



# COMMITTEE OF THE WHOLE MONDAY, JUNE 03, 2019 – 6:00 PM CITY HALL BUILDING, COUNCIL CHAMBERS

## AGENDA

Council President, John Halverson

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

Also Present: Mayor Hartz, Deputy Clerk, Nan Elder

1. Council President Halverson calls the meeting to order
2. Pledge of Allegiance – Ald. Proksa
3. Roll Call
4. Approval of Minutes from May 6, 2019 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **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
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hedlund & Flower
  - b. Tree Board, Alderman Dunn
  - c. Police & Fire Commission, Alderman Skates



- d. Plan Commission, Alderman Skates
  - e. Board of Park Commissioners, Alderman Straube
  - f. Library Board, Alderman Halverson
  - g. Historic Preservation Commission, Alderman Dunn  
Lake Geneva Walking Tour App,  
[https://drive.google.com/file/d/1VcRozuTyBXrx\\_rDLG2VcSm2ax8LkoxDp/view?usp=sharing](https://drive.google.com/file/d/1VcRozuTyBXrx_rDLG2VcSm2ax8LkoxDp/view?usp=sharing)
  - h. Cemetery Board, Alderman Howell
  - i. Avian Committee, Alderman Proksa
  - j. Tourism Commission, Aldermen Hedlund & Straube
8. **COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
- a. Chamber of Commerce, Alderman Proksa
  - b. Geneva Lake Museum, Alderman Dunn
  - c. Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund
  - d. Geneva Lake Environmental Agency, Alderman Skates
  - e. Geneva Lakes Family YMCA, Alderman Flower
  - f. Geneva Lake Use Committee, Alderman Dunn
  - g. Business Improvement District, Alderman Halverson
9. Adjourn

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

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES**  
**TUESDAY, MAY 7, 2019 – 6:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

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

The May 7, 2019 meeting of the Finance, Licensing, and Regulation Committee was called to order at 6:00 p.m. by Chairperson Howell.

**Roll Call**

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

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

None

**Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of April 16, 2019, as prepared and distributed**

Motion by Proksa to approve the minutes of the April 16, 2019 Finance, Licensing, and Regulation Committee meeting, second by Halverson. No discussion. Motion carried 5-0.

**Licenses & Permits**

**2019-2020 Original & Renewal Operator License applications filed by various applicants as listed in packet**

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

**Discussion/Recommendation regarding an application for a “Class A” Intoxicating Liquor License and Class “A” Fermented Malt Beverage License filed by Simple Spirits Inc d/b/a Geneva Liquors, Agent, Sachdeva Rajesh located at 797 S Wells St, Lake Geneva, WI**

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

**Discussion/Recommendation regarding an Agent Change for Kwik Trip #219 to Stephen Abel**

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

**Discussion/Recommendation regarding an Event Permit Application filed by Knockerball Southern Lakes LLC requesting the use of Seminary Park from May 24, 2019 to August 11, 2019 and August 20, 2019 to September 2, 2019 (Monday through Sunday 11:00 a.m. to 10:00 p.m.) to conduct Knockerball**

Motion by Howell to continue to the next FLR meeting, second by Halverson. Motion carried 5-0.

**Discussion/Recommendation regarding Ordinance 19-06 an ordinance amending subsection (1), Finance, Licensing and Regulation Committee, of Section 2-49, Standing Committees, of Article II, City Council of Chapter 2, Administration, of the Municipal Code of the City of Lake Geneva, Wisconsin, authorizing the Finance, Licensing, and Regulation Committee to approve monthly bills**

Motion by Hedlund to approve and refer to Council for first reading, second by Skates. No discussion. Motion carried 5-0.

**Discussion/Recommendation regarding Ordinance 19-07 an ordinance amending Subsection (a), Report to Council, of Section 2-361, Procedure, of Division 2 Claims, of Article VI, Finance of Chapter 2, Administration, of the Municipal Code of the City of Lake Geneva, Wisconsin changing the content of the report to Council regarding bills, accounts, or claims**

Motion by Hedlund to approve and refer to Council for first reading, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Ordinance 19-04 an ordinance creating Section 6-37, Operator Licenses, of Division 1, Generally, of Article II, Licenses, of Chapter 6, Alcohol Beverages, of the Municipal Code of the City of Lake Geneva; Relating to the Issuance of Operator Licenses to serve or sell alcohol

Motion by Proksa to approve and refer to Council for first reading, second by Skates. Clerk Kropf explained that this ordinance that would explain the issuance, denial, and denial processes for operator licenses. This would allow for a two-year renewal of the license. Motion carried 5-0.

Request the City of Lake Geneva amend the downtown sign ordinance as it applies to the library to reduce the display delay from 60 seconds to 15 seconds- Per the request of the Library Board

Halverson explained that this was a request of the library board. Clerk Kropf noted that this would be a change to the zoning code and that it would need to go to the Plan Commission. This change would be to Chapter 98 Zoning Code: Section 98-804(1)(c). Motion by Proksa to approve to refer to the Plan Commission, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding installing a security gate at the West End Pier location or possible other security alternatives

Motion by Skates to continue to the next meeting, second by Hedlund. Motion carried 5-0.

### **Presentation of Accounts**

Prepaid Bills in the amount of \$170,866.48

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

Regular Bills in the amount of \$200,148.43

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

### **Adjournment**

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:28 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE MINUTES  
TUESDAY, MAY 21, 2019 – 6:00 PM**

**CITY HALL, CONFERENCE ROOM 2A**

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

The May 21, 2019 Finance, Licensing, and Regulation Committee meeting was called to order by Chairperson Howell at 6:00 p.m.

**Roll Call**

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

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

Bob Lee; 140 Broad St; Spoke in regards to the sidewalk ordinance. He spoke in opposition of the new ordinance as he feels what would be allowed on the sidewalks could block pedestrian traffic.

Gary Poetzinger; 152 Broad St; Spoke in opposition of the new proposed sidewalk ordinance.

Kevin Flemming; 1032 Wisconsin St; Spoke in favor of the new proposed ordinance and would like to maintain the current ordinance that does not allow for merchandise to be displayed outside.

858 W Main St; Spoke in opposition of the current ordinance banning outdoor displays as long as it is family appropriate.

Paul Ochalek; Spoke in favor of the new proposed ordinance. He also spoke in opposition of the current ordinance banning outdoor merchandise display.

Bethany Suza; 997 Lakeshore Dr; Spoke in favor of the agent change for the Baker House and discussed some upcoming events at the Baker House.

Kent Martkze; Spoke in favor of updating his awning at the boat launch down by the Riviera. He offered a rendering of the proposed awnings and displayed some material samples.

Todd Krause; 1112 Wisconsin St; Spoke in favor of the West End Pier gate or some kind of security to deter trespassing.

Motion by Skates to move agenda item #10, #11, #12, and #13, second by Hedlund. Motion carried 5-0.

**Discussion/Recommendation regarding installing a security gate at the West End Pier location or possible other security alternatives**

Skates addressed the committee regarding the security options that were discussed at the last Piers and Harbors meeting. DPW Superintendent Waswo addressed the committee regarding the most current design that he is proposing. He noted that the outer fins around the gate would be removed along with the proposed keypad. Proksa noted that she is not in favor of blocking off the pier as it is a public pier. She indicated that this should have been monitored to avoid any issues. Skates noted that there has been an increase of visitors of the west end pier and issues with dogs not being leashed. He further added that there is room to add more piers in the future that could be used for non-boating purposes. Skates added that there could be additional signage that could outline the ordinances for what is allowed on the pier. Skates stated that he is not in favor with the current gate design and would like to see something a little less ominous. Hedlund noted that he was very in favor of the proposed sign and would like to see that move forward right away. He also added that he would like to see a gate that maybe has a dutch door to seem less onerous.

Motion by Proksa to approve the purchase and installation, second by Hedlund. Motion carried 5-0.

Discussion regarding City of Lake Geneva line of credit/Promissory Note dated May 15, 2017

Finance Director Hall noted that the City currently has a line of credit for \$1.7M. She noted that the draw period is ending in May 2020. She noted that the City will need to draw on this for the street improvement project. Hall stated that the committee will need to evaluate how we move forward. No action taken.

Discussion regarding April 2019 Treasurer's Report and Budget versus Actual Report

Finance Director Hall reviewed

Motion by Hedlund to move item #8 up, second by Proksa. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Resolution 19-R37 a resolution authorizing the carryover of 2018 Equipment Replacement Funds to the 2019 Equipment Replacement Fund Budget and authorizing additional 2019 purchases from the Equipment Replacement Fund

Finance Director Hall noted that this would carry over half the cost of the project as it wasn't completed until 2019. This will also include the carry over for funds for the ambulance that was approved in 2018.

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

Motion by Skates to move up agenda item #7, second by Heldund. Motion carried 5-0.

Discussion/Recommendation regarding Ordinance 19-08 an ordinance amending Chapter 62, Streets, Sidewalks and other Public Places, Article III, Obstructions and Encroachments, Section 62-67, exceptions, by adding Subsection (9), Sidewalk Furnishings: Benches and Planters within Public Rights-Of-Way, allowing certain furnishings within the Public Right-Of-Way

Halverson stated that he is concerned with the allowing of merchandise on the City sidewalks. Mayor Hartz stated that this intent of this ordinance to keep the sidewalk clear and to create creative expression for business owners. This would allow for the placement of sandwich boards within the specified areas as outlined in the ordinance.

