



COMMITTEE OF THE WHOLE
MONDAY, MAY 07, 2018 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Howell calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from April 02, 2018 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Introduction of SC Waukesha - New Club Servicing Walworth County Area by Ryan Dover, Site Director, SCW Walworth
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Howell
 - b. Personnel Committee, Alderman Proksa
 - c. Public Works Committee, Alderman Flower
 - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
8. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hedlund & Flower
 - b. Tree Board, Alderman Dunn
 - c. Police & Fire Commission, Alderman Howell

- d. Plan Commission, Alderman Skates
- e. Board of Park Commissioners, Alderman Straube
- f. Library Board, Alderman Halverson
- g. Historic Preservation Commission, Alderman Flower
- h. Cemetery Board, Alderman Howell
- i. Avian Committee, Alderman Proksa
- j. Tourism Commission, Alderman Hedlund & Straube

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

- a. Chamber of Commerce, Alderman Straube
- b. Geneva Lake Museum, Alderman Dunn
- c. Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund
- d. Geneva Lake Environmental Agency, Alderman Proksa
- e. Geneva Lakes Family YMCA, Alderman Flower
- f. Geneva Lake Use Committee, Alderman Dunn
- g. Business Improvement District, Alderman Halverson

10. Adjourn

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

05/04/2018 5:00 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

FINANCE, LICENSE & REGULATION COMMITTEE

TUESDAY, APRIL 3, 2018 – 6:00 PM

CITY HALL, MEETING ROOM 2A

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

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

Roll Call

City Administrator Oborn called the roll and noted that Kordus, Halverson, Hedlund, Howell, and Skates were present. Also present was Mayor Kupsik, Finance Director Hall, City Administrator Oborn, Police Chief Rasmussen, and Parking Manager Mullally

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

Maureen Marks, 834 Dodge St; Spoke in opposition of the language change for the ordinance relating to Committee of the Whole.

Mary Jo Fesenmaier, 1085 Lake shore Dr; Spoke in opposition of the language change for the ordinance relating to the Committee of the Whole.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of March 20, 2018, as prepared and distributed

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

Licenses & Permits

Original 2018-2019 Operator (Bartender) License applications filed by Jennifer Goodfriend and Lucielle Novak

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

Discussion/Recommendation of Temporary Class “B”/”Class B” Retailer’s License for the Walworth County Food Pantry for the event of Taste of Lake Geneva to be held on June 2, 2018 at Flat Iron Park

Motion by Hedlund to approve, second by Skates. Hedlund noted that the event permit was already approved, but that this would just be for the alcohol license. Motion carried 5-0.

Discussion/Recommendation of Event Permit Application made by the Lake Geneva Business Improvement District for the event of the Lake Geneva Arts Festival to be held May 4, May 5, and May 6, 2018 on the sidewalks of the downtown business district and alley between Avant Cycle and the Geneva Theater

Motion by Hedlund to approve, second by Skates. Hedlund noted that they needed the alley for the muralists. Oborn noted that staff had reviewed the plan and recommended approval. Motion carried 5-0.

Discussion/Recommendation of Event Permit Application made by VISIT Lake Geneva for the events of Concerts in the Park to be held July 5, July 12, July 19, July 28, August 2, August 9, and August 23, 2018 at Flat Iron Park, Gazebo and Brunk Pavilion

Motion by Skates to approve, second by Halverson. Skates noted that there will not be a concert the week of Venetian Fest. Motion carried 5-0.

Discussion/Recommendation of Event Permit Application made by Alex Austin for the event of a 3 on 3 Basketball Tournament to be held on one of the following dates and locations: July 21, 2018 in Veteran’s Park, July 28, 2018 in Maple Park, August 4, 2018 in Maple Park, or August 11, 2018 in Maple Park (Park Board approved contingent upon City Attorney review of Insurance; Staff Recommends denying use of Maple Park)

Skates noted that the Park Board did approve the use of Veteran's Park for August 4, 2018 with a rain date on August 5, 2018. Motion by Skates to refer to Council without recommendation and receive clarification on the dates before approval, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation of Event Permit Application made by the Frank Kresen American Legion Post #24 for the event of the Memorial Day Parade to be held on May 28, 2018 with parade route starting on Wisconsin Street and Broad Street ending at Flat Iron Park with a \$25 for Park Reservation Application Fee

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

Discussion/Recommendation of Event Permit Application made by Tony Tiet and Joseph Ceisel for the event of the Tiet/Ceisel Wedding to be held September 2, 2018 in the Samuel Donian Wetland Preserve

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

Discussion regarding the potential purchase and placement of two remote parking payment kiosks

Finance Director Hall stated that she along with Parking Manager Mullally have been discussing placement of a parking ticket payment kiosk within City Hall and potentially one at the Visitor's Center once it is open. Committee discussion included the convenience of this to eliminate pressure on the Police Dispatch center when City Hall is closed on the weekends. Kordus noted that if an issue of it being damaged arose, then the City wouldn't replace it. Finance Director Hall noted that this would need to be more than just a laptop in the lobby and would need to be secure to some extent.

Motion by Skates to authorize the Finance Director to purchase one remove parking ticket payment kiosk for placement in City Hall to be paid from the Parking fund, second by Halverson. Motion carried 5-0.

Update on City's Rolling Six Month Claim Review

City Administrator Oborn reviewed the City's six month claim review.

Discussion/Recommendation of Ordinance 18-3, amending Section 2-230 (b) for the Committee of the Whole to meeting quarterly

Motion by Hedlund to approve, second by Kordus. Oborn noted that the current language states that the committee shall meet monthly. Howell noted that the Committee of the Whole didn't always meet every month, but on a "as needed" basis. Kordus noted that the language could include that the Committee of the Whole meets monthly or at the discretion of the Council President. Skates noted that he would like to see this go to the new Council. Motion to approve failed 2-3, with Halverson, Skates, and Howell voting no.

Update on status of Financial System Change and Utility Functions Transfer

Finance Director Hall noted that the City had a kick off meeting regarding the City's financial software change and is working forward to the switch over. She hopes that the City will be up and running by June 2018.

Discussion/Recommendation of Selection of MSI General to provide architectural and engineering design and project management services for the Riviera Improvement Project and corresponding agreement. (Selection recommended by the Piers, Harbor, & Lakefront Committee on March 27, 2018)

Motion by Howell to approve the selection of MSI General to provide architectural and engineering design, second by Hedlund. Motion carried 5-0.

Motion by Kordus to approve the contracts and corresponding materials pending City Attorney review, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation of Ordinance 18-4, amending Section 90-198 for Docking Facilities Rental Authority to be the City Administrator or his/her designee

Motion by Kordus to approve, second by Hedlund. Hedlund noted that this was discussed at length at Piers and Harbors.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$10,828.43

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

Regular Bills in the amount of \$145,511.73

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

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding Notice of Circumstances of White River Holdings LLC's Claims

Motion by Kordus to convene the Finance, License, and Regulation Committee into Closed Session and to include the City Administrator, City Attorney, and Alderman Flower, second by Hedlund. Motion carried on a roll call vote 5-0. The Committee convened into closed session at 6:51 p.m.

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

Motion by Kordus to reconvene the Committee into open session, second by Hedlund. Motion carried on a roll call vote 5-0. The Committee reconvened into open session at 7:03 p.m.

Kordus noted that there is no action to be taken on the item discussed in closed session.

Adjournment

Motion by Howell to adjourn the meeting, second by Skates. Motion carried 5-0. The meeting of the Finance Committee adjourned at 7:05 p.m.

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

FINANCE, LICENSE & REGULATION COMMITTEE - MINUTES
TUESDAY, APRIL 17, 2018 – 6:00 PM
CITY HALL, MEETING ROOM 2A

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

Call to Order

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

Roll Call

Clerk Kropf called the roll and noted that Howell, Skates, Halverson, and Hedlund were present with Proksa being absent and excused. Others present included Mayor Hartz, City Administrator Oborn, Alderperson Flower, Finance Director Hall, Clerk Kropf, Parking Manager Mullally, and Police Chief Rasmussen

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

David Wingate; Spoke in favor of the Reserve Liquor License being issued to Flat Iron Tap.

Sean Payne; Spoke in favor of the waiver of parking fees for the Farmers Market.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of April 3, 2018, as prepared and distributed

Motion by Skates to approve the minutes of the April 3, 2018 Finance, License, and Regulation Committee Meeting, second by Hedlund. Motion carried 4-0.

Licenses & Permits

2018-2019 Operator (Bartender) License applications filed by Zachary Belanus, Michael Fryar, Kelly Hagren, Robert Peters, Rachael Englehardt, Annette Rude, Johnathon Steltenpohl, David Stinebrink, Timothy Stinebrink, Edward Vogt, Nicholas Grimme, and Cynthia Wisniewski

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

Discussion/Recommendation of Street Banner Permit Application made by VISIT Lake Geneva for the event of Restaurant Week; Banners to be displayed May 1, 2018 through June 11, 2018 (City Administrator to approve banner display; Applicant is requesting waiver of all fees)

Motion by Skates to approve, second by Howell. Hedlund questioned if the City always waived the fees for the banner display for restaurant week. He added that the City should recoup some costs to pay for the labor involved with the set-up and take down of the banners.

Motion failed 1-3, with Howell, Halverson, and Hedlund voting no.

Motion by Hedlund to approve with the applicant paying \$10 per pole for set-up and takedown of the banners, second by Skates.

Halverson feels that the waiver of fees needs to be more consistent. Skates concurred and noted that the City does retain records of what has been paid in the past and would like to see those as a reference point. Motion carried 4-0.

Discussion/Recommendation of Street Banner Permit Application made by VISIT Lake Geneva for the event of Winterfest 2019; Banners to be displayed January 1, 2019 through February 4, 2019 (City Administrator to approve banner display; Applicant is requesting waiver of all fees)

Skates noted that he would like to continue this item to a future meeting. He would like staff to determine the actual costs associated with the setup and take down of the banners.

Motion by Skates to continue the item and direct staff to determine actual costs of setup and take down costs, second by Halverson. Motion carried 4-0.

Discussion/Recommendation of Event Permit Application made by the American Legion Auxiliary for the event of Fourth of July Children's Public Parade to be held on July 4, 2018, Parade route starting at Eastview School and ending at American Legion Post (Requesting waiver of all fees)

Motion by Skates to approve contingent upon payment of the \$25 application fee, second by Halverson. Skates directed staff to collect the application fee, per the ordinance. Motion carried 4-0.

