use trails have been shown going through Big Foot State Park and clarified that this is not a road through the State Park rather an effort to get pedestrian and bicycle traffic away from the road. Brian Musson clarified that he was not directed by City staff or elected officials to put this path in but it is his opinion that this is needed. Discussion was had on the outcome of the Open House. Earle clarified that you cannot ride your bike on the lake path. Musson said the idea is to encourage cyclists to park their bikes and then walk through downtown in the busy summer months. Skates said there would need to be a secure location to leave bikes as people won't leave their expensive bikes otherwise. When going over short and long term recommendations, Musson said that relationships with surrounding communities and the County are important when developing bike and pedestrian trails. Musson said that this is still a malleable plan. Flower/Skates motion to recommend the Bike and Pedestrian Plan as revised after the Open House to Planning & Zoning. Passed 3-0.

Discussion/Recommendation on Brunk Pavilion Landscaping Plan (forwarded to PWC from Board of Park Commissioners January 24, 2018)

The committee continued this item to next month's meeting by consensus.

Discussion/Recommendation on Payment Request #1 from Sonrise Construction for the White River Disc Golf Course Bridge Replacement Project

Earle said this is the first payment on this project and it covers the work performed so far and the actual cost of the bridge. The deadline to complete this is September 2018 but Earle believes that this will be finished before the deadline. Work is weather dependent.

Skates/Kordus motion to approve. Passed 3-0.

Discussion/Recommendation on Cemetery Equipment Amortization and the Purchase of a Riding Lawnmower for the Cemetery (lawnmower purchase approved by Cemetery Committee January 17, 2018)

Oborn said this was originally on the list for three years from now. Earle explained that we need a 48" deck as the mower cannot fit through the headstones at the cemetery. He said a 10 year plan for these mowers is not a realistic timescale and they need to be replaced sooner. Discussion was had regarding the Equipment Replacement schedule and what has already been approved. This item was continued to the next meeting by consensus.

Adjournment

Skates/Flower motion to adjourn at 6:44 p.m. Passed 4-0.

/s/ Jo Busch, Utility Office Manager

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

PIERS, HARBORS & LAKEFRONT COMMITTEE
WEDNESDAY, JANUARY 17, 2018 – 5:30PM
CITY HALL, CONFERENCE ROOM 2A

Meeting called to order by Chairman at 5:30 pm

Roll Call: Ald. Skates, Hedlund, Flower, Kordus Absent: Ald. Howell
Also Present: Administrator Oborn, Mayor Kupsik, PW Earle

Approval of Minutes from November 29, 2017 meetings as prepared and distributed.

Ald. Kordus motion to approve, second by Hedlund. Motion carried 4 to 0.

Comments from the public limited to 5 minutes

None

Harbormaster's Report

No report from Chuck

Discussion/Recommendation on designation of a Rental Authority per Muni. Code 90-198 and 2018 Boat Stall, Buoy, Ramp, and Kayak Rentals

City Administrator recommends designating himself for the Rental Authority for establishing rates with assistance from Chuck & Finance. Ald. Skates would like Lorraine to be involved with the Rental Authority for establishing rates with a spreadsheet to track checks and balances. Ald. Kordus said it needs to be noted that this needs to be done every year or direct Dan to change the ordinance so it's done in perpetuity. Ald. Kordus motion to designate City Administrator as the Rental Authority for establishing rates on rental boats, ramps, and buoys etc., Flower seconded motion. Motion carried 4 to 0.

Discussion/Action/Recommendation on Riviera Concourse Lease Renewals

No action taken

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to Wis. Stat. 19.85(1)(f) considering financial, medical, social or personal histories if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations all with regard to selection of a firm to provide architectural and engineering design and project management services for the Riviera Improvement Project

Ald. Kordus motion to go into closed session at 5:42 pm to include Mayor Kupsik, Administrator Oborn, and PW Earle, second by Hedlund. Motion carried 4 to 0

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

Ald. Kordus motion to go into open session, second by Skates. Motion carried 4 to 0.

