



COMMITTEE OF THE WHOLE
MONDAY, MAY 1, 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 March 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. Presentation by Visit Lake Geneva
7. Presentation by Tom Hartz on the Police and Fire Commission
8. Discussion/Recommendation on Banner Ordinance with corresponding fee and consideration of fee waiver policy
9. Discussion/Recommendation on permit fees with corresponding consideration of fee waiver policy
10. **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
11. **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

12. **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

13. 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.*

4/28/2017 12:51 p.m.

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE
MONDAY, MARCH 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, Horne. Absent (Excused): Alderman Howell. Also Present: City Administrator Oborn and Mayor Kupsik.

Mr. Kordus announced the April Committee of the Whole meeting will be cancelled.

Gelting/Horne motion for approval of minutes from February 6, 2017 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.

Ed Yaeger spoke against the proposed annexation of the Geneva Inn. He feels the item should be decided by a referendum.

Darien Schaefer, VISIT Lake Geneva, spoke on the room tax analysis report included in the packet and what VISIT Lake Geneva does to promote the area.

Mary Jo Fesenmaier, 1085 S Lake Shore Dr, spoke against the potential annexation of the Geneva Inn.

Dick Malmin, N1991 S Lake Shore Dr, spoke against the potential annexation of the Geneva Inn.

Discussion on funding Tourism Commission and/or selecting a tourism entity

Mr. Kordus stated the Tourism Commission item is coming up for a second reading, but there is no mechanism to fund it yet. He would like to discuss how funding should be set up for this year before the second reading of the ordinance. Alderman Gelting is very comfortable with the arrangement the City had with VISIT Lake Geneva in 2016. Mr. Oborn said there are two options: in 2017 the funds can be designated to VISIT Lake Geneva in full or the Tourism Commission can be established. He noted the Tourism Commission will be the identity that allocates the funds out. Mr. Horne added if the Tourism Commission is created, they will decide how to disperse the funds. Ms. Chappell shared her concern about all of the funds going to one entity. Ms. Flower questioned if the Riviera would be applicable. Mr. Kordus said it is understood if we increase the amount of tourism, we do increase our infrastructure costs. Ms. Chappell expressed that tourism can become unwelcome at a point as it puts a large burden on the City. Mayor Kupsik stated the commission is being set up to have a positive impact. Mr. Hedlund said the City cannot withhold money from VISIT Lake Geneva. He agrees with the principle of the City getting the funds first and then giving it. Mr. Horne suggested funding the commission and giving them strong recommendations on how to disperse. Mr. Kordus said for the April FLR meeting he would like to put some type of funding mechanism in place to fund at least \$100,000 up front to the Tourism Commission. He feels it would be premature to put it on the agenda before it is determined if there will be a commission or not.

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 Hedlund & Flower
Tree Board, Alderman Skates
Police & Fire Commission, City Administrator Oborn
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, Alderman Horne

Other Boards and Committee Reports given:

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

Adjourn

Gelting/Flower motion to adjourn the meeting at 7:28 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

Chapter 62. Streets, Sidewalks and Other Public Places

Article VIII. STREET USE PERMIT

Sec. 62-251. Street banners.

[Ord. No. 07-09, § 1, 8-27-2007]

- (a) Overhead street banners extending across any public right-of-way within the City are prohibited.
- (b) Banners may be placed on all City-owned banner poles within the City under the following conditions:
 - 1. Approval for the placement of banners shall be granted by the City Administrator. For new banners, sketches of the proposed banner shall be submitted to the Administrator for approval prior to banner production. For existing banners, one copy of the banner must be submitted to the Administrator for approval.
 - 2. Approval will be granted only for a banner which has as its sole purpose the advertisement or promotion of a facility, function or activity which, in the opinion of the Administrator, is directed to the general public interest.
 - 3. Permission for flying banners will be granted for a period of two weeks. In the case of date-sensitive banners, banners will be removed just after the event has occurred or at the end of the two-week authorized period, whichever occurs first. If no other applications have been approved for the two-week time period following the expiration of the two-week period, the party may apply for a two-week extension for banner flying.
 - a. Banners are to be of professional quality, aesthetically pleasing, in good condition, and suitable for public viewing.
 - b. Banner size, to fit the banner poles, must be approximately 67 by 30 1/2 inches.
 - c. City Street Department personnel will be responsible for installation and removal of all banners approved for flying. The City Street Department is not responsible for the storing of banners after removal. Upon removal, banners must be retrieved by their owners at the City Street Department at 1065 Carey Street, Lake Geneva, Wisconsin within five business days. Banners not retrieved within this time period are subject to disposal by the City Street Department. No City employee nor anyone acting on the part of the City will be responsible for any damage that might occur to banners. Banner owners are responsible for maintenance and storage of their banners.
 - d. A fee of \$20 per banner shall be paid, in advance, for the hanging and removing of banners by City personnel.
- (c) Issuance or denial of permit.
 - 1. Applicant shall submit a completed application form along with the full fee as stated on the banner application, with a sketch of the proposed banner to the City Administrator for consideration.

2. Within 15 days the applicant will be notified of the City Administrator's decision.
3. If the application is not approved, a refund check, less the application processing fee as stated on the application, will be mailed to the applicant.

**PARADE AND PUBLIC ASSEMBLY
ORDINANCE**

Sec. 53-1 Permit required.

[Ord. No. 03-05, § I, 4-28-2003]

No person shall engage in, participate in, aid, form or conduct any parade or public assembly unless a permit is issued by the City Clerk, which shall be issued only after investigation and recommendation of the Chief of Police.

Sec. 53-2 Application for permit.

[Ord. No. 03-05, § I, 4-28-2003]

- (a) A person seeking a parade or public assembly permit shall file an application with the City Clerk on forms provided, and the application shall be signed by the applicant under oath. All applications shall be promptly forwarded to the Chief of Police for investigation. If the parade or public assembly permit is granted, the City Clerk shall issue the permit forthwith.
- (b) An application for a parade or public assembly permit shall be filed with the City Clerk at least seven business days in advance of the date of the proposed parade or public assembly. The Chief of Police or City Mayor may waive the time limit of any proposed parade or public assembly if after due consideration of the date, time and place of the parade or public assembly, the anticipated number of participants, and the City services required in connection with the event, the Chief of Police recommends to the City Clerk that the waiver will not diminish public safety.
- (c) The application for a parade or public assembly permit shall set for the following information:
 - (1) The name, address and daytime telephone number, pager/cell phone number if applicable, and facsimile number of the person seeking to conduct such parade or public assembly.
 - (2) If the parade or public assembly is proposed to be conducted by an organization, the name, address and daytime telephone number of the headquarters of the organization, and the authorized and responsible heads of the organizations.
 - (3) The name, address and daytime telephone number of the person who will be in charge (chairperson) of the parade or public assembly.
 - (4) The requested date of the parade or public assembly and the hours that it will commence and terminate.
 - (5) The requested route to be traveled, including the starting point and the termination point.
 - (6) The approximate number of persons who, and animals and vehicles which will constitute such parade or public assembly and the type of animals and description of the vehicles and the basis on which this estimate is made.

Sec. 53-3 Fees.

[Ord. No. 03-05, § I, 4-28-2003]

The Common Council may establish a nonrefundable fee by resolution to cover administrative costs of processing the permit which shall be paid by the applicant when the application is filed. If the application is for the use of any City property or for any City services, the applicant shall pay prior to the issuance of a permit any required charges in accordance with a schedule of service costs approved by the Common Council by resolution.

Sec. 53-4 Investigation prior to issuance.

[Ord. No. 03-05, § I, 4-28-2003]

- (a) The Chief of Police shall investigate the facts set out in the application and shall recommend to the

City Clerk to issue a permit when he/she finds that:

- (1) The conduct of the parade or public assembly will not substantially interrupt the safe and orderly movement of other pedestrians or vehicular traffic contiguous to its route or location;
 - (2) The conduct of the parade or public assembly will not require the diversion of so great a number of City police officers to properly police the line of movement and the areas contiguous as to prevent normal police protection of the City;
 - (3) The concentration of persons, animals, vehicles at public assembly points of the parade or public assembly will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such public assembly areas;
 - (4) The conduct of the parade or public assembly will not prevent or interfere with the operation of any public service within the City which may be necessary to provide while the parade or public assembly is in progress;
 - (5) The event is not being conducted for an unlawful purpose;
 - (6) The parade or public assembly is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays in route;
 - (7) Adequate sanitation and other required health facilities are or will be made available in or adjacent to any public assembly areas;
 - (8) There are sufficient parking places near the site of the parade or public assembly to accommodate the number of vehicles reasonably expected;
 - (9) The proposed activity will not interfere with the use of the requested area by another party to whom a valid permit has been issued for the same area or route;
 - (10) No other event is scheduled elsewhere in the City where the police resources required for that event are so great that the deployment of police services for the proposed parade or public assembly would have an immediate and adverse effect upon the welfare and safety of persons and property;
 - (11) The application contains sufficient information about the proposed route and crowd estimate to enable the Police Chief to evaluate the proposed event under this section.
- (b) In investigating the application, the Chief of Police may recommend the conduct of a parade or public assembly on a date, at time, at a location, or over a route different from that named by the applicant. This alternate permit shall to extent practicable authorize an event that will have comparable public visibility and a similar route, location and date to that of the proposed event. An applicant desiring to accept an alternative parade or public assembly permit shall within two business days after notice of the Chief of Police's alternative recommendation, file a written notice of acceptance with the City Clerk. An alternative parade or public assembly permit shall conform to the requirements and shall have the effect of a parade or public assembly permit.
 - (c) The Chief of Police is empowered to limit the parade and public assembly to the sidewalk or to one or more traffic lanes of the street where it is determined that such limited area is capable of accommodating the number of people anticipated based upon the information submitted by the applicant and the experience of previous comparable events. In the event that the number of persons in attendance exceed anticipated levels, members of the Police Department are authorized to make reasonable accommodation to increase the portion of the public way made available in order to preserve public health and safety.
 - (d) If the Chief of Police denies an application for failure to provide sufficient information about the

proposed route or crowd estimate, he shall specify what additional information must be provided in a new or amended application.

Sec. 53-5 Notice of denial of application.

[Ord. No. 03-05, § I, 4-28-2003]

The Chief of Police shall act promptly to investigate and issue a recommendation within two business days after the filing of the application for a parade or public assembly permit. If the Chief of Police recommends denial, then the City Clerk shall disapprove the application. The City Clerk shall notify the applicant by facsimile transmission or telephonically and mail directed to the applicant within two business days after the Chief of Police denial, along with a notice stating the Chief of Police's facts and conclusions which are the basis for his/her denial of the permit.

Sec. 53-6 Appeal procedure.

[Ord. No. 03-05, § I, 4-28-2003]

Any applicant shall have the right to appeal the denial of a parade or public assembly permit to the Finance/License and Judicial Committee and City Council. A hearing before the Finance/License and Judicial Committee shall be held within three business days after the filing of appeal, and based upon the evidence contained in the record, the Committee shall recommend that the City Council either affirm or reverse the decision of the Chief of Police. This City Council determination shall be subject to judicial review in accordance with the laws of the state.

Sec. 53-7 Notice to City and other officials.

[Ord. No. 03-05, § I, 4-28-2003]

Immediately upon the issuance of a parade or public assembly permit, the City Clerk shall send a copy thereof to the following:

- (1) The Mayor.
- (2) The Chief of Police.
- (3) The City Attorney.
- (4) The Fire Chief.
- (5) Each Alderman. **[Amended 1-12-2009 by Ord. No. 08-18]**
- (6) The official newspaper.

Sec. 53-8 Contents of permit.

[Ord. No. 03-05, § I, 4-28-2003]

Each parade or public assembly permit shall state the following information:

- (1) Starting and ending times.
- (2) The portions of the streets that may be occupied by the parade or public assembly.
- (3) The maximum length of the parade or public assembly in miles or fractions thereof.

Sec. 53-9 Duties of permittee.

[Ord. No. 03-05, § I, 4-28-2003]

A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws

and ordinances. The parade or public assembly chairperson shall carry the parade or public assembly permit upon his/her person during the conduct of the parade or public assembly.

Sec. 53-10 Revocation of permit.
[Ord. No. 03-05, § I, 4-28-2003]

The Chief of Police and/or City Clerk shall have the authority to revoke a parade or public assembly permit instantly upon violation of the conditions or standards for issuance as set forth in this chapter or, when a public emergency arises where the police resources required for that emergency are so great that deployment of police services for the parade or public assembly would have an immediate and adverse effect upon the welfare and safety of persons or property.

Sec. 53-11 Public conduct during parades or public assemblies.
[Ord. No. 03-05, § I, 4-28-2003]

- (a) It shall be unlawful for any person to stage, present, or conduct any parade or public assembly without first having obtained a permit as herein provided.
- (b) Any person who knowingly interferes with any other person or organizations lawfully conducting a parade or public assembly, or any person violating any of the provisions of this chapter, shall be subject to the penalties in Section **53-12**.
- (c) No person shall unreasonably hamper, obstruct or impede, or interfere with any parade or public assembly or with any person, vehicle or animal participating or used in a parade or public assembly.
- (d) No driver of a vehicle shall drive between the vehicles or persons comprising a parade or public assembly when such vehicles or persons are in motion and are conspicuously designated as a parade or public assembly. The Chief of Police shall have the authority, when reasonable necessary, to prohibit or restrict the parking of vehicles along a street constituting a part of the route of parade or public assembly. The Chief of Police shall post signs to that effect, and it shall be unlawful for any persons to park or leave unattended any vehicle in violation thereof.

Sec. 53-12 Penalties.
[Ord. No. 03-05, § I, 4-28-2003]

Any person violating the provisions of any section of this chapter shall, upon conviction, be punished by a fine of not more than \$500 for each violation, together with the costs of prosecution. In the event the defendant defaults on payment thereof, the defendant's operating privileges shall be suspended pursuant to W.S.A. §§ 343.30, 345.47, or by imprisonment in the county jail until such forfeiture and costs are paid, but not in excess of the number of days set forth in W.S.A. § 800.095(4). Each day's violation shall constitute a separate offense.

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

STREET USE ORDINANCE

Sec. 62-241 Purpose of article.
[Code 1992, § 12.20(1)]

The streets of the City are primarily for the use of the public in the ordinary course. However, under proper circumstances, the City Council may grant a permit for street use, subject to reasonable regulation and control. Therefore, this article is enacted pursuant to the general police power granted to the City under state law to regulate and control the use of streets pursuant to a street use permit to the end that the health, safety and general welfare of the public and the good order of the City can be protected and maintained.

Sec. 62-242 Penalty for violation of article.
[Code 1992, § 12.20(10)]

Any person who shall do any of the following shall be subject to a forfeiture of not less than \$20, nor more than \$500 for each violation:

- (1) Hold, sponsor or be in charge of any activity for which a street use permit is required without possession a valid street use permit;
- (2) Violate any condition placed upon a street use permit; or
- (3) Provide false or inaccurate information on a written application for a street use permit.

Sec. 62-243 Application; contents.
[Code 1992, § 12.20(2)]

A written application for a street use permit by persons or groups desiring the permit shall be made on a form provided by the City Clerk and shall be filed with the City Clerk. The application shall set forth the following information regarding the proposed street use:

- (1) The name, address and telephone number of the applicant.
- (2) If the proposed street use is to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization.
- (3) The name, address and telephone number of the person who will be responsible for conducting the proposed use of the street.
- (4) The date and duration of time for which the requested use of the street is proposed to occur.
- (5) An accurate description of that portion of the street proposed to be used.
- (6) The number of persons for whom use of the proposed street area is requested.
- (7) The proposed use, described in detail, for which the street use permit is required.

Sec. 62-244 Applicant to be present when application considered.
[Code 1992, § 12.20(3)]

The person or representative of the group making application for a street use permit shall be present when the City Council gives consideration to the granting of such street use permit to provide any additional information which is reasonably necessary to make a fair determination as to whether a permit should be

granted.

Sec. 62-245 Issuance procedure; appeals.

[Code 1992, § 12.20(4)]

- (a) Upon receipt of a street use permit application, the City Clerk shall immediately forward copies of the application to the license and judicial committee who shall review the application with representatives of the Police Department, Fire Department and Street Department.
- (b) The license and judicial committee shall convene to consider the application and give notice of the meeting to the applicant. They shall make their recommendation in writing to the City Council, which will then either approve or deny the application at its next regular meeting. If the application is approved by the City Council, the City Clerk shall issue the permit, including any special provisions or conditions imposed by the City Council. Any person aggrieved by the decision of the City Council may appeal to the City Council by filing a notice of appeal with the City Clerk within 10 days of the decision of the City Council, stating the basis upon which the appeal is taken. The City Council may by majority vote reverse or modify its earlier decision.

Sec. 62-246 Deadline for applications.

[Code 1992, § 12.20(5)]

- (a) Applications to close streets which will require detours of traffic must be submitted not less than 45 days prior to the date of the proposed event.
- (b) Applications to close streets for more than two days must be submitted not less than two months prior to the date of the proposed event.

Sec. 62-247 Special street use permits.

[Code 1992, § 12.20(6)]

The City may authorize temporary obstructions of its streets within its exclusive jurisdiction under the authority implied by W.S.A., §§ 62.11(5), 66.045, 66.046, 86.06 and 350.04.

Sec. 62-248 Petition.

[Code 1992, § 12.20(7); amended 5-14-2012 by Ord. No. 12-11]

The application shall be accompanied by a petition designating the proposed area of the street to be used and time for such proposed use. Except a petition is not required for street use applications submitted for the following annual parades and events: American Legion Memorial Day Parade, Chamber of Commerce Fourth of July Parade, Oktoberfest and Christmas Parade, and Badger High School Homecoming Parade. Each petition shall be signed by not less than 51% of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit. An authorized agent, owner or tenant may sign on behalf of each unit. Only one signature for each unit will be counted toward the 51%. Each dwelling unit or commercial unit will count as one unit in arriving at the total number of units affected by the permit. An individual must be of legal voting age (18) to sign a petition. Such petition shall be verified and shall be submitted in substantially the following form:

PETITION FOR STREET USE PERMIT

We, the undersigned residents of the _____ hundred block of _____ Street in the City of Lake Geneva hereby consent to the _____ recreational use of this street between the hours of _____ and _____ on the _____ day of _____, 19_____, for the purpose of _____ and do hereby petition the City Council of the City of Lake Geneva to grant a street use permit for us to use the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City Council of the City of Lake Geneva shall attach to the granting of

PETITION FOR STREET USE PERMIT

the requested street use permit. We designate _____ as the responsible person or persons who shall sign an application for a street use permit on our behalf.

Sec. 62-249 Fees and insurance.

[Code 1992, § 12.20(8)]

- (a) An application for a street use permit shall be accompanied by a permit fee as provided in Section **18-56**. If the application is for more than two days, a fee as provided in Section **18-56** shall accompany the application. In addition, as a condition to approval of an application, the applicant shall agree to pay within 20 days of billing those costs incurred by the City by occasion of the event for cleaning and sanitation services, delivery and use of City-owned property. Prior to approval of the application, the City Clerk shall inform the applicant of the estimated cost of the aforementioned goods and services as determined by the Street Department. The applicant may be required to furnish a performance bond prior to being granted the permit.
- (b) The applicant for a street use permit shall agree to indemnify, defend and hold the City and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant shall furnish a certificate of comprehensive general liability insurance with the City, its employees and agents as additional insured. The insurance shall include coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence. The certificate of insurance shall provide a thirty-day written notice to the City upon cancellation, nonrenewal or material change in the policy.

Sec. 62-250 Termination.

[Code 1992, § 12.20(9)]

A street use permit for an event in progress may be terminated by the City Police Department if the health, safety and welfare of the public appears to be endangered by activities generated as a result of the event or the event is in violation of any of the conditions of the permits or regulations adopted by the City Council's policy for street use permits. The Police Department has the authority to revoke a permit or terminate an event in progress if the event organizers fail to comply with any of the regulations in the street use policy or conditions stated in the permit.

PARK USE ORDINANCE

City of Lake Geneva, WI
Friday, April 28, 2017

Chapter 54. Parks and Recreation

Article II. RULES OF CONDUCT AND BEHAVIOR

Sec. 54-31. Adopted.

[Code 1992, § 19.01]

The provisions of this article shall constitute the rules and regulations governing the conduct and behavior of visitors to City parks and recreational areas.

Sec. 54-32. Posting.

[Code 1992, § 19.03]

This article shall be posted (printed on heavy paper) in all City parks and recreational areas.

Sec. 54-33. Areas regulated.

[Code 1992, § 19.02]

The provisions of this article shall apply to all lands, structures and property owned, leased or administered by the City for park and recreational purposes.

Sec. 54-34. Enumeration.