Discussion/Recommendation of Temporary Class "B"/ "Class B" Retailer's License Application (Beer Only) made by the Geneva Lake Arts Foundation for the event of Lake Geneva Arts Festival to be held on May 5, 2018 at 223 Broad Street

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

Discussion/Recommendation of Event Permit Application made by Cindy Forster Fueredi for the event of Maple Park Homeowners Block Party to be held June 30, 2018 at 1005- 1010 Geneva St

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

Discussion/Recommendation of 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 3, 2018 to October 25, 2018 (24 days) from 7:00 am to 2:00 pm with waiver of all parking stall bag fees

Motion by Hedlund to approve, second by Skates. Halverson noted that he is favor of the event, but needs to evaluate how fees get waived and who is eligible. Motion carried 4-0.

Discussion/Recommendation regarding an original application for a Reserve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license by D&D Restaurant Group, INC d/b/a Flat Iron Tap, Agent, Edward Muisenga, located at 150 Center St, Lake Geneva, WI (Quota license with only one available in the City)

Motion by Hedlund to continue this item until criteria of how these types of licenses are issued, second by Skates. Skates added that he would like to see criteria established and would like to have that in the near future to help guide applicants. Motion carried 4-0.

Discussion/Recommendation of Collection Agency Agreement between the Stark Collection Agency and the City of Lake Geneva

Motion by Skates to approve, second by Halverson. Finance Director Hall noted that the City has used Stark for a number of years, but a new signed agreement had not been executed. She added that City Attorney Draper had reviewed the agreement and approved it to form. She further noted that there is no change in fee or cost for the agreement. Motion carried 4-0.

Discussion/Recommendation of Pay Request No. 3 for \$3,150.00 for the City of Lake Geneva White River Disc Golf Course Pedestrian Bridge replacement project

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

Discussion/Recommendation on Glen Fern Construction Payment Request No. 2 for \$77,854.65 for Visitors Center Project from Capital Projects

Motion by Hedlund to approve, second by Halverson. Hedlund added that this is paying in full by the City, but then the City will bill the Visitors Center for their portion of the work. Motion carried 4-0.

Discussion/Recommendation on Glen Fern Construction Change Order Request No. 6 for \$1,466.30 for Flat Iron Park and Visitors Center Project from Capital Projects

Motion by Hedlund to approve, second by Skates. Hedlund noted that this came as the meter boxes needed to be split and moved to comply with state code. Motion carried 4-0.

Discussion/Recommendation of **Resolution 18-R31** Updating the Fee Schedule for the Fire Department

Motion by Hedlund to approve, second by Halverson. City Administrator noted that these changes were approved by the Police & Fire Commission and are necessary as the City now offers paramedic services. Motion carried 4-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$15,714.57

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

Regular Bills in the amount of \$280,259.07

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

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to Room Tax Voluntary Collection Agreement with AIRBNB, INC

Motion by Hedlund to convene the Finance, License, and Regulation Committee into closed session and to include all elected officials and city staff , second by Halverson. Motion carried on a roll call vote 4-0. The Committee convened into closed session at 6:31 p.m.

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

Motion by Howell to reconvene the Finance, License, and Regulation Committee into open session, second by Hedlund. Motion carried on a roll call vote 4-0. The committee reconvened into open session at 6:53 p.m.

Motion by Howell to not take action on the item discussed in closed session, second by Hedlund. Motion carried 4-0. No action taken.

Adjournment

Motion by Howell to adjourn the April 17, 2018 meeting of the Finance, License, and Regulation Committee, second by Skates. Motion carried 4-0. The meeting adjourned at 6:54 p.m.

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

PIERS, HARBORS & LAKEFRONT COMMITTEE
WEDNESDAY, APRIL 18, 2018 – 5:30 PM
CITY HALL, CONFERENCE ROOM 2A

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

Roll Call: Present: Chairman Skates, Ald. Hedlund, Halverson, Dunn, Absent: Ald. Straube Also Present: Mayor Hartz, City Administrator, Oborn, and Ald. Flower

Approval of Minutes from March 27, 2018 meetings as prepared and distributed

Motion to approve the March 27, 2018 minutes by Ald. Hedlund, second by Skates. Motion carried 4 to 0.

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

Mary Jo Fesenmaier, 955 George St., Presented a list of questions regarding the Riviera.

Harbormaster's Report

Riviera is full for 2018, and staff is scheduling into 2019.

Discussion/Recommendation on Permits

Ice Castle Inc. winter use of Riviera Beach in Association with the Lake Geneva Downtown Business Improvement District and the Lake Geneva Tourism Commission

Motion to approve the Ice Castle Inc. winter use of Riviera Beach in association with the LG BID and Tourism Commission by Ald. Hedlund, second by Halverson.
Motion carried 4 to 0.

Presentation/Action on Historic Riviera Building Improvement Project by MSI General

Presentation by Jennifer Guslick and Jim Olson
Design Build Process Overview
Project & Roles & Responsibilities
Review Front-end Planning Activities and Schedule
 i. Architectural, Estimating and Historic Preservation Activities
 ii. Overview of City Staff and Community Engagement Actives
Questions & Discussion

Adjournment

Motion to adjourn by Ald. Hedlund, second by Halverson at 6:39. Motion carried 4 to 0.

4/27/2018 3:00pm

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday April 18, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

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

Roll Call - Members present: President Lyon, Ald. Hedlund, Ann Esarco, Mark Johnson and Brett Stanczak. **Staff in attendance:** Josh Gajewski, Jo Busch and Blaine Oborn.

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

Approve Utility Commission Minutes from March 21, 2018 as prepared and distributed
Hedlund/Stanczak motion to approve. Passed 5-0.

Acknowledgement of Correspondence – Communication from Md7 who represent AT&T with regard to Host Tower lease

Alderman Flower arrived at 4:04pm.

Financials Update

Gajewski reviewed the financial information for March. Esarco recommended that insurance payments be entered as a monthly journal entry.

Mayor Hartz arrived at 4:10 pm.

Hedlund/Stanczak motion to approve the March financials. Passed unanimously.

Approval of the March Bills

Flower/Hedlund motion to approve the March bills. Passed unanimously.

Directors Report

Gajewski updated on the AT&T upgrade work at Host Tower and said a formal report should be coming in the next few weeks. There is a question on whether or not the equipment has been placed in the same area that was analyzed during the structural analysis but we are working with the carrier and their contractor to rectify this. The water main portion of the Main Street project was completed on 4/12 and the rest of the project is scheduled to be completed on schedule. There will be a couple of change orders due to the contractor working earlier or later in the day in an attempt to cause minimal disruption to water service to local businesses. Chlorine residuals have been good and all bacteria samples came back safe. We did get some water color complaints when valves were exercised. Well #3 will be covered as an agenda item. At wastewater the equipment repairs needed after the power surge have now been completed and a kickoff phone conference was held with MSA to get the Capacity Analysis and Master Planning (CAMP) project underway. Oborn said this project is timely as enquiries are coming in for properties that we do not currently service. Wastewater is looking at areas to be televised this year and next. We continue to work with City Hall with regard to office functions and the software upgrade coming soon. We are also looking at our current IT status ahead of the software upgrade. We have a meeting scheduled to go over a new option for credit card payments that would be compatible with the new Caselle software. Annual PSC report for 2017 has been submitted. We had tours of both our water and wastewater plants by the Badger High School Environmental class which we will continue to offer as a good way of

interacting with younger age groups and promoting education and awareness. Hwy 120 project has a couple of manholes and valve boxes that need adjusting which we are aware of. We have issued our spring newsletter and posted it to our website and Facebook pages.

Discussion/Action on proposed refurbishment work for Well #3

The primary scope of work was approved in April. The pump has been pulled and line pigging has been completed. The well bore and the well have both been televised. There were minerals and iron bacteria plugging the screen but the bottom of the screen was clear. Problems experienced with pumping were found to be a result of the screen blockage preventing water passing through fast enough to keep the pumping equipment operating. Water Well Solutions recommend treatments that reach well beyond the screened area and extend into the formation of the naturally existing sand and gravel filter. The recommended treatments are brushing of the well casing; an airburst procedure to create explosive type air surges to reach behind the screen; pumping off the well to remove loose materials; an acid mixture injected into the screen and then pushed out into the native formation; Aquafreed CO2 injection to push water out into the native formation unplugging pore spaces and killing off bacteria; allow chemistry and CO2 to be held in the well and aquifer overnight and pump off the following day. To do all of the above would take us \$12.5K over our budgeted amount of \$60K and DNR approval would be required. Discussion was had on Aquafreed and how much we know about this procedure. It is not brand new and has been used over the past ten years or so. The well has already had a HY-RIP treatment and history shows a second one does not have the same desired effect as the first. Water Well Solutions recommend the Aquafreed CO2 injection. It was agreed that we should make sure we do the rehabilitation the right way and take advantage of the latest technology.

Flower/Johnson motion to approve the proposal from Suez (Water Well Solutions) and increase the budget by \$12,500 contingent on Attorney Draper's approval of the insurance liabilities and the contract, and staff approval. Passed unanimously.

Discussion/Recommendation on the Preliminary Draft Special Assessment Report for the Cemetery Road Water/Sewer/Curb and Gutter Extension Project and project implementation plan

Gajewski said he is looking for the following objectives, whether or not to proceed with this project, what the procedure should be for proceeding and any other input from the Commission. We have a preliminary engineering estimate that we can use to proceed with the special assessment process or the alternative would be to put the job out to bid and work with actual numbers. If the project does not proceed we would absorb the cost of the bid process. The other alternative is not to proceed at all. The numbers are high but they include a large contingency as a safeguard against the actual bids coming in higher than any numbers presented in advance at a public hearing. Gajewski reviewed the split of the special assessments for each of the affected lots and which lots are water only or water & sewer. The lots that are not in the City currently would be deferred. Flower said that the engineering estimate needs to be reviewed and we should find out who has jurisdiction on County Rd H in case other utilities have to be moved. Discussion followed. Gajewski broke down the numbers into a yearly cost over 20 years and compared that to numbers without the contingency. The only other option to allow development would be well and septic but Oborn said you could not allow a well and septic with the density of the lots as they currently are. It was agreed that the engineering estimate should be reviewed again before we proceed. No action taken.

