



COMMITTEE OF THE WHOLE
MONDAY, JUNE 4, 2018 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS
AGENDA

1. Council President Howell calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from May 7, 2018 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Presentation regarding Lake Geneva School Safety.
7. **ALDERMEN REPORTS & UPDATES** The following aldermen will be given the opportunity to make announcements or reports about prior or future activities or events in their district and/or the city. It is not contemplated that these matters will be acted on at this meeting, but will instead be referred to the appropriate committees and/or individuals if needed.
 - a. Council President, Alderman Howell – District #4
 - b. Alderman Hedlund- District #3
 - c. Alderman Halverson- District #2
 - d. Alderman Straube- District #1
 - e. Alderman Flower- District #4
 - f. Alderman Dunn- District #3
 - g. Alderman Skates- District #2
 - h. Alderman Proksa- District #1
8. 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.

COMMITTEE OF THE WHOLE MINUTES

MONDAY, MAY 7, 2018 – 6:00 PM

CITY HALL BUILDING, COUNCIL CHAMBERS

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

Pledge of Allegiance led by Howell

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

Approval of Minutes from April 2, 2018 Committee of the Whole Meeting as distributed.

Ald. Hedlund motion to approve the April 2, 2018 minutes, second by Ald. Flower. Motion carried 7 to 0.

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.

MaryJo Fesenmaier, 1085 S. Lake Shore Dr. She's requesting packets for committee meetings are placed on the city website. She also presented a list of questions referencing the Riviera, questioned the vision for the Riviera, how data from the Riviera study will be utilized, the likelihood of a Capital Improvement Referendum being on the November ballot, and documentation on reservations taken, canceled, re-opened, or were any referred elsewhere.

Joe Kohl, 1165 LaSalle Ct. He's here today to make the Council aware of a situation that was discovered of an eight inch water main found under where construction workers are digging to build his new home, and it's not the water main easement identified on the plat of survey. This discovery has stopped the construction of his home. He's provided the city with all of the necessary paperwork, official plat of survey including easements and paid all permits and fees to obtain the right to build the house. He has the documentation, survey map and plat of survey along with the deeds. This has been going on since April 25, and he has met with Mr. Gajewski whose response has been, "it's not the city's fault." He asked why the city would approve the build of a house over a water main. The city never marked the main waterline, only a valve, and he would like to know why this wasn't marked in the first place. He's also asking that the city cover the cost of moving the water main to the correct water main easement under where he's to build his home. This matter will be referred to the Utility Commission.

Kevin Flemming, 711 Main St. He's here as a member of the BID to acknowledge the Art Festival and stated the Streets of Lake Geneva appreciates the help from the City Staff. Executive Director, Bridget Leech doubled the number of artists, water color canvas, and added in several interactive art boards.

Tom Hartz, 1051 Lake Geneva Blvd. He wanted to share input provided from the Art Festival's interactive art boards regarding things written by the general public about what they love about Lake Geneva i.e. friendly/nice people, the lake, beach, boats, and fancy estates, art on streets, Winterfest, bachelorette parties, food, cold beer, more fudge, small town charm, no big chains, variety of shops, the climate, and yummy sunshine. Congratulations to the BID, the Geneva Lake Art Foundation, and the Council.

Presentation made by Ryan Dover, 720 High Street, Site Director for new soccer club – SCW Walworth.

COMMITTEE OF THE WHOLE MINUTES

MONDAY, MAY 7, 2018 – 6:00 PM

CITY HALL BUILDING, COUNCIL CHAMBERS

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.

Finance, License & Regulation Committee, Alderman Howell
Personnel Committee, Alderman Proksa
Public Works Committee, Alderman Flower
Piers, Harbors, & Lakefront Committee, Alderman Skates

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.

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

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.

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

Ald. Hedlund motion to adjourn at 7:30 pm, second by Skates. Motion carried 7 to 0.

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

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, MAY 8, 2018 – 6:00 PM
CITY HALL, MEETING ROOM 2A

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

The meeting of the Finance License was called to order by Chairperson Howell at 6:11 p.m.

Roll Call: Clerk Kropf called the roll and noted that Alderpersons Howell, Hedlund, Proksa, and Halverson were present with Skates being absent and excused. Others present included City Administrator Oborn, Clerk Kropf, and Finance Director Hall.

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

Dana Trilla; Spoke in favor of the Flat Iron Tap receiving their Sidewalk Café Permit.

Brad Routing; Spoke in favor of the approval of the temporary liquor license to be used for the Girls Night Out Event.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of April 17, 2018, as prepared and distributed

Motion by Hedlund to approve, second by Halverson. Motion carried 4-0.

Licenses & Permits

2018-2019 Operator (Bartender) License applications filed by various applicants listed in packet

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

Temporary Class “B”/ “Class B” Retailer’s License Application made by Lake Geneva Fresh Air Association (Holiday Home Camp) for the event of Girls Night Out to be held on June 15, 2018 at 214 Broad St, Lake Geneva, WI

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

Temporary Operator License Application made by Karin Bennett to be used at the event Girls Night Out to be held on June 15, 2018 at 214 Broad St, Lake Geneva, WI

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

Street Use Permit Application made by the American Lung Association for the event of Fight for Air Ride to be held June 9, 2018

Clerk Kropf explained the event to the committee and noted that they were not looking to shut down any streets in the City. She added that the ride would be sending groups of three to five riders out at a time, so not all cyclists would be in the same place all of the time.

Motion by Halverson to approve, second by Proksa. Motion carried 4-0.

Park Reservation Permit Application made by the SC Walworth Soccer Club for the event of SCW Walworth Tryouts to be held on June 11, 2018 and June 18, 2018 at the two soccer fields on the north side of Veterans Park (YMCA representatives confirmed the availability of fields for the two dates)

Clerk Kropf explained that this request was just for the two tryout dates, not the actual event itself.

Motion by Proksa to approve, second by Halverson. Motion carried 4-0.

Fireworks Permit Application made by Spielbauer Fireworks Co for an event in conjunction with the Riviera Ballroom to be held on May 19, 2018 at 9pm; fireworks display to be launched from a boat within the Geneva Lake (Application

currently under review by Police Chief Rasmussen, Fire Chief Peters, Fire Captain Detkowski, and the GLLEA; license approval contingent upon favorable review from all staff and agencies)

Clerk Kropf explained the event and noted that the Fire Department had signed off on the permit and had reviewed the materials that would be used. She asked that this be approved contingent upon approval from the Police Chief and the GLLEA.

Motion by Hedlund to refer to Council without a recommendation, second by Halverson. Motion carried 4-0

Initial Sidewalk Café Permit with Alcohol Application and Alcohol License Premises Extension Application made by Linda Chirouis on behalf of Hogs & Kisses to be used at 149 Broad St, Lake Geneva, WI

Clerk Kropf explained that this was the initial Sidewalk Café Permit along with the premises extension request to include that area. She further added that the permit had been approved by the entities that needed to, but that the Zoning & Code Enforcement Department did not approve of the layout. She noted that the Zoning & Code Enforcement Department did not have the authority to sign off on the initial license, but is responsible for the enforcement of the code attached to the sidewalk café permits.

Motion by Hedlund to approve, second by Proksa. Motion carried 4-0.

Initial Sidewalk Café Permit with Alcohol Application and Alcohol License Premises Extension Application made by Dana Trilla on behalf of Flat Iron Tap to be used at 150 Center St, Lake Geneva, WI (Approval contingent upon favorable review from the City of Lake Geneva Public Works Director)

Motion by Halverson to approve contingent on approval from Public Works Director Earle, second by Hedlund. No discussion. Motion carried 4-0.

Beach Reservation Permit Application made by Ice Castles LLC for the period of October 2018 through April 2019 (Open to the Public December 2018 through February 2019) to display an Ice Castle at Riviera Beach or Seminary Park (Piers, Harbors, and Lakefronts approved the use of Riviera Beach for the display on April 18, 2018 and Park Board Commissioners approved the use of Seminary Park for the display on April 25, 2018; \$20,000 for fees and cost of staff time to be paid by the Tourism Commission)

City Administrator Oborn explained that this item had been reviewed by both the Piers & Harbors Committee and the Park Board. He added that both locations had been approved by the different entities and would like to leave the event location open and then later choose based on the needs and findings of the company that will be building the castle. He also noted that the Tourism Commission will be paying the City for the cost of the ice castle, approximately \$20,000. It was noted that the City would be donating \$5,000 of utilities as well.

Motion by Hedlund to approve contingent upon favorable review by the City Attorney, second by Halverson. Motion carried 4-0.

Park Reservation Permit Application made by Buffalo Grove High School for the event of a Cheerleading Camp to be held June 13, 2018 through June 15, 2018 in Flat Iron Park (Park Board Commission recommended approval at April 25, 2018 meeting)

Motion by Hedlund to approve, second by Proksa. Committee discussion included that this permit is applied for every year and there are no issues to report. Motion carried 4-0.

Park Reservation Permit Application made by Kevin Hoff for the event of Hoff Wedding Party Picnic to be held on July 4, 2018 from 10am through 10pm at the Sam Donian Wetland Park (Park Board Commission recommended approval at April 25, 2018 meeting)

Clerk Kropf noted that this request is for a wedding rehearsal dinner to take place on the 4th of July. She added that the applicants know that they are not allowed to have alcohol in the park per City ordinance.

Motion by Halverson to approve, second by Proksa. Motion carried 4-0.

Recommendations from the May 8, 2018 Personnel Committee meeting

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

Claims Paid 6 Month Rolling Average

City Administrator Oborn reviewed the City's current numbers for the six month rolling average. No action taken.

