



COMMITTEE OF THE WHOLE
MONDAY, MARCH 6, 2017 – 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 6, 2017 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. Discussion on funding Tourism Commission and/or selecting a tourism entity
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 Kordus
 - b. Personnel Committee, Alderman Hedlund
 - c. Public Works Committee, Alderman Kordus
 - 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 Skates
 - c. Police & Fire Commission, Alderman Howell

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

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

10. 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.*

3/1/2017 4:00 p.m.

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE
MONDAY, FEBRUARY 6, 2017 - 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kordus called the meeting to order at 6:00 p.m.

Pledge of Allegiance led by Alderman Kordus.

Roll Call. Present: Aldermen Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell. Absent (Excused): Alderman Horne. Also Present: City Administrator Oborn.

Hedlund/Gelting motion for approval of minutes from December 5, 2016 Committee of the Whole Meeting as distributed. Motion carried unanimously.

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

Darien Schaefer, with VISIT Lake Geneva at 527 Center Street, expressed his thanks for the partnership for 2017's Winterfest. He noted the first weekend of the event was very successful.

Dick Malmin, N1991 S Lake Shore Dr, reiterated that this year's Winterfest event was the best he has seen. He was not in favor of a vendor that was displayed by the sculptures.

Standing Committee Reports given:

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

Committee, Commission and Board Reports given:

Utility Commission, Aldermen Flower & Hedlund
Tree Board, Alderman Skates
Police & Fire Commission, Alderman Howell
Plan Commission, Alderman Skates
Board of Park Commissioners, Alderman Skates
Library Board, Alderman Gelting
Historic Preservation Commission, no report given
Cemetery Board, Alderman Kordus
Avian Committee, City Administrator Oborn

Other Boards and Committee Reports given:

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

Adjourn

Hedlund/Gelting motion to adjourn the meeting at 7:03 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

City of Lake Geneva
Room Tax Financial Analysis
3/2/2017

History:	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	Budget <u>2017</u>
Room Tax Revenue Budgeted	420,000	407,000	400,000	400,000	420,000	450,000	500,000	545,000
Room Tax Revenue Received	457,377	437,521	492,494	470,679	522,821	596,169	657,612	
Local tourism commission payment	95,000	95,000	95,000	95,000	100,000	100,000	151,903	
Local tourism commission Budget							112,500	123,750
Balanced Retained by the City	362,377	342,521	397,494	375,679	422,821	596,169	505,709	421,250

2016 Budget Bill:	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	
Room Tax Revenue Forecast	657,000	657,000	657,000	657,000	657,000	
Limit Tied by Year	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	
Grandfather Retained Limit	422,821	375,679	397,494	342,521	362,377	2011 is lowest

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Estimated Tourism Commission Funds	234,179	281,321	259,506	314,479	294,623
Net estimated loss to City due to new law	134,179	181,321	159,506	214,479	194,623

2016 Budget Formula

Chamber receives payment of \$100,000
Plus 25% of amount over \$450,000

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, FEBRUARY 7, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL**

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

Roll Call. Present: Aldermen Kordus, Gelting, Howell. Absent: Alderman Horne and Chappell. Also Present: City Attorney Draper, City Administrator Oborn, Comptroller Pollitt, City Clerk Waswo, Ald. Flower, Ald. Hedlund, Chief Rasmussen, and Parking Manager Mullally.

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.

Jim Strauss, 1517 Meadow Ridge Circle, spoke against the pre-annexation agreement.

Attorney Nick Egert spoke on behalf of Care for Lake Geneva who is against the pre-annexation agreement.

Colleen Wing, N2008 S Lake Shore Drive, spoke against the pre-annexation agreement.

Sarah Hill, 1024 George Street, stated she is against fees being waived for events.

Richard Malmin, N1991 S Lake Shore Drive, spoke against the pre-annexation agreement.

Terry O'Neill, 954 George Street, spoke against the pre-annexation agreement.

Mary Jo Fesenmaier, 1085 S Lake Shore Drive, spoke against the changes to the Finance, License & Regulation Committee meetings as well as the pre-annexation agreement.

Chris Pauley, 1018 Bonnie Brae Lane, spoke against the pre-annexation agreement.

Theresa Giese, 528 Sage Street, spoke against the changes to the Finance, License & Regulation Committee meetings as well as the pre-annexation agreement.

Richard Torhorst, 500 Commercial Court, noted he is representing the two entities who are asking for the approval of the pre-annexation agreement. He would be happy to answer any questions on that agenda item.

Approval of Minutes. Howell/Gelting motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of January 23, 2017, as prepared and distributed. Motion carried 3 to 0.

LICENSES & PERMITS

Original Class "A"/"Class A" Intoxicating Liquor and Fermented Malt Beverage License application filed by QuickNSave LLC d/b/a QuickNSave, 1231 Grant Street, Lake Geneva, Jatinder S. Dhillon, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, clearance of any Department of Revenue holds by all parties, and contingent upon SA Enterprises LLC d/b/a Quick N Save surrendering their license
Gelting/ Howell motion to approve. Motion carried 3 to 0.

Original Class "A"/"Class A" Intoxicating Liquor and Fermented Malt Beverage License application filed by ALDI Inc d/b/a ALDI #56, 200 N. Edwards Blvd, Lake Geneva, Beth Gehris, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, clearance of any Department of Revenue holds by all parties
Gelting/Howell motion to approve. Motion carried 3 to 0.

Change of Agent application filed by Popeyes Galley & Grog, Ltd d/b/a Popeye's Restaurant, 811 Wrigley Drive, Lake Geneva, to Veronica Anagnos, 1001 Wisconsin Street, Lake Geneva

Gelting/Howell motion to approve. Motion carried 3 to 0.

Riviera Beach Use application filed by Troy Nottestad for the Duffy Nottestad Fishing Derby on the beach and ice held on Saturday, February 25, 2017 from 9am to 2pm with setup on Friday evening with request for waiver of \$105.00 Beach Use Fee (recommended by Piers, Harbors and Lakefront on Jan. 26, 2017)

City Clerk Waswo noted in the past the weigh station was in front of Harry's Café, which is only used if the condition of the ice is bad. She added the parking fees as she was not sure if the station would be in the stalls or on the sidewalk.

Gelting/Howell motion to approve with the same fees as paid in 2016 which includes the barricade fees if needed as well as use of the sidewalk in front of Harry's Café for a weigh station in the case of bad ice. Motion carried 3 to 0.

Park Reservation Permit application filed by Geneva Lake Arts Foundation for the annual "Art in the Park" event at Flat Iron Park including rental of the Brunk Pavilion, from 10am to 5pm on Saturday, August 12 and 10am to 4pm on Sunday, August 13, 2017 (recommended by Board of Park Commissioners on Feb. 1, 2017)

Mr. Kordus noted that when the pavilion was put in, it was for civic events such as this. City Clerk Waswo added the security deposit was not addressed at Park Board.

Gelting/Howell motion to approve including waiver of the Brunk Pavilion fee. Motion carried 3 to 0.

Parking Stall Bag Request filed by Geneva Lake Arts Foundation for "Art in the Park" to reserve Center Street parking stalls 720-793, Center Street Lot parking stalls 978-1002 including 1 handicap spot, and excluding stalls 728-730 on August 12-13, 2017 (96 stalls) with request of remaining fee of \$1,960 to be waived

Ms. Waswo stated they only paid for 1 day of 94 stalls and they are really renting 96.

Gelting/Kordus motion to approve. Motion carried 2 to 1 with Alderman Howell voting "no".

Street Use Permit application filed by Geneva Lake Arts Foundation to close Center Street from Main to Wrigley Drive on Saturday, August 12 from 6am to 9am and Sunday, August 13, 2017 from 6am to 9am and 4pm to 6pm for the annual "Art in the Park" event (recommended by Board of Park Commissioners on Feb. 1, 2017)

Gelting/Howell motion to approve. Motion carried 3 to 0.

Park Reservation Permit application submitted by Lake Geneva Jaycees to use Seminary Park for the annual Jaycees Easter Egg Hunt on Saturday, April 15, 2017 from 8am to 12pm with request for waiver of \$105.00 Park Use Fee (recommended by the Board of Park Commissioners on Feb. 1, 2017)

Gelting/Howell motion to approve. Motion carried 3 to 0.

Park Reservation Permit application filed by the Lake Geneva Jaycees to use Seminary and Flat Iron parks including Brunk Pavilion for the Venetian Festival on August 14 – 21, 2017 with payment of \$25.00 Application Fee and all other fees waived (recommended by the Board of Park Commissioners on Feb. 1, 2017)

Mr. Gelting questioned the parking stall fees for 2016. Mr. Kordus said they were not charged.