Discussion/Recommendation/Action on potential Water Main extension on West Street

Gajewski said he was approached regarding the provision of water and sewer services to a lot on West Street. The lot in question used to be combined with the one next to it and this was serviced off the water main that runs along Main Street. The lot was split into two and the vacant lot was sold. Now the owners of the vacant lot wish to develop it. The problem is that there is no good way

to run water service to this lot as shown on the map in the packet. The developer is suggesting a diagonal lateral to the alley but this is against industry standards. Gajewski recommends the extension of the current water main that runs behind the condos on West Street including the installation of a new hydrant at the end for fire service and flushing purposes. Past practice has been that the developer bears the cost especially when there is only one benefitting property. An alternative would be to special assess the cost to the one benefitting parcel. The consensus is that the developer should bear the cost of extending the water main as recommended by Gajewski. No action taken.

Hedlund/Johnson motion to postpone items 12 (Motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically regarding the requested amendments to the Host Tower lease with AT&T) & 13 (Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session) until the next Commission meeting. Passed unanimously.

Adjourn

Hedlund/Stanczak motion to adjourn. Passed unanimously.

Meeting was adjourned at 5:32 p.m.

/s/ Jo Busch, 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 8, 2018, 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 at 6:01 p.m. by Commissioner Hartz

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard

3. Welcome Commissioner Spyro Condos

Commissioner Hartz introduced and welcomed newly appointed Commissioner Spyro Condos. Condo gave a little history about his service to City government and stated he was happy to be able to serve again after 20 years.

4. Roll call

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

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

6. Acknowledge correspondence - None

7. Approval of the regular meeting minutes of February 8, 2018

Horne motioned to approve the regular meeting minutes of February 8, 2018. Pollard seconded. Motion carried 5-0.

8. City Council Report

City Administrator Oborn stated that Police Union negotiations are still ongoing. Fire Department negotiations are almost complete and will have some financial implications to the budget.

9. Police Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$4,875.28, equipment purchases in the amount of \$3,710.00, for a total of \$8,585.28

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

b. Approval of bills for the month of February 2018, operating in the amount of \$200,513.26, equipment purchases in the amount of \$20,877.45, for a total of \$221,390.71

Jordan motioned to approve the bills for the month of February 2018 with a corrected total of \$221,390.71. Horne seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

c. Approve Resolution Number 18-R10

Decrease Acct # 11 00-00 3468; Designated FB-PD State Seizures, by \$4,446.37

Increase Acct #11 00-00 3480; Undesignated Fund Balance, by \$4,446.37

Jordan motioned to approve Resolution Number 18-R10. Pollard seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

d. Approve Resolution Number 18-R11

Decrease Acct #11 00-00 3467, Designated FB-PD Donations, by \$2,167.71

Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$2,167.71

Horne motioned to approve Resolution Number 18-R11. Condos seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

e. Approve Resolution Number 18-R12

Increase Acct # 11 00-00 3439, Designated FB-PD Uniform Allowance by \$1,614.76

Decrease Acct # 11 00-00-3480, Undesignated Fund Balance by \$1,614.76

Jordan motioned to approve Resolution Number 18-R12. Horne seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

f. Discussion/Action year end 2017 Budget report

Jordan motioned to continue Agenda item to the next PFC meeting. Pollard seconded. Motion carried 5-0.

Chief Rasmussen stated that the budget report was not complete and would like to present it next month for approval.

g. Discussion/Action 2017 Annual report

Pollard motioned to accept the 2017 annual report. Jordan seconded. Motion carried 5-0.

There were roughly 1200 more calls in 2017 than the previous year.

h. Discussion/Action - Confirm Reserve Officer Hiring list

- Nathan Soeth
- Chad Murphey
- Steven Wolke
- Jason Brown

Pollard motioned to confirm the Reserve Officer Hiring list as listed above. Horne seconded. Motion carried 5-0.

i. Discussion/Action on full time officer hiring/eligibility list

Pollard motioned to approve the full time officer hiring/eligibility list until exhausted. Jordan seconded. Motioned carried 5-0.

Chief Rasmussen would like to approve the eligibility list until exhausted.

2018 Eligibility list: 1. Michael McBride 2. Nathan Soeth 3. Jessica Muth 4. Eric Swan 5. Michael Specht 6. Steven Wolke. Peer interviews and Command staff interviews were conducted and the list was unanimously decided. Chief Rasmussen would like the new officer to begin April 2, 2018 to be trained by summer. The new officer replaces Retiree Jeff Nethery's position.

j. Discussion/Action regarding Purchase of department handguns

Horne motioned to approve the purchase of department issued handguns per general order. Condos seconded. Motion carried 5-0.

Chief Rasmussen stated he would like approval for a retired officer to purchase their department issued handgun for the trade in value based on the department's General Order.

k. Discussion Highway 50/Main Street Road Construction

Chief Rasmussen discussed the road construction shut downs and accommodations are being made for rerouting traffic and detours. Hartz expressed concern for emergency rerouting of emergency vehicles. Chief Rasmussen and Chief Peters stated that accommodations have been made for routing emergency vehicles. Administrator Oborn thanked Chief Peters, Chief Rasmussen and the police departments for being so accommodating and helpful regarding the construction process. The Police Department will be helping to keep the public notified on the road closures.

l. Discussion/Action Middle School Resource Officer

Chief Rasmussen would like to start looking to staff another Full Time School Resource Officer. Chief Rasmussen believes that there will be grants coming out and he would like to be prepared. The second Resource Officer would be staffed half time at the middle school and half time in the feeder schools. Currently the High School pays ½ the salary of the School Resource Officer. Pollard asked if it would be possible to ask the school to pay more money

toward the School Resource Officer positions. The Commission felt it was a good idea to be prepared for a second School Resource Officer. Chief Rasmussen will contact the school administrator and discuss with him.

m. Discussion/Action on Training Room Use

Hartz motioned to approve the Training Room Use application form. Horne seconded. Motion carried 5-0. The wording for the form was approved by City Attorney Draper.

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

o. Discussion - Monthly activity reports/Crime trends

| | | |
|---|---------------|--------------------|
| 2018 Dispatch activity for February 2018: Telephone calls–2,398 | 911 Calls–168 | Window assists–797 |
| 2017 Dispatch activity for February 2017: Telephone calls–2,241 | 911 Calls–144 | Window assists–795 |

| | |
|---|--------------|
| 2018 Patrol activity for February 2018: Calls for service–1,223 | Arrests -135 |
| 2017 Patrol activity for February 2017: Calls for service–1,076 | Arrests - 78 |

Chief Rasmussen handed out some reports and articles regarding current crime trends including opioids/drug use and use of technology. The crime reports will be discussed at the next meeting.

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

- Anthony Camodeca- Sergeant Hinzpeter, Detective Ecklund, Officer Greetham, Officer McNeil
- Cub Scout Troop

10. Fire Department Business

a. Approval of bills for the month of December 2017, operating in the amount of \$1,289.00, Equipment Purchases in the amount of \$1,980.00, for a total of \$3,269.00

Pollard motioned to approve the bills for the month of December 2017. Jordan seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

b. Approval of the bills for the month of February 2018, operating in the amount of \$86,211.07, Equipment Purchases in the amount of \$30,509.54, for a total of \$116,720.61

Horne motioned to approve the bills for the month of February 2018. Condos seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

Chief Peters noted that equipment repairs are at 41% because an intake valve had to be replaced on engine #1. Also Account 11-22-00-5820 State Mandated Equip Testing is at 34.6% because the bulk of the testing has been completed.

c. Approve Resolution number 18-R13

Increase Acct #11 00-00 3449, Designated Fund Balance –EMS Act 102, by \$2,277.37

Decrease Acct#11 00-00 3480, Undesignated Fund Balance, by \$2,277.37

Horne motioned to approve Resolution number 18-R13. Pollard seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

d. Approve Resolution number 18-R14

Increase Acct #11 00-00-3438, Designated Fund Balance–Fire CPR Revenue, by \$1,097.98

Decrease Acct #11 00-00 3480, Undesignated Fund Balance, by \$1,097.98

Jordan motioned to approve Resolution number 18-R14. Horne seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

e. Approve Resolution number 18-R15

Decrease Acct #11 00-00-3437, Designated Fund Balance-Fire Donations, by \$6,933.98

Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$6,933.98

Pollard motioned to approve Resolution number 18-R15. Jordan seconded. Roll call vote: Jordan –Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0.

f. Discussion Monthly EMS Medical Billing/Stark Report

Pollard asked if there had been any feedback regarding the meeting last month with Eric Kiefer. Chief Peters stated nothing further had been discussed, however, when talking with other fire departments about billing, EMS billing

services does the best job compared with other companies. Chief Peters advised that the department will be looking at different services and companies when the contract is up and Horne volunteered to help with the committee.

g. Discussion Monthly Fire Department report overview/Call Summary Report

Chief Peters highlighted the monthly fire department report. Personnel Spotlight: Firefighter/Paramedic Peter Diehn has worked for the department since August 2010. Firefighter Diehn also assists with the Fire Prevention Bureau by performing fire inspections, etc. and is the department's unofficial department photographer. Chief Peters noted the calls for service and stated that there are multiple times when there are three calls for service at once. Chief Peters asked if the Commission still wanted the EMS summary report each month as it was once used as a comparison with the Paratech report. The Commission agreed they still wanted the report.

h. Discussion – LGPD OPS 101, Spring 2018

June 9, 2018 at 8 a.m. is the tentative LGPD OPS 101 date. More information will follow.

i. Discussion-Paramedic Service Upgrade Update

Captain Detkowski reported the Paramedic Service Upgrade application is currently under review with the State. The skilled providers from the hospital are pleased with the quality paramedics on the Fire Department. The necessary equipment needed for the update has been ordered and is minimal. The target date is still April 1, 2018.

j. Discussion/Action-Approval of Lexipol Policies

- 325 Performance of Duties
- 327 Traffic Accidents
- 328 Line of Duty Death and Serious Injury Investigations
- 331 Ride Along Program
- 333 Chaplains
- 336 Response Cancellation
- 500 Patient Care Reports
- 502 Patient Refusal of Pre-Hospital Care
- 505 Controlled Substance Accountability
- 506 Hospital Determination
- 600 Fire Apparatus Driver Operator Training
- 607 Heat Illness Prevention Training
- 611 Respiratory Protection Training
- 908 Respiratory Protection Program
- 1009 Reporting for Duty
- 1010 Emergency Recall
- 1016 Personal Projects on Duty
- EMS Training Officer Job Description

Pollard motioned to approve the Lexipol policies listed above as amended. Jordan seconded. Motion approved 5-0. Captain Detkowski presented the Lexipol policies and explained the procedure to Condos.

k. Items to be forwarded to City Council

Police Department resolutions, 2017 Annual Report and Chief Top Five Incidents

Fire Department resolutions, Monthly report, OPS 101 date (Notice will be sent when exact date and information is set per Chief Peters)

11. Agenda items for the next regular meeting April 5, 2018

2017 Police Budget report; Crime trends

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 over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Reserve Officer Jonathan Landis. Jordan motioned to go into closed session. Condos seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0 at 7:26 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)
Horne motioned to return to open session. Condos seconded. Roll call vote: Jordan -Y, Horne-Y, Condos-Y, Pollard-Y, Hartz-Y. Motion carried 5-0 at 7:38 p.m.