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

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of May 7, 2019, as prepared and distributed

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

## **Licenses & Permits**

2019-2020 Original & Renewal Operator License applications filed by various applicants as listed in packet

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

Discussion/Recommendation regarding an Agent Change for EYM Pizza of Wisconsin LLC d/b/a Pizza Hut to John Dethloff

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

Discussion/Recommendation regarding an Agent Change for Stone Soup LLC d/b/a Baker House to Robert Lopez

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

Discussion/Recommendation regarding an Agent Change for Quick and Save LLC d/b/a Quick and Save to Pradip Patel

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

Discussion/Recommendation regarding an Agent Change for Target Corporation d/b/a Target Store T2348 to Katherine Johnston

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

Discussion/Recommendation regarding an Agent Change for D & D Restaurant Group Inc d/b/a Flat Iron Tap to John Sherman Lindsey

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

Discussion/Recommendation regarding an Event Permit Application filed by Knockerball Southern Lakes LLC requesting the use of Seminary Park from May 24, 2019 to August 11, 2019 and August 20, 2019 to September 2, 2019 (Monday through Sunday 11:00 a.m. to 10:00 p.m.) to conduct Knockerball (Carried over from May 7, 2019 FLR Meeting)  
Motion by Skates to suspend the rules to allow Olaf Borchert from Knockerball to speak, second by Proksa. Motion carried 5-0.

Olaf Borchert explained to the committee what his intended purpose and space was. Howell added that he wondered if the usage could be limited to some days of the week. Proksa and Skates questioned the blocked use of the park for guests. Olaf added that he had looked at other parks, but liked this location as it is close to the downtown to attract patrons. Skates noted that the City wants to encourage these types of things.

Motion by Proksa to approve the event permit for Fridays, Saturdays, Sundays, Mondays, on the dates specified, and will refund for the unused days, and that the applicant pay for the boat trailer parking, second by Skates. Motion carried 5-0.

**Discussion/Recommendation regarding Renewal of 2019-2020 “Class A” Liquor & Class “A” Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) ALDI Inc Wisconsin d/b/a ALDI #56, 200 N. Edwards Blvd, Lake Geneva, Ryan McDermid, Agent
- 2) Cove Condominium Association Inc d/b/a The Cove of Lake Geneva (Gift Shop), 111 Center St, Patrick McCarthy, Agent
- 3) Kwik Trip Inc d/b/a Kwik Trip 219, 710 Williams St, Stephen Abel, Agent
- 4) Maya Geneva Inc d/b/a Maya Geneva Inc, 605 Williams St, Wayne Schwartz, Agent
- 5) Midwest Fuel Inc d/b/a Northside Mobil, 501 Interchange North, John Consolino, Agent
- 6) Walgreen Co. d/b/a Walgreens #05600, 351 Edwards Blvd, Suzanne Tiedke, Agent
- 7) Quick and Save LLC d/b/a Quick and Save, 1231 Grant St, Pradip Patel, Agent
- 8) Stinebrinks Lake Geneva Foods LLC d/b/a Stinebrink’s Piggly Wiggly, 100 East Geneva Sq, Mark Stinebrink, Agent
- 9) Walmart Stores INC d/b/a Walmart Store #910, 201 S Edwards Blvd, Rebecca Edwards, Agent
- 10) Target Corp d/b/a Target Store T2348, 660 N Edwards Blvd, Katherine Johnson, Agent
- 11) StopNGo of Madison INC d/b/a StopNGo Store # 265, 896 Wells St, Andrew Bowman, Agent
- 12) New World Wine Shop INC d/b/a New World Wine Shop, 830 W Main St Suite G, Jerry Sibbing, Agent
- 13) Prairie State Enterprises of Darien LLC d/b/a Lake Geneva Mobil, 350 N Edwards Blvd, Kenneth Kearns, Agent
- 14) Queso LLC d/b/a The Cheese Box, 801 S Wells St, Zbigniew Boroweic, Agent
- 15) Brutap LLC d/b/a Bruno’s Liquors, 524 Broad St, James Sharkus, Agent

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

**Discussion/Recommendation regarding Renewal of 2019-2020 “Class A” Intoxicating Liquor License application filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Lake Geneva School of Cooking LLC d/b/a Lake Geneva School of Cooking, 727 Geneva St, John Bogan, Agent
- 2) Lake-Ben INC d/b/a Cornerstone Shop & Gallery, Karin Bennett, Agent

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

**Discussion/Recommendation regarding Renewal of 2019-2020 “Class B” Intoxicating Liquor & Class “B” Fermented Malt Beverage License (Hotel Exemption) application filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds**

- 1) Cove Condominium Association Inc d/b/a The Cove of Lake Geneva, 111 Center St, Patrick McCarthy, Agent

- 2) Harbor Shores Hotel Management INC d/b/a Harbor Shores on Lake Geneva, 300 Wrigley Dr, William Strangeway, Agent

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

**Discussion/Recommendation regarding Renewal of 2019-2020 Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Beachside Hospitality Inc d/b/a Barrique Wine & Brew Bar, 835 Wrigley Dr, Nancy Trilla, Agent
- 2) Simple Café LLC d/b/a Simple Café, 525 Broad St, Thomas Hartz, Agent
- 3) Plaza Media LLC d/b/a Geneva Theater, 244 Broad St, Shad Branen, Agent
- 4) Martins Olympic Restaurant LLC d/b/a Olympic Restaurant, 748 Main St, Yolanda Zavaleta, Agent
- 5) Happy Restaurant INC d/b/a Happy Café, 526 Wells St, Min Ting Zhong, Agent
- 6) Breakfast Bungalow LLC d/b/a Great Eggs, 220 Cook St #101, Justin Ochlek, Agent
- 7) D & D Restaurant Group INC d/b/a Flat Iron Tap, 150 Center St, John Sherman Lindsey, Agent
- 8) Sabai Sabai Thai Cuisine, INC d/b/a Sabai Sabai Thai Cuisine, 306 Center St, Jirapa Cox, Agent
- 9) DCRB Inc d/b/a Avant Cycle Café, 234 Broad St, Andrew Gruber, Agent
- 10) Mama Cimino’s LLC d/b/a Mama Cimino’s, 131 S Wells St, John Bobak, Agent
- 11) EYM Pizza of Wisconsin LLC d/b/a Pizza Hut, 801 Williams St, John Dethloff, Agent
- 12) Ovalle-Perez LLC d/b/a Taqueria el Gallo de Oro, 820 Williams St, Cynthia Perez, Agent

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

**Discussion/Recommendation regarding Renewal of 2019-2020 Class “B” Fermented Malt Beverage License application filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds**

- 1) KNMG Hotels LLC d/b/a Comfort Suites, 300 E Main St, Eric Schmitt, Agent
- 2) B & B Lake Geneva LLC d/b/a Board & Brush Lake Geneva, 262 Center St, Julie Selby, Agent

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

**Discussion/Recommendation regarding Renewal of 2019-2020 “Class B” Intoxicating Liquor & Class “B” Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) American Legion Post 24 d/b/a American Legion, 735 Henry St, Charles Schlehlein, Agent
- 2) Harry’s Café & Place Inc d/b/a Harry’s Café, 808 Main St, James Chironis, Agent
- 3) Medusa Grill & Bistro LLC d/b/a Medusa Grill & Bistro, 501 Broad St, Gregory Anagnos, Agent
- 4) Popeyes Galley & Grog LTD d/b/a Popeye’s on Lake Geneva, 811 Wrigley Dr, Veronica Anagnos, Agent
- 5) Gleneagles LLC d/b/a Sopra, 724 W Main St, Alastair Cumming, Agent
- 6) Capitol Geneva LLC d/b/a Sprecher’s Restaurant & Pub, 111 Center St, Susan Getgen, Agent
- 7) Stone Soup LLC d/b/a Baker House, 327 Wrigley Dr, Roland Wolff, Agent
- 8) Mercedes or Bust LLC d/b/a The Bottle Shop, 617 W Main St, Elizabeth Tumas, Agent
- 9) Samson Enterprises LLC d/b/a Northsiders, 642 W Main St, Michelle Norgard, Agent
- 10) 422 S. Wells St. LTD d/b/a Celebration on Wells, 422 S Wells St, Charles Lorenzi, Agent
- 11) L&B Main Street Inc d/b/a Champs Sports Bar & Grill, 747 W Main St, Jessica Bush, Agent
- 12) Chubby Kitty LLC d/b/a Fat Cat’s, 104 Broad St, Mark Basil, Agent
- 13) Hogs & Kisses Inc d/b/a Hogs & Kisses, 149 Broad St, Linda Chironis, Agent
- 14) Sandal Inc d/b/a Lake Geneva Lanes, 192 E Main St, Franklin Guske, Jr, Agent
- 15) Geneva Bay Club LLC d/b/a Maxwell Mansion, 421 Baker St, Charles Fritz IV, Agent
- 16) DCR Restaurant Group LLC d/b/a Next Door Pub & Pizzeria, 411 Interchange North, Chad Bittner, Agent
- 17) SS2 Inc d/b/a The Red Geranium Restaurant, 393 N Edwards Blvd, Troy Bartz, Agent

- 18) Two Thumbs Up LLC d/b/a Thumbs Up, 260 Broad St, Benjamin Barels, Agent
- 19) LG Hospitality Group LLC d/b/a Tuscan Tavern & Grill, 430 Broad St, James Georgalas, Agent
- 20) Oakfire LLC d/b/a Oakfire, 831 Wrigley Dr, David Scotney, Agent

Motion by Howell to approve with the exception Samson Enterprises, second by Proksa. Motion carried 5-0.

