



COMMITTEE OF THE WHOLE
MONDAY, AUGUST 05, 2019 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

Council President, John Halverson

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

Also Present: Mayor Hartz, Admin. Nord, Asst. Clerk,

1. Council President Halverson calls the meeting to order
2. Pledge of Allegiance – Ald. Straube
3. Roll Call
4. Approval of Minutes from July 01, 2019 Committee of the Whole Meeting as distributed.
5. Presentation by Shawn Kelly, Landscape Architect, UW-Madison regarding Hillmoor Feasibility Study.
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. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Howell
 - b. Personnel Committee, Alderman Proksa
 - c. Public Works Committee, Alderman Flower
 - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
8. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hedlund & Flower
 - b. Tree Board, Alderman Dunn



- c. Police & Fire Commission, Alderman Skates
 - d. Plan Commission, Alderman Skates
 - e. Board of Park Commissioners, Alderman Straube
 - f. Library Board, Alderman Halverson
 - g. Historic Preservation Commission, Alderman Dunn
 - h. Cemetery Board, Alderman Howell
 - i. Avian Committee, Alderman Proksa
 - j. Tourism Commission, Aldermen Hedlund & Straube
9. **COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
- a. VISIT Lake Geneva, Alderman Proksa
 - b. Geneva Lake Museum, Alderman Dunn
 - c. Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund
 - d. Geneva Lake Environmental Agency, Alderman Skates
 - e. Geneva Lakes Family YMCA, Alderman Flower
 - f. Geneva Lake Use Committee, Alderman Dunn
 - g. Business Improvement District, Alderman Halverson
10. Adjourn

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

**COMMITTEE OF THE WHOLE MINUTES
MONDAY, JULY 01, 2019 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Members: Council President, John Halverson; Alderpersons: Selena Proksa, Doug Skates, Tim Dunn, Cindy Flower, Shari Straube, Ken Howell and Rich Hedlund

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

Aldersperson Straube led the Committee in the Pledge of Allegiance.

Roll Call

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

Approval of Minutes from June 3, 2019 Committee of the Whole Meeting as distributed

Motion by Skates to approve the minutes of June 3, 2019 Committee of the Whole, second by Proksa. Motion carried 7-0.

Presentation by YMCA regarding their plans for a new building

Mike Kramp from the Lake Geneva YMCA gave an overview of the proposed new YMCA site. He noted that the expansion study was completed in 2017 and it noted that a new facility in this area would see a 30% increase in memberships. Clancy Green with Keefe Real Estate addressed the Committee regarding the proposed site. This property is 112 acres located near the intersection of Hwy H and Wells Street. The project is slated to start within two or three years depending on capital fundraising and it is uncertain what will happen with the existing building. Kramp indicated that there wouldn't be a direct need to build outdoor ball fields as they have the use of Veteran's Park. Green indicated that this land is not in the City; however they would look into annexing into the City. They have already had preliminary conversation with the Utilities Director on how this will impact City services.

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.

Demetri Anagnos; Cass St; Spoke in opposition to closing Wrigley Dr. He also spoke to the number of individuals that choose to dine inside versus outside.

Peg Esposito; 124 Darwin St; Asked the committee to be mindful of various developments and how the impact of those will affect the City.

Sherri Ames; 603 Center St; Indicated she is in favor of the new YMCA location, but not sure of its location. She spoke in opposition of the proposed Ice Castles year round activity in Dunn Field Park. She further spoke to her discontent about how she was treated by other citizens after her comments about low income housing in Lake Geneva.

Don Ogden; 108 Evelyn Ln; Spoke in opposition to the Ice Castles using Dunn Field Park for year round activities.

Bill Huntress; 1015 Pleasant St; Spoke in opposition to the Ice Castles using Dunn Field Park for year round activities.