Ald. Kordus motion for a Special Piers, Harbors & Lakefront Committee session on Feb. 9th from 9:00 am to 3:00 pm to review proposals from vendors, second by Ald. Skates. Include Fred from Building & Zoning in on the session as well. Motion carried 4 to 0.

Ald. motion to adjourn Hedlund, second by Skates at 6:13pm. Motion carried 4 to 0.

This is a meeting of the Piers, Harbors & Lakefront Committee.

No official Council action will be taken; however, a quorum of the Council may be present.

02/01/2018 4:00pm

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

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

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

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

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

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

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

Acknowledgement of Correspondence

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

Financials Update

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

Ald. Flower arrived at 4:16pm.

Approval of the December Bills

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

Directors Report

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

Mayor Kupsik arrived at 4:30pm.

Discussion/Recommendation on Cemetery Road Sanitary and Water Main Extension

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

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

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

Discussion/Recommendation on 2018 Capital Improvements

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

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

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

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

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

Adjourn

Flower/Hedlund motion to adjourn. Passed unanimously.

Meeting was adjourned at 5:15 p.m.

/s/ Jo Busch, Office Manager

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday February 14, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:03pm

Roll Call - Members present: President Lyon, Ald. Flower, Brett Stanczak and Mark Johnson.
Staff in attendance: Josh Gajewski and Blaine Oborn.

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

Approve Utility Commission Minutes from January 17, 2018 as prepared and distributed
Flower/Stanczak motion to approve. Passed 4-0.

Acknowledgement of Correspondence None

Financials Update

Gajewski reviewed the financial information for January.
Flower/Johnson motion to approve. Passed 4-0.

Approval of the January Bills

Flower/Stanczak motion to approve. Passed 4-0.

Directors Report

Gajewski gave an overview of Utility operations. Final carrier transfer work at Host Tower to be completed this month and final inspections will be performed by Dixon. AT&T will then be upgrading their equipment which was already approved by the Commission in 2017. Off peak pumping has resulted in energy cost savings and we continue to see improved chlorine residuals. The pre-construction meeting for the Main Street Water Main project is scheduled for Feb 15th and the hope is to narrow project scheduling at that time. A kickoff meeting with Civic Systems has been scheduled with a May/June anticipated date to go live. An auto attendant has been implemented for our office telephone system. We will continue to monitor this for any required changes and any feedback received. The Cemetery Road utility extension will be going to PWC for further review next week and the 2018 Capital Projects are being developed and will be presented for approval as they are ready.

Discussion/Recommendation on Symphony Bay Easement

Gajewski reported that an easement has been drafted for Symphony Bay and the Utility are listed as a grantee. Our utilities will be located in the right of way but Gajewski said he is not opposed to the easement as it allows extra working space for future maintenance. Discussion followed.

Flower/Stanczak motion to approve the drafted easement as recommended and revised by Attorney Draper. Passed 4-0.

Discussion/Recommendation on rehabilitation of Well #3

Gajewski reported that wells are required to be pulled and inspected on a regular basis per code NR 810.13. Well #3 was last inspected in 2005 and is overdue for the next inspection. He detailed the work that was performed in 2005. There have been some issues with Well #3 and it is currently offline. Gajewski is looking at having the well pulled, inspected and televised. Final cost would be determined once the well has been pulled and can be evaluated further. Water Well Solutions has

been the contractor used in the past and we have good performance history with this vendor. Discussion followed.

Flower/Stanczak motion to approve using Water Well Solutions to do the rehabilitation of Well #3 with a not to exceed of \$60K. Passed 4-0.

Discussion/Recommendation on Collection System Capacity Analysis

Gajewski explained that he put together an RFP to consolidate the scope to perform a comprehensive analysis of the hydraulic capacity of our collection system. Money for this was included in the 2018 budget. Discussion followed. The RFP asks for start date, cost, completion date and will request references.