Discussion/Recommendation City of Lake Geneva Employee Handbook change in Section 603 for Overtime pay when working on Saturdays and Sundays (Requested by Public Works Committee and Utilities Commission)- page 46 of Employee Handbook

Proksa noted that this was discussed at length in the Personnel Committee meeting and that discussion concluded adding in language to identify that this change would only apply to full time employees. Hedlund expressed that this shouldn't happen, but that the City should hire part time workers to satisfy the requirement to work on Saturdays and Sundays. He feels this option would be cheaper for the City in the long run.

Motion by Hedlund to approve with the addition of language indicating full time employees, second by Halverson. Motion carried 4-0.

Discussion/Recommendation of **Resolution 18-R35** Designating Insurance Proceeds on damaged Veterans Park Playground Equipment to fund 11 00-00-3441, Designated Fund Balance-Parks, in the amount of \$15,471.00

Finance Director Hall explained that this item is in regards to the allocation of funds paid by the insurance company for some vandalism that occurred at Veterans Park. She noted that this was not discovered until after the annual audit was completed. This money would be moved to the parks account for the future purchase of playground equipment.

Motion by Hedlund to approve, second by Halverson. Motion carried 4-0.

Discussion/Recommendation of **Resolution 18-R36** a resolution to write off delinquent personal property taxes deemed uncollectable from the years 2011 through 2015 in the amount of \$2,783.52

Finance Director Hall explained that this resolution would allow the City to write off delinquent personal property taxes that have been deemed uncollectable. These debts have been paid to the City for their portion.

Motion by Halverson to approve, second by Proksa. Motion carried 4-0.

Discussion regarding establishment of criteria and creation of a Reserve Liquor License Issuance Policy

Clerk Kropf addressed the Committee in regards to the creation of a reserve liquor license issuance policy. She noted that she received polices from other municipalities and crafted a memo of her findings. She noted that other municipalities' policies addressed things such as is the applicant licensing a restaurant, is this a new or existing building, what is the current tax base of the property, target demographic, proximity to other licensed establishments, availability of parking, impact of neighborhood, and a business plan. She added that this item was simply for discussion and that the committee did not need to take action on anything at this time. She did, however, add that although the committee would need to take time to discuss what they wanted in a policy they would need to move rather quickly as there are currently applicants waiting for this license.

The committee directed City Clerk Kropf and City Administrator Oborn to work together to draft a policy and to develop a scoring system for businesses to be evaluated on. No action taken.

Discussion/Recommendation on Glen Fern Construction Payment Request No. 3 for \$53,773.67 for Visitors Center Project from Capital Projects

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

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$29,415.06

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

Regular Bills in the amount of \$285,344.90

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

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

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

The committee did not make a motion to go into closed session.

Motion by Hedlund to continue this item to the next meeting, second by Halverson. Motion carried 4-0.

Adjournment

Motion by Halverson to adjourn the May 8, 2018 meeting of the Finance, License and Regulation Committee meeting, second by Hedlund. Motion carried 4-0. The meeting adjourned at 7:10 p.m.

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

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, MAY 22, 2018 – 6:00 PM
CITY HALL, MEETING ROOM 2A

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

The May 22, 2018 meeting of the Finance, License, and Regulation Committee was called to order at 6:00 p.m. by Chairperson Howell.

Roll Call

Present: Howell, Halverson, Hedlund, Proksa, and Skates

Absent: None

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

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

Doug Wheaton; 1560 Country Club Parkway; Spoke in opposition to the proposed \$2,000 license fee associated with the Short Term Rental Ordinance. He requested that the fee be set to a lower amount to reflect other communities.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of May 8, 2018, as prepared and distributed

Motion by Skates to approve the minutes of the May 8, 2018 Finance, License, and Regulation Committee Meeting, second by Hedlund. Motion carried 5-0.

Licenses & Permits

2018-2019 Original & Renewal Operator License applications filed by various applicants listed in packet

Motion by Hedlund to approve the 2018-2019 Original & Renewal Operator Licenses, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of 2018-2019 “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, Danielle Quale, 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, Jillian Ricker, Agent
- 4) Maya Geneva Inc d/b/a Maya Geneva, 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) QuickNSave LLC d/b/a QuickNSave, 1231 Grant St, Jatinder Dhillion, Agent
- 8) Stinebrinks Lake Geneva Foods LLC d/b/a Stinebrink’s Piggly Wiggly, 100 East Geneva Sq, Mark Stinebrink, Agent
- 9) Hare Krishna Liquor INC d/b/a Geneva Liquor, 797 Wells St, Dixit Patel, Agent
- 10) Walmart Stores INC d/b/a Walmart Store #910, 201 S Edwards Blvd, Rebecca Edwards, Agent
- 11) Target Corp d/b/a Target Store T2348, 660 N Edwards Blvd, Nicholas Schmidt, Agent
- 12) StopNGo of Madison INC d/b/a StopNGo Store # 265, 896 Wells St, Andrew Bowman, Agent
- 13) New World Wine Shop INC d/b/a New World Wine Shop, 830 W Main St Suite G, Jerry Sibbing, Agent
- 14) Prairie State Enterprises of Darien LLC d/b/a Lake Geneva Mobil, 350 N Edwards Blvd, Kenneth Kearns, Agent
- 15) Queso Corp d/b/a The Cheese Box, 801 S Wells St, Zbigniew Boroweic, Agent
- 16) Brutap LLC d/b/a Bruno’s Liquors, 524 Broad St, James Sharkus, Agent

Motion by Hedlund to approve the Renewal of 2018-2019 “Class A” Liquor & Class “A” Fermented Malt Beverage License applications filed, 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, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of “Class A” Intoxicating Liquor License application filed by Lake Geneva School of Cooking LLC d/b/a Lake Geneva School of Cooking, 727 Geneva St, John Bogan, 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 Skates to approve the Renewal of “Class A” Intoxicating Liquor License application filed by Lake Geneva School of Cooking LLC d/b/a Lake Geneva School of Cooking, 727 Geneva St, John Bogan, 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, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Original Application for a “Class A” Intoxicating Liquor License for Lake-Ben INC d/b/a Cornerstone Shop & Gallery, 214 Broad St, Karin Bennett, 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 Halverson to approve the Original Application for a “Class A” Intoxicating Liquor License for Lake-Ben INC d/b/a Cornerstone Shop & Gallery, 214 Broad St, Karin Bennett, 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, second by Proksa. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of 2018- 2019 Class “A” Fermented Malt Beverage License application filed by Tienda El Rancho Inc d/b/a Tienda El Rancho, 1151 Elkhorn Rd, Mercedes Jaramillo, 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 the Renewal of 2018- 2019 Class “A” Fermented Malt Beverage License application filed by Tienda El Rancho Inc d/b/a Tienda El Rancho, 1151 Elkhorn Rd, Mercedes Jaramillo, 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, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of 2018-2019 “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 the Renewal of 2018-2019 “Class B” Intoxicating Liquor & Class “B” Fermented Malt Beverage License (Hotel Exemption) application filed, 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, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of 2018-2019 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) Geneva Java Inc d/b/a Geneva Java, 252 Center St, Halvar Petersen, Agent
- 3) Simple Café LLC d/b/a Simple Café, 525 Broad St, Thomas Hartz, Agent
- 4) Plaza Media LLC d/b/a Geneva Theater, 244 Broad St, Shad Branen, Agent

- 5) Martins Olympic Restaurant LLC d/b/a Olympic Restaurant, 748 Main St, Yolanda Zavaleta, Agent
- 6) Marsala's Pizza INC d/b/a Marsala's Pizza, 820 Williams St, Miguel Barcena, Agent
- 7) Happy Restaurant INC d/b/a Happy Café, 526 Wells St, Yong Zhong Liang, Agent
- 8) Breakfast Bungalow LLC d/b/a Great Eggs, 220 Cook St #101, Justin Ochlek, Agent
- 9) D & D Restaurant Group INC d/b/a Flat Iron Tap, 150 Center St, Edward Muisenga, Agent
- 10) Sabai Sabai Thai Cuisine, INC d/b/a Sabai Sabai Thai Cuisine, 306 Center St, Jirapa Cox, Agent

Motion by Skates to approve the Renewal of 2018-2019 Class "B" Fermented Malt Beverage & "Class C" Wine License applications filed by, 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, second by Proksa. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Original Application for a Class "B" Fermented Malt Beverage & "Class C" Wine License for Mama Cimino's LLC d/b/a Mama Cimos, 131 Wells St, John Boback, 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 the Original Application for a Class "B" Fermented Malt Beverage & "Class C" Wine License for Mama Cimino's LLC d/b/a Mama Cimos, 131 Wells St, John Boback, 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, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of 2018-2019 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) PH Hospitality Group LLC d/b/a Pizza Hut, 801 Williams St, Kate Rath, Agent
- 2) KNMG Hotels LLC d/b/a Comfort Suites, 300 E Main St, Eric Schmitt, Agent
- 3) B & B Lake Geneva LLC d/b/a Board & Brush Lake Geneva, 262 Center St, Julie Selby, Agent

Motion by Skates to approve the Renewal of 2018-2019 Class "B" Fermented Malt Beverage License application filed, 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, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of 2018-2019 "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, Elizabeth Dion, Agent
- 7) Stone Soup LLC d/b/a Baker House, 327 Wrigley Dr, Charles Fritz IV, 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, Eugene Grahler, 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 Hedlund to approve the Renewal of 2018-2019 “Class B” Intoxicating Liquor & Class “B” Fermented Malt Beverage License applications filed, 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, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of 2018-2019 “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 Skates to approve the renewal of 2018-2019 “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, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of 2018-2019 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 Skates to approve the Renewal of 2018-2019 Reserve “Class B” Intoxicating Liquor & Class “B” Fermented Malt Beverage License applications filed, 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, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Renewal of 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) Loosen Up LTD, 201 Broad St
- 4) Healing Muscle Therapies, 201 Broad St Suite D
- 5) The Therapeutic Touch, 601 W Main St
- 6) Clear Waters Salon Spa, 734 Main St

Motion by Skates to approve the Renewal of Massage Establishments applications as filed, second by Proksa. No discussion. Motion carried 5-0.