Charlene Klein; 817 Wisconsin St; Spoke in opposition of the feasibility study being completed for the former Hillmoor site. She indicated that she felt the City couldn't afford to have the study done. She then explained the Hillmoor landscape plan that was completed by the Friends of Hillmoor.

Mary Jo Fesenmaier; 1085 S Lake Shore Dr; Spoke in opposition of the development of the former Hillmoor property.

Dick Malmin N1991 S Lake Shore Dr; Spoke in regards to the Hillmoor property and the former Hummel property.

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

COMMITTEE, COMMISSION AND BOARD REPORTS. The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

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

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

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- Geneva Lake Museum, Alderman Dunn
- Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund
- Geneva Lake Environmental Agency, Alderman Skates
- Geneva Lakes Family YMCA, Alderman Flower
- Geneva Lake Use Committee, Alderman Dunn
- Business Improvement District, Alderman Halverson

Adjourn

Motion by Skates to adjourn the meeting of the Committee of the Whole, second by Flower. Motion carried 7-0.
The meeting adjourned at 7:57 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES

TUESDAY, JULY 2, 2019 – 6:00 PM

CITY HALL, CONFERENCE ROOM 2A

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

The meeting was called to order by Chairperson Howell at 6:03 p.m.

Roll Call

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

Absent: None

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

Spyro Condos; 1760 Hillcrest Dr; Spoke in regards into the policies for developers and what the City may or may not pay for. He added that this might be the City entering into some kind of contract zoning.

Jerry Krolein; 526 Maxwell St; Spoke in opposition of the Hillmoor Feasibility study being completed as the City does not own the property.

Stan Weber; 1155 Lake Geneva Blvd; Spoke in opposition of the Hillmoor Feasibility study being completed as the City does not own the property.

Mary Jo Fesenmaier; 1085 S Lake Shore Dr; Spoke in opposition of the Hillmoor Feasibility study being completed as the City does not own the property. She then read quotes from the surveys taken of the citizens.

Maureen Marks; 834 Dodge St; Spoke in opposition of the Hillmoor Feasibility Study being completed. She also spoke in opposition of the bus trip to Madison to view developments as it relates to the Comprehensive Plan.

Sherri Ames; 603 Center St; Spoke in opposition to bus trip to Madison to view developments as it relates to the Comprehensive Plan.

Don Ogden; 108 Evelyn Ln Unit B; Spoke in opposition to bus trip to Madison to view developments as it relates to the Comprehensive Plan.

Charlene Klein; 817 Wisconsin St; Spoke in opposition of the Hillmoor Feasibility Study being completed.

Peg Esposito; Darwin St; Spoke to the need to have transparency for the comprehensive plan update process and to see what the public input has been thus far.

Kent Martzke; 1144 Rolling Ln; Spoke in favor of the continuation of not paying for the launch fees as he currently leases City piers. He also spoke in favor of his lease renewal rate be a flat rate not a compounded amount.

Dick Malmin; N1991 S Lake Shore Dr; Spoke in opposition of the Hillmoor Feasibility Study being completed and asked the committee to vote no on the feasibility study.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of June 18, 2019, as prepared and distributed

Motion by Proksa to approve the minutes of the June 18, 2019 Finance, Licensing, and Regulation Committee Meeting, second by Skates. No discussion. Motion carried 5-0.

Motion by Howell to move agenda item discussion/Recommendation regarding approving and identifying funding source for Hillmoor Feasibility Study up on the agenda, second by Skates. Motion carried 4-1, with Hedlund voting no.

Discussion/Recommendation regarding approving and identifying funding source for Hillmoor Feasibility Study

Mayor Hartz addressed the committee regarding the two lawsuits that were dismissed by the developer. Mayor Hartz noted that this would present an opportunity for the City to develop a plan. This is not a plan for the developer. Brian Munson from Vandewalle addressed the committee regarding the Hillmoor Feasibility Study. He stated that this would be the opportunity for the citizens to state what they would like to see at this location versus letting the developer come in with what they think the City may like. Howell expressed concerns with the City having a plan for the developer and worried about the potential of a lawsuit. Halverson noted that the City wants community input and that having this plan would allow for that. Munson noted that the City would get different options about how the land may develop and be used in the future. Proksa noted that the City doesn't own the property and she feels that is being forgotten.