[Code 1992, § 19.03; Ord. No. 96-9, § I, 8-12-1996]

The following regulations shall apply to all City parks and recreational areas:

- (1) Sound amplifiers. No person shall without a permit from the Board of Park Commissioners operate any sound truck, loudspeaker, motor or any other mechanical device that produces undue or unnecessary noises.
[Amended 7-13-2009 by Ord. No. 09-14]
- (2) Entertainment or demonstrations. No person shall hold or take part in any musical, theatrical or other entertainment or any parade, procession or demonstration of any kind in any City park or recreational area without a permit from the Board of Park Commissioners.
[Amended 7-13-2009 by Ord. No. 09-14]
- (3) Advertising or business activity. No person shall post unauthorized signs on any lands, structures or property or solicit, transact or conduct any business of any nature in or upon any City park or recreational area without having first obtained the written consent of the Board of Park Commissioners.
[Amended 7-13-2009 by Ord. No. 09-14]
- (4) Animals. No person shall suffer or permit his dog, cat or other pet or domestic animal or fowl to run at large as defined by Section **10-67** of this Code in or upon any City park or recreational area

at any time, except as specifically provided in Section **10-67**. Violators will be subject to the penalties set forth in Sections **10-68**, **10-69**, and 10-94 of this Code.
[Amended 7-13-2009 by Ord. No. 09-14; 9-24-2012 by Ord. No. 12-21]

- (5) Fires. Fires shall be regulated as follows:
[Amended 7-11-2016 by Ord. No. 16-08]
 - a. Except as provided in Subsection (5)b of this section, no person shall construct or otherwise cause a fire for any purpose within a public park without first obtaining a permit, in writing, issued by the Fire Chief. Such permit shall set forth the material to be burned, the time and date of the proposed burning and the location and site upon which the burning will take place.
 - b. Fires for cooking are only permitted in picnic areas in Seminary Park and Donian Park, in the grills provided or in a suitable device that contains the fire up off the ground. No fires are permitted on the ground.
 - c. No person shall leave any fire unattended or throw away any matches, cigarettes, cigars or pipe ashes at any time without first extinguishing them.
- (6) Refuse disposal. Refuse shall be disposed of as follows:
 - a. No person shall discard or leave any refuse or sewage, including garbage, rubbish, bottles, tin cans, glass, debris or any other waste material on the ground or in any building or installation or throw the same into the water in or upon any City park or recreational area, but shall dispose of the same in designated containers.
 - b. Charcoal residue shall be left in a grate or fireplace until cool or placed in receptacles provided for such purposes.
- (7) Operation of vehicles. Vehicles shall be operated according to the following:
 - a. No person shall drive or ride any bicycle, motorcycle, motor vehicle, motor-driven snow vehicle or a horse in any part of the City parks or recreational areas except on regular drives designated therefor.
 - b. No person shall operate any vehicle at a speed in excess of 10 miles per hour.
- (8) Parking of vehicles. No person shall park, stop or leave standing, whether attended or unattended, any vehicle:
 - a. In any manner as to block, obstruct or limit the use of any road, walk or trail.
 - b. Outside any area provided for such purposes of parking.
 - c. Contrary to posted notices.
- (9) Prohibited areas. No person shall enter in any way any building, installation or area that may be locked or closed to public use or contrary to posted notices.
- (10) Flowers. No person shall pick, cut, destroy, disturb or in any manner harm any wild plants or flowers growing in any park or recreation area of the City.
- (11) Payment of fees. No person shall use any facilities, land or area for which a fee has been established without the payment of such fee or charge.
- (12) Wildlife. No person shall take, catch, kill, trap, pursue or otherwise disturb any wild animals or birds in any City park or recreation area, except that trapping shall be permitted in the area of the White River estuary between Main Street and the property boundary of the parcel identified as Tax Key Number ZYUP00152 by permit and upon terms and conditions set by the City Council by resolution. Notwithstanding the provisions of Section **54-3**, any violators of this subsection shall be subject to a forfeiture of \$500, the costs of prosecution, and/or suspension of the violator's driver's license.
[Amended 2-14-2011 by Ord. No. 11-01]

- (13) Camping. No person shall camp in or on any land under the control of the Board of Park Commissioners. Camping is defined as the use of a tent, shelter, trailer, motor vehicle, tarpaulin, bed roll or sleeping bag for temporary residence or sleeping purposes.
- (14) Closing hours. Closing hours shall be as follows:
 - a. No person shall be in or on any park or recreational area of the City from 10:00 p.m. to 4:00 a.m. daily.
 - b. Exceptions to closing hours shall be granted for special events approved by the Council and to persons on established sidewalks when en route to their residence or place of business.
- (15) Golf. Golf practice shall be prohibited except in designated areas.
- (16) Archery. Archery shall be prohibited except in designated areas.
- (17) Riviera lawn. No person shall use the lawn located north of the Riviera building and between the Riviera building and Wrigley Drive for sunbathing, sleeping, lounging, picnicking or similar uses.

Sec. 54-35. Business in parks.

[Code 1992, § 12.11]

- (a) Prohibited generally. Except as provided in this section, no person shall conduct any business of any nature for private gain or offer for sale or consideration any service of any kind or operate any business or conduct any sales booth, stand or other contrivance, whether the same be portable or stationary, for the sale of any merchandise, within or upon any public parks, public grounds or docks or piers extending from any public park or public grounds or from any public highway within the City or upon the water of Geneva Lake.
- (b) Exception; permit. The Council may, by special permit for the purpose of accommodating the public in the parks, lake shore, piers, docks or public highways, rent concessions to churches, religious, charitable or benevolent organizations, the American Legion or such persons or other organizations as the Council may deem fit to operate such concessions under such terms and conditions as the Council may provide or impose.

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, MARCH 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, Horne, and Chappell. Also Present: Mayor Kupsik, City Administrator Oborn, City Clerk Waswo 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.

Mary Jo Fesenmaier, Lake Geneva, commented on the Finance Committee process being moved to a separate location and time. She feels they should not rush to pay bills by bypassing the Finance Committee or pre-paying invoices. When she was an Alderman she would routinely call staff for clarification on bills. She encouraged them to not establish a practice of taking bills to council without FLR approval first and to do as few pre-paid bills as possible.

Approval of Minutes. Horne/Gelting motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of February 21, 2017, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Horne/Gelting motion to approve the Parade and Public Assembly Permit Application filed by Lou Seal on behalf of RAM Racing for the Big Foot Triathlon at Big Foot State Park on June 24, 2017 and June 25, 2017 from 7:00am to 12:00pm. Unanimously carried.

Horne/Gelting motion to approve the Street Use Permit application filed by Lou Seal on behalf of RAM Racing for the Big Foot Triathlon at Big Foot State Park on June 24, 2017 and June 25, 2017 from 7:00am to 12:00pm contingent upon payment of a \$3,500 security deposit, a signed reimbursement agreement for fees not paid in advance, and receipt of a Certificate of Liability Insurance. Unanimously carried.

Horne/Gelting motion to approve the Park Reservation Permit Application filed by Richard Holt on behalf of Lakeland Community Church to use Flat Iron Park and the Brunk Pavilion for a worship service on July 2, 2017 from 7:00am to 1:00pm *(recommended by the Board of Park Commissioners on March 1, 2017).* Unanimously carried.

Horne/Gelting motion to approve the Park Reservation Permit Application filed by Chris Brookes on behalf of Friends of the Lake Geneva Public Library to use Library Park for the Beachside Authorfest on July 8, 2017 from 10:00am to 4:00pm *(recommended by the Board of Park Commissioners on March 1, 2017).* Unanimously carried.

Horne/Gelting motion to approve the Parking Stall Bag request filed by Chris Brookes on behalf of Friends of the Lake Geneva Public Library to reserve parking stalls 123, 124, and 125 on July 8, 2017 for the Beachside Authorfest *(recommended by the Board of Park Commissioners on March 1, 2017).* Unanimously carried.

Horne/Gelting motion to approve the Park Reservation Permit Application filed by David Harris Peeler to use Seminary Park for a family reunion picnic on July 22, 2017 from 4:00pm to 8:00pm *(recommended by the Board of Park Commissioners on March 1, 2017).* Unanimously carried.

Horne/Gelting motion to approve the Park Reservation Permit Application filed by Catherine Cichon to use Seminary Park for a family reunion on August 12, 2017 from 10:00am to 5:00pm *(recommended by the Board of Park Commissioners on March 1, 2017).* Unanimously carried.

Horne/Gelting motion to approve the Temporary Class “B”/Class “B” Retailer’s License Application filed by the Geneva Lakes Arts Foundation for the sale of fermented malt beverages at 223 Broad Street, Lake Geneva, for the Spring Open House Reception on March 17, 2017 from 6:00pm to 8:00pm and on March 18, 2017 from 10:00am to 5:00pm. Unanimously carried.

Horne/Gelting motion to approve the Temporary Operator License Application filed by Sarah McConnell on behalf of the Geneva Lake Arts Foundation for the Spring Open House Reception on March 17 and 18, 2017. Unanimously carried.

Horne/Gelting motion to approve the Original 2016-2017 Operator's (Bartender) License application filed by Carly Sertzel and Balvinder Singh. Unanimously carried.

Discussion/Recommendation on Amendment to Employee Handbook for overtime pay for Holidays
City Administrator Oborn stated they are working on language to allow an overtime provision. This would apply when an employee uses PTO and gets called in on a holiday.

Kordus/Horne motion to approve based on Attorney review. Unanimously carried.

Presentation of Accounts – Alderman Kordus

Purchase Orders (none)

Gelting/Horne motion to approve the Prepaid bills in the amount of \$28,528.32. Unanimously carried.

Gelting/Horne motion to approve the Regular bills in the amount of \$99,235.87. Unanimously carried.

Closed Session

Alderman Kordus stated items a. Police Chief Rasmussen, b. Assistant Police Chief Reuss, c. Lieutenant Gritzner, d. Lieutenant Way, e. Sergeant Hall, f. Sergeant Derrick, and g. Sergeant Hinzpeter are still being discussed at the Personnel Committee.

Horne/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 regarding employee contracts, pay, and benefits for:

h. Building & Zoning Administrator Applicants

to include Mayor Kupsik, City Administrator Oborn, Comptroller Slater and City Clerk Waswo.

Roll Call: Aldermen Kordus, Gelting, Howell, Horne, and Chappell voting “yes.” Unanimously carried.

Committee went into closed session at 6:16pm.

Open Session

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

Roll Call: Aldermen Kordus, Gelting, Howell, Horne, and Chappell voting “yes.” Unanimously carried.

Committee returned to open session at 6:21pm.

Horne/Howell motion to move forward as indicated by Personnel Committee. Unanimously carried.

Adjournment

Gelting/Horne motion to adjourn at 6:22pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

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

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

Gelting/Chappell motion to elect Ken Howell as the temporary chairperson. Motion carried 3 to 0.

Roll Call. Present: Aldermen Gelting, Howell, and Chappell. Absent: Ald. Kordus and Horne. Also Present: Mayor Kupsik, City Administrator Oborn, Comptroller Slater, Parking Manager Mullally and City Clerk Waswo.

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

Kevin Fleming, 1032 Wisconsin Street spoke on behalf of the Lake Geneva Business Improvement District for permit applications on the agenda. He requested waiver of the banner permit fees for Taste of Lake Geneva and Oktoberfest.

Approval of Minutes. Gelting/Chappell motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of March 7, 2017, as prepared and distributed. Motion carried 3 to 0.

LICENSES & PERMITS

Gelting/Chappell motion to approve the Street Use Permit application filed by Lake Geneva Farmers Market using the alley to the south of Horticultural Hall (330 Broad St.) on Thursdays from May 4th to October 26th, 2017 from 8:00am to 1:00pm. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Parking Stall Bag request filed by Lake Geneva Farmers Market to use 13 stalls on the west side of Broad Street on Thursdays from May 4th to October 26th, 2017 (26 days) from 7:00am to 2:00pm with waiver of all parking stall bag fees. Motion carried 3 to 0.

Parade permit application filed by Len Jegerski on behalf of the American Legion Post for the annual Memorial Day Parade on May 29, 2017 from 10:00am to 11:30am with request for waiver of all fees.

City Clerk Waswo noted they are requesting waiver of the application fee as well.

Gelting/Chappell motion to approve and amend to include the \$25.00 application fee only. Motion carried 3 to 0.

Chappell/Gelting motion to approve the Street Use Permit application filed by Len Jegerski on behalf of the American Legion Post 24 for the Annual Memorial Day Parade on May 29, 2017 using Wisconsin and Broad Street to the Riviera with staging at 10:00 am and parade from 11:00 am to 11:30 am with request for waiver of all fees. There was discussion on including the application fee of \$25.00. In the past they have not paid anything for this permit. Ald. Chappell felt by charging the application fee it would be ding them twice as there is no more additional work since the paperwork is combined into one packet. Mayor Kupsik noted we are trying to get away from waiving the application fee. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Public Assembly Permit application filed by Lake Geneva Business Improvement District for the Lake Geneva Paint-In June 10 – June 11, 2017, 10:00am to 5:00pm requesting use of downtown sidewalks to place tables, chairs and umbrellas for display and sale of artists' drawings and paintings. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Public Assembly Permit application filed by Lake Geneva Business Improvement District for Lake Geneva Maxwell Street Days August 25 – August 27, 2017, 8:00am to 7:00pm requesting use of downtown sidewalks for business sales. Motion carried 3 to 0.

Gelting/Howell motion to approve the Street Banner Display application filed by Kevin Fleming on behalf of the Lake Geneva Business Improvement District to use 11 banner poles for Taste of Lake Geneva starting August 28, 2017 through September 11, 2017 with request for waiver of fees. City Admin. Oborn said the BID events are a big draw to the downtown. Ald. Gelting looks at the BID as the default for the banner poles. Ald. Chappell wants the BID to pay the fees as the Street Department still has to put them up. Motion carried 2 to 1 with Chappell voting “no.”

Gelting/Howell motion to approve the Street Banner Display application filed by Kevin Fleming on behalf of the Lake Geneva Business Improvement District to use 11 banner poles for Oktoberfest starting September 25, 2017 through October 9, 2017 with request for waiver of fees. Motion carried 2 to 1 with Chappell voting “no.”

Gelting/Chappell motion to approve the Original 2016-2017 Operator’s (Bartender) License application filed by Emily Wise. Motion carried 3 to 0.

Gelting/Chappell motion to approve Resolution 17-R08, authorizing the transfer of \$419,304.34 from the Lakefront Special Revenue Fund and an amount of \$637,485.29 from the Parking Special Revenue Fund to the General Fund at year end 2016 which will leave a \$75,000 addition to the fund balance in each of these funds.

A resolution was passed some years ago stating every year \$75,000 is added to these funds. The parking fund did well; although the lakefront fund was less than they budgeted. Mr. Oborn would like to do further analysis on the Lakefront fund balance. Motion carried 3 to 0.

Gelting/Howell motion to approve the Main Street Widening Project change order #1 in the amount of \$5,129.84 for Kapur and Associates. This was approved by the Public Works Committee. By extending the date due to AT&T not completing their portion in time, the city had extra expense. They anticipate starting the first week in April. Motion carried 3 to 0.

Discussion/Recommendation on Kapur Task Order #10 for \$12,765, revised from (3) bridges to (1) bridge in the White River Disc Golf Course. Mr. Oborn explained this would come out of the 2017 borrowing. There was some sticker shock with engineering all 3 bridges. Public Works Committee recommended obtaining 2 additional bids.

Gelting/Chappell motion to table. Motion carried 3 to 0.

Discussion/Update on Competitive General Obligation Promissory Note Proposal

Mr. Oborn gave an update on the borrowing. He solicited 11 banks and 4 have shown an interest. Proposals are due March 31, 2017. Staff will have a recommendation with the proposals at the next meeting.

Gelting/Chappell motion to approve the Shad Branen - WIN Properties, LLC Escrow Draw Request No 5 for final payment of \$40,000.00 contingent upon Final Occupancy and required lien waivers. Mr. Oborn explained they have 3 components left. They have already submitted the construction amount but are pending the final occupancy and lien waivers. He anticipates receiving them before the upcoming council meeting. They currently have temporary occupancy. He recommended no deduction as they were showing movies on March 2. Motion carried 3 to 0.

Chappell/Gelting motion to approve the Dan Larsen Landscaping Draw Request No 5 for \$2,230.00 with excess of \$2,230.00 from General Fund Tree Planting Account. Mr. Oborn explained there was an error in the calculation by previous staff. We reserved \$106,635 and it should have been \$119,080, leaving an additional \$12,445 that we could potentially be liable for. If we do not receive all the trees forecasted, it could be less. Upon research, staff has concluded that the \$2,230 being requested is valid and due to the contractor. Motion carried 3 to 0.

Presentation of Accounts – Alderman Kordus

Purchase Orders (none)

Gelting/Chappell motion to approve the Prepaid bills in the amount of \$35,575.01. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Regular bills in the amount of \$257,633.82. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Treasurer’s reports from June through December 2016. Ald. Gelting would like a Treasurer’s report on the 2nd FLR agenda of each month. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Treasurer’s report for January 2017. Motion carried 3 to 0.

Adjournment – Chappell/Gelting motion to adjourn at 6:44pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, APRIL 4, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL

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

Roll Call. Present: Aldermen Gelting, Howell, Kordus, and Horne. Absent: Ald. Chappell. Also Present: Mayor Kupsik, City Administrator Oborn, Comptroller Slater, City Attorney Draper, Parking Manager Mullally, Alderman Skates and Alderman Flower.

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.

Mike Kramp, 460 Oakwood Lane, CEO of the YMCA, clarified the YMCA is working close with the Park Board to make sure permits are taken care of for use of the fields at Veterans Park. They have rearranged the City recreation programs this year to accommodate the Junior Badger Baseball league on Mondays, Wednesdays, and Fridays. He noted the tournament schedule requested will work. He encouraged the group to still work with the YMCA to make sure there is enough staff, dumpsters, port-a-potties, etc. when they are using the fields.

Approval of Minutes. Howell/Horne motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of March 21, 2017, as prepared and distributed. Motion carried 4 to 0.

LICENSES & PERMITS

Park Reservation Permit Application filed by Kirk La Du on behalf of Junior Badger Baseball to use Field 5 at Veterans Park Monday through Friday evenings starting April 24, 2017 through July 21, 2017 from 5:00pm to 9:00pm for the Junior Badger 12U Season.

Kordus/Horne motion to send back to the Park Board. Motion carried 4 to 0.

Park Reservation Permit Application filed by Kirk La Du on behalf of Junior Badger Baseball to use Fields 1, 2, 3, and 4 at Veterans Park May 27-28, 2017 and June 17-18, 2017 from 9:00am to 6:00pm for the Junior Badger Baseball Tournament. Kordus motion to send back to the Park Board. Motion carried 4 to 0.

Gelting/Horne motion to approve the Original 2016-2017 Operator's (Bartender) License applications filed by Crystal Bauman, Stephanie Copsy, Amanda Dahl, Julianna Goza, Edward Muisenga, Klaus Nitsch, Danielle Quale, Kelsie Rammel, Noelle Warntjes, & Denita Wichman. Motion carried unanimously.

Discussion/Update on Employee Health Benefit costs

Mr. Kordus stated this was on the Personnel Committee agenda, but wanted to make sure FLR knows where the City is tracking on this item.

Discussion/Recommendation on the City Administrator registering and completing the Apple Developer Agreement Account for the Lake Geneva Historic Preservation Commission Historic Walking Tour I-Phone app. Mr. Oborn explained they do not want to be the identity, they want the City to be the identity on it. This is just a designation that the City is the owner of the app. If there is anything that needs to be done with it, they have someone to come to. They will develop the app, and then will present it. Mr. Draper is apprehensive about it as he doesn't know what the agreement is.

Kordus/Horne motion to authorize the Administrator to complete the Apple Developer Agreement for the Historic Preservation Commission. Motion carried 4 to 0.

Discussion/Recommendation on Tourism Commission fund creation and appropriation

Mr. Kordus stated this came out of the Council meeting. There is a general agreement, but it needs to be made official now that the ordinance has passed. Mr. Oborn said they should advance the commission the first \$100,000 on a quarterly basis. Mayor Kupsik thought the commission would establish an agreement with VISIT Lake Geneva. Mr. Kordus said this would set up a line item on the budget. The other option would be to wait until the City reaches the total until they go over. This year the City has kind of committed to VISIT Lake Geneva. He is ok funding it provided there is the restriction on it that the \$100,000 is given to VISIT Lake Geneva.

Horne/Gelting motion to continue this item until the commission is formed. Motion carried 4 to 0.

Update/Discussion/Recommendation on Capital Borrowing with corresponding tentative award of General Obligation Promissory Note for up to \$3,500,000.00 from local financial institutions

Comptroller Slater received responses from 6 banks. Four responded with the exact specifications requested as well as other bids with either variable rates or with a deposit requirement. Ms. Slater recommended PNC Bank as it has the lowest interest rate for the fixed rate.

Howell/Horne motion to accept PNC with a second choice of Town Bank subject to Attorney review. Motion carried 3 to 0 with Alderman Gelting “abstaining.”

Discussion/Recommendation on amending Section 74-221(d), Parking Station Zones, to include a Ten-hour parking station zone at the 227 South Lake Shore Drive – Lot I (*Recommended by the Public Works Committee on March 21, 2017*). Gelting/Horne motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on amending Section 74-221(h), Authorized City Parking Stickers, to include free parking from 9:00am to 7:00pm for any vehicle with a valid parking sticker at the 227 South Lake Shore Drive-Lot I, excluding overnight parking (*Recommended by the Public Works Committee on March 21, 2017*)

Gelting/Horne motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on amendment to Ordinance section 90-123(c), Boat Launching Facility, Rules for use and maintenance by City, to define non-boat trailer parking as a violation during on-season with a fee of \$25.00 (*Recommended by the Public Works Committee on March 21, 2017*)

Horne/Gelting motion to approve. Motion carried 4 to 0. Attorney Draper noted signage needs to be posted.

Discussion/Recommendation on amending Section 74-210(e), No parking, snow removal, to add restrictions on boat trailers or stand alone trailers parking in the Sage Parking Lot D with a fee of \$25.00 (*Recommended by the Public Works Committee on March 21, 2017*)

Gelting/Horne motion to approve. Mr. Draper added to make sure signage is present. Motion carried 4 to 0.