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

- 1) N&T Enterprises INC d/b/a Lakes Area Taxi, 112 S 4th St, Delavan, WI
- 2) Senior Cab, W3099 Krueger Rd, Lake Geneva, WI

Motion by Hedlund to approve the Renewal of Taxi Cab Company License Applications filed, contingent upon favorable review of insurance by the City Attorney, second by Halverson. Clerk Kropf noted that these aren't the only two businesses in the City, but the only two that the Clerk's office had received thus far. Motion carried 5-0.

Discussion/Recommendation regarding Agent Change Request filed by SS2 INC d/b/a The Red Geranium Restaurant, 393 N Edwards Blvd, from Lyle Swatek to Troy Bartz

Motion by Skates to approve, second by Hedlund. Clerk Kropf explained that this item has come forward due to the death of the current agent. Motion carried 5-0.

Discussion/Recommendation regarding Event Permit Application filed by the Lake Geneva Public Library for the events of Music in the Library to be held June 8, 2018, June 22, 2018, July 13, 2018, July 27, 2018, August 10, 2018, and August 24, 2018 on the south lawn of the library facing the beach (Applicant is requesting waiver of all fees)

Motion by Hedlund to approve, second by Skates. Clerk Kropf added that other City departments have not been required to pay for the application fees in the past and that is why the library is requesting waiver of the fees. Motion carried 5-0.

Discussion/Recommendation of placing the "Closing Dark Store Loopholes" referendum question on the November 2018 ballot (Request made by Alderperson Flower and Alderperson Proksa)

City Administrator Oborn did note that the State Representatives are not in favor of the change. He noted that this referendum would be advisory and non-binding. Hedlund noted that he is not in favor of spending the money as it is an advisory referendum, but would be in favor of moving this forward for the voters. Clerk Kropf added that it would be better to place this on the November ballot as it will be a higher voter turnout.

Motion by Howell to include the referendum on the November 6, 2018 ballot and refer to Council for consideration, second by Halverson. Motion carried 5-0.

Discussion/Recommendation of **Resolution 18-R37** amending the Schedules of Fees to provide for an Administrative Fee for the Tourist Rooming House/Short-term Rentals Annual City License in the amount of \$2,000

Halverson wondered how the amount was assessed. Oborn noted that it was an estimate based on the unknowns of the administrative costs and level of staff involvement. Hedlund explained that he doesn't want to price it too low as he doesn't want the burden of these rentals to fall on the tax payers. He added that if the City finds that the actual costs are lower than the price point, we can adjust the cost. Skates would like the costs associated with staff time tracked to identify if the cost is sufficient or needs to be adjusted to better match actual costs.

Motion by Halverson to approve resolution 18-R37 amending the Schedules of Fees to provide for an Administrative Fee for the Tourist Rooming House/Short-term Rentals Annual City License in the amount of \$2,000, second by Proksa.

Motion by Halverson to suspend the rules to allow a public comment, second by Skates. Motion carried 5-0.

Cass Kordecki; Spoke in opposition of the amount of the annual fee as they can only be in operation for six months.

Original motion was voted on by the Committee. Motion carried 5-0.

Recommendations from Public Works Committee- Meeting held May 15, 2018

Discussion/Recommendation regarding placement of Shade Structure at Skate Park/Dunn Field

City Administrator Oborn noted that the cost is \$8,000 and would be paid from Park Impact fees.

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

Discussion/Recommendation regarding bleachers to be placed in the City Skate Park

City Administrator Oborn noted that the bleachers would cost \$2,400 and would be paid for from Park Impact fees.

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

Discussion/Recommendation regarding the purchase of the fluid drive coupler replacement for the Public Works current Vac-All unit in the amount of \$5,550.00

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

Discussion/Recommendation regarding the quotes for the purchase of a new Vac-All unit for the Public Works Department, to replace current one, with funds from the Equipment Replacement Fund

Motion by Hedlund to approve, second by Howell. Oborn noted that this item should be the approval of the bid for the new vac-all unit. The bid was from R-now with the cost being \$253,045 to be paid from the equipment replacement fund.. Motion carried 5-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$11,631.23

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

Regular Bills in the amount of \$153,657.07

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

Adjournment

Motion by Hedlund to adjourn the May 22, 2018 meeting of the Finance, License, and Regulation Committee meeting, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:58 p.m.

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

**Personnel Committee Minutes
Tuesday, May 8, 2018 – 4:30 PM
City Hall, Conference Room 2A**

Meeting called to order by Chairperson Proksa at 4:30 pm

Roll Call: Chairperson Proksa, Flower, Halverson, & Straube.

Absent: Ald. Skates, Also present: Administrator Oborn, Mayor Hartz, Finance Director Hall

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

None

Approve the Personnel Committee minutes from February 6, 2018, as prepared and distributed

Motion to approve the February 6, 2018 Personnel minutes by Halverson, second by Straube.

Motion carried 4-0.

Update on City Hall hiring

Administrator Oborn reported three positions being filled 1). Human Resources position has been offered, 2). Part-time front office for Clerk almost filled and 3.) New full-time full-time counter person is good fit and an excellent hire.

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

Claims Paid 6 Month Rolling Average

Oborn explained 3 fold effort to drive down the costs.

Aurora Clinic

Oborn to email them report, but not getting a lot of usage.

Transition to State Health Insurance Pool

Premium Share Resolutions

July 1, 2018 COBRA rates and corresponding Working Spousal Surcharge and Employee for next meeting

Oborn stated there are several options for the city to select from.

Request for Oborn to bring the benefit plan numbers to the next meeting

Report from Employee Health Benefits Group Meeting

Employees requested dropped 4% because no premium share

Discussion/Action/Recommendation City of Lake Geneva Employee Handbook change in Section 603 for Overtime pay when working on Saturdays and Sundays (*Requested by Public Works and Utility*)

Motion to approve as amended by Halverson, second by Straube. Motion carried 3-1. Flower no.

Next meeting date on June 5, 2018

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

Motion by Straube to go into closed session at 5:00 pm, second by Halverson. Motion carried unanimously.

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

Motion to return into open session at 6:10 pm by Halverson, second by Straube via Roll Call. Motion carried 3-0.

No action taken on closed session items.

Motion to adjourn by Halverson at 6:11 pm, second by Straube. Motion carried 3-0.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

5/21/2018 1:30 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, MAY 15, 2018– 4:30PM
CITY HALL CONFERENCE ROOM 2A

The May 15, 2018 meeting of the Public Works Committee was called to order by Chairperson Flower at 4:35 p.m.

Roll Call:

Present: Flower, Hedlund, Howell, Proksa, and Dunn

Absent: None

Guests: Mayor Hartz, City Administrator Oborn, Director of Public Works Earle, Parking Manager Mullally, Robert Reese from AT&T, and Bridget Leech

Public Works Director Earle requested that Robert Reese be exempt from the rules for public comment as he'll need to speak on the occupancy permit for AT&T.

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

None

Approve the regular Public Works Committee meeting minutes from March 20, 2018 as prepared and distributed

Motion by Hedlund to approve the minutes of the March 20, 2018 Public Works Committee meeting, second by Howell. No discussion. Motion carried 5-0.

Director of Public Works Report Regarding:

Public Works Department Fully Staffed Days

Public Works Director Earle noted that this item has been discussed over the last couple of years. He added that he calculated the working days and there were thirty-four days of full staffing and sixty-one weekend days. He noted that this will be added to the discussion for the 2019 budget. Chairperson Flower asked that Public Works Director Earle bring more options than just adding one more full-time person to consider.

White River Disc Golf Bridge Replacement Project

Earle noted that the project is on schedule to be open at the end of the summer. Earle stated that the borings were done for the spread footings.

2018 Street Improvement Project

Earle noted that the project has started with the sewer work on Sage Street. He added that these projects are weather dependant and the contractors may have other jobs that need to be complete besides the city. Earle noted that this project should be done by the end the summer.

Main Street Reconstruction Project

Earle stated that Main Street was opened on May 15 and it is a week and a half ahead of schedule.

Visitor Center Construction Project

Earle added that the Visitor Center work is coming along and waiting on the completion of the utilities.

Cemetery Personnel

Earle stated that the staff member is experiencing some health issues and has been performing duties as expected. He added that eventually new staff will need to be brought on, but as far as now everything is as it should be. City Administrator Oborn noted that the software for the records is coming along and will probably be absorbed by City Hall staff.

Bloomfield Road Project (carried forward from March 20, 2018 Public Works Committee Meeting; Presented by City Administrator Oborn)

Earle stated that this part of the road in front of the middle school is deteriorating fast. He approached the town of Bloomfield about repairing it; as they own half of it - they stated that they do not have the funds to fix it. City Administrator Oborn explained that there are several town islands within the City and with that these problems arise. He added that ultimately the city will need to pay for the fix, even on the town portion. The committee discussion concluded that the city shouldn't pay to fix a portion of a road that isn't in the City. Oborn and Earle added that they still need to meet with town officials to find a plan of action.

Closed Circuit Television Installation at West End Pier (Update from Police Chief Rasmussen and IT Director Miskie)

Earle added that Chief Rasmussen and Jeff Miskie are still working on this project and this will be back before the committee at a later date.

Riviera Plaza Lighting update from Beautification Committee

Earle noted that the Beautification Committee would like to start updating the lighting in the fountain in front of the Riviera along with the trees. He stated that this was for informational purposes only.

Discussion/Recommendation regarding Occupancy Permit filed by AT&T to be used at Main Street and Broad Street

Motion by Hedlund to suspend the rules to allow Robert Reese to speak, second by Howell. Motion carried 5-0.