Motion by Skates to approve the Hillmoor Feasibility Study and to pay for it from the General Fund Balance, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding possible rental rates changes for the Riviera Ballroom

Stephanie Copsey, Independent Contractor for the Tourism Commission, addressed the committee regarding several areas that the City could gain revenue with the Riviera. The Riviera had preferred caterer commission that wasn't being collected and she would start enforce that again. She also stated that the commission percentage be changed from 15% to 10% to keep current with competitors. She also offered a new fee structure for the resident & non-resident rental rates which would also include linens. She also offered military and seasonal booking discounts. She further noted that this would only apply to weddings, not community events. Hedlund would like to see that a security deposit for using non-preferred caterers.

Motion by Skates to approve as presented and add the \$1,000 security deposit for non-preferred caterers, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding Lake Geneva Boat Line Inc request for contract extension

City Administrator Nord addressed the committee and noted that the boat line would like to obtain an extension on their lease. Skates noted that the current contract doesn't expire until 2022, but that the lessee would like to renew sooner for a need for financial loan assessments. Kent Martkze would like to see that when the contract has five years left that the contract be extended by five years.

Motion by Proksa to approve the waiver of the boat launch fees, second by Hedlund. Motion carried 5-0.

Motion by Proksa to not extend the lease, motion dies for a lack of second.

Motion by Skates to continue the extension portion of the agenda item and the rate of increase to the next Finance meeting, second by Halverson. Motion carried 5-0.

Licenses & Permits

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

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

Discussion/Recommendation regarding a 2019-2020 Massage Establishment License Renewal Application filed by Jasmine Salon & Spa

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

Discussion/Recommendation of Alcohol License Premise Extension Application for Lake Geneva Lanes for July 27, 2019 from 8:00 a.m. to 7:00 p.m. for the event of the Legion Classic Car Show

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

Discussion/Recommendation regarding Alcohol License Premise Extension Application for The Bottle Shop to include 609 W Main St & 621 W Main St, Lake Geneva, WI

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

Discussion/Recommendation regarding a 2019-2020 Taxi Cab Company License Renewal Application filed by Cruzin' Transportation

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

Discussion/Recommendation regarding amendments to City of Lake Geneva current fishing ordinance(s)

City Administrator Nord noted that this is a recommendation to clean up where fishing is allowed. Nord reviewed the map included in the packet and noted that the areas outlined in red is where fishing would be allowed.

Motion by Hedlund to approve and refer to City Attorney, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding awarding bid for Riviera Seawall and Pier Inspection to Collins Engineering Inc in an amount not to exceed \$9,000

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

Discussion/Recommendation regarding awarding bid for Riviera Asbestos- Containing Materials and Lead Paint Inspection to Intertek/PSI in an amount not to exceed \$4,600

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

Discussion/Recommendation regarding proposed snow removal ordinance amendments

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

Discussion/Recommendation regarding proposed policy implementation relating to Standing Committee agenda item deadlines

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

Presentation of Accounts

Prepaid Bills in the amount of \$20,851.46

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

Regular Bills in the amount of \$153,863.53

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

Adjournment

Motion by Proksa to adjourn, second by Skates. The motion carried 5-0. The meeting adjourned at 7:50 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, JULY 16, 2019 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

The July 16, 2019 Finance, Licensing, and Regulation meeting was called to order by Chairperson Howell at 6:00 p.m.