Discussion/Recommendation on amending Section 74-210(d) overnight parking (*Recommended by the Public Works Committee on March 21, 2017*). Parking Manager Mullally stated the only change will be removing the boat launch parking. This will also be adding the Sage Lot.

Gelting/Horne motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on amending Section 74-210(e) No parking, snow removal, to include a violation for more than one vehicle parked in one stall with the exception of three motorcycles per stall (*Recommended by the Public Works Committee on March 21, 2017*). Gelting/Horne motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on amending Section 74-210(f) Backing into parking stalls, to include motorcycle exception (*Recommended by the Public Works Committee on March 21, 2017*).

Gelting/Horne motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on amending Section 74-221(k) Parking Meters, Penalties, to include no parking ticket for a handicap placard violation may be contested after 30 days and corresponding penalty (*Recommended by the Public Works Committee on March 21, 2017*). Gelting/Horne motion to approve. There is a state statute that allows for a certain number of days to present the placard after they receive the violation. Mr. Draper will look into the statute. Motion carried 4 to 0.

Presentation of Accounts – Alderman Kordus

Purchase Orders (none)

Horne/Gelting motion to approve the Prepaid bills in the amount of \$1,865.69. Motion carried 4 to 0.

Howell/Gelting motion to approve the Regular bills in the amount of \$135,834.27 pending review of the Miller Motors item. Motion carried 4 to 0.

Adjournment – Gelting/Horne motion to adjourn at 6:37pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, APRIL 18, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL

Alderman Kordus called the meeting to order at 6:21pm.

Roll Call. Present: Aldermen Kordus, Skates, Halverson, Hedlund and Howell. Also Present: City Administrator Oborn, Comptroller Slater, City Clerk Waswo and Mayor Kupsik.

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.

Nan Elder, VISIT Lake Geneva at 527 Center St, requested VISIT Lake Geneva pay the same fees for the Restaurant Week street banners as last year.

Kevin Fleming, 1032 Wisconsin St, spoke on the Taste of Lake Geneva and Oktoberfest permit applications. He requested the fees to be waived for both events.

Dick Malmin, N1991 S Lake Shore Dr, spoke in opposition of the proposed Muck-Suck event.

Approval of Minutes. Skates/Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of April 4, 2017, as prepared and distributed. Motion carried unanimously.

LICENSES & PERMITS

Park Reservation Permit application filed by Harry Katch to use Library Park for a Celebration of Life on May 7, 2017 from 12:30pm to 4:30pm or Seminary Park on May 7, 2017 from 12:30pm to 4:30pm if there is bad weather with request for waiver of fees (*This has not been approved by the Board of Park Commissioners due to timing*)

Kordus/Howell motion to waive the fees on this event except for the application fee and security deposit. City Clerk Waswo noted they wanted to use the pavilion in Seminary Park in case of rain. Mr. Hedlund suggested charging the resident rates for this event. He feels they should have to pay for one park. Mr. Kordus withdrew his motion. Mr. Skates proposed waiving all the fees except the application fee and asking the family to choose one park. If they do want a backup, they would be charged for the park at the resident rate.

Skates/Hedlund motion to approve the use of either park of their choosing with waiver of fees excluding the application fee, if they want to use the backup park, they would be charged the resident rate for that park. Motion carried unanimously.

Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Field 5 at Veterans Park Monday through Friday evenings starting April 24, 2017 through July 21, 2017 from 5:00pm to 9:00pm for the Junior Badger 12U Season (*Recommended by the Board of Park Commissioners on April 5, 2017 for Monday, Wednesday and Friday only*)

Mr. Oborn stated the Park Board did not address the fees for this. He spoke with the Public Works staff and does not feel it will require any extra time or call out for the evenings. He recommends waiving the fee. Mr. Skates stated this is in coordination with the YMCA. He felt they should waive the fees for field use but feels otherwise for tournaments. Mr. Oborn noted the YMCA is not charged to use the park either.

Howell/Skates motion to approve the use for Monday, Wednesday, and Friday. Motion carried unanimously.

Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Fields 1, 2, 3, and 4 at Veterans Park May 27-28, 2017 and June 17-18, 2017 from 9:00am to 6:00pm for the Junior Badger Baseball Tournament (*Recommended by the Board of Park Commissioners on April 5, 2017*)

Mr. Oborn spoke with Public Works staff and came up with a fee of \$600 per 2 day weekend. Mr. Skates feels this is a good starting point. Mr. Oborn feels the security deposit can be rolled over. If the City draws from it, more money can be requested.

Skates/Hedlund motion to approve the Park Reservation Permit for the two tournaments at \$300 per day plus a \$1,000 security deposit and \$25 application fee. Motion carried unanimously.

Street Banner Display Permit application filed by VISIT Lake Geneva to use 11 banner poles starting May 2, 2017 through June 11, 2017 with request for waiver of fees

Mr. Kordus noted he had a lengthy discussion with the City Attorney about waiving fees. The ordinance on the banners says, “this fee shall be charged.” It doesn’t give wiggle room for waiver. All banner fees should be charged. The ordinance would have to be changed to say “may” if they want to waive fees.

Howell/Halverson motion to approve the request without waiver of fees.

Mr. Kordus would like the fee ordinances discussed on the next Committee of the Whole agenda.

Motion carried unanimously.

Park Reservation Permit application filed by Ryan Bensheimer on behalf of Mt. Zion Christian Church to use Flat Iron Park including the Brunk Pavilion on May 26, 2017 from 4:00pm to 11:00pm for a Worship Service (Recommended by the Board of Park Commissioners on April 5, 2017)

Hedlund/Skates motion to approve. Motion carried unanimously.

Park Reservation Permit application filed by Christian Jensen on behalf of My Team Triumph to use Library Park on May 28, 2017 from 8:00am to 5:00pm for the Muck-Suck event (Recommended by the Board of Park Commissioners on April 5, 2017)

Mr. Halverson feels this is a bad idea. There is a stretch where the path is 2 inches from a cliff and there is an area that is just rocks to step on. Mayor Kupsik stated the path never came up in the Park Board meeting as they were only discussing the use of Library Park. They don’t have jurisdiction over the path. Mr. Skates thinks this is a great idea. It is a partial relay, and everyone around the lake is on board. Mr. Halverson asked if the City would have any liability. Mr. Oborn answered, not that he was aware of.

Skates/Hedlund motion to suspend the rules to allow Bridget Leech to speak and answer questions regarding the event. Motion carried unanimously.

Bridget Leech, W1336 Maureen Ct, stated this is not a race. It is a run with a silly name as it is meant to be a fun run. It is not timed. It is on Memorial Day weekend because they want people to come and stay. It is a great way to attract people to the area. She stressed it is not a competitive run. It is a relay that can be ran solo or with teams up to 4 people. Williams Bay has approved it. Fontana has given verbal confirmation. Linn Pier Road has been denied, so Mr. Jensen is speaking with private homeowners on the south shore for an exchange point. There is currently a mix of teams. Mr. Halverson asked if this is being advertised on any running websites. Ms. Leech said it is. Ms. Leech noted she will be removing herself from this event because of her employment with the BID but will pass along all of the information. Mr. Halverson requested they remove the word “race” when advertising if it truly is a fun run.

Skates/Hedlund motion to approve. Motion carried 4 to 1 with Ald. Halverson voting “no.”

Temporary Class “B”/“Class B” Retailer’s License application filed by My Team Triumph for the sale of fermented malt beverages at the 900th block of Main St (Library Park), Lake Geneva, for the Muck-Suck event on May 28, 2017 from 10:00am to 2:00pm

Skates/Hedlund motion to approve. Mr. Kordus feels apprehensive about roping off a portion of Library Park on one of the busiest weekends of the year as well as how the beer sales will be restricted to people participating in the event. Motion carried 4 to 1 with Ald. Kordus voting “no.”

Park Reservation Permit application filed by Len Jegerski on behalf of the American Legion Post to use Flat Iron Park on May 29, 2017 from 10:00am to 11:30am for a ceremony after the Memorial Day Parade with request of waiver of fees (Recommended by the Board of Park Commissioners on April 5, 2017. Parade and Street Use Permits were approved by Council on March 27, 2017)

Mr. Kordus said this is a continuation because it was set at the Riviera. Last year the event moved to Flat Iron Park due to the construction at the Riviera, and they liked it there. They have already paid an application fee for the parade. Kordus/Skates motion to approve and waive all fees. Motion carried unanimously.

Park Reservation Permit application filed by Sherm Lindsey on behalf of Midwest Action Cycle Inc. to use Flat Iron Park on August 5, 2017 from 9:00am to 9:00pm and August 6, 2017 from 9:00am to 5:00pm for the Viva Lake Geneva Scooter Rally (Recommended by the Board of Park Commissioners on April 5, 2017)

Hedlund/Howell motion to approve. Motion carried unanimously.

Park Reservation Permit application filed by Larry Kundert on behalf of Friends of the Library to use Library Park on August 12, 2017 from 9:00am to 3:00pm and August 13, 2017 from 11:00am to 3:00pm for a book sale
(Recommended by the Board of Park Commissioners on April 5, 2017)

Skates/Hedlund motion to approve. Motion carried unanimously.

Park Reservation Permit application filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva with setup beginning on Sept 7, 2017 at noon and event held on Sept 8, 2017 and Sept 9, 2017 from noon to 10:00 pm at Flat Iron Park with use of Brunk Pavilion and request to waive all fees
(Recommended by the Board of Park Commissioners on April 5, 2017)

Hedlund/Halverson motion to charge the same fees as last year which would be \$1155.00 plus a \$100 security deposit. Motion carried unanimously.

Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 25 parking stalls therein on Saturday, Sept 9, 2017 with request to waive all fees. Mr. Kordus stated this is moot as it was approved in the last motion. The fee will be \$400.

Temporary Class “B”/“Class B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on Sept 9, 2017 from 11:00am to 6:00pm in Flat Iron Park. Hedlund/Skates motion to approve. Motion carried unanimously.

Park Reservation Permit application filed by the Lake Geneva Business Improvement District to use Flat Iron Park and the Brunk Pavilion for Oktoberfest beginning on Oct 7, 2017 at 7:00am and ending on Oct 8, 2017 at 7:00pm with request for additional equipment, fork lift operator and request for waiver of fees
(Recommended by the Board of Park Commissioners on April 5, 2017)

Kordus/Halverson motion to charge the proposed fees for 2017 minus the Brunk Pavilion fee and to charge the forklift operator fee after it is determined. Motion carried unanimously.

Street Use Permit application filed by the Lake Geneva Business Improvement District for closure of the 200 block of Broad Street from Main Street to Geneva Street beginning on October 7, 2017 at 7:00am to 7:00pm on October 8, 2017 and utilizing downtown area sidewalks and alleys on the 200 block of Broad Street for Oktoberfest with request to waive fees

Hedlund/Skates motion to charge the application fee and waive the permit fee. Motion carried unanimously.

Parking Stall Bag request filed by the Lake Geneva Business Improvement District to close Center Street lot and use the 25 parking stalls from 7:00am to 7:00pm on October 8, 2017 (1 day) for Oktoberfest with request for waiver of fees

Hedlund/Halverson motion to suspend the rules and allow Kevin Fleming to speak. Motion carried unanimously. Kevin Fleming stated they requested the Center Street Lot for Sunday, October 8th which is 25 stalls for the pumpkin weigh in. On Saturday and Sunday they request that all the parking fees are waived for all of the meters on the 200th block of Broad Street.

Hedlund/Skates motion charge \$500 for parking for the 1 day to close the Lower Center Street lot on October 8th. Motion carried unanimously.

POLICE & FIRE COMMISSION *(Recommended on April 6, 2017)*

Discussion/Recommendation on request for Host Street Water Tower temporary communication equipment relocation due to painting, in the amount of \$19,000 from the Contingency Account

Howell/Kordus motion to approve. Mr. Skates questioned if this is a Utility Commission cost. Mr. Oborn said no, it is our cost. This is to pull the wires down and put them back up. Chief Rasmussen stated the City goes through GenCom who services all of the radio communication gear, so they didn’t look at any other providers. Our system is very unique. He doesn’t know what would happen with warranties if someone else moved it. The City is hoping to piggy-back with Verizon on their temporary tower. Motion carried unanimously.

Discussion/Recommendation on request for unbudgeted Contract Sick Time & Retirement Payout in the amount of \$24,000 from the Contingency Account

Mr. Oborn stated the budget was done in October, and in January the contracts were settled. In the contracts, the City wanted to limit future liabilities for sick leave buyouts so it was cashed out. A similar thing was done with the City employees. This was discussed at the Police and Fire Commission. They recommended adjusting the budget accordingly. He recommends that their budget is augmented for that cash out so the Chief can focus on the items that were budgeted for.

Howell/Hedlund motion to approve. Mr. Skates asked what the relationship is with the PFC account and the City account. He questioned if they have access to the PFC accounts. Mr. Oborn said yes, they make the recommendations but the City controls the purse strings. Mr. Kordus said this money will be put into the PD budget. Motion carried unanimously.

PUBLIC WORKS COMMITTEE (Pending consideration from PWC on April 18, 2017)

Discussion/Action/Recommendation on annexation of City owned Hillmoor Heights Park property on Lockwood Blvd in the Town of Lyons (Recommended by the Board of Park Commissioners on Sept 7, 2016)

Mr. Oborn did not put a cost in as there may be surveying that needs to be done. Mr. Kordus added it does include the right of way by the bike path. Mr. Oborn said there is also a right of way in the middle as well. The City will take the right of way to the west, the one in the middle, but we won't take the right of way on Lockwood.

Skates/Hedlund motion to approve. Motion carried unanimously.

Discussion/Recommendation of Payment Request No. 2 to The Wanasek Corp. for the South Lake Shore Drive (Parking Lot I) Project in the amount of \$14,146.90 funded from the Parking Fund

Mr. Hedlund noted the City is retaining \$10,000 for completion.

Hedlund/Skates motion to approve. Motion carried unanimously.

Discussion/Action/Recommendation on 2017 Capital Projects

Public Works approved the Manning Way playground, the Visitor's Center restrooms, the shop generator, the capital roads project, the street crack filling, and the storm sewer line repairs. Mr. Oborn added the City Hall items. He stated they are doing the borrowing. A dollar amount was approved of up to \$3,500,000 but the Council or committees never finalized the particular projects. He wants approval for the two City Hall items, the parking lot landscaping, the City Hall office changes, the Fire Department wall hydrant repair, Fire Department bay light switches, and the Police Department second ALPR. Mr. Kordus requested leaving out the City Hall Office Changes item as he would like to see more specifics.

Hedlund/Howell motion to approve the Capital Projects for the parking lot landscaping, the wall fire hydrant repair, the bay light switches, the Manning Way playground, the Visitor's Center restrooms, the second ALPR, the shop generator, the capital road projects, the street crack filling, and the storm sewer line repairs.

Motion carried unanimously.

Discussion/Recommendation on additional funding for the Treasurer/Sr. Financial Analyst position for \$34,000 from the Contingency Account

Howell/Halverson motion to approve. Motion carried unanimously.

Presentation of Accounts

Purchase Orders (none)

Hedlund/Skates motion to approve the Prepaid Bills in the amount of \$29,714.63. Motion carried unanimously.

Hedlund/Skates motion to approve the Regular Bills in the amount of \$210,116.47. Motion carried unanimously.

Adjournment – Hedlund/Skates motion to adjourn at 8:00pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**SPECIAL PERSONNEL COMMITTEE MINUTES
TUESDAY, MARCH 7, 2017 – 4:30 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:30 p.m.

Roll Call. Present: Aldermen Hedlund, Chappell, Horne, Flower, Howell. Also Present: Mayor Kupsik, City Administrator Oborn, and Comptroller Slater.

Discussion/Recommendation on Amendment to Employee Handbook for overtime pay for Holidays

Mr. Hedlund stated there was a special paycheck for Christmas and New Year's. This will hopefully alleviate that. As it stands now anybody who takes PTO, time from their medical leave bank, or compensatory time and works overtime, does not get paid overtime on national holiday. Mr. Oborn said he likes the verbiage, "Working on national holiday dates will be paid as overtime at 1.5 time regardless of PTO, compensatory, or medical leave bank used during the week". Mr. Hedlund would like it to exclude leave of absence.

Horne/Flower motion to send the item to the City Attorney to review and move to FLR. Motion carried unanimously.

Discussion/Update on Employee Health Benefits costs

City Administrator Oborn said this will be an ongoing item for Personnel. Mr. Hedlund noted we are down about 40% from where we were last year. Mr. Oborn said enrollment is going down as well. Total enrollment is 22 single and 43 families. The committee discussed current wellness incentives.

Closed Session

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

- a. Police Chief Rasmussen
- b. Assistant Police Chief Reuss
- c. Lieutenant Gritzner
- d. Lieutenant Way
- e. Sergeant Hall
- f. Sergeant Derrick
- g. Sergeant Hinzpeter
- h. Building & Zoning Administrator Applicants

including the Mayor, City Administrator, and Comptroller.

Roll Call: Hedlund, Horne, Flower, Chappell, Howell voting "yes". Motion carried unanimously.

Committee entered into closed session at 4:46pm.

Open Session

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

Roll Call: Hedlund, Horne, Flower, Chappell, Howell voting "yes". Motion carried unanimously.

Committee returned to open session at 5:45pm.

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

Adjourn

Horne/Flower motion to adjourn at 5:46pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

**PERSONNEL COMMITTEE MINUTES
TUESDAY, APRIL 4, 2017 – 4:30 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:35 p.m.

Roll Call. Present: Aldermen Hedlund, Horne, Flower, Howell. Absent: Alderman Chappell. Also Present: City Administrator Oborn, City Attorney Draper, and Alderman Skates.

Comments from the public limited to 5 minutes, limited to items on this agenda
None.

Approve the Personnel Committee minutes from January 26, 2017 and March 7, 2017 as prepared and distributed
Horne/Howell motion to approve. Unanimously carried.

Discussion/Update on Employee Health Benefits costs

City Administrator Oborn said the 6 month average went up a little bit from last month and then went down again. He will continue to monitor the costs. He stated they are in the process of doing the renewal as most of the contracts are January 1 through June 30. He noted overall claims utilization decreased 15.5%, eligible members decreased 6.6%, and utilizing members decreased 16.3%. On the census, in July 2016 there were 19 single and 53 families on the plan. Currently, there are 22 single and 44 families on the plan. Mr. Hedlund asked how much the total insurance cost per year will change. Mr. Oborn said there will be some correlation in savings. The COBRA rate should be dropping. The wellness numbers went up about 5 points. There are not as many people in the RAS program as there were the year before.

Mayor Kupsik arrived at 4:35pm and Alderman Gelting arrived at 4:40pm.

Mr. Oborn met with the school district regarding a clinic. They did not have any capacity with their physician's assistant. They offered their facility for free. They do 20 hours per week. He has an appointment with Aurora which is who the school district contracts with. He is negotiating a proposal for a clinic. There isn't a fee charged for this service, and he suggested the City do the same as it will encourage people to go there instead of going to the doctor.

Action on future agenda items and meeting date

Mr. Oborn stated he will keep updating on the clinic and the health benefits.

Closed Session

Flower/Horne 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:

- a. **Building & Zoning Administrator Applicants**
- b. **City Administrator Blaine Oborn**
- c. **Sr. Financial Analyst Peg Pollitt**
- d. **Treasurer Lorraine Briere**

and to include Alderman Gelting, Alderman Skates, Mayor Kupsik, City Administrator Oborn and City Attorney Draper

Roll Call: Hedlund, Horne, Flower, Howell voting "yes". Motion carried unanimously.

Committee entered into closed session at 4:51pm.

Open Session

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

Roll Call: Hedlund, Horne, Flower, Howell voting "yes". Motion carried unanimously.

Committee returned to open session at 5:43pm.

Flower/Horne motion to proceed as discussed in closed session for all items a through d. Motion carried unanimously.

Adjourn

Howell/Horne motion to adjourn at 5:44pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

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

Meeting was called to order by Ald. Hedlund at 5:00 p.m.

Gelting/Flower motion to elect Ald. Hedlund as the temporary chair person. Passed 4-0

Roll call: Present: Alderman Hedlund, Gelting, Flower, and Skates. Absent: Alderman Kordus. Also present: Mayor Kupsik, City Administrator Oborn, Parking Manager Mullally and Street Superintendent Waswo.

Comments from the public limited to 3 minutes. None

Approval of Public Works Committee meeting minutes from February, 2017 as prepared and distributed
Skates/Gelting motion to approve. Passed 4-0

Update/Discussion/Recommendation on Main Street Widening Project including change order #1

Mr. Waswo reported that work will begin during the second week of April and the change order is a result of the increased cost of concrete as well as mobilization charges for delaying the project until Spring. Discussion followed. Gelting/Skates motion to approve the contractor change order and the timing of the widening of Main Street. Passed 4-0

Committee consensus to discuss agenda item 7 before agenda item 6.

Discussion/Recommendation on Kapur Task Order #10, revised from (3) bridges to (1) bridge in White River Disc Golf Course

Ald. Skates is concerned at the engineering cost estimate for this project. He has confidence in Kapur but wonders how \$13,000 is justified. He thinks we could probably find another company to provide the same service for less. Discussion followed. Mayor Kupsik feels this was never going to be an inexpensive project and to buy a pre-fabricated bridge costs around \$25,000 without installation. Ald. Skates said there is no hurry to proceed with this and feels we can look into it further. Ald. Flower would like to see the White River cleaned up as a whole. Mr. Waswo said future plans are being discussed to put in a bike path so the bridge would need to accommodate more traffic at that time.

