



**COMMITTEE OF THE WHOLE**  
**MONDAY, JUNE 5, 2017 – 6:00 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

**AGENDA**

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from May 1, 2017 Committee of the Whole Meeting as distributed
5. Legislative Update from Senator Steve Nass
6. 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.
7. Presentation by Parking Manager Sylvia Mullally on parking fee options
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Kordus
  - b. Personnel Committee, Alderman Hedlund
  - c. Public Works Committee, Alderman Kordus
  - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hedlund & Flower
  - b. Tree Board, Alderman Skates

- c. Police & Fire Commission, Alderman Howell
- d. Plan Commission, Alderman Skates
- e. Board of Park Commissioners, Alderman Skates
- f. Library Board, Alderman Halverson
- g. Historic Preservation Commission, Alderman Chappell
- h. Cemetery Board, Alderman Kordus
- i. Avian Committee, Alderman Halverson
- j. Tourism Commission, Alderman Hedlund & Flower
- k. Board of Review, Alderman Kordus

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

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

11. 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.*

5/31/2017 12:15 p.m.

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
MONDAY, MAY 5, 2017 - 6:00 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Alderman Kordus.

**Roll Call.** Present: Aldermen Chappell, Skates, Kordus, Flower, Halverson, Hedlund, Howell. Absent (Excused): Alderman Straube. Also Present: City Administrator Oborn, Mayor Kupsik, City Clerk Waswo.

Hedlund/Skates motion for approval of minutes from March 6, 2017 Committee of the Whole Meeting as distributed. Motion carried unanimously.

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

Bill Huntress, 1015 Pleasant St, spoke on the city parks and against the Muck-Suck event. He would like the fees to be raised for park rentals.

Trish Schaefer, 403 Center St, spoke on her objections to the rezoning of 407 Center St. to allow short-term rentals.

Ken Etten, 1109 Wisconsin St, spoke on the property on Sage St that the Historic Preservation Commission wanted to designate as a historical site in the past. He gave a brief history of the rail service in Lake Geneva. He stated the commission would like to create the ghost footprints on said site.

Dick Malmin, N1991 S Lake Shore Dr, spoke against the Muck-Suck event.

Mary Jo Fesenmaier, 1085 S Lake Shore Dr, spoke against the proposed rezone of two of the zoning districts in the City. Ms. Fesenmaier also requested a chart be presented to the public before a vote is taken on fee waivers. She also commented on the ghost footprint idea presented by Mr. Ken Etten on behalf of the Historic Preservation Commission.

**Presentation by Visit Lake Geneva**

Darien Schaefer and Joe Tominaro gave a presentation on how their organization has impacted the City of Lake Geneva. They noted room tax has increased 39.7% in the last 3 years.

**Presentation by Tom Hartz on the Police and Fire Commission**

Tom Hartz, 1051 Lake Geneva Blvd, gave a presentation on the Police and Fire Commission's rules, mission, and accomplishments over the past year and a half.

**Discussion/Recommendation on Banner Ordinance with corresponding fee and consideration of fee waiver policy**

Mr. Kordus noted the current banner ordinance states the fees shall be charged. He stated there are fees incurred to the City every time banners go up or are taken down. He feels the ordinance is written properly and the fees should be charged. They are placed for a two week time period. He suggested extending the time period because it doesn't cost the City any more money to leave them up for several weeks leading up to an event than it does for 2 weeks unless another group wants to use the poles during that time frame. Mr. Hedlund noted all of the banners that are put up are for events that are benefitting the City. He does not believe there should be a time limit. Mr. Oborn said he would like to encourage banners being up all the time and change them for the season or specific events. Mr. Kordus stated he spoke with the Street Department, and it takes them a little over an hour and a half to do all 11 poles depending on traffic. Mr. Kordus would like to guarantee the banners are displayed 2 weeks before the event if the fee is paid.

**Discussion/Recommendation on permit fees with corresponding consideration of fee waiver policy**

Mr. Kordus stated the parades are already somewhat addressed in the ordinance. The parades listed in the ordinance are the Homecoming parade, 4<sup>th</sup> of July parade, Memorial Day parade, and Christmas parade. He suggested charging the \$25.00 Parade fee and that is all for the listed parades. He would not like to charge street use, parking, barricade rental, etc. It was noted if another parade permit is applied for outside of the ones listed above, they would have to go through the entire parade process as well as paying all fees.

Mr. Kordus noted currently the ordinance states that all non-profit organizations pay the resident rates. Ms. Flower suggested instead of waiving a specific fee for an event, non-profits or residents could get a percentage off of the total amount. Mayor Kupsik questioned if the fee schedule would need to be amended to reflect what they decide for the events. Mr. Kordus answered it could potentially be done by ordinance. Ms. Chappell stated barring nothing is added, the groups could be required to pay the full amount so they can budget accordingly. Mayor Kupsik stated many of these events are for the residents, so that has to be taken into consideration.

Mr. Hedlund was concerned as 2016 event permit revenue was down 25% from 2015. Mr. Howell said he would like to see criteria that gives direction as to if fees should be waived or not. Ms. Flower stated the security deposits should never be waived. Mr. Hedlund questioned if certain events would be exempt from the fees. Mayor Kupsik added certain groups are generous to the community. Mr. Halverson agreed that some events should be free. He would like consistency though. He stated there is a fee schedule and what is going to stop anyone for a waiver of fees. Mr. Kordus said if a schedule and a set of guidelines are created, there is nothing that says a future Council can't change it. A lot of this is done by precedent, so they will go back and look at what the intent was.

It was noted that above the fees, a huge amount of staff time is involved in these events as well. Ms. Chappell stated she wants to make things clear such as donating physical monies to these groups. Mr. Skates said tons of fees are waived. He said the City is losing thousands of dollars every year and added the Street Department doesn't work for free. He feels everyone benefits from the events in the City. Mr. Skates added other municipalities do not waive fees or have brackets for non-profit organizations. The City of Lake Geneva bends over backward to be accommodating. He thinks the group included is the City's core. Mr. Skates would like the City Attorney to look at those main events, and see what can be done. Mr. Kordus said the reality is that several of these events would go away if they had to pay the entire fee.

The Mayor questioned if this would cause these events to no longer go to the Park Board for preliminary approval. Mr. Kordus stated the Attorney would have to advise on that. Mr. Skates stated many other municipalities do this differently. Mayor Kupsik added the process for permitting is very drawn out and unlike what is done in other municipalities.

Mr. Kordus said the options are to charge all the fees and let the chips fall where they may, to come up with discounted rates that are paid based on a list of criteria, or come up with a preferred list and determine how those fees would be charged. Ms. Chappell added for the last option perhaps there could be a reciprocal benefit. Ms. Flower requested not waiving the security deposits.

Mayor Kupsik questioned what category the fireworks for Venetian Fest would fall under as the City pays \$10,000 for them. Mr. Kordus said that is a contribution that is made to the Jaycees. It is a budget item.

Mr. Kordus concluded by stating this gives some direction and next month they will have options narrowed down as well and the opinion of the City Attorney.

**Standing Committee Reports given:**

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

**Committee, Commission and Board Reports given:**

Utility Commission, Alderman Hedlund  
Tree Board, Alderman Skates  
Police & Fire Commission, Alderman Howell  
Plan Commission, Alderman Skates  
Board of Park Commissioners, Alderman Skates  
Library Board, Alderman Halverson  
Historic Preservation Commission, Alderman Chappell  
Cemetery Board, Alderman Kordus  
Avian Committee, no report given

**Other Boards and Committee Reports given:**

Chamber of Commerce, Alderman Kordus

Geneva Lake Museum, no report given

Lake Geneva Economic Development Corporation, Aldermen Hedlund

Geneva Lake Environmental Agency, no report given

Geneva Lakes Family YMCA, Alderman Skates

Geneva Lake Use Committee, Alderman Flower

**Adjourn**

Howell/Halverson motion to adjourn the meeting at 8:54 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

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

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

**Roll Call.** Present: Aldermen Kordus, Skates, Halverson, Hedlund and Howell. Also Present: Mayor Kupsik, City Administrator Oborn, Police Chief Rasmussen, Comptroller Slater, Parking Manager Mullally, and City Clerk Waswo

**Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes.** None.

**Approval of Minutes.** Howell/Skates motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of April 18, 2017, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Street Use Permit application filed by Badger High School to close a portion of South Wells Street from E. South Street/N. Bloomfield Road, south to the end of the City of Lake Geneva's jurisdiction on Sunday, May 28, 2017 from 12:30pm to 3:30pm for the Badger High School Graduation**

Howell/Halverson motion to recommend approval. Unanimously carried.

**Original 2017-2018 Operator's (Bartender) License applications filed by Allison Dertz, Logan Farrar, Carrie Hill, John Kobernick, Dustin Meyer and Melissa Allen**

Halverson/Hedlund motion to recommend approval. Unanimously carried.

**Renewal of 2017-2018 Operator's (Bartender) License applications as listed in packet**

Howell/Halverson motion to recommend approval. Unanimously carried.

**Renewal of Taxi Driver License application filed by Richard Skipper Sr. (approved by Police Chief; informational only)**

**Personnel Committee** (*Pending consideration from Personnel on May 2, 2017*)

**Discussion/Recommendation to Hire an Additional Police Officer**

City Administrator Oborn stated the Personnel Committee recommended adding the position. The additional cost for the police office for this year is \$27,776.07. The Chief is down a position as they have an officer out on worker's comp and is not expected to be back for another 6 months. In January another officer is retiring. This is an early hiring to replace that position. They will go back down to 23 officers once that officer retires.

Howell/Halverson motion to recommend hiring an additional police officer. Unanimously carried.

**Discussion/Update on Employee Health Benefits costs and programs**

This item is informational; the chart is shown in the packet. Ald. Skates noted it's a good track.

**Discussion/Recommendation on Aurora Clinic for City Employees**

The City Administrator is still negotiating this item. It was discussed to have the clinic open more often with minimum hours. There is a possibility that a room is available at the Aurora Clinic. The consensus was to send this to Council if Mr. Oborn can negotiate a favorable schedule.

**Discussion/Recommendation on Organizational Chart Revision**

The revision is creating a Police Department Lead Booking Officer and recognizing the Utility Commission changes. Hedlund/Skates motion to approve. Unanimously carried.

**Discussion/Recommendation of acceptance of Lake Geneva Jaycees donation of a refrigerator for the City Hall Second Floor Room 2C**

Parking Manager Mullally explained the second floor community room would be a good place for the refrigerator and an area for her staff to cool down in the summer. There is also a card club that plays in this room who would benefit from the fridge as well. City Clerk Waswo received a letter from the Tuesday Bridge Group thanking the city for providing the room and noting the addition of a refrigerator would be a pleasant surprise.

Ald. Skates disagreed with the donation of the fridge and felt it was a horrible precedent to set. When the Police, Fire or Street Departments receive donations of equipment, tools or vests, it is for a public purpose. The public and residents benefit as these departments are safer and can run more economical. He feels it is wrong for the city to accept the donation that only benefits 10 people when there are needy organizations getting denied.

Ms. Mullally stated she takes her staff very seriously and requested money to buy a refrigerator but was denied. Ald. Skates said if they need a fridge in the basement or their office environment needs to approved, it should be put in the budget process where we can all see what is being done. Ald. Howell and Halverson agreed that it is a bad perception.

City Administrator Oborn noted room 2C is a community room where senior citizens hold card clubs every Tuesday and Thursday and would be able to use the refrigerator. This would be a benefit for more than just the Parking Department. Mayor Kupsik stated if we need a refrigerator for employees, we should buy it.

Skates/Halverson motion to deny donation. Unanimously carried.

**Discussion/Recommendation on updated Committee meeting calendar**

Mr. Oborn explained the Tourism Commission was added, the Geneva Lake Use was put on the correct day and the Historic Preservation Commission decided to stay on Thursday. Ald. Skates said the Park Commission is switching to the 4<sup>th</sup> Wednesday of the month starting in June.

**Presentation of Accounts**

**Purchase Orders (none)**

**Howell/Halverson motion to approve the Prepaid Bills in the amount of \$14,958.21.** Unanimously carried.

**Howell/Skates motion to approve the Regular Bills in the amount of \$109,390.94.** Unanimously carried.

**Hedlund/Howell motion to approve the Treasurer's Report for February 2017.** Unanimously carried.

**Adjournment**

Halverson/Hedlund motion to adjourn at 6:34pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE  
TUESDAY, MAY 16, 2017 – 6:00 PM  
MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:48pm.

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

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

Nan Elder, Visit Lake Geneva located at 527 Center St, spoke on the Concerts in the Park application. Ms. Elder requested all fees be waived for the event except for the \$25.00 application fee.

**Approval of Minutes.** Howell/Skates motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of May 2, 2017, as prepared and distributed. Unanimously carried.

**Discussion/Action on Election of a Vice-Chairperson**

Kordus/Hedlund motion to nominate Alderman Howell as the Vice-Chairperson. Unanimously carried.

Mr. Kordus amended the agenda to remove items 7a and 7b as they were voted down/disapproved at Public Works. Those items were on pending consideration from Public Works.