Earle noted that AT&T has been working to extend internet services to Main Street which coincided with the Main Street project. Earle added that due to the city's work he denied the license. He added that AT&T was very patient in waiting for the construction to end and would like to approve the permit. He did note that he normally would not allow this type of work to happen between Memorial Day and Labor Day, but would let them since they weren't able to prior.

Robert Reese, from AT&T, noted that this work would take about three to five days and would require open cuts. He then outlined to the committee where the work will need to be completed. Reese explained that this work is being requested of a single customer. He noted that this work would be imperative to the City for service to the downtown, but the committee had concerns with shutting down roads and creating more confusion during the busy season. Reese then cited state statute to support that AT&T should be allowed to conduct the work. The committee discussion included that they are in favor of the work being completed, but would like to see it done in September.

Motion by Howell to continue this item until more precise information is available, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding request made by Flat Iron Tap for an Outside Dining Area

City Administrator Oborn explained that Flat Iron Tap approached the city about using a portion of the alley with four parking stalls for an outdoor eating area. Flower added that she would like to see a survey of the lot to determine where the City property lines are and where the utilities are. She added that she would be in favor of leasing the property, not selling it out right. The committee would be in favor of moving forward with the request, but they would like to see the impact on the city.

Motion by Howell to continue until further information is available, second by Proksa. Motion carried 5-0.

Parking Manager Update Regarding Parking Initiatives

Parking Manager Mullally addressed the committee in regards to her parking initiatives for the city. These initiatives include starting a Green Parking Initiative which would outline how many steps from a parking lot to the downtown, how walking from lots can be beneficial to your health and the environment. She added that this would promote free parking for tourists and would start by creating minimal signs to promote this green initiative. Mullally noted that this is to let people know that there is parking available even though it seems that parking is limited. No action taken.

Discussion/Recommendation regarding Alley Vacation between 234 Broad St and 244 Broad St (Request made by the Downtown Business Improvement District)

Public Works Director Earle noted that the businesses on either side of this alley would like vacate the alley and use it for an outdoor eating area.

Motion by Howell to suspend the rules to allow Bridget Leech to address the committee, second by Hedlund. Motion carried 5-0.

Leech addressed the committee and stated that the reason for this would be to accommodate the pedestrian traffic versus the vehicle traffic. She added that this could be shut down from April to October to accommodate the snow removal. Earle noted that the Chief of Police and the Fire Chief did not have a problem with the situation. Hedlund voiced concerns that this may project the notion that the city is promoting a certain business and may not be able to do the same for another business that comes in. Flower is concerned with the safety of using the alley would like to see a one time trial to see the usage. No action taken.

Discussion/Recommendation regarding placement of Shade Structure at Skate Park/Dunn Field

Earle noted that the Park Commission would like to see the shade structures to be placed in the Skate Park in Dunn Park to be paid for from city impact fees. The total amount for this would be \$8,000. Earle said that the placement of the structures is to encourage parents to come in and watch their children.

Motion by Hedlund to approve the purchase of the Shade Structure and bleachers to be placed in the City Skate Park/Dunn Park with funds coming from City impact fees, second by Howell. Motion carried 5-0

Discussion/Recommendation regarding the purchase of the fluid drive coupler replacement for the Public Works current Vac-All unit in the amount of \$5,550.00

Earle stated that this would basically be the replacement of the clutch in the unit and this unit has been down for some time. He noted that the quote that came in from Bruce Municipal stated the bearing price wrong and the new price would be \$5,562.14.

Motion by Howell to approve the purchase of a new fluid coupler at the amount of \$5,562.14 from Bruce Municipal Equipment, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding the quotes for the purchase of a new Vac-All unit for the Public Works Department, to replace current one, with funds from the Equipment Replacement Fund

Public Works Director Earle noted that the current machine is reaching almost ten years old, but is still in good condition. He added that this new machine would serve multiple purposes and wouldn't just be a street sweeper. He added that this is the direction that the machinery is headed. He also noted that the old machine would bring a fair amount of money back to the City at auction which would help offset the purchase out of the equipment replacement fund.

Motion by Hedlund to approve the bid of a new Vac-All unit from R.N.O.W. Inc in the amount of \$253,045.00 to be paid from the equipment replacement fund, second by Flower. Motion carried 5-0.

Discussion regarding the implementation of Bike/Pedestrian Plan within the City's Asset Management Process

Aldersperson Flower explained that she would like to get feedback regarding how the new bike/pedestrian plan would be incorporated into the city's annual street improvement projects. Earle explained that the city approved the plan, but as of now there isn't funding. Howell noted that this might be a better conversation to have at the Committee of the Whole. Flower noted that she would like to see this item discussed to find ways to obtain grants to aid the city in its implementation.

Future Agenda Items

- AT&T Occupancy permit
- Flat Iron Tap
- DPW Staff Vacancy
- Alley Vacation
- Parking Initiatives
- North Edwards Boulevard change from four lane to three lane

Adjourn

Motion by Howell to adjourn the meeting of the Public Works Committee, second by Proksa. Motion carried 5-0.
The meeting of the Public Works Committee adjourned at 6:41 p.m.

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

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

WEDNESDAY, MAY 16, 2018 – 5:30PM

CITY HALL, CONFERENCE ROOM 2A

Meeting called to order by Chairman Skates at 6:02 pm

Roll Call: Ald. Skates, Hedlund, Halverson, Dunn, and Straube

Also Present: Ald. Flower, Mayor Hartz, Administrator Oborn, Parking Manager Mullally, Harbor Master Grey

Approval of Minutes from April 18, 2018 meetings as prepared and distributed

Motion to approve the April 18, 2018 minutes by Hedlund, second by Halverson. Motion carried unanimously.

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

None

Harbormaster's Report

Boat slips and buoys are all rented out, 2 new kayak racks were added for a total of 38 spaces. The waiting list for residents on slips is approximately 25 to 30 years. Skates said it would be easier if we had one offering and move to all slips to un-clutter the Riviera beach view.

Ald. Flower spoke about obtaining a cost estimate on slips vs. buoys and stated a representative from Gage suggested we require install of lifts on all slips to cover the cost of damages to the pier. \$35,000 was spent on repairs alone for the piers.

Riviera is booked with almost two events per week for 2018. Last year had 45 bookings which was down 50% from prior years. Bookings currently set to go to November of 2019. Mayor Hartz opened a discussion on the Riviera offering community events for residents.

Discussion/Recommendation on technology assessment as it relates to beach passes and boat slip rentals.

Skates stated the staff has some good ideas on how to automate the beach passes and other front counter transactions. Mayor Hartz will work with Administrator Oborn to discuss ways to work with staff to assess and implement automation.

Discussion/Recommendation on kayak/SUP racks location and configuration.

Need to do something to enhance the appearance and configuration.

Motion to adjourn at 6:41 pm by Hedlund, second by Halverson. Motion carried 5-0.

5/20/2018 3:00pm

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday May 16, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

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

Roll Call - Members present: President Lyon, Mayor Hartz, Ald. Hedlund, Ald. Flower, Ann Esarco and Brett Stanczak. **Staff in attendance:** Josh Gajewski, Jo Busch, Blaine Oborn and Dan Draper.

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 18, 2018 as prepared and distributed
Hedlund/Stanczak motion to approve. Passed 6-0.

Acknowledgement of Correspondence – Notification from DNR regarding public notice of permit renewal for Waste Water Treatment Plant.

Financials Update

Gajewski reviewed the financial information for April. Discussion was had regarding journal entries for insurance. The consensus is not to change the current method.
Hedlund/Hartz motion to approve the April financials. Passed 6-0.

Approval of the April Bills

Hedlund/Hartz motion to approve the April bills with the exception of payment to Willkomm Excavating & Grading Inc in the amount of \$288,037.47. Passed 6-0.

Directors Report

Gajewski reviewed the submitted Directors report. He added that the Main Street project is now complete with the exception of a small list of items and some landscaping. The road reopened yesterday and the water passed all tests first time.

Discussion/Recommendation on payment request #1 from Willkomm Excavating & Grading Inc in the amount of \$288,037.47 for the Main Street Water Main Project

Gajewski confirmed that Willkomm did post a performance bond and we do have retainage.
Flower/Hedlund motion to approve the payment request to Willkomm Excavating in the amount of \$288,037.47. Passed 6-0.

Discussion/Action on amendment to Section 603 of Employee Handbook

Gajewski reported that the Personnel Committee recommended a change in policy to this section of the Handbook and Council approved it. He recommends that the Utility follow suit.
Hedlund/Flower motion to amend section 603 of the Utility Employee Handbook to mimic the City Employee Handbook. Passed 6-0.

Discussion/Action on revised Final Plat of Symphony Bay and related easements

Gajewski reported on the changes to the plat allowing for duplex's instead of single family homes. He explained that the project superintendent told him this plat repeals the previous plat and replaces it. Draper said that all that is being asked is that we sign off on the changes. There is no request for the Utility to give up any easements.

Hedlund/Flower motion to authorize the signing of the final plat by President Lyon on behalf of the Lake Geneva Utility Commission pending review by City Attorney. Passed 6-0.

Discussion/Action on using Payment Service Network as a third party electronic payment & billing service provider

Gajewski reported that we have discussed the opportunity to change third party providers with staff at City Hall in conjunction with the software upgrade. This provider offers more variety to customers in paying their utility bill including e-billing. Discussion was had about the fees to the customer which would be less expensive with PSN and eventually the City will migrate to PSN so that we are all using the same provider. PSN offers help and training with marketing their service to our customers.

Hedlund/Flower motion to migrate third-party payment and billing services to PSN and authorize the purchase of a new card swipe terminal. Passed 6-0.

Discussion/Action on quotes for closed-circuit televising of the Collection System

Gajewski said he is working with the Waste Water Superintendent and their goal is to get the system on a ten year rotational cycle. If we televise approximately 31,000 linear feet this year and next we would have every part of the system televised at least once dating back to the mid to late 90's. There are three areas that are anomalies that Gajewski will work with the developer on getting televised at their cost. Those are LaSalle/Edgewood (Hillcrest), Summerhaven and The Ridges.