Roll Call

Present: Howell, Halverson, Skates, and Proksa

Absent & Excused: Hedlund

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

Kent Martkze; 1144 Rolling Ln; Spoke in favor of his lease being extended and would like to work with the City on being able to operate while the Riviera is being renovated.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of July 2, 2019, as prepared and distributed

Motion by Skates to approve the minutes for the July 2, 2019 Finance, Licensing, and Regulation Committee Meeting, second by Halverson. No discussion. Motion carried 4-0.

Licenses & Permits

2019-2021 Original & Renewal Operator License applications filed by various applicants as listed in packet

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

Discussion/Recommendation regarding 2019-2021 Renewal Operator License Application filed by Stephen Steffen to be used only at Pizza Hut

Motion by Skates to approve, second by Proksa. Howell noted that based on the applicant's criminal history the Chief of Police recommended that this license only be used at Pizza Hut. Motion carried 4-0.

Discussion/Recommendation regarding Temporary Operator License Applications filed by: Ryan Lasch, Bryan Iwicki, Ryan Stelzer, Nathan Love, Franklyn Lasch, Michael Springer, Ryan Smith, Stephen Schroeder, Travis Ross, Thomas Hove, Zachary Grider to be used at Venetian Fest, August 13, 2019 through August 19, 2019

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

Discussion/Recommendation regarding an amendment to the 2019-2020 Taxi Cab Company License by Cruzin' Transportation; to add two additional vehicles

Howell stated that the Chief of Police had given each committee a member regarding his opinion of adding the additional two vehicles. Howell added that this company had been operating these two NEVs without a license and that the Chief has recommended that the vehicles not be added to the license or added with conditions. It was noted that the members of the company had been warned on July 4, 2019 that they were operating without a license. They were then warned on July 14, 2019 of their violation.

Motion by Skates to approve contingent upon staff review on September 3, 2019 to determine if the vehicles will be allowed to operate, second by Halverson. Howell stated that he likes the vehicles however he is disappointed that there is not a representative present.

Original motion was re-read and the motion tied 2-2, with Howell and Proksa voting no. This item will be referred to the Council without a recommendation.

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License filed by St Francis de Sales Church for the event of Fall Fest to be held September 22, 2019

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

Discussion/Recommendation regarding Lake Geneva Boat Line Inc. request for contract extension

City Administrator addressed the committee regarding the request from Lake Geneva Boat Line.

Kent Martzke addressed the committee and asked that he be granted a 5-year extension to the lease. He also asked that his rate increase be changed from 3% every year to 5% every five years.

Motion by Howell to approve the contract extension for five years with a rate hold from 2023 to 2027 and a rate increase of 5% in 2028, second by Halverson.

Proksa expressed concerns with freezing the rate increases. Skates stated that he has concerns with the interest rate as well. Skates noted that he would like this to be reviewed by the City Attorney once the committee has determined the terms of the agreement. Mayor Hartz noted that the current contract is good through 2023 and that the City shouldn’t rush into a decision. Howell stated that he agrees with the extension as the lessee and would like to see this move forward. Motion tied 2-2, with Proksa and Skates voting no. This item will be referred to the Council without a recommendation.

Discussion/Recommendation regarding possibly amending the current Street Banner Permit Ordinance and Application

City Administrator Nord addressed the committee and explained the current Street Banner ordinance. He noted that it was up to the Committee’s discretion of they wanted to change something. Proksa noted that she is not opposed to allowing businesses to use the street banner poles. She would like to see if it is something that the City would like to offer at all and if so, who would be able to. Skates noted that he would like to see this stay available to non-profit sponsored events and add that he feels this process is currently too taxing on the City. The committee discussion included the need to identify what businesses would be allowed to use the street banner poles and would there be a restriction on the number of times they can use it. City Administrator Nord noted that the current ordinance did allow for the business in question utilize the banners to advertise their business. Skates stated if would like to see if the Downtown Business Improvement District would have a say in what businesses could use the banner poles. City Administrator Nord noted that he would work with the BID to research the points made by the committee.

Motion by Proksa to place a moratorium on new banners and direct staff to work with the BID to develop criteria, second by Halverson. Motion carried 4-0.