**LICENSES & PERMITS**

**Change of Agent application filed by ALDI Inc Wisconsin d/b/a ALDI #56, 200 N Edwards Blvd, Lake Geneva, to Danielle Quale, 1301 Orchard Street, Racine**

Howell/Skates motion to approve. Unanimously carried.

**Renewal “Class A”/Class “A” Liquor & 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) Brutap LLC d/b/a Bruno’s Liquors, 524 1)Broad St, James Sharkus, Agent
  - 2) Queso Corp d/b/a The Cheese Box, 801 S Wells St, Zbigniew Borowiec, Agent
  - 3) Hare Krishna Liquor Inc d/b/a Geneva Liquor, 797 Wells St, Dixit Patel, Agent
  - 4) Prairie State Enterprises of Darien LLC d/b/a Lake Geneva Mobil, 350 N Edwards Blvd, Kenneth Kearns, Agent
  - 5) New World Wine Shop Inc d/b/a New World Wine Shop, 830 W Main St, Jerry Sibbing, Agent
  - 6) QuickNSave LLC d/b/a QuickNSave, 1231 Grant St, Jatinder Dhillon, Agent
  - 7) Stinebrink’s Lake Geneva Foods LLC d/b/a Stinebrink’s Piggly Wiggly, 100 E Geneva Sq, Mark Stinebrink, Agent
  - 8) Stop-N-Go of Madison Inc d/b/a Stop-N-Go #265, 896 Wells St, Andrew Bowman, Agent
  - 9) Target Corporation d/b/a Target Store T2348, 660 N Edwards Blvd, Nicholas Schmidt, Agent
  - 10) Wal-Mart Stores East LP d/b/a Walmart #910, 201 S Edwards Blvd., Barbara Godan, Agent
- Skates/Halverson motion to approve. Unanimously carried.

**Renewal “Class A” 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**

Hedlund/Skates motion to approve. Unanimously carried.

**Renewal Class “B” Fermented Malt Beverage application filed by B&B Lake Geneva LLC d/b/a Board & Brush Creative Studio Lake Geneva, 252 Center St, Julie Selby, 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**

Hedlund/Halverson motion to approve. Unanimously carried.

**Renewal 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) Breakfast Bungalow LLC d/b/a Great Eggs, 220 Cook St, Justin Ochalek, Agent
- 2) Happy Restaurant Inc d/b/a Happy Café, 526 Wells St, Min Ting Zhong, Agent
- 3) Mama Ciminis d/b/a Mama Ciminis Pizzeria, 131 S Wells St, Nicolo Cimino, Agent
- 4) Marsala’s Pizza Inc d/b/a Marsala’s Pizza, 820 Williams St, Miguel Barcena, Agent,
- 5) Martins Olympic Restaurant LLC d/b/a Olympic Restaurant, 748 W Main St, Yolanda Zavaleta, Agent
- 6) The Noodle Shop CO – Colorado Inc d/b/a Noodles & Company, 351 Peller Rd, Michael Pittenger, Agent
- 7) PH Hospitality Group LLC d/b/a Pizza Hut, 801 Williams St, Kate Rath, Agent

Hedlund/Howell motion to approve. Unanimously carried.

**Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License (Hotel Exemption) application filed by Harbor Shores Hotel Management Inc d/b/a Harbor Shores on Lake Geneva, 300 Wrigley Dr, William Strangeway, 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**

Hedlund/Halverson motion to approve. Unanimously carried.

**Renewal Reserve “Class B”/Class “B” Intoxicating Liquor & 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) Meridian Condominium Association Inc d/b/a Bella Vista Suites, 335 Wrigley Dr, Charles Lorenzi, Agent
- 2) Su Wings Corp d/b/a Su Wings Chinese Restaurant, 743 North St, Siu Wing Leung, Agent
- 3) The Restaurant Tempura House LLC d/b/a Tempura House, 306 Center St, Pai Tsung Wang, Agent

Hedlund/Skates motion to approve. Unanimously carried.

**Renewal “Class B”/Class “B” Intoxicating Liquor & 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) Stone Soup LLC d/b/a Baker House, 327 Wrigley Dr, Charles Fritz IV, Agent
- 2) Mercedes or Bust LLC d/b/a The Bottle Shop, 617 W Main St, Elizabeth Tumas, Agent
- 3) Samson Enterprises LLC d/b/a Carvetti’s, 642 W Main St, Eugene Grahler, Agent
- 4) 422 S. Wells St. LTD d/b/a Celebration on Wells, 422 S Wells St, Charles Lorenzi, Agent
- 5) L&B Main Street Inc d/b/a Champs Sports Bar & Grill, 747 W Main St, Jessica Bush, Agent
- 6) Chubby Kitty LLC d/b/a Fat Cat’s, 104 Broad St, Mark Basil, Agent
- 7) Hogs & Kisses Inc d/b/a Hogs & Kisses, 149 Broad St, Linda Chironis, Agent
- 8) Sandal Inc d/b/a Lake Geneva Lanes, 192 E Main St, Franklin Guske, Sr, Agent
- 9) Geneva Bay Club LLC d/b/a Maxwell Mansion, 421 Baker St, Charles Fritz IV, Agent
- 10) DCR Restaurant Group LLC d/b/a Next Door Pub & Pizzeria, 411 Interchange North, Chad Bittner, Agent
- 11) SS2 Inc d/b/a The Red Geranium Restaurant, 393 N Edwards Blvd, Lyle Swatek, Agent
- 12) Two Thumbs Up LLC d/b/a Thumbs Up, 260 Broad St, Benjamin Barels, Agent
- 13) LG Hospitality Group LLC d/b/a Tuscan Tavern & Grill, 430 Broad St, James Georgalas, Agent

Hedlund/Halverson motion to approve. Unanimously carried.

**Original 2017-2018 Operator’s (Bartender) License applications filed by Craig Evans, Rhonda Holden, Judy Honegger, Joshua Hughes, Kelly Lei, Chelsea Matthews, Carly Sinclair**

Hedlund/Halverson motion to approve. Unanimously carried.

**Renewal of 2017-2018 Operator's (Bartender) License applications as listed in packet**

Howell/Skates motion to approve. Unanimously carried.

**Renewal of Taxi Driver License applications as listed in packet** *(approved by Police Chief; informational only)*

**Park Reservation Permit application filed by VISIT Lake Geneva for Concerts in the Park at the Flat Iron Park gazebo and Brunk Pavilion every Thursday from July 6, 2017 through August 24, 2017 (excluding August 17) from 6:00pm to 8:00pm with request to waive all fees excluding the \$25.00 application fee** *(Board of Park Commissioners recommended approval on May 3, 2017)*

Hedlund/Skates motion to approve. Unanimously carried.

**Street Use Permit application filed by Cindy Forster Fueredi on behalf of the Maple Park Homeowners Association for closure of Geneva Street between Madison and Warren Street on June 24, 2017 from 4:00pm to 9:00pm for a block party**

Hedlund/Halverson motion to approve. Unanimously carried.

**Park Reservation Permit application filed by Jeffrey Siegal on behalf of the Buffalo Grove High School to use Flat Iron Park June 13 - June 15, 2017 from 10:00 am to 6:00 pm for Cheerleading Camp** *(Board of Park Commissioners recommended approval on May 3, 2017)*

Hedlund/Skates motion to approve. Unanimously carried.

**Park Reservation Permit application filed by Parker Wade on behalf of the Universal Cheerleaders Association to use Seminary Park May 31 - June 3, 2017 from 8:00 am to 9:00 pm for the UCA Midwest Instructional Staff Training** *(Board of Park Commissioners recommended approval on May 3, 2017)*

Skates/Hedlund motion to approve. Unanimously carried.

**Park Reservation Permit application filed by Shawn Kremlich on behalf of Baseball365 Inc. to use Molitor Field at Veterans Park July 7, 2017 from 8:30am to 10:00pm; all fields July 8 – July 9, 2017 from 8:30am to 10:00pm; Molitor Field on July 14, 2017 from 8:30am to 10:00pm; all fields from on July 15 – July 16, 2017 from 8:30am to 10:00pm; for the Lake Geneva Invitational – Lake Geneva Grand Slam Tournament with fees of \$150 for July 7<sup>th</sup>, \$300 for July 8<sup>th</sup>, \$300 for July 9<sup>th</sup>, \$150 for July 14<sup>th</sup>, \$300 for July 15, \$300 for July 16<sup>th</sup>, \$25 application fee, and \$1,000 security deposit, for a total of \$2,525.00** *(Board of Park Commissioners recommended approval on May 3, 2017)*

Howell/Skates motion to approve. Unanimously carried.

**Discussion/Recommendation/Action on application filed by Demetra Condos on behalf of the Central Denison PTO to waive fees in the amount of \$150 for the use of 10 picnic tables on May 12<sup>th</sup> for a Color Run at Central Denison playground**

Kordus/Hedlund motion to deny the request and charge the \$150 fee. Mr. Kordus stated they came on the 11<sup>th</sup> to fill out the application and the City had to rush the tables out there. Last year it was at Eastview and all fees were paid. Mr. Kordus stated the Mayor approved the picnic tables being delivered. Motion carried unanimously.

**Public Works** *(Pending consideration from Public Works on May 16, 2017)*

**a. Discussion/Recommendation/Action on Greg Powers placing and operating a hot dog stand in Flat Iron Park**  
Item removed from agenda.

**b. Discussion/Recommendation on creating Center Street Park & Trails in association with TreadHead Cycling with \$20,000 for surveying, gravel, and restrooms funded from Capital Projects**  
Item removed from agenda.

**c. Discussion/Recommendation of White River/Disc Golf Bridge Replacement Project for \$50,000 funded from Capital Projects**

Skates/Hedlund motion to approve the Ellena Engineering Consultants proposal not to exceed \$9,800 and a total cost of the project not to exceed \$60,000. Unanimously carried.

## **Board of Parks Commissioners**

### **a. Discussion/Recommendation on establishing a tournament permit application and fee schedule for Veteran's Park at \$150 for Friday, \$300 for Saturday, \$300 for Sunday, and \$1,000 deposit for season tournaments (*Board of Park Commissioners recommended approval on May 3, 2017*)**

Howell/Skates motion to approve fees as presented to be added to the fee schedule. City Clerk Waswo pointed out that the fees were based upon the last permit that was issued. She questioned if the committee would want to take into consideration the number of attendees and fields used. Mr. Skates suggested trying it this way for the year and getting feedback from the Street Department to see how the fees should be adjusted. Mayor Kupsik said this is not a park fee; this is just to use the diamonds. Mr. Kordus added there would be additional fees if they wanted to use the pavilions as well. Mr. Skates stated an ad hoc committee has been formed to put together a new application.

Unanimously carried.

## **Presentation of Accounts**

### **a. Purchase Orders (none)**

### **b. Prepaid Bills \$6,743.97**

Hedlund/Skates motion to approve. Unanimously carried.

### **c. Regular Bills in the amount of \$120,086.05**

Hedlund/Howell motion to approve. Unanimously carried.

## **Adjournment**

Hedlund/Skates motion to adjourn at 7:34pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

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

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

**Roll Call.** Present: Aldermen Hedlund, Halverson, Howell, Straube, Flower. Also Present: City Administrator Oborn, Police Chief Rasmussen, Utility Office Manager Busch, Director of Utilities Gajewski.

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

**Approve the Personnel Committee minutes from April 4, 2017 as prepared and distributed**  
Howell/Halverson motion to approve. Unanimously carried.

**Discussion/Action/Recommendation on creating Lead Booking Officer Position or allowance to adjust pay for Booking Officer above midpoint in pay scale**

Mr. Oborn stated the pay scale that the Booking Officers are currently on goes over mid at \$16.21. He has the authority to hire between the minimum and the midpoint. Police Chief Rasmussen is requesting the position be changed to \$17.00 per hour. Mr. Oborn asked for the authorization to go above the midpoint or create a new position at a grade 4.

Howell/Halverson motion to approve the creation of the Lead Booking Officer position with a pay grade of 4.

Mr. Howell questioned if there has been a lead position in the past. Mr. Oborn answered no. Mr. Howell questioned if this position will have more duties or if it is being graded for this particular instance. Mr. Oborn said this person will have more duties than the other Booking Officers. Chief Rasmussen stated Booking Officers help out with parades but mostly work Fridays and Saturdays. Mr. Howell questioned if the position will remain when this specific person leaves. Mr. Oborn answered that will be evaluated at the time. This person is expected to work for the City for quite some time. It was noted this is a part-time position and works from Memorial Day to Labor Day. Motion carried unanimously.

**Discussion/Recommendation to hire an additional Police Officer**

Howell/Halverson motion to approve. Mr. Howell noted the Chief stated there has been trouble finding Police Officers among other staffing issues. He questioned if this Officer is needed. Chief Rasmussen stated this Officer is needed as a full-time officer has been on injury since May of last year. The injury leave is expected to go through the end of the year. There is an Officer retiring in January, so this would be a temporary position until that officer retires. Mr. Howell stated that Officer would not be replaced necessarily then. Chief Rasmussen said that was correct. Mr. Oborn noted the injured Officer is on light duty. Motion carried unanimously.