14. Discussion and action on closed session items if needed.
Condos made to accept the resignation of Reserve Officer Jonathan Landis. Jordan seconded. Motion carried 5-0.

15. Adjourn
Jordan motioned to adjourn the meeting. Pollard seconded. Meeting adjourned at 7:39 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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, APRIL 5, 2018, 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 6:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Horne

3. Roll call

Commissioners Horne, Condos, Pollard, Jordan and Hartz were present. Also present: Police and Fire Commissioner Liaison Howell, Fire Chief Peters, Police Chief Rasmussen, Police Lieutenant Gritzner and Confidential Administrative Assistant Papenfus

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

5. Acknowledge correspondence - NONE

6. Approval of the regular meeting minutes of March 8, 2018

Horne motioned to approve the regular meeting minutes of March 8, 2018. Jordan seconded. Motion carried 5-0.

7. City Council Report

Alderman Howell had nothing to report

8. Fire Department Business

a. Approval of the bills for the month of March 2018, operating in the amount of \$100,401.06 Equipment Purchases in the amount of \$257,454.91, for a total of \$357,855.97.

Jordan motioned to approve the bills for the month of March 2018. Horne seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0.

Chief Peters stated that CPR revenue was at 78.7% for the year because several CPR classes have been performed. Ambulance repairs account #11-22-00 5240 is high because Ambulance 1 needed some major repairs.

b. Discussion/Action EMS/Stark Medical billing

Chief Peters stated the billing process was only through March 9 because there were some software modifications and some dates were missed but will be picked up next month.

c. Discussion Monthly Fire Department Report Overview

Chief Peters gave an overview of the monthly report. Firefighter/Paramedic Tietz was the employee spotlight and has been with the department since 2011. He is also a full time firefighter in Kenosha.

d. Discussion/Action - Assisting other agencies during Hwy 120 & Main St construction
Chief Peters stated that the City of Lake Geneva will be aiding Town of Lyons Fire Department from the city limits to the bridge on Highway 12. The department will also cover this side of the lake for the Town of Linn Fire Department during construction.

e. Discussion - Paramedic Service Upgrade

The Division of Public Health-Office of Preparedness and Emergency Health Care-Emergency Medical Services Section has approved the Paramedic Service Upgrade for the City of Lake Geneva Fire Department. The program went live on April 1, 2018. The medical director is happy with the department's training level and knowledge. The paramedic service has already been used on several calls.

f. Discussion/Action - Acceptance of Donation

- Lake Geneva Jaycees
- Lake Geneva School of Cooking

Condos motioned to accept the \$5,000.00 donation from the Lake Geneva Jaycees for four season jackets and the \$5,000.00 donation from the Lake Geneva School of Cooking towards the Craig Collins Memorial Fund. Horne seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0.

Chief Peters stated the Lake Geneva Jaycees donated \$5,000.00 for four season jackets and the Lake Geneva School of Cooking donated \$5,000.00 towards the Craig Collins Memorial Fund and Chief Peters asked the Commission to approve the donations.

g. Discussion/Action - Hiring of personnel Pending background

- POP Firefighter/Paramedic Ryan Brewer
- POP Firefighter/Paramedic Courtney Jinar

Pollard motioned to accept hiring of POP Firefighter/Paramedic Ryan Brewer and POP Firefighter/Paramedic Courtney Jinar pending background evaluation. Jordan seconded. Motion carried 5-0.

Discussion/Action - Acceptance of resignations

- POP Dustin Roder
- POC Dylan Culver
- POP Rhianna Franz

Horne motioned to accept resignations for POP Dustin Roder, POC Dylan Culver and POP Rhianna Franz. Pollard seconded. Motion carried 5-0.

i. Discussion/Action - Fire Department Fee Schedule Update

Hartz motioned to accept updated fire department fee schedule. Condos seconded. Motion carried 5-0.

Chief Peters presented the updated Fire Department Fee Schedule. The costs are now the same as a local vendor. Medicine charges were also added due to the new Paramedic level. The fee schedule will be forwarded to the Town of Geneva and the City Council for final approval.

j. Discussion - Thank you letter – No discussion/action

- Aurora clinic

k. Items to be forwarded to city council

Department monthly report, fee schedule update and Aurora thank you letter

9. Police Department Business

a. Approval of bills for the month of March 2018, operating in the amount of \$196,565.03, equipment purchases in the amount of \$16,150.08, for a total of \$212,715.11

Horne motioned to approve the bills for the month of March 2018. Jordan seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen stated that Special Equipment, Special Investigations and Training accounts are up so far this year because Lexipol and Morphotrak annual agreements are paid at the beginning of the year and SET equipment was purchased. A lot of training is scheduled at the time of year so the Training account is higher. Condos suggested that the BID district put money toward paying for patrolling the downtown. Administrator Oborn, Condos and Chief Rasmussen will present it at a BID meeting.

b. Discussion/Action 2017 Police Budget Report

Jordan motioned to approve the 2017 Budget report. Horne seconded. Motion carried 5-0.

Chief Rasmussen noted there were some unbudgeted payouts in 2017 including sick payout and Assistant Chief Reuss' retirement benefits. The city covered some of these unbudgeted expenses but not the entire amount, therefore, the police budget was \$8,806.02 over budget.

c. Discussion/Action on Chief Rasmussen Departmental and Professional Goals

Chief Rasmussen reviewed his departmental and professional goals. The Commission was happy with the update and progress.

d. Discussion/Action on hiring confirmation of Full Time Officer Michael McBride

Jordan motioned to accept hiring Full Time Officer Michael McBride. Condos seconded. Motion carried 5-0.

Officer McBride started on April 3, 2018.

e. Discussion of crime trends handout

The current crime trends were discussed. Technology crimes are steadily rising. Technology crimes are time consuming and require extra investigation for the detectives. Horne asked what the 10-year plan would be. Chief Rasmussen said that the plan would include an additional detective and then a data entry person. Alderman Howell suggested that Chief Rasmussen begin meeting with the Personnel Committee to begin a plan to add officers.

f. Discussion follow-up regarding school safety meeting with Dr. Gottinger

Chief Rasmussen stated that he and Hartz met with Dr. Gottinger regarding school safety and adding an additional officer at the middle school. Dr. Gottinger agreed that an additional officer was needed but stated the school could not pay for it because of funding problems. The Commission felt that the school should be able to come to some agreement with the department regarding funding the position.

g. Discussion/Action on acceptance of resignation for Booking Officer Carley Fettig
Horne motioned to accept resignation of Booking Officer Carley Fettig. Pollard seconded.
Motion carried 5-0.

h. Discussion/Action on sponsorship of Booking Officer Karl Springhorn for fall police academy
Pollard motioned to approve fall police academy sponsorship for Booking Officer Karl
Springhorn. Jordan seconded. Motion carried 5-0.

Booking Officer Karl Springhorn presented himself to the Commission and asked for
sponsorship to the academy in fall 2018. Springhorn is currently a firefighter and will be a
booking officer through the summer.

i. Discussion/Action on weekend complaints regarding parking and dispatch

Chief Rasmussen noted that there were lots of parking complaints over the weekend and dispatch
felt that it was becoming a safety issue for the officers. Chief Rasmussen and Hartz met with
Parking Supervisor Mullally to discuss different options for resolving the parking complaint
issues.

j. Discussion/Action on Walmart Grant

Horne motioned to accept grant donation from Walmart in the amount of \$4,000.00. Horne
seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-
0.

Walmart contacted Lt. Way and offered a \$4,000.00 grant to the Police Department. The grant
will be presented to Lt. Way on April 6, 2018.

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

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

| | | | |
|------|---|---------------|---------------------|
| 2018 | Dispatch activity for March 2018: Telephone calls–2,503 | 911 Calls–179 | Window assists– 950 |
| 2017 | Dispatch activity for March 2017: Telephone calls–2,682 | 911 Calls–150 | Window assists– 956 |

| | | |
|------|---|--------------|
| 2018 | Patrol activity for March 2018: Calls for service–1,484 | Arrests -129 |
| 2017 | Patrol activity for March 2017: Calls for service–1,265 | Arrests - 57 |

m. Discussion regarding Thank you letter - No discussion/Action

- Lake Geneva Jt1 Board

n. Items to be forwarded to City Council

Police Department reports, Crime trends handout, Budget report

10. Agenda items for the next regular meeting May 10, 2018

None

11. 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
over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f),
considering financial, medical, social or personal histories, or disciplinary data of specific
persons, which if discussed in public would likely have a substantial adverse effect upon the
reputation of any person referred to: Specifically Crossing Guard Danielle Masoni.

b. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: specifically pertaining to Police union negotiations.

Condos motioned to go into closed session. Pollard seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0 at 7:35 p.m. Chief Rasmussen, Lieutenant Gritzner and Administrative Assistant Papenfus were present in closed session.

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

Jordan motioned to return to open session. Horne seconded. Roll Call vote: Horne-Y, Condos-Y, Pollard-Y, Jordan-Y, Hartz-Y. Motion carried 5-0 at 7:51 p.m.

13. Discussion and action on closed session items if needed.

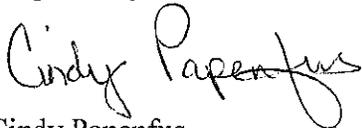
No action.