**Discussion/Recommendation regarding Renewal of 2019-2020 “Class B” Winery License & Class “B” Fermented Malt Beverage License application filed by Jackson Wine LLC d/b/a Studio Winery, 401 Sheridan Springs Rd., Kathleen Jackson, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds**

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

**Discussion/Recommendation regarding Renewal of 2019-2020 Reserve “Class B” Intoxicating Liquor & Class “B” Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Lake Aire LLC d/b/a Lake Aire Restaurant, 804 W Main St, George Argiropoulos, Agent
- 2) Harborside Pub & Grill LLC d/b/a Harborside Pub & Grill, 100 Broad St, Spyro Condos, Agent
- 3) Su Wings Corp d/b/a Su Wing’s Chinese, 743 North St, Siu Wing Leung, Agent
- 4) Bella Vista Suites on the Shores of Lake Geneva, INC d/b/a Bella Vista Suites on the Shores of Lake Geneva, 335 Wrigley Dr, Charles Lorenzi, Agent

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

**Discussion/Recommendation regarding Renewal of 2019-2020 Massage Establishment License applications filed by the following:**

- 1) Element Massage Studio, 647 W Main St
- 2) Lake Geneva Massage Therapy, 905 Marshall St
- 3) Healing Muscle Therapies, 201 Broad St Suite D
- 4) Clear Waters Salon Spa, 734 Main St
- 5) Bella Vista Suites and the Lakeview Spa, 335 Wrigley Dr

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

**Discussion/Recommendation regarding Renewal 2019-2020 of Taxi Cab Company License applications filed by the following** *(Approval contingent upon favorable review of Insurance by City Attorney)*

- 1) Senior Cab, W3099 Krueger Rd, Lake Geneva, WI

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

Discussion/Recommendation regarding the purchase of two standing mowers from Larry’s Towing in an amount not to exceed \$16,308 to be paid from the Equipment Replacement Fund

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

Discussion/Recommendation regarding proposed structure replacement by Lake Geneva Boat Line *(referred to by Piers, Harbors & Lakefront Committee)*

Halverson worried about the colors of the awnings not working with the Riviera

Motion by Proksa to approve, second by Hedlund. Motion carried 4-1, with Halverson voting no.

## **Presentation of Accounts**

Prepaid Bills in the amount of \$55,286.04

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

Regular Bills in the amount of \$124,416.32

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

**Adjournment**

Motion by Hedlund to adjourn the meeting, second by Proksa. Motion carried 5-0. The meeting of the Finance, Licensing, and Regulation Committee adjourned at 7:23 p.m.

**PERSONNEL COMMITTEE MINUTES  
TUESDAY, MAY 7, 2019 – 4:30 PM  
CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

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

Meeting was called to order by Chairperson Proksa at 4:31 p.m.

Roll Call

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

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

None

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

Motion by Halverson to approve, second by Straube. No discussion. Motion carried 3-0.

Update on Council/Elected Official Onboarding

Clerk Kropf reviewed the current Council Orientation Binder with the committee. She indicated that she is waiting for more department reviews and that she would like to find materials that would outline elected officials' ethics procedures. The committee discussed the need to add an ethics overview and would like to see a general alderpersons' responsibilities/obligation section added as well. No action taken.

Update on Interim Harbormaster Position Recruitment

City Administrator Nord stated that the job had been posted and that six people are slated to be interviewed. He is hopeful to have this position filled by May 20, 2019 so that there may be overlap with the current harbormaster. The City has received only six resumes and Nord felt that was due to the position being interim. No action.

Update regarding bids sought for City of Lake Geneva Public Restroom Sanitation Maintenance/Upkeep

Clerk Kropf noted that there weren't any bids received for this. The committee would like to see a solution for this issue, however felt that the Public Works Committee may wish to discuss this issue and possible solutions further. No action taken.

Future Agenda Items

- Permanent Harbormaster Position
- Health Insurance Update
- Employer Clinic

Adjourn

Motion by Halverson to adjourn, second by Straube. Motion carried 3-0. Meeting adjourned at 5:04 p.m.

**PUBLIC WORKS COMMITTEE MINUTES  
TUESDAY, MAY 14, 2019– 4:30PM  
CITY HALL CONFERENCE ROOM 2A**

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

Meeting was called to order by Chairperson Flower at 4:31 p.m.

**Roll Call**

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

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

Thomas George; Spoke in opposition of removing all items from the public sidewalks as long as it doesn't interfere with the public's walking path.

Bob Lee; Spoke in opposition of removing all items from the public sidewalks as long as it doesn't interfere with the public's walking path. He added that this is contradictory to the sidewalk cafes that already exist and are welcomed.

Cynthia Zulke; Spoke in opposition of removing all items from the public sidewalks as long as it doesn't interfere with the public's walking path.

Beth Tumas; Spoke in opposition of removing all items from the public sidewalks as long as it doesn't interfere with the public's walking path.

Kevin Flemming; Spoke in favor of keeping the ordinance as is.

JoAnn Patzolan; Spoke in opposition of removing all items from the public sidewalks as long as it doesn't interfere with the public's walking path.

Mary Klein; Spoke in opposition of removing all items from the public sidewalks as long as it doesn't interfere with the public's walking path.

Gary Poetzinger; Spoke in opposition of removing all items from the public sidewalks as long as it doesn't interfere with the public's walking path.

Melissa Rouse; Spoke in opposition of removing all items from the public sidewalks as long as it doesn't interfere with the public's walking path. She would like the sandwich board allowed and the merchandise be allowed to be displayed.

Paul Ochalek; Spoke in favor of businesses being allowed to display sandwich boards without impeding on pedestrian traffic. He cited that having the board out has helped his business tremendously.

Brian Yucker; Spoke in favor of improvements being made to the alleys within Maple Park. He also noted that he would like to see some sidewalks installed in that area.

Dimitri Anagnos; Spoke in favor of removing some of the outdoor dining to maintain open walkways for pedestrians. He stated that he would be in favor of the tables just being up against the adjacent buildings. He spoke in favor of being able to place items and sandwich boards on the sidewalks.

Approve the regular Public Works Committee meeting minutes from April 9, 2019 as prepared and distributed

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

Motion by Howell to move the sidewalk item discussion up on the agenda, second by Proksa. Motion carried 5-0.

#### Discussion/Recommendation regarding placement of items on Public Sidewalks

Mayor Hartz reviewed the proposed ordinance that was included in the packet. He noted that “street furniture” which would include sandwich boards would be allowed to be displayed as long as there is sixty inches of clear walk ways to pedestrian traffic. He noted that this would not change the current zoning code as it relates to the display of merchandise outside of stores.

Howell stated that he does not have any issue with items being displayed outside of stores as long as there is a clear walk way for pedestrians. Dunn agreed with Howell and noted that he would like other ordinances reviewed that might hinder the downtown businesses.

Flower noted that there are some ADA compliant items that haven’t been addressed and would like them reviewed. She also noted that there might be areas in the downtown that might require more than 60 inches, but that those could be addressed at a later time.

Hedlund stated that he doesn’t feel that business owners shouldn’t be told that they can’t have their merchandise hanging in their own doorways and windows. He does also agree that businesses should be able to display a sandwich board on their own property.

Motion by Howell to refer this ordinance to the Finance, Licensing, and Regulation Committee for discussion, second by Proksa. Motion carried 5-0.

### **Director of Public Works Report**

#### 2019 Street Improvement/Paving Project

Director of Public Works Earle noted that the project is being advertised with a bid opening date of May 30, 2019. No action taken.

#### Riviera Fountain

Earle stated that the fountain is having the lights redone through the beautification committee and work continues to occur to fix the vandalism repaired. No action taken.

#### Bike Lane Striping on Madison Street

Earle noted that this issue has been examined and without removing all of the west lane parking there isn’t enough room to stripe that street. No action taken.

#### Current Public Works Equipment Replacement List

Earle noted that the current Equipment Replacement list is included in the packet for committee review. No action taken.

### **Parking Manager Report**

#### Current Operational Maintenance Status

Parking manager Mullally stated that the Parking Enforcement is continuing to automate processes to alleviate pressure on the PD dispatch and the front counter. She added that since March the communications with the machines has slowed, she added that this could result in unnecessary tickets. No action taken.

### Current Staff Status

Mullally stated that she is fully staffed and that some are return employees. The staff also helps the PD from time to time. No action taken.

### Revenue Update Year to Date

Mullally indicated that the revenue is about 6% higher than this time last year. She added that there are more transactions with credit cards. She noted that these numbers are weather dependent. No action taken.

### Update on 3G Shutdown Dates for Parking Kiosks

Mullally announced that Sprint has taken over the communications and is not sure when the 3G shutdown will occur. No action taken.

### Discussion/Recommendation regarding funding sources for Oak Hill Cemetery Utilities

City Administrator Nord noted that the Cemetery Board met and they would like to see utilities extended throughout the cemetery. He noted that we could use a letter of credit for funding or we could explore using the savings from the City moving from being self-insured. The Cemetery board will be looking at this more in depth in the near future.

### Discussion regarding sidewalk/bike trails needs on Sheridan Springs Rd, Edwards Blvd, and Hwy 120 South

Motion by Flower to continue, second by Howell. Motion carried 5-0.

### Discussion regarding bike path issues on South Street

Motion by Flower to continue, second by Hedlund. Motion carried 5-0.

### Discussion regarding Maple Park Alleys and Sidewalks

Earle noted that he had been in contact with residents that had concerns of the lack of sidewalks in Maple Park. He noted that the work to put in the sidewalks has been scheduled. No action.

### Discussion/Recommendation regarding the purchase of two (2) standing mowers

Earle noted that these standing mowers are used every day and that the equipment replacement fund would allow for the purchase of two mowers. Earle recommended that the City purchase the Wright standing mowers.

Motion by Hedlund to purchase the two Wright Mowers from Larry's Towing, second by Howell. Motion carried 5-0.

### Future Agenda Items

-General Condition/Rating Report on City Alleys

-Cemetery Utilities

-Bike Lane on Madison Street

### Adjourn

Motion by Hedlund to adjourn the meeting, second by Proksa. Motion carried 5-0. The meeting adjourned at 5:44 p .m.

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

**TUESDAY, MAY 14, 2019– 5:30PM**

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

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

Meeting called to order by Chairman Skates 5:48 pm

**Roll Call:** Chairperson Doug Skates, John Halverson, Shari Straube, Rich Hedlund, and Tim Dunn  
Also present: Administrator Nord and various other city staff

**Approval of Minutes:** Hedlund so moved to approve the minutes of April 17, 2019, Dunn seconded. Motion carried 5-0

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

Janet Ewing (no address provided) addressed agenda item number five (Harbormaster report) requesting that the City reinstate her “resident rental rate” for her boat pier instead of the non-resident rate.