Flower/Stanzcak motion to approve the quote from Visu-Sewer with a not to exceed amount of \$40,001. Passed 6-0.

Discussion/Action on consolidation of financial accounts

In anticipation of the Utility's finance operations being moved to City Hall, Gajewski recommends consolidating our accounts as shown in the packet. Discussion was had regarding interest rates and basis points and also the breakdown of the LGIP accounts.

Hedlund/Flower motion to authorize the consolidation of the Lake Geneva Utility Commission financial accounts as presented. Passed 6-0.

Discussion/Action/Recommendation on Cemetery Road Sanitary and Water Main Extension

Gajewski presented the revised engineering estimate from Kapur and detailed the affected parcels. He also reported on his discussions with Mr. Castaneda regarding the special assessment estimates and well and septic options as discussed with Building & Zoning. Gajewski reminded the Commission that they have no authoritative power to do a special assessment and therefore we would have to make a recommendation to the City Council and then the City Council could proceed as they see fit. Gajewski recommends that we bid the project to obtain actual numbers to proceed with. A public hearing is required and it would be better to have actual numbers for the public hearing. He also recommends that the special assessment be deferred for customers that are in the Town of Geneva until such time as they request service or become a city parcel. For the current city parcels, Gajewski recommends a 10 year payment plan starting in the first October after the project is completed. He also recommends that any special assessment be paid in full at the time of any property transfer and that customers have up to 10 years to connect. Discussion followed. It would cost approximately \$10K to put this project out to bid and we have already incurred costs in the preparation of plans and an engineering estimate. The commission took no action but directed Gajewski to bring this to PWC.

Hedlund/Stanzcak motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session specifically regarding the requested amendments to the Host Tower

lease with AT&T and the rehabilitation work to well #3 being performed by Water Well Solutions, and pursuant to Wis. Stat. 19.85 (1) (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in pertaining to LaSalle Court Water Main (City Attorney Draper) and include all City staff and elected officials.

Motion carried on a roll call vote 6-0. The Commission convened into closed session at 5:23pm.

Hedlund/Stanzcak 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 returned to open session at 5:55pm.

Hedlund/Flower motion to instruct staff to continue as discussed in closed session with regard to the Host Tower lease with AT&T and bring back next month. Passed 6-0.

Hedlund/Flower motion to instruct the City Attorney to proceed as discussed in closed session with regard to the work being performed on Well #3 by Water Well Solutions. Passed 6-0.

Adjourn

Flower/Hedlund motion to adjourn. Passed 6-0.

Meeting was adjourned at 5:57 p.m.

/s/ Jo Busch, Office Manager

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, MAY 10, 2018, AT 6:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Horne.

3. Roll call

Commissioners Pollard, Jordan, Horne and Condos were present. Commissioner Connors was excused. Also present: Police and Fire Commission Liaison Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Assistant Fire Chief Derrick, Mayor Hartz, former Commissioner Rick Bittner and Confidential Administrative Assistant Papenfus. Fire Chief Peters arrived at approximately 6:45 p.m.

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 5, 2018

Condos motioned to approve the regular meeting minutes of April 5, 2018. Pollard seconded. Motion carried 4-0.

7. City Council Report

Alderman Skates stated the Fire Department union contract is being negotiated and is almost complete. Alderman Skates also encouraged all employees to go to the free clinic.

8. Welcome newly appointed Commissioner Jim Connors

Commissioner Connors was excused.

9. Acknowledge outgoing Commissioner Rick Bittner

Chief Rasmussen presented Commissioner Bittner with a plaque on behalf of the Police Department and Fire Department and thanked him for his years of service. Commissioner Horne also presented Commissioner Bittner with a plaque on behalf of the Police and Fire Commission.

10. Elections of Officers: President and Vice President

Jordan suggested that the election of officers be continued until next month when all Commissioners are present. Condos mentioned that the State Statute may require the election of officers in May; however, the Commission agreed to table the nominations until June.

11. Police Department Business

a. Approval of bills for the month of April 2018, operating in the amount of \$320,367.35, Equipment purchases in the amount of \$11,604.79, for a total of \$331,972.14

Pollard motioned to approve the bills for the month of April. Jordan seconded. Roll call vote: Commissioner Pollard-Y, Commissioner Jordan-Y, Commissioner Horne-Y, Commissioner Condos-Y. Motion carried 4-0.

b. Discussion/Action on acceptance of resignation for Crossing Guard Danielle Masoni
Condos motioned to accept resignation of Crossing Guard Danielle Masoni. Pollard seconded. Motion carried 4-0.

c. Discussion/Action on sponsorship of Booking Officer Xenia Rodriguez for police academy
Chief Rasmussen advised that Booking Officer Rodriguez is unable to attend the academy this summer due to financial reasons. The department will work with her to see if she can apply for the academy this fall.

d. Discussion/Action on summer staffing
Chief Rasmussen discussed the summer staffing situation and advised that two of the officers who were expected to work 32 hours this summer will not be able to work. Therefore, the department is down to three 32 hour officers. The department is looking at placing booking officers with reserve officers to walk downtown and perform duties like a community service officer. Home wondered if there was a projection for overtime and Chief Rasmussen felt overtime would be minimal at this time.

e. Discussion/Action Approval of Lexipol Policies

- 393 Community Relations (new policy)
- 402 Bias-Based Policing (Formerly Racial-or Bias-Based Profiling)
- 410 Ride Alongs
- 434 Aircraft Accidents
- 450 Portable Audio/Video Recorders
- 602 Sexual Assault Investigations
- 606 Asset Forfeiture (No copy)
- 1000 Recruitment and Selection
- 1014 Sick Leave
- 1020 Personnel Complaints
- 1026 Personnel Records (Formerly Personnel Files)
- 1030 Commendations and Awards

Jordan motioned to approve the Lexipol policies as presented. Pollard seconded. Motion carried 4-0.

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

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

| | | | |
|------|----------------------------------------------------------|---------------|----------------------|
| 2018 | Dispatch activity for April 2018: Telephone calls– 2,391 | 911 Calls–152 | Window assists– 900 |
| 2017 | Dispatch activity for April 2017: Telephone calls– 3,035 | 911 Calls–193 | Window assists–1,075 |

| | | |
|------|----------------------------------------------------------|--------------|
| 2018 | Patrol activity for April 2018: Calls for service– 1,344 | Arrests - 90 |
| 2017 | Patrol activity for April 2017: Calls for service– 1,116 | Arrests – 53 |

h. Discussion regarding Thank you letter – No discussion/Action

- Catherine Wilson-Officer Ward
- Tri-County Riders-Certification of Appreciation
- YMCA

i. Items to be forwarded to City Council

Chief's top five/ monthly reports. Liaison Skates will discuss staffing issues.

12. Fire Department Business

a. Approval of the bills for the month of April 2018, operating in the amount of \$121,933.16, Equipment Purchases in the amount of \$11,853.44, for a total of \$133,786.60

Jordan motioned to approve the bills for the month of April 2018. Condos seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Condos-Y. Motion carried 4-0.

b. Discussion/Action EMS/Stark Medical billing

Chief Peters stated that EMS medical billing receives 7.3% for billing.

c. Discussion Monthly Fire Department Report Overview/EMS call summary report

Chief Peters presented the monthly report. The personnel spotlight is for FF/EMT Young Cho who has worked for the department since 2013. Cho has received the following awards: 2015 Firefighter of the Year, 2014 EMT of the year, and 2015 Walworth County Firefighter of the Year. He also oversees recruitment efforts. Chief Peters presented anniversaries, community and department events and notable calls. Chief Peters also recognized and thanked the Telecommunicators during National Communicators Appreciation Week.

d. Discussion/Action – Ambulance 2890 replacement update and disposal of old unit

Jordan motioned to allow the Fire Department to offer the ambulance to the City of Delavan. Horne seconded. Motion carried 4-0.

Tentative delivery date of the new ambulance is August 1. Chief Peters would like to donate the old unit to the City of Delavan because they are interested in starting their own rescue squad. Another option would be to trade the vehicle to Aurora for training in exchange for the cost of medication. Horne liked the pay it forward concept. Pollard asked if City of Delavan was working with Lake Geneva on the 10 year plan and Chief Peters advised that the City of Delavan is part of the 10 year plan.

e. Discussion/Action – Coverdell Stroke Grant Award

The Fire Department received \$1500.00 to use for Stroke Awareness Education. The money will go toward Blood Pressure monitoring and Stroke Awareness equipment

f. Discussion – Paramedic Update

Paramedic treatment started April 1 and since that date there have been 65 ALS responses, two cardiac arrests, one was revived, and two seizures. All calls were covered by paramedics.

g. Discussion/Action - Acceptance of resignation of Lt. Peter Lechner

Horne motioned to accept resignation of Lt. Peter Lechner. Pollard seconded. Motion carried 4-0. Chief Peters noted that Lt. Lechner will be missed.

h. Discussion/Action – Appointment of FF/Paramedic Zach Blauser to rank of Lieutenant (from August 2017 approved list)

Pollard motioned to approve the promotion of FF/Paramedic Zach Blauser to Lieutenant. Jordan seconded. Motion carried 4-0.

Chief Peters advised the promotion will take effect immediately.

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

- Gehrlein Family
- YMCA
- Town of Delavan Police Department

j. Discussion/Action-acceptance of donations

- Wal-Mart donation
- Gerhleim Family

Jordan motioned to approve the donation from Wal-Mart and the Gerhleim Family. Pollard seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Condos-Y. Motion carried 4-0.