Gelting/Howell motion to approve. Motion carried 3 to 0.

Park Reservation Permit application filed by the Lake Geneva Jaycees to use Library Park on August 19 – 20, 2017 for the annual Arts and Crafts Fair and Jaycees Brat Stand with all fees waived (recommended by the Board of Park Commissioners on Feb. 1, 2017)

Gelting/Howell motion to approve. Motion carried 3 to 0.

Street Use Permit application filed by the Lake Geneva Jaycees for the use and closure of Wrigley Dr. from Center St. to Broad St. for Venetian Festival on August 15 – 21, 2017 with payment of \$25.00 Application Fee and all other fees waived

Gelting/Howell motion to approve. Motion carried 3 to 0.

Parking Stall Bag request filed by the Lake Geneva Jaycees for Venetian Festival to close Center Street Lot and the parking stalls on Center St. from the Alley South to Wrigley Dr. on August 14 – 21, 2017; and use of three parking spaces on either side of the East Walkway of Library Park on August 19 – 20, 2017 with payment of \$10.00 Administrative Fee and all other fees waived

Gelting/Howell motion to approve. Motion carried 3 to 0.

Fireworks Permit application filed by the Lake Geneva Jaycees to be held on Sunday, August 20, 2017

Gelting/Kordus motion to approve. Motion carried 3 to 0.

Temporary Class “B” License application submitted by the Lake Geneva Jaycees for the sale of fermented malt beverages August 15–21, 2017 in Flat Iron Park, 100 block of Center St. during the Venetian Festival

Gelting/Howell motion to approve. Motion carried 3 to 0.

Beach Reservation Permit application filed by Sean Payne to use the Lake Geneva Beach September 8 – 10, 2017 from 6:00am to 8:00pm for the 8th Annual Masters Race with payment of \$25.00 Application Fee and all other fees waived (recommended by Piers, Harbors and Lakefront on Jan. 26, 2017)

Howell/Kordus motion to approve. Motion failed 1 to 2 with Aldermen Gelting and Kordus voting “no”.

Kordus/Gelting motion to approve with no waiver of fees. Motion carried 3 to 0.

Original Massage Establishment application filed by Tiffany S. Sqaure, LMT

Gelting/Howell motion to approve. Motion carried 3 to 0.

Original 2016-2017 Operator’s (Bartender) License applications filed by Christine Anderson, Savannah Dettmann, Jessica Stola, Dana Trilla, Paul Wasyliw, and David Wingate

Gelting/Howell motion to approve. Motion carried 3 to 0.

Discussion/Recommendation on purchasing new modems for the Luke Meters (Discussed at Public Works Committee on Nov. 10 and Dec. 8, 2016)

Mr. Kordus noted these have been tested and seem to be much more efficient. Parking Manager Mullally stated more maintenance is done in house. She tries to save money but she cannot cut costs on the modems as they are needed and will improve the system. The energy drain is a problem that she cannot get around.

Gelting/Howell motion to approve the purchase of new modems not to exceed the \$33,000 in the parking fund.

Motion carried 3 to 0.

Discussion/Recommendation on setting a public hearing for adoption of the Joint Uniform Lake Law Ordinance

Kordus/Howell motion to set the recommended date for March 27, 2017’s Council meeting. Motion carried 3 to 0.

Discussion/Recommendation on pre-annexation agreement for Geneva Waterfront Inc. and Big Foot Holdings LLC (Tax Key Nos. IL 1200004, IL 1200005C2, IL 1200005C, IL 1200005D, IL 1200005E)

Mr. Kordus stated this is regarding a pre-annexation agreement. It does not state that the City will move forward with annexation. It was presented to the City by the Geneva Inn, it was not solicited. Mr. Oborn summarized the terms of the pre-annexation agreement. Alderman Howell would like an explanation of how this will benefit the City. Mr. Oborn said tax revenue. He added the Utility Commission extended services to the Geneva Inn without them being annexed. Anyone with the water and sewer became urban in the past. He would recommend not waiving the 5 years of taxes because of the issues they would have to deal with. He does recommend annexation. Mr. Gelting agrees as it has already been taken as an urban property. We need to maintain the integrity of the lake by keeping the sewer on our system.

Gelting/Howell motion to move to Council without recommendation. Motion carried 3 to 0.

Discussion/Recommendation on amending the Employee Compensation Policy Performance Rate for employees above the mid range pay scale from 50% to 75% (Recommended by the Personnel Committee on Jan. 26, 2017)

Mr. Oborn stated he received input that the disparity between those above mid and those below was too drastic. The intent was to accelerate the people below mid a little more than above mid because you want people at least at the mid. Gelting/Howell motion to approve. Motion carried 3 to 0.

Discussion/Recommendation on a onetime \$250.00 pay adjustment for employees who have been with the City for more than 2 years and are above the mid level on the pay structure but below the maximum in their pay scale (Recommended by the Personnel Committee on Jan. 26, 2017)

Howell/Gelting motion to approve for full-time employees. Motion carried 3 to 0.

Discussion/Recommendation on a \$100 per day holiday pay adjustment for Street Department employees who worked Christmas Day or New Year's Day who did not get time and a half compensation (*Recommended by the Personnel Committee on Jan. 26, 2017*)

Gelting/Howell motion to approve a \$100 prorated per 8 hour day holiday pay adjustment for Street Department employees who worked on Christmas Day and New Year's Day who did not get time and a half compensation. Motion carried 3 to 0.

Discussion/Recommendation on Resolution 17-R01, amending the employee pay scales to include the Director of Public Works, Street Dept. Superintendent, Street Dept. Arborist/Lead, Street Dept. Lead, Senior Financial Analyst, and City Hall Office Assistant (*Recommended by the Personnel Committee on Jan. 26, 2017*)

Gelting/Kordus motion to approve. Motion carried 3 to 0.

Presentation of Accounts – Alderman Kordus

Purchase Orders (none)

Prepaid bills in the amount of \$19,446.65

Gelting/Howell motion to approve. Motion carried 3 to 0.

Regular bills in the amount of \$146,872.41

Gelting/Howell motion to approve in the amount of \$121,872.41. It was decided to hold the \$25,000 first quarter payment to Visit Lake Geneva because the agreement may have changed with the new Tourism Commission. Motion carried 3 to 0.

Closed Session

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

Motion carried 3 to 0.

Committee went into closed session at 7:29pm.

Open Session

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

Unanimously carried

Committee came into open session at 7:41pm.

Howell/Gelting motion to follow the Personnel Committee's recommendation. Motion carried 3 to 0.

Adjournment

Gelting/Howell motion to adjourn at 7:42pm.

/s/ Sabrina Waswo, City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, FEBRUARY 21, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:07pm.

Roll Call. Present: Aldermen Kordus, Gelting, Howell, Horne, and Chappell. Also Present: City Administrator Oborn and Comptroller Slater.

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.

Darien Schaefer, VISIT Lake Geneva located at 527 Center Street, stated VISIT Lake Geneva and the board of directors are interested in moving forward with the renovation of the visitor's center. They are in support of the plan. He also supports the re-written Tourism Commission Ordinance.

Kevin Fleming, 1032 Wisconsin Street, requested a BID board member have a voting seat on the Tourism Commission. The BID board would like to include awards of grants to third party organizations for marketing and enhancement of events and programs that have the potential of creating overnight stays. The BID board would like to have access to room tax dollars for their events.

Mary Jo Fesenmaier, 1085 S Lakeshore Drive, questioned why the visitor's center needs to be remodeled and how it will be funded. She questioned how the bridges will be funded as well. She added the Tourism Commission seems redundant.

Approval of Minutes. Howell/Horne motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of February 7, 2017, as prepared and distributed. Motion carried unanimously.

LICENSES & PERMITS

Original 2016-2017 Operator's (Bartender) License applications filed by Marilyn Bellafaire, Latrese Bishop, Elizabeth Czadeck, Maxwell Hall, Lina Kruger, Karen Kube, Laura Lopresto, Brandon Mayer, Elisabeth Michaels, Abigail Steadman, Jeremiah VanDan

Gelting/Horne motion to approve. Motion carried unanimously.

Discussion/Recommendation on Visitors Center Restrooms Project

Mr. Kordus noted the visitor's center proposal for the bathrooms was approved by Public Works. Currently they are not ADA compliant. The renovations will make them ADA compliant and will slightly expand the size. Ms. Chappell questioned what hours the restrooms will be open. Mr. Kordus said that is to be determined. Mr. Howell asked if there is any plan to add heat other than space heaters. Mr. Oborn answered that will be part of the architectural service.

Horne/Howell motion to accept the proposal for architectural and engineering services from McCormack + Etten up to \$10,000. Motion carried unanimously.