Discussion regarding June 2019 Treasurer’s Report and Budget versus Actual

Finance Director Hall reviewed the June Treasurer’s Report along with the Budget versus actual report.

Presentation of Accounts

Prepaid Bills in the amount of \$52,064.43

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

Regular Bills in the amount of \$86,091.66

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

Adjournment

Motion by Skates to adjourn the July 16, 2019 meeting of the Finance, Licensing, and Regulation Committee meeting, second by Halverson. Motion carried 4-0. The meeting adjourned at 6:57 p.m.

PERSONNEL COMMITTEE MINUTES
TUESDAY, JULY 2, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

Meeting called to order by Chairperson Proksa at 4:32 p.m.

Roll Call

Present: Proksa, Halverson, Skates, and Flower

Absent: Straube

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

None

Approval of the minutes from the June 4, 2019 Personnel Committee Meeting

Motion by Halverson to approve the minutes from June 4, 2019 Personnel Committee, second by Skates.
Motion carried 4-0.

Discussion/Recommendation regarding permanent position of the Harbormaster

Proksa reviewed the job description and noted that this position would now be under the direction of the Public Works Director versus the City Administrator. This position would also oversee the beach staff and would eliminate the beach managers. The committee discussed moving the bullet point regarding collecting slips/buoys to be included with the processing of rental forms as this is all inclusive. The committee discussed that the Harbormaster should attend all meetings of the Piers, Harbors, and Lakefront Committee. City Clerk Kropf noted that this position should also be required to obtain a notary to handle the residential affidavits. Flower indicated that there should be tasks added that include the oversight/management of cash disbursement for the beach. Mayor Hartz noted that “lakefront area” is referenced multiple times and that area should be identified. Committee discussion included on whether this position should be hourly or salaried. The committee asked for numbers for hourly wages and salaried wages to be brought back for consideration. No discussion.

Discussion/Possible Recommendation regarding need to hire additional Beach Staff to aid in restroom cleaning

Director of Public Works Earle stated that he feels that he can’t keep up with the demand that is necessary to keep the bathrooms clean. He noted that his staff has a lot of duties and that they can’t always keep the bathrooms in the condition that they should be. He would like to see approximately three employees at twenty hours a week to rotate and clean the bathrooms/maintain the grounds. He stated that this would be necessary primarily in the summer or when the beach is seeing the most attendance. The committee noted that there needs to be a review of the current beach staffing and it should be brought back to the committee for consideration.

Motion by Skates to direct staff to meet with the current beach manager to discuss staffing and duties and to report back to the committee, second by Halverson. Motion carried 4-0.

Discussion/Update regarding City Health Insurance

The committee would like to have the HR Director and a liaison from Cottingham & Butler available at the next meeting to discuss. No action taken.

Discussion/Update regarding City Employer Clinic

The committee would like to talk with Natalie Ellingson about the employer clinic at the next meeting. No action taken.

Future Agenda Items

Adjourn

Motion by Flower to adjourn, second by Skates. Motion carried 4-0. The meeting adjourned at 5:52p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, JULY 9, 2019 4:30 P.M.
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

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

Meeting was called to order by Chairperson Flower at 4:00 p.m.

Roll Call

Present: Ald Flower, Proksa, Hedlund, Howell

Absent: Dunn

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

Charlene Klein, 817 Wisconsin St. interested in more detail on the Park & Walk Day and expressed concern with Thursday timeline competing with Horticultural Hall and the fee being charged especially in comparison to what the Knockerball paid. She's also opposed to for-profit making money in

MaryJo Fessenmeir, address?, Placing in flowers on Edwards Blvd. (counted as Park land) and round-about.

Approve the regular Public Works Committee meeting minutes from June 11, 2019 as prepared and distributed

Motion by Ald. Hedlund to approve the June 11, 2019, second by Proksa. Motion carried unanimously.