Chief Peters advised that Wal-Mart donated \$1000.00 and the Gerhleim Family donated \$150.00 to the Fire Department.

k. Items to be forwarded to city council

Monthly report and Lt. Blausen's promotion.

13. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Fire Department Personnel.

Condos motioned to go into closed session. Pollard seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Condos-Y. Motion carried 4-0 at 7:06 p.m.

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

Horne motioned to return to open session. Condos seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Condos-Y. Motion carried 4-0 at 7:17 p.m.

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

16. Agenda items for the next regular meeting June 7, 2018 - None

17. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Meeting adjourned at 7:19 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 21, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Hartz called the meeting to order at 6:02 p.m.

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

Approve Minutes of the April 16th Plan Commission meeting as distributed.

Skates/Krajovic motion to approve. Motion carried unanimously.

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

None.

Acknowledgement of Correspondence.

Correspondence was received from Charlene Klein, 817 Wisconsin Street, opposing the Conditional Use Permit at 190 E Main Street and also opposing the General Development Plan for 1111 N Edwards Blvd. Correspondence has been distributed to the Plan Commission and the City Council.

Downtown Design Review

6.A. Application by Oakfire Properties LLC, for the Oakfire Restaurant, a request to change the front façade and install a roll up ½-wall with windows, located at 831 Wrigley Dr., Tax Key No. ZOP00340.

David Scotney, owner of Oakfire, presented his request. Zoning Administrator Walling said the façade change will comply with the city specifications.

Esarco/Skates motion to approve the change to the front façade and include all staff recommendations and fact finding.

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

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

Jim Howe, Godfrey Law Firm, representing Judith Castleman, presented the request. Howe said the parcel has 1 common public water lateral but each unit is metered separately. Attorney Draper stated the changes suggested by staff are reflected in the condominium documents. Mayor Hartz asked if there was a condominium association. Howe replied no, it is a stand alone duplex.

Skates/Esarco motion to approve the Land Division to create two condominium lots and include all staff recommendations and fact finding.

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

8. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by Ryan Finley, 805 Cumberland Trail, Lake Geneva, WI 53147 to install a 48” fence along the property line abutting Townline Road. The property zoned SR-4 and allows for a maximum street side fence height of 36” & 60% opaqueness. Tax Key No. ZTT00041.

Ryan Finley, 805 Cumberland Trail, presented his request. Alderman Skates asked for the style of fence. Finley said the fence will be picket, with normal spacing, but asking for a 4 feet high allowance.

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

Skates/Gibbs motion to approve the Conditional Use Permit and include all staff recommendations and fact finding.
Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

9. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by Renee T. Wu, 527 Forest Glen Dr, Fontana, WI 53125 to operate a restaurant located at 239 Cook Street, Lake Geneva, WI 53147 located in the Central Business (CB) zoning, Tax Key No. ZOP00253.

Bill Wu, 527 Forest Glen Dr, Fontana, presented the request.

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

Administrator Oborn asked if applicant was applying for a sign in the future. Walling stated this application is only for the Conditional Use Permit for the restaurant and business plan. The sign can be reviewed at a later date through Downtown Design.

Gibbs/Skates motion to approve the Conditional Use Permit and include all staff recommendations and fact finding.
Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

10. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by William and Carol Dick, 723B Geneva Street, Lake Geneva WI, 53147 to operate a Commercial Indoor Lodging at 723 Geneva Street, located in the Central Business (CB) zoning, Tax Key No. ZOP000158.

William Dick, 723B Geneva Street, presented the request. Esarco asked if both units would be included in the Conditional Use. The applicants live in upper unit and wish to convert the upper unit for Commercial Indoor Lodging. The summary statement in the packet states the whole building would be used in this manner. Applicant plans to convert the upper unit within 2 years.

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

Krajovic asked about who follows up with applicant. Walling stated the city will be alerted when the applicant registers with city.

Skates/Esarco motion to approve the Conditional Use Permit which is limited to applicant and include all staff recommendations and fact finding.

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

11. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by Lake Geneva Plaza LLC, W3323 Lake Forest Drive, Lake Geneva, WI 53147, to allow for the construction on a Convenience Store, Fueling Station, Dunkin Donuts, Restaurant, and Car Wash at 190 E. Main Street, Lake Geneva, WI 53147 located in the Planned Business (PB) zoning district with an In-vehicle Sale or Services zoning land use, Tax Key No. ZA370600001.

Richard Torhorst, attorney, representing Lake Geneva Plaza LLC, presented their request. A building material board was shared with the Plan Commission. Krajovic asked about the turning and passing lane on the plan. Walling stated the city Public Works director said the lanes meet the city standards for turn lanes and are wide enough for the pass through. Esarco questioned the sidewalks and shoulder currently being used by individuals to get to Wal-Mart.

Speaker #1: Susan Fritz, Curtis St, secretary of the Twins on Curtis, a 34 unit home association, shared the owner’s opposition to the project.

Speaker #2: Charlene Klein, 817 Wisconsin St, shared her opposition to the project, stating the traffic problem.

Speaker #3: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, shared her opposition to the project.

Joe Kopecky, N3127 McClain Rd, Architect, shared some specifics of the project including 2 retaining walls, the lighting, the location of building from the back lot line and noted most activity would be at the front of the building. Krajovic asked about the landscaping for a buffer on the south side of the property. The Plan Commission discussed the new state statute for Conditional Use Permits. Esarco questioned the pedestrian traffic.

Speaker #4: Gary Dunham, 614 Sage St, shared his positive business experience with the owners and information about available office space in Lake Geneva, which was a discussion item earlier.

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

Skates/Krajovic motion to approve the Conditional Use Permit to include all staff recommendations and fact finding; contingent on the Department of Transportation approval of merging and passing lanes; the operational hours of car wash will be 7am – 9pm; maximizing screening for adjoining properties in southwest corner of property; contingent on staff approval for all engineering and utilities prior to recommending to the City Council for approval; if the staff has significant changes to the site, the project goes back to the Plan Commission.

Roll Call: Hartz, Skates, Krajovic voting “yes” and Gibbs, Esarco voting “no.” Motion carried 3-2.

12. Public Hearing and Recommendation on an application for a General Development Plan for the Hampton Inn located at 1111 N. Edwards Blvd, filed by 1111 N. Edwards Blvd LLC, to construct a 5 story, 92 unit, Hampton Inn hotel at the South East corner of the Sheridan Springs Rd and North Edwards Blvd intersection adjacent to the Highway 12 corridor. Located in the Planned Industrial (PI) zoning district, Tax Key Nos. ZA468000003 & ZA468000004.

Jim Howe, Godfrey Law Firm, representing 1111 N Edwards Blvd LLC, presented the request. Esarco clarified this project is north of the White River Wetlands and asked if the north driveway could be moved south due to the tight corner at Sheridan Springs Road. Krajovic asked about the first floor elevations. Howe verified the building will blend into the lot.

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

Esarco/Gibbs motion to approve the General Development Plan to include all staff recommendations and fact finding; specifically identify facts and finding for items #1 and #3; flexibilities: a 5th floor; building height of 65’; a floor area ratio of 45%; a landscaping surface ratio of 42%; north access point is approximately 100’ but no less than 98’; contingent on staff approval for all engineering and utilities prior to this item being sent to the City Council for the PIP approval.

– if the staff has significant changes to the site, the project goes back to the Plan Commission.

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

13. Public Hearing and Recommendation of an amendment to the Precise Implementation Plan (PIP) for property located in the Summerhaven of Lake Geneva Condominiums located on Lake Geneva Blvd, filed by McMurr II LLC. The request is to amend the existing PIP to complete Phase 1 of the development. Overlapping Multiple Tax Key Nos. ZSUM00101 – ZSUM00247.

Jim Howe, Godfrey Law Firm, representing McMurr II LLC, presented the request including the revised packet. Walling asked for clarification on stamped and colored asphalt in cul-de-sac. Howe verified this item would be at surface grade in cul-de-sac. Krajovic asked for clarification of the various phases of the Summerhaven development. Howe explained the phases.

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

Oborn asked about adding the approval of Developers Agreement as part of motion. Walling explained the procedure to correct the spider web utilities on this location which has been discussed with the Utilities. This item is included in the Developers Agreement.

Skates/Esarco motion to approve the amendment to the Precise Implementation Plan and include all staff recommendations and fact finding and recommend approval of the Developers Agreement.

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

14. Conceptual Plan for the proposed subdivision of 17.14 acres of land to be called The Vista of Lake Geneva, located south of LaSalle Street and west of Woodridge Ct, by Omega Homes, 210 O’Connor Dr., Elkhorn, WI 53121. The request is to develop the property into a higher density single family development than currently permitted, using Planned Development zoning. Tax Key No. ZA424700001.

Paul Van Henkelum, Cardinal Engineering, representing Omega Homes, presented the Conceptual Plan modifications. Van Henkelum stated the Primary Environmental Corridor boundary shown on the City of Lake Geneva Comprehensive Plan differs from the boundary shown on the SEWRPC Map for Outlot 5 of this project. Staff recommends using the SEWRPC boundary until this discrepancy is verified. Outlot 5 has been removed from the development at this time. The plan will be modified at a later date. This parcel is zoned as MR-8. The developer wants to move forward with single family residences instead of condominiums and asks for Planned Development process to go to smaller lots. Cardinal Engineering has been contacted by the Hillcrest Condominium Association, adjacent to this site, asking to work together on some drainage issues. Krajovic asked about homes sizes for a 5,000 sq ft lot. Van Henkelum replied 2,200 sq ft. with some variations. Oborn asked if the roads would be public or private. Van Henkelum said LaSalle Street is already public and Hilltop Street is proposed as public, with the cul-de-sacs remaining private as outlots. Roads would include curb and gutter. The walkway through subdivision would be private with public access and the garages would be pulled back at least 2’ from the front of the house. Walling requested complete engineering prior to the PIP.