Skates/Gelting motion to solicit two more bids for engineering services for the bridge project. Passed 4-0

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

The entire amount of Capital Borrowing has already been approved but Mr. Oborn would like all the individual 2017 Public Works projects approved with their individual dollar values. Discussion followed.

Hedlund/Skates motion to approve the Shop Generator for \$10,000, the Capital Road Projects for \$750,000, Street Crack-filling for \$30,000, Storm Sewer Line Repairs for \$25,000 and the Visitor Center Restrooms for \$110,000. Passed 4-0

Discussion/Recommendation on amending Section 74-221 (d), Parking Station Zones, to include a Ten-hour parking station zone at the 227 South Lake Shore Drive – Lot I

Ms. Mullally would like to include Lot I in the parking ordinance and make it a long term parking lot. All other lots have a five hour limit.

Gelting/Flower motion to approve. Passed 4-0

Discussion/Recommendation on amending Section 74-221 (h), Authorized City Parking Stickers, to include free parking from 9:00am to 7:00pm for any vehicle with a valid parking sticker at the 227 South Lake Shore Drive – Lot I, excluding overnight parking

Ms. Mullally reported that Ald. Kordus is in favor of this and it would be a great benefit for city residents.

Flower/Gelting motion to approve. Passed 4-0

Discussion/Recommendation on amendment to Ordinance section 90-123 (c), Boat Launching Facility, Rules for use and maintenance, to define non-boat trailer parking as a violation during on-season with a fee of \$25.00

Ms. Mullally explained she does not have a current violation available to ticket cars that park in the Boat Launching Facility without a boat trailer.

Skates/Flower motion to approve. Passed 4-0

Discussion/Recommendation on amending section 74-210 (e), No Parking, snow removal, to add restrictions on boat trailers or stand alone trailers parking in the Sage parking Lot D with a fee of \$25.00

Ms. Mullally said there have been times when the police have called her department to ticket a trailer but there is not a current violation in order to do this.

Gelting/Flower motion to approve. Passed 4-0

Discussion/Recommendation on amending Section 74-210 (d) overnight parking

Ms. Mullally explained the ordinance currently lists overnight parking in both the Sage lot and the Boat Launch. She would like to remove this from the Boat Launch and restrict overnight parking to a 24 hour period.

Gelting/Flower motion to approve. Passed 4-0

Discussion/Recommendation on amending Section 74-210 (e) No parking, snow removal to include a violation for more than one vehicle parked in one stall with the exception of three motorcycles per stall

Ms. Mullally said that often times they see a motorcycle parked in the same stall as a car but there is no way to know if the owners know each other. They have not been issuing violations in this instance. She would like the ordinance clarified so violations can be issued in the future.

Flower/Gelting motion to approve. Passed 4-0

Discussion/Recommendation on amending Section 74-210 (f) Backing into parking stalls, to include motorcycle exception

Ms. Mullally would like to include the exception for motorcycles as she has been advised this is a safety issue.

Flower/Gelting motion to approve. Passed 4-0

Discussion/Recommendation on amending Section 74-221 (k) Parking Meters, Penalties, to include no parking ticket for a handicap placard violation may be contested after 30 days and corresponding penalty

Ms. Mullally explained the state allows people who have a handicap placard to park without paying the meters. However, if you park in a handicap space with no placard or handicap license plate, we issue a ticket. It is becoming more common for people who receive these tickets to come in with their placard stating they forgot to hang it. It has been past practice to void the ticket. Ms. Mullally would like to have an alternative such as improper display of handicap placard; along with having a restriction that no parking tickets for a handicap placard violation can be contested after thirty days. If it is within thirty days, the ticket would be reduced to \$5. Ald. Hedlund asked if pictures of the violating vehicle are taken and Ms. Mullally replied they are but then the person comes in and says they forgot to hang their placard. Ald. Hedlund is not in favor of reducing the penalty or voiding the ticket in these instances. Ald. Flower would like to approve what Ms. Mullally is proposing with the 30 days.

Flower/ Skates motion to approve. Passed 3-1, with Ald. Hedlund opposed

Adjournment

Skates/Gelting motion to adjourn at 5:50p.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, APRIL 18, 2017 – 5:15 P.M.
CITY HALL, COUNCIL CHAMBERS**

Meeting was called to order by Ald. Kordus at 5:19 p.m.

Roll call: Present: Alderman Kordus, Hedlund, Straube, Flower, and Skates. Also present: Mayor Kupsik, City Administrator Oborn, DPW Earle and City Clerk Waswo.

Comments from the public limited to 3 minutes. None

Approval of Public Works Committee meeting minutes from March 21, 2017 as prepared and distributed
Hedlund/Flower motion to approve. Passed unanimously.

Director of Public Works Report

DPW Earle reported that the traffic control is ready but the weather caused a delay in starting the work on highway 50. The start date is now Monday April 24 with the completion date still being Memorial Day 2017. We continue to have a problem with residents and non-residents dumping items that they shouldn't be at the brush pile which the City then has to pay to dispose of. Mr. Earle is hoping that we will be able to put up a fence using money from capital borrowing. Prices are being sought to replace the mower at Veterans Park but there are some space restrictions for the larger size mower. Final cost on the Lake Shore Drive lot will be done by Memorial Day. The Board Walk on the beach is starting to rot and Mr. Earle thinks it may be time to remove it and replace with concrete. Mr. Oborn said here has to be a walk of some kind from the handicap entrance to the bathrooms. This item will need to go to Piers and Harbors for review. Mayor Kupsik asked for an update on the lighting at Flat Iron Park. Mr. Earle replied that one light is up and he is working on getting prices for the other one that needs repair.

Update on engineering review of White River Disc Golf Course Bridge

Mr. Earle is still gathering information and pricing estimates for these repairs.

Discussion/Action/Recommendation on WisDOT Hwy 120 detour proposal

Mr. Earle reported that the detour is mostly on Highway 12 and Highway 43 and would not be in the City. This is a DOT project and we are only approving the detour at this point. Discussion followed. Ms. Flower wondered if we should be approving the detour if it's possible that the project may change. Mr. Earle stated that any changes to the detour would have to be brought to his attention and then re-approved by the committee.

Kordus/Flower motion to approve the WisDOT Hwy 120 detour proposal.

Passed unanimously.

Discussion/Action/Recommendation of storm sewer installation in the alley between Madison/Warren as part of the 2017 paving schedule

Mr. Earle reported that as this alley is on the list to be repaved, it's worth noting that the alley has a problem with standing water. There is a storm sewer that runs either side of the alley that could be connected to and if the committee wanted to put a storm sewer in the alley then this is the time to do it. There have not been any complaints from residents but Mr. Earle wanted to bring it to the committee's attention before it is re-paved because he is aware of the problem. The estimated cost to install the storm sewer would be between \$15K and \$20K. Ald. Flower said that in her roadway design experience the thing that makes your paving fail is standing water. She feels that putting in the storm sewer would be the right thing to do. Ald. Kordus asked if putting in the storm sewer would extend the life of the alley but Mr. Earle doesn't think so. He said it's on the paving list because the entrances to the alley need to be repaved more so than the middle. Mayor Kupsik asked if we could just repair the ends rather than pave the whole alley and Mr. Earle said that could be done. Ald. Straube said this is where she lives and although the alley has pot holes, she doesn't think the problem is that bad. Ald. Hedlund thinks that if we know there is a problem perhaps it's worth spending the extra money to fix it. Discussion followed. No action taken.

Discussion/Action/Recommendation on annexation of City owned Hillmoor Heights Park property on Lockwood Blvd in the Town of Lyons (recommended by Board of Park Commissioners)

Mr. Oborn explained that some years ago there was an unfinished sub division with a park. The City acquired the park but it was never annexed into the City. Ald. Hedlund said he doesn't want to annex it into the City if the Park Board are then going to want to spend a lot of money making it into a park. Ald. Skates said this is really a housekeeping item and that the Park Board do not have any plans for this park. The City already take care of the bike path even though it falls under Lyons Township. Mr. Oborn said that if we annex it, it gives us the ability to enforce our ordinances. Mr. Earle said we have to make sure that we annex the right of way too and also, if we do this then we can connect the bike bath to Manning Way.

Flower/Hedlund motion to recommend the annexation of City owned Hillmoor Heights Park property on Lockwood Blvd in the Town of Lyons and to include the Right of Way.

Passed unanimously.

Discussion/Recommendation of Payment Request No. 2 to The Wanasek Corp. for the South Lake Shore Drive (Parking Lot I) Project in the amount of \$14,146.90

Mr. Earle reported that this is not the final payment. There is still \$10K to pay.

Hedlund/Skates motion to approve.

Passed unanimously.

Discussion/Action/Recommendation on the purchase and installation of play equipment for the Manning Way Playground

Mr. Oborn reported that the \$60K cost is coming from Impact Fees and Capital Borrowing. Ald. Flower said she would rather wait and see what the cost of the boardwalk at the beach is going to be before going ahead with this. Ald. Hedlund said the money is already promised and one third of it is coming from Impact Fees which is exactly what that money is meant for. Mayor Kupsik said as we finally have an opportunity and the money to install a park which has been promised for a long time, he would like to proceed. Discussion followed. Mr. Earle confirmed that the \$60K price tag is the complete cost.

Hedlund/Skates motion to approve the purchase and installation of play equipment for the Manning Way Playground
Passed 4-1. Ald. Flower opposed.

Discussion/Action/Recommendation on Director of Public Works items to be added to the Capital Borrowing Schedule

Mr. Oborn reviewed the list of items for Capital Borrowing. The only item to be added is the generator for the Street Department. All the other items have already been approved. Discussion followed.

Hedlund/Kordus motion to approve Manning Way Playground, Visitor Center Bathrooms, Shop Generator, Capital Road Projects, Street Crack Filling and Storm Sewer line repairs.

Passed 4-1. Ald Flower opposed.

Adjournment

Skates/Hedlund motion to adjourn at 6:14p.m. Passed unanimously.

/s/ Jo Busch, Utility Office Manager

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

PIERS, HARBORS & LAKEFRONT COMMITTEE
WEDNESDAY, MARCH 15, 2017 AT 5:30 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Skates at 5:30 p.m.

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

Hedlund/Kordus motion to approve Minutes from January 26, 2017 as prepared and distributed. Motion carried 3 to 0.

Comments from the public limited to 5 minutes. None.

Harbormaster's Report

Mr. Gray informed the committee that the boat slip notices are going out March 21st, and new chains have been added to buoys. There was discussion on the waitlist, with a request to be tougher on boat and slip vacancies. DNR is conducting an inventory of the piers, buoys, and no wake zones for the lake.

Discussion/Recommendation Permits. None.

Discussion/Update/Action/Recommendation on Riviera Building Improvements

Bill Henry presented a draft condition assessment and preliminary design of the Riviera building improvements. There was discussion on the existing site and building plans, the site and exterior conditions, and the general building systems. Mr. Henry will likely have a completed report at the next meeting with estimates.

Discussion/Recommendation on Lakefront Capital Projects including beach wall replacement and/or relocation. Reviewed 3 different options for potentially moving the setbacks of the beach with a retaining wall. Committee requested prices for all three options as outlined. DPW Earle will have pricing on the three items for the next meeting.

Agenda items for next meeting

Riviera Building Improvements and Lakefront Capital Projects including beach wall replacement and/or relocation

Kordus/Hedlund motion to go into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session for negotiations on the various Riviera concourse leases

Roll Call: Skates, Hedlund, Kordus. Motion carried 3 to 0.

Kordus/Hedlund motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and make recommendations on any items discussed in closed session

Roll Call: Skates, Hedlund, Kordus. Motion carried 3 to 0.

Kordus/Hedlund motion to recommend rates as discussed in closed session. Motion carried 3 to 0.

Adjournment

Kordus/Hedlund motion to adjourn at 7:30pm. Motion carried 3 to 0.

/s/ Sabrina Waswo, City Clerk

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

March 15, 2017 Piers Harbors Minutes

Regular Lake Geneva Utility Commission Meeting
Wednesday, March 22, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Minutes

1. Call Meeting to Order by Pres. Lyon at 4:00 P.M.

2. Roll Call - Members present:

President Dennis Lyon, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak, Mark Johnson
Mayor Kupsik arrived at 4:05 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

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

Flower/Hedlund motion to approve the minutes of February 15, 2017 as presented.

Passed 5-0

Mayor Kupsik arrived 4:05 P.M.

5. Acknowledgement of Correspondence:

Mr. Gajewski reported that the Commission had received a letter from Md7 who are a third party company representing AT&T with regard to the AT&T lease at Dodge Tower. The current AT&T lease expires in January 2021. This item will be on the next Commission agenda.

6. Financials Update

Mr. Gajewski reported that our finances are in good shape for the first two months of the year.

Hedlund/Flower motion to approve the financials as presented.

Passed 6-0

7. Approval of the February bills

Hedlund/Flower motion to approve the February bills as presented.

Passed 6-0

8. Directors Report

Mr. Gajewski reported that the bid opening for the Water Tower project will be held at the Commission building on March 23, 2017 and a pre-construction meeting with the cell carrier lease holders has already taken place. Nineteen people attended the meeting and it seems that the cell carriers will be working together to use temporary towers. The test results from Wastewater have returned to normal levels and we are still investigating the spike in nitrogen levels seen at the beginning of 2017. We were never in violation of our permit from the DNR. It may be that we need to review our process of accepting waste from outside haulers. The Badger High School Environmental Science teacher had requested to bring her class to the Water & Wastewater plants for a tour. Approximately twenty students and their teacher toured Wastewater

on Tuesday March 14 and then the Water Treatment plant on Tuesday March 21. Mr. Gajewski feels that it is a good way to provide community education. The Commission has also been working with the Art Department at Badger High School to revamp their logo. Mr. Gajewski has produced a newsletter called The Commission Connection in an effort to promote good customer relations and educate the public on the work that the Water and Wastewater plants do. This will be available from our office and on our website and will be produced on a quarterly basis.

9. Discussion/Recommendation on roof replacements at the Wastewater Treatment Plant

Mr. Gajewski reported that the Wastewater plant has four individual roofs that leak consistently and require replacement. This project will be over \$25,000 which means it will need to be bid according to State statute. Discussion followed. The Commission agreed that each roof should be bid as a separate item within one project.

Hedlund/Flower motion to authorize Kapur to prepare the necessary documents and release the project for bid.

Passed 6-0

10. Discussion/Recommendation on continuation of slip lining project

In 2015 the Commission started a slip lining project with Visu-Sewer. The original proposal price was based on a certain linear footage but it was decided to split the project into two phases, with the second phase being delayed until after the digester project was completed at the Wastewater Treatment Plant. Mr. Gajewski would like to proceed with the second phase in 2017. Visu-Sewer has said they will honor the original linear footage proposal price and the cost has already been included in the 2017 budget. Discussion followed. Mr. Oborn asked if these mains had already been televised to see if they were good candidates for slip lining. Mr. Gajewski said the 2015 proposal was based on the 2014 televising. Visu-Sewer will also televise and clean before any liner is applied.

Flower/Hedlund motion to approve continuation of slip lining project using Visu-Sewer with a not to exceed amount of \$76,700.

Passed 6-0

11. Discussion/Recommendation on AT&T proposal to upgrade equipment at both the Dodge Water Tower and Host Water Tower

Mr. Gajewski reported that AT&T has submitted proposals to upgrade their equipment at both the Host and Dodge Towers. They have provided pre-payment for an engineer to review both the plans and the structural analysis, and for Dixon Engineering to inspect the work once it has been completed. Kapur have reviewed and approved the plans and submitted their report.

Hedlund/Flower motion to approve A&T's proposal to upgrade equipment at both the Dodge and Host Water Towers

Passed 6-0

12. Discussion/Recommendation on closure of Town bank savings account and transfer of funds to LGIP#13

Mr. Gajewski would like to consolidate funds and the LGIP account has a slightly higher interest rate.

Hedlund/Stanczak motion to approve.

Passed 6-0

13. Discussion/Recommendation on Utility Superintendent classification

Mr. Gajewski reported that currently there is disparity between the Wastewater and the Water Superintendent positions. The wastewater treatment plant has only three employees so the superintendent is included in the on call rotation, however the water department has more staff to share the rotation and therefore the Superintendent is not included in the on call rotation. The Street Superintendent position is an

hourly position and Mr. Gajewski is wondering if the Water and Wastewater Superintendents should be hourly also. Mr. Oborn said that hourly positions only go up to a grade fourteen and he wondered what grade the Superintendent positions were. Mr. Gajewski reported that they are both a grade fifteen. Discussion followed. Mayor Kupsik feels that if the Superintendent is working the weekend, then he should work shorter hours in the week. Mr. Hedlund said that both these positions were raised to a grade fifteen with the Springsted study in recognition of the requirements of the position. He asked if this was really a compensation issue and if so, should we be discussing agenda items 14 and 15 before making any decisions? Discussion followed.

Hedlund/Kupsik motion to suspend the rules to move to agenda items 14 & 15 and then move back to agenda item 13.

Passed 6-0

After discussing agenda items 14 & 15, the Commission feels that more information is required before the reclassification of the Superintendent positions can be discussed. Mr. Hedlund said there are just too many variables and he is not comfortable making any decisions without more information. Mr. Lyon said more hard facts are needed to continue the discussion.

Flower/Hedlund motion to continue the discussion on the Utility Superintendent Classification and for the Utility Director to provide more information.

Passed 6-0

14. Discussion/Recommendation on the addition of an Assistant Wastewater Superintendent position

Mr. Gajewski reported that a fourth wastewater employee was included in the budget for 2017. He would like to be proactive in succession planning in order to see a smooth transition in the future. Ms. Flower asked if this would be a permanent position. Mr. Gajewski said that it would be a position that could be reviewed in the future.

Flower/Hedlund motion for preliminary approval to direct staff to look into the creation of an Assistant Wastewater Superintendent position and to develop a job description.

Passed 6-0

15. Discussion /Recommendation on addition of a fourth Wastewater employee

Mr. Gajewski reported that the DNR regulation on collection systems will most likely be changing over the next couple of years and a Sanitary Sewer Collection System certification is being introduced. He budgeted for a fourth employee for nine months of 2017. It could take several months for the employment process as we look for the right person to fill this position. Mr. Hedlund said if we are creating a new position, should we be changing the organizational chart? Mr. Oborn said that we can approve the addition and then come back to approve a change in the organizational chart. Mr. Lyon said the fact is that we already know that we will be losing an employee to retirement in the next couple of years and subsequently a significant source of knowledge about the system. We should be looking at adding the resource now and then re-evaluating when the staff drops back down to three. Ms. Flower said she has heard from staff in the past that a fourth employee is needed and she would be in favor of agreeing to that now but wants to know what Mr. Gajewski's opinion on long term needs are once he has had more time with the Commission to make a judgement. Mr. Oborn doesn't feel that the timing is ideal to add a new employee with the raise in sewer rates but he understands the need for succession planning and agrees that we should be looking at that.

Flower/Hedlund motion to approve the addition of a fourth Wastewater employee.

Passed 6-0

16. 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; specifically the Water Superintendent and Wastewater Superintendent position.

The Commission made the decision not to go into closed session as more information is needed from the Utility Director.

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

No Closed Session was held.

18. Adjournment

Hedlund/Kupsik motion to adjourn.

Passed 6-0

Meeting was adjourned at 5:30 P.M.

Next meeting set for Wednesday, April 19, 2017 – 4pm at City Hall

/s/ Jo Busch, Utility Office Manager

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

Regular Lake Geneva Utility Commission Meeting
Wednesday, April 19, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Minutes

1. Call Meeting to Order by Pres. Lyon at 4:00 P.M.

2. Roll Call - Members present:

President Dennis Lyon, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak, Ann Esarco.

Absent: Mark Johnson, Mayor Kupsik

Staff in attendance: Josh Gajewski, Utility Director, Jo Busch, Office Manager, Blaine Oborn, City Administrator

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

None

4. Approve Minutes of the Previous Meeting

Hedlund/Stanczak motion to approve the minutes of March 22, 2017 as presented.

Passed 5-0

5. Acknowledgement of Correspondence:

Mr. Gajewski reported that the Commission has received a letter from US Cellular giving notice that they will not be renewing their lease at Host Tower. Discussion followed.

6. Financials Update

Mr. Gajewski reported the financial information through the end of March.

Hedlund/Stanczak motion to approve financials as presented. Passed 5-0

7. Approval of the March bills

Hedlund/Flower to approve the March bills as presented. Passed 5-0

8. Directors Report

Mr. Gajewski reported that we have held the bid opening for the Host Tower painting project and this item is on today's agenda. The carriers are working together to relocate their equipment. The Iron filter project has had a few hitches but these have been resolved and the filter is now back online. The whole project will take until mid-June to be completed as each filter is worked on individually. The transfer switch is scheduled to be installed April 20. The Wastewater roof project is expected to be brought to the Commission in June for bid approval. We may request a special meeting to approve the bid if we need to get the work done sooner. Utility staff received RNI and Analytics training for the new meter reading software. Some manual amendments were made to the new software in order for it to work with our current billing software. The existing billing software is old and antiquated and this will need to be addressed in the near future. A group of third and fourth graders from Mt. Zion toured the water plant and the first edition of the Utility's newsletter is now available. The BID has approached the Utility to see about leasing space in the office and Mr. Gajewski has requested that they put together a proposal of their exact requirements. Mr. Oborn reported that they are now looking at other alternatives as it was felt they may be too disruptive to the Utility operations. Mr. Gajewski reported that there are some problems at the Wastewater plant with pumps and controls that are reaching the end of their life. Staff is looking into replacement options. Wastewater staff is also looking at solutions for the blowers at the sludge storage building which are shutting down

because the intake air temperature is too hot. Right now the blowers have to be run with the doors open which is not a long term solution.