Director of Public Works Report

Also expressed concern that people are putting their charcoal grill into the brush dump. Ald. Hedlund suggested taking extra money to put fence around the brush

Storm Damage – most of the storm basins in the alley behind Wrigley Drive where Speedo's & Popeye's have grease. This goes straight into the lagoon.

Mosquito Spraying – Sprayed the last two Wednesday and will spray again tomorrow due to a lot of rain.

Vandalism - Director Earle expressed concern for increased vandalism at the skate park, issues occurring daily, and it's costing several thousands of dollars for repairs.

Lake Level Information – up 11 inches which is high and did have to open the gates by the towers.

Beach Water Testing – the testing has been normal for beach.

Parking Manager Report

Parking is down 4% year over year (7% down in meter revenue and up 62% in app revenue. Decreased about 4% paying in cash and increase in 3% in credit card use. Age 18-44 females are typical users for parking apps to use this data moving forward. Suggested the consideration for how to manage shared parking by residence i.e. selling their driveway space.

Discussion/Recommendation regarding 2020 Streets Capital Spending Plan and Three Year Plan to include alleys; Task order for assessment

As a group they agreed they would like the alley's included. Dir. Earle proposed this could be done by District. Dir. Earle recommends we steer Kapur to look at the bike paths, alley's, wheel chair ramps, and curb & sidewalks. Ald. Flower agreed with Dir. Earle to include any safety concerns already identified in the Bike Ped Study and offer residents the opportunity repair their sidewalks when Streets Dept. is already doing the designated area offering home owners the opportunity to take advantage of lower cost to repair the sidewalk. Ald. Flower sent suggestions to the Park Board with

some recommendations to changes for the Bike Plan with suggestion to research and consider grants for funding. Dir. Earle stated that the estimate to provide overview/recommendation is \$45K and where is the funding going to come from. Ald. Flower referenced if there's money available in the contingent fund.

Ald. Flower motion for Dir. Earle to put together a detailed scope with Kapur providing pricing, second by Ald. Howell. Motion passed unanimously

Discussion regarding mowing of roundabouts

Ald. Flower under the urban mowing requirements LG doesn't qualify (not enough traffic and not from city limits). Second option would be sponsorship. Ald. Hedlund & Flower suggested tabling until next month. Suggestion to consider Master Gardners.

Discussion/recommendation regarding parking payment option; Adding customer payment option with "Passport" App
Motion by Ald. Hedlund to approve the Passport App pending attorney approval, second by Ald. Howell. Motion carried unanimously.

Discussion/Recommendation regarding Park-N-Walk Day Initiative for August 2019

Recanted by Parking Manager

Future Agenda Items

July 18 next Special Parking Meeting (add Pay by Plate)

Police Chief to attend next month's meeting to have conversation regarding Dunn Park

Continue Roundabout Mowing

Garbage & Recycling RFP (Dave to provide bullet point in the RFP for approval)

Municipal Code Update (Repair of Street Openings included in ordinance) end of business day

Recycle Pilot Program on Park Board Agenda

Bathroom Signage Not Being Visible

Adjourn

Ald. Hedlund motion to adjourn at 5:55 pm, second by Proksa. Motion carried unanimously.

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

WEDNESDAY, JULY 17, 2019– 5:30PM

CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)

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

Meeting called to order by Chairman Skates 5:40 pm

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

Approval of Minutes: Halverson so moved to approve the minutes of June 19, 2019, Straube seconded. Motion carried 4-0

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

Jim Strauss (no address provided) expressed his support for the MSI's conceptual drawing that proposes placing a Beer Garden in the vicinity of the Riviera Plaza.

Charlene Klein (817 Wisconsin Street) spoke out against the City considering the installation of a metal roof on the Riviera building.