**Discussion/Recommendation on Police & Fire Commission request to reevaluate Administrative Lieutenant Position**

Mr. Oborn stated this was discussed in closed session but he was not included. He was unsure of the justification for the reevaluation. The Police & Fire Commission's recommendation was to use the same company who did the wage study. The wage for the Lieutenant was above what was recommended by said company. The City did not end up with a good relationship with that company either, and has no intentions of using them again. Whoever made the motion must not have been aware of that. Mr. Oborn recommends asking for more clarification from the Police & Fire Commission before proceeding. Mr. Hedlund stated the company did a less than adequate job in the past and was 18 months to 2 years late in delivering the final product. They handed raw data to the City Administrator and told him to do it. Chief Rasmussen noted the job descriptions do show differing duties among the Lieutenants. No action was taken on this item.

**Discussion/Update on Employee Health Benefits costs and programs**

Mr. Oborn explained costs have gone up a tiny bit, but the linear is still going down. He brought the new committee members up to date on the health benefits and costs.

**Discussion/Recommendation on Aurora Clinic for City Employees**

Mr. Oborn noted clinics drive down the costs for self insured employers. The Physician's Assistant that works with the school district does not have time to take on the City's employees. The facility has been offered for free and goes through

Aurora, which is where the majority of employees already go. Mr. Oborn continued that the City would like more days. The program calls for a minimum of 8 hours. It is not worth it to them to set up a Physician's Assistant for 2 days a week. They did offer the possibility of using an office at their Aurora Clinic. If this service was heavily utilized it would be a savings, if not it is just a sunk cost. The school district does 4 days at 20 hours a week. The City has 1/3 of the people on the plan as the school district does. This person would be able to promote the wellness program and help with that. Mr. Hedlund recommended the City Administrator continue to work on this.

**Discussion/Action/Recommendation on the creation of the Comptroller's Office Financial Analyst position and possible transition of Utility Commission Assistant Office Manager/Bookkeeper to the position**

The City passed an ordinance which will move the finance functions from the Utility Commission to the City as of January 1, 2018. They will continue to do the utility billing but the payables and payroll will come to the City. The organizational chart was just approved. Mr. Oborn would like a deadline of whether the current employee will come over as of the middle of July. There was discussion on the differing accounting systems used by the City and Utility Commission.

**Discussion/Action/Recommendation on the transition of Public Works administrative functions from the Utility Commission to City Hall**

There used to be a Director of Public Works & Utilities. When he retired, it was filled as two different positions. We plan on taking in the Public Works functions. The City pays 10% of the Utility Commission Office Manager's salary as that is the amount of time she spends on Public Works related duties. Ald. Flower questioned which departments or positions would be taking on these functions. Mr. Oborn said he would have to delegate it where it made the most sense.

**Discussion/Recommendation on Organization Chart Revision**

Mr. Oborn presented the organization chart showing the Comptroller's Office Financial Analyst position and Police Department's Lead Booking Officer.

Hedlund/Flower motion to send the organization chart to FLR.

Ald. Flower noted the Lead Booking Officer needed to be above the other Booking Officers on the organization chart. Motion carried unanimously.

**Action on future agenda items and meeting date**

The commission will meet on the first Tuesday in June at 4:30pm. Ald. Flower would like to discuss a Parks and Recreation Director.

**Adjourn**

Howell/Halverson motion to adjourn at 5:38pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**PUBLIC WORKS COMMITTEE MINUTES  
TUESDAY, MAY 16, 2017 – 5:00 P.M.  
CITY HALL, COUNCIL CHAMBERS**

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

**Roll call:** Present: Alderman Kordus, Hedlund, Straube, Flower. Also present: Mayor Kupsik, City Administrator Oborn, DPW Earle and Parking Manager Mullally.  
Ald. Skates arrived at 5:55p.m.

**Comments from the public limited to 3 minutes.** None

**Approval of Public Works Committee meeting minutes from April 18, 2017 as prepared and distributed**  
*Flower/Hedlund motion to approve. Passed 4-0*

**Discussion/Action on election of a Vice-Chairperson**

*Kordus/Flower motion to nominate Ald. Hedlund as Vice-Chairperson. Passed 4-0*

**Discussion/Recommendation on changes to the current parking rates**

Mr. Hedlund is concerned that the City's contingency fund is running low and as the prime parking spaces in the down town area are a main source of revenue, he would like to recommend some parking rate increases to the Finance Committee.

*Hedlund/Kordus motion to recommend to the FLR that parking zones 8001-8009 be \$2 per hour parking with the remainder of the zones staying the same.*

Mr. Hedlund has spoken with someone from out of town who said he can't come to Lake Geneva in the summer as he can never find a parking space closer than three blocks away. He feels that higher prices downtown would discourage people from parking in prime locations for long periods of time. Ms. Flower stated that Ms. Mullally had previously done a lot of work to present different options for parking rate increases and she doesn't think we should be looking at just one option without all the previous information to hand. Mr. Kordus said this is one of those options. Mr. Oborn said a lot of the prime parking spots are used by employees of the downtown businesses and this would discourage that. Ms. Straube disagrees and said business owners want those spaces for their customers and having different rates would be confusing. Discussion followed.

*Motion failed 2-2 Flower & Straube voting No*

*Flower/Hedlund motion to bring all of the recommendations from parking to FLR for consideration  
Passed 4-0*

**Discussion/Recommendation on changing the free parking at Sage Street/Mill Street Lot to metered parking**

*Kordus/Hedlund motion to make this parking lot similar to Parking Lot I so that it is free for residents with a sticker but otherwise charged at \$1 per hour with a ten hour limit.*

Ms. Flower asked if this lot was built for employees? Mr. Earle stated that the museum lot was built for City Hall parking. Mr. Oborn said that a lot of training sessions are held at City Hall and if this lot is metered it may cause a problem for people coming to training sessions. Ms. Mullally said she understands the concept but would like to offer up some alternatives. Mr. Earle said that as there are no medians in this lot, the spaces would have to be identified without markers so that the lot can be maintained in the winter. Ms. Flower asked what was the purpose of making this change? She thought that the intention was to always have some free parking. Mr. Kordus said they want to make the lot consistent with lot I and also provide more parking for residents as residents would be able to park here for free. Currently this lot is always full as it is free for everyone. Mr. Earle said anyone coming to a training session could be emailed a waiver stating the time and date for the training which they would then put in their car so they don't have to pay to park.

*Passed 4-0*

**Discussion/Action/Recommendation on the implementation of a revenue sharing agreement between the City of Lake Geneva and the Cove for use of the Cove overflow parking lot on South Lake Shore Drive**

*Kordus/Hedlund motion to authorize staff to begin discussions and write a potential contract for revenue sharing parking at the Cove overflow lot on S Lake Shore Drive.*

Mr. Kordus said this is something that has been discussed for some time. Mr. Oborn said he is looking for authorization from the committee for Ms. Mullally to work with the Cove to come to an agreement. Mr. Kordus said that the City attorney would need to draw up an agreement in line with other parking agreements that we already have. He said we would need to work with the Cove so that they can still use the lot for free parking for their employees or free overflow parking for their guests during busy times. Ms. Mullally said this would bring 100 parking spaces to the City and might be a good place for City employees to park. Mr. Kordus said that as a revenue sharing agreement, it would not be a lot for free resident or free employee parking. Ms. Flower said she thought we had made this overflow lot a requirement as part of the development and so she wondered how we could now take it over. Mr. Oborn said that we would have to go back to the original formula and address it in the agreement. We already have a revenue sharing agreement with other lots in the City.

*Passed 4-0*

**Discussion/Action/Recommendation on eliminating the 25 minute parking stalls #215 and #216 in front of the Library entrance**

Ms. Mullally explained that these two 25 minute stalls are mostly being used by people dropping books off who run in to the library without paying or by people who pull in to the spaces and then have to pull back out in traffic when they realize that it is only a 25 minute stall. She has been in discussion with the library director to find a solution. She would like to give them one of the spaces to use as library parking only and make the other space a regular parking stall at \$1 an hour. The library would be required to police their parking space themselves.

*Hedlund/Kordus motion to eliminate the two 25 minute stalls #215 and #216 in front of the library.*

Ms. Straube feels that these two 25 minute spaces are needed, especially for elderly library patrons. Mr. Kordus wonders if one space for the library would be enough. Mr. Earle said that the library director is fine with the one space. Discussion followed.

*Hedlund withdrew his motion.*

*Hedlund/Straube motion to eliminate the two 25 minute parking stalls #215 and #216, and designate #216 back to the City as regular parking use and make #215 library parking only with signage and regulations as designated by the library.*

*Passed 4-0.*

**Director of Public Works Report**

Mr. Earle reported that the curb and gutter is completed on highway 50 and we are on track to have the binder on by the end of the week depending on the weather. We are still on schedule for the road to be open by Memorial Day. It will be approximately one month before the landscaping is finished. The beach is ready to be opened on Memorial Day.

**Discussion/Recommendation on adapting the seasonal bathrooms to become year round bathrooms**

Mr. Earle said the public bathrooms in the City are not built to be year round bathrooms. There has been a big push to open the bathrooms earlier and earlier as more people visit the City. We can't open them for all year use without spending money to adapt them. Discussion followed. It was decided not to pursue making the public restrooms year round at this time.

**Discussion/Action on the replacement of the Jacobsen mower at Veterans Park**

There are only two manufacturers that make a 16 foot mower and the Street Department have tried them both. Mr. Earle recommends that we purchase the Toro from Reinders as this is exactly what we need and is also the cheaper bid.

Alderman Skates arrived at 5:55p.m.

*Hedlund/Flower motion to approve the bid from Reinders not to exceed \$76,844.98 for the purchase of a Toro Groundsmaster 5900, 16ft rotary mower.*

*Passed unanimously.*

### **Discussion/Action on the replacement of the Street Department Backhoe**

Based on his thirty years of experience as a heavy equipment operator, Mr. Earle is recommending that we purchase the Caterpillar model. Our current backhoe is from 1979 and should have been replaced a long time ago. Ms. Flower wonders what we use this piece of equipment for. Mr. Earle explained it's used as a backup machine for the loaders and for things like hauling snow downtown when the snow is piled up, loading salt, road patches and pulling rocks back from the shoreline. Discussion followed.

*Hedlund/Kordus motion to approve the purchase of a Caterpillar 420F2 Backhoe not to exceed \$94,000.  
Passed unanimously.*

### **Discussion/Action/Recommendation on White River Disc Golf Course bridge engineering proposals**

Mr. Earle said he was asked to obtain additional engineering proposals for the maintenance of one bridge. Only one of the three engineering companies besides Kapur would give a price. Ellena Engineering Consultants LLC gave a price for the engineering of \$9,800 which was less than Kapur at \$12,765. The plan is to replace the North bridge, remove the middle bridges and renovate the last bridge to be pedestrian only. Once the DNR permits are applied for, any cost associated with the permits would be extra.

*Flower/Skates motion to approve the engineering proposal from Ellena Engineering Consultants LLC with a fee not to exceed \$9,800 and to approve the Capital project with a total cost not to exceed \$60,000.  
Passed unanimously.*

### **Discussion/Action/Recommendation on Greg Powers placing and operating a hot dog stand in Flat Iron Park**

*Kordus/Skates motion to deny the request from Greg Powers to place and operate a hot dog stand in Flat Iron Park.  
Passed unanimously.*

### **Discussion/Recommendation on attaching sensors to city light poles/traffic signals for a Pedestrian Study conducted by the BID**

*Kordus/Hedlund motion to allow the BID to attach sensors to city light poles/traffic signals for a Pedestrian Study.* Mr. Earle said that he would like to make sure that nothing is drilled into the poles and that the sensors are attached by straps only.

*Skates/Hedlund motion to suspend the rules to allow the BID representative to speak.  
Passed unanimously*

The BID explained that they would like to place three sensors, one at 700 block of Main, one at 200 block of Center and one at 200 block of Broad. The study would be paid for by the BID to help fill empty store fronts. Data would be collected to show how many people pass by store fronts 24 hours a day for a year. The sensors need to be 12 feet from the ground and they do not store any video, it just sends information to a website that the BID can access. The BID is paying extra to have battery backups so that no holes need to be drilled. Discussion followed.

*Kordus/Hedlund amended motion to allow the BID to attach sensors to city light poles/traffic signals for a Pedestrian Study with staff input and approval on locations.  
Passed unanimously.*

### **Discussion/Recommendation on parking at Central Denison Elementary School for the TreadHead Cycling organization and Zumba classes**

*Skates/Flower motion to suspend the rules to allow the TreadHead representative to speak  
Passed 5-1 Kordus voting no.*

The TreadHead representative explained that they are looking for a place where they can meet, park and start their rides. They spoke to the Principal at Central Denison who does not have any problem with them meeting and parking at the school but as the City owns the property they were advised to bring it to Public Works. Mr. Kordus said he doesn't feel it should be on the agenda. No action taken.