Discussion/Recommendation of Kapur Task Order #10, for plan and permitting preparation services, for the replacement of three pedestrian bridges at the White River Disc Golf Course not to exceed \$20,417.00 from the Capital Fund or Equipment Replacement Fund

Mr. Kordus noted Public Works continued this item to the next meeting.

Horne/Chappell motion to continue to the next meeting to allow feedback from the Public Works Committee. Motion carried unanimously.

Discussion/Recommendation on 2017-2019 Capital Projects and Borrowing (Continued from 1/23/2017 Finance, License & Regulation Committee)

The committee went over a number of the items on the capital projects and borrowing list. Mr. Oborn said it should be put up to \$3.5 million dollars. He is looking for authorization to solicit proposals from banks for 3 year increment borrowing. Mr. Oborn will make a recommendation on all of the proposals he receives.

Gelting/Horne motion for staff to do an RFP for up to \$3.5 million in general obligation promissory notes to fund road improvements and capital expenditures for 2017, 2018, and 2019. Motion carried unanimously.

Discussion/Recommendation on Tourism Ordinance Language

Mr. Kordus read section a. and b. for clarity. He suggested moving this on to Council to get it in place so the commission can get set up. The commission will be allocated funds through the budget process. Mr. Horne had a problem section 1.a. in terms of the members as there is only 1 alderman. The committee decided they liked the idea of having a 7 person commission with 2 members being aldermen, 1 citizen at large, 2 representatives of the hotel/motel industry with preference given to a BID member.

Mr. Oborn said the recommendation would be to modify section a. to include 2 alderman, 2 representatives of the hotel/motel industry with one preference given to a BID member, 2 business owners with one preference given to a BID member and 1 citizen at large. Mr. Oborn stated they want to make sure the ordinance doesn't earmark the funds to one identity. Mr. Oborn said he would like to remove the Comptroller from item b., and would like the City Administrator to be the staff liaison. It was noted they would like to have 4 be the quorum. Kordus/Horne motion to send the draft to Council with the recommendation to have the City Attorney write it up for a first reading. Motion carried unanimously.

Presentation of Accounts – Alderman Kordus

Purchase Orders (none)

Prepaid bills in the amount of \$11,927.58

Gelting/Horne motion to approve. Motion carried unanimously.

Regular bills in the amount of \$130,856.78

Horne/Gelting motion to approve. Motion carried unanimously.

Adjournment

Horne/Gelting motion to adjourn at 7:26pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, FEBRUARY 21, 2017 – 5:00 P.M.
CITY HALL, MEETING ROOM 2A**

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

Roll call: Present: Chairman Kordus, Alderman Gelting, Alderman Flower, and Alderman Skates. Absent: Alderman Hedlund. Also present: Mayor Kupsik, City Administrator Oborn, and Director of Public Works Earle. Public Present: Darren Schaefer of VISIT Lake Geneva.

Comments from the public limited to 3 minutes

Mr. Schaefer stated that he wanted to be available to the committee for any questions they may have about VISIT Lake Geneva. He said he is very excited to move forward with the renovation of their building, including the expansion of the restrooms. He feels that the improvements will lead to a Visitors Center that is appropriate for the community of Lake Geneva.

Approval of Public Works Committee meeting minutes from January 12, 2017 as prepared and distributed

Gelting/Skates motion to approve.

Passed 4-0

Director of Public Works Report

Mr. Earle advised that due to the good weather we are experiencing, the Streets Department have been able to get an early start on street sweeping. He also advised that we continue to have problems with non-city residents and contractors using our facility to dump their brush. In the past we have taken the brush to Compost Management without cost but Compost Management have advised us that they intend to start charging as of April 1st. New ways of ensuring that only City residents are able to use this facility need to be discussed and included in our Capital Improvement Planning, including the possibility of erecting a fence. Mr. Earle said that Payne & Dolan will be starting the work on Highway 50 in the spring and he reminded the Committee that even though the weather is good right now, it is not spring yet! Mayor Kupsik wanted to know when the overlay would be done on the new car park so that we could open it to the public. Mr. Earle replied that he thinks it would be one of the first projects of the season. Mr. Kordus asked if cutting back on the use of sand has made a difference when we sweep the streets. Mr. Earle said this has made a huge difference and that we are picking up less debris from the streets. Ms. Flower said that using more salt has an environmental impact. Mr. Kordus replied that sand is more of an environmental hazard than salt as it fills in voids. He said we had studied environmental impacts before pulling the plug on the use of sand. Mr. Skates wondered if we had extra storage for salt and Mr. Earle replied that actually we would like to add on to our storage facility to be able to take our whole quota of salt from the County in one go. This would avoid scenarios where harsh winters mean the County run low on salt and stop supplying it to the outlying towns and cities. Mayor Kupsik would like to bring this to the next meeting so the committee can discuss what the Public Works department would need to be able to expand on their storage shed. Mr. Gelting wanted to point out that although we stopped using sand we did not increase the amount of salt that we use. Mr. Earle said that salt is more effective than sand so you can use less. We are using the same amount of salt we always have but we just aren't mixing it with sand like we used to.

Discussion/Recommendation on 2017/2018 TAPCO Traffic Signal Maintenance Agreement

Mr. Earle stated that the cost for this service has remained the same as last year. This is a comprehensive service for maintaining, programming and servicing all the traffic signals.

Kordus/Skates motion to approve the 2017/2018 TAPCO Maintenance Agreement subject to attorney approval.

Passed 4-0.

Discussion/Recommendation on Visitors Center Restrooms Project

Kordus/Gelting motion to suspend the rules to allow Darren Schaefer to participate. Passed 4-0

Mr. Oborn said that it would be hard to do the renovation as a separate project but he pointed out that the complication for the City is that projects over \$25,000 must go out to bid but VISIT Lake Geneva are private and so they do not have to bid their portion. He recommends using Ken Etten for our component of the project and VISIT Lake Geneva would be free to use them also. Discussion followed. Mr. Schaeffer said that they had an old plan from Ken Etten and that plan has now been updated. Mr. Skates thinks that it makes more sense to co-ordinate the work and work together so that we don't end

up with miscommunication that could lead to more expense. Mr. Earle said that there are often problems with the plumbing and heating in the bathroom so both these areas need to be looked at. Discussion followed. Mr. Earle said that we have to approve a bathroom plan before VISIT Lake Geneva can work on their plan because they need to know how much square footage they will have to work with.

Gelting/Kordus motion to approve the architectural design by Ken Etten not to exceed \$10,000.

Passed 4-0

Discussion/Recommendation on 2017-2019 Capital Projects related to Public Works

Mr. Earle detailed the Capital Borrowing Projects for Public Works and the possible substitutions including a beach wall, fencing, a new exhaust system and lighting upgrades at 1055 Carey Street and expanding the current salt shed. Discussion followed. Mr. Oborn pointed out that the beach wall would come from the Lakefront fund. Ms. Flower wants to make sure that the listed cost for Capital Road Projects is an accurate reflection of the amount of money required for road repairs. Mr. Kordus said the \$750K for road projects is worked out on a 15 year replacement schedule based on mileage. Kordus/Gelting motion to accept the projects as presented with the addition of \$40K for the exhaust system and lighting, \$35K for the fencing and \$200K for salt storage shed.

Passed 4-0

Discussion/Recommendation of Kapur Task Order #10, for plan and permitting preparation services, for the replacement of three pedestrian bridges at the White River Disc Golf Course not to exceed \$20,417.00 from Capital Fund or Equipment Replacement Fund

Mr. Oborn explained that in the original Capital Projects proposal, Mr. Earle had given an estimated number of \$30K but that the engineering alone has been quoted at \$20,417. He proposes that the budgeted amount for this project be increased to \$150K. Mr. Skates is opposed to spending \$150K on three pedestrian bridges. He would rather shut down the Disc Golf course than have to spend that kind of money. He wonders how we went from Public Works fixing up the bridges to an engineering design from Kapur costing \$20K. Mayor Kupsik said that none of the bridges are safe and if we don't fix this then the Disc Golf course will have to be shut down. Mr. Skates does not believe that we need three bridges and stated that disc golf is all about walking so people could walk and use just one bridge. Mayor Kupsik said that as soon as you start working on the bridges we would need to involve the DNR. Mr. Skates disagreed and said all we need is a permit. He feels we are rushing through this process and that we need to go back to the drawing board. Mr. Kordus said that there is a cost involved in shutting down the golf course too because you would need to pull out all the posts. Mr. Skates said that he thinks we should just continue this item and direct staff to look into the option of putting in just one bridge.