9. Discussion/Recommendation on sale of Wastewater Treatment Facility's Panel Van on WI surplus

Mr. Gajewski explained that we currently we have an '89 Ford Step Van that has less than 9K miles on it. We rarely use it and would like to list it on WI surplus in conjunction with the Street Department listings. Ald. Hedlund asked if Public Works could use it but Mr. Gajewski said he already checked with them and they cannot.

Hedlund/Stanzcak motion to authorize staff to list the van on WI surplus. Passed 5-0

10. Discussion/Action/Recommendation on change orders and final payout to Willkomm Excavating for 2016 South Lake Shore Drive Water Main project in the amount of \$28,929.44

Mr. Gajewski reported that we were notified by Kapur that the final payment request had been submitted in November 2016 but in the course of staff changes at Kapur and at the Commission, the payment was never made. Over the course of the project, three change orders had been submitted bringing in the final cost much higher than anticipated. Ald. Hedlund feels that if we owe it we need to pay it.

Hedlund/Flower motion to pay the final payment to Willkomm for the South Lake Shore Drive project. Passed 5-0

11. Discussion/Action/Recommendation on Host Drive Water Tower painting project bid award and notice to proceed

Mr. Gajewski reported that we received a favorable bid from Seven Brothers. This company are an approved contractor by Dixon Engineering and it is Dixon's recommendation to accept the bid. Discussion followed.

Flower/Hedlund motion to approve the recommendation of Host Drive Water Tower project be awarded to Seven Brothers not to exceed \$395,900. Passed 5-0.

12. Discussion/Action/Recommendation on the approval process for change orders on Utility Commission projects

Mr. Gajewski explained that bids often have a quantity base. If the quantities change then the price changes. He wants to make sure that everyone is clear on how change orders should be handled. Ald. Hedlund asked if there is a policy. Mr. Gajewski replied that we do have a purchasing policy that allows the Director to authorize anything up to \$10K. Ald. Hedlund said that as long as we are adhering to the policy then he doesn't see that there is a problem. Mr. Oborn said the general rule is that quantities that change in the field are classed as work directive and Mr. Gajewski should have the authorization to approve those knowing that he'll have to explain any changes to the Commission anyway. No action taken.

13. Discussion/Action/Recommendation on AT&T Host Drive Water Tower Lease revision request from Md7

Mr. Gajewski reported that Md7 are a company based in California that claims to be representing AT&T to renegotiate their lease. He did a cost analysis on their proposal versus their current agreement so we can see the differences. We have no obligation to open up the current lease which does not expire until 2020. Mr. Lyon said the contract has no renegotiation provision except for every five years as part of the renewal process. He feels that there is no reason to open up discussion to renegotiate at this time. Ald. Hedlund feels that there is no advantage to the Utility to renegotiate now. Mr. Lyon thinks we should continue with the five year renewal pattern and expect to renegotiate in 2020. Discussion followed.

Hedlund/Flower motion to keep the AT&T lease on Host Drive as it currently stands and discuss it again when the five year term expires. Passed 5-0.

14. Discussion/Action/Recommendation on transfer of Water CD funds from Town Bank to LGIP

Mr. Gajewski reported that we currently have one CD at Town Bank for Water funds which are maturing in May with a current interest rate of 0.36%. He would like to transfer the money at the point of maturity, into the LGIP which has a higher interest rate of 0.61%.

Hedlund/Flower motion to approve moving the money from Town Bank to LGIP at maturity. Passed 5-0.

15. Discussion/Action/Recommendation on Assistant Wastewater Superintendent job description, the recruitment process and changes to the organizational chart

Mr. Gajewski has created job descriptions for all of the wastewater positions and has reviewed the Springsted study for the Utility Commission positions. He went over the job description for the Assistant Wastewater Superintendent position and the subsequent organizational chart. Ald. Hedlund asked whether we should remove the residency requirement as the City is moving away from that. Mr. Gajewski will check with the City attorney as this position has an on-call requirement for emergency response. Discussion followed. Mr. Gajewski would like the seasonal positions included on the organizational chart in the same way that the Public Works department includes them. Ald. Hedlund said that just listing positions like seasonal staff on the organizational chart does not mean that you have to fill those positions. Discussion continued.

Hedlund/Stanczak motion to approve the Assistant Wastewater Superintendent job description and the recommended changes to the Utility Commission Organizational Chart to the City Council. Passed 5-0.

16. 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; specifically the Assistant Wastewater Superintendent position.

Hedlund/Flower motion to go into closed session including Gajewski, Busch and Oborn.

Roll Call: Lyon, Hedlund, Esarco, Flower, Stanczak voting “yes”. Passed 5-0.

The Utility Commission entered into closed session at 5:32p.m.

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

Hedlund/Flower motion to return to open session.

Roll Call: Lyon, Hedlund, Esarco, Flower, Stanczak voting “yes”. Passed 5-0.

The Utility Commission returned to open session at 6:12p.m.

Hedlund/Flower motion to direct staff to proceed as discussed in closed session. Passed 5-0.

18. Adjournment

Hedlund/Stanczak motion to adjourn. Passed 5-0

Meeting was adjourned at 6:13 P.M.

Next meeting set for Wednesday, May 17, 2017 – 4pm at City Hall

/s/ Jo Busch, Utility Office Manager

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, MARCH 9, 2017, 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 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard

3. Roll call

Commissioners Gramm, Pollard, Jordan, Bittner and Hartz were present. Police and Fire Liaison Howell was excused. Town of Geneva Fire Liaison Walton was present.

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 regular meeting minutes February 9, 2017

Jordan motioned to approve the regular meeting minutes of February 9, 2017. Gramm seconded. Motion carried 5-0.

7. City Council Report – No Report

8. Police Department Business

a. Approval of bills for the month of February 2017 operating in the amount of \$216,719.19, Capital in the amount of \$0.00, for a total of \$216,719.19

Bittner motioned to approve the bills for the month of February 2017. Jordan seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen indicated that 2016 bills are complete. Hartz noted that Account #11-21-00 5127 was at 28% showing an expenditure item of \$20,984.65. City Administrator Oborn noted that was the sick summary payout. Chief Rasmussen will look into this expense. The sick pay summary payout was not included in the 2017 budget.

b. Approve Resolution Number 17-R02;

Increase Acct # 11 00-00 3468; Designated FB-PD State Seizures, by \$3,782.04

Decrease Acct #11 00-00 3480; Undesignated Fund Balance, by \$3,782.04

Pollard motioned to approve Resolution Number 17-R02. Bittner seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Pollard asked about the procedure on seizures.

c. Approve Resolution Number 17-R03;

Decrease Acct #11 00-00 3467, Designated FB-PD Donations, by \$37.75

Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$37.75

Gramm motioned to approve Resolution Number 17-R03. Pollard seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

d. Approve Resolution Number 17-R04;

Increase Acct # 11 00-00 3439, Designated FB-PD Uniform Allowance by \$1,887.77

Decrease Acct # 11 00-00-3480, Undesignated Fund Balance by \$1,887.77

Jordan motioned to approve Resolution Number 17-R04. Bittner seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

e. Discussion/Action regarding Yearly finance report

There were no corrections to the 2016 financial report. The report will be posted on the Police Department website.

f. Discussion/Action on Chief and Command Staff Appraisals

The next Staff Appraisal workshop date was scheduled for April 6, 2017 at 5:00 p.m.

g. Discussion/Action contracts for non-union supervisors

Administrator Oborn stated the City Council wants to make changes to the contracts to make them all consistent. The City Council has directed Administrator Oborn to meet with command staff either collectively or individually to discuss contracts. Sergeant Way's salary was established at the last Council meeting and Sergeant Hinzpeter's salary will be established at the next Council meeting. Hartz' biggest concern is that the City Council is open and communicates with PFC members and the command staff about the contracts.

h. Discussion/Action Part time Officer eligibility list

Gramm motioned to approve the Part Time Officer eligibility list. Pollard seconded. Motion carried 5-0. Chief Rasmussen handed out the eligibility list.

i. Discussion hiring update Full time officers

Full time officer testing will be on Thursday March 16, 2017, and 22 applicants will be tested.

j. Discussion hiring update Booking officers

Booking officer interviews will be March 15, 2017, at 6:00 p.m.

k. Discussion/Action Lexipol policies

Bittner motioned to approve the Lexipol policies with changes. Pollard seconded. Motion carried 5-0.

l. Discussion/Action regarding Mutual aid request from City of Whitewater Police Department

Gramm motioned to approve sending mutual aid to the City of Whitewater Police Department per their request. Pollard seconded. Motion carried 5-0.

City of Whitewater requested mutual aid for two bikes for the Spring Splash on April 29, 2017.

m. Discussion/Action county-wide crowd control civil disturbance team

Gramm motioned to approve membership of a county-wide crowd control disturbance team. Pollard seconded. Motion carried 5-0.

Chief Rasmussen said no current county-wide riot control team is established and all Walworth County police agencies are working with State Patrol and the Sheriff's Office to establish a joint effort to develop a team. Dane County will help in setting up and training the team. Gramm asked how many officers would be on the team and how many hours of training it would include. The team will consist of approximately 2-3 police officers and would include approximately 16 hours of training per year.

n. Discussion on Chief's top monthly incidents – No action/discussion

o. Discussion regarding Monthly activity reports

2017 Dispatch activity for February 2017: Telephone calls-	2,241	911 Calls-	144	Window assists-	795
2016 Dispatch activity for February 2016: Telephone calls-	3,065	911 Calls-	183	Window assists-	773

2017 Patrol activity for February 2017: Calls for service – 1,076 Arrests – 78

2016 Patrol activity for February 2016: Calls for service – 1,111 Arrests – 152

The 2017 arrests were low and Chief Rasmussen will check on the numbers.

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

- Western Racine County Special Olympics
- Christmas for the Kids-coat drive

q. Items to be forwarded to City Council

Yearly finance report

Mutual aid request, County-wide Crowd control disturbance team

Thank you notes, activity reports, Chief monthly report

9. Fire Department Business

a. Approval of bills for the month of December 2016, operating in the amount of \$14,646.24, Capital in the amount of \$0.00, for a total of \$16,646.24

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

b. Approval of bills for the month of February 2017 operating in the amount of \$66,232.70, Capital in the amount of \$0.00, Impact Fees in the amount of \$365.00, for a total of \$66,597.70

Jordan motioned to approve the bills of February 2017. Hartz seconded. Motion carried 5-0.

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

Chief Peters noted that fire house repairs are at 45% because the boiler and thermostats had to be repaired.

c. Approve Resolution number 17-R05

Increase Acct #11 00-00 3449, Designated Fund Balance –EMS Act 102, by \$3,969.99

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by \$3,969.99

Gramm motioned to approve Resolution number 17-R05. Pollard seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Peters said EMS Act 102 is money received from the State.

d. Approve Resolution number 17-R06

Increase Acct #11 00-00-3438, Designated Fund Balance–Fire CPR Revenue, by \$781.60

Decrease Acct #11 00-00 3480, Undesignated Fund Balance, by \$781.60

Bittner motioned to approve Resolution number 17-R06. Hartz seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

e. Approve Resolution number 17-R07

Increase Acct #11 00-00-3437, Designated Fund Balance-Fire Donations, by \$122.24

Decrease Acct #11 00-00 3480, Undesignated Fund Balance, by \$122.24

Pollard motioned to approve Resolution number 17-R07. Jordan seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

f. Discussion Monthly EMS Medical Billing/Stark Report

Hartz noted there were less transports in the month. Chief Peters said that call volume was down.

g. Discussion Monthly Fire Department report Overview

Chief Peters reviewed the monthly Fire Department report. Firefighter Wolff was recognized for his 19 years of service including participating on the Dive Team. He also received the Firefighter of the year award in 2014 and the Life Safety Award. Chief Peters has been appointed to the Walworth County Fire and EMS Study Committee. Multi-jurisdictional Dive Rescue trainings and strategic planning sessions have also started.

h. Discussion Monthly Paratech Report – No Action/Discussion

i. Discussion Lexipol Policy workgroup update

The work group is completing the first set of policies. Gramm was on vacation and was unable to review the policies prior to the PFC meeting.

j. Discussion/Action City email addresses for Commissioners

Email addresses have been set up. Chief Peters will be emailing Lexipol policies to the commissioners prior to the meeting.

k. Discussion/Action Captain's promotion process

The Captain position has been posted internally per policy. Chief will do an orientation outlying the duties of the position and then the written exam will be performed. Following the written exam, a panel interview will be conducted and then the Chief interview.

l. Discussion/Action Fire Prevention Bureau Plan Review Process

Chief Peters met with a different company to discuss ways to improve operating procedures and quality service to customers.

m. Discussion Thank you letters - No Action/Discussion

- Czynik Family Thank you

n. Items to be forwarded to city council

Monthly report and thank you

10. Agenda items for the next regular meeting April 6, 2017

Delivery of agenda packet

Chief and Command Staff Appraisals

Fire Prevention Bureau Plan Update

Captain Position

11. Review of Open Meetings Law 19.81-19.98- (City Attorney Draper)

City Attorney Draper gave a Review of Open Meetings Law. He stated that whatever board members do, it must be in done in public. Emails are considered open records. When Commission members receive emails, they should respond individually to Confidential Administrative Assistant Papenfus only and not all the commission members.

12. 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 Chief Michael Rasmussen

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically Lieutenant Bridgett Way

c. 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 Exit interview with Assistant Chief Reuss

d. Motion to go into closed session pursuant to Sec. 19.85(1)(g) *Wis. Stats.*, to confer 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 regarding city fire sprinkler ordinances.(City Attorney Draper)

Jordan motioned to go into closed session. Pollard seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 7:23 p.m.

13. Motion to return to open session pursuant to Sec. 19.85(2) *Wis. Stats.*, to discuss and/or take action on items discussed in closed session.

Gramm motioned to return to open session. Bittner seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 10:30 p.m.

Action on closed session item 12d.

Hartz motioned to direct Attorney Draper to proceed as discussed in closed session. Jordan seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

14. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Meeting adjourned at 10:32 p.m.

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

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

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
CHIEF AND COMMAND STAFF
APPRAISAL WORKSHOP
THURSDAY APRIL 6, 2017, AT 5:00 P.M.**

This appraisal workshop will be held in the Police Department Training Room, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order

The meeting was called to order by Commissioner Hartz at 5:05 p.m.

2. Roll call

Commissioners Hartz, Gramm, Jordan, Pollard and Bittner were present.

3. Discussion and Recommendation on Chief and Command Staff Appraisals

Chief and Command Staff Appraisals were reviewed and corrections were made. The appraisals will be sent via Survey monkey to employees.

4. Adjourn

Bittner motioned to adjourn the meeting. Hartz seconded. Meeting adjourned at 5:45 p.m.

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members – Mayor

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, APRIL 6, 2017, AT 6:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Gramm

3. Roll call

Commissioners Gramm, Pollard, Jordan, Bittner and Hartz were present. Police and Fire Liaison Howell was present. Town of Geneva Fire 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 - NONE

6. Approval of regular meeting minutes March 9, 2017

Jordan motioned to approve the regular meeting minutes of March 9, 2017. Bittner seconded. Motion carried 5-0.

7. City Council Report- No report

8. Delivery of Police and Fire Commission packet

There was a discussion on the delivery of the Police and Fire Commission packets. It was decided that the packets will be posted on a secure browser through the City website and each Commissioner will have access.

9. Fire Department Business

a. Approval of bills for the month of March 2017 operating in the amount of \$77,905.18, Equipment Purchases in the amount of \$6,540.54, for a total of \$84,445.72

Bittner motioned to approve the bills of March 2017. Jordan seconded.

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

Bittner stated that maintenance and equipment repairs have been very expensive and he wondered if the repairs were getting caught up. Chief Peters noted general repairs were performed in January and February and there was an \$8500.00 repair to an ambulance that was unexpected. Chief Peters said that he may be asking for approximately \$30,000.00 for next year's budget. Two engines may be replaced in approximately two years based on the Equipment Replacement fund, which may decrease the maintenance costs. Chief Peters said that the department will definitely be over budget for 2017 for maintenance costs.

Chief Peters also noted that there was an expense to the Fire House Maintenance fund, which included replacement of the thermostat in the foyer and the walkway.

b. Approval of bills for the month of December 2016 operating in the amount of \$1,938.17

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

c. Discussion Monthly EMS Medical Billing/Stark Report

Hartz said there was an extensive list of write offs. Bittner noted there were a couple negative balances and wondered if the balances would be paid off. Chief Peters will check on the aging reports and write offs for next month.

d. Discussion Monthly Fire Department report Overview

Chief Peters reviewed the monthly report including the notable calls, training and community events. Lt. James Goorskey was spotlighted for the month. He has worked for the department since 1998 and was promoted to captain in 2008. In 2005, he was awarded EMT of the year.

e. Discussion Monthly Paratech report – No Discussion/Action

f. Discussion Walworth County Fire/EMS Study Update

The committee met last month for the first time and it was discussed where the committee was headed. A subcommittee was created to survey each department for staffing and call needs.

g. Discussion/Action Lexipol Policies

Lieutenant Detkowski presented the first round of policies. The policies were discussed and corrections were made. Hartz asked how employees were notified of the Lexipol policies. Lieutenant Detkowski advised that Lexipol information will be posted on the communication board for two weeks, placed into the manual, and daily training bulletins must be read and acknowledged.

h. Discussion Upcoming Training at 422 Sheridan Springs Road

There will be a joint training in the building at 422 Sheridan Springs Road April 4 through 10, 2017.

i. Discussion/Action Captain Position Update

There was one applicant for the Captain position. Chief Peters will have orientation with the applicant then a written test is scheduled for April 21 and an oral interview on April 25 at 7:00 p.m.

j. Discussion Dive Team Update

Lieutenant Detkowski discussed the development of a multi jurisdictional, multi divisional dive time within Walworth County including law enforcement. The committee has drafted standard operating guidelines, bylaws, operational approaches, standardized equipment sets, and training requirements.

k. Discussion EMS Reporting Software Change

EMS reporting software was updated at no cost due to a State requirement.

l. Discussion/Action approval of hiring POC Dylan Culver

Gramm motioned to approve the hiring of POC Dylan Culver. Jordan seconded. Motion carried 5-0.

m. Discussion/action approval of returning Firefighter/EMT Scott Huber to full duty

Firefighter/EMT Scott Huber is back from deployment and will be returning to the department.

n. Discussion/Action to accept resignation of Firefighter Jason Fischer

Jordan made a motion to accept the resignation of Firefighter Jason Fischer. Pollard seconded. Motion carried 5-0.

o. Items to be forwarded to city council

Monthly report, upcoming training, Fire/EMS study update
Memo of study committee

10. Police Department Business

a. Approval of bills for the month of March 2017 operating in the amount of \$271,388.15, Equipment Purchases in the amount of \$35,436.87, for a total of \$306,825.02

Pollard motioned to approve the bills of March 2017. Bittner seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen stated the new squad car has arrived and it will be ready to go soon. Chief Rasmussen reviewed several accounts that are high including Data processing account 11-21-00 5305 and Special Investigations Account 11-21-00 5380. Annual subscriptions were taken out of these two accounts at the beginning of the year. Additionally, Police Training account 11-21-00-5410 is higher because much of our training is done at the beginning of the year.

b. Discussion/Action update on Compensation per Contract sick time payout

Hartz motioned that the City Council reimburse the police department

\$20,984.65 and \$2,933.92 for a total of \$23,918.57 to line item 11-21-00 5127. Pollard seconded. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

reimbursement 24, Police Compensation per Contract account 11-21-00-5127 is at 66.8% budget. The police union contract settlement ended some of benefits, which resulted in a large payout of sick time benefits. This benefit was also discontinued for the nonunion contract employees. Additionally there was a retirement pay out for Assistant Chief Reuss. The city paid the items but used Police Department money. Chief Rasmussen is asking that the city use the contingency fund to pay for these expenses as none of these funds were put into the 2017 budget. Bittner asked if this was a one-time payout and if the department should have been aware of the items prior to budget preparation. Chief Rasmussen noted that in the past retirement payouts were taken out of the contingency fund. Hartz noted that Wisconsin State Statute requires the Commission to audit all bills, claims and expenses for Police and Fire before the bills are paid and that did not happen. City Administrator Oborn noted the payout was part of contract negotiations so the pay increases were figured into the 2017 budget but not the sick summary payout. City Administrator Oborn agreed with the Commission's reasoning and agreed with recommending the City Council make the adjustment.

c. Discussion/Action on Chief and Command Staff Appraisals

Chief Rasmussen stated progress was made at the workshop and a few other questions will be added to the appraisal. The appraisals will be discussed at the next meeting.

d. Discussion/Action contracts for non-union supervisors

Nonunion supervisors have a meeting scheduled with City Administrator Oborn on April 7, 2017 at 3:00 p.m. Commissioner Hartz will attend.

e. Discussion/Action Lexipol policies

Jordan motioned to accept Lexipol policies with changes. Bittner seconded. Motion carried 5-0.