Harbormaster Report: Interim Harbormaster Donna Crook reported that the slip and buoy wait list is nearly completed and will be published within the next week. Crook also advised the committee that she is issuing information to new and existing renters regarding proper mooring of boats. Crook also reported that there have been some issues with Kayak renters doubling up on their storage slips and that cars are illegally parking near the kayaks. Repairs to various city owned property is currently underway by Gage Marine. Two new employees have been hired for the remainder of the summer and all boat launch staff are being educated about the starry stonewort issue and are educating the public as well.

Discussion / Recommendation regarding roof options for the Riviera building: Adam Wolfe with MSI reported that that cement and clay are the only options available as roofing materials at the Riviera. Wolfe noted that there is some life remaining in the existing cement roof and may be salvageable depending on the extent of leaking that currently exists. It was noted that cement is heavier and will likely require more repairs and that the color will fade more than clay tile.

Clay tile will be lighter than cement, have a longer life expectancy and a better warranty (provided the city conducts annual inspections on the clay roof). Dave Luterbach of MSI reviewed the preliminary cost estimates of the various options.

After further discussion it was the consensus of the committee to have MSI prepare a Request for Proposals (RFP) for the Riviera roof as well as the exterior shell, windows and tuck pointing. MSI will provide a draft RFP to the committee by August 7, 2019 for review with discussion at the next August Piers Committee meeting. Skates so moved that MSI create an RFP for the Rivier roof, shell, windows and tuck pointing for review at the August Piers meeting, Halverson seconded the motion. Motion carried 4-0

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

WEDNESDAY, JULY 17, 2019– 5:30PM

CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)

Discussion / Recommendation regarding Riviera conceptual drawings: Adam Wolfe (MSI) provided an overview of possible options for the first floor of the Riviera building. General conversation was held concerning possible layout for the first floor.

Discussion / Recommendation regarding Riviera restoration project: Members of the committee had a conversation to identify other topics that may need to be addressed at a later date. Numerous ideas were brought up including adding “divider space” on the first and second floors of the Riviera, installation of a skylight on the second floor, additional restroom capacity outside the Riviera in nearby locations, possible improvements or reconfiguration of the 2nd floor layout, possible relocation of the elevator, any opportunities for pursuing grant funding and relocation of the existing dumpster enclosure.

Discussion / Recommendation regarding possible changes to 2020 rates for slips, buoys, beach passes and leases for Riviera Concourse shops. The committee reviewed and discussed the current rates charged by the City of Lake Geneva and also reviewed comparable rates from neighboring communities. After additional discussion, Halverson so moved to recommend that slips and buoy rates for 2020 be increased by three (3) percent, Dunn seconded the motion. Motion carried 4-0. Halverson then so moved to recommend that the Riviera Concourse shop lease rates be increased by three (3) percent for 2020, Dunn seconded the motion. Motion carried 4-0. These items will be forwarded to the next Finance, Licensing and Registration Committee meeting.

Future Agenda Items:

2nd floor concepts for the Riviera

Draft of Riviera RFP by August 7th

Expansion of the west end pier

Parking for boat traffic near Gage Marine’s office at the Riviera

Discussion by Ann Krogstad (MSI) on Riviera architecture

Discussion by Jennifer Lurkey (Legacy) concerning grant opportunities for the Riviera project

Possible moving of the time / date for the next Piers Committee meeting

Ald. Dunn so moved to adjourn at 7:42 pm, second by Halverson. Motion carried 4-0.

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday July 17, 2019 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by Lyon at 4:03pm

Roll Call - Members present: Dennis Lyon, Admn. Nord, Ald. Flower, Mark Johnson & Mayor Hartz. **Members absent:** Rich Hedlund & Ann Esarco

Staff in attendance: Josh Gajewski & Jo Busch

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

None

Approve Utility Commission Minutes from July 8, 2019 as prepared and distributed

Hartz/Johnson motion to approve. Passed 5-0.

Acknowledgement of Correspondence None

Presentation of 2018 Financial Audit Draft by Dave Maccoux – Clifton Larson Allen LLP.