Before the close of the meeting, Commission Hartz stated it was an honor and privilege to serve on the Police and Fire Commission. He felt he was leaving both the Police and Fire Departments in good standing.

14. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Meeting adjourned at 7:53 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, APRIL 16, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 6:03 p.m.

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

Approve Minutes of the March 19th Plan Commission meeting as distributed.

Horne/Skates motion to approve. Motion carried unanimously.

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

None.

Acknowledgement of Correspondence.

Correspondence was received from Charlene Klein, 817 Wisconsin Street, in favor of the Conditional Use Permit for Horticultural Hall which was distributed to the Plan Commission.

Downtown Design Review

6.A. Application by Harbor Shores Resort, to replace the existing balcony railings with a change to the existing color at 300 Wrigley Drive. Tax Key Nos. ZHC00101 – ZHC00526.

Clint Walsh, Corporate Contractors, on behalf of Harbor Shores, presented the request to change the railing from steel to aluminum with a bronze finish.

Kupsik/ Frederick motion to approve and include all staff recommendations and fact finding.
Roll Call: Kupsik, Skates, Hill, Horne, Frederick voting “yes.” Motion carried unanimously.

6.B. Application by Tara Pippin, 33601 Franklin Street, Burlington, WI, to recover an awning frame above the entrance of the business, The Hive, located in the lower level, at 755 W Main Street. Tax Key No. ZOP00269.

Diane Koen, on behalf of Tara Pippin, presented their request.

Horne/Kupsik motion to approve and include all staff recommendations and fact finding.
Roll Call: Kupsik, Skates, Hill, Horne, Frederick voting “yes.” Motion carried unanimously.

6.C. Application by Michael Cohen, 214 Broadway, Wisconsin Dells, WI, to change an awning store front for the T-Shirt Center at 756 W Main Street. Tax Key No. ZOP00320.

Linda Stevenson, Northtrop Awning Co, presented the request. Commissioner Hill asked for clarification for black and white colors for Downtown Design. Planner Slavney confirmed that the color black is acceptable.

Skates/Horne motion to approve and include all staff recommendations and fact finding.
Roll Call: Kupsik, Skates, Hill, Horne, Frederick voting “yes.” Motion carried unanimously.

7. Review and Recommendation on a Condominium Plat, for a Land Division to create two condominium lots at an existing duplex building currently located at 530 & 532 South Stone Ridge Drive, situated in the Two-Family Residential – 6 (TR-6) zoning, filed by Judith E. Castleman, 530 South Stone Ridge Drive, Lake Geneva, WI 53147. Tax Key No. ZSR00066.

Ted Johnson, Godfrey Law Offices, presented the request. City Administrator Oborn stated two separate water services are needed for the two condo units. Utility Director Gajewski verified the separate services are needed for ownership and maintenance should the units become two separate parcels.

Skates/ Horne motion to continue item #7 to amend the documents and separate the existing water services for each condo unit to the satisfaction of the Utilities Director.

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

8. Review and Recommendation of a Certified Survey Map (CSM) for a Land Division for Kim Pischke of Core Commercial Inc. on the property located at 751 Geneva Parkway, to create three Lots that are 1.54, 1.51 acres and 2.54 acres, respectively with required easements on Tax Key Nos. ZGBC00001, ZGBC00001A, ZGBC00002.

Ryan Cardinal, Cardinal Engineering, on behalf of Core Commercial Inc, presented the CSM for Land Division. Administrator Oborn shared the concern regarding the separation and designating the water line as public on an amended CSM provided tonight at this meeting. The agreement has language which needs to be corrected regarding some access easements. Oborn said there are concerns for the Economic Development Corporation. Planner Slavney stated this CSM is linked to the site plans on the next 3 agenda items. Slavney suggested the CSM approval should be contingent upon on the approval of the 3 site plans.

Alderman Skates addressed the property’s access to Geneva Parkway. Skates reiterated the city staff’s recommendation to limit or cut off access through Keefe’s parking lot to Geneva Parkway. The Fire Department stated the driveway on the east side of the property and the Wal-mart entrance is all that is required. Administrator Oborn said the city staff shared their concerns of the driveway through Keefe’s parking lot and the applicant chose to keep their proposal as shown. Kim Pischke, of Core Commercial Inc, had a traffic study done on the area surrounding this site & introduced Traffic Engineer, John Bieberitz, of Traffic Analysis Design, who presented his findings. Oborn said Public Works had concerns with the island on Geneva Parkway being close to the driveway entering Keefe’s property. Skates also asked if the study considered the Symphony Bay subdivision being developed south of this property as well as apartments which have been approved the last 2 months. Bieberitz said another traffic study was done for the use of only the eastern driveway as an access point and confirmed the eastern driveway option was sufficient from a traffic operations standpoint.

Kupsik/Horne motion to approve the CSM contingent upon the language change, agreement with the Utility Department and approval of agenda items 9, 10, 11.

Skates/Frederick made an amendment to the original motion of the CSM, limiting access to the existing office building parking lot, by using the southern line of the driveway coming from the east shown on the current site plan drawing C-2, as a cut-off point.

Roll Call for amendment: Kupsik, Skates, Frederick voting “yes.” Hill and Horne voting “no.” Motion carried.

Roll Call for original motion including the amendment: Kupsik, Skates, Frederick voting “yes.” Hill and Horne voting “no.” Motion carried.

9. Review and Recommendation on a site plan review for Lot 1 that is 1.54 acres with required easements on a Certified Survey Map (CSM) proposed by Kim Pischke of Core Commercial Inc. on the property located at 751 Geneva Parkway, Tax Key Nos. ZGBC00001, ZGBC00001A, ZGBC00002.

Ryan Cardinal, Cardinal Engineering, on behalf of Core Commercial Inc, presented the site plan for Lot 1. Administrator Oborn recommended amending the CSM so the driveway to the north of Keefe’s parking lot is on the other lot. Planner Slavney said the staff report was written based on the current site plan. Slavney suggested a recommendation for the site plan to be modified to create a landscaped boundary at the north end of parking lot in Lot 1. Oborn recommended it be contingent upon the CSM in item 8. Draper clarified the CSM is approved by the City Council and the Site Plan is approved by the Plan Commission only.

Skates/Kupsik motion to approve the site plan for Lot 1 with required easements on the CSM to include modified landscaping to create a buffer on the north side of the parking lot, contingent upon consistency with the CSM on item #8 and include all staff recommendation and fact finding.

Roll Call: Kupsik, Skates, Frederick voting “yes.” Hill voting “no.” Horne abstained. Motion carried.

10. Review and Recommendation on a site plan review for Lot 2 that is 1.51 acres with required easements on a Certified Survey Map (CSM) proposed by Kim Pischke of Core Commercial Inc. on the property located at 751 Geneva Parkway, Tax Key Nos. ZGBC00001, ZGBC00001A, ZGBC00002.

Ryan Cardinal, Cardinal Engineering, on behalf of Core Commercial Inc, presented the site plan for Lot 2 which meets all setback, parking and landscaping requirements. Administrator Oborn stated Lot 2 is for one tenant at this time, but if another tenant is added, a Conditional Use Permit would be required. Planner Slavney recommended 3 requirements for the 2nd retail building: (a.) The lowest point in a parapet must be as high as the highest rooftop mechanical; (b.) Metal panels need concealed fasteners; (c.) If two or more tenants occupy the 2nd retail building, a Conditional Use Permit is required.

Skates/Kupsik motion to approve the site plan for Lot 2 with required easements on the CSM, contingent upon consistency with the CSM on item #8, (a.) The lowest point in a parapet must be as high as the highest rooftop mechanical; (b.) Metal panels need concealed fasteners; (c.) Retail Building #2 is limited to a single business. If two or more tenants occupy Retail Building #2, a Conditional Use Permit is required, and to include all staff recommendations and fact finding.

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

11. Review and Recommendation on a site plan review for Lot 3 that is 2.54 acres with required easements on a Certified Survey Map (CSM) proposed by Kim Pischke of Core Commercial Inc. on the property located at 751 Geneva Parkway, Tax Key Nos. ZGBC00001, ZGBC00001A, ZGBC00002.

Steve Schulfer, Sketchworks Architecture, on behalf of Core Commercial Inc, presented the site plan for Lot 3. Planner Slavney shared concern for 3 trees located on the east side of lot, suggesting an alternative location and stated the parapet will be required around the entire Ross building.

Kupsik/Skates motion to approve the site plan for Lot 3 with required easements on the CSM, contingent upon consistency with the CSM on item #8, (a.) The lowest point in a parapet must be as high as the highest rooftop mechanical with the parapet being required around the entire Ross Building; (b.) Relocate 3 trees from the east side of the lot to somewhere between the front of the building and Edwards Blvd, and requiring a revised landscaping plan; (c.) Metal panels need concealed fasteners, and to include all staff recommendations and fact finding.

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

12. Review and Recommendation of a Certified Survey Map (CSM) for Serendipity and Sunsets LLC, PO Box 649, Cary, IL 60013, c/o R.W. Torhorst to make a lot line adjustment for the property located at 962 Mariane Terrace. Tax Key No. ZSY00016.

Richard Torhorst, attorney for the applicant, presented the request which would include a 6 foot easement on the southern portion of the parcel. Staff discussed the need to note the private easement on the CSM.

Kupsik/Skates motion to approve CSM to make a lot line adjustment, to include a note on the survey acknowledging the existence of a possible easement and include all staff recommendations and fact finding.

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

13. Public Hearing and Recommendation on a Conditional Use Permit filed by Serendipity and Sunsets LLC. PO Box 649, Cary, IL, 60013, c/o R.W. Torhorst, for the demolition and new construction of a single family residence located at 962 Mariane Terrace. Property is located within the Estate Residential – 1 (ER-1) zoning district and applicant requests to utilize the Single Family–4 (SR-4) zoning. Tax Key No. ZSY00016.

Scott Lowell, Lowell Custom Homes, on behalf of Serendipity and Sunsets LLC, presented the request.

Speaker#1 Walter Bell, 938 Mariane Terrace, shared concern of the unresolved drainage issue at the present time and asks that the current drainage issue not be made worse with this project.

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

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

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

14. Public Hearing and Recommendation to amend the existing Precise Implementation Plan filed by Geneva Theater, 244 Broad Street, Lake Geneva, WI, 53147, to allow for the installation of an exterior walkup concessions and ticket sales, hanging sign, & sandwich board sidewalk sign located in the Central Business (CB) zoning district. Tax Key No. ZOP00246, ZOP000247, & ZOP000248.