15. Review and Recommendation for a Certified Survey Map (CSM) Land Division for the applicant Dodge Street Properties LLC, 500 Stone Ridge Drive, Lake Geneva, WI 53147, to divide the property zoned SR-4 for, 2 lots as .98 acres and 1 parcel at 1.09 acres located to the north of Dodge Street, and west of Fremont Ave located in the SR-4 zoning district. Tax Key No. ZYUP00053.

Paul Van Henkelum, Cardinal Engineering, representing Dodge Street Properties, LLC, presented the request. Krajovic asked for clarification of the acreage for the 2 lots. Walling verified it should read .93 acres. Krajovic suggested an amendment to the motion.

Skates/Krajovic motion to approve the CSM Land Division for 2 lots at .93 acres each and 1 parcel at 1.09 acres and include all staff recommendations and fact finding.

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

16. Discussion regarding fence installation at property known as the Downtowner located at 640 West Main Street, Lake Geneva, WI 53147. Tax Key No. ZOP00306.

Tisha Erdman, 5455 Steele Rd, Burlington, presented her request and asked for a discussion regarding the fence along Main Street & Mill Creek. Staff discussed possibilities including landscaping and safety.

17. Discussion/Action regarding opening the annual plan amendment process and review of draft public participation plan to amend the City of Lake Geneva’s Comprehensive Plan.

Planner Mich introduced the 2018 Comprehensive Plan Amendment Calendar and provided explanation of process. Attorney Draper suggested the need to adopt a public participation plan. Walling noted revisions to our Comprehensive Plan are due in 2020. Mich suggested beginning this process in 2019. Draper suggested doing the Public Participation Plan later in the year. The 2018 Comprehensive Plan Amendment process is now open from May 21- June 29th. The 2018 Comprehensive Plan Amendment process will be announced at next Council meeting.

18. Adjournment. Krajovic/ Gibbs motion to adjourn at 9:10 pm. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

Board of Park Commissioners' Minutes
Wednesday, April 25, 2018 – 6:30pm
City Hall, Meeting Room – 2nd Floor

Roll Call: Present: Alderman Sharri Straube, Park Board Commissioners: Lynn Hassler, Brian Olsen, Barbara Philipps, Dave Quickel, and Peggy Schneider. Also present Mayor Hartz, Administrator Osborne, and Street Superintendent, Waswo *Absent:* Ann Esarco, John Swanson

Approval of Minutes from prior meeting:

Motion by Philipps/Olsen to accept minutes of March 28, 2018 as presented.

Motion carried unanimously.

Comments from public limited to 5 minutes:

Dick Malmin – Park Board meeting packet should be available on the City website before the monthly meeting. Mr. Malmin has concern about the Ice Castle Event, can it use lake water?

YMCA/Veterans Park Report

YMCA Board Meeting will be held Thursday, May 3 regarding purchasing property for Y relocation. Current Y activity calendar for Veterans Park was provided.

Permits/Park Donations:

Motion by Olsen, second by Hassler to recommend acceptance of permit application as submitted by Buffalo Grove Cheerleading Camp – Flat Iron Park during June 13-15, 2018.

Motion carried unanimously.

Motion by Olsen, second by Hassler to recommend acceptance of permit application as submitted by Hoff Wedding – Donian Park on July 4, 2018.

Motion carried unanimously.

Motion by Olsen, second by Hassler to recommend acceptance of permit application as submitted by Ice Castle at Riviera Beach/Seminary Park from October 2018 through April 2019. Motion carried unanimously.

Park Assignments/Repair Update/Maintenance

No Report

New Business

None

Old Business

Impact Fee Report

April 2018 balance is \$49,055.80 including \$12,594.92 Park Fund, \$21,460.88 Impact Fees and \$15,000 fund balance commitment for Adaptive Playground Equipment at Veteran's Park. Impact Fees must be spent by December 31, 2024. The \$15,000 Insurance Claim for damage to Play Equipment at Veteran's Park will be returned to the Park Board Fund.

Wish list Development

Neil Waswo presented update. Dave Quickel requested that approximate cost be presented with each item of need.

Dog Park Usage Rules – Carried forward.

Smaller Dog Park within Dog Park – Carried forward, need to gauge community interest.

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

Future Meeting Agenda Items Old:

Impact Fee Report (Continual)
Wish List (Continual)
Dog Park Usage Rules
Small Dog Park fencing within larger Dog Park

Future Meeting Agenda Items New:

Next Meeting:

May 23, 2018, at 6:30 pm

Other Meetings:

Adjourn

Motion by Quickel to adjourn at 7:34 pm, second by Olsen. Motion carried unanimously.

/s/ Ann Esarco, Park Board President

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

Board of Park Commissioners' Minutes

Wednesday, May 23, 2018 – 6:30pm

City Hall, Meeting Room 2A – 2nd Floor

Roll Call: Present: Mayor Tom Hartz, Park Board President: Ann Esarco, Park Board Commissioners: Lynn Hassler, Barbara Philipps, Dave Quickel. Peggy Schneider, John Swanson

Absent: Brian Olsen, Shari Straube

Staff Present: Neil Waswo (Street Superintendent)

Public Present: Mike Coolidge, YMCA; Dan Getzen, ThreadHead Cycling

Approval of Minutes from prior meeting:

Motion by Quickel/Philipps to accept minutes of April 25, 2018 as presented.

Motion carried unanimously.

Comments from public limited to 5 minutes:

None

YMCA/Veterans Park Report

Baseball at Veterans Park starts June 4, 2018. Currently 485 boys and girls are registered for baseball and T-ball. Field 5 is usable and being used. Basketball courts used during the mornings for Pickle Ball with court markings completed with tape. Badger High School and the American Legion use Molitor Field. The YMCA maintains all of the fields. Volley Ball nets are up. Basketball courts have newer netting, encouraging more usage of the courts.

Permits/Park Donations:

Motion by Quickel, second by Swanson to recommend acceptance of permit application as submitted by Lake Geneva Business Improvement District (BID) – Flat Iron Park on October 6 and 7, 2018, for Oktoberfest.

Motion carried unanimously.

Park Assignments/Repair Update/Maintenance

John Swanson distributed and presented information on current park needs. It was also noted on the good quality of our parks and the appreciation for City staff that care for our parks. Four Seasons Park is continually improving.

New Business

TreadHead Cycling Offer to Donate Bike Racks along with bike rack art design competition.

Motion by Quickel, second by Philipps to recommend that TreadHead Cycling move forward on their plan to donate one bike rack during the 2019 calendar year. Design specifications and possible locations to be determined with the guidance of City staff. Motion carried unanimously.

Dog Park in Symphony Bay – the dog park in Symphony Bay belongs to the development. It will be maintained by the development. The public is invited to use the dog park when it is opened later this year.

Continued...

Tree Board – The Park Board request that the Tree Board hold meetings one hour before the Park Board meetings during the months of January, April, July, and October. The Tree Board should forward copies of its minutes to the Park Board President, who will distribute the members of the Park Board. The Mayor will appoint a new Tree Board member to replace one of the Tree Board members that has an expired appointment date.

Dead Trees/Landscaping – some of the business developments are not adhering to the terms of their agreement with the city to maintain trees and landscaping. Mayor Hartz to provide feedback after researching the issue.

Old Business

Impact Fee Report

May 2018 balance is \$64,595.42 including \$29,100.23 Park Fund, \$21,495.19 Impact Fees and \$15,000 fund balance commitment for Adaptive Playground Equipment at Veteran’s Park. Impact Fees must be spent by December 31, 2024. The \$15,471 Insurance Claim for damage to Play Equipment at Veteran’s Park has been added to the Park Fund balance.

Wish list Development

Neil Waswo presented update. Neil also suggested some long-term wish list items for Stone Ridge and LaSalle Street developments.

Dog Park Usage Rules – Carried forward. Pending information from Brian Olsen.

Smaller Dog Park within Dog Park – Motion by Swanson, second by Schneider to defer (carry-forward) discussion until Dog Park Usage Rules are established.

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

Future Meeting Agenda Items Old:

Impact Fee Report (Continual)

Wish List (Continual)

Dog Park Usage Rules

Small Dog Park fencing within larger Dog Park (defer until Dog Park usage rules established)

Future Meeting Agenda Items New:

Next Meeting:

June 27, 2018, at 6:30 pm

Other Meetings:

Adjourn

Motion by Philipps/Hassler to adjourn at 8:09 pm. Motion carried.

/s/ Ann Esarco, Park Board President

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



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, May 10, 2018, 8:30 a.m.
Lake Geneva Public Library, Smith Meeting Room

Call to order

Oppenlander called the meeting to order at 8:30 a.m.

Roll Call

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

Excused: Dinan

Also present: Kornak, Mayor Tom Hartz

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

Gelzer/Kundert motion to approve the minutes of the April 12, 2018, meeting. Motion carried unanimously.

Public Comments

None

Introduction of new library board trustee

Mayor Hartz introduced Ron Henningfeld

Finance

Kundert reviewed April expenditures. The Finance Committee recommended approval of expenditures of \$66,741.62 from the general fund. Kersten seconded recommendation. Motion carried unanimously.

Meeting with Voyager regarding investment accounts will be scheduled in July.

Building & Grounds discussion of exterior drainage around the Smith Room. Request bids and information from DPW.

Director's Report

- Budget on track at 29.3%. Early draft of 2019 budget will be presented at June meeting (final draft due to the City in November). Fine Free policy discussion also in June.
- Report on April staff training in Beloit and Janesville; request for October 12 closure for Staff Inservice.
 - Kersten/Halverson motion to approve Staff Inservice on October 12, 2018. Motion carried unanimously.