Skates/Kordus motion to continue this item to the next meeting

Passed 4-0

Adjournment

Kordus/Skates motion to adjourn at 6:04p.m.

Passed 4-0

/s/ Jo Busch, Utility Office Manager

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

**Regular Lake Geneva Utility Commission Meeting
Wednesday, February 15, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street**

Minutes

1. Call Meeting to Order by Pres. Lyon at 4:03 P.M.

2. Roll Call - Members present:

President Dennis Lyon, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak, Mark Johnson

Mayor Kupsik arrived at 4:12 P.M.

Absent: Ann Esarco

Public in attendance:

Chris Schultz, Lake Geneva Regional News

Staff in attendance:

Josh Gajewski, Utility Director

Jo Busch, Office Manager

Blaine Oborn, City Administrator

Dan Draper, City Attorney

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

None

4. Approve Minutes of the Previous Meeting

Motion by Ald. Hedlund to approve the minutes of January 19, 2017 as presented, 2nd by Mr. Johnson.

Passed 5-0.

5. Acknowledgement of Correspondence: None

6. Directors Report

Mr. Gajewski reported that we have a meeting set with the carriers of our Water Tower to start the process of removing equipment in order to paint the Host Drive Water Tower. He also reported that the Wastewater Treatment Plant has seen elevated levels of nitrogen in their lab results. They are examining their key contribution areas to see if they can identify what is causing the rise. They are also looking at changing the days of the week that we take samples and also splitting samples while we investigate. We are still in compliance with our WPDES permit.

7. Discussion/Action to approve the revised 2017 Wastewater Budget

Mayor Kupsik arrived.

At their January meeting, the commission requested that the Wastewater budget be revised to show an increase on the sewer flow rates of 27.5%. Mr. Gajewski presented the revised wastewater budget.

Ald. Hedlund made a motion to approve the revised 2017 Wastewater budget.

2nd by Ald. Flower

Passed 6-0

8. Discussion/Recommendation on approving Resolution 2017-01 related to Sewer Rate Increase

The resolution has been drafted to formally outline the rate increase as desired by the Commission and it is intended to be published as public notice of the increase.

Ald. Hedlund made a motion to approve.

Mr. Oborn recommends that all the sewer rates be included in the resolution.

Ald. Hedlund withdrew his motion.

Attorney Draper advised that the Commission is required to publish their rates annually but he didn't think it was necessary to include all the sewer rates in the resolution. Mr. Oborn feels that it is better to include all the rates as then the resolution will serve as evidence that the Commission has approved all sewer rates.

Ald. Flower made a motion to approve Resolution 2017-01 with documented sewer rates.

2nd by Mayor Kupsik

6-0

9. Discussion/Recommendation on proposed Ordinance Revisions and drafting of correspondence to the City Council

The ordinance has been revised to include the changes requested by the City Council and Mr. Gajewski is taking the opportunity to make some grammatical fixes and to provide more clarification in areas that require it. The ordinance would need to go to the City Council for reading and approval.

Ald. Hedlund motion to approve ordinance 17-xx with the addition of the recommendations of the Utility Director and with the cooperation of the City Administrator and the City Attorney for language.

2nd by Mayor Kupsik

Passed 6-0

10. Discussion/Recommendation on changes to Employee Compensation Policy acted upon by City Council

Mr. Gajewski reported that the City Council approved a change in the Employee Compensation Policy which gives employees who are above the mid-level of their pay scale but below the max level, 75% of the approved increase rate instead of the current 50%. They also approved a one-time \$250 payment to employees whose 2016 wage was above mid-level but below max level if the employee had worked for the City for two years or longer. If the Commission were to approve the one-time payment, the Utility have five employees who would receive it. Ald. Hedlund feels that Utility employees are also City employees and should be treated as such. To keep the unity going he believes the Utility should approve the same and going forward anything that happens to benefit City employees should also benefit Utility employees. Ald. Flower is not in favor of giving an extra payment to employees above mid-level and thinks that pay increases should be based on merit and performance alone. She does not like that the compensation policy gives more money to people just because they get paid less and feels that this is counter-productive to a performance based annual review system. Mayor Kupsik said this is a one-time payment.

Ald. Hedlund made a motion to follow the City's lead on the Compensation Policy.

2nd by Mayor Kupsik
Passed 6-0

11. Discussion/Recommendation on proceeding with the Plant A filter maintenance

Mr. Gajewski presented three quotes from three different companies for the filter maintenance work required on the Iron filters. Discussion followed. Mr. Gajewski recommends accepting the quote from Water Well Solutions.

Mayor Kupsik made a motion to approve the Suez Water Well Solutions proposal not to exceed \$160,000 for all three tanks.

2nd by Mr. Johnson
Passed 6-0

12. Discussion/Recommendation on proceeding with Host Drive Tower Painting Project

Mr. Gajewski presented Dixon Engineering's proposal. The tower will be painted with the same design as it currently has. He would like the Commission to approve the Proposal for Dixon to put this project out for bidding so that we can keep to our timeline of completion by October.

Ald. Hedlund made a motion to instruct the Utility Director to proceed with the Host Drive project with Dixon Engineering.

2nd by Mayor Kupsik
Passed 6-0

13. Discussion/Recommendation on Water Tower Lease Policy

Mr. Lyon has requested that the Utility Director collect information from other communities to see how our Tower lease charges compare to others. He would like to see more consistency across the escalating percentages and have a standard lease. Discussion regarding our ability to amend our current leases followed. Mr. Lyon would like to revisit this when we have the information to compare to.

14. Approval of the Financials

Mr. Gajewski presented the financial information for January, 2017.

Ald. Hedlund made a motion to approve the financials as presented.

2nd by Mayor Kupsik
Passed 6-0

15. Approval of the January Bills

Mayor Kupsik made a motion to approve the bills as presented.

2nd by Ald. Hedlund
Passed 6-0

16. Adjourn

Ald. Flower made a motion to adjourn.

2nd by Ald. Hedlund
Passed 6-0

Meeting adjourned at 5:30pm

Next meeting set for Wednesday, March 22, 2017 – 4pm at City Hall

Secretary

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, FEBRUARY 9, 2017, AT 7:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call

Commissioners Gramm, Jordan and Hartz were present at the meeting. Commissioners Pollard and Bittner were excused. Police and Fire Commission Liaison Howell was present. Fire Department liaison Walton was absent.

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

5. Acknowledge correspondence

Commissioner Hartz acknowledged receipt of Assistant Chief Reuss' retirement party scheduled for March 5, 2017.

6. Approval of regular meeting minutes January 5, 2017

Jordan motioned to approve the regular minutes of January 5, 2017. Gramm seconded. Motion carried 3-0.

7. Approval of the appraisal workshop minutes February 2, 2017

Gramm motioned to approve appraisal workshop minutes of February 2, 2017. Jordan seconded. Motion carried 3-0.

8. City Council Report

Alderman Howell stated he had nothing to report from the City Council. The City Council is happy with the Police and Fire Departments.

9. Discussion/Action regarding Police and Fire Commission meeting time change

The Police and Fire Commission meeting time will be changed to 6:00 p.m. beginning at the March PFC meeting.

Hartz asked to suspend the rules and move item 11c. to be heard before the other agenda items.

Hartz motioned to suspend the rules and hear Agenda item 11c. first. Gramm seconded. Motion carried 3-0.

11c. Discussion/Presentation from Professor Jenny Pagone regarding Impact of Stress on Department Member's Health

Professor Jen Pagone from George Williams College spoke about the Impact of Stress on Police and Fire personnel. Professor Pagone is a licensed clinical therapist and for the last eight years has worked exclusively with people who have dealt with trauma. Professor Pagone talked about the different avenues of Post Traumatic Stress Disorder (PTSD) and how to help the staff when a situation is encountered. Hartz and Gramm asked what the Commission could do to help staff members dealing with significant

stress and how to be proactive about stress disorders. Professor Pagone suggested two important elements in helping with stress: Education and Support groups. EAP is nice but not helpful without having knowledge of trauma. Immediate action is needed to help with stress. Professor Pagone discussed the prevention signs and the needed items to help the healing process. Professor Pagone stated there are multiple levels to reach to help the healing and she offered to help set up a program.

10. Fire Department Business

a. Approval of bills for the month of December 2016, operating in the amount of \$15,225.40, Capital in the amount of \$0.00, for a total of \$15,225.40

Gramm motioned to approve the bills for the month of December 2016. Jordan seconded. Roll call vote: Jordan - Y, Gramm -Y, Hartz - Y. Motion carried 3-0.