Kent Martzke, 1144 Rolling Lane addressed items nine and ten on the agenda explaining what is he was requesting and offering to participate in the discussion when those items come up on the agenda tonight.

Dick Malmin, 1991 S. Lakeshore Drive spoke on item thirteen giving an update on the starry stonewort issue in Geneva Lake, as well as some mentioning additional ways to combat the problem.

**Harbormaster Report:** Administrator Nord advised the committee that Donna Crook of Lake Geneva has been selected as the Interim Harbormaster and will begin her duties on May 20, 2019.

**MSI – Riviera Public Participation Results Presentation;** Adam Wolf from MSI presented a power point to the committee outlining the results of the various public outreach efforts that were undertaken. Public comments from the Riviera public input effort were tabulated and presented. General discussion was had with members of the committee and MSI.

**Establish date for Riviera input workshop with Leadership Team, council and pertinent Riviera Staff / Contractors for early June, 2019.** Chairman Skates expressed his interest in having city staff and others with involvement in the Riviera to meet and discuss the issues related to the Riviera renovation and its future use. After some discussion; it was decided to hold a meeting on Wednesday, June 5<sup>th</sup> 5pm – 7pm at the Police Training Room at City Hall.

**Discussion / Recommendation regarding discounted beach admission charge for school groups.** Skates reported that the City has, on occasion, been contacted by schools to provide some manner of group purchase discount. After some discussion it was the consensus of the committee to keep the city’s adopted fee schedule for the beach and to not offer additional group rates or discounts.

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

**TUESDAY, MAY 14, 2019– 5:30PM**

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

**Discussion / Recommendation to negotiate a five year extension for the existing lease for the Lake Geneva Boat Line.** Kent Martzke of Lake Geneva Boat Line addressed the committee asking for a five year extension for his current contract with the City. Reasons cited included; better ability for long range business planning as well as greater ability to secure financing from lending institutions. After some discussion, it was the consensus of the committee to have the City Administrator to meet with Kent Martzke to negotiate a lease extension and forward the draft to the City Attorney for his input.

**Discussion / Recommendation on proposed update to existing structure on the pier for the Lake Geneva Boat Line:** Kent Martzke of Lake Geneva Boat Line addressed the committee with a proposed replacement structure for his existing building near the Riviera. Martzke explained that his current contract requires Piers Committee's approval for any changes. General discussion ensued where members thought the new structure's appearance was lacking in comparison to the area around the Riviera. Martzke stated he was willing to make changes, but also was hoping to get the new structure placed on the site by Memorial Day. After further discussion, it was consensus of the committee to move this discussion to FLR without a recommendation for their approval / rejection. The expectation is Mr. Martzke will have a revised drawing available at the FLR meeting for the committee to review and vote on.

**Update regarding environmental investigation and underwater pier inspection RFP.** Dave Luterbach with MSI reported to the committee that the contractors' walk thru of the Riviera building (and surround sea wall) was being held tomorrow (Wednesday) at 10am. Proposals must be received by 10am Wednesday, May 22, 2019 and will be opened in the City Hall Council Chamber.

**Discussion / Recommendation regarding possible changes to beach closing time(s).** General discussion was held by committee members concerning the possibility of changing closing hours on the beach. It was the consensus of the committee not to change the beach closing time(s) for 2019.

### **Discussion regarding Starry Stonewort eradication program**

Chairman Skates provided an update on efforts currently underway. Skates reported that there is a GLEA meeting this coming Thursday. He also reported that a solicitation for bids to clean out the lagoon only resulted in one bid being received.

### **Future Agenda Items:**

**The Committee identified the following items for inclusion on next month's agenda:**

- Update / possible recommendation on Lake Geneva Boat Line agreement
- Starry Stonewort update
- MSI updated on RFPs
- MSI presentation of Riviera conceptual drawings
- MSI presentation on Riviera restoration project
- Report on proposed June 5<sup>th</sup> meeting with city staff concerning the Riviera project

Ald. Hedlund motioned to adjourn at 7:09 pm, second by Halverson. Motion carried 5-0.

**Lake Geneva Utility Commission Minutes**  
**Regular Lake Geneva Utility Commission Meeting**  
**Wednesday May 15, 2019 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

**Call Meeting to Order-** by Lyon at 4:04pm

**Roll Call - Members present:** Dennis Lyon, Mayor Hartz, Ann Esarco, Rich Hedlund, Cindy Flower, Dave Nord & Mark Johnson

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

**Public in attendance:** Ken Howell - left at 4:10pm

**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 April 17, 2019 as prepared and distributed**  
Flower/Esarco motion to approve. Passed unanimously.

**Acknowledgement of Correspondence** None

**Financials Update**

Gajewski reviewed the financials through April 2019.

Flower/Esarco motion to approve the April financials. Passed unanimously.

**Approval of the April Bills**

Esarco/Hedlund motion to approve the April bills. Passed unanimously.

**Directors Report**

Gajewski gave an overview of the submitted Directors report. The water system modeling that MSA are doing continues with the primary focus around The Vistas development. Gajewski would like to have an earlier June Commission meeting as this development will be on the Planning Commission agenda for June and he thinks discussions with the developer at the Commission level prior to that meeting are needed. Spring flushing is almost complete with staff noticing that the water quality through flushing is the best they have seen. This is due to operational changes and the rehabilitation of our filtration system. Recruitment continues for the water operator vacancy; cross connection inspections continue and our DNR Sanitary Survey is scheduled for June 4. Wastewater updates include the CAMP project being submitted in the next week; areas to be CCTV'd have been selected and the CMAR will be brought to the June meeting. For the office, we continue to see customers utilizing PSN's services and IT initiatives are underway.

**Update on Sage Street Watermain Abandonment Project**

The intersection of Spring and Sage has had three service leaks in eight months. Gajewski advised that the plan is to abandon the 1920 4" water main that runs along Sage and utilize the larger 14" main that parallels it. We are working with the DPW to coordinate this work with their expected road project. Discussion followed.

Update only, no action taken.

**Discussion/Action on approval of 2019 Identity Theft Prevention Program**

This program is reviewed on a yearly basis.

Esarco/Hedlund motion to approve the 2019 Identity Theft Program. Passed unanimously.

**Discussion/Action on revised pre-approved vendor list**

Employee reimbursements have been added to the list.

Hedlund/Flower motion to approve the revised vendor list. Passed unanimously.

**Discussion/Action on Alliant Energy easement request**

Gajewski and Superintendent Ecklund met with a representative from Alliant on site. The concerns that were raised with Alliant's previous request have now been addressed and this revised plan is felt to be acceptable. Discussion followed.

Flower/Hedlund motion to approve the easement request as presented. Passed unanimously.

**Discussion/Action on vehicle replacement for Water and Wastewater**

An RFP was put out and three responses were received as shown in the packet. Gajewski's recommendation is to accept the lowest price from Ewald Automotive. He stated which trucks are being replaced and that these purchases are in the equipment replacement budget.

Esarco/Hedlund motion to purchase two 2019 Chevrolet Silverado trucks as bid by Ewald Automotive Group with a not to exceed of \$28,828.00 each truck. Passed unanimously.

**Hedlund/Flower motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to include all City staff.**

Motion carried on a roll call vote 7-0. The Commission convened into closed session at 4:35pm.

Mayor Hartz left the meeting at 5:40pm.

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

Motion carried on a roll call vote 6-0. The Commission convened into open session at 5:52pm.

Nord/Hedlund motion to instruct the Utility Director to make the necessary changes within the guidelines of the established min/mid/max scale and report his implemented decisions to the Commission at their next meeting. Passed 6-0.

**Adjourn**

Hedlund/Johnson motion to adjourn at 5:53pm. Passed 6-0.

/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 MAY 9, 2019 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 Connors at 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Administrative Assistant Papenfus

3. Roll call

Commissioners Connors, Horne and Pollard were present. Commissioner Jordan was excused. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Assistant Chief Derrick, Captain Detkowski, Fire Lieutenant Bastek, Fire Administrative Assistant Baumeister, Town of Geneva Supervisor David Stolow and Police Department 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 April 4, 2019

Horne motioned to approve regular meeting minutes of April 4, 2019. Pollard seconded. Motioned carried 3-0.

7. City Council Report – Alderman Skates had nothing to report

8. Police Department Business

a. Approval of bills for the month of April 2019, operating in the amount of \$297,604.40, Equipment purchases in the amount of \$32,209.50, for a total of \$329,813.90

Horne motioned to approve the bills for the month of April 2019. Connors motioned. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

b. Discussion/Action – 2018 Annual report

Horne motioned to approve the 2018 annual report. Pollard seconded. Motion carried 3-0. Chief Rasmussen noted that the annual report will be posted to the website when approved.

c. Discussion/Action – Certification of Telecommunicator eligibility list

Connors motioned to certify the Telecommunicator eligibility list. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

There were 29 applicants for the Telecommunicator position. The department hired one full time Telecommunicator. Chief Rasmussen stated that he would like to hire two part time Telecommunicators because he is concerned about the number of hours the current part time Telecommunicators will be able to work. Horne asked how long it takes to train a new Telecommunicator. Chief Rasmussen advised that training is approximately eight to ten weeks.

d. Discussion/Action – Community Service Officer Update (Lt. Way)

Lieutenant Way indicated that the Community Service Officer (CSO) training program has started with one officer and a second CSO will begin training in a few weeks. An old vehicle was obtained from the Fire Department and is getting some repairs and new wording before the CSO's will begin using it.

e. Discussion/Action –Squad Rifle Update

Chief Rasmussen advised that the Town of Linn PD purchased four squad rifles and paid for them and picked them up. Town of Geneva will be picking up and paying for the remaining two rifles in the near future.

f. Discussion/Action – Lexipol Policy (Lt. Gritzner)

- 502 Traffic Crash Response and Reporting

Connors motioned to approve Lexipol Policy 502 Traffic Crash Response and Reporting. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

g. Discussion – Public Relations Handouts

Two welcoming packets have been prepared-one for residents and one for businesses. The packets will be handed out to new businesses and residents. Alderman Skates stated the packets were great for the community and felt it would be good if the Aldermen were involved to assist with handing out the packets. Chief Rasmussen advised that Lt. Way visits new businesses and will be handing out packets to them. The packets include brochures listing the current media platforms used by the department and Lieutenant Gritzner briefly described each of them to the Commission.