Lieutenant Gritzner reviewed Lexipol policies and changes were made. The policies include:

406 Crime Scene and Disaster Integrity

418 Emergency Detentions

420 Citation Releases (Formerly Citation Release)

424 Rapid Response and Deployment

426 Reporting Law Enforcement Activity Outside of the Jurisdiction (deleted)

448 Mobile Data Computer Use

450 Portable Audio/Video Recorders

465 Public Recording of Law Enforcement Activity

466 First Amendment Assemblies

606 Asset Forfeiture (No content change to the policy)

608 Informants

610 Eyewitness Identification

614 Warrant Service (no content change to the policy)
800 The Communications Center (Formerly Communications)
804 Records Department (No content change to this policy)
806 Restoration of Firearm Serial Numbers (deleted)
808 Records Maintenance and Release
903 Temporary Custody of Adults
1000 Recruitment and Selection
1002 Department Member Performance Appraisals
1016 Communicable Diseases (No content change to this policy)
1020 Personnel Complaints
1062 Locker Rooms
1063 Safety and Health Program (No content change)

f. Discussion/Action hiring Part time Officers/Eligibility list

Jordan motioned to approve the 2017 Reserve Office eligibility list. Gramm seconded. Motion carried 5-0.

Chief Rasmussen handed out the eligibility list. There was an initial list of five applicants. Two applicants backed out of the process and one applicant failed the psychological exam. Chief Rasmussen noted that four or five more officers may be hired for a total of seven reserve officers.

g. Discussion/Action rescind leave of absence for Reserve Officer Jessica Muth and recommend rate of pay

Hartz motioned to approve rescinding the leave of absence request for Reserve Officer Jessica Muth and recommend her rate of pay be set at \$20.00 per hour. Jordan seconded. Motion carried 5-0.

Chief Rasmussen stated that Jessica Muth would like to return on Leave of Absence as a part time officer. She worked here for two years prior to being hired full time elsewhere. Chief Rasmussen recommended Reserve Officer Muth's rate of pay be \$20.00 per hour, which is less than the mid range of pay.

h. Discussion/Action hiring Full time officers/Eligibility list

Gramm motioned to approve hiring two full time officers, establish an eligibility list and move to request another full time officer from the city. Bittner seconded. Motion carried 5-0.

Chief Rasmussen handed out the eligibility list for full time officers. Command staff interviews will be April 12, 2016 at 6:00 p.m. Bittner asked if the cost of the new hires would be within budget. Chief Rasmussen said the cost would be within budget and the hope is to hire May 1, 2017, and May 15, 2017 for the first two officers. Chief Rasmussen also requested that the police department be allowed to hire an additional officer due to the anticipated retirement of another officer in January and another officer being out on medical leave until possibly October.

i. Discussion/Action hiring Booking officers/Eligibility list

Gramm motioned to approve the eligibility list of the booking officers. Pollard seconded. Motion carried 5-0.

Chief Rasmussen noted that the goal is to hire booking officers who have a desire to move on to the police academy and then ultimately hire them as reserve/part time officers.

j. Discussion/Action recommended rate of pay for rehire Booking Officer Steven Richard

Gramm motioned to rehire Booking Officer Steven Richard and recommend a rate of pay of \$17.00 per hour as a lead booking officer position. Hartz seconded. Motion carried 5-0.

Chief Rasmussen stated Booking Officer Richard worked for the department from 2008 to 2015. He is a good mentor and has seniority over the other hires. The rate of pay and creation of a lead position would have to go before the personnel committee for approval.

k. Discussion/Action use of donated money to purchase Patrol bike
Pollard motioned to use donated money to purchase a new patrol bike. Jordan seconded. Motion carried 5-0.
Chief Rasmussen stated the department has \$2,200.00 in the donation fund and he would like to use the money to purchase two new patrol bikes.

l. Discussion/Action Host Street Water Tower
Bittner motioned to recommend the Host Street Water Tower Movement be charged to the City Contingency Fund for the cost of \$19,000.00. Hartz seconded. Motion carried 5-0. Roll call vote: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.
The Host Street water tower is to be painted this summer. The communications gear has to come off the water tower, be placed on a temporary tower area and then put back on the tower. The cost is approximately \$19,000.00. Chief Rasmussen stated this is an unexpected cost and was not budgeted.

m. Discussion on Chief's top five monthly incidents – No Discussion/Action

n. Discussion regarding Monthly activity reports

2017 Dispatch activity for March 2017: Telephone calls- 2,682	911 Calls- 150	Window assists- 956
2016 Dispatch activity for March 2016: Telephone calls- 2,894	911 Calls- 190	Window assists- 841

2017 Patrol activity for March 2017: Calls for service – 1,265	Arrests – 57
2016 Patrol activity for March 2016: Calls for service – 1,148	Arrests – 153

Chief Rasmussen noted that the Chaplain program was used on the first ride along. The EMD director was watching in communications as the Telecommunicator read the EMD cards, and the medical director contacted the Fire Chief to help assist at the scene. It was very helpful to the family in a very difficult situation.

o. Discussion regarding Thank you letters – No Discussion/Action

- Connie Schreiber
- Nancy Anderson
- Certificate of Appreciation from Tri-County Riders, Inc. –Toy Run for Love, Inc.

p. Items to be forwarded to City Council

Monthly reports, Chief monthly incidents, Thank you letters, Compensation per Contract Sick Time Payout, Host Tower painting and Lead Worker position and pay rate.

11. Agenda items for the next regular meeting May 4, 2017
Staff appraisals and Fire Department Lexipol policies.

12. 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:
Administrative Lieutenant Gritzner
Hartz motioned to go into the closed session. Pollard seconded. Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 7:50 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)
Bittner motioned to return to open session. Pollard seconded. Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 8:18 p.m.

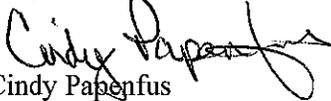
14. Discussion/action on closed session items if needed.

Jordan motioned to request the Common Council have the position of Administrative Police Lieutenant reviewed since it was done after the initial study and come back to the Commission with comparable rates so the Commission can compensate that position. Bittner seconded. Motion carried 5-0.

15. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Meeting adjourned at 8:20 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, MARCH 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, Sarah Hill, Tom Hartz, Tyler Frederick. Absent (Excused): John Gibbs, Ann Esarco. Also Present: City Planner Slavney, Jackie Mich, City Attorney Draper, City Administrator Oborn, Building & Zoning Administrative Assistant Follensbee.

Approve the Minutes of February 20, 2017 Plan Commission meeting as distributed.

Skates/Hartz motion to approve. Unanimously carried.

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

Candy Kirchberg, 917 Marshall Street, addressed the concept plan for a proposed Associated Bank. She stated if this passes, her property value will go down. She asked if it does pass, they take great care to keep trees on the property. She bought her home with the expectation that she was living in a neighborhood not a commercial area.

Acknowledgement of Correspondence. None.

Downtown Design Review.

Application by Denise Swan, DenayCocoBay, 734 Remington Lane, North Aurora, IL 60542, to paint the front of the building at 259 Broad Street, Tax Key No. ZOP00263

Denise Swan, 734 Remington Lane, North Aurora, IL, stated DenayCocoBay is going to be a luxury nail spa with makeup services and spa-related gift items. She went over the interior and exterior colors of the building.

Hartz/Skates motion to approve color scheme A as presented in the application as well as staff recommendations. Unanimously carried.

Application by FYF, LLC, 43 South Water Street East, Fort Atkinson, WI 53538 for an exterior siding and fence railing design at 640 West Main Street, Tax Key No. ZOP00306

Ryan Schultz, 312 W Lakeside Street, Madison, WI, stated modified wood products are being proposed in place of the cedar siding. Jackie Mich noted the updated application includes an open fence as recommended by staff and more durable materials. This project does have site conditional use and design approval. The only items being reviewed are the fence material and the exterior building material. She recommended approval along with the applicant updating and resubmitting the site plan and landscaping plan to clearly depict wire fencing on top of the retaining wall in the Main Street wall and the wall in the side yard. The north exterior elevation should be updated to clearly label that the proposed fence should match the fence that is depicted in the south exterior elevation. The proposed fences don't exceed the maximum height for fences as laid out in the zoning code. She recommended the steel be treated to prevent any staining on the wood over time.

Hill/Frederick motion to approve the application by FYF, LLC, 43 South Water Street East, Fort Atkinson, WI 53538 for an exterior siding and fence railing design at 640 West Main Street, Tax Key No. ZOP00306 including the updated transparent fencing and exterior material along with all staff recommendations and findings of fact. Unanimously carried.

Application by Hans Melges, 1100 Edwards Blvd, Lake Geneva, WI 53147, to reface outdated front of building on west side at 233 Center Street, Tax Key No. ZOP00284.

Hans Melges, 1100 Edwards Blvd Lake Geneva, WI, requested permission to change the face at 233 Center Street. He would like to take the two front windows out of the building and put in a foot wall, install overhead, clear garage doors with a bronze finish, a suspended awning and add columns. It will be white and sided with LP siding. Mr. Melges said the garage doors will stay inside of the building. Ms. Hill has concerns with the consistency of the downtown design. She would like to see the code reviewed. Planner Slavney stated the standards between Center and Cook on Main Street are clearly defined. He disagrees with Ms. Hill's opinion and added there isn't a particular look in this area. Mr. Melges said the present building has window bays which will open more sidewalk room when they are removed. The use will be for Melges Real Estate. Ms. Hill feels the point of a downtown design review is to make sure everything is consistent with

what is in the ordinances. She does not think these two blocks portray an experience. Mr. Skates noted there isn't enough presented to go on.

Skates/Hill motion to continue this item to the next meeting. Unanimously carried.

Public Hearing and Recommendation on a Precise Implementation Plan (PIP) Application filed by Bill Henry, Kehoe-Henry & Associates, Inc. on behalf of Lake Geneva Middle School for building an accessory storage building for the existing Middle School, 600 North Bloomfield Road, Tax Key No. ZA297500001

Bill Henry stated the Lake Geneva Middle School would like to build a 30' x 42' storage building at the southeast corner of the current Lake Geneva Middle School. It will add about 940 square feet of paving that would consist of asphalt paving on the east side and concrete paving on the west side between the proposed building and the middle school. The purpose of the building is to provide additional storage for equipment that is used in the gymnasium.

Kupsik/Hill motion to close the public hearing. Unanimously carried.

Hartz/Skates motion to recommend approval of the Precise Implementation Plan (PIP) Application filed by Bill Henry, Kehoe-Henry & Associates, Inc. on behalf of Lake Geneva Middle School for building an accessory storage building for the existing Middle School, 600 North Bloomfield Road, Tax Key No. ZA297500001 including all staff recommendations and include the affirmative findings of fact items number 1 through 6. Unanimously carried.

Public Hearing and Recommendation on a Conditional Use Application filed by Andrew Goodman, Lake Geneva 50120, LLC, GMX Real Estate Group, LLC, 3000 Dundee Road, Suite 408, Northbrook, IL 60062 to propose a Starbucks Restaurant with a drive-up window in the approved multi-tenant building located at 281 N Edwards Blvd, Tax Key No. ZA297300001

Andrew Goodman, 3000 Dundee Road Suite 408, Northbrook, IL, walked through the application. The restaurant would typically operate from 5:30am to 10:00 or 11:00pm based off of demand. There is a proposed seating plan and café layout that has approximately 42 seats and 18 outdoor seats, weather permitting. The drive thru requirements are at least 8 cars stacking. The drive thru lane wraps all around the property line. This initially would not be proposed as a 24 hour location at this time. Ms. Hill has received a lot of push back about a 3rd Starbucks in town. She reiterated that it is not the job of the Plan Commission to select the individual businesses but to make sure it is appropriate in planning and zoning. Mr. Hartz questioned if there is a loading area. Mr. Goodman answered the loading is typically done on pallets through the front door. Mr. Hartz also questioned if people can turn left into the building. Mr. Goodman answered there is a barrier meeting along Edwards Blvd. heading southbound, so customers would turn southbound regardless of if they were travelling east or west.

Speaker 1

Cindy Flower, 533 Haskins Street, questioned if patrons would enter from the right and go along the backside of the building. She questioned how someone would get out of line if someone was behind them and they grew tired of waiting. Mr. Slavney stated typically an escape lane is required, but there wasn't enough room on this site. Most Starbucks drive thrus do not have escape lanes. The issue has been reviewed and approved through the general development plan when the site plan was approved. It is not ideal and they will lose some customers because of that.

Kupsik/Hartz motion to close the public hearing. Unanimously carried.

Hill/Skates motion to recommend approval of the conditional use application filed by Andrew Goodman, Lake Geneva 50120, LLC, GMX Real Estate Group, LLC, 3000 Dundee Road, Suite 408, Northbrook, IL 60062 to propose a Starbucks Restaurant with a drive-up window in the approved multi-tenant building located at 281 N Edwards Blvd, Tax Key No. ZA297300001 to include all staff recommendations and findings of fact. Unanimously carried.

Public Hearing and Recommendation on a Precise Implementation Plan (PIP) Application filed by Andrew Goodman, Lake Geneva 50120, LLC, GMX Real Estate Group, LLC, 300 Dundee Road, Suite 408, Northbrook, IL 60062 to amend the engineered design of the retaining wall in the northwest corner of the site located at 281 N Edwards Blvd, Tax Key No. ZA297300001

Andrew Goodman stated they had originally come forward with a slat wall retaining wall system for this property. Since the approval of the precise implementation plan stage, they have gone out and looked at samples of this system as well as pricing and decided to come back for consideration on an architectural block wall system called a rib rock system. The

wall is approximately 200 feet long. It runs 0 to 6 feet high. The system is similar to Legos, as they are stacked on notches. Mr. Slavney feels it is a fine alternative and is more attractive.

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

Kupsik/Frederick motion to approve the Precise Implementation Plan (PIP) Application filed by Andrew Goodman, Lake Geneva 50120, LLC, GMX Real Estate Group, LLC, 300 Dundee Road, Suite 408, Northbrook, IL 60062 to amend the engineered design of the retaining wall in the northwest corner of the site located at 281 N Edwards Blvd, Tax Key No. ZA297300001 to include all staff recommendations, findings of fact, and the ornamental fence previously approved. Unanimously carried.

Public Hearing and Recommendation on a Proposed Certified Survey Map (CSM) Application filed by Ryan Wilgreen, Excel Engineering, Inc., 100 Camelot Drive, Fond du Lac, WI 54935 on behalf of Brunk Industries for a Lot Combination to create a single parcel for the Brunk Industries campus on 8.28 acres located at 1225 Sage Street, Tax Key No. ZGC00006

Eric Drazkowski, spoke on behalf of Excel Engineering who worked on the architectural and site plans along with the surveying. The CSM for this project needed to combine all of the lots into one. There were 24 lots associated here. It included portions of Grove, Waverly, and Crawford along with the alleyways. The goal is to consolidate all the properties into one clean CSM to create one overall campus property.

Kupsik/Hill motion to close the public hearing. Unanimously carried.

Skates/Kupsik motion to approve the Proposed Certified Survey Map (CSM) Application filed by Ryan Wilgreen, Excel Engineering, Inc., 100 Camelot Drive, Fond du Lac, WI 54935 on behalf of Brunk Industries for a Lot Combination to create a single parcel for the Brunk Industries campus on 8.28 acres located at 1225 Sage Street, Tax Key No. ZGC00006 to include all staff recommendations. Unanimously carried.

Public Hearing and Recommendation on a General Development Plan (GDP) Application filed by Eric Drazkowski, P.E., 100 Camelot Drive, Fond du Lac, WI 54935 on behalf of Brunk Industries to amend an existing Planned Development on the Brunk Industries campus to accommodate a Second Manufacturing Building on approximately 8.28 acres located east of the current building on the south side of Sheridan Springs Road, just east of 1225 Sage Street, Tax Key No. ZGC00006

Eric Drazkowski, Excel Engineering, 100 Camelot Drive, Fond du Lac, WI, stated the proposed building is 45,700 square feet with a loading dock on the southeast corner. There will be salvage metal stored internally on the south side as well. Parking will be located on a portion of the west, north, and east. The drive access for the trucks will be shared with the vehicles on the east. The maneuvering area for this will be on the south. Storm water will be handled on site with a wet pond located in the northwest corner. The difference between this plan and the one previously seen is that there was a meeting regarding the environmental corridor. On the west side a line was delineated to keep impervious improvements out such as retaining walls, buildings, and pavement. The corridor on the west of the line is for grading and storm water. Previously, the west road looped around on the west side and connected to the south. The Fire Department has been contacted and deemed it is acceptable. The building materials will match the existing building. The wetland delineation for the site has been submitted and accepted. They are in queue to have that concurred with as soon as the growing season starts. He is seeking approval contingent upon DNR concurrence of the wetland delineation. He also requested the flexibilities listed in the packet. Mr. Slavney added he agrees with the characterization of tree preservation.

Kupsik/Hartz motion to close the public hearing. Unanimously carried.

Kupsik/Hill motion to approve the General Development Plan (GDP) Application filed by Eric Drazkowski, P.E., 100 Camelot Drive, Fond du Lac, WI 54935 on behalf of Brunk Industries to amend an existing Planned Development on the Brunk Industries campus to accommodate a Second Manufacturing Building on approximately 8.28 acres located east of the current building on the south side of Sheridan Springs Road, just east of 1225 Sage Street, Tax Key No. ZGC00006 to include all staff recommendations, findings of fact, changes made by the applicant, the six areas of flexibility, and contingent upon DNR approval. Ms. Hill questioned if the wetland will split the campus in two. Mr. Drazkowski confirmed that it would. Unanimously carried.

Public Hearing and Recommendation on a Precise Implementation Plan (PIP) Application filed by Eric Drazkowski, P.E., 100 Camelot Drive, Fond du Lac, WI 54935 on behalf of Brunk Industries to amend an existing Precise Implementation Plan on the Brunk Industries campus to accommodate a Second Manufacturing Building on approximately 8.28 acres located east of the current building on the south side of Sheridan Springs Road, just east of 1225 Sage Street, Tax Key No. ZGC00006

Eric Drazkowski, Excel Engineering, 100 Camelot Drive, Fond du Lac, WI, gave an overview of the landscaping plan, lighting, utilities, and sidewalk connections. Mr. Hartz questioned the proposed sampling manhole. Mr. Drazkowski stated it is a City requirement. Mayor Kupsik said that is to check the sewage that is going out of the building. Mr. Slavney recommended repeating the granting of the flexibilities. He said the City Engineer has not completed the review of the utility and storm water plans. He did complete a preliminary review.

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

Kuspiak/Skates motion to approve the Precise Implementation Plan (PIP) Application filed by Eric Drazkowski, P.E., 100 Camelot Drive, Fond du Lac, WI 54935 on behalf of Brunk Industries to amend an existing Precise Implementation Plan on the Brunk Industries campus to accommodate a Second Manufacturing Building on approximately 8.28 acres located east of the current building on the south side of Sheridan Springs Road, just east of 1225 Sage Street, Tax Key No. ZGC00006 to include all staff recommendations, all flexibility that was discussed, fact finding in the affirmative, and contingent upon the City Engineer's final review of the drawings. Unanimously carried.

Review and Recommendation of a Concept Plan for Geneva Lake Christian Church, a new worship facility built on vacant land located at the northeast corner of Bloomfield Road and the soon to be built Harmony Drive, Tax Key Nos. ZSF00231 & ZSF00232

Bill Henry with Kehoe, Henry & Associates, noted the church purchased approximately 7 acres about 5 years ago. The land is east of the old Stein Restaurant. The church is planning to build a one-story structure with a ground floor that would have an exposed, walk-out fellowship hall. It would be exposed on the southeast side with a patio in front of that area. It will be a traditional style in its architecture. They would like a mountable curb design. The church is in the process of reviewing where they may want some accessory structures. They are considering outdoor play equipment and recreation space as well. The church does not foresee letting any outside groups operate within the proposed building on a regular basis. They are requesting two signs on the property. The church will be requesting an exemption to allow completion of the landscaping within 3 years rather than the 1 year requirement. They are also requesting the paving be allowed to be completed in an amount greater than 1 year. The intent is to align their entry drive across Harmony Way from the Golden Years' primary entrance. Ms. Hill questioned the parking lot island flexibility that is being requested. Mr. Slavney explained the ordinance requires when you get to the 11th space in a row, you get a landscaped peninsula or island. Mr. Henry hopes to begin construction this fall. They will be filing the GDP application for the May agenda.

Review and Recommendation of a Concept Plan for a proposed bank on the corner of Williams Street and Marshall Street, Tax Key No. ZRA00033

Steve Rolfe with Midland Commercial Development located at W228 N745 Westmound Drive, Waukesha, WI, discussed the conceptual site plan review for an Associated Bank branch facility. He noted site layout, driveway access, landscape screening, and landscaping have been discussed with staff. They will be acquiring two parcels, one is vacant and the other is a small duplex. The area has mixed zoning. Mr. Slavney clarified there is planned business zoning where the Clark station was and the two flat currently has residential zoning. The comprehensive plan shows all of Marshall Street in the Neighborhood Mixed Use category. The proposal is consistent with the adopted comprehensive plan. It would require a zoning map amendment for the whole site to the neighborhood zoning district. That would be consistent with the comprehensive plan. Mr. Rolfe stated the landscape buffer was increased to 20 feet on the west property line. There will be a 6 foot board on board fence which will be significantly landscaped.

Wes Barnes with Rinka Chung Architecture, 756 N Milwaukee St. Suite 250, Milwaukee, WI, stated he is representing Associated Bank. The plan has been updated based on the recommendations from the City. Mr. Barnes said there will only be one sign. The building will be one-story with a flat roof. Ms. Hill noted she had been approached to use the Clark station parcel as community gathering space or potential park use. She reached out to the land use people at Kwik Trip headquarters, and they had zero interest in dedicating the space as a park or allowing it to be used as a public

gathering space. She said parks would have to be maintained by the Street Department as well. This would be improving the current site as it is. Alderman Skates feels they have done everything they could to buffer with the residences.