### **Discussion/Recommendation on creating Center Street Park & Trails in association with TreadHead Cycling with \$20,000 for surveying, gravel, and restrooms funded from Capital Projects**

Mr. Oborn went over the information presented showing where the trail would start and end. This item is on the Capital Projects plan but has not been approved yet. The City owns the property but the trail would infringe on

private property also. We would need to survey the area around the Water Tower, put gravel in the area for the cars to park and possibly put in a porta john. Mr. Earle said we do not have access via a right of way, only a ten foot easement to access the portion where the power lines are. Mr. Oborn said if this was approved it would need to be contingent on attorney review. Mr. Kordus is concerned that this project is becoming more expensive than it was originally presented to be and we do not have the money to put into this.

*Kordus/Hedlund motion to deny the creation of a Center Street Park & Trail in association with TreadHead Cycling with \$20,000 for surveying, gravel and restrooms funded from Capital Projects.*

Mr. Skates said the budget was presented by the City not by the TreadHeads. The only expense should be the trail maintenance which the TreadHeads would be willing to do themselves. They are only asking for a landing pad and the intention was for it to be very low cost. Mr. Earle said that the problem is that the idea for a bike trail is good but there would need to be parking. The cost is associated with the need to create a place for the cars to park. Mr. Kordus said that if the TreadHeads wish to bring this back with a lower cost that's fine but this agenda item is requesting \$20,000 from Capital Projects. Ms. Flower wants to make sure that the natural environmental is protected. She has walked this trail and wants to clarify that any clearing would be done the right way. Mr. Kordus said this is why he doesn't want to approve it as he thinks the costs will spiral. Mr. Hedlund is against borrowing money for this.

*Passed 2-2 Skates/Flower voting no and Straube abstaining.*

### **Adjournment**

*Hedlund/Kordus motion to adjourn at 6:40p.m. Passed unanimously.*

/s/ Jo Busch, Utility Office Manager

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

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

## **WEDNESDAY, MAY 24, 2017 AT 5:00 P.M.**

### **CITY HALL, CONFERENCE ROOM 2A**

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

**Roll Call.** Present: Aldermen Skates, Howell, Flower. Absent: Alderman Hedlund, Kordus. Also Present: Mayor Kupsik, City Administrator Oborn, Director of Public Works Earle, and Harbormaster Gray. Public Present: Kent Martzke, Grace Eckland

**Howell/Skates motion to approve Minutes from March 15, 2017 as prepared and distributed.** Motion carried 3 to 0.

**Comments from the public limited to 5 minutes.** None.

#### **Harbormaster's Report**

Harbormaster Gray noted all the buoys and slips are leased out with the acceptance of 1 in the lagoon. 2018 bookings for the Riviera are going well. A few more have been booked for 2017 as well. The bookings are down from last year though. He attributed that to the rates being raised 33%, the front of the Riviera being torn up last summer which made it not show well, and that barns have become very popular for weddings. Ms. Flower questioned why the City does slips and buoys. Mr. Skates said it would clutter up the view. Ms. Flower requested this item be put on the next agenda and the City Administrator report on if there is any history on this. Mr. Gray added the paddleboard racks are all filled and there is a waitlist as well.

#### **Discussion/Recommendation on an application filed by the Lake Geneva Beautification Committee Inc. to reserve the Riviera Ballroom and Plaza on Sunday, July 2, 2017 from 10:00am to midnight for the Driehaus Family Plaza Dedication Ceremony with request to waive all fees excluding the security guard fee**

Grace Eckland, President of the Lake Geneva Beautification Committee Inc., stated they are having the dedication because there has been a major upgrade to the Driehaus Plaza.

Howell/Skates motion to approve with waiver of fees.

Mr. Skates questioned if the fee to be waived is the \$400 non-profit rental fee for the Riviera Ballroom. Mr. Oborn said that was correct. He added they are willing to pay for a security guard, so they will just be billed for that. Director of Public Works Earle stated they will pay for parking in the parking lot but the plaza is not historically rented out. Ms. Eckland said they are considering using the parking lot behind the Brunk pavilion in Flat Iron Park from 11:00am to about 4:00pm. Mr. Skates said he is concerned about tying up that lot as it is the 4<sup>th</sup> of July weekend and there is an event in Flat Iron Park on that day as well. Ms. Flower would like consistency with regard to waiving or charging fees. Mr. Earle stated with Public Works they look at how much events will cost them to get things ready. He stated there won't be a lot of work for this specific event.

Motion carried 2 to 1 with Ald. Flower voting "no".

#### **Discussion/Update/Action/Recommendation on Riviera Building Improvements including Condition Assessment & Preliminary Design**

Bill Henry of Kehoe-Henry & Associates noted there is a lot of information so it may be advantageous to hold a special meeting for this item alone. Mr. Skates agreed it may be a good idea and requested an abbreviated version for this meeting. Mr. Henry gave a presentation of all the recommended repairs needed to the Riviera building. Mr. Howell stated they need to decide if they want the Riviera or not. If they want it, it has to be repaired. He questioned if TIF is a possibility or if it could be called a convention center which would allow for room tax funding. Mr. Oborn said it would be eligible for room tax dollars. It was noted that this item would have to go to referendum. The committee decided to move this item to a special meeting on Wednesday, June 28th.

**Discussion/Recommendation on Amending Pier Lease Agreement with Lake Geneva Boat Line, Inc. to include additional parking in the Riviera Drive with corresponding rent increase for additional space**

Mr. Oborn spoke with the Police and Fire Departments and they have concerns as it is closer to the road. He believes there was a parking spot years ago but must have been lost as Gage Marine has 2. Mr. Oborn recommended denying this item or getting more ideas. Ms. Flower questioned why he would have a special parking spot when other Riviera tenants do not. She also questioned how Gage Marine got theirs. Kent Martzke stated he has 18 boats and 8 wave runners currently. He has to be available. If something happens, he has to park where everyone else does which takes a lot of time to get to his business. He is willing to pay for an unutilized place. Mr. Earle stated they do not have an issue with it from a Public Works standpoint except they are worried about the dumpsters. He stated the Fire Chief has concerns as well as the spot is sticking out from the wall of the dumpster. Mr. Martzke stated it is the same length as all the parking stalls. He is willing to do what it takes to make this happen. Currently they are parking the stalls full on Wrigley Drive. When he goes on a service call, he has an employee move their car. They take up 6 spots downtown. Ms. Flower doesn't see the justification for this.

Skates/Howell motion to continue this item to the next meeting. Motion carried 2 to 1 with Ald. Flower voting "no".

**Discussion/Recommendation on Lakefront Capital Projects including:**

**a. Beach Wall Replacement and/or Relocation**

Mr. Earle presented options for the beach wall replacement and/or relocation.

Flower/Skates motion to continue to next month so they can have a better understanding of what the revenue increase would be annually per square foot for each alternative. Mr. Skates would like to know how many additional bodies would be allowed and how many can fit in there now. Motion carried 3 to 0.

**b. Beach Wood Decking Replacement with Concrete Path**

Mr. Earle stated this would last longer and would be more ADA accessible. Ms. Flower discussed alternative options that she saw in Florida.

Howell/Skates motion to approve as presented. Mr. Earle said he would look at prices for the mats. Motion carried 2 to 1 with Ald. Flower voting "no".

**Discussion/Recommendation of Lakefront Fund Equipment Replacement and Capital Project Plans**

Mr. Oborn listed a number of items that he added to the calendar for replacement. He looked at the piers and stated they are replaced as they go and are a part of the operating budget. There was discussion of other items that will be coming up in the future.

**Agenda items for next meeting**

The committee will discuss all of the continued items as well as potentially converting buoys to slips.

**Howell/Skates motion to go into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session for negotiations on the various Riviera concourse leases to include City Administrator and Mayor**

Roll Call: Howell, Skates, Flower vote "yes". Motion carried 3 to 0 to go into closed session at 7:42pm.

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

Roll Call: Howell, Skates, Flower vote "yes". Motion carried 3 to 0 to return to open session at 7:51pm.

Skates/Flower motion to send to Council as discussed in closed session. Motion carried 3 to 0.

**Adjournment**

Howell/Skates motion to adjourn at 7:52pm. Motion carried 3 to 0.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**Regular Lake Geneva Utility Commission Meeting**  
**Wednesday, May 17, 2017 – 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

**Minutes**

**1. Call Meeting to Order by Pres. Lyon at 4:02 P.M.**

**2. Roll Call - Members present:**

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

**Arrived Late:** Mark Johnson arrived 4:08pm, Mayor Kupsik arrived 4:25pm

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

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

None

**4. Approve Minutes of the Previous Meeting**

Esarco/Hedlund motion to approve the minutes of April 19, 2017 as presented. Passed 5-0.

**5. Acknowledgement of Correspondence: None**

**6. Financials Update**

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

*Mr. Johnson arrived 4:08pm*

Esarco/Stanczak motion to approve financials as presented. Passed 6-0.

**7. Approval of the April bills**

Hedlund/Flower motion to approve the April bills as presented. Passed 6-0.

**8. Directors Report**

Mr. Gajewski provided updates on the Water Tower painting project and the Iron Filter Project both of which are on schedule. The Transfer Switch project at the water plant is complete. The Roof project will be out to bid in June and hopefully will be brought to the June meeting to be awarded. There are some ongoing operational issues at Wastewater and these are all being addressed. The Wastewater Operator position is now being advertised and we are hoping to have some good candidates. Mr. Gajewski was happy to report that we are seeing more traffic on our website and the redesign is ongoing. We are continuing to track this but have not done a marketing campaign at this time. Lastly we have started flushing hydrants and this will continue for the next couple of weeks. Ms. Flower asked if Mr. Gajewski could explain more about the problem that we are seeing at the Big Foot Lift Station. He explained that the breaker keeps tripping and we have been unable to determine the series of events that are causing the problem. LW Allen is working with us to figure this out.

**9. Update on RAS controls at Wastewater plant**

Mr. Gajewski reported that LW Allen had quoted \$19,786 for the required repairs which consist of replacing the controls and telemetry with a new interface. Mr. Lyon and Mr. Gajewski approved the work as this equipment is integral to the operations of the Wastewater Treatment Facility. Although the work was not budgeted for, the Wastewater department is operating under budget, so the cost can be absorbed in the savings to date.

*Mayor Kupsik arrived 4:25pm*

**10. Discussion/Recommendation Identity Theft Program**

Mr. Gajewski presented the 2017 Identity Theft Prevention Program. Historically, the Commission has approved this on an annual basis. Mr. Oborn said the City should consider adopting something similar. Hedlund/Flower motion to approve the Lake Geneva Utility Commission Identity Theft Program dated May 10, 2017. Passed unanimously.

**11. Discussion/Recommendation/Update on transfer of Treasury functions to City Hall**

Mr. Gajewski advised the Commission that the City Council has adopted an ordinance to move the treasury functions from the Commission to City Hall. Ms. Busch, Mr. Gajewski, Mr. Oborn and Ms. Slater have met to discuss how this transition will take place and whether any software upgrades would be required. More discussion at the Commission level is desired and Mr. Gajewski is looking for the Commission to provide input on anything they would like us to examine. Staffing levels in the office are just one of the problems that we will face if we lose an office person. Mr. Lyon is concerned that customer service is going to be affected with just two office staff. He speculated that if we have a new software system that is networked with the City, wouldn't it be possible for the treasury functions to fall under the City but be physically located at the Commission office? Mr. Oborn said he doubts this would be possible as he would want the control and all invoices and documents to be kept at City Hall. The idea is to run this in the same way as they do for the Library and for the Police and Fire departments. He does agree that the software upgrade would make the system more robust and allow the Commission to run their own reports and see the input on their accounts. For the City it would be advantageous to be able to access customer account information to confirm residency for beach passes, etc. In terms of cost allocation Mr. Oborn said they would increase the cost allocation to the Commission by the same amount as the position is currently costing and then reduce the amount for the public works functions that are performed by the Office Manager as these will be absorbed back into the City. Mr. Lyon said that staff should put together some more specifics to bring back to the next Commission meeting. Ms. Flower asked where the City would be putting their new employee. Mr. Oborn said that they are currently seeking proposals for redesign of the office space at City Hall. No action taken.

**12. Discussion/Recommendation on annual tour of Water and Wastewater Facilities for new Alderpersons**

Mr. Gajewski is very happy to organize a tour for the new alderpersons and any current members of the council or the commission. In the past a City wide tour has been organized but Mr. Gajewski would prefer not to do this so there are no time constraints. Mr. Hedlund encouraged anyone who hasn't toured the water and wastewater plants to do so as it's very interesting. Mayor Kupsik suggested that Mr. Gajewski set a time and date and then let everyone know. No action taken.

**13. Discussion/Update on 2016 Consumer Confidence Report**

Mr. Gajewski gave an overview of the 2016 Consumer Confidence Report and how the information is compiled. The report will be available on the Commission website, in our office, at City Hall, at the library, at VISIT Lake Geneva and will also be published in the Lake Geneva Regional News.