Chief Peters stated the budget is at 92%. There are a few bills that are expected to come in for 2016 but Chief Peters still believes the fire department will remain under budget.

b. Approval of bills for the month of January 2017 operating in the amount of \$69,550.59, Capital in the amount of \$0.00, for a total of \$69,550.59

Hartz motioned to approve the bills for the month of January 2017. Jordan seconded. Roll call vote: Jordan - Y, Gramm -Y, Hartz - Y. Motion carried 3-0.

c. Discussion Monthly EMS Medical Billing/Stark Report - No discussion/action

d. Discussion Monthly Fire Department report

Chief Peters reviewed the monthly fire department report. Monthly personnel spotlight was for Firefighter Mike Herwald, a second generation firefighter with 21 years of service to the community. Notable calls were highlighted including a vehicle fire on January 18 where a dog was rescued from the burning vehicle and resuscitated.

e. Discussion Monthly Paratech Report – No discussion/action

f. Discussion Lexipol Policy workgroup

Jordan motioned to have an email system set up for the PFC members. Hartz seconded. Motion carried 3-0.

Chief Peters stated there are 150 Lexipol policies for review. The Lexipol committee would like to do approximately 20 policies per month. The Lexipol committee will review and evaluate the policies and then present the policies to the Commission for review prior to the meeting so the policies can be approved at the meeting. Chief Peters recommended setting up city emails for the Commission members so the Lexipol policies can be exchanged through email. The cost will be \$50.00/user for licensing to set up the emails.

g. Discussion Thank you letters – No discussion/action

- Town of Geneva Police Department
- Frame Family Thank You

h. Discussion Captains Job Description

Hartz motioned to approve the Job Description for the position of Captain for the Fire Department. Gramm seconded. Motion carried 3-0.

Hartz motioned to approve the promotion procedure for the City of Lake Geneva Fire Department. Jordan seconded. Motion carried 3-0.

Commissioner Gramm helped set up the Captain job description and the promotion procedure. Chief Peters stated the promotion procedure encompasses all positions and is a procedural change rather than a new procedure.

i. Discussion/Action Fire Prevention Bureau Plan Review Process

The current plan review process and services are being evaluated. One of the goals is to review the process and reevaluate the fire alarm plans. On February 23, 2017 at 11:00 a.m. a plan review company will be speaking to the fire department. PFC members are invited to attend.

j. Discussion/Action Donation acceptance

a. Annie Frame Memorial

- i. Ames Family- \$25.00
- ii. Schmidt- \$25.00
- iii. Lothian & Creed- \$20.00
- iv. Frame Family- \$430.00

Jordan motioned to accept the donations as stated above. Gramm seconded. Roll call vote: Jordan - Y, Gramm - Y, Hartz - Y. Motion carried 3-0.

k. Discussion/Action Items to be forwarded to city council

Monthly fire department report

11. Police Department Business

a. Approval of bills for the month of December 2016 operating in the amount of \$44,194.13, Capital in the amount of \$0.00, for a total of \$44,194.13

Jordan motioned to approve the bills for the month of December 2016. Gramm seconded. Roll call vote: Jordan - Y, Gramm - Y, Hartz - Y. Motion carried 3-0.

b. Approval of bills for the month of January 2017 operating in the amount of \$236,381.99, Capital in the amount of \$0, for a total of \$236,381.99

Jordan motioned to approve the bills for the Month of January 2017. Gramm seconded. Roll call vote: Jordan - Y, Gramm - Y, Hartz - Y. Motion carried 3-0.

Agenda item 11c. heard after item 9.

d. Discussion/Action on Chief and Command Staff Appraisals

Jordan motioned to approve the Chief and Command Staff Appraisals with changes. Gramm seconded. Motion carried 3-0.

Each appraisal was reviewed and corrections were made. Hartz stated that a policy change will be made next month to ensure that the appraisals are done on a routine basis. Hartz thanked everyone for their efforts. Hartz felt the evaluations will be a valuable tool for the department and the Chief.

e. Discussion/Action confirming promotion of Sergeant Sean Hinzpeter

Gramm motioned to approve the promotion of Sergeant Sean Hinzpeter. Jordan seconded. Motion carried 3-0.

Chief Rasmussen stated that Sergeant Hinzpeter was promoted on January 30, 2017.

f. Discussion/Action recommendation of contracts for non-union supervisors

Chief Rasmussen stated that the City Council would like to do offer letters rather than contracts and that Administrator Oborn has indicated that he would like to negotiate with each person with a contract separately. The Union received a 2% wage increase this year and last year. The Sergeants and Lieutenants were given raises based solely on their appraisals so their wages only increased 1.2%. City Attorney Draper stated that since Act 10 there is a feeling to create at-will employees however police and fire employees are different because their hiring and firing is based on statutes. Attorney Draper felt that offer letters would essentially have the same effect as a contract. Alderman Howell stated that the City Council was advised by Administrator Oborn that offer letters would allow more negotiations and increases versus a contract. Alderman Howell stated that discussion regarding contracts is ongoing but

the City Council has not come up with any decisions at this time. Administrator Oborn was not available at the meeting to explain his opinion.

Lieutenant Gritzner stated that the wage scale put in place several years ago was inconsistent because it didn't compare similar positions or departments and the pay scales have not changed over the last three years. Sergeant Derrick noted that the wage difference between union officers and Sergeants is being compressed so that Sergeants make a slightly higher wage with increased responsibilities. The command staff felt that losing compensation as the union officers are gaining it was disheartening. Lieutenant Way stated that she was promoted to Patrol Lieutenant in December and is still working without a contract. She expressed her disappointment about the disorganization of the process. Sergeant Hinzpeter expressed concern about receiving an offer letter rather than a contract like the other two Sergeants. The Commission members requested Administrator Oborn prepare the pros and cons of a contract versus offer letter. Hartz will speak with Administrator Oborn regarding the contracts and the command staff's concerns.

g. Discussion/Action on Police Department Chaplain Program Policy

Gramm motioned to accept the Chaplain Program Policy. Jordan seconded. Motion carried 3-0. Mark and Mary Ann Moller-Gunderson spoke on behalf of the Chaplain program and their experiences with assisting in the program. Hartz noted that the Chaplain program can do great things. Gramm thanked Sergeant Derrick for all his work that he put into the program.

h. Discussion/Action on Drone Policy

Jordan motioned to approve the Drone policy with changes. Hartz seconded. Motion carried 3-0. The drone should be delivered in a few weeks. Both the Police Department and the Fire Department will have two licensed pilots. The Administrative Lieutenant will manage the drone program.

i. Discussion hiring update Part time officers

Fifteen applications were received and nine applicants will be tested on February 15, 2017.

j. Discussion hiring update Booking officers

Over 20 applications were received and ten people will be interviewed for the position. The Police and Fire Commission will be notified of the exact dates.

k. Discussion/Action on terminating current full time officer eligibility list

Jordan motioned to terminate the current full time officer eligibility list. Gramm seconded. Motion carried 3-0.

Chief Rasmussen stated that last year the eligibility list was created and he is not comfortable with the list at this time.

l. Discussion/Action on starting a new full time officer eligibility list

Jordan motioned to start a new full time officer eligibility list. Gramm seconded. Motion carried 3-0. Chief Rasmussen asked to create a new eligibility list to include the current reserve officers and to open the full time officer position up Statewide. Chief Rasmussen would like to advertise the position for three weeks.

m. Discussion 2016 Police Department annual report

Chief Rasmussen presented the second year annual report. The annual report will be posted on the website.

n. Discussion/Explanation regarding the 2016 budget deficit

Chief Rasmussen stated that the 2016 budget deficit is approximately 1.3%. The overall shortfall is \$28,537.00. Employee salaries were over budget due to a paid administrative leave, worker's compensation injuries, and Family Medical Leave Absences. Chief Rasmussen stated that the city will

cover the majority of the deficit out of the contingency account. Jordan stated that the deficit is only a small amount compared to the overall budget. Chief Rasmussen said it was the first time he has been over budget. Hartz questioned whether the 2017 budget would be ok and Chief Rasmussen felt the budget was appropriate unless there were some other unforeseen situations.

o. Discussion/Action on letter of resignation of Reserve Officer Benjamin Nitsch

Gramm motioned to accept the resignation of Reserve Officer Benjamin Nitsch. Jordan seconded. Motion carried 3-0.

Chief Rasmussen stated that Benjamin Nitsch was hired full time at Walworth County and he wishes him well.

p. Discussion/Action on donation of \$30.00 from Hollis Herbison in memory of Annie Frame

Jordan motioned to accept the donation in memory of Annie Frame. Gramm seconded. Roll call vote: Jordan – Y, Gramm – Y, Hartz –Y. Motion carried 3-0.

q. Discussion/Action to purchase fitness equipment using Seizure and Donations monies

Hartz motioned to approve the use of seizure and donation money for the purchase of fitness equipment. Gramm seconded. Roll call vote: Jordan – Y, Gramm – Y, Hartz –Y. Motion carried 3-0.