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

The pay rates for Community Service Officers and Part Time Telecommunicators were approved at City Council. The Awards Ceremony will be May 16, 2019 at 6:00 p.m. The Department is celebrating our 175<sup>th</sup> anniversary. Telecommunicator Holwick is retiring effective May 27, 2019. There will be a local Alcohol Training class scheduled for May 15, 2019. There was a meeting recently regarding the alarm system and there are a few more steps to discuss before the system is introduced to the public.

i. Discussion - Chief's top monthly incidents – No discussion

j. Discussion - Monthly activity reports - No discussion

2019 Dispatch activity for April 2019:	Telephone calls - 2,213	911 Calls - 169	Window assists - 763
2018 Dispatch activity for April 2018:	Telephone calls – 2,391	911 Calls - 152	Window assists - 900
2019 Patrol activity for April 2019:	Calls for service – 1,188	Arrests - 60	
2018 Patrol activity for April 2018:	Calls for service – 1,344	Arrests - 90	

k. Items to be forwarded to City Council

Expenditure reports, 2018 annual report and monthly reports

9. Fire Department Business

a. Approval of bills for the month of April 2019, operating in the amount of \$100,881.69, Equipment purchases in the amount of \$5,525.84, for a total of \$106,407.53

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

b. Discussion - EMS medical billing/Stark Medical billing – No discussion/action

c. Discussion - EMS call summary report

Chief Peters noted that EMS calls are up 50%, mutual aide calls are up and training has doubled.

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

Chief Peters reviewed the monthly report. Personnel spotlight was FF/EMT James Hughes who has worked with the department since 2016. Since joining the department Hughes earned his Firefighter 1, EMT, Fire Inspector and Driver Operator certifications. Chief Peters reviewed new personnel, March anniversaries, community and department events and notable calls. Chief Peters noted that alarm calls increased 50%, EMS calls increased by 50%, and mutual aide calls have also increased.

e. Discussion/Action – Certification of Lieutenant Promotion List, list to be valid for one year

Horne motioned to certify the Lieutenant Promotion list to be valid for one year. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

The promotion process includes a written exam, oral interview, strategy and tactics part and finally a chief interview. Each process is weighted and scored accordingly.

f. Discussion/Action – Promotion of FF/AEMT James Bastek to Lieutenant

Pollard motioned to approve the promotion of FF/AEMT James Bastek to Lieutenant. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

Connors congratulated Lieutenant Bastek on his promotion and thanked him for his service. Chief Peters stated promote Lieutenant Bastek was well deserved.

g. Discussion – Summer Staffing Plan

Chief Peters discussed summer staffing and noted that the call volume has increased. There are six concerts at Alpine Valley and more personnel may be added to cover these times. The busiest times so far this year have been weekdays. The Paid on Call staff has helped fill the staffing at this time.

h. Discussion/Action-Partnership with the Lake Geneva Tourist Commission and acquisition of an event trailer

The Fire Department recently asked the Tourism Commission for \$22,000 to fund an event trailer. The trailer is a public/private partnership and the trailer will be used for event staff and emergency staff to have a common location. The trailer will be used to store medical supplies, a mobile radio and a computer and will house the event staff during the event. The tourism committee is funding \$15,000.00 and the Fire Department will be raising the remaining \$9000.00 through public donations.

i. Discussion/Action- Changing of payroll cutoff date

Connors motioned to move the payroll cutoff date effective July 11, 2019. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

Chief Peters stated that moving the payroll cutoff day date back one week would be beneficial to support staff so they don’t have to rush to get payroll finished. Union members and officers have agreed to this change.

j. Discussion/Action - Approval of Lexipol Policies

Department of Safety & Professional Services Updates

- 300 Incident Management
- 303 Rapid Intervention/Two-in Two-Out
- 600 Fire Apparatus Driver/Operator Training
- 607 Heat Illness Prevention Training
- 702 Vehicle and Apparatus Inspections, Testing, Repair, and Maintenance

- 904 High-Visibility Vests
- 907 Heat Illness Prevention Program
- 908 Respiratory Protection Program
- 909 Personal Alarm Devices
- 911 Vehicle Seat Belts- except medical duties
- 914 Personal Protective Equipment

New policies

- 507 Paramedic Intercepts
- 606 Hearing Conservation and Noise Control Training
- 711 Change in Vehicle Status
- 917 Gross Decontamination of Equipment on the Scene
- 1000 Recruitment and Selection

Horne motioned to approve the revised Lexipol Policies and the new Lexipol policies as listed. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

Captain Detkowski briefly reviewed the Lexipol Policies.

k. Discussion/Action – Hiring of Firefighter/Paramedic Matthew Hartlaub (pending background)  
 Connors motioned to approve hiring of Firefighter/Paramedic Matthew Hartlaub pending background check. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

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

- Jeff & Madeline Killian

m. Items to be forwarded to city council

Monthly report, Promotion of FF/AEMT Basket to Lieutenant, Acquisition of an event trailer with the Lake Geneva Tourist Commission

10. Agenda items for the next regular meeting June 6, 2019 – none

11. Motion to go into closed session under Wisconsin State Statute 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 Paramedic response fees

Pollard motioned to go into closed session to include Chief Peters, Assistant Chief Derrick, Captain Detkowski, Fire Department Administrative Assistant Baumeister and Police Department Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0 at 7:12 p.m.

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

Connors motioned to return to open session. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0 at 7:55 p.m.

13. Discussion/Action on closed session items, if needed

Horne motioned for the Fire Department to work with the City Attorney to draft a policy and supporting policies to revise the fee schedule for intercept to be brought back to the Police and Fire Commission for consideration. Pollard seconded.

Roll call vote: Connors-Y, Horne-Y, Pollard-Y. Motion carried 3-0.

14. Adjourn

Pollard motioned to adjourn the meeting. Horne seconded. Meeting adjourned at 7:56 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, MAY 20, 2019 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

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

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

**Approve Minutes of the April 15<sup>th</sup> Plan Commission meeting as distributed.**  
Gibbs/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 be limited to 5 minutes.**

Speaker #1: Jill Rodriguez, Lake Geneva resident, attended the Public Participation Workshop and shared her thoughts about the Workshop and hopes there are more opportunities to learn about the city's Comprehensive Plan.

Speaker #2: Sarah McConnell, Lake Geneva resident, was unable to attend the meeting but encourages the city to have more meetings available for public input.

Speaker #3: Karen Gallow, Lake Geneva resident, asked for more opportunities for citizens to give input about the city's Comprehensive Plan.

Speaker #4: Scott Gelzer, Lake Geneva resident, attended the Public Participation Workshop, and shared his thoughts regarding the Workshop.

Speaker #5: Carol Zimmerman, Lake Geneva resident, was unable to attend meeting but is in favor of having more meetings to build consensus for the city's Comprehensive Plan.

Speaker #6: Pete Peterson, 1601 Evergreen Lane, attended the Public Participation Workshop, shared his opinion regarding the Focus Groups and the Public Workshop, and encourages meetings for the residents.

Speaker #7: Dick Malmin, N1991 S Lakeshore Drive, shared his opinion on the need for the Public Participation Workshops and emphasized the importance of updating the maps.

**Acknowledgement of Correspondence.** Correspondence was received from Patrick Lynch, 940 Maytag Road, regarding his PIP Applications for this evening. Correspondence has been distributed to the Plan Commission and the City Council.

**Downtown Design Review**

**Application by The Board Shop/ Jason Rishling, 269 Broad St. Lake Geneva, for the request to install a Blade Sign to the exterior of the property, located at 269 Broad St., in the Business Central (BC) zoning district, Tax Key No. ZOP00262.**

Jason Rishling, owner of The Board Shop, presented his request.  
Zoning Administrator Walling said the sign meets the standards for Downtown Design.

Skates/Gibbs motion to approve the sign and include all staff recommendations.  
Roll Call: Hartz, Skates, Gibbs, Catlin, Esarco "yes." Motion carried unanimously.

**Application by Candle Mercantile LLC., Elizabeth Doyle 1425 Rockbridge Ln. Lake Geneva & Leigh Ann Myers 721 Governor Morrison St, Charlotte, NC 28211 for the request to install an on Building Sign and an Awning to the exterior of the property, located at 870 W. Main St., in the Business Central (BC) zoning district, Tax Key No. ZOP00337.**

Elizabeth Doyle and Leigh Ann Myers, business owners, resented their request. Walling stated the sign and awning meets the standards for Downtown Design.

Esarco/Skates motion to approve the signs and include all staff recommendations.

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

**Application by Christopher Springer, 125 S. Kane St., Burlington, WI 53105, for the request to install an on Building Sign to the exterior of the property, located at 720 W. Main St. and to remove the existing awning and repaint the exterior of the building, in the Business Central (BC) zoning district, Tax Key No. ZOP00313.**

Christopher Springer, 125 S Kane St, Burlington, WI, presented his request. Walling said the sign and exterior color meets the Downtown Design Standards.

Esarco/Skates motion to approve the signs and include all staff recommendations.

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

**Application by Dimitrius Anagnos, 811 Wrigley Dr. Lake Geneva, for the request to install an employee only entrance to the exterior of the property, located at 811 Wrigley Dr., in the Business Central (BC) zoning district, Tax Key No. ZA483300003.**

Dimitrius Anagnos, 811 Wrigley Dr, presented his request. Mayor Hartz asked if the steps shown in the plan layout were on the inside of building and Anagnos answered yes.

Hartz/Catlin motion to approve the signs and include all staff recommendations.