Stanczak/Flower motion to approve circulation of the RFP. Passed 4-0.

Discussion/Recommendation on acceptance of Symphony Bay Phase 1 Utilities

Gajewski reported that portions of water and sewer utilities have already been installed and inspected at Symphony Bay and Kapur is recommending acceptance of these utilities.

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

Adjourn

Flower/Stanczak motion to adjourn. Passed 4-0.

Meeting was adjourned at 5:01 p.m.

/s/ Jo Busch, Office Manager

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

Lake Geneva Tree Board

Wednesday, January 24, 2018

City Hall, Conference Room 2C

The Lake Geneva Tree Board was called to order by President Kirchberg at 5:40 p.m.

Present: Candy Kirchberg, Clara Jacobs, Jon Foster, Bob Flemming, & Dan Andresen. **Park Board members:** Barb Phillips and John Swanson.

A motion was made by Bob Flemming, seconded by Dan Andresen to approve the minutes of the Wednesday, October 25, 2017 minutes. Motion carried unanimously.

Comments from the public: John Swanson is continuing his concern with the condition of the trees on business properties. John has talked to the Development Corp and Candy Kirchberg will follow up with a call to Andy Dammeir, President of the Corporation.

Park Board Report: No report.

Arborist Jon Foster reported because of the Fall tree planting there will not be a spring planting. Jon also reported that 30 trees have been removed from the cemetery; several being oaks. Jon mentioned that 2 ginkos may have to be replaced on lower Broad St. Replacement may be with columnar pear trees.

No meeting has been scheduled at this time.

Meeting adjourned at 6:25 p.m.

Clara Jacobs

Secretary

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

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Bittner

3. Roll call

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

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

5. Acknowledge correspondence - None

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

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

7. City Council Report

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

8. Police Department Business

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

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

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

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

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

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

c. 2018 Capital and Equipment Replacement Update

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

d. Discussion on full time officer hiring

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

e. Discussion on reserve officer hiring

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

f. Discussion on booking officer hiring

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

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

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

h. Discussion regarding Community Outreach Committee – Family donations

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

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

j. Monthly activity reports

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

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

k. Yearly Statistics - No discussion/action

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

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

- Visit Lake Geneva

m. Items to be forwarded to City Council

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

9. Fire Department Business

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

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

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

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

b. Discussion Monthly EMS Medical Billing/Stark Report

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

c. Discussion Monthly Fire Department report

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

d. Discussion Monthly Paratech report –

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

e. Discussion/Action- Approval of Lexipol Policies

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

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

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

f. Discussion Thank You letters – No discussion/action

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

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

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

h. Items to be forwarded to city council

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

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

Lexipol policy 1016

Benchmarks Chief Rasmussen goals-discussion

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

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

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

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

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

14. Adjourn

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

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

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

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

**PLAN COMMISSION MEETING
MONDAY, FEBRUARY 19, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Approve Minutes of the January 15th Plan Commission meeting as distributed.

Horne/Gibbs motion to approve. Motion carried unanimously.

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

Speaker #1: Selena Proksa, 517 Franklin Avenue, shared concerns for short term rentals in the city of Lake Geneva.

Speaker #2: Trish Schaefer, 403 Center Street, emphasized the need for local regulation for short term rentals in the city of Lake Geneva.

Speaker #3: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, focused on the short term rental document in the packet which is a starting point for discussion.

Acknowledgement of Correspondence.

None.

Downtown Design Review

6.A. Application by Jirapa Cox, to install an awning structure with signage and monument sign, located at 306 Center Street, Sabia Sabia, Tax Key No. ZOP00162.

Zoning Administrator Walling stated he met with the applicant several times. The application meets all the requirements for the downtown design overlay for the monument sign and the awning at this location.