Chief Rasmussen stated that in an effort to help the department get healthier he has formed a fitness committee to improve the fitness room. Chief Rasmussen requested to use seizure money to improve the fitness room by upgrading the equipment. Currently there is \$3,449.92 in the Federal Seizure fund and over \$9,000.00 in the State Seizure fund. These funds need to be used for nonbudget items.

r. Discussion on Chief's top monthly incidents - No action/discussion

s. Discussion regarding Monthly activity reports - No action/discussion

2017	Dispatch activity for January 2017: Telephone calls-2,661	911 Calls- 159	Window assists- 866
2016	Dispatch activity for January 2016: Telephone calls-2,839	911 Calls- 166	Window assists- 760

2017	Patrol activity for January 2017:	Calls for service – 1,080	Arrests – 94
2016	Patrol activity for January 2016:	Calls for service – 1,157	Arrests – 132

t. Discussion regarding Thank you letters— No action/discussion

- Town of Geneva Police Department
- The De La Sancha family

u. Items to be forwarded to City Council

Sergeant Hinzpeter promotion, Annual report, Chief monthly incident report, Monthly reports

12. Agenda items for the next regular meeting March 9, 2017

Police Department Contracts

Yearly finance report

13. Closed session

a. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically Sergeant Hinzpeter Contract

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: Specifically Drug Prevention

Gramm motioned to go into closed session. Hartz seconded. Roll call vote: Jordan – Y, Gramm – Y, Hartz –Y. Motion carried 3-0 at 9:15 p.m.

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

Jordan motioned to return to open session. Gramm seconded. Roll call vote: Jordan – Y, Gramm – Y, Hartz –Y. Motion carried 3-0 at 10:14 p.m.

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

Jordan motioned to continue the discussion of the contract for Sergeant Hinzpeter. Gramm seconded. Motion carried 3-0.

16. Adjourn

Jordan motioned to adjourn the meeting. Gramm seconded. Motion carried. Meeting adjourned at 10:16 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 20, 2017 – 6:30 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Approve the Minutes of December 19, 2016 Plan Commission meeting as distributed.

Hartz/Skates motion to approve. Motion carried 6 to 0.

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

None.

Acknowledgement of Correspondence.

None.

Downtown Design Review.

Application by Gregory Kremser, 281 Meadow Drive, Genoa City, WI 53128 to change lettering on existing sign and remove wood sign to expose decorative brick at 150 Center Street, Tax Key No. ZOP00309.

Gregory Kremser, 281 Meadow Drive, Genoa City, gave an overview of the application details. Planner Slavney referenced the sign code provision (h) of Downtown Design, which states that wall signs, canopy signs, and projecting signs shall not be located on any portion of upper stories. The location of signs shall fit the building. Planner Slavney said the applicant could change out the plastic face, but the sign needs to be brought down to the first floor. Attorney Draper referenced the sign code provision (h) and (j) which states that illegal nonconforming signs, poorly maintained signs, and obsolete signs pertaining to a closed business, shall be removed. The property owner shall be responsible for the removal of such signs. Commissioner Hill asked the applicant if he was opposed to moving the sign to the first floor. Mr. Kremser stated the owner and tenant do not want to move the sign to the first floor level as people are not able to find their business. After further discussion, Ms. Hill complied with the sign code provision (h) and (j).

Hartz/Skates motion to deny the application for sign as requested.

Roll Call: Al Kupsik, Doug Skates, John Gibbs, Sarah Hill, Tom Hartz, Tyler Frederick voting “yes.” Motion carried 5 to 1, with Gibbs voting “no.”

Application by Sally Nimmow, W7510 Oak Ridge Drive, Delavan, WI 53115, to add a new business sign at 252 Center Street, Tax Key No. ZOP00258.

Sally Nimmow, W7510 Oak Ridge Drive, Delavan, has a new business in the building of Geneva Java, 252 Center Street, in the lower level and is applying for signage on the front of the building. It is the same size as sign on opposite side of building, done in colors of greens and white, aluminum composite, 30” x 52” in size. Planner Slavney stated this sign fully complies with our requirements.

Hill/Skates motion to approve.

Roll Call: Al Kupsik, Doug Skates, John Gibbs, Sarah Hill, Tom Hartz, Tyler Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and recommendation on a General Development Plan (GDP) Application filed by Kevin Madalinski, Director, Hoffman Design & Construction, 122 E College Ave., Appleton, WI 54911 on behalf of Golden Years for a Zoning Map Amendment to Planned Development zoning for a proposed senior housing project on the north side of North Bloomfield Road – about 500 feet east of Edwards Boulevard/Wis 120, Tax Key Nos. ZSF00074 & ZSF00085.

Kevin Madalinski, architect from Hoffman Design & Construction, 122 E College Ave, Appleton, WI 54911, accompanied by owners of Golden Years, Rich Austin, Jeff Austin & John Stankewicz, Brian Pollard, developer of Symphony Bay Campus and Todd Dvorack, project architect with Hoffman. This GDP application is similar to the Concept Plan and shows a detailed site plan, landscaping requirements, and overall goals for project. They have worked with Mike Slavney regarding zoning requirements for a senior campus which will be developed in phases. This GDP is for the entire project with the goal to come back for the review of the PIP for phase one, a 30 unit skilled nursing and rehabilitation center.

Planner Slavney said the GDP is the zoning step and the PC is reviewing 3 requested flexibilities of the baseline standards of the zoning code: 1 – allow a taller building on exposed west side – walk out, the code measures from the lowest point of exposed foundation, 2 – allow out building to be tall enough to accommodate the bus with a request of 20’ instead of the maximum of 15’ designed for cars, 3 – for general institutional uses we calculate the need for 169 parking stalls. This is a senior residential project and they are requesting 134 stalls. Slavney agrees that 134 stalls would be adequate for this project. If project is approved, there is zoning approval to do all the phases including the 3 mentioned flexibilities. The justification for this change is that factors have changed and there is a market for continued senior housing in Lake Geneva. Plan Commission can make a recommendation for a zoning map amendment GDP to the Common Council who has the final vote. Alderman Skates referenced the sidewalks for this development. Brian Pollard stated that the sidewalks would be located on the Golden Years side of the street. Mayor Kupsik questioned the continuation of the bike trail for future development along Bloomfield Road. Attorney Draper stated this item would be considered in the PIP process.

Speaker 1: Public Terry O’Neil, 954 George Street, spoke regarding required parking stalls pertaining to the zoning code and questioned how skilled nursing bed licenses are obtained and the requirements.

Rich Austin replied the state closely regulates every bed. The only way to grow is by acquisition of beds of a closing facility. After being in the process for 2 years, it was approved by the state and now they own 54 skilled beds.

Hill/Skates motion to close the public hearing. Motion carried 6 to 0.

Planner Slavney noted the parking demand is appropriately accommodated for this site. The number of employees will be working in 3 shifts so their demand will be spaced out throughout the course of the day and the week. The code has a catch all provision which states that beyond the minimum parking requirements every site must provide adequate parking to accommodate the on-site parking demand. There is adequate space on the south side of the perimeter drive if additional spaces are needed. Slavney agrees with their request for the flexibility and recommends to approve the GDP for the proposed 134 spaces.

Hill/Hartz motion to recommend approval of the General Development Plan (GDP) Application filed by Kevin Madalinski, Director, Hoffman Design & Construction, 122 E College Ave., Appleton, WI 54911 on behalf of Golden Years for a Zoning Map Amendment to Planned Development zoning for a proposed senior housing project on the north side of North Bloomfield Road – about 500 feet east of Edwards Boulevard/Wis 120, Tax Key Nos. ZSF00074 & ZSF00085 to include all fact finding & staff recommendations, 1. The proposed GDP furthers the purposes of the Zoning Ordinance as outlined in Section 98-005 and the applicable rules and regulations of the Wisconsin Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA), 2. One factor has arisen: a. The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Plan; 3. The proposed GDP amendment to the Official Zoning Map maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

Roll Call: Al Kupsik, Doug Skates, John Gibbs, Sarah Hill, Tom Hartz, Tyler Frederick voting “yes.” Motion carried 6 to 0.

Review and discussion of a Concept Plan for the construction of a new building and modification of an existing parking lot on a lot adjacent to the existing building of Brunk Industries, Inc., 1225 Sage Street, Lake Geneva. Tax Key No. ZGC00010C.