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

**Review and Recommendation of an application for Land Division Review – Plat of Condominium for McMurr II, LLC. 351W. Hubbard, suite 610. Chicago, IL 60654. To file the declaration and Plat of Condominium for the property located in the Summer Haven Subdivision on Lake Geneva Blvd. for the 4 dwelling units on Murry Dr., to create 4 buildable lots as identified on the certified survey map dated 4/2/2019 project no. 8868 prepared by Farris, Hansen & Associates Inc. for Tax Key No. ZSUM00001.**

Jim Howe, Godfrey Law Firm, representing McMurr II, presented the request. Attorney Draper asked if the use of road costs will be shared by both condo associations. Howe stated the use and cost of the roads will be shared by both associations. Howe said the 50-50 cost sharing will include maintenance of the roads, pool, pool house and any other amenities or common elements in the subdivision.

Skates/Gibbs motion to approve the Plat of Condominium and include all staff recommendations.

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

**Public Hearing and Recommendation of a Conditional Use Permit filed by Douglas Powell, 1014 W. Altgeld St., Chicago, IL 60614, for the installation and addition of 20’ long section of pier for a total length of 83’ located at 1540 Lake Shore Dr., located within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZLM00047.**

Jeff, from Reed’s Construction, representing Douglas Powell, presented the request. Walling stated the request meets all setback requirements.

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

Skates/Esarco motion to approve the Conditional Use Permit contingent on DNR Approval and include all staff recommendations and fact finding in the affirmative.

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

**Public Hearing and Recommendation on an application for a General Development Plan (GDP) filed by Patrick & Rachel Lynch, 30715 Cedar Drive, Burlington, WI 53105, requesting to allow the razing and reconstruction of a new Single Family Home and to rebuild the structure closer to the lakeshore than the existing foundation. This request in addition would allow the new structure to be in-line with the neighboring dwellings. The property is located at 940 Maytag Rd., situated in Estate Residential (ER- 1) zoning district and to utilize the Single Family – 4 (SR-4) setbacks, Tax Key No. ZCE00005.**

Hartz stated the City Council sent this request back to the Plan Commission with instructions to review the 4 homes to the northwest of 940 Maytag Road. Jason Bernard, Lake Geneva Architects, 201 Broad Street, representing Patrick & Rachel Lynch, presented additional information for the 4 homes northwest of the Lynch property. A discussion followed. Draper stated the Plan Commission uses a Planned Development process to look at each individual property and situation.

Speaker #1: Dick Malmin, N1991 S Lakeshore Drive, shared his opinion on the state law and shoreline averaging.

Speaker #2: Jerry Sommers, 930 Maytag Road, shared his concerns about water run-off and setbacks.

Speaker #3: Patrick Lynch, 30715 Cedar Drive, Burlington, WI, shared information about WI law for averaging.

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

Skates/Gibbs motion to approve the General Development Plan and include all staff recommendations and fact finding in the affirmative. Roll Call: Hartz, Skates, Gibbs, Catlin voted “yes”, Esarco “abstained.” Motion carried.

**Public Hearing and Recommendation on an application for a Precise Implementation Plan (PIP) filed by Patrick & Rachel Lynch, 30715 Cedar Drive, Burlington, WI 53105, requesting to allow the razing and reconstruction of a new Single Family Home and to rebuild the structure closer to the lakeshore than the existing foundation. This request in addition would allow the new structure to be in-line with the neighboring dwellings. The property is located at 940 Maytag Rd., situated in Estate Residential (ER- 1) zoning district and to utilize the Single Family – 4 (SR-4) setbacks, Tax Key No. ZCE00005.**

Jason Bernard, Lake Geneva Architects, representing Patrick & Rachel Lynch, presented their request. Alderman Skates asked about the trees being removed and Hartz asked about the landscaping near shoreline. Bernard identified the trees and addressed the natural filter zone on the lakeside portion of property. Owner, Patrick Lynch, said he would work with the neighbors regarding the water drainage.

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

Gibbs/Catlin motion to approve the Precise Implementation Plan and include all staff recommendations and fact finding in the affirmative.

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

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

Applicant has requested to continue the Public Hearing.

Hartz/Skates motion to continue the Public Hearing to the June Plan Commission meeting at the request of the owner. Motion carried unanimously.

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

Applicant has requested to continue the Public Hearing.

Hartz/Gibbs motion to continue the Public Hearing to the June Plan Commission meeting at the request of the owner. Motion carried unanimously.

**Discuss the Public Participation Plan options for this process.**

Hartz/Esarco motion to recommend the City Council to approve additional funds to facilitate a second Comprehensive Plan Vision Workshop, Comprehensive Plan workshops with the aldermanic districts, and Comprehensive Plan focus groups with Spanish speaking citizens in an amount not to exceed \$6,716.

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

Skates/Gibbs motion to approve the draft Public Participation Strategy and Procedures for the Lake Geneva Comprehensive Plan 2019 with the additional four items discussed and recommend to the City Council. Motion carried unanimously.

**Consider resolution to adopt Public Participation Plan for Comprehensive Plan Update.**

Skates/Gibbs motion to recommend the adoption of Plan Commission Resolution 2019-1 of a Public Participation Plan for the Update of the Comprehensive Plan for the City of Lake Geneva, Wisconsin. Motion carried unanimously.

**Adjournment.** Gibbs/Esarco motion to adjourn at 7:52 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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

**Board of Park Commissioners' Minutes**  
**Wednesday, May 22, 2019– 6:30pm**  
**City Hall, Meeting Room 2A**

**Roll Call:** Present: Mayor Tom Hartz, Park Board President: Ann Esarco, Park Board Commissioners: Barbara Philipps, Dave Quickel, Meaghan Madden-Van Dyke  
Excused: Brian Olsen, Obdulia Alvarez, Peggy Schneider

Staff Present: Neil Waswo (DPW)

Public Present: Dee Bark, Jill Rodriguez, Gary Dunham, Teri Smith

**Approval of Minutes from prior meeting:** Phillips/Hartz: Approve minutes of March 27, 2019 as presented. Motion carried unanimously.

**Acceptance of Board of Park Commissions Fund Report:** Hartz/Quickel – Accept Fund Report

**Comments from public limited to 5 minutes:** None

**New Business:**

**New Board of Park Commissioners Appointments:** Obdulia Alvarez and Meaghan Madden-Van Dyke

**Appreciation of Service:** John Swanson and Lynn Hassler: Hartz and Esarco identified their contributions to the Commission and the improvement of the City Parks.

**Election of Park Board Secretary:** Esarco nominated Hartz, seconded by Quickel: there was unanimous support from all.

Motion made by Hartz to suspend the rules and address item 6 Habitat for Humanity Offer to Repair Park Structures at this time, seconded by Quickel. Unanimously approved.

**Habitat for Humanity Offer to Repair Park Structures:** Gary Dunham and Teri Smith presented Habitat for Humanity's offer to use their teenage painting and construction crew to assist the City with repairing and maintaining City Parks. It was agreed that Gary Dunham would meet with N. Waswo to identify the specific projects that would be undertaken. Motion made by Hartz and seconded by Quickel to accept the kind offer from Habitat for Humanity of time and talent to repair park buildings and structures as identified by N. Waswo and Gary Dunham. The work day will be July 13 and July 14. The young people will be supervised by adult volunteers from Habitat for Humanity. Passed unanimously.

**Implementation of Park Plan:** Esarco provided a parks list from largest to smallest. The Commission will visit the 4 largest parks: Four Seasons, Veterans' (Mott) Park, Hillmoor Heights (dog park, disc golf park), and Dunn Field. The Commissioners will suggest improvements based on the Parks Plan and send their notes to Esarco prior to the June meeting for her summary. Mayor Hartz motioned to approve the Park Plan Implementation Strategy, second by Quickel. Passed unanimously.

**Implementation of Bicycle Ped Plan:** N. Waswo reported that the previously approved bike lane striping of Madison Street would not occur because the road was too narrow and there is parking on both sides. Mayor Hartz motioned to approve striping alternate route north Wisconsin Street from Central/Dennison to Maxwell Street, Maxwell Street from Wisconsin to George Street, second by Esarco. Passed unanimously.

Esarco suggested that the Bicycle Ped Plan be implemented as is suggested in the plan Chapter 6, Number 1. "Improve the existing bicycle and pedestrian system by addressing ongoing safety issues, particularly dangerous intersections." One such intersection on the Bicycle Path, West Street and Main Street was discussed. Hartz noted that if the proposed gas station/car wash/Dunkin Donuts was approved at the Plan Commission, the shoulders on highway 50/Main Street would be significantly narrowed from the Bowling Alley to Curtis Street. Those residents who walk and ride the shoulders to get to the shopping at highway 50 and Edwards would face a dangerous condition. Thus West/Main crosswalk should be improved to allow those on the north side of Main Street (Havenwood Apartments/Country Club Drive) to cross safely to access the sidewalk on the south side of Main Street. Motion was made by Hartz to recommend to the Plan Commission to add a condition to the Conditional Use Permit application/approval for the gas station/car wash/Dunkin Donuts that would improve the safety of the crosswalk to include: painting the crosswalk green, install lights in the road at the crosswalk, and install a yellow sign with blinking lights identifying the crosswalk, second by Esarco. Passed unanimously.

**Nature Preserve White River City Land:** Dee Bark asked the Commission to recommend that the White River City Land be declared a Nature Preserve. After a prolonged discussion, Hartz stated that he would research Nature Preserves and bring the information back to the committee. No official action was taken.

**Avian Committee's request to place a sign in Library Park regarding Purple Martins:** Jill Rodriguez presented a rendering of the sign that the Avian Committee wanted to have installed in Library Park that displays facts and pictures about Purple Martins. Motion made by Quickel to approve the installation location of the Purple Martin sign in Library Park, seconded by Madden-Van Dyke. Passed unanimously.