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

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

6.B. Application by Lake Geneva Architects, to install a rooftop addition structure on the second story to accommodate an interior stairway located at 623 W Main Street, Tax Key No. ZOP00290.

Chris Roberts, Lake Geneva Architects, on behalf of Crown Dominion Commercial Properties LLC, presented the owners request.

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

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

6.C. Application by Letitia Erdman, to install an on-building sign located at 640 W Main Street, The Downtowner, Tax Key No. ZOP00306.

Tisha Erdman, builder of the Downtowner, presented request for a sign at this location. Zoning Administrator Walling verified the sign needed to go through Plan Commission. Alderman Skates said there have been many positive comments regarding this project.

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

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

6.D. Application by Pete Juergens, to install a pergola on the second floor exterior dining area & planter box for exterior dining area identification located at 831 Wrigley Drive, Oakfire Restaurant, Tax Key No. ZOP00340. Zoning Administrator Walling stated the application would be used as a discussion tonight since this project falls in the realm of an amendment to the Precise Implementation Plan (PIP). Commissioner Hill asked for clarification of request. Pete Juergens, applicant, presented the project request and explained the original plan, which did not work due to the wind off the lake. Administrator Oborn added the staff would need to review the sidewalk café permit during this process. Walling said the liquor license requires the service area for alcohol to be identified with a chord or bollards.

This project will come back to the next Plan Commission as an amendment to the PIP.

7. Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM for Applicant John G. Gyann, 8400 Gleneyre Rd, Darien, IL 60561, to reduce the rear yard setback from 180 feet to 25 feet as identified on the Trinke Estate Plat located at W1759 Hillside Rd, Tax Key No. ITE00015.

John Gyann, owner, presented the history of the property and the need for his request.

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

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

8. Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM for Applicant Millard Properties, LLC. - Bob Cook, W6362 Dunham School Rd., Elkhorn, WI, 53121 to create a rural residential lot of approximately 7.5 acres survey prepared by Olsen Land Surveying, LLC, located at Tax Key No. JG1400001.

Bob Cook, Millard Properties, LLC, presented his request. Zoning Administrator Walling stated it meets all county zoning requirements.

Kupsik/Horne motion to approve ETJ CSM.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

9. Review and Recommendation of revised Non-Exclusive Easements for review and approval of the Symphony Bay Development. Application for Symphony Bay submitted by Fairwyn LLC.

Rick Zirk, Fairwyn Development of Symphony Bay, presented their request. Attorney Draper explained why the city of Lake Geneva is both the grantor and the grantee in this Non-Exclusive Easements document. Commissioner Horne asked for a name clarification of Time Warner in the document. Mr. Zirk stated the name has been updated.

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

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

10. Public Hearing and Recommendation of Annexation for the applicant Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, for the 1.95 acre property located at Tax Key No. JG2500014A, currently located in the Town of Geneva.

Erin Larkin, 500 Stone Ridge Drive, presented their request for annexation into the city of Lake Geneva. Planner Slavney verified the request is consistent with the city of Lake Geneva’s Comprehensive Plan and recommends approval. A petition for annexation was sent to the State of Wisconsin Department of Administration and approval will be contingent on the response from the Wisconsin Department of Administration.

Kupsik/Horne motion to close the public hearing. Motion carried unanimously.

Skates/Horne motion to approve the annexation to include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

11. Public Hearing and Recommendation of Lot Division for the applicant Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, to divide the 1.95 acre property into a 1.24 acre parcel to the north abutting Stone Ridge Drive, and a 0.71 parcel to the south.

Erin Larkin, 500 Stone Ridge Drive, presented their request. Planner Slavney stated the proposed lot sizes of this CSM match the zoning districts for the next item, a zoning map change, and recommends approval subject to the property's annexation and requested zoning districts.

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

Kupsik/ Skates motion to approve the land division to include all staff recommendations and fact finding, and subject to the property's annexation and requested zoning districts.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting "yes." Motion carried unanimously.