Adjournment. Hill/Skates motion to adjourn at 8:24pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

**PLAN COMMISSION MEETING
MONDAY, APRIL 17, 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, Ann Esarco, Tyler Frederick. Also Present: City Planner Slavney, City Attorney Draper, City Administrator Oborn, Building & Zoning Administrative Assistant Follensbee.

Approve the Minutes of March 20, 2017 Plan Commission meeting as distributed.

Hartz/Hill motion to approve. Unanimously carried.

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

Trish Schaefer, 403 Center St, stated she lives in an area that under consideration for potential rezoning that will allow short stay vacation rentals. She is concerned about potential noise.

Alejandro Talancon, 407 Center St, stated any concerns by neighbors can be brought to him to discuss.

Acknowledgement of Correspondence.

Mayor Kupsik received an email regarding the rezoning and allowing 407 Center Street to provide short term rental accommodations.

Downtown Design Review.

Application by Hans Melges, 1100 Edwards Blvd, Lake Geneva, WI 53147, to update the exterior façade at 233 Center Street, Tax Key No. ZOP00284

Hans Melges, 1100 Edwards Blvd, would like reface 233 Center Street. Ms. Hill questioned if there are garage doors in the front and if they will be functional. Mr. Melges confirmed they would. Mr. Melges added the whole building will be white except for the bronze accents and overhead doors. Mr. Hartz questioned if the panels on the south side that pull away from the building could be pushed back. Mr. Melges answered it will not be noticeable once it is painted.

Kupsik/Gibbs motion to approve and include all staff recommendations.

Mayor Kupsik noted in this part of the downtown design overlay zoning district exterior building materials should be of high quality exterior appearances, other non-structural features should be minimal and building design should reflect the styles that were prevalent in the 20th century. There is no requirement to use commercial store front design motifs from the 1890 to 1920 periods. Staff feels the proposed design is an improvement over the existing exterior of the building with its residential material and windows. Ms. Hill added there is little consistency to the downtown design review. Planner Slavney stated the revised submittal responds to what was discussed by the Plan Commissioners at the last meeting. He recommends approval.

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

Application by Dana Trilla/David Wingate, D & D Restaurant Group, Inc, 146 Evergreen Pkwy, Crystal Lake, IL 60014, to remove south facing projecting sign, replace fabric on east facing awning with logo and add wall sign on south side of building with logo at 150 Center Street, Tax Key No. ZOP00309

Dana Trilla, 146 Evergreen Pkwy in Crystal Lake, IL, wants to change the current awning from the Original Chicago Pizza to her business, the Flat Iron Tap. The company she spoke to will need to take off the current east facing awning, replace the fabric, and put it back up. She isn't changing the style or size. The south facing awning will be removed as it has no purpose. She is hoping to put a wall sign with their logo on the south facing wall. Mayor Kupsik asked that the hanging sign on the second floor be removed. Ms. Trilla said it has come to her attention that the tenant on the second floor was given permission from the landlord to use that. City Administrator Oborn added the upstairs tenant and landlord have been notified that they need to remove the pole sign.

Hartz/Esarco motion to approve and include all staff recommendations.

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

Application by Michael Walter, 514 Broad Street, to update exterior façade at 514 Broad Street, Tax Key No. ZGD00004

Planner Slavney explained this is a proposal to alter the appearance of the property at 514 Broad Street to update the exterior façade. The proposal is to add metal siding over the existing brick to replace the first floor windows and add a new soffit, fascia, and front door. The proposal also is to change the color of the exterior to a dark, slate blue. The front door is currently a set of narrow double doors, and it is proposed to be replaced with a more conventional single door and side light. There are no changes proposed for exterior signage as part of the application. He feels the consensus was the change to the siding on the side of the building would improve the look. The current façade on the front of the building is the correct material and ought to stay the same. The brick on the front is in good shape and they feel it should stay. It would need very extensive repair on the side. Mr. Hartz questioned if the vinyl windows are a commercial grade or residential. Mr. Slavney answered details were not provided for the windows. He thinks they could specify commercial grade for the windows and front door. Mr. Hartz continued there is a funny detail on the cornice with an unpainted piece of wood and paper that laps over it. He would like that to be brought out. Mr. Frederick thought they wouldn't want to wrap the siding to the front, perhaps brick could wrap around the back. Mr. Hartz feels the siding should be held back maybe 3 feet from the front and put a trim piece on it. Mr. Skates thinks the brick should be cleaned off and transitioned around.

Michael Walter stated it is seamless stainless steel siding. They wanted to do the whole building but the integrity of all of the bricks are not good. Because of that, the parapet walls up in the top on most of the older buildings have disintegrated to the point where they were falling in and/or on the sides. The side walls have been replaced. They like the brick look but don't want the danger of bricks falling off the building. Mr. Slavney questioned if a stucco finished panel would provide the same benefits. Mr. Frederick argued that for the cost of doing stainless siding on the front, they could do extensive brick work on the front façade. Mr. Walter was opposed to keeping the brick look. Mayor Kupsik noted the staff recommendations in the packet include preserving the original brick on the front façade of the building, preserving the original decorative cornice fascia and soffit on the front façade of the building, preserve the original door or replacing it with an alternative that is acceptable to the Plan Commission, replacement windows must be of the same size and shape of the existing windows, and dark color frames shall be used.

Hartz/Frederick motion to approve the request to update the exterior façade at 514 Broad St Tax Key No. ZDG00004 to include all staff recommendations and including a condition that the original brick on the front façade of the building remain as well as the original decorative cornice fascia and soffit on the front façade, doors on the front should be commercial grade, as well as the windows which should be the same size as they are now, and the siding on the side should come 3 feet short of the front and have a finish to it.

Roll Call: Kupsik, Skates, Hill, Hartz, Esarco, Frederick voting "yes." Motion carried 6 to 1 with Gibbs voting "no."

Application by Gregory Anagnos, N1567 Clover Road, Lake Geneva, WI 53147, to paint exterior of building black with silver trim at 501 Broad Street, Tax Key No. ZOP00032

Gregory Anagnos, N1567 Clover Rd, is the Owner/Operator/Chef of Medusa. He wanted to correct the color as listed as it is midnight oil and light gray, not metallic silver. Mr. Hartz asked if the shutters will remain black. Mr. Anagnos said that was what he thought. He wanted to clean the building up from white because it shows a lot of rust marks and looks dirty.

Jamie Moran, 430 Rockwell St in Elkhorn, stated the building will be primed and then 2 coats of the midnight oil color paint will be applied. He stated they can get behind all of the signs. The air conditioner units are actually in windows, so it will be a clean look, and would all be tuck pointed.

Hartz/Gibbs motion to approve the application for painting the exterior of the building at 501 Broad Street a midnight oil with a light gray trim and include all staff recommendations.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting "yes." Motion carried unanimously.

Application by Tony Valenti, 2908 Wells Street, Delavan, WI 53115, to add signs to the front and back of building at 234 Broad Street, Tax Key No. ZOP00257

Tony Valenti, 2908 Wells St, Delavan, WI, would like to update the building by putting two signs up. Mayor Kupsik stated the proposed signs comply with the maximum areas allowed in the CB zoning district as well as with permitted sign materials and colors. The CB district only allows for one sign for each exterior face of the building not adjacent to a residential zoning district, therefore the logo sign should be relocated next to the store name to comprise a single sign

area. On the rear of the building, either the sign band area or the wall area next to the door should be selected as the single permitted sign location. Planner Slavney tried to measure the proposal as one sign but the logo is too many feet above the words to comply with the sign area. The only way to do it on the front of the building is to move the logo down next to the words and re-center things. On the back side, either one or the other of those locations should be chosen as there is the same problem.

Kupsik/Hartz motion to approve the application by Tony Valenti, 2908 Wells Street, Delavan, WI 53115, to add signs to the front and back of building at 234 Broad Street, Tax Key No. ZOP00257 to include all staff recommendations. Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Frederick voting “yes.” Motion carried with Esarco “abstaining.”

Application by Sharon Schroeder, 2021 Old Mill Lane, McHenry, IL 60050, to add a sign and update the exterior store front façade at 729 W. Main St, Tax Key No. ZOP00275

Sharon Schroeder, 2021 Old Mill Lane, McHenry, IL, proposed improving the current façade at 729 W. Main Street. Currently, it is a corrugated metal façade which looks dated. She would like to update with an exterior wood grain product that would match her neighbor, The Design Coach.

Hartz/Skates motion to approve the application by Sharon Schroeder to add a sign and update the exterior store front façade at 729 W. Main St, Tax Key No. ZOP00275 to include all staff recommendations.

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

Public Hearing and Recommendation on a Precise Implementation Plan (PIP) Application filed by Kevin Madalinski, Director, Hoffman Design & Construction, 122 E College Ave., Appleton, WI 54911 on behalf of Golden Years 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

This is the first phase of the previously approved general development plan for Golden Years. It was noted the sidewalk is going to be on the same side of the street as the Golden Years.

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

Skates/Gibbs motion to approve the Precise Implementation Plan (PIP) Application filed by Kevin Madalinski, Director, Hoffman Design & Construction, 122 E College Ave., Appleton, WI 54911 on behalf of Golden Years 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 staff recommendations and fact finding in the affirmative as well as the execution of the development agreement, looping the water service fully around the building in the next phase of project development, the detailed final review by City staff and consulting engineers for the detailed utility building and storm water management plans, improvements of the public sidewalk on the west side of Harmony Drive, and to allow the maximum height to go up to 20 feet.

Mr. Hartz asked if the development agreement would be approved by Council. Mr. Oborn confirmed it would.

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

Public Hearing and Recommendation of a Conditional Use Application (CUP) and Downtown Design by Tony Besario, 6806 84th Avenue, Kenosha, WI 53142, for Indoor Commercial Entertainment for a self serve frozen yogurt store and Downtown Design Signage at 120 Broad Street, Tax Key No. ZOP00346

Tony Besario, 6806 84th Avenue, Kenosha, WI, introduced himself as the President of the Funky Kup. Jeffrey Boldt, 2180 Mohican Dr, Round Lake Heights, IL, is Co-Owner of Funky Kup. Mr. Besario explained it will be a self-serve frozen yogurt shop. Mr. Hartz questioned the hours of operations. Mr. Besario said it will be from 11:00am to 10:00pm on weekdays and weekends. Mr. Hartz suggested leaving the sign in the same spot but affixing it to the building as it cannot hang off of the building. Ms. Hill questioned why it has to be affixed to the building. Mr. Slavney said it was not a matter of aesthetics; it is a matter of safety. Suspended signs can swing freely over a sidewalk. Ms. Hill asked how they were able to finish the space without first getting a conditional use permit. Mr. Oborn answered he feels there may have been confusion by prior staff. They did take out the building permit. Ms. Hill questioned what would happen if this was declined. She consistently hears that we don’t want to look like the Wisconsin Dells. She is not a fan of the aesthetic. Mr. Slavney said they are in compliance.

Gibbs/Skates motion to close the public hearing. Motion carried unanimously.

Hartz/Frederick motion to approve the Conditional Use Application (CUP) and Downtown Design by Tony Besario, 6806 84th Avenue, Kenosha, WI 53142, for Indoor Commercial Entertainment for a self serve frozen yogurt store and Downtown Design Signage at 120 Broad Street, Tax Key No. ZOP00346 to include all of the findings and staff recommendations and note operating hours are 11:00am to 10:00pm 7 days a week.

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

Public Hearing and Recommendation of a Conditional Use Application (CUP) and Downtown Design by Emily Blincoe, 440 Frost Drive, Williams Bay, WI 53191, for Outdoor Commercial Entertainment to permit outdoor activities in the courtyard adjacent to the Olive Oil Shops and Downtown Design Signage at 221 Broad Street, Tax Key No. ZOP00267

Emily Blincoe, 440 Frost Drive, Williams Bay, WI stated a sign had broke so she would like to add a new one. Mr. Slavney noted his colleague reviewed the signs and felt that because of the menu board signs, the sign above the arch would not be permitted. They are in different categories of signage that we enable separately. The proposed final letters are permitted under the code. Ms. Blincoe noted the two in the boxes would be coming out. Ms. Hill asked if the pictures are to scale. Ms. Blincoe said the pictures are superimposed, it is 12 inches. Mr. Slavney added they did identify recommended conditions related to the proposed conditional use of the outdoor space. The conditions are: the applicant recognize the affirmative set of findings, the lettering, and the courtyard gates shall remain open when the courtyard is accessible, which is the second exit for fire protection purposes, exterior lighting complies with the requirements of section 98-707, and amplified sound has to comply with zoning requirements. Mr. Hartz recommended changing the operating hours to 9:00pm so there is flexibility for an evening event. Ms. Hill questioned what type of activities will be going on. Ms. Blincoe said it would be to demonstrate her products. Mayor Kupsik said amplified music or other activities shall comply with the noise standards of section 98-707.

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

Kupsik/Hill motion to approve the Conditional Use Application (CUP) and Downtown Design by Emily Blincoe, 440 Frost Drive, Williams Bay, WI 53191, for Outdoor Commercial Entertainment to permit outdoor activities in the courtyard adjacent to the Olive Oil Shops and Downtown Design Signage at 221 Broad Street, Tax Key No. ZOP00267 to include all staff recommendations and fact finding and hours of 10:00am to 9:00pm.

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

Public Hearing and Recommendation of a Conditional Use Application (CUP) filed by Dan Clifford, 1301 Promontory Drive, Lake Geneva, WI 53147, to exceed maximum accessory structure height at 1301 Promontory Drive, Tax Key No. ZEH00018

Dan Clifford, 1301 Promontory Drive, would like to put an accessory building in the back woods of his property. It would be a two story building. He wants to maximize square footage and not cut down trees. It would strictly be used for storage. They have no intention of running water or sewer to the structure. He does not want to match it to the house, he rather it remain hidden. Mr. Hartz asked if they will need a driveway to get to it. Mr. Clifford answered they would not. Mr. Hartz questioned if there are covenants in the neighborhood. Mr. Clifford answered there weren't any he was aware of.

Speaker 1

Mary Ellen Rogers, 1790 Conant Street, said she owns a lot in the neighborhood where this is proposed. She wants to make sure this isn't going to interfere with the view. Mr. Clifford said the building would be surrounded by trees.

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

Hill/Frederick motion to approve the Conditional Use Application (CUP) filed by Dan Clifford, 1301 Promontory Drive, Lake Geneva, WI 53147, to exceed maximum accessory structure height at 1301 Promontory Drive, Tax Key No. ZEH00018 including all staff recommendations as noted and fact finding in the affirmative.

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

Public Hearing and Recommendation of a Conditional Use Application (CUP) by Nicholas Carone, 177 Valencia Parkway, Gilberts, IL 60136, for Indoor Commercial Entertainment for a hot dog restaurant and outdoor dining at 272 Broad Street, Tax Key No. ZOP00244

Nicholas Carone, 177 Valencia Parkway, Gilberts, IL, would like to open a neighborhood-style small restaurant that serves hot dogs, hamburgers, french fries, and polish sausages. Mr. Slavney recommended approval but suggested the outdoor seating be limited to 16 seats as shown on the site plan, the outdoor seating and other furnishings can't creep into the right of way, and umbrellas over the seating cannot contain any advertising. Mr. Hartz questioned where the dumpsters would go. Mr. Carone said there is an easement; and he would put a 1 yard rollout or 2 and have them emptied every other day. Mr. Carone said he has not spoken to the Fire Department but they will have fire suppression systems. The operating hours will be 10:30am to 11:00pm weekdays and Saturdays and Sunday from 10:30am to 9:00pm. The hours will be adjusted during non-peak times. Ms. Hill questioned if they would serve beer and wine. Mr. Carone said no. Ms. Esarco asked if all table seating will be eliminated inside. Mr. Carone said he would like a table but he is still debating that.

Skates/Hartz motion to close the public hearing. Motion carried unanimously.

Gibbs/Kupsik motion to approve the Conditional Use Application (CUP) by Nicholas Carone, 177 Valencia Parkway, Gilberts, IL 60136, for Indoor Commercial Entertainment for a hot dog restaurant and outdoor dining at 272 Broad Street, Tax Key No. ZOP00244 to include all staff recommendations specifically item 3a and all findings of fact.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting "yes." Motion carried unanimously.

Review and Recommendation of a Site Plan Amendment filed by Dirk Debbink & Bert Zenker, MSI General, W215 E Wisconsin Avenue, Nashota, WI 53058, on behalf of Plasti-Coil, Inc., for a building expansion at 901 Geneva Parkway, Tax Key No. ZLGB200010

Dirk Debbink and Bert Zenker of MSI General, W215 E Wisconsin Avenue, Nashota, WI 53058 proposed building a 20,800 square foot addition to the existing Plasti-Coil plant. It would be built with almost the exact same materials, same precast, same design as the existing building. Mr. Slavney noted this is just a site plan approval. They looked carefully at whether the building addition will result in too much impervious surface on the site, the lighting plan, and the storm water management. In this case all of those things are handled well within the bounds of the ordinance. The additional landscaping fully complies with the requirements. He recommends approval. Mr. Debbink said there is adequate parking on the site right now for the current employees and expected additional employees. He does not think additional parking will be needed.

Hartz/Hill motion to approve the application for a site plan amendment on behalf of Plasti-Coil, Inc. for a building expansion at 901 Geneva Parkway.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting "yes." Motion carried unanimously.

Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM Lot Combination in the Town of Geneva filed by Todd Cauffman, Lowell Management Services, PO Box 926, Lake Geneva, WI 53147, to combine lots 5, 6, & 7 of the Longwood Subdivision at Longwood Drive south of McDonald Road, Tax Key Nos. JLW00005, JLW00006, JLW00007

Scott Lowell, 602 Trevino Drive, stated this is an ETJ matter. It is in the Town of Geneva as it was a subdivision that was filed a number of years ago. No homes have been built in it. It was purchased 18 months ago and the owner would like to turn it into a family compound. It currently has 7 lots, and they wish to combine lots 5, 6, and 7 into one lot. No boundaries would be changed. Mr. Slavney said it meets all requirements and recommends approval.

Kupsik/Hartz motion to approve the Extraterritorial Jurisdiction (ETJ) CSM Lot Combination in the Town of Geneva filed by Todd Cauffman, Lowell Management Services, PO Box 926, Lake Geneva, WI 53147, to combine lots 5, 6, & 7 of the Longwood Subdivision at Longwood Drive south of McDonald Road, Tax Key Nos. JLW00005, JLW00006, JLW00007 to include all staff recommendations.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting "yes." Motion carried unanimously.

Review and Recommendation of a Concept Plan for 837 Bay View Drive, for a conditional use permit for SR-4 Setbacks in ER-1 Zoning Permit at 837 Bay View Drive, Tax Key No. ZGB00007

Jeff Letser with Aspect Design Inc., 26575 Commerce Drive, Bullough, IL and Kurt Langell of Lancoe Development, 813 Eagleton Drive, spoke on this project. Mr. Letser stated they are here for a preliminary review for removing an existing home on the site and building a new home on the site. They are proposing to extend the rear of the home into the 100 foot rear yard setback. The square footage of the areas of what they are proposing is no larger than what is currently there. They are staying with all the current side yard setbacks of the existing home. They are proposing a hard-scaped patio at a lower grade level. The home does have a walk out terraced rear elevation. They will be using the same retaining wall heights coming down to the property. Mr. Slavney stated the side yard setbacks are in excess by quite a bit of what would be allowed by the SR-4 zoning district. This design reflects acceptable practices in the past. Mr. Hartz questioned what the patio hard surface will be. Mr. Letser thinks they are leaning toward some type of brick.

As this is a concept plan there was no action taken other than what was discussed.

Discussion of Indoor Commercial Lodging by conditional use in the Neighborhood Office (NO) or Neighborhood Business (NB) zoning districts

Mr. Slavney feels there has been a good track record of compliance with conditions that have been identified with regard to short term rentals. He does not think there have been any ongoing problems. When the code was changed to enable this form of land use, it allowed these uses only as a conditional use and restricted them to higher activity commercial districts. These kinds of units are small scale and involve single family or 2 family dwelling units. Those units are in short supply in these zoning districts. There have been a number of inquiries for homes located in the Neighborhood Office and Neighborhood Business districts. The supply of available homes left in the currently approved districts is winding down. The proposal would be to continue to regulate all of these proposals as a conditional use with the same set of conditions. An advantage would be reviewing one proposal at a time, the permits are specific, the neighbors within 300 feet are all given notice, there is a public hearing, the potential to approve is equal to the potential to deny, and conditions can be added which are customized to the site. He does not recall any revocations of any conditional use that has been in the City. If the commission is in favor, Mr. Slavney will prepare a formal code amendment that would come in about 2 months as a public hearing with a class 2 notice in the paper. If this were approved by the Council following the Plan Commission's recommendation, anyone who owned a home in these districts would have to come in on their own merits and make their case just like everyone else. Mayor Kupsik suggested reading over the information and make a recommendation at the next Plan Commission meeting. Mr. Oborn wanted to get some input as to whether they should proceed or not. Mr. Hartz questioned the current occupancy rates of the existing short term rentals. Mr. Slavney said the peer communities that he works for have begun to adopt these regulations. Ms. Hill said she is in favor of moving forward as proposed. Mr. Gibbs is not in favor of this as he walks by these places and has seen 6 or 7 cars parked in the driveway. He doesn't want that in his community or neighborhood. A residential area should be residential. Mr. Hartz stated it seems as when they are occupied, there are a lot of people there. During the week and during the winter they will probably be vacant, and he wonders about the snow removal. Mr. Oborn said if mowing and snow removal is not done, the City will do it and bill the owner. He would like the permit tied to the specific owner of the property and it not transfer over if a property is sold. Mr. Skates said he has received positive feedback from the Police about the ones that have been approved. Mayor Kupsik said a conditional use is appealing because they can deny it or take it away if need be. Mr. Oborn said he would be willing to provide a map of inventory.