**14. Discussion/Action on authorizing the signing of the release of land rights documents for the WisDOT Project 3190-00-20/70 on STH120**

Mr. Gajewski explained that the DOT is redoing the interchange at Highway 120 and Highway 12 and they are looking to obtain temporary construction easements. Some of the areas already have either City or Utility easements on them. The documents they wish us to sign are not deeds for long term access, they are just authorizing the granting of our easements rights to the WisDOT for the time period during construction of this particular project. Mr. Gajewski has forwarded these documents to the City Attorney for review.

The other part to this is that the WisDOT will not reimburse for any adjustments that need to be made to our utilities. Ms. Flower asked if there are any improvements that we need to do to our system in that area before this work is completed. Mr. Gajewski said that all of our services are outside of the road limits apart from two manholes and nothing needs upgrading at this time.

Flower/Hedlund motion to approve the signing of the release of land rights documents for the WisDOT Project 2190-00-20/70 on STH120 subject to attorney review.

Passed unanimously.

## **15. Adjournment**

Hedlund/Johnson motion to adjourn. Passed unanimously.

Meeting was adjourned at 5:13 P.M.

**Next meeting set for Wednesday, June 21, 2017 – 4pm at City Hall**

/s/ Jo Busch, Utility Office Manager

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

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, MAY 4, 2017, AT 6:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Bittner

3. Roll call

Commissioners Jordan, Bittner, Pollard, Horne and Hartz were present. Commissioner Pollard will be leaving the meeting at approximately 7:30 p.m. and Administrative Assistant Papenfus will be leaving shortly after 7:00 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 regular meeting minutes April 6, 2017

Horne motioned to approve the regular meeting minutes of April 6, 2017. Pollard seconded. Motion carried 5-0.

7. Approval of Command Staff Appraisal workshop minutes April 6, 2017

Pollard motioned to approve Command Staff Appraisal workshop minutes of April 6, 2017. Bittner seconded. Motion carried 5-0.

8. City Council Report

Alderman Howell indicated that the Administrative Lieutenant job study reevaluation request has been returned to the Police and Fire Commission to clarify what exactly the PFC is looking for. City Administrator Oborn stated the company used for the original study is no longer being used by the city. The Council would like to work together with the PFC on this issue. The City Council also approved paying for moving the communications equipment from the Host Street Water Tower while it is being painted. Additionally, the Personnel Committee approved the Lead Booking Officer position and one extra patrol officer position. Those items will go to City Council on May 8, 2017.

9. Welcome newly appointed Commissioner Ted Horne

Commissioner Hartz introduced and welcomed newly appointed Commissioner Ted Horne. Commissioner Horne stated he was happy to be on the Commission and serve.

10. Election of Officers: President, Vice President and Secretary

Hartz recommended eliminating the position of secretary because it was not required per State Statute and Administrative Assistant Papenfus prepares the minutes and keeps the PFC records. Chief Rasmussen and the Commissioners were all in agreement. No secretary was appointed.

Jordan nominated Hartz for President. Pollard seconded. There were no other nominations. Nominations were closed. Motion carried 4-1 with Horne voting no.

Jordan nominated Bittner for Vice President. Horne seconded. Bittner declined the nomination. Bittner nominated Horne for Vice President. Pollard seconded. Motion carried 5-0. Bittner stated that Horne has a good relationship with the City Council and he felt that it would be helpful to the PFC at this time to establish a better relationship with the Council.

#### 11. Police Department Business

a. Approval of bills for the month of April 2017 operating in the amount of \$206,950.39, Equipment Purchases in the amount of \$6,330.17, for a total of \$213,280.56

Jordan motioned to approve bills for April 2017. Jordan seconded. Roll call vote: Jordan-Y, Bittner-Y, Pollard-Y, Horne-Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen noted that we are currently under budget but the summer is just starting. There was an additional sick summary cost of \$43,576.25 that was paid out of the budget in March that was the police department was unaware of. Hartz suggested that the additional sick summary balance be paid by the Police Department at this time and if the extra money is needed at the end of the year, then the PFC can request the City to pay the cost. Bittner suggested that the additional amount be clearly identified as a footnote in the current budget or make an amendment to the budget. Alderman Howell suggested that a footnote be made to the budget at this time and then make adjustments if necessary at the end of the year.

b. Discussion/Action contracts for non-union supervisors

Administrator Oborn will be meeting with the three sergeants next week to work on contracts.

c. Discussion/Action Lieutenant job description update

Hartz motioned to accept Lexipol Policy 200 and the Administrative Lieutenant and Patrol Lieutenant job descriptions with corrections. Bittner seconded. Motion carried 5-0.

There was discussion regarding removing the Assistant Chief job description all together as the position is not being filled at this time but may be filled in the future based on restructuring of the department.

Horne suggested removing the Assistant Chief job description.

d. Discussion/Action Organizational chart update

Bittner motioned to accept the Organizational Chart with corrections. Horne seconded. Motioned carried 5-0.

Bittner suggested a correction to the organizational chart showing that the Patrol Lieutenant answers to the Chief of Police as well as the Administrative Lieutenant.

e. Discussion/Action Chief of Police Appraisals

Hartz motioned to accept the Chief of Police Appraisals as presented. Jordan seconded. Motion carried 5-0.

Horne wondered how the questions for the appraisals were developed and how often the appraisals would be performed. Hartz stated that appraisals have not been done for the administrative staff prior to this time. Hartz prepared most of the information based on other appraisal examples and workshops were held with the Commissioners and the Command Staff to come up with the final appraisals. The appraisals may be performed annually.

f. Discussion/Action Organizational and Leadership Survey

Horne motioned to accept the Organizational and Leadership Survey. Pollard seconded. Motion carried 5-0.

Employee engagement and Opportunity for Growth questions were added at the end of the survey. The plan is to perform the survey every couple of years for full time employees. The survey will be done on Survey Monkey and will remain anonymous.

g. Discussion/Action confirm hiring full time officers

Jordan motioned to confirm the hiring of full time officers Brock Bouland and Kyle McNeil. Bittner seconded. Motion carried 5-0.

h. Discussion/Action confirm hiring reserve officers

Horne motioned to confirm the hiring of reserve officers pending conditional offers. Bittner seconded. Motion carried 5-0.

Benjamin Posanski and Suzanne Muedini will be ready for patrol May 17, 2017. Richard Dimzoff and Jonathan Landis have been given conditional offers, pending psychological and physical examinations.

i. Discussion/Action confirm hiring booking officers

Hartz motioned to confirm hiring of booking officers. Pollard seconded. Motion carried 5-0.

Xenia Rodriguez, Sarah Rabic, Steven Richard, Ian Showalter and Andrew Nugent have been hired as booking officers. Steven Richard will be a lead booking officer, per approval by Personnel Committee and pending approval at the next City Council meeting.

j. Discussion Host Street Water Tower

The City approved moving the communication equipment on the Host Street Water Tower. The exact time that the tower will be painted is unknown.

k. Discussion physical fitness room update

Chief Rasmussen said the physical fitness room has been completed with new equipment and the room is being used a lot. Sergeant Derrick and Officer Hansen are going to a Fit Force Class. They will be trained to help assist other department members with their fitness needs. The cost of the room was under \$5000.00.

l. Discussion/Action regarding department meeting

Chief Rasmussen said he had the first department meeting in a long time and he feels that personnel appreciated the meeting. Chief Rasmussen's goal is to keep staff healthy mentally, physically and spiritually.

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

n. Discussion regarding Monthly activity reports

2017	Dispatch activity for April 2017: Telephone calls-	3,035	911 Calls-	193	Window assists-	1,075
2016	Dispatch activity for April 2016: Telephone calls-	2,515	911 Calls-	203	Window assists-	790

2017	Patrol activity for April 2017: Calls for service –	1,426	Arrests –	68
2016	Patrol activity for April 2016: Calls for service –	1,116	Arrests –	53

There was some discussion regarding Meth lab problems in Walworth and Rock County.

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

- 16 thank you notes from students at Anchor Covenant Church
- St. Francis de Sales church-Casino Night Fundraiser donation
- 5 thank you notes from St. Francis de Sales School-extra patrol
- Thank you from Mayor Kupsik for Easter Egg Hunt
- 18 thank you notes from Cub Scout Pack 239
- Thank you from University Wisconsin-Platteville-Criminal Justice Career Day

p. Items to be forwarded to City Council

Chief's Top Five Reports, Monthly reports, Department meeting

12. Fire Department Business

a. Approval of bills for the month of April 2017, operating in the amount of \$86,489.75, Equipment Purchases in the amount of \$2,331.00, Capital-Accrued December 2016 in the amount of \$21,903.45, Additional Fire Dept December Expenditures in the amount of \$24,234.45, for a total of \$113,055.20 Jordan motioned approve the bills for the month of April 2017. Horne seconded. Jordan seconded. Roll call vote: Jordan-Y, Bittner-Y, Pollard-Y, Horne-Y, Hartz-Y. Motion carried 5-0.

Chief Peters gave an overview of the bills and expenses.

b. Discussion Monthly EMS Medical Billing/Stark Report

Lieutenant Detkowski spoke with EMS medical billing regarding the questions proposed at last month's meeting. Chief Peters said there is a new report called the "trip date" which gives accurate aging report information. Hartz noted the 90 day column accounts are almost all at 50%. Bittner knows this is a unique industry because of the billing process between insurance, Medicare and Medicaid payments. Bittner wondered the industry standards for payment with regard to the new "trip date" report and if we were at that industry standard.

c. Discussion Monthly Fire Department report Overview

Chief Peters reviewed the monthly fire department report. Lieutenant Detkowski was spotlighted. Lieutenant Detkowski started with the department in August 1999 and was promoted to Lieutenant in 2008. He is also the department's dive team leader. The 10 year plan update was reviewed. The Lake Geneva Fire Department also recognized the Telecommunicators for their help throughout the year.

d. Discussion Monthly Paratech report – No Discussion/Action

The Fire Department was unable to general their Paratech report

e. Discussion Walworth County Fire/EMS Study Update

Chief Peters was named the committee co-chair. A subcommittee was established and will be conducting a one-on-one study with each department, Village and City to find out everyone's needs.

f. Discussion/Action- Lynelle Gramm assistance with reviewing policies

Lynelle Gramm spoke with Commissioner Hartz and asked to work with the Fire Department editing and reviewing Lexipol Policies before they were presented to the Police and Fire Commission. The commission members were all happy to have Lynelle Gramm assist with the Lexipol policies.

g. Discussion/Action – Lexipol Policies

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

- 102 Oath of Office
- 202 Interim Directives
- 203 Training Policy
- 206 Administrative Communications
- 301 Emergency Response
- 302 Fireground Accountability
- 303 Rapid Intervention/Two In-Two Out
- 307 Aircraft Operations
- 309 Staging
- 312 Elevator Restrictions During Emergencies
- 321 Scene Preservation
- 322 Child Abuse
- 323 Disposition of Valuables
- 330 Community Volunteer Program

Captain Derrick reviewed the Lexipol policies and the corrections that were made.

Commissioner Pollard was excused for the remainder of the meeting.

h. Discussion/Action-Captain Opper resignation from the rank of Captain  
Jordan motioned to accept resignation of Captain Opper from the rank of Captain. Bittner seconded.  
Motion approved 4-0.

i. Discussion/Action-Acceptance of Captain Opper leave of absence  
Bittner motioned to accept the leave of absence for Ms. Opper for six months. Jordan seconded. Motion carried 4-0.

j. Discussion/Action-Confirming appointment and promotion of Captain Ryan Derrick  
Horne motioned to confirm the appointment and promotion of Captain Ryan Derrick. Jordan seconded.  
Motion carried 4-0.  
Chief Peters recommended Ryan Derrick for the position of Captain after going through the testing and interviewing process.

k. Discussion/Action-Posting vacant Captain and Lieutenant positions  
Horne motioned to post the vacant positions of Captain and Lieutenant. Bittner seconded. Motion carried 4-0.  
Chief Peters stated he will be posting the Captain and Lieutenant positions. Captain Peters discussed the Captain and Lieutenant job descriptions and the changes.

l. Discussion/Action-Host Drive Station maintenance  
Chief Peters stated the garage door was fixed on the Host Drive Station and was taken out of the Fire Department maintenance fund.

m. Discussion/Action-Confidential Administrative Assistant  
Horne motioned to approve the Confidential Administrative Assistant position. Jordan seconded.  
Roll call vote: Jordan-Y, Bittner-Y, Horne-Y, Hartz-Y. Motion carried 4-0.  
Chief Peters is requesting a new position in the Fire Department organizational structure. He would like to use a non-sworn person to do perform certain duties including personnel issues. This will be a nonunion position. Administrator Oborn is recommending a Grade 4 position as it is comparable with other positions throughout the city. Chief Peters would like to fill the position in the interim and then possibly coordinate the position with city hall regarding possible reorganization. Bittner asked if the position would fit within the budget. Chief Peters said the position will fit into the budget based on the number of hours.

n. Discussion Thank You letters – No Discussion/Action

- David Fladten- Aurora Lakeland Medical Center, EMS Coordinator
- Cole Family
- Anchor Covenant Church
- FF/AEMT Carly Behrens

o. Items to be forwarded to city council  
Monthly reports and thank you notes.