LAKE GENEVA PUBLIC LIBRARY

- Kornak will prepare a preliminary plan to reutilize spaces.
- Written report contained information on building & grounds; circulation & programming; Lakeshores/SHARE; operations; meetings & outreach; and usage statistics

Committee Reports

Public Relations

- Kersten reported the digital sign will be installed the week of May 21.
- Develop a PR plan to publicize Strategic Planning process and upcoming surveys
- Invite Steve Ohs to next meeting for discussion of e-book contributions to annual DPI report

Personnel

- Meeting set for June 14, 2018, 10:00 a.m. Closed session for library director evaluation.

Strategic Planning

- Gelzer reviewed progress of work group and committee.
- Recommendation to contract with Sarah Keister Armstrong & Associates, LLC as consultant for Phase II not to exceed \$7,750. Recommendation seconded by Halverson. Motion carried unanimously.
- If strategic planning process goes over budget, insurance reimbursement funds are available.

City Liaison

- Mayor Hartz announced the focus for his term will be on public service.
- Updates on construction and Riviera

President's Report

Oppenlander welcomed Ron Henningfeld as new Board member.

Gelzer/Brookes motion to publicly recognize Duane Lafrenz for his long and distinctive service on the Board of Trustees. Motion carried unanimously. A framed certificate will be presented at a later date.

Friends of Library Report

Kundert and Brookes announced Authorfest applications are being accepted. Authorfest is scheduled for July 14.

Adjournment



LAKE GENEVA PUBLIC LIBRARY

Kundert/Gelzer motion to adjourn the meeting at 9:40 a.m. Motion carried unanimously.

Next meeting: Thursday, June 14 at 8:00 a.m., Smith Meeting Room.

Respectfully submitted, Chris Brookes, Secretary



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Annual Meeting

Thursday, May 10, 2018, 8:00 a.m.

Lake Geneva Public Library, Smith Meeting Room

Call to order

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

Roll Call

Members present: Brookes, Gelzer, Halverson, Henningfeld, Kersten, Kundert, Lyon, Oppenlander

Excused: Dinan

Also present: Kornak

Disposition of minutes of previous regular meeting and any intervening special meeting(s)
Kundert/Lyon motion to approve the minutes of the May 11, 2017, meeting. Motion carried unanimously.

President's Report

Oppenlander reviewed the accomplishments of the past year: completion of the planter project; use of impact fees with assistance of City Administrator; digital sign project; addition of new board members Gelzer, Halverson, Lyon; progress on LED lighting; staff training; strategic planning; updating web site; RFID tagging and self-checkout; hot spot checkouts; implementing fine-free for youth; hiring new circulation manager; offering AARP Tax Aid; ongoing policy reviews; updating security; 100% attendance at Lakeshores dinner; planning Summer Reading programs and business relationships; and no sewer/plumbing issues.

LGPL Foundation Report

Oppenlander highlighted the Foundation's financial assistance with the planter project and the archive project portion of the strategic planning process.

LGPL Friends Report

Kundert highlighted the Friends financial support of programming for youth and adults. Friends sponsor four main events: Authorfest in July, annual book sale in August, December book sale, and Appreciation Day for staff and volunteers. The annual meeting features a special program. Friends are also offering financial support to the strategic planning process. President Linda Boilini expressed her appreciation to all the Friends Board for their continuing efforts and for the growth in membership.

Nominating Committee report

Kerston recommended the following slate:

President: Fritz Oppenlander



LAKE GENEVA PUBLIC LIBRARY

Vice-president: Dennis Lyon

Secretary: Chris Brookes

Treasurer: Larry Kundert

No nominations from the floor. Recommendation seconded by Gelzer. Motion carried unanimously.

Discussion of by-law review and term limits was recommended. New Board member Ron Henningfeld was introduced and welcomed. Oppenlander expressed appreciation to outgoing Trustee Duane Lafrenz, not in attendance, for his many years of dedicated service.

Adjournment

Lyon/Kersten motion to adjourn at 8:30 a.m. carried unanimously.

Respectfully submitted,

Chris Brookes
Secretary

Lake Geneva Historic Preservation Commission Meeting Minutes

May 10, 2018 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Jackie Getzen, Louise Rayppy, Jim Davis and Cindy Flower, our new representative on the City Council. Mary Tanner was absent. Provisional member: Chris Brookes. After Ken had a discussion with Mary Tanner about her membership, we made a motion to approve replacing Mary with Chris Brookes. Ken will contact Mayor Hartz, as he has to approve this.

Approval of minutes of Historic Preservation Commission Meeting of April 12, 2018.

Comments from the public and correspondence. Michael Rehberg attended our meeting representing Black Point.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. This year's Lantern Tour in Maple Park will be held on September 29th; Maple Park will have their Block party end of June. The Fundraiser at the Museum on April 26th was a success, with 130 paid guests. Badger High School Jazz Band received a donation of \$275.00 at the event. Tuesdays @ Two: Victorian Death and Mourning—June 5th; The 70's—June 12th.

Update on the historic 1928 Geneva Theater Building, restoration work at The Riviera and other local news items relating to the Lake Geneva Historic Preservation Commission. The \$30,000 that was raised by the Friends of the Theatre is being used by various groups that hold events at the theater to cover their rent.

Review of newsletter and any updates re: future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tours from David Desimone and/or Michael Rehberg. Michael gave us \$21.00 from the sell of the Walking Tour booklets. They had their first Walking Tour on April 6th. The tours take place the 1st and 3rd thursdays of each month until October, from 6:30--8:00 in the evening—cost \$8.00. The Scandalous Tours will take place in October.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2018 Budget. Our annual budget is: \$3,500.00. So far this year we renewed our membership in the Wisconsin Association of Historic Preservation Commissions with \$40.00. We received a

check from Nancy Yaeger for \$1,000.00 to go toward the Railroad Site. And \$21.00 from Michael from the sell of Walking Tour booklets.

Update regarding the Lake Geneva Historic Railroad Site and the plan for the Proposed Historic Railroad Site, meetings with the City of Lake Geneva Street Department and City Arborist, and schedule for work to proceed this year. Ken will contact Mark Polyock to go ahead and order the pavers. We should go to the site and decide where the pavers should be placed. Jackie will call the Park Board about having a tree planted at the site to honor Ed Yaeger.

Update regarding publicizing the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt at UW-Whitewater Innovation Center, potential photo additions and upgrades, and discussions with Josh Sullivan re: creating of an Android version. Josh has informed us that due to a lack of time, he is unable to work on an Android version. Ken will call Dr. Platt concerning this and also have to correct some errors on the I-phone app. Must notify people about our app at local businesses and the Chamber of Commerce.

Discussion regarding potential new projects for the LGHPC, including future "Tales of Lake Geneva", the possibility of using the historic Geneva Theater, updates on our website www.historyoflakegeneva.org, and restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street. Patrick Quinn called Mike Dunn about the Wall Signs, have not heard back from him yet. The "Tales of Lake Geneva" will take place the 3rd week of June, Thursday night, at the Theater. The participants are: Dan Derrick, Vern Magee, Peg Williams, Burly Brellenthin. Cindy sent an E-mail to Fred, Building Administrator, referring to the historic district and overlay district. Ken also sent him an E-mail explaining our mission and originally we would be notified of any new projects affecting historic homes. This has not been the case in recent years with change of administrators. Building Administrator responded that when something comes up he will try his best to let us know.

Update regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. Patrick Quinn informed us that we need someone to do the nomination for us, as Patrick did most of the work, just need it nominated. Have been in contact with Carol Cartwright, haven't heard back from her yet.

Review of recent Historic Plaque Program applications, the cost of plaques from Timberline Signs at \$145.00 each, and creating a list of past plaque recipients. The owners at 406 Haskins Street called Patrick about a plaque. They are in the process of remodeling the house.

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

Meeting adjourned at 8:10 P.M.

Respectfully submitted,

Louise M. Rayppy

TOURISM COMMISSION MINUTES

WEDNESDAY, MAY 09, 2018 – 5:00PM

CONFERENCE ROOM 2A, CITY HALL

Meeting call to order by Vice Chair Carstensen @ 5:00 pm

Roll Call: Present: Ald. Hedlund, Straube, Lorenzi, Fritz, Carstensen, and Chairman Gelting arrived at 5:17 pm Also Present: Mayor Hartz, Administrator Oborn, Deputy Clerk Elder.

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

Tristan Crist Magic Theater, Lake Geneva Canopy Tours & Cruise Line. Thank you for funding Lake Geneva Attractions and they're already seeing good traction on the posting.

Approval of the Tourism Commission minutes from April 11, 2018

Motion to approve Hedlund, second by Lorenzi. Motion carried 4 to 0.

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

Ed Svitak presented the monthly VLG & STR report. Lodging by the Lake getting proposals now.

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

Bridget Leech presented the monthly BID report & Events update.

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

Administrator Oborn shared his report.

Discussion/Action on Tourism Promotion Grant Program and Requests:

a. **Spark Fitness, dba Frogs Hops Sports**

Motion to continue discussion by Carstensen, second by Halverson. Motion carried 6-0.

b. **Geneva Theater**

Motion to do a 50/50 match up to \$1,000 by Gelting, second by Hedlund. Motion carried 6-0.

Discussion/Action on Tourism Municipal Development including:

c. **Cooperative Convention Center**

i. **Lodging by the Lake BID Proposal**

Leech still working on the contract, but will have it completed by the next meeting.

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

No action taken

Technology (for conference leased space)

No action taken

Convention Space Lease Samples for Partners

No action taken

d. **The Riviera Building**

Promotion/Booking responsibilities

Discussion on how to manage during the transition until the hiring of the new Lodging by the Lake representative is hired.

Renovation Update (Timing and Firm/process)

Looking to Oborn for overview of the status of contract scope, budget, and timing.

Next meeting date June 13, 2018

Motion to adjourn by Carstensen at 6:54 pm, second by Lorenzi. Motion carried 6-0.

05/21/2018 12:00pm

cc: Tourism Commissioners, Mayor, Administrator, Media