12. Public Hearing and Recommendation for a Zoning Map Change for the applicant Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, to divide the 1.95 acre property into two separate parcels - 1.24 acre parcel to the north abutting Stone Ridge Drive to Two-Family Residential (TR-6) zoning, and a 0.71 parcel to the south to Planned Business (PB).

Erin Larkin, 500 Stone Ridge Drive, presented their request. Planner Slavney said the proposed request for a zoning map change is consistent with the Comprehensive Plan's Future Land Use Map.

Kupsik/Horne motion to close the public hearing. Motion carried unanimously.

Skates/ Hill motion to approve the zoning map change to include all staff recommendations and fact finding and subject to annexation.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting "yes." Motion carried unanimously.

13. Public Hearing and Recommendation of an Amendment to the existing Conditional Use Permit filed by James and Kathryn Willett, 1320 W. Main Street, Lake Geneva, WI 53147, to construct an addition to the existing first floor of the home located in the SR-4 zoning district at 1320 W. Main Street, Tax Key No. ZYUP00094H.

Ken Etten, McCormack and Etten Architects, 400 Broad Street, on behalf of Jim and Kathy Willett, presented their request. Planner Slavney verified the biagi setback line and Mr. Etten described its purpose.

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

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

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting "yes." Motion carried unanimously.

14. Public Hearing and Recommendation of a Conditional Use Permit amendment filed by Southwind Prairie IV, LLC, 751 Geneva Parkway, Lake Geneva, WI 53147, to amend the existing Conditional Use Permit which would allow the relocation of a maintenance building, sign installation, and redesign of an existing building allowing a roll up door install, Tax Key No. ZSWP0001 thru ZSWP0011.

Zoning Administrator Walling, explained the project request and stated the request meets our zoning regulations.

Kupsik/Horne motion to close the public hearing. Motion carried unanimously.

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

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting "yes." Motion carried unanimously.

15. Discussion/Recommendation on Short Term Rental ordinance change.

Planner Slavney led the introductory public discussion regarding short term rentals. The City Staff and Plan Commission will discuss the details of short term rental and come to a consensus to create a complete document. Slavney will prepare a detailed memo outlining the many changes to the zoning code which will be needed to put these policies into place.

Adjournment. Hill/Skates motion to adjourn at 7:35 pm. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

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

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

Excused Absences: Ann Esarco,

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

Public Present: Charlene Klein, Ryann

Approval of Minutes from prior meeting:

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

Motion carried.

Comments from public limited to 5 minutes:

None

YMCA/Veterans Park Report

This is the slow winter season. Activity limited.

Permits/Park Donations:

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

Motion carried.

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

Motion carried.

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

Motion carried.

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

Motion carried.

Park Assignments/Repair Update/Maintenance

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

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

New Business

Brunk Pavilion – Landscaping

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

Motion carried.

Dog Park Usage Rules

Carried Forward

Old Business

Wish list Development

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

Dog Park – Small Dog Area

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

Skate Park – Benches, Bleachers, Shelter, Picnic Table

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

Three Graces Statue Maintenance/Protection

Carried Forward

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

Impact Fee Report

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

Impact Fees must be spent by December 31, 2024.

Manning Way Park Dedication

Carried Forward

Large Flag Pole and Flag for City Park
Carried Forward

Pedestrian Path Workshop Report

Important Meeting Dates

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

Pedestrian Path discussion, Plan Commission on March 19, 2018

Future Meeting Agenda Items Old:

Dog Park Usage Rules

Wish List Development – New Items

Three Graces Statue Maintenance/Protection

Smaller Dog Park within Dog Park

Manning Way Park Dedication

Large Flag Pole and Flag for City Park

Future Meeting Agenda Items New:

Next Meeting:

January 28, 2018 at 6:30 pm

Other Meetings:

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

Pedestrian Path discussion, Plan Commission on March 19, 2018

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

Adjourn

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

/s/ Ann Esarco, Park Board President

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



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Public Relations Committee Meeting
Friday, February 2, 2018, 11:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

1. Chair Wen-D Kersten called the meeting to order at 11:00 am.
2. Roll Call
 - a. Present: Kersten, Brookes, Gelzer
 - b. Excused: Halverson
 - c. Also present: Kornak
3. Committee reviewed bids and designs from sign vendors for board recommendation. Brookes/Gelzer motion to recommend Bauer Sign design and contract to library board. Passed unanimously.
4. Brookes/Gelzer motion to adjourn at 11:30am. Passed unanimously.



LAKE GENEVA PUBLIC LIBRARY

MINUTES

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

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

Roll Call: Members present: Brookes, Dinan, Gelzer, Halverson, Kersten, Kundert, Lafrenz, Lyon, Oppenlander. **Also present:** Kornak

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

Kundert/Halverson motion to approve the minutes of the January 11, 2018, meeting. Motion carried unanimously.

Public Comments: None

Finance: Kundert reviewed January expenditures. The Finance Committee recommended approval of expenditures of \$46,529.43 from the general fund. Lafrenz seconded recommendation. Motion carried unanimously.

2017 expenses came in under budget. Finance Committee recommended for approval remaining bills from 2017 budget of \$12,466.10 for personnel, \$19,450.16 for operating expenses, and \$5,243.01 from impact fees totaling \$37,159.27. Lyon seconded recommendation. Motion carried unanimously.

President's Report: Referred to building and grounds

Building and Grounds

- Discussion of outdoor/indoor furnace options
- Discussion of east wing office heating options

Director's Report

- Kornak reported library statistics showing increasing circulation in January, program attendance, feedback on self-checkout stations, self-pickup for holds, Winterfest traffic
- Feedback on fine forgiveness for LGPL youth materials



LAKE GENEVA PUBLIC LIBRARY

Voyager Financial Update

Bob Anderson reviewed market trends and status of LGPL portfolio.

Discussion

- Gelzer/Lyon motion to approve Security Camera Policy. Motion carried unanimously.
- Brookes/Dinan motion to approve LGPL Addenda to the City of Lake Geneva Employee Handbook.
- Lafrenz/Dinan motion to amend paragraph 4, 102 Organization Description by adding Library Board of Trustees to list. Motion carried unanimously.
- Brookes/Lafrenz motion to approve LGPL Addenda to the City of Lake Geneva Employee Handbook as amended. Motion carried unanimously.

Committee Reports

- **Strategic Planning**
 - Gelzer reported Innovation Lab observers will be in the library February 13.
 - Student Cam Neuhauser has been named project director.
 - In preparation for committee meeting February 28, 6:15 p.m. (Smith Meeting Room), Trustees were asked to submit to the Director answers to the following: How would you briefly describe a high-performing library?
 - Planning a retreat with outside facilitator will also be on the meeting agenda.
- **Personnel:** Nothing to report
- **Public Relations:** Gelzer/Lyon motion to approve full color exterior sign designed by Bauer Sign and Lighting Company and suggested placement contingent upon City approvals. Motion carried unanimously.

Backup committee chairs discussion tabled until March.

City Liaison: Halverson reported on current City issues: Riviera, Hillmoor, and the mayoral race.

Friends of Library Report: Friends meeting is Wednesday, February 21, 5 p.m., Smith Meeting Room. Agenda items include planning the Annual Meeting and Authorfest.

Adjournment: Gelzer/Kersten motion to adjourn the meeting at 10:05 a.m. Motion carried unanimously. **Next meeting: Thursday, March 8 at 8:00 a.m., Smith Meeting Room.**

Respectfully submitted by Chris Brookes, Secretary



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Finance Committee Meeting
Thursday, February 8, 2018, 7:30 a.m.
Smith Meeting Room, Lake Geneva Public Library

1. Chair Larry Kundert called the meeting to order at 7:31 am.
2. Roll Call
 - a. Present: Kundert, Oppenlander, Lyons
 - b. Also present: Kornak
3. Financial report: Committee reviewed December and January expenses. Oppenlander/Lyons motion to approve reported expenditures and recommend approval at library board. Passed unanimously.
4. Oppenlander/Lyons motion to adjourn at 7:50am. Passed unanimously.