13. Motion to go into closed session pursuant to Sec. 19.85(1)(g) Wis. Stats., to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding city fire sprinkler ordinances.(City Attorney Draper)

Jordan motioned to go into closed session. Bittner seconded. Roll call vote: Jordan-Y, Bittner-Y, Horne-Y, Hartz-Y. Motion carried 4-0 at 7:51 p.m.

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

Horne motioned to return to open session. Jordan seconded. Roll call vote: Jordan-Y, Bittner-Y, Horne-Y, Hartz-Y. Motion carried 4-0 at 8:13 p.m.

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

16. Adjourn

Jordan motioned to adjourn the meeting. Horne seconded. Meeting adjourned at 8:14 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

A quorum of the City Council may be present to gather information; however, no formal Council action will be taken.

**SPECIAL PLAN COMMISSION MEETING  
MONDAY, MAY 22, 2017 – 5:15 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 5:18p.m.

**Roll Call.** Present: Mayor Kupsik, Alderman Doug Skates, Commissioners Sarah Hill, Ted Horne, Ann Esarco. Absent: Commissioners Gibbs and Frederick. Also Present: Building and Zoning Administrator Walling, City Planner Slavney, City Attorney Draper, City Administrator Oborn, City Clerk Waswo

**Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will to be limited to 5 minutes.** None.

**Downtown Design Review.**

**Application by David Scotney, 1551 Orchard Lane, Lake Geneva, WI 53147, to add a sun shade to the upper level of the building instead of the using the red umbrella's from the original plan at 831 Wrigley Drive, Tax Key No. ZOP00340.**

David Scotney, owner of Oak Fire spoke on shading the 2<sup>nd</sup> floor of the building to provide better coverage. The product is a commercial, heavy duty shade called Sail Shades and will be attached to the building by anchors and cabling. The shade will provide better coverage and will be much safer than umbrellas. They will have three 20 foot and one 12 foot triangle white shades attaching to bolts on each one of the beams and outer walls. The shades have reinforced eyeholes that connect with cables. They are removable and will be taken down at the end of the season. They will also have power at the same anchor points for commercial grade string lights along the cable. The shades are porous; they will block the sun and allow wind to pass through more easily, but will not block rain. Structurally it won't be much different, they are using aluminum tubing which is the same material and color that holds in the windows. The bolts will be welded to the structural steel of the building.

Hill/Horne motion to approve the application by David Scotney, 1551 Orchard Lane, Lake Geneva, WI 53147, to add a sun shade to the upper level of the building instead of the using the red umbrella's from the original plan at 831 Wrigley Drive, Tax Key No. ZOP00340.

Roll Call: Kupsik, Skates, Hill, Horne, Esarco. Motion carried 5 to 0.

**Review and Recommendation of a proposed Certified Survey Map (CSM) within the City's Extraterritorial Jurisdiction (ETJ) in the Town of Geneva filed by Walter G. Larkin, W3459 Highway 50 West, Lake Geneva, WI 53147, to establish a legal 50' easement at W3459 Highway 50 West, Lake Geneva, WI 53147, Tax Key Nos. JG3400012.**

Larry Larkin, W3170 South Lake Shore Drive, Lake Geneva, appeared on behalf of his brother, Walter, who is out of the country. Walter purchased this 20 acre property about 25 years ago. The part of it that is near Highway 50 is agricultural and that is still farmed. The lower part is woods and has never been farmed. On that part, he would like to build a small cabin for winter use. To do that, he will need a driveway to it. The County is requiring a 50 foot easement. To get that he has to move the farm house that is currently on Highway 50. The purpose of this application is to get the zoning to move the farm house and then get the 50 foot easement for the driveway. City Administrator Oborn noted planning staff has no objection to the proposed easement. There is no negative impact to the city.

Skates/Kupsik motion to approve the a proposed Certified Survey Map (CSM) within the City's Extraterritorial Jurisdiction (ETJ) in the Town of Geneva filed by Walter G. Larkin, W3459 Highway 50 West, Lake Geneva, WI 53147, to establish a legal 50' easement at W3459 Highway 50 West, Lake Geneva, WI 53147, Tax Key Nos. JG3400012.

Roll Call: Kupsik, Skates, Hill, Horne, Esarco. Motion carried 5 to 0.

**Open the annual request period for amendments to the Comprehensive Plan.**

The City Planner drafted the plan which is similar to years past. City Attorney Draper explained this is an announcement that we have an annual process to amend the comprehensive plan, and according to our schedule we open up the process starting now until June 30<sup>th</sup>. Commissioner Hill wants the process to be extremely thoughtful and detail oriented. She wants to be very careful that the Plan Commissioners and the applicants understand the process. Mr. Oborn noted we

have not received any applications but have received inquirers. There is not a particular application form; it's done by a letter request where they describe the changes they want to make to the comprehensive plan. We are currently developing a uniform application process. We don't have that available this year, but will probably use it next year. There are no requirements but the applicant needs to make a specific request with specifications as to why they are requesting the change. Applicants meet and have a lot of communication with planning staff. The amendment is strictly a change to the comprehensive plan map, not the zoning. Any zoning has to be consistent with the master plan. Once the comprehensive plan is amended, the applicant would then have to come back to the Plan Commission and go through the zoning process.

**Adjournment.** Skates/Horne motion to adjourn at 5:44pm. Motion carried 5 to 0.

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/s/ Sabrina Waswo, City Clerk

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

**Board of Park Commissioners' Minutes**  
**Wednesday, May 3, 2017 – 6:30pm**  
**City Hall, Meeting Room 2A**

**Roll Call:** Present: President Esarco, Barb Hartigan, John Swanson, Doug Skates, Brian Olsen, Dave Quickel, Mayor Al Kupsik. Peggy Schneider and Lynn excused absences.

Staff Present: Blaine Oborn

Public Present: Kent Lambert and Dan Getzen (Treadhead Cycling), Anders Haldorsen (LFL), Nan Elder (Visit Lake Geneva), Mike Coolidge (YMCA), Dick Malmin, Rod Brenner, Chris Schultz (Lake Geneva Regional News).

Quickel/Kupsik: Approval of Board of Park Commissioners meeting minutes from April 5, 2017, with the correction that they be changed to note Quickel abstained from the motion to approve Jr. Badger Baseball permit request for Fields 1, 2, 3, and 4 for tournaments on May 20-21 and June 17-18 from 9am-6pm. Unanimously carried.

**Comments from public limited to 5 minutes:**

Nan Elder, request to please keep application fee for Concert in the Park at \$25.

**Report YMCA/Veteran's Park**

Mike Coolidge presented May through October 2017 schedule for Veterans Park. Currently all teams are practicing, including Jr. Badger teams using the fields. YMCA is taking care of the fields including marking and grooming. Field number 5 needs some work, playable but should be budgeted for next year maintenance. Swanson asked about the grass planting last year, and was informed that was for field numbers 3 and 4. Per Skates, field number 5 needs to be leveled.

**Permits/Park Donations:**

Kupsik/Swanson: Motion to approve Visit Lake Geneva's request for Concert in the Park use of Flat Iron Park on Thursdays from July 6 through August 24 (except August 17) from 6-8pm, as submitted. Waive fees except for application fee. Unanimously carried.

Kupsik/Olsen: Motion to approve Baseball 365 Inc for Lake Geneva Grand Slam permit request at Veterans Park on July 7, 8, 9, and 14, 15, 16 from 8:30-10pm as submitted. 6-1 (Quickel opposed) Motion Carried.

Skates/Swanson: Motion to approve Jeffrey Siegal Cheerleaders camp permit request for Flat Iron for June 13, 14, and 15 from 10-6pm as submitted. Unanimously carried.

Swanson/Hartigan: Motion to approve Parker Wade Universal Cheerleaders permit request for use of Seminary Park from May 31 through June 3, from 8am-9pm as submitted. Unanimously carried.

### **Discussions on Park Assignments/repair update/maintenance**

Swanson presented report stating all are in good shape, but wet, due to the weather.

### **New Business:**

**Veterans Park Permits and Fees** – Motion by Skates/Kupsik to form ad hoc committee to review agreement and financial arrangement between City and YMCA. Ad hoc committee members are Schneider, Olsen, Esarco. Unanimously carried.

**Concession Stand Contract at Veterans Park** – Oborn stated that we have a two-year contract that will expire at the end of 2017. The contract has been with Brenner for the last 18-19 years. Renewal should be completed by November 2017, unless we want to make a change. Brenner stated tournaments do get hectic on the weekends; people come with their own food and want the concession stand to refrigerate. He stated that a security camera would be a nice addition to help keep track of the people coming and going. The cost of a security camera was discussed.

Swanson suggested putting the contract out for a bid, but with no grill, no wood, no fryer, we may get limited responses. Olsen stated contract should go to one person for the season, not a new person every tournament. Quickel stated we have time, look at proposals of activities. Tournaments are where the money is made. Investigate what other tournaments do. Quickel volunteered to do some research. Kupsik reminded us that there is to be no business in the park, can't sell anything, concession stand has its own separate contract with Brenner. Quickel stated that Brenner may be only interested party and he pays a \$1,500 fee. We just want to investigate to see what options may exist.

**Tree Board Appointments** – Skates/Kupsik motion to appoint Candy Kirchberg and Bob Peters to tree board for three-year term to expire on May 1, 2020. Unanimously carried.

**Tree Board Policy/Ordinance** – item carried forward.

**Funding for Center Street Park** – Capital budget approved \$20,000 for the use of Center Street Park development. Oborn noted need to verify public access at pole line with Public Works, and then bring back to Park Board. Swanson stated that he believed the City would not fund the project. Swanson also concerned about emergency access. Skates stated that he believes police and fire have reviewed and Chief Peters feels that the flat areas are fine, but the valleys may be a concern. Swanson states that while this is a great idea, we may have other needs that should come first. It is suggested that the \$20,000 be used for partial surveying, gravel, restrooms. Trails should be 100 feet off property lines, builders of trail (Treadhead Cycling suggest at least 150 feet off property lines).

Olsen/Hartigan recommend to move Center Street project forward to Public Works for their decision. 6-1 (Swanson, opposed).

**Little Free Libraries and Leadership Dynamics at Badger High School** – Anders Haldorsen representing the Leadership Dynamics committee at Badger High School requested installation of Little Free Library boxes in city parks. Oborn and Skates expressed concern about maintenance of the boxes and vandalism of the boxes and books. Haldorsen stated that when the boxes are registered to the Little Free Library network a steward is picked to maintain the location. Haldorsen stated that the location in front of the Chamber building is registered.

Skates/Olsen motion that a Little Free Library location be approved at Maple Park and the Tot Lot on the condition that it is registered with the Little Free Library organization and a steward is solidified before the installation. The Leadership Dynamics committee is to work with City Staff to find the best location within those parks. Unanimously carried.

**Secretary for Park Board** –Esarco requested that a community member be made a non-voting member of the Park Board and to serve the duties of Secretary for the Park Board. Oborn to check with the City Attorney regarding the possibility of this. Carried forward to next month.

**Tournament Permit Application Fee Schedule** – Kupsik stated that City does not have specific fee for field use, only for park use. City should know the financing needed to maintain the field. Currently it is believed that \$300 day for Saturday and Sunday and \$100 for Friday is covering the City's cost. Jr. Badger's have two tournaments coming up, TOC also has two tournaments coming up.

Motion Skates/Esarco recommend tournament fees for Friday at \$150, and Saturday and Sunday at \$300 each day. 6-0-1 (Quickel abstain)

#### **Old Business:**

**Flag Installation at Home Depot, Flat Iron Park, and Veteran's Park.** Olsen reported that one flag installation will be provided at Flat Iron Park as a donation from the Lake Geneva Jaycees.

Motion by Swanson/Quickel to accept donation from the Lake Geneva Jaycees to install flag at Flat Iron Park, coordinating with city staff, at a donated value of \$1,200. Unanimously carried.

**Manning Way** – City approved \$40,000, impact fees will provide \$20,000. Total project budget \$60,000.

#### **Vandewalle Bike Study Proposal** –

Skates/Olsen motion to move to Public Works for discussion of the Vandewalle City Wide Multi Use Plan. Unanimously approved. City Clerk to review.

#### **Future meeting agenda items old:**

Tree Board Policy Ordinance

Center Street Park

Secretary for Park Board

Vandewalle Bike Study Proposal

Review meeting dates for rest of year, consider November and December holiday months

Next Meetings:

June 28, 2017 at 6:30 pm

**Adjourn**

Olsen/Swanson: Motion to adjourn at 9:12pm. Unanimously carried.

/s/ Ann Esarco, Park Board President

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



## Minutes

Lake Geneva Public Library Finance Meeting

Thursday, May 11, 2017

7:30 am

CITY HALL Room 2A

Note: Please contact Emily Kornak at 262-249-5283 if you need accommodations to attend the meeting.

Call to Order by Oppenlander at 7:31 am.

Present: Oppenlander, Lafrenz, Kundert

Also present: Kornak, Mueller

Audit and approval of monthly expenditures: monthly financial reports were reviewed and recommendation made to send without changes to full board.

Finance committee recommended joining Taliesin Fellows for \$75/year pending approval of the full board.