Adjournment. Hill/Gibbs motion to adjourn at 8:39pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

Board of Park Commissioners' Minutes
Wednesday, April 5, 2017 – 6:00pm
City Hall, Meeting Room 2A

Roll Call: Present: President Esarco, Barb Hartigan, Lynn Hassler, John Swanson, Doug Skates
Brian Olsen, Dave Quickel, Mayor Al Kupsik, Peggy Schneider

Staff Present: Blaine Oborn, Neil Waswo,

Public Present: Stephen Thorngate (Mt.Zion Church), Mike Kramp (YMCA), Sherri Baker (YMCA),
Mike Coolidge (YMCA), Bridget Leech (BID), Chris Ponteri (Muck Suck Race), Dr. Chris Welch,
Kirk Ledu (Jr Badger BB), Greg Powers, Greg Powers Jr,

Swanson/Kupsik: Approval of Board of Park Commissioners meeting minutes from March 1,
2017

Unanimously carried.

Comments from public limited to 5 minutes:

None

Report YMCA/Veteran's Park

Alderman Skates reported that he and Esarco attended a meeting during the month with YMCA
representatives. It was agreed that a shared calendar will be created that provides the YMCA's
dates/times/fields of use for Veteran's Park. A monthly update will be presented each month
either by Alderman Skates or a YMCA representative.

Permits/Park Donations:

Skates/Mayer: Motion to approve My Team Triumph use of Library Park during Memorial Day
weekend, as presented. Unanimously carried.

Swanson/Hartigan: Motion to approve Midwest Action Cycle permit, as presented.
Unanimously carried.

Kupsik/Skates: Motion to approve Jr. Badger Baseball permit request for Field 5 at Veteran's
Park from April 24 2017 through July 27, 2017 for Practice and Games on Monday, Wednesday,
Friday from 5-9pm. Unanimously carried.

Swanson/Skates: Motion to approve Jr. Badger Baseball permit request for Fields 1, 2, 3, and 4
for tournaments on May 20 and 21 and June 17 and 18 from 9am-6pm. Fees collected to be
\$225. Voted: 8 for/1 against (Quickel)

Kupsik/Swanson: Motion to approve Memorial Day Parade with \$25 application fee paid.
Unanimously carried.

Skates/Hartigan: Motion to approve permit request by Lake Geneva BID – Taste of Lake Geneva at Flat Iron Park from September 7 through September 9, 2017 from noon to 10pm. Directed to review last year’s agreement on fees.

Unanimously carried.

Kupsik/Swanson: Motion to approve permit request by Lake Geneva BID – Oktoberfest at Flat Iron Park from October 7 through October 8 from 7am to 7pm.

Unanimously carried.

Kupsik/Olson: Motion to approve permit request for Mt. Zion Church – Worship Service at Flat Iron Park / Brunk Pavilion on May 26, 2017, \$380 in fees.

Unanimously carried.

Kupsik/Quickel: Motion to approve permit request for Book Sale on August 12 and 13.

Unanimously carried.

Top Dogs LLC requested use of Flat Iron Park for mobile restaurant to be set up in front of the dam area on Friday, Saturday and Sunday throughout the summer. City Administrator Oborn reminded the board of city ordinance Sec 54-35 limiting business activity in the park.

Kupsik/Quickel: Motion to send to council for recommendation. Unanimously carried.

Discussions on Park Assignments/repair update/maintenance

Library Park – some touch up painting needed.

Dog Park – bench and garbage can could be placed not so close to each other. Garbage smell could offend persons sitting on the bench.

New Business:

Flag Installation at Home Depot, Flat Iron Park, and Veteran’s Park. Awaiting donation.

Veteran’s Park Permits and Fees – Park Board to consider a sub-committee to continue review of the usage of Veteran’s Park.

Old Business:

Center Street Park Access – City has budgeted \$20,000 for the Center Street Project. Maps and plans to be presented to the Park Board.

Manning Way – City has budgeted funds. Update forthcoming.

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

Future meeting agenda items old:

YMCA/Veteran's Park subcommittee to be considered.

Update Center Street

Update Manning Way

Update Flag Installations (Home Depot/Flat Iron/Veterans Park)

Next Meetings:

May 3, 2017 at 6:30 pm

June 28, 2017 at 6:30 pm

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

Adjourn

Olsen/Skates: Motion to adjourn at 7:57 pm. Unanimously carried.

/s/ Ann Esarco, Park Board President

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



MINUTES

Lake Geneva Public Library Board Meeting
Thursday, March 9, 2017
8:00 am
Smith Meeting Room

Call to order

Oppenlander called the meeting to order at 8:10 a.m.

Roll Call

Members present: Brookes, Kundert, Lafrenz, Oppenlander.

Also present: Kornak

Members Absent: Boilini, Gelting, Kerston, Lyon

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

Kundert/Lafrenz motion to approve the minutes of the February 9, 2017 meeting. Motion carried unanimously.

President's Report

Oppenlander shared the Taliesin Fellows Fall 2016 magazine featuring LGPL on the cover and an article about the Dressers, a gift from Mrs. Dresser. Discussion followed.

A letter containing library parking suggestions was received. Discussion followed.

Other correspondence received from L. Dantuma and S. Jaspers. Diane Jones submitted a letter of resignation. Lafrenz/Kundert motion to accept her resignation with regret. Motion carried unanimously.

Finance

The Finance Committee recommended approval of expenditures of \$65,049.60 plus \$5,547.89 for Health/Dental Insurance totaling \$70,597.49 from General Funds. Kundert/Lafrenz motion to approve expenditures. Motion carried unanimously.

Finance Committee recommended renewing membership in Visit Lake Geneva for \$365 from general administrative funds. Kundert/Lafrenz motion to join as Chamber member. Motion carried unanimously.

Finance Committee recommended joining American Library Association for \$300 from continuing education funds. Kundert/Oppenlander motion to join. Motion carried unanimously.



Building & Grounds

Kundert is checking warranty on furnace heat exchanger. Oppenlander mentioned a rebate program for LED lighting.

City Liaison Topics

No report.

Committee Reports

Public Relations

Kornak reported attendance of about 100 at Open House. The website update is in progress.

Director's Report

Kornak reported on service statistics, increased Facebook activity, program statistics, and grant applications. An in-service day is scheduled for Friday, April 14. The Board confirmed filling the 20 hour/week circulation position as budgeted. Board confirmed \$400 for customer service training for staff to be taken from continuing education budget line item.

Drafts of the Circulation Policy and Social Media Policy will be reviewed in April.

Friends of Library Report

Brookes reported the Friends Board meeting is Wed. March 15. Staff Appreciation party is Tuesday, April 11, and the date for Authorfest, July 8, has been approved by Park Board and FLR, and will go before the Council on March 13.

Board Appointments

Consideration of interim board member appointments and Nominating Committee appointments will be made in April.

Adjournment

Brookes/Oppenlander motion to adjourn the meeting at 10:00 a.m. Motion carried unanimously.

Next meeting: Thursday, April 13, 2017 at 8:00 a.m.

Respectfully submitted,

Chris Brookes
Vice President



MINUTES

Lake Geneva Public Library Board Meeting
Thursday, April 13, 2017
8:00 a.m.
Smith Meeting Room

Call to order

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

Roll Call

Members present: Boilini, Brookes, Gelting, Kerston, Kundert, Lafrenz, Lyon, Oppenlander.

Also present: Kornak, Oborn, Gelzer

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

Motions from the February 9, 2017 meeting:

- Lafrenz/Lyon motion to accept Diane Jones' letter of resignation with regret. Motion carried unanimously.
- Lafrenz/Lyon motion to approve expenditures of \$65,049.60 plus \$5,547.89 for Health/Dental Insurance totaling \$70,597.49 from General Funds. Motion carried unanimously.
- Lafrenz/Boilini motion to renew membership in Visit Lake Geneva for \$365 from general administrative funds. Motion carried unanimously.
- Lafrenz/Kundert motion to join American Library Association for \$300 from continuing education funds. Motion carried unanimously.
- Lyon/Gelting motion to confirm \$400 for customer service training for staff to be taken from continuing education budget line item. Motion carried unanimously.

Oborn recommended the meeting be canceled if a quorum is not present.

President's Report

Oppenlander and Kornak led discussion of RFID/Self-checkout proposal. A cost/savings analysis was requested. Lafrenz/Boilini motion to authorize the Director to pursue comparisons of the technology including RFID for library cards, impact, and funding. Motion carried unanimously. Kerston was appointed Board representative/contact.

Upcoming meetings: May – Annual meeting, June – Voyager report

Kerston/Lyon motion to appoint Brookes to fill Secretary role until elections in May. Motion carried unanimously.



Kerston/Boilini motion to appoint Lyon to fill VP role until elections in May. Motion carried unanimously.

Finance

The Finance Committee recommended approval of expenditures of \$44,334.61. Gelting seconded recommendation. Motion carried unanimously.

Kundert will prepare a statement of purpose for new Voyager account which replaced the laddered CDs.

Building & Grounds

Lafrenz/Gelting motion to accept Vorpapel bid of \$700 for labor to replace the cracked heat exchanger which is covered by warranty. Motion carried unanimously.

Discussion of roof maintenance bids. Lafrenz/Lyon motion to accept the bid of Schranz Roofing, Inc. for a one time visit, not to exceed \$1750. Motion carried unanimously.

Kundert will get an update on the planter project.

City Liaison Topics

Gelting reported on reorganization at City Hall: Treasurer, Comptroller, new Council members Halverson and Straube, and the formation of a Tourism Commission. He also recommended exploring whether the RFID self-checkout qualifies for impact fees.

Board Meeting Dates and Holiday Closings

Lafrenz/Oppenlander motion to be open Friday, November 24; closed Friday PM and Saturday AM, December 22, 23; closed Friday PM and Saturday AM, December 29, 30; and approve other holiday closings as listed. Motion carried unanimously.

Lafrenz/Kerston motion to approve meeting dates as listed. Motion carried unanimously.

Parking

Lafrenz/Boilini motion to authorize the Director to work with City Parking Operations Manager to reconfigure one unmetered parking space for library use. Motion carried unanimously.

Visitor Cards

Gelting/Lyon motion to approve offering temporary visitor cards for LGPL materials only from Memorial Day to Labor Day at a cost of \$10 per card. Motion carried unanimously.



Committee Reports

Strategic Planning

Kerston presented ideas for long-term planning, community partnership opportunities, and marketing. Oppenlander asked Board members to consider positives and obstacles for discussion at the next meeting.

Public Relations

Kerston reported three vendors are under consideration for website design. Boilini suggested a local company be added to the list.

Director's Report

Kornak presented a written report including service statistics, Facebook activity, program statistics, IMLS update, Rotary presentation, audit review, and library system report. Upcoming: in-service day April 14 (library closed), open meetings law training April 21.

A revision was made to the 2016 Annual Report (staffing FTE). The Director thanked the Friends for the Staff Appreciation Soiree, mentioned patron feedback, and discussed options for Volunteer Appreciation luncheon.

Friends of Library Report

Boilini announced the Friends Annual Meeting April 24 at 6:00 PM and the Annual Book Sale on the second weekend of August. Discussion about waiving fees for hanging banners and permit for book sale. Oborn and Gelting suggested finding a sponsor or grant to pay the fees, or applying to the new Tourism Board in 2018. Boilini acknowledged partnership with Yunkers for the banners.

Adjournment

Gelting/Lyon motion to adjourn the meeting at 10:40 a.m. Motion carried unanimously.

Next meeting: Thursday, May 11, 2017 at 8:00 a.m. AT CITY HALL

Respectfully submitted,

Chris Brookes
Interim Secretary

Lake Geneva Historic Preservation Commission Meeting Minutes

March 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, Mary Tanner, Patrick Quinn, Louise Rayppy. Jackie Getzen, Jim Davis and Elizabeth Chappell were absent.

Approval of minutes of Historic Preservation Commission Meeting of February 9, 2017.

Comments from the public and correspondence. No new information.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners.
Shoe La La—Exhibit Opens April 6th. Tuesdays @ Two programs: Chicago Stockyard Fire of 1910—April 4th, Ed O'Brien is Eddie Rickenbacker—April 11th. Annual Meeting--Sun. April 30th at 1:30 P.M.

Update on the restoration and reopening of the historic 1928 Geneva Theater Building. The theater opened for business on March 1st. There were 27 people who showed up for the opening and watched the movie "Logan". A Grand Opening will probably happen the end of March.

Update regarding future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tour booklet from David Desimone and/or Michael Rehberg. No new information.

Review of recent bills, invoices and the current balance in the 2017 Historic Preservation Commission City Budget. We renewed our membership in the WAHPC for 2017, \$40.00. So far this year, we have spent \$1,083.32.

Update 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. Ken Etten brought to our meeting examples of blocks we could use. We will approach City Council again to see if they will approve of

this plan.

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. As far as we know Dan Draper is O.K. with this. Blaine Oborn will put this on the agenda for next Council meeting. Dr. Platt will go ahead with the Android app. and send copy directly to Blaine Oborn.

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. 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. Mary Tanner received a call from Martha Cucco concerning a missing plaque at the McCullough/Kokodynski house on Geneva St. Ken Etten contacted Ms. Cucco and she confirmed that she ordered a new plaque from Jim Sherrin. Ken told her ordering plaques usually goes through our Commission, but in this case it was O.K. Ken was contacted by Stewart Mathison, 1011 Main St. During research, he found out that his house was built by P.H. Moore in 1911. So we had to order a new plaque for him, as the plaque he has is incorrect. Will replace at our expense. So now we have extra plaques for 1862, 1902 and 1930. Patrick Quinn informed us that the Newcombs that live on Dodge, between Cook and Madison are interested in a plaque. They will have to contact Mary Tanner.

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

April 13, 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, Mary Tanner, Patrick Quinn, Louise Rayppy, Jim Davis. Jackie Getzen and Elizabeth Chappell were absent. Guest: Chris Brookes.

Approval of minutes of Historic Preservation Commission Meeting of March 9, 2017.

Comments from the public and correspondence. Kassie McOمبر, 943 Center St. called Ken Etten about work to be done on her house, as she has a plaque. She is replacing her siding and asked for suggestions on color. He informed her that it is up to the owner what color they want to use.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners. Shoe La La—Exhibit is open through January 6th, 2018. Tuesdays @ Two programs: The West End—May 16th. An Evening With Neal Aspinall—Wed., May 24th, 5:30—7:30 p.m. Fundraising Event—\$35.00 per person.

Update on the reopening of the historic 1928 Geneva Theater Building. Still working on theater. Don't know when the Grand Opening will be. Ken Etten has sent copies of proposals concerning the \$30,000 that the Friends of the Theater are willing to donate in exchange for something of value. Shad Branen has agreed. Sent legal agreement, but haven't heard from him.

Update regarding future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tour booklet from David Desimone and/or Michael Rehberg. Black Point is starting up for the new season. They will have tours on weekends only during the month of May. Some special tours during the week.

Review of recent bills, invoices and the current balance in the 2017 Historic Preservation Commission City Budget. So far this year we have spent approximately \$863.00.

Update 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 will bring our proposal to the Committee of the Whole on the 1st Monday in May. We plan to spend a little over \$1,000.00. Will not present it as a park, as the City is against that.

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 U.W.-Whitewater Innovation Center and discussions with City Attorney Dan Draper re: getting the app in the Apple App Store. As far as we know it has been approved by the City Council. But Ken has not received an official notification of this.

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. Jim Davis and Patrick Quinn are planning to meet with Mike Dunn.

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. Patrick Quinn notified us that a car ran into the fence surrounding Pioneer Cemetery on Warren St. Took part of the fence down. Patrick will try again to contact Carol Cartwright about nominating the cemetery. We will probably have to go a different route. We have no documentation that Cleveland designed the cemetery.

Review of recent Historic Plaque Program applications, replacement of 1902 plaque with new 1911 plaque on Stewart Mathison's house, and the cost of plaques from Timberline Signs raised to \$145.00 each. Mr. Mathison picked up his corrected plaque at Ken's office, will return old plaque to Ken.

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 7:35 P.M.

Respectfully submitted,

Louise M. Rayppy

**AVIAN COMMITTEE MINUTES
MONDAY, MARCH 27, 2017 – 4:30 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Horne at 4:32 p.m.

Roll Call: Present: Chairman Horne, Beverly Leonard, Sarah McConnell, Nikki Scott. Absent: Bob Nordhaus. Also Present: City Administrator Oborn, DPW Superintendent Neil Waswo, Alderman Gelting. Public Present: Harvey Larson and Lois from the Lakeland Audubon Society, Helen Pugh.

Approval of minutes from January 9, 2017 as prepared and distributed
McConnell/Leonard motion to approve. Motion carried unanimously.

Comments from the public limited to 5 minutes. None.

Discussion/Presentation by Helen Pugh on Purple Martins and other Bird City communities

Ms. Pugh gave a presentation on purple martins and how to have a purple martin house be successful and thrive.

Nikki Scott left at 5:19 p.m.

Discussion/Recommendation/Action on Purple Martin Bird Housing

Mr. Horne worries the problem is going to be the monitoring, not the purchasing of the homes. It was suggested to reach out to the High School or perhaps 4H or FFA clubs. Mr. Horne suggested the boy or girl scouts. The committee liked the idea of assigning 2 people per house. Mr. Waswo noted there are 6 purple martin homes the City monitors. Leonard/McConnell motion to proceed with the grant for the purple martin project. Motion carried unanimously.

Discussion/Recommendation on the International Migratory Bird Day Resolution

Mr. Oborn showed the committee the annual resolution. It is normally done in March or April. McConnell/Leonard motion to approve the International Migratory Bird Day Resolution. Motion carried unanimously.

Discussion/Recommendation/Action on the 6th Annual Swift Night Out to be held September 14th, 2017 at the Geneva Lake Museum

Ms. McConnell stated she has been emailing with a potential presenter. The person he has been in contact with does not think they will be able to make it but will assist in helping to find a speaker. Ms. McConnell will proceed with finding a speaker.

Discussion/Recommendation/Action on Avian Committee Website Improvements

Ms. McConnell suggested putting together an informational brochure that can be included with the tax bill or put on the website. Ms. Leonard feels a brochure would be more effective than updating the website. Mr. Oborn said he would get feedback from staff on including another brochure.

Discussion/Recommendation of future agenda items

The committee will discuss the purple martin project and the Swift Night Out.

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

The committee will meet on May 22nd at 5:00pm.

Adjournment.

McConnell/Horne motion to adjourn at 5:37pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE AVIAN COMMITTEE

**GENEVA LAKE MUSEUM
BOARD OF DIRECTORS MEETING
DATE: 3/8/2017**

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

- 5:30 pm

2. Approval of Minutes

- Board approved upon motion

3. Treasurer's Report (Mike Ploch)

- Checked in Mary Olson
- On track

4. Curator's Report (Helen Brandt)

- Ed Schwinn donated NWMA diploma for exhibit
- Lakeshore directory for Fontana, Williams Bay, and Lake Geneva presented to GLM by D. Hagenah

5. Director's Reports

a. Director of Exhibits (Karen Jo Walsh)

- Jim read a short report from Karen confirming all is on track for shoe exhibits to open 4/6/2017
- Agreed to reserve a small play area for children
- Shoe exhibit will be showcased in the Mill Street room

b. Administrative Director (Janet Ewing)

- See report
- 1407 visitors
- 331 Tuesday at Two visitors in February

- Discussion of rack card and costs associated with them (Janet will obtain prices for simple rack cards)
 - Children’s Art Exhibit/International Museum Day 5/13/2017
 - Bake sale on 5/13/2017, too, and donations needed
 - Betty Less retirement party 4/23/2017 from 3:30 – 5:30 pm to honor Betty
 - Annual Meeting will be 4/30/2017
- c. Operations Director (Dale Buelter)
- GLM had security system issue under review—may be weather-related
 - Heavy winds have impacted GLM operations
 - Planning Committee has agreed upon location and construction of 2017 exhibits with 13-week schedule in place
 - Planning Committee also has a budget related to 2017 plans

6. Committee Reports

- a. Nominating (Jim Gee)
- No honorary directors will be nominated in 2017
 - Slate previously presented to and approved by the Board for Board members to be renewed
 - Slate of officers presented to and approved by the Board:
Treasurer: Mike Ploch; Secretary: Lynn Grayson; Vice-President: Jim Gee; President: Ed Schwinn
- b. Fundraising (Pat Gee)
- See report
- c. Marketing and Publicity (Chuck Ebeling)
- No report except as noted in Administrative Director’s report
- d. Membership (Penny Simonetto)
- See report

- 659 members
 - e. Finance (Mike Ploch)
 - No report
 - f. Grants Committee (Beth Whiting)
 - Requested identification of specific items for grant consideration
7. Old Business
- Gift shop updates: 1) added sweatshirts; 2) new children's books; 3) new pouches and tote bags; and 4) featured item on Constant Contact
 - April 6: Shoe Exhibit opening from 5:00 – 7:00
8. New Business
- Special event for Lake Geneva elected and City officials and workers to be coordinated with Ken Howell
 - Suggested student seat on GLM Board—deferred
 - Donor recognition was discussed and increased commercial recognition—an ad hoc committee will be formed
 - University of Chicago/Yerkes Observatory will upgrade its exhibit
 - May have opportunity for Model T on exhibit
9. Adjourn
- 6:45 pm

III. Closed Session

Yes

No

Attachments