Shad Branen, Lake Geneva Theatre at 244 Broad Street, presented his request which included a wall sign to display movie titles, but not mentioned on the agenda. Slavney stated a hanging sign is permitted by Public Works ordinance since it is in the ROW. However the sandwich board is not allowed per the municipal code but our zoning code does allow a sign with variable messages on the front wall of the building.

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

Hill/Skates motion to amend the PIP for an exterior walkup concessions and ticket sales window, a hanging sign and an affixed wall sign, and include all staff recommendations and fact finding. This amendment does not allow a sandwich board sign.

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

15. Public Hearing and Recommendation on a Conditional Use Permit filed by Austin Pier Services Inc., applicant Darrell Frederick, for the owner Peggy Roth Trust 837 Bayview Drive located in the Estate Residential (ER-1) zoning, Lake Geneva, WI 53147, to construct a new Pier for George & Peggy Roth located at 837 Bayview Drive. Tax Key No. ZGR00007.

Tyler Frederick recused himself from this agenda item. Planner Slavney presented the request, noting the Plan Commission reviews pier requests in addition to the DNR review. The proposed facilities meet our pier and setback requirements. Slavney recommends approval of the CUP contingent on the DNR approval.

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

Kupsik/Skates motion to approve the Conditional Use Permit and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Hill, Horne voting “yes.” Frederick abstained. Motion carried.

16. Public Hearing and Recommendation on a Conditional Use Permit amending an existing site plan for the Farmers Market for the Horticultural Hall located at 330 Broad Street, applicant Sean Payne, 127 Summer Street, Genoa City, WI 53128. The proposed site plan to include the use of the public alley located in the Central Business (CB) zoning from April to October every Thursday and allow for the sales of homemade, home grown products: cheese vegetables, bread, fruit, flowers, hummus, oils, crapes, empanadas, sauces, desserts, popcorn, seafood, coffee, and crafts. Tax Key No. ZOP000163.

Sean Payne, 127 Sumner, Genoa City, presented the request. Payne clarified the Farmers Market takes place from April through October, not to October. Administrator Oborn stated this permit has gone through the Public Works Committee due to the ROW and alley which concluded with all staff in agreement.

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

Hill/Skates motion to approve Conditional Use Permit to include the use of the public alley and include all staff recommendations and fact finding.

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

17. Public Hearing and Recommendation on a Zoning Map Amendment for the property located at 100 North Edward Blvd. for TC Productions LLC. The request is to change the current zoning from Planned Development (PD) to Planned Business (PB). Tax Key No. ZA196100004.

Peter Juergens, 2689 Sunset Blvd, on behalf of TC Productions LLC, present the request. Planner Slavney stated this request meets requirements of the Planned Business zoning and is consistent with other business zoning along Edwards Blvd. and the Comprehensive Plan.

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

Kupsik/Horne motion to approve the Zoning Map Amendment and include all staff recommendations and fact finding.

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

18. Public Hearing and Recommendation on a Conditional Use Permit by TC Productions LLC for the property located at 100 North Edwards Blvd., to construct a new commercial building to be used as a Commercial Indoor Entertainment (Magic Theater) land use classification section 98-206(4)(h). Tax Key No. ZA196100004.

Pete Juergens, 2689 Sunset Blvd, on behalf of TC Productions LLC, presented the request. Juergens explained the exterior building materials to be used including stone work and horizontal lap siding. The applicant requested a change in the building material, from vertical corrugated steel to lap siding, since the ordinance prohibits exposed fasteners, which was needed for the corrugated steel installation.

Speaker #1: John Koons, 7243 Lawton Avenue, property owner west of the project location, was concerned about privacy and was interested in what will be done with the west side of the site and phase 2 of this project.

Speaker #2: Gary Dunham, 614 Sage Street, also working with applicant, said the future limitations on this site states much of the parking lot is necessary for the Magic Theatre and the future tenant size will be limited as well.

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

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

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

19. Public Hearing and Recommendation of a proposed Ordinance Regulating Tourist Rooming Houses / Residential Short Term Rentals.

Planner Slavney summarized the proposed Tourist Rooming House/ Residential Short Term Rentals Ordinance. Slavney reiterated the Common Council will set the fees for this Ordinance.

Speaker #1: Doug Wheaton, 1516 N Country Club Pkwy, Elkhorn, on behalf of the Board of Directors of the Lakes Area Realtors Association, shared support of City regulation but asks the fees to be reasonable. Wheaton also requested specific regulations based on other municipalities.

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

Kupsik/Horne motion to approve the proposed ordinance regulating Tourist Rooming Houses/Residential Short Term Rentals and include all staff recommendations and fact finding.

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

Adjournment. Hill/Kupsik motion to adjourn at 8:48 pm. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

Board of Park Commissioners' Minutes
Wednesday, March 28, 2018 – 6:30pm
City Hall, Meeting Room – 2nd Floor

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

Staff Present: Neil Waswo (Street Superintendent)

Public Present: Charlene Klein, Mary Jo Fesenmeier, Mike Coolidge (YMCA), Candice Kirchberg (Tree Board), Alex Austin

Approval of Minutes from prior meeting:

Motion by Swanson/Philipps to accept minutes of February 28, 2018 as presented.

Motion carried.

Comments from public limited to 5 minutes:

Candice Kirchberg: Advocated for separately fenced section for small dogs within the larger dog park.

YMCA/Veterans Park Report

Mike Coolidge presented monthly calendars with planned events at Veterans Park. Registration for baseball will take place through the month of April. Games start mid-May and run through July. Work on the diamonds will begin the middle of April. All diamonds will be used, including field 5. Molitor Field will also be used. Basketball courts will be used for pickle ball on Tuesdays and Thursday from 10-12pm. The YMCA will be maintaining the fields, and the basketball courts.

Permits/Park Donations:

Motion by Skates/Kupsik: recommend acceptance of tree donation by Judy Huemann family. Burr Oak tree to be planted in Library Park.

Motion carried.

Motion by Skates/Kupsik: recommend acceptance of permit application as submitted by Visit Lake Geneva for the use of Flat Iron Park, Gazebo, and Brunk Pavilion for Concerts in the Park on July 2, 12, 19, 26 and August 2, 9, and 23 from 6-8pm.

Motion carried.

Motion by Swanson/Skates: recommend acceptance of permit application as submitted by Alex Austin for the use of Basketball Courts at Veterans Park for 3 on 3 tourney on August 4 (rain date August 5) from 8am – 8pm. Conditioned on approval by city staff of adequate and proper insurance. Motion carried.

Motion by Swanson/Quickel: recommend acceptance of permit application as submitted by the American Legion for the use of Flat Iron Park and Brunk Pavilion on May 28, 2018 from 10-11:30am for the Memorial Day Parade. Conditioned on payment of the \$25 application fee.
Motion carried.

Motion by Kupsik/Skates: recommend acceptance of permit application as submitted by Tony Tiets and Joseph Ciesel for the use of Donian Wetland Preserves on September 2, 2018 from 3-6:30 pm for wedding ceremony.
Motion carried.

Park Assignments/Repair Update/Maintenance

West End and downstairs Rivera bathrooms are open. Veterans Park bathrooms will open next week. Other bathrooms mid-May. Dog park water will be turned on mid-May.

Renewed True Green contract for summer, contract covers Flat Iron, Library Park, and City Hall.

Flat Iron, Seminary, and City Hall groomed. Seminary and Flat Iron mulched. Parks ready for Easter Egg Hunt.

Much appreciation to City staff for the maintenance of our lovely parks.

New Business

None

Old Business

Impact Fee Report

March 2018 balance is \$48,762.66 including \$12,563.35 Park Fund, \$21,199.31 Impact Fees and \$15,000 fund balance commitment for Adaptive Playground Equipment at Veteran's Park. Impact Fees must be spent by December 31, 2024.

Wish list Development

Neil Waswo will maintain this list and present it to the Park Board at its monthly meeting.
Smaller Dog Park within Dog Park – Carried forward, need to gauge community interest.

Motion by Kupsik/Quickel: recommend purchasing and installing at Skate Park a shelter (\$7,980) and bleacher (\$2,395) plus shipping fees for a maximum expenditure of \$11,000.
Motion carried.

Insurance Claim Payment from Veterans Park – the City received approximately \$20,000 from the insurance claim for playground equipment damage in Veterans Park. Skates to determine how to get those dollars allocated to the Parks budget for replacement of Park equipment.

Dog Park Usage Rules – Carried Forward, B. Olsen will gather information.

Small dog park fencing within Large dog park – carried forward

Manning Way Park Dedication

Motion by Skates/Swanson to dedicate Manning Way Park on April 28,2018, at 9:30 am.
Motion carried.

Future Meeting Agenda Items Old:

Impact Fee Report (Continual)

Wish List (Continual)

Report on Insurance Claim Payment for Veterans Park Equipment Damage

Dog Park Usage Rules

Small Dog Park fencing within larger Dog Park

Future Meeting Agenda Items New:

Next Meeting:

April 25, 2018, at 6:30 pm

Other Meetings:

April 28, 2018, at 9:30 am Manning Way Park dedication

Adjourn

Skates/Swanson: Motion to adjourn at 8:08 pm. Motion carried.

/s/ Ann Esarco, Park Board President

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

BOARD OF PARK COMMISSIONERS MINUTES

WEDNESDAY, APRIL 25, 2018 AT 6:30 PM

CITY HALL, CONFERENCE ROOM 2A

Call to order by David Quickel at 6:30 pm

Roll Call:

Present: David Quickel, Brian Olsen, Barbara Philipps, Peggy Schneider, Lynn Hassler, Mayor Hartz, and Ald. Shari Straube. Absent: John Swanson. Also Present: City Administrator Oborn and Street Superintendent Neil Waswo.

Approval of Board of Park Commissioner meeting minutes from March 28, 2018

Motion to approve the March 28, 2018 meeting minutes by Barbara Phillips, second by Brian Olsen. Motion carried unanimously.

Comments from the public limited to 5 minutes

Dick Melman, N1991 S. Lake Shore Drive, Place Park Board packet on the website and specifically interested in the Ice Castle.

Report YMCA/Veterans Park activities

Neil received an email from Mike that the programs have started and the YMCA summer calendar was sent.