Oppenlander/Lafrenz motion to adjourn at 7:58 am. Carried unanimously.



## MINUTES

Lake Geneva Public Library Annual Meeting  
Thursday, May 11, 2017  
8:00 a.m.  
City Hall Room 2A

### Call to order

Oppenlander called the meeting to order at 8:02 a.m.

### Roll Call

**Members present:** Boilini, Brookes, Kundert, Lafrenz, Lyon, Oppenlander

**Also present:** Kornak

**Excused:** Gelzer, Halverson, Kersten

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

None to approve

### President's Report

Oppenlander summarized activities of the Board of Trustees during the past year:

**Personnel:** retirement of Andrea Peterson, interim director Bernie Bellin, hiring Emily Kornak; resignation of Diane Jones, additions of Dennis Lyon and Scott Gelzer to the Board; new city representative John Halverson.

**Committees:** ad hoc committees for budget, performance appraisals, values/mission/vision/strategic plan, impact fee study. Participation in Short Takes for Trustees and City Council member orientation.

**Finance:** ended year within budget with a small carry-over on a year of flat funding. Increased salaries for those below minimum according to Springsted study.

**Programs:** 30/90 planning with major funding from Friends of LGPL.

**Building and Grounds:** donation of bench sculpture, repair planters with funds from Foundation, sidewalk repair by the City. Future plans for carpeting and re-orienting stacks.

### Foundation Report

Approved funding to repair planters; updated by-laws to include two meetings per year and staggered officer terms; accepted resignation of Diane Jones and approved appointment of Duane Lafrenz.

### Friends Report

Boilini reported on a successful Annual Meeting, new officers, 40<sup>th</sup> Anniversary plans, Authorfest, Annual Book Sale, and December book sale. The on-going sale is busy. Friends purchased new display table and returned over \$9,000 in gifts to the library.



## **Election**

The nominating committee recommended the following slate of officers for 2017-18.

President: Fritz Oppenlander

Vice-president: Dennis Lyon

Secretary: Chris Brookes

Treasurer: Larry Kundert

Recommendation seconded by Lafrenz. Motion carried unanimously.

Kundert/Boilini motion to adjourn the meeting at 8:35 a.m. Motion carried unanimously.

Respectfully submitted,

Chris Brookes  
Secretary



## MINUTES

Lake Geneva Public Library Board Meeting  
Thursday, May 11, 2017  
8:30 a.m.  
City Hall Room 2A

### Call to order

Oppenlander called the meeting to order at 8:35 a.m.

### Roll Call

**Members present:** Boilini, Brookes, Kundert, Lafrenz, Lyon, Oppenlander

**Also present:** Kornak

**Excused:** Gelzer, Halverson, Kersten

**Introduction of guests:** Oppenlander announced the appointment of Barb Dinan (not present) as the Lake Geneva Schools liaison and thanked Linda Boilini for her service during the past year.

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

Kundert/Lyon motion to approve the minutes of the April 13, 2017 meeting. Motion carried unanimously.

### President's Report

Oppenlander discussed the Open Meeting law updates and distributed new Trustee Essentials handbooks. A draft of upcoming meeting agendas will be sent to all trustees in advance so other topics to be addressed can be submitted to the library director.

### Finance

The Finance Committee recommended approval of expenditures of \$49,691.65. Lafrenz seconded recommendation. Motion carried unanimously.

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

Statement of Purpose: Designated Fund

The statement of purpose of the designated fund is in keeping with the wishes of the benefactors who donated monies that were placed in the Fund. As such, the income generated by the Fund should be used to purchase children's materials for the Lake Geneva Public Library.

### Public Relations

Discussion of web design bids. Brookes/Lafrenz motion to approve Brooke Rogers' proposal not to exceed \$3,000 from carry-forward funds. Motion carried unanimously.



## **Technology**

Discussion of RFID costs. Lafrenz/Boilini motion to accept RFID bid from EnvisionWare using impact fees, with on-going negotiations for final contract. Motion carried unanimously.

## **Building & Grounds**

Kundert will get an update on the planter project for next month.

## **Director's Report**

Kornak presented a written report including service statistics, Facebook activity, program statistics, and 30/90 report. Clarified usage of Downing funds for large print materials and Chapin funds for inspirational and travel materials. Rock county libraries will soon be added to Lakeshores. Youth Services received Alliant Energy Foundation grant. Prizes for Summer Reading program are being sought. Discussion of programming and business partnerships. A summer intern will be working in Youth Services for six weeks. A draft of Test Proctor policy was presented for discussion next month. The part-time position for circulation has been filled.

## **Friends of Library Report**

Boilini reported on Friends committees, donations to the library, success of the Annual Meeting, and upcoming Authorfest and 40<sup>th</sup> anniversary plans.

## **Adjournment**

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

**Next meeting: Thursday, June 8, 2017, at 8:00 a.m.**

Respectfully submitted,

Chris Brookes  
Secretary



## MINUTES

Lake Geneva Public Library Public Relations Committee Meeting  
Wednesday, May 17, 2017  
10:00 am  
Library Director's Office

Note: Please contact Emily Kornak at 262-249-5283 if you need accommodations to attend the meeting.

Kersten called the meeting to order at 10:02 am.

Present: Kersten, Brookes, Kornak, Benson, Rogers

Rogers presented a web redesign document to set timelines for library website redesign project and for library staff to fill out copy of web pages / confirm menu structure. Rogers will present draft of branding guidelines for committee review.

Kersten/Brookes motion to adjourn at 11:30 am. Carried unanimously.



Lake Geneva Public Library Personnel Committee Meeting  
Wednesday, May 31, 8:00 am  
Lake Geneva Public Library: Smith Meeting Room  
Minutes

1. Oppenlander called the meeting to order at 8:00am
2. Present: Oppenlander, Lafrenz, Brookes. Also present: Kornak
3. Circulation Services Manager position description was reviewed by committee to present to the full library board at the June 8<sup>th</sup> library board of trustees meeting.
4. Oppenlander/Brookes motion to adjourn at 8:34am. Motion carried unanimously.

## Lake Geneva Historic Preservation Commission Meeting Minutes

May 11, 2017 6:30 p.m. at Lake Geneva City Hall

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

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

Approval of minutes of Historic Preservation Commission Meeting of April 13, 2017.

Comments from the public and correspondence. None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners.

Shoe La La—Exhibit is open through January 6th, 2018. Tuesdays @ Two programs: Victorian Weddings—June 6th. An Evening With Neal Aspinall—Wed., May 24th, 5:30—7:30 p.m.

Fundraising Event—\$35.00 per person.

Update on the reopening of the historic 1928 Geneva Theater Building. The Grand Opening is planned for June 6th. The Friends of the Theater are still finalizing the agreement between them and Shad Branen. They will pay for the rental of the theater for their various events. Also their monetary contribution will go toward lighting and curtains.

Update regarding future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tour booklet from David Desimone and/or Michael Rehberg. Black Point is starting up for another season. Our supply of the 2nd printing of the Walking Tour booklet is out. We voted to order another 1,000 copies. Ken will order them and Patrick will pick them up.

Review of recent bills, invoices and the current balance in the 2017 Historic Preservation Commission City Budget. So far this year we have spent \$205.17.

Update regarding proposed Lake Geneva Historic Railroad Site proposed by Ed Yaeger and creation of a plan for Proposed Historic Railroad Site for review and comment by the City of Lake Geneva. Ken Etten attended the Committee of the Whole meeting on May 1st, where he presented our proposal for the railroad site. Nobody on the Council seems to have any objections to it. But we still need to fight for this.

Update regarding the status of the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center and discussions with City Attorney Dan Draper re: getting the app in the Apple App Store. Blaine Oborn said necessary documentation for the Apple App Store agreement was signed and sent to Apple on April 17. Dr. Platt will now be able to upload the app to Apple for approval. Nancy Elder, Visit Lake Geneva, is developing a shore path app and is asking for suggestions from us. Jim will contact her to see if she can come to our next meeting.

Discussion regarding restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street and discussions re: potential new projects and promotional ideas for the LGHPC, including future "Tales of Lake Geneva", educational programs, and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). Jim Davis and Patrick Quinn are planning to meet with Mike Dunn.

Update regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. The fence surrounding Pioneer Cemetery on Warren St., end of North St., has been repaired. Two sections were knocked down by a car a few weeks ago. Patrick will try again to contact Carol Cartwright about nominating the cemetery. We will probably have to go a different route. Will investigate the connection between James Simmons and George Sturges concerning the cemetery.

Review of recent Historic Plaque Program applications. The cost of plaques from Timberline Signs are now \$145.00 each. St. Francis Catholic Church will be observing their 175th Anniversary this coming August. We are planning a plaque for the occasion, and maybe some other recognition of the event.

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 8:00 P.M.

Respectfully submitted,

Louise M. Rayppy

**OAK HILL CEMETERY BOARD MINUTES  
WEDNESDAY, MAY 3, 2017–4:30 PM  
LAKE GENEVA CITY HALL, ROOM 2C**

Meeting was called to order by Chairman Read at 4:33PM

**Roll Call.** Present: Clarence Read, Maureen Allenstein, Arleen Krohn, Coryn Commare, Alderman Bob Kordus. Also Present: City Administrator Oborn

**Comments from the public limited to 5 minutes.** None.

**Approve Cemetery Commission minutes from April 12, 2017.**  
Allenstein/Krohn motion to approve the minutes. Motion carried 5 to 0.

**Discussion/Action on election of President.** Unanimous ballot for Clarence Read. Kordus/Krohn motion. Motion carried 5-0.

**Discussion/Action on election of Vice President.** Unanimous ballot for Bob Kordus. Read/Allenstein motion. Motion carried 5-0.

**Discussion/Action on election of Secretary.** Unanimous ballot for Coryn Commare. Read/Allenstein motion. Motion carried 5-0.

**Discussion/Action on Cemetery Walk with the Museum.** Decision by the Board is to forgo the organization of a walk in 2017. Will reconsider in 2018. Kordus/Allenstein motion to forgo 2017 Cemetery Walk. Motion carried 5-0.

**Discussion/Update on Cemetery Software.** No new updates from April 12<sup>th</sup> meeting. WebCemeteries is still working on entering data.

**Date and Agenda items for next meeting.** Next meeting is scheduled for August 2, 2017 at 4:30PM at City Hall.

**Adjournment.** Read/Krohn motion to adjourn at 4:45PM. Motion carried 5-0.

/s/Coryn Commare, Sec.

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY BOARD**

**AVIAN COMMITTEE MINUTES  
MONDAY, MAY 22, 2017 – 4:45 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Halverson at 4:45 p.m.

**Roll Call:** Present: Chairman Halverson, Beverly Leonard, Sarah McConnell, Coryn Commare, Bob Nordhaus. Absent: Nikki Scott. Also Present: City Administrator Oborn. Public Present: Ted Horne.

**Approval of minutes from March 27, 2017 as prepared and distributed**  
Leonard/McConnell motion to approve. Motion carried unanimously.

**Comments from the public limited to 5 minutes.** None.

**Discussion/Recommendation/Action on Purple Martin Bird Housing including grants and donations**

Mr. Oborn stated Ms. Scott discovered the Audubon Society had done a grant donation with We Energies so she completed an application for \$3,500.

Halverson/Leonard motion to seek approval from the Parks Committee and City Council to put in applications for grants and to accept donations of monies or houses for purple martin housing in the City parks and other applicable areas. Motion carried unanimously.

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

Ms. McConnell noted she has a speaker through the Audubon Society who is a purple martin expert. She noted many people in the area have housing that has not been successful, so she would like this advertised.

**Discussion/Recommendation/Action on Avian Committee Website Improvements**

This item was continued to next month's meeting.

**Discussion/Recommendation of future agenda items**

The committee will discuss the purple martin housing project, website improvements, and the 6<sup>th</sup> Annual Swift Night Out.

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

The committee will meet on June 26<sup>th</sup> at 5:00pm.

**Adjournment.**

Halverson/McConnell motion to adjourn at 5:20pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**TOURISM COMMISSION MINUTES  
WEDNESDAY, MAY 17, 2017 – 5:30 PM  
CONFERENCE ROOM 2A, CITY HALL**

Meeting called to order by Administrator Oborn, Staff Liaison to the Commission, at 5:30 p.m.

**Roll Call.** Present: Alderman Richard Hedlund, Alderman Cindy Flower, Citizen Chris Gelting, Business Rep. Charlie Lorenzi, BID Board Business/Hotel Rep. Andrew Fritz, and Hotel Rep. Tammie Carstensen. Also Present: Mayor Alan Kupsik, President & CEO of Visit Lake Geneva Darien Schaefer, and City Administrator Blaine Oborn.

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

**Discussion on City Ordinance 17-03, An Ordinance to Establish a Tourism Commission.** Administrator Blaine Oborn reviewed the ordinance with the members.

**Election of Officers:**

**Chairperson.** Carstensen/Hedlund motion to nominate Chris Gelting as Chairperson. No other nominations and nomination closed with motion by Hedlund/Flower. Chris Gelting as Chairperson passed by unanimous vote.