**Play equipment for Tot Lot at Veterans' Park:** Motion made by Quickel to purchase and install the Burke Playground Equipment option 2, for an amount not to exceed \$13,698, and seconded by Esarco. Passed unanimously.

Discussion about swings concluded with waiting until the Adaptive Playground was constructed. It is not known if there will be other swings already added to the park. The equipment that was approved will be installed at the end of July or sooner.

**Future meeting agenda items:** Westgate Tot Lot.

Meeting adjourned at about 8:15.

/s/ Mayor Hartz, Official Scribe of the Board of Park Commissioners.

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



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Meeting  
Thursday, May 9, 2019 5:30 pm  
Smith Meeting Room, Lake Geneva Public Library

President Lyon called the meeting to order at 5:30pm

Present: Lyon, Oppenlander, Kundert, Halverson, Henningfeld, Dinan, Kersten, Gramm, Bartz.  
Also present: Library director Kornak

Guests: Cathy Parrish and Verna Shavlik of Creative Business Interiors, Milwaukee WI

Oppenlander/Kundert motion to approve previous meeting minutes - passed unanimously.

Verna Shavlik and Cathy Parrish, Creative Business Interiors (Milwaukee, WI) and colleagues presented on interior layout updates and upgrade possibilities for the Lake Geneva Public Library and the CBI process for undertaking interior design changes.

Kundert reviewed previous month invoices; Finance Committee recommended approval of expenses. Oppenlander/Halverson motion to approve \$54,073.57 expenditures for April - passed unanimously. Investment Policy prepared by Voyager will be distributed electronically to trustees for review/action at June board meeting. Finance committee recommended combining Building and Special Project endowment funds held and managed by Voyager. Lyon/Oppenlander motion to combine these two funds passed unanimously. Finance committee recommended approval of Camosy (\$6,223) and Northwind (\$610) quotes for meeting room foundation leak fix and landscaping contingent upon a 2 year warranty from Camosy. Kundert/Lyon motion to approve both quotes passed unanimously.

Library Director's report: Kornak provided statistics for April: door count and circulation are stable, youth programs are going well, adult programs are struggling occasionally to translate interest into attendance. Fully staffed, hosting a Walworth County Job Center student again this summer through the county. Building actions included carpet cleaning, restroom updates with automatic door openers, light fixture replacement still in progress. Library system IT staff updated PCs and WiFi network, collaborative marketing ventures and other IT support (grant-funded) initiatives are underway at the system level.

Director + board president recommendation to reinstate strategic planning committee next month to review vendors, interior renovation plans, funding options, and more after June board meeting - request to trustees to consider whether they would like to be involved in strategic planning committee.



# LAKE GENEVA PUBLIC LIBRARY

City Liaison report: Halverson updated the board on starry stonewort, boat slips, west end pier, Wrigley Drive status of projects at the City of LG.

Kundert/Kersten motion to adjourn at 6:47pm passed unanimously.



# LAKE GENEVA PUBLIC LIBRARY

## AGENDA

Lake Geneva Public Library Finance/Building/Grounds Committee Meeting  
Thursday, May 9, 2019 4:30 pm  
Smith Meeting Room, Lake Geneva Public Library

Chair Kundert called the meeting to order at 4:30pm.

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

Lyon/Oppenlander motion to approve previous meeting minutes passed unanimously.

Financial report was provided by Kundert reviewing invoices totaling \$54,073.57 for April.  
Oppenlander/Lyon motion to approve April expenses passed unanimously.

Kundert provided an Investment Policy from Voyager. Oppenlander/Lyon motion to recommend approval by Finance/Building/Grounds Committee at Board of Trustees meeting passed unanimously.

Lyon/Oppenlander motion to approve Camosy quote for \$6,223 and Northwind quote for \$610 contingent upon a 2 year warranty by Camosy on their repair of the leak in the SMR foundation wall passed unanimously.

Oppenlander/Lyon motion to adjourn at 4:50pm passed unanimously.

Next meeting: Thursday, June 13, 2019 at 4:30 pm, Smith Meeting Room, Lake Geneva Public Library



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Annual Meeting  
Thursday, May 9, 2019 5:00 pm  
Smith Meeting Room, Lake Geneva Public Library

President Fritz Oppenlander called the meeting to order at 5:00 pm.

Present: F. Oppenlander, L. Kundert, J. Halverson, D. Lyon, W. Kersten, B. Dinan, R. Henningfeld and new trustees J. Bartz and L. Gramm. Also present: Library Director E. Kornak

Kundert/Halverson motion to approve minutes of 2018 annual meeting. Motion passed unanimously.

President's report: Oppenlander reported on 2018 accomplishments including new staff members and new trustees. He also noted the board began reviewing staff compensation. Services included Sunday hours, initially during the free parking period, which were expanded to before Memorial Day weekend. The library added public faxing and scanning services via a Library Document Station that has been well-received and in frequent use. He noted the staff did an excellent job, in collaboration with the City of LG, in minimizing the impact of Main Street road work for 3 months of 2018, and thanked library employees as well as City of LG personnel for helping patrons and coordinating communication. The library's first strategic plan was created, approved, and adopted by the Board of Trustees. The finance and building and grounds committees were consolidated to a single committee, which oversaw a new furnace for the east end of the building, LED lighting conversion, a successful 2019 budget proposal, adopted an investment policy with Voyager to manage endowments, and began allocating funds from Investment Pool #9 for patron resources. The library board and staff also added to the carryforward / undesignated reserve fund balance by coming in under budget in 2018.

LGPL Foundation report: Oppenlander reported that the LGPL Foundation funded WI Historical Society archivists and their inventory of library documents, with the resulting creation of a Finding Aid that staff use regularly as a reference for the public. By laws were reviewed and updated and a policy and procedure document created. Oppenlander met with Voyager to review investment policies for the Foundation.

Friends of the LGPL report: Gramm distributed a report from Friends President Linda Boilini, noting new initiatives in 2018 from the Friends including sponsoring books for teachers, adding a fundraising committee, organizing and hosting a staff and volunteer appreciation event, documenting financial transactions, expanding Authorfest, adopting a strategic plan, hosting Sam Weller at their annual meeting, and a successful summer book sale.



# LAKE GENEVA PUBLIC LIBRARY

Election of 2019-2020 officers: Nominations committee Halverson/Henningfeld proposed the following slate of officers.

President: Lyon  
Vice President: Oppenlander  
Treasurer: Kunder  
Secretary: vacant/TBD

Kersten/Dinan motion to approve 2019-20 slate. Passed unanimously.

Kundert/Henningfeld motion to adjourn at 5:29pm. Passed unanimously.

## Lake Geneva Historic Preservation Commission Meeting Minutes

May 9, 2019 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Jackie Getzen, Louise Rayppy, Chris Brookes and Grace Hanny. Jim Davis and Tim Dunn were absent. Josh Sullivan was our guest.

Approval of minutes from April 11, 2019, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Tuesdays @ Two: The Many and Varied Maps of Geneva Lake—May 28th. Ginny Hall will present: Walworth County Cemeteries Part 1—May 21st, Part 2—June 4th.

Update on programs at the 1928 Geneva Theater Building, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission, including the announcement that Lake Geneva will host the 2019 Wisconsin Historical Society Conference on October 25-26, 2019, at the Grand Geneva Resort & Spa. Geneva Theater Actors Guild: They will be ending their 2018—2019 season with two shows in June. Barefoot in The Park—Wednesday, June 5, 7:30 P.M., and Friday, June 7, 10:00 A.M. Annie JR.—Wednesday, June 19, at 7:30 P.M., and Friday, June 21, at 10:00 A.M. We will be participating at the Conference, which will be held at the Grand Geneva in October.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. The Walking Tours will start at The Riviera from 11:00 A.M. to 12:30 P.M. on June 8th and June 22nd—\$10.00 per person.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2019 Budget and discussion regarding proposed 2019 expenditures. So far this year we have spent \$1,879.45. There was a question about the \$1,000.00 donation that we received from the Ed Yaeger Memorial Fund and why it wasn't showing in our monthly budget report. Ken will call Karen.

Update on Historic Preservation Design Review for building projects within National & State Historic Districts and on current potential building projects including the possible relocation of the 1902

Frank Johnson Residence / Bricks & Mortar Building at 832 Geneva Street. No new information.

Follow-up regarding the Lake Geneva Historic Railroad Site and the plaque dedication and memorial tree donation for Ed Yaeger that was held on Saturday, April 27, 2019. The memorial service went well. Nancy Yaeger requested that a bench would be nice to have on the site and the funds could be taken out of the \$1,000.00 donation that we received from the memorial fund.

Update from Josh Sullivan regarding the creation of an Android version of our I-phone app of A Historic Lake Geneva Walking Tour, including potential photo additions and upgrades. Android app is up and running. Josh advised us that app users who send emails through the app will send to this address: [hpc.lakegeneva@gmail.com](mailto:hpc.lakegeneva@gmail.com). Need to transfer ownership of account to City Clerk. The email will be set up to go to Ken. Jeff Miskie suggested that we get a [cityoflakegeneva.com](http://cityoflakegeneva.com) account to maintain control. But we need someone to monitor the account. We talked about having a presentation at the next Committee of the Whole meeting on June 3rd, when our Council Member, Tim Dunn, gives his report on the HPC. Ken is in communication with Jeff Miskie on how we can present our Walking Tour. We like to publicize the fact that we have it both on I-phone and Android app. Head of Visit Lake Geneva should display it to the council and Lake Geneva Regional News. We presented Josh with a check for \$1,025.00 for his services.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva", and status of our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). We need to update our city website, will contact Jeff Miskie. Since Dunn Lumber has been sold, Patrick will meet with the General Manager concerning the painting of the signs on the old brick feed store building. Jackie gave us an update on her attending the 2019 WAHPC State Conference in Oshkosh. She talked about State laws pertaining to preservation, how we need laws and how to review them. We need to put Bi laws and ordinances pressure on city council. Jackie will contact Joe De Rose to know how we can update our ordinances, etc.