Eric Dreskowski, Excel Engineering and Tom, Architect Site on behalf of Brunk Industries, Inc., gave an overview of the project. Brunk Industries has ordered a large, expensive piece of equipment being delivered on October 1st. They need a building built and ready to house this machinery. An aggressive construction schedule is needed with construction

beginning May 1st. The Concept Plan has been discussed with staff and needs to go through the GDP and PIP process. The proposal is approximately a 38,000 sq. ft. warehouse industrial facility to house equipment with loading docks on the south side. The site is located east of their current existing building, south of Sheridan. Construction of the building is over a portion of their existing parking lot.

Planner Slavney stated the Concept Plan is step 2, the GDP is step 3 and the PIP is step 4. Steps 3 & 4 can be combined for one phased construction. With the condensed timeframe, the applicant is turning around the GDP and PIP submittals tomorrow so they can come to the March Planning Commission meeting. Mr. Hartz confirmed that the GDP and PIP submittals would be considered at the same time. Mr. Slavney said our process will ensure that a complete submittal for both steps 3 and 4 will occur. Mr. Hartz asked if the building would be complimentary to the existing Brunk building. Mr. Dreskowski said the intent is to make the proposed building look like the existing building. Mr. Slavney stated the technical concerns have been addressed in the current plans. Plan changes are due February 28, 2017 so the GDP and PIP can be considered at the March 20 meeting .

Adjournment. Hill/Gibbs motion to adjourn at 7:36pm. Motion carried to 6 to 0

/s/ Brenda Follensbee, Building & Zoning Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

Board of Park Commissioners' Minutes
Wednesday, March 3, 2017 – 6:00pm
City Hall, Meeting Room 2A

Meeting called to order at 6:03pm

Roll Call: Present: President Esarco, Barb Hartigan, Lynn Hassler, John Swanson, Doug Skates (Arrived at 6:25pm), Brian Olsen, Dave Quickel, Mayor Al Kupsik. Excused Absence: Peggy Schneider

Staff Present: Neil Waswo

Public Present: Chris Schultz (Lake Geneva Regional News), Greg Powers, Greg Powers, Jr., Chris Brooks

Approval of Board of Park Commissioners meeting minutes from February 1, 2017
Hartigan/Kupsik Motion to approve minutes from February 1, 2017. Unanimously carried.

Comments from public limited to 5 minutes:

Greg Powers spoke regarding his interest in operating a steamer type trailer cart serving Chicago style hot dogs in Flat Iron Park. The item was referred to the next meeting.

Permits/Park Donations:

Kupsik/Quickel Motion to approve Lakeland Community Church request as submitted for use of Flat Iron Park and Brunk Pavilion on Sunday, July 2, 2017, between the hours of 7am to 1pm for a worship service. Unanimously carried.

Quickel/Kupsik Motion to approve Chris Brookes request as submitted for use of Library Park on Saturday, July 8, 2017, between the hours of 10am to 4pm for Beach Side Author Fest. Unanimously carried.

Skates/Kupsik Motion to approve David Harris Peller's request as submitted for use of Seminary Park on Saturday, July 22, 2017, between the hours of 4pm to 8pm for Harris Family Reunion. Unanimously carried.

Kupsik/Hartigan Motion to approve Catherine Cichon's request as submitted for use of Seminary Park on Saturday, August 12, 2017, between the hours of 10am to 5pm for the Major Family Reunion. Unanimously carried.

Skates/Kupsik Motion to recommend acceptance of Tree Donation by M/M Vanderloop in honor of their daughter Erin. The Park Board suggests that before the donation request is presented to City Council the exact location of the tree planting be known. Donor's asked to work with Mr. Foster to arrive at best location. Unanimously carried.

Discussions on Park Assignments/repair update/maintenance

All in good working order. Park benches and garbage cans need to be touch-up painted when weather permits. Construction rubbish seems to be left to drift into undesirable areas. It is suggested that the City Code Enforcer be made aware of this when it occurs. Veterans' Park is using inside basketball nets on its outside hoops. Perhaps outside nets can be obtained. City employees do a very good job maintaining the parks and green spaces.

New Business:

Skate Park – one new bench will be located at the Skate Park.

Fermano Park – one new bench will be located at Fermano Park.

Benches at Walking and Bike Trails – to be revisited at a future date.

Flag Installation at Home Depot, Flat Iron Park, and Veteran's Park. Swanson/Skates motion to recommend placement of flags at three locations if cost is provided by donations. Unanimously carried.

Veteran's Park Permits and Fees – Skates/Swanson motion to discuss with the YMCA the use of the park between the City and the YMCA. Unanimously carried.

Old Business:

White River Crossing – Conservancy and City of Lake Geneva working together on this property.

Dog Park – Mr. Swanson surveyed surrounding dog parks and found that they do not provide handicap parking spaces. Lake Geneva's parking area is approximately 200-250 feet away from the Dog park entrance. This distance and the ground surface is as good as or better than surrounding area dog parks. Ms. Hartigan reminded the Park Board that the Dog Park is a social gathering spot for people as well as the dogs. Ms. Hartigan would like to see a garbage can in the center area of the park, and a bench at the further end of the park.

Center Street Park Access – Project will come back to Park Board after agreement has been reached between the real estate developer, the City, and the bike club that will be taking on the responsibility of the Center Street Park.

Manning Way – When project went to Public Works, it was discovered that the land is not level, and will need to have some excavation work completed before a play lot can be developed on the land. That can account for an additional cost of \$10,000. It may take time to build this play lot.

Vandewalle Bike Study Proposal – Meeting will be planned with all interested parties, including inviting of the Park Board.

Board of Park Commissioners' Meeting Schedule – The Park Board agreed to adjust its meeting schedule to the last Wednesday of the month, beginning with the June 28, 2017 meeting. All meetings beginning with the April 5, 2017 meeting will begin at 6:30pm.

Future meeting agenda items old:

Veterans' Park and YMCA, Accounting and Cost of operating and maintaining Veteran's Park.

Meeting dates to be reviewed for remainder of year especially for the holiday months of November and December.

Next Meetings:

April 5, 2017 at 6:30 pm

May 3, 2017 at 6:30 pm

June 28, 2017 at 6:30 pm

Adjourn

Olsen/Hassler Motion to adjourn at 8:15 pm. Unanimously carried.

/s/ Ann Esarco, Park Board President

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

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

**Public Relations Committee Meeting
Monday, February 6, 2017 at 10:00 a.m.
Library Director's Office
Minutes**

Call to order

Committee Chair Kersten called the meeting to order at 10:03 a.m. in the Library Director's office.

Members present: Kersten, Brookes, Oppenlander, Gelzer

Also present: Kornak, Benson

Discussion about preparations and status reports for "Share the Love: Love Your Library"

Open house event on Saturday, February 11 from 10am-2pm.

Status reports:

Refreshments

- Benson: cheese samples from Highfield Farm Creamery
- Kersten: 50 cookies from Simple Bakery & Market
- Gelzer: coffee from Avant Bicycle & Café
- Muffins, bagels, crackers, fruit, water needed – may need to be funded from Administrative Budget if approved by library board OR donations from Piggly Wiggly, The Ridge, Gooseberries, Breezy Hill market

Prizes

- Kersten: Grand Geneva Sunday champagne brunch for 2; 4 waterpark 1-day passes for Timber Ridge for Circulation drawing
- Benson: Alden Hills Organic Farm gift certificate; popcorn; heart healthy vitamins

Scavenger Hunt

- Brookes: draft of questions and design for discussion
- All participants given candy prizes and entered in drawing for grand prize (popcorn & movie)
- 10 a.m. - noon

Publicity

- Benson will post web site announcements
- Kersten contributed ideas for Facebook posts. Brookes/Kersten motion to approve \$50 for Facebook advertising. Motion carried 4 to 0.
- Oppenlander suggested informational signage and Benson is making signs
- Signage needed for sponsors – in progress (Benson)

Adjournment:

Brookes/Oppenlander motion to adjourn at 11:25 a.m. Motion carried 4 to 0.

Respectfully submitted,
Chris Brookes
Vice-President

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

Board of Trustees Meeting
Thursday, February 9, 2017 at 8:00 a.m.
Smith Meeting Room
Minutes

Call to order

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

Roll Call

Members present: Brookes, Gelting, Kersten, Kundert, Lafrenz, Lyon, Oppenlander

Also present: Kornak, resident Scott Gelzer, Aurora student Samantha Jaspers

Members Absent: Boilini

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

Kundert/Lafrenz motion to approve the minutes of the January 12, 2017 meeting. Motion carried 7 to 0.

President's Report

Oppenlander asked PR Committee Chair Kersten to report on plans for the 2/11/2017 Share the Love - Love Your Library event.