**Vice Chairperson.** Flower/Gelting motion to nominate Tammie Carstensen as Vice Chairperson. No other nominations and nomination closed with motion by Gelting/Hedlund. Tammie Carstensen as Vice Chairperson passed by unanimous vote.

**Secretary.** Carstensen/Gelting motion to nominate Blaine Oborn as Secretary. No other nominations and nomination closed with motion by Gelting/Flower. Blaine Oborn as Secretary passed by unanimous

Chairperson Gelting takes over conducting meeting.

**Discussion/Action/Recommendation on Room Tax Dollars the Tourism Commission will receive from the City.**

Gelting/Carstensen motion to recommend: 1) Creation of Tourism Commission Fund for Tourism Commission Room Tax dollars received from City. 2) Tourism Commission Fund to Receive \$200,000 minimum in quarterly \$50,000 payments. 3) Tourism Commission Fund then to Receive Room Tax dollars at \$200,000 above the City Retention Limit. Unanimously carried.

**Discussion/Action on Selection of the Primary Tourism Entity for Tourism Promotion Services/Functions for 2017 and corresponding Funding.** Gelting/Hedlund motion to name Visit Lake Geneva the Primary Tourism Entity for Tourism Promotion Services/Functions for 2017 and corresponding funding using the same formula as City 2016 funding (payment of \$100,000 in quarterly \$25,000 installments, plus 25% of amount received over \$450,000). Unanimously carried.

**Discussion/Action on Selection of the Primary Tourism Entity for Tourism Promotion Services/Functions for 2018 and beyond.** Staff directed to pursue RFP with samples from other Tourism Commissions. Gelting/Carstensen motion to continue item to next meeting. Unanimously carried.

**Discussion/Action on marking projects including Promotional Grant Program for events that generate overnight stays.** Staff directed to make short application, do not restrict applicants, and most desirable for off season and week day events. Consensus was to continue discussion.

**Discussion/Action on Municipal Development including:**

**The Riviera Ballroom Renovation.** The Commission is open to participating in funding as the Riviera as a major tourism attraction. Suggest City make the space meeting friendly.

**Studying the possibility of a Convention Center.** Staff directed to broaden the scope and look at doing RFP.

**Future agenda items and meeting date.** Future agenda items are: 1) Revised Room Tax Dollars Forecast and more detail on collection, 2) Tourism Promotion Services/Functions for 2018 and beyond, 3) Promotion Grant Program, 4) Riviera Remodel Plan, 5) Convention Center Study, and 6) Code of Ethics.

**Adjourn.** Hedlund/Fritz motion to adjourn at 7:38pm. Motion carried unanimously.

/s/ Blaine Oborn, City Administrator/Secretary

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

**BOARD OF REVIEW**  
**MONDAY, MAY 22, 2017 AT 5:45 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

Mayor Kupsik called the meeting to order at 5:48 pm.

**Roll Call:** Mayor Kupsik, Aldermen Skates, Kordus, Howell, City Clerk Waswo and Alternate Alderman Halverson. Absent: Alderman Chappell. Also Present: City Attorney Draper, City Administrator Oborn

**Selection of Chairman**

Waswo/Skates motion to appoint Mayor Kupsik as Chairman. Unanimously carried.

**Selection of Vice Chairman**

Kordus/Skates motion to appoint Sabrina Waswo as Vice Chairman. Unanimously carried.

**Verification of Mandatory Training, as specified in Wis. Stats. § 70.46 (4)**

City Clerk Waswo announced that she has met the mandatory training requirements specified in Wis. Stats. § 70.46 (4). An affidavit affirming this had been filed with the Wisconsin Department of Revenue. Ald. Skates also completed the training last year.

**Announcement that Assessment Roll is not complete**

City Clerk Waswo announced that the Assessment Roll was not complete. Open Book will be held on Wednesday, July 5, 2017 from 10:00am to 1:00pm and 2:00pm to 7:00pm and Board of Review will be held on Wednesday, August 9, 2017 from 9:00am to 11:00am.

**Adjournment**

Howell/Skates motion to adjourn the Board of Review to Wednesday, August 9, 2017 at 9:00 am. Unanimously carried.

Meeting adjourned at 5:50pm

/s/ Sabrina Waswo, City Clerk

**GENEVA LAKE MUSEUM  
BOARD OF DIRECTORS MEETING  
DATE: MAY 10, 2017**

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

A. Officers

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

B. Directors

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Marianne Bonifacic | <input checked="" type="checkbox"/> Vern Magee     |
| <input checked="" type="checkbox"/> Barbara Buelter    | <input checked="" type="checkbox"/> Steve Littig   |
| <input checked="" type="checkbox"/> Jim Davis          | <input checked="" type="checkbox"/> Mary Olson     |
| <input checked="" type="checkbox"/> Chuck Ebeling      | <input checked="" type="checkbox"/> Beth Whiting   |
| <input checked="" type="checkbox"/> Pat Gee            | <input type="checkbox"/> [TBD]                     |
| <input type="checkbox"/> Jeff Glass                    | <input checked="" type="checkbox"/> David Williams |
| <input type="checkbox"/> Dana Hagenah                  | <input checked="" type="checkbox"/> Tom Yoder      |

C. Staff Directors

- Administrative Director: Janet Ewing
- Operations and Exhibits Director: Dale Buelter

D. Paid Staff

- Curator: Helen Brandt
- Office Manager: Pat Cramer

E. Guests

- City Representative: Ken Howard

## II. Meeting Minutes

- 5:30 pm: approved minutes

### A. Agenda:

- See agenda attached

### B. Discussion

#### 1. Call to Order

- 5:30 pm

#### 2. Approval of Minutes

- Jim Davis moved; Pat Gee seconded; March meeting minutes approved

#### 3. Treasurer's Report (Mike Ploch)

- Regarding "loss" at annual meeting, as to air conditioner \$26,400 was raised but limited shortfall since costs were \$28,372
- Met with Mary Olson regarding investments and will review; we also have online banking
- Mike will seek new signature cards for investments

#### 4. Curator's Report (Helen Brandt)

- Terry Kral from Inverness, IL visited GLM; he is an authority on military arms
- Reorganized military arms display, including new signage and locks

#### 5. Director's Reports

##### a. Administrative Director (Janet Ewing)

- See attached report
  - 1,507 visitors in April
    - 332 Tuesday at Two
    - 170 Shoe La La opening

– 68 Betty Liss' retirement party

- May 17: Spring Cleaning
  - May 13: International Museum Day and Children's Art Day
- b. Operations and Exhibits Director (Dale Buelter)
- Capacity concerns with Tuesdays at Two
  - Dale addressed how best to manage two priorities:  
1) NWMA display; 2) Tuesday at Two
  - Board requested a cost estimate for NWMA exhibit
  - Revamping train exhibit; developing new barber exhibit;  
and improving children's play area
6. Committee Reports
- a. Nominating (Jim Gee)
- No report
- b. Fundraising (Pat Gee)
- May 24 Neal Aspinall event—relied upon electronic invitations
  - Board needs to promote this event and agreed to place an ad
- c. Marketing and Publicity (Chuck Ebeling)
- Rated 4.8 on Facebook (822 Likes)
  - Google review is 4-star
  - Groupon upgraded GLM's status
  - Found Lake Geneva, Switzerland museum similar to GLM—should we consider a sister museum relationship?
- d. Membership (Penny Simonetto)
- 582 members

- 104 overdue
  - 686 total membership
- e. Finance (Mike Ploch)
- No further report
- f. Grants Committee (Beth Whiting)
- Committee will meet tonight
  - Several grant applications are available and under review

7. Old Business

- Sold a donated spinning wheel for \$1,000 contribution to GLM
- Open House for City personnel will be planned for later this year
- Nancy Russell proposed further recognition for Karen Walsh
- Motion: Moved to avoid exhibit-specific recognition; Jim Gee moved and Jim Davis seconded—motion approved
- Model A disposition: on loan but needs to be moved; moved by Pat Gee to seek car removal; Steve Littig seconded; Vern Magee opposed—motion approved

8. New Business

- None

9. Adjourn

- 7:15 pm

III. Closed Session

Yes

No

Attachments

**Geneva Lake Museum Directors Meeting Agenda**  
**Wednesday May 10, 2017**

- 1. Call to order - 5:30 PM**
- 2. Approval of Meeting minutes**
- 3. Treasurer's report**
- 4. Curator's report**
- 5. Staff Directors' Reports**
  - a). Director of Administration's report
  - b). Director of Operations and Exhibits report
  
- 6. Committee reports**
  - a) Planning Committee
  - b). Fund Raising
  - c). Marketing and Publicity
  - d). Membership
  - e). Finance Committee
  - f). Grants Committee
  
- 7. Old Business**
  - a) Model A Ford disposition
  - b) Date for Open House for City Employees
  - c) Update: antique display case for NWMA exhibit
  
- 8. New Business**
  - a).
  
- 9. Adjourn**



## Geneva Lake Museum Director of Administration Report

May 10, 2017

1. Total visits for February — **1507**
2. Attendance for Tuesdays @ 2 — Chicago Stockyard Fire — 84, Eddie Rickenbacker — 70, WWI — 64, Worlds Fair 1893 — 114 **Total 332.**
3. Shoe La La opening **170**
4. Betty Less very happy with her retirement party. **68** people attended.
5. Would the board approve of us closing the museum to tours on Tuesday from 2 – 3 when having our programs on Main Street. We want to be fair to the speaker, audience and visitors. Any other suggestions?  
Also, Jim Davis thinks that all of the programs should be downstairs, however it is a lot of work for Dale.
6. Spring Cleaning on May 17<sup>th</sup> at 9 with a thank you lunch following.
7. Carpet cleaning (Mill Street Room and mats in entry)
8. International Museum Day and Children's Art Festival this Saturday May 13 from 10-4. We could use some more volunteers. Free hotdogs while supplies last, Kids of Rock Central and Mr. Bones will entertain. WC Food Pantry drive, Lakeland Animal Shelter and Fire Dept will be there. Antique car photo op. Bake Sale items can be dropped off the day before. Marsha's car must be moved outside.
9. Chris Brooks proposes that we have the official NMNA exhibit opening and celebration on Sept. 16 and include a three or four member Field Music unit including a piper from St. John's. This is almost 100 years to the day when NMNA's first piper, Robby Robertson began.
10. Fundraiser, "An Evening with Neal Aspinall" Wednesday, May 24<sup>th</sup> from 5:30-7:30. Social hour with wine and hors d'oeuvres by Gypsy Soul, Ed Schwinn will interview Neal and there will be a Q & A period. Tickets \$35. Please tell your friends.

Mr. Ed Schwinn, President Geneva Lake Museum Board of Directors

Janet Ewing, GLM Director of Administration

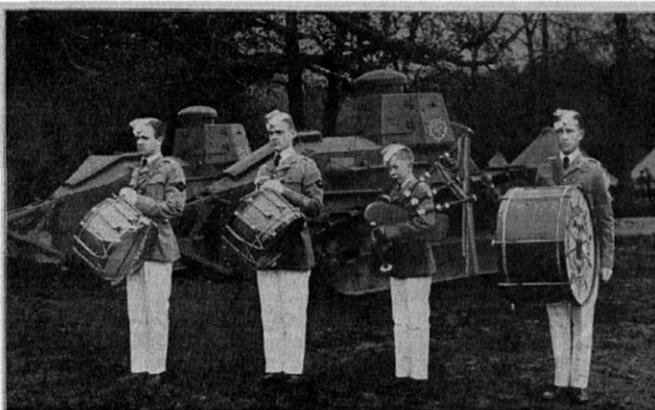
Dr. Jack Albert, President St. John's Northwestern

Mrs. Peg Koller, Pipe Major Brian Donaldson, Drum Major Andrew Hoinacki

**IDEA:**

On September 19, 1917, Robert Paul Robertson arrived on the Lake Geneva campus of Northwestern Military Academy. He became the first bagpiper in the history of the school. In honor of the centennial of this event, I propose the Geneva Lake Museum consider holding a Grand Opening of the Northwestern Military & Naval Academy exhibit on Saturday, September 16, 2017.

As part of the celebration, if possible, include a three-member Field Music unit, one piper and two drummers, from St. John's Northwestern Military Academy to represent the 1918-19 Field Music: Lance Corporal R.P. Robertson, Corporal K.F. Hill on snare drum and Cadet C.E. Warburton on bass drum OR a four-member unit to replicate the 1919-20 photo in the 1919 Northwestern catalogue.



At one time, Pipe Major Brian Donaldson and Drum Major Andrew Hoinacki mentioned the possibility of holding a Kirkin' o' the Tartan service at SJNMA. To follow the Lake Geneva event, perhaps this service could be held the following Sunday, September 17 on the Delafield campus.

I am very excited about the collaboration between the two academies to bring some Northwestern artifacts back to Lake Geneva. A Grand Opening event at the museum will showcase both schools to the public and offer opportunities for extensive media coverage. I hope this idea will be acceptable to all parties involved.

Sincerely,  
Chris Jacobson Brookes  
Supporter of NMNA since birth  
Member Geneva Lake Museum  
SJNMA Honorary Old Boy 2016