Lake Geneva Historic Preservation Commission Meeting Minutes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy

TOURISM COMMISSION

WEDNESDAY, FEBRUARY 14, 2018 – 5:00 PM

CONFERENCE ROOM 2A, CITY HALL

Meeting called to order by Chairman Gelting at 5:03 pm.

Roll Call: Present: Ald. Flower, Gelting, Lorenzi, Carstensen Absent: Ald. Hedlund, Fritz
Also Present: Administrator Oborn, VLG - Svitak, BID - Leech

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

Kevin Flemming spoke on item 10B, and he emphasized keeping as much of the tourism dollars in the city/downtown as possible.

Joe Tominaro, VLG Marketing spoke to item 12 providing background to the opportunity to host the seven state conference of Convention and Visitor Bureaus at the Riviera which is coordinated by the US Meeting Magazine. VLG proposing hosting the group at the Riviera, even though there's no correlation to overnight stays and seeking Tourism Commission Grant dollars for sponsorship.

Approval of the Tourism Commission minutes from December 13, 2017.

Ald. Flower motion to approve, second from Gelting. Motion carried unanimously.

Flower commented on making minutes with complete sentences.

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

Ed Svitak shared VLG's January Board Minutes highlighting increase in website and Winterfest event numbers with a record of 30,000+ on Saturday. Svitak has also heard mixed results as Kevin Flemming mentioned in retail sales being down and Tammie said it was a tough January.

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

Cocoa Crawl was a success with 750 maps handed out, and 214 seats sold for the viewing of Frozen at the Geneva Theatre. The full January Pedestrian Report, Winterfest Pedestrian Report and an August Pedestrian Report were provided as a comparative of a summer month pedestrian traffic to a winter month. The BID also provided pedestrian tracking for a winter Friday, cocoa crawl Friday, a summer Friday, and an overall events calendar. Still working on Lodging by the Lake, and two grants to be submitted for the March meeting.

Discussion/Action on Room Tax Dollars collected, Financials, Budget, and Disbursements Administrator Oborn provided report.

Motion by Carstensen to pay 2017 balance due of \$54,455, and first quarter 2018 for \$25,000 second by Flower. Motion carried unanimously.

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

Oborn reported that the Plan Commission is working to update the city ordinance.

Discussion/Action on Tourism Promotion Grant Program requests

a. Visit Lake Geneva

The concensus was to continue to March.

Discussion/Action on Municipal Development including:

a. The Riviera Building Promotion, Renovation, and Winterfest 2019

There was concern with scheduling Winterfest 2019 with Riviera 2019 closure. VLG to apply for city event permit for 2019.

b. Cooperative Convention Center (Lodging by the Lake)

Oborn agreed to have Harbormaster forward inquiries to Asst. City Clerk, Elder to field calls and promote Lodging by the Lake and surrounding establishments as an alternative to the Riviera for 2019.

c. Ice Castle

Discussion was continued to committee meeting next month.

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

Oborn to provide hotel room tax reporting form to Gelting

Discussion/Action revised on Visit Lake Geneva Tourism Entities Contract

Motion by Carstensen to approve agreement with changes to 8.f.vii and viii as noted, second by Gelting. Motion carried 4 to 0.

Future agenda items and meeting date

Next meeting will be March 14, 2018

Lorenzi motion to adjourn at 6:20 pm, second by Gelting. Motion unanimously approved.

/s/ Blaine Oborn, City Administrator/Secretary

02/28/2018 10:00 am

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE TOURISM COMMISSION