Permits/Park Donations

A. Discussion/Recommendation: Buffalo Grove Cheerleading Camp, Flat Iron, June 13-15, 2018

Motion to approve by Brian Olsen, second by Lynn Hassler. Motion carried unanimously.

B. Discussion/Recommendation: Hoff Wedding, Donian Park, July 4, 2018

Motion to approve by Brian Olsen, second by Peggy Schneider. Motion carried unanimously.

C. Discussion/Recommendation: Ice Castle, Riviera Beach or Seminary Park, October, 2018 to April 2019.

Oborn noted that the application for Seminary Park or the Riviera Beach with the choice of which won to be determined and a \$20,000 payment for application fees and staff time from the Tourism Commission. Motion to approve by Brian Olsen, second by Peggy Schneider. Motion carried unanimously.

Discussion on Park Assignments/repair update/maintenance

Neil stated restrooms were open, Visitors Center construction underway, and Purple Martin bird houses are being set-up.

New Business

- A. None

Old Business

A. Discussion/Recommendation: Impact Fee Report (Continual)

Mayor reported that the Finance Director is doing a resolution designating insurance proceeds on damaged Veterans Park playground equipment to Parks

B. Discussion/Recommendation: Wish List (Neil Waswo)

No discussion and to be continued.

C. Discussion/Recommendation: Dog Park Usage Rules

Tabled for next meeting

D. Discussion/Recommendation: Small Dog Park Fencing within Larger Dog Park:

Waswo provided proposed plan from input from previous meeting with cost of around \$10,000. There was discussion on the need for the Small Dog Park. The direction was to do outreach on the need and consider a donation or fee box.

Future meeting agenda items

Next meeting will be on May 23, 2018

Adjourn

Motion to adjourn by Brian Olsen, second by Lynn Hassler. Motion carried unanimously.

cc: Aldermen, Mayor, Administrator, Media



LAKE GENEVA PUBLIC LIBRARY

MINUTES

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

Call to order

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

Roll Call

Members present: Brookes, Dinan, Gelzer, Kersten, Kundert, Lafrenz, Oppenlander

Excused: Halverson, Lyon

Also present: Kornak

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

Gelzer/Lafrenz motion to approve the minutes of the February 8, 2018, meeting. Motion carried unanimously.

Finance

Kundert reviewed February expenditures. The Finance Committee recommended approval of expenditures of \$50,443.81 from the general fund. Lafrenz seconded recommendation. Motion carried unanimously.

The Finance Committee recommended approval of expenditures of \$17,445 from impact fees. Gelzer seconded recommendation. Motion carried unanimously.

\$1500 of designated funds (youth) transferred into donated account.

President's Report

- Oppenlander suggested each committee choose a secondary chair
- Oppenlander requested staff and patron feedback on road closure

Building and Grounds

- Discussion of areas with water leaks
- Discussion of door venting. Lafrenz/Kersten motion to invest in the same heater used at city Hall, set up and approved by the fire department. Motion carried unanimously.



LAKE GENEVA PUBLIC LIBRARY

Director's Report

- Kornak reported library statistics and programs, update on LED lighting bids, office door modifications, space heater policy, parking during Main Street construction, and camera and panic button installation.

Committee Reports

Personnel

- Request for meeting referred to Halverson.

Strategic Planning

- Gelzer gave progress report
- Work Group developing a scope of work for the planning session
- Preparation to retain a consultant to facilitate planning session
- Gelzer/ Brookes motion to authorize the Ad Hoc Strategic Planning Committee to secure the services of a consultant for planning session with budget not to exceed \$10,000 without approval of the full Board of Trustees.
- Working Group preparing to interview representatives from City of Lake Geneva, Visit Lake Geneva, YMCA, Lake Geneva Schools

City Liaison

Halverson excused to attend road construction meeting.

Friends of Library Report

Kundert reported the Friends fiscal year is changing to calendar year. Annual meeting, membership year, and elections will remain April to April. Brookes reported on progress of park permit for Authorfest and pending partnerships for Annual Meeting.

Adjournment

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

Next meeting: Thursday, April 12 at 8:00 a.m., Smith Meeting Room.

Respectfully submitted,
Chris Brookes, Secretary



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Ad-Hoc Strategic Planning Committee Meeting
Wednesday, March 28, 2018 6:15 p.m. – 7:45 p.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

Gelzer called the meeting to order at 6:15 p.m.

Roll Call

Members present: Brookes, Gelzer, Kundert, Halverson, Lafrenz, Lyon, Oppenlander

Also Present: Library Director Kornak

Excused: Gramm, Kersten, Barnard (latter from UW-Whitewater consulting)

Minutes:

Kundert/Lafrenz motion to approve the minutes of the February 28, 2018 meeting. Motion carried unanimously.

Old Business:

Gelzer reported on the completion of the Archive project. All items have been catalogued and a finding aid developed; to be reviewed by the Foundation and Trustees; staff to be trained on maintaining process. The Foundation's grant was a significant step forward for the care, preservation and cataloging of valuable archives. Thanks to Fritz Oppenlander observations, we have included an employee training component in the project. Staff should now be able to handle things going forward.

New Business:

Regarding planning activities, Kornak reported the community interviews are in progress, led by Art Barnard. Patron and non-patron survey questions are being developed by Whitewater team. Phone interviews expected to be completed in 5 days from the time the survey is ready; patrons will be surveyed by e-mail; staff engagement surveys will also occur, in later April or early May. April and May are very busy months for this project.

Discussion:

- Committee reviewed the WI DPI comparison spreadsheet presented at the last meeting.
- **Library visits:** Committee is in favor of visiting other high performing libraries.
- **Planning session:**



LAKE GENEVA PUBLIC LIBRARY

- Five consultants have been contacted; waiting for bids, workgroup will interview up to 3.
- Discussion of dates, venue, and participants, still some sorting out on timing and venue.
- **Calendar:**
 - For a subsequent meeting: Review of key components identified as heavily influencing library development since 1950s. Summaries will be reviewed by committee members and others.

The Key Components of “How We Got Here, Part 2 and reviewers are:

- Evolution and development of The Friends (Brookes, Gramm, Friends)
- Evolution and development of The Foundation (Oppenlander)
- Prior strategic planning discussions (Gelzer, Brookes)
- Responses to shelved building campaign and financial incident (Kundert, Kersten)

April Activities:

- Survey those serving on the Boards of Trustees, Foundation, and Friends. (Workgroup draft)
- Finish (tentatively) community contact interviews. (Barnard, Kornak)

It was generally agreed this was a busy time and much to look forward to in the coming weeks.

Kundert/Halverson motion to adjourn at 7:20 PM; the Chair noted a 25 minute credit to be available for a future meeting. Adjournment Motion carried unanimously.

Respectfully submitted,

Chris Brookes, Secretary

Next meeting: (note change) Tuesday, April 24, 2018 6:15 PM
Location Lake Geneva City Hall, Conference Room 2A



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, April 12, 2018, 8:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

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

Roll Call

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

Also present: Kornak

Disposition of minutes of previous regular meeting and any intervening special meeting(s)
Gelzer/Dinan motion to approve the minutes of the March 8, 2018, meeting. Motion carried unanimously.

Public Comments

None

Finance

Kundert reviewed March expenditures. The Finance Committee recommended approval of expenditures of \$47,799.79 from the general fund. Kersten seconded recommendation. Motion carried unanimously.

Kundert distributed a draft of capital projects for long-term planning to be discussed in May.

Bids for repairs on the East side entry door and Lakeside door were reviewed. Finance Committee recommended accepting bid from Scherrer of \$3,180.00 for East side entry door and \$1,645.00 for Lakeside door, pending information from City regarding building code requirements. Recommendation seconded by Gelzer. Motion carried unanimously.

Meeting with Voyager regarding investment accounts will be scheduled in the summer.

President's Report

- A designated chair for committees will be appointed by chair, in case of absence. Consensus agreement.

Director's Report



LAKE GENEVA PUBLIC LIBRARY

- Kornak reported library statistics and programs, construction update, community partnerships
- Facility issues: discussion of LED lighting specs, bids, and request for quotes using existing fixtures; ceiling repair and painting bids
- Press and media coverage
- Personnel: one resignation and new posting
- In-service request: closing Friday, April 27 for staff visits to Hedberg (Janesville) and Beloit libraries, new partners in SHARE
- Food for Fines in May
- Distribution of Trustee Essentials binders containing new WI Public Library Standards
- Lafrenz/Dinan motion to approve meeting dates for 2018-2019 as printed. Motion carried unanimously.
- Annual Meeting: May 10, 2018

Committee Reports

Strategic Planning

- Gelzer reported interviews are in progress, surveys are being prepared, and date for planning session is being finalized.
- Archive review and finding aid is completed, thanks to the Foundation.

Personnel

- Meeting set for June 14, 2018, 10:00 a.m.

Public Relations

- Kersten discussed publicizing Strategic Planning process and upcoming surveys
- Digital sign has been ordered; waiting for delivery and installation date

City Liaison

- Road construction is ahead of schedule
- Election results: discussion of library orientation for new Mayor and Council members

Friends of Library Report

Brookes distributed invitations to the Annual meeting, Wed. April 25, 6:00 p.m. at Eastview School.

Adjournment

Lafrenz/Gelzer motion to adjourn the meeting at 9:30 a.m. Motion carried unanimously.

Next meeting: Thursday, May 10 at 8:00 a.m., Smith Meeting Room.

Respectfully submitted, Chris Brookes, Secretary

Lake Geneva Historic Preservation Commission Meeting Minutes

April 12, 2018 6:30 p.m. at Lake Geneva City Hall

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

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

Approval of minutes of Historic Preservation Commission Meeting of March 8, 2018.

Comments from the public and correspondence. None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Chris Brookes is on the committee to organize this year's Lantern Tour in Maple Park. Tuesdays @ Two: The Columbian Exposition's 125th Anniversary—May 1st; Lake Geneva's "Dollar Princess"—May 15th. New Yerkes Observatory Exhibit at the Museum.

Update on the historic 1928 Geneva Theater Building, restoration work at The Riviera and other local news items relating to the Lake Geneva Historic Preservation Commission. The City hired MSI General of Oconomowoc to plan and complete renovation of the Riviera. It could cost \$ 5 million. The Geneva Theater Actor's Guild will present a full-pledge play sometime this Spring.