Oppenlander asked for suggestions of City of Lake Geneva residents to fill the open library board trustee position. Scott Gelzer excused himself during the discussion. Gelting will talk to the Mayor about posting the opening. Lyon/Kersten motion to forward three names to the Mayor for consideration: Scott Gelzer, Barbara Dinan, John Halverson. Motion carried 7 to 0.

Appointment of interim Board officers to be considered at March meeting.

Finance

The Finance Committee recommended approval of expenditures of \$32,606.93 from General Funds. Lyon/Oppenlander motion to approve expenditures. Motion carried 7 to 0.

Personnel

Gelting/Lafrenz motion to move closed session to the end of the agenda. Motion carried 7 to 0.

Building & Grounds

Roof inspection is set for Monday, February 13. Director is preparing a list of contractors approved for cleaning the roof.

City Liaison Topics

Gelting and Director are evaluating need to involve architectural firm for restroom expansion project. A space needs study needs to be completed. Options for funding a space needs study will be on future agenda.

Director's Report

Director Emily Kornak reported on service statistics, presented drafts of Circulation Policy and Social Media Policy for review, and asked Personnel Committee to review Library Employee Handbook Addendum at future Personnel Committee meeting. The Annual Report for DPI is being prepared.

Three items referred to Finance Committee: ALA membership renewal, Visit Lake Geneva membership renewal, and application for city credit card.

Website design referred to Ad Hoc Committee of the Public Relations Committee.

A staff in-service day will be scheduled by the Director in the spring.

Building updates included staff workroom furnace, roof inspection, and discussion of carpet replacement.

Friends of Library Report

Brookes reported the Friends are working on the application for Beachside Authorfest 2017 with the goal to grow the event with more authors and activities. Brookes/Kersten motion to support the Friends' Authorfest by authorizing booths along Main Street and expanding library hours as needed. Motion carried 7 to 0.

Closed Session

Kundert/Lyon motion to go into **Closed Session pursuant to WI Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for**

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

Motion carried 7 to 0.

Gelting/Lyon motion to come out of **Closed Session** pursuant to Wisconsin Statutes 19.85 (s) and take action on any items discussed in Closed Session. Motion carried 7 to 0.

Brookes/Gelting motion to bring all employees under minimum up to minimum plus a flat percentage raise for all employees not to exceed the total budget of \$392,673.00. Increase one position below minimum by 10% to recognize elimination of PTO eligibility post 1/1/2017. All compensation changes are retroactive to 1/1/2017. Motion carried 7 to 0.

Adjournment

Lyon/Oppenlander motion to adjourn the meeting at 10:35 a.m. Motion carried 7 to 0.

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

Respectfully submitted,

Chris Brookes
Vice President

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

**Public Relations Committee Meeting
Friday, February 17, 2017 at 9:30 a.m.
Minutes**

Call to order

Committee Chair Wen-D Kersten called the meeting to order at 9:35 a.m. in the Library Director's office.

Roll Call

Members present: Kersten, Brookes

Also present: Kornak, Benson

Discussion/recommendations for redesign of library website hosted at www.lakegeneva.lib.wi.us

Following review of several recommended websites and discussion, the committee asked Kornak and Benson to prepare a storyboard/flip pages of the proposed design and desired components to be reviewed by the committee for presentation at the March Board of Trustees meeting.

Adjournment:

The meeting was adjourned at 10:50 a.m.

Respectfully submitted,
Chris Brookes
Vice-President

Lake Geneva Historic Preservation Commission Meeting Minutes

February 9, 2017 6:30 p.m. at Lake Geneva City Hall

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

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

Approval of minutes of Historic Preservation Commission Meeting of January 12, 2017.

Comments from the public and correspondence. We were contacted by the owner of the Brick & Mortar business, located at the corner of Cook and Geneva streets. He wanted our opinion concerning his idea about painting the building. We voted against it.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners.
Shoe La La—Exhibit Opens April 6th. Tuesdays @ Two programs: My Circus Life—3/7.
Geneva Theater—March 14. Talking Shoes—March 21. You are invited to bring a pair of your own shoes and share their story.

Update on the restoration of the historic 1928 Geneva Theater Building. Discussions between Shad Branen and the Friends of the Theater are still going on. A formal contractual agreement needs to be drafted concerning the \$30,000 that the Friends want to donate to the theater. Board members will vote on this, and then present it to Shad Branen.

Update regarding future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tour booklet from David Desimone and/or Michael Rehberg. Michael Rehberg attended our meeting. Michael is an instructor at the Badger Winter Adult evening classes. He presented a Walking Tour slide show, where he sold 14 Walking Tour booklets. He requested more booklets, and he received an additional 25 copies on 2/10/2017. Also on Feb. 10th, 100 copies were dropped off at the museum.

Review of recent bills, invoices and the current balance in the LGHPC account. So far this year we have spent \$823.00. We received \$39.00 from the Chamber, as a result from selling our Walking Tour booklets. The City Council recommended that we change

the date of our meetings. We voted to leave our meetings as is.

Discussion regarding proposed Lake Geneva Historic Railroad Site proposed by Ed Yaeger and creation of a plan for Proposed Historic Railroad Site for review and comment by the City of Lake Geneva. We want to do ghost foot prints on railroad site—dotted lines where the engine house, turntable was. Ed Yaeger has a verbal commitment from the Street Dep't. that they will clean the site in the Spring. According to David Desimone, we might be able to get a grant from the State Historical Society.

Update regarding the status of 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 and discussions with City Attorney Dan Draper re: getting the app in the Apple App Store. We are waiting for a response from Dan Draper. Ken Etten has called him repeatedly on this. Dan Draper has suggested earlier that we should partner with the Visitor Center on this. We do not want to be under their control.

Discussion regarding restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street and discussion re: potential new projects and promotional ideas for the LGHPC, including future "Tales of Lake Geneva", educational programs, and updates on our website www.historyoflakegeneva.org. Called painter—will wait until Spring. Jim Davis and Patrick Quinn will meet with Mike Dunn later. Mike seems to be O.K. with this. He was afraid that at some time in the future if he wanted to tear down the building that he wouldn't be able to—but that's not true.

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

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

Meeting adjourned at 7:45 P.M.

Respectfully submitted,

Louise M. Rayppy

**GENEVA LAKE MUSEUM
BOARD OF DIRECTORS MEETING
DATE: 2/8/2017**

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

A. Officers

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

B. Directors

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

C. Staff Directors

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

D. Paid Staff

- Curator: Helen Brandt
- Office Manager: Pat Cramer

E. Guests

- City Representative Ken Howell.

II. Meeting Minutes

A. Agenda: see agenda attached.

B. Discussion

1. Call to Order

- By President Jim Gee at 5:30 pm.

2. Approval of Minutes

- Motion made by Tom Yoder and seconded by Barbara Buelter to approve the minutes. The Board voted to approve the minutes as submitted.

3. Treasurer's Report (Mike Ploch)

- Mike provided an update on GLM finances.

4. Curator's Report (Helen Brandt)

- Helen advised shoes are still coming in and some fine camera equipment.

5. Director's Reports

a. Director of Exhibits (Karen Jo Walsh)

- See attached report.

b. Administrative Director (Janet Ewing)

- See attached report.

c. Operations Director (Dale Buelter)

- See attached report.

6. Committee Reports

a. Nominating (Jim Gee)

- Jim reported that directors for re-nomination that will be recommended at the Annual Meeting are Barbara Buelter, Mike Ploch, Tom Yoder, Mary Olson, Jeff Glass, and Jim Gee.

- b. Fundraising (Pat Gee)
 - Pat said the committee is working on four events and should have a complete list for discussion at the March Board meeting.
 - c. Marketing and Publicity (Chuck Ebeling)
 - No report.
 - d. Membership (Penny Simonetto)
 - We have a total of 655 members.
 - e. Grants Committee (Beth Pernice)
 - Nothing in process right now. We anticipate seeking grants from the Wisconsin Historical Society and possibly the Chapin Foundation in 2017.
7. Old Business
- Confirmed electronic vote of the Board to cancel the January Board meeting due to bad weather.
 - The Board agreed to use some or all of the existing child play area for the NWMA exhibit.
 - The Board agreed to establish an ad hoc committee to manage new federal salary regulations for GLM employees.
8. New Business
- The GLM Annual Meeting will be held on Sunday, April 30.
 - The Board approved a motion by Pat Gee, seconded by Vern Magee, to host an open house for newly-elected Lake Geneva city hall personnel and their families.
 - Vern recommended we add a barber shop to GLM and seek donations for it possibly with support from the Wisconsin Historical Society.
 - Tom made a motion, seconded by Vern, to purchase an “open” flag or sign for GLM.
9. Adjourn: 7:00 pm

III. Closed Session

Yes

No

Attachments