Review the status of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, and repairing existing historic signs. No new information.

Update from Patrick Quinn regarding meetings with Gail Klein, John Notz, and others regarding the nomination of Oak Hill Cemetery as a National and /or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. Patrick has been in contact with Gail Klein and John Notz. Gail thinks it should be wrapped up in about a month.

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

Meeting adjourned at 7:55 P.M.

Respectfully submitted,

Louise M. Rayppy

AVIAN (BIRD) COMMITTEE MONDAY,  
MAY 20, 2019 –

5:00 PM CITY HALL, CONFERENCE ROOM 2A

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

Call to order by Chairman at 5:01 PM by Chair Selena Proksa

Roll Call: Present: Proksa, McConnell, Rodriguez, Zimmermann, and Gallo  
Excused: Leonard

NOTE: Zimmermann is still spelled incorrectly on the agendas and website

Approval of minutes from April 22, 2019

Motion to approve by Zimmermann, second by Rodriguez; Unanimously approved

Comments from the public: No members of the public present

Discussion/Update **Alliant Energy Grant** next steps –

Discussion: Rodriguez connected Library staff. They are fine with the general outline of the project – will house and check out the backpacks/bird-watching kits. They will work with us on checking out the backpacks/kits (see note below). Discussion of check-out period – perhaps 2 days, maximum a week (to be discussed with library staff).

**Grant money available = June 15**

**Target date for kick-off = July 1**

**Project leader: McConnell, team so far – Gallo (graphics – Zimmermann)**

The action steps for the team and assistance from members

**Gallo** will contact the Library staff (Sara Soukup) to discuss housing the kits and check out process and duration.

**McConnell** will

- organize shopping and to-do lists
- confer with Lakeland Audubon (Kevin Dickey) on bird-watching kit prototypes {Note: Audubon meeting is on the 28<sup>th</sup>}

**Zimmermann** will create a shared folder for the team with

- information to the team on a local business that does embroidery and will also sell/provide messenger bags or backpacks
- list of materials and budget submitted to Alliant
- add Carrie Koster to folder – see if she is interested in volunteering

**Proksa** will assist with access to grant funds – transfer to Avian budget

**Discussion of the Tourism Grant – Library Programs**

Discussion: Rodriguez is working on contacting the speakers for the June and July programs. She is checking on travel, logistics, and equipment they will need for the presentations. She is

also trying to find Purple Martin house vendors who can display state-of-the-art Purple Martin houses at the June event (or other types of houses).

Discussion of the need to have firm event descriptions and a workable strategy for the second day open house tours. Discussion and action items for workable house in next item.

**Event days: June 18 and June 19  
July 23 and July 24**

**Project Lead: Rodriguez , team member = Toni Vogel (Graphics – Zimmermann)**

### **Action Items**

#### **Rodriguez**

- Information from speakers and vendors
- Check with Library for second-day option of playing a PowerPoint – in case of rain
- Title for June event and a short description of event (need clarification of the “hook” for out-of-town visitors)
- Title for the July event and a short description of event
- Identification of the audience for the event (who is the target for publicity)
- Forward June event information and audience to Zimmermann as soon as possible
- Decision about inviting an outside (TV personality) as a host for June event
- Meeting – discussion of dissemination strategy???

#### **Zimmermann**

- Complete tri-fold (rack card size) – after receiving firm June description
- Update a PowerPoint to use as a “rain-day” alternative for the second-day open house

**Note: We do not have a strategy or timeline for public dissemination of materials.**

### **Discussion of Purple Martin houses**

Discussion: Birds are nesting at the Library, Beach, and Fermano Park houses. The one functioning house is at the Library. Retro-fitting the houses with nesting birds is one longer viable. Do need at least one house to use for “open-house” programs.

Short-term solution: Hope that the Library house remains viable – but also retrofit the house at the **boat pier**. Find a way to thank the Public Works crews for all the assistance. Do major retro-fits for next year.

**Deadline for Retro-fit: June 15**

**Project Lead: Leonard, everyone else is pitching in**

#### **Action Items**

**Proksa:** Clear the one retro-fit project with Administrator Nord and the Public Works team

**McConnell:** Send cable purchase information to Zimmermann (16 gage)

**Zimmermann:** Purchase manufacturer cable and deliver to Public Work

Note: Thank you to Public Works team still undefined

### **Discussion of Volunteer website & Facebook page**

Discussion: Only three responses to the Sign-up genius website – Zimmermann reports that the two-step process (go to Facebook, follow the link from there) plus the very long url – may be limiting access. Rodriguez asked who she can contact to get the Facebook link on the City's Avian page. Proksa suggestion the City Administrator and the City Clerk.

### **Discussion of Swift Night Out**

Discussion: McConnell reports that she has recruited Craig Thompson to speak. The expected audience of 60+ meets his public service requirement of 50. The Geneva Lake Museum is excited about the event planning so far and the possibility of food trucks. Proksa indicated that food trucks are possible. The Committee/Museum needs to get a temporary use permit from Planning and Zoning.

**Event date: September 12**

**Project lead: Sarah McConnell, support from Selena and Zimmermann**

Motion: To apply for a temporary use permit from Planning and Zoning to allow for food trucks at the Geneva Lake Museum for Swift Night Out on September 12. Moved by Zimmermann, second by McConnell, passed unanimously.

### **Action Items**

**Proksa:** Will physically get the application and fill out

**McConnell:** Will sign application

Continue planning and working with Museum partners

### **Agenda items for the next meeting**

**Meeting date moved to June 10 (Monday)**

Suggested agenda items

1. Alliant Energy Bird-Watching Kits
2. Tourism-funded Library Programs
3. Swift Night Out (marketing also part of Tourism grant)
4. Purple Martin Houses
5. Purple Martin Sign
6. Volunteer recruitment and web presence
7. Budget Review (expenditures and residual)

Adjourn: Zimmermann moved to adjourn, second by Rodriguez; approved unanimously.

Adjourned 5:57 pm

# TOURISM COMMISSION

## WEDNESDAY, MAY 08, 2019 – 4:00PM

### ROOM 2A, CITY HALL

**Committee Members:** Chairperson, Tammie Carstensen, Brian Waspi, John Trione,  
Alderspersons: Rich Hedlund, Shari Straube Also Present: Administrator, Nord & Asst. Clerk, Elder

Meeting call to order 4:03 pm

Roll Call: Carstensen, Waspi, Trione,

Absent: Hedlund,

Ald. Straube joined the meeting at 4:17 pm

Motion by Waspi for Carstensen as Chairperson, second by Trione. Motion carried 3-0.

Motion by Carstensen for Brian Waspi as Vice Chairperson, second by Trione. Motion carried 3-0.

Motion by Carstensen for Elder to continue as Secretary, second by Waspi. Motion carried 3-0.

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

None

#### **Approval of the Tourism Commission minutes from April 10, 2019**

Motion to approve the April 10, 2019 minutes, second by Trione. Motion carried 3-0.

**Update from Tourism Entity (Visit Lake Geneva) on Promotional Activity, Calendar, and Hotel Performance.** Representative from VLG, Susan Smolarek presented on various activities and press for VISIT Lake Geneva. Waspi had suggested coordinating a meeting to identify the information that the Commission would like to have available on a monthly basis.

**Update from Bridget Leech Lake Geneva Business Improvement District (BID) on Events and Activity** Presented upcoming events for the BID, update on Roger Brooks, April was up 17% on foot traffic / -56 off YTD, and shared vacancy report.

**Update from Stephanie Copsey (Independent Contractor for Tourism Commission) Meet at the Lake Promotional** Activity presented on HelmsBriscoe partner program letters went out with May 30<sup>th</sup> due date. Riviera Cvent listing is up to date and she's working on a catalog. DRAFT copy will be presented next month. Potential of DNC meeting for VRBO to bring more groups, but need additional spaces. Admin Nord said February thru April 2020 potential for fixing roof of the Riviera with more information to come. Carstensen asked that Susan & Stephanie coordinate and align around a plan for how to sell/book for the DNC. She also proposed coordinating a quarterly mixer and potential to collaborate with Susan at VLG. Waspi asked how the MaTL website is tracking and Copsey said performance hasn't been good. Marketing budget is in flux and will bring plan together in the next month or two.

#### **Update from City Administrator Nord on Room Tax Dollars Collected, Financials, current Budget & Disbursements**

Admin Nord reference the report numbers, grant status and current room tax numbers & budget.

#### **Discussion/Action regarding Riviera plans & funding**

Admin Nord attended MSI meeting and information will be shared in the coming months. Ald. Skates said he wants to finalize the plans. Ald. Hedlund via phone called and asked Admin Nord to put Riviera on agenda for June 2019.

**Discussion/Action on Tourism Promotion Grant Program and Requests:**

**GLAS**

Motion by Waspi to fund \$4,386 for the GLAS, second by Carstensen. Motion carried 4-0.

**SO Creative Club**

Commission agreed no motion was needed to maintain approval as originally stated grant application and understand based on circumstance will not include walking tours.

**Event Trailer Lake Geneva Fire Trailer**

Motion by Trione to fund trailer & delivery not to exceed \$13,000, second by Straube. Motion carried 4-0.

**Fireworks**

Funding for \$3,425 being given back as they couldn't raise the needed funding. Commission suggested coming back for matching funds in 2020. No action taken.

**Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: independent contractor for the Tourism Commission compensation.**

Motion by Waspi to go into closed session, second by Struabe. Motion carried 4-0.

Motion by Carstensen to come out of closed session with agreed upon decision, second by Waspi. Motion carried 4-0.

Motion to proceed as discussed in closed session, second by Straube. Motion carried 4-0.

Agenda items and next meeting date June 12, 2019 at 4:00 pm

Analytics Meet at the Lake

Doug Skates attend meeting

Rivera Roof Funding potential

Motion to adjourn by Trione at 6:10 pm, second by Straube. Motion carried 4-0.

*This is a meeting of the Tourism Commission.*

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