Review of newsletter and any updates re: future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tours from David Desimone and/or Michael Rehberg. Black Point will have their first tour on April 28th in conjunction with the Women's Weekend in L.G.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2018 Budget. Our annual budget is: \$3,500.00. So far this year we renewed our membership in the Wisconsin Association of Historic Preservation Commissions with \$40.00. And we also received a check from Nancy Yaeger for \$1,000.00 to go toward the Railroad Site.

Update regarding the Lake Geneva Historic Railroad Site and the plan for the Proposed Historic Railroad Site, meetings with the City of Lake Geneva Street Department and City Arborist, and schedule for work to proceed this year. Will check with Aceves Landscaping to see if they could bring in some additional fill and level the site before installing the pavers. We received a donation of \$1,000.00 from Ed Yaeger Memorial Fund, this will help cover some of this.

Update regarding publicizing the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt at UW-Whitewater Innovation Center, potential photo additions and upgrades, and discussions with Josh Sullivan re: creating of an Android version. Sent an e-mail to Josh Sullivan about developing an Android version. Have not heard back from him yet. David Desimone sent out a press release to various publications, to promote our walking tour app.

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

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. Research will resume in the Spring concerning Oak Hill Cemetery.

Review of recent Historic Plaque Program applications, the cost of plaques from Timberline Signs at \$145.00 each, and creating a list of past plaque recipients. Ken contacted Jim Sherrin to find out if he has a record of plaques that were made. He does not.

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 7:16 P.M.

Respectfully submitted,

Louise M. Rayppy

AVIAN (BIRD) COMMITTEE

MONDAY, APRIL 23, 2018 – 5:00 PM

CITY HALL, CONFERENCE ROOM 2A

Call to order by Chairman Proksa at 5:03 pm

Roll Call: Proksa, Leonard, Swanson, and Rodriguez
McConnell arrived at 5:07 pm

Approval of minutes from January 22, 2018 and February 13, 2018 meetings as distributed.

Motion by Leonard to approve January 22, 2018 meeting minutes, second by Nancy. Motion carried 4 to 0. Leonard agreed to work on February 13, 2018 minutes.

Comments from the public limited to 5 minutes

None

Introduction of Jill Rodriguez as new committee member.

Discuss meeting with Audubon member held on Feb 13.

Met with Helen Pugh for Purple Martin nest check training. No action taken.

Progress report on Purple Martin housing project.

Leonard reported making progress with Nell on installations of Purple Martin houses. Consensus on new location near Dodge St. Tower. Set-up by specialist visit at 10:00 am on 5/29. Order \$299 in supplies. Motion to approve supplies by Swanson, second by McConnell. Motion carried 5 to 0.

Progress report on Swift night planning for 2018.

Sara reserved Museum for Sept. 13th.

Discuss working with museum and library on education opportunities.

Jill to work on library education.

Research on grants and donations.

New donations of \$250.00. Swanson working on Alliant Grant. Also discussed Go Fund Me account for donations.

Discussion/Recommendation of future agenda items

Next meeting on June 11th at 5:00 pm

Adjourn

Motion to adjourn by Swanson at 5:50 pm, second by Leonard. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator

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

TOURISM COMMISSION

WEDNESDAY, APRIL 11, 2018 – 5:00PM

CONFERENCE ROOM 2A, CITY HALL

Meeting call to order by Chairperson Gelting at 5:00 pm

Roll Call: Chairperson Gelting, Ald. Hedlund, Representative Lorenzi, Carstensen, and Fritz, 5:05 pm Ald. Flower arrived.

Also Present: Administrator Oborn, Deputy Clerk Elder, VLG – Ed Svitak, BID Executive Dir, Leech, Mayor Elect Hartz

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

Speaker #1: Nick Vorpagel, here to represent Item 9.c., Love Lake Geneva a podcast, Instagram, and apparel line based on Bridget Leech's experience from working with Milwaukee Home, and Nick Vorpagel's experienced in Podcasting. They're the brainchild of Love Lake Geneva and aim to inspire local citizens to love the town they live in and become ambassadors of our city when we have visitors here; ultimately turning one time visitors into people who stay multiple nights.

Speaker #2: Bridget speaking to Item 9.c. asking as a citizen to develop an experiential promotional campaign. She moved back here kicking and screaming, and as a citizen is looking to build a town that she and her family want to live in. They didn't go to an entity to sell the campaign, because they believe it's about the local citizens. They want to promote things like Sopra's Tuesday \$25 dinner and local coffee shops and they'll work with the BID, VISIT, and other organizations too.

Speaker #3: Sean Payne, President of BID Board asking for support this evening on 9. c. Love Lake Geneva & 10. a. Lodging by the Lake.

Approval of the Tourism Commission minutes from March 14, 2018

Motion by Carstensen to approve the March 14, 2018 minutes, second by Lorenzi. Motion carried 6 to 0 with exception of noting JEM portion orchestrated by VLG, process of Ice Castles managed by Leech.

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

Executive Director, Ed Svitak presented monthly report. Carstensen requested that VLG share the list of participating hotels broken out in the report moving forward. Ald. Flower also requested the report in comparison to other counties be presented at the May meeting.

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

Executive Director, Bridget Leech presented monthly report. Chairman, Gelting requested list of participating Open House Connect Communities to take place on May 19th from 10:00 to 4:00 pm. Leech stated, Horticultural Hall, Geneva Theatre so far.

Discussion/Action on Room Tax Dollars Collected, Financials, Budget, and Disbursements

Administrator Oborn shared monthly room tax numbers.

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

Oborn stated the city is trying to be as stringent as we can be to the state law on Short-term Rentals. Short-term rentals can have it by right, but if don't comply with the ordinance twice their license can be revoked.

Get the ordinance in place, approximately \$2,000 fee, list on the website and let the public do the policing and city will send out citations. Fontana likely to charge \$2,000, county likely to charge \$1,000 currently. No action taken.

Discussion/Action on Tourism Promotion Grant Program and Requests:

Geneva Area Foundation/Horticultural Hall

Charlene Klein said looking to promote mid-week meetings to help generate overnight stays. Requesting \$1,000 for Midwest meeting and promotion. Question from committee member if Horticultural Hall is part of Lodging by the Lake. Noted that it hasn't gone into contract with any entities.

Lake Geneva Attractions (Cruise Line, Canopy Tours, Tristan Christ Magic Theatre)

Tristan Christ and Seth Elder spoke for the request. New partnership opportunity with Lake Geneva Attractions which has highest traction for experiences and a major driver bringing tourists to town. This is a new collaborative effort to create a promotional video for Lake Geneva Attractions. They've developed a website and are planning a Facebook promotion for the video (cost was \$1,800) where each of the three partners will be spend \$2,000 a piece on the Facebook promotion. As a way to incorporate the promotion of overnight stays, they'll offer Lake Geneva Hotels the opportunity to purchase a promotional space by adding in their hotel link/tag on the Facebook post. The promotion will run in the Spring through the Fall.

Love Lake Geneva

Nick Vorpapel & Bridget Leech spoke for the request. A Podcast, Instagram, & Apparel for promotion of Love Lake Geneva. They intend to use coupon codes at events that are trackable. They'll also state where to stay at the end of a Podcast promotion. Someone once told Nick there needs to be, "more things to do then there is time in the day which will essentially drive room nights." Love Lake Geneva will offer coupon codes and if there's a downtown event they will be there to help promote it. There's no intention to profit from Love Lake Geneva and just like the BID any money made will be put back into the LLC. They believe engagement and generating a profit are measures of success.

Ice Castle

Ryan the owner of the Ice Castle project was on spring break. Oborn stated the request is forthcoming.

Additional proposals

None

Discussion/Action on Tourism Municipal Development including:

Cooperative Convention Center

Lodging by the Lake BID Proposal

Leech spoke regarding proposal. Fox Cities Paper Valley Hotel closest example supplemental sales effort with a part-time salary. Appleton reference by Gelting.

Cooperative Convention Center Partners (Library, Horticulture Hall, Hotels in City, Riviera, Museum, Geneva Theater, YMCA)

Incorporate into the Lodging by the Lake including school facilities.

Technology (for conference leased space)

Incorporating wifi into the Riviera, and other tech brought into the Riviera.

Similar tech throughout various meeting spaces in the downtown. If brought on board . Looking for expertise on tech needed for conference spaces.

Convention Space Lease Samples for Partners

Ice Castle

Proposal

City Permit application

Tourism Grant application

Presentation by Leech. Looking to start the process with approval from appropriate committees and City Attorney review/approval. Recommend coming to the Piers meeting on April 18.

The Riviera Building

Promotion/Booking responsibilities

Renovation Update (Timing and Firm/process)

Report by Oborn. MSI General was selected looking at operative use.

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

Can manually survey the hotels to report their numbers.

Discussion/Action/Recommendation on formalizing Mission and Vision Statements

Motion to discuss next month by Flower, second by Fritz. Motion carried 6 to 0.

Future agenda items and next meeting date May 9, 2018 at 5:00 pm.

Motion to go in to Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session for the Tourism Promotional Grant Program Requests

Motion by Hedlund to go into closed session to include staff and Mayor Elect Hartz, second by Flower. Motion carried via roll call at 6:34 pm

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

Motion by Fritz, second by Hedlund to return to Open session. Motion carried via roll call at 7:24 pm.

Motion by Hedlund, second by Lorenzi to approve the Ice Castle contingent upon Permits from the City and Attorney review for \$25,000. Motion carried 5 to 0.

Motion by Flower, second by Lorenzi to fund Lodging By the Lake for three year commitment of \$38,000 per year and per City Attorney review. Motion carried 5 to 0.

Motion by Chairman Gelting, second by Carstensen to fund Horticultural Hall a 50/50 match up to \$1,000 and requiring tracking for promotion of overnight stays. Motion carried 5 to 0.

Motion by Chairman Gelting, second by Fritz to fund a 50/50 match up to \$3,900 for Lake Geneva Attractions and requiring tracking social network impressions for promotion of overnight stays. Motion carried 5 to 0.

Motion by Carstensen, second by Fritz to fund a 50/50 match up to \$2,949 for the Love Lake Geneva campaign and requiring tracking impressions. Motion carried 5 to 0.

Motion by Ald. Hedlund to adjourn at 7:34 pm, second by Lorenzi. Motion carried 5 to 0.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE TOURISM COMMISSION

04/27/2018 5:00pm