Hartz/Lyon motion to suspend the rules and come back to the presentation of the financial audit draft once Dave Maccoux arrives. Passed 5-0.

Financials Update

Gajewski reviewed the financials through June 2019.

Johnson/Flower motion to approve the June financials. Passed 5-0.

Approval of the June bills

Hartz/Nord motion to approve the June bills. Passed 5-0.

Dave Maccoux and Karen Hall arrived 4:06pm

Presentation of 2018 Financial Audit Draft by Dave Maccoux – Clifton Larson Allen LLP.

Dave Maccoux presented the results of the 2018 Financial Audit Draft. He talked about the improved financial status as a result of much needed rate increases. He advised the Commission to keep on top of rate increases in the future to enable the Utilities to fund maintenance and replacement of capital assets. Maccoux said they were happy with the way the audit went and staff did a good job of making all required information readily available to them. They are waiting on an actuary to review the draft before it becomes official. No action taken.

Directors Report

Gajewski reviewed the submitted Directors Report.

Discussion/Action on 2019 Collection System CCTV proposals

Gajewski explained that to have more current and relevant records he is implementing a ten-year rolling program allowing each section to be reviewed every ten years. They need to CCTV 30,000 linear feet each year to do this.

Flower/Hartz motion to approve the Great Lakes proposal to CCTV the collection system as quoted. Passed 5-0.

Discussion/Action on MSA work scope for Dodge Tower improvements

Gajewski explained that with the short amount of time between the special meeting on July 8 and today, the scope of work has not yet been received by MSA. Discussion followed.

Flower/Johnson motion to continue this item until the work scope has been received. Passed 5-0.

Lyon/Hartz motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically employee wages and pursuant to Wis. Stat. 19.85(1)(g) for conferring with legal counsel for the governmental body with respect to litigation in which it is or is likely to become involved and pursuant to Wis. Stat 19.85 (1)(e) for deliberating or negotiating a retainer agreement with Stafford Rosenbaum regarding the provision of legal services to the Lake Geneva Utility Commission

Motion carried on a roll call vote 5-0. The Commission convened into closed session at 4:57pm.

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

Motion carried on a roll call vote 5-0. The Commission convened into open session at 5:31pm.

Hartz/Flower motion to direct staff to negotiate a retainer agreement with Stafford Rosenbaum regarding the provision of legal services to the Lake Geneva Utility Commission within the parameters discussed in closed session. Passes 5-0.

Hartz/Flower motion to direct staff to consider the employment, promotion, compensation or performance evaluation data of the public employees as discussed in closed session. Passed 5-0.

Adjourn

Hartz/Flower motion to adjourn at 5:33pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
TUESDAY JULY 2, 2019 AT 6:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Saul

3. Roll call

Commissioners Connors, Horne, Pollard, Jordan and Saul were present. Police and Fire Commission Liaison Skates was excused. Also present: Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, Fire Administrative Assistant Baumeister and Police Department Administrative Assistant Papenfus.

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

5. Acknowledge correspondence

Administrative Assistant Papenfus noted that Municipal Judge Sibbing submitted a letter thanking Officer Richardson for her service as School Resource Officer.

6. Approval of the regular meeting minutes of June 6, 2019

Horne motioned to approve the regular meeting minutes of June 6, 2019. Pollard seconded. Motion carried 4-0. Saul abstained.

7. City Council Report – No report

8. Welcome newly appointed Commissioner Chuck Saul

Connors welcomed newly appointed Commissioner Chuck Saul.

9. Election of Officers: President and Vice President

Jordan made a nomination to reappoint Connors as President. Pollard seconded the nomination. There were no further nominations. Nomination carried 5-0.

Connors made a nomination to reappoint Horne as Vice President. Jordan seconded the nomination. There were no further nominations. Nomination carried 5-0.

10. Fire Department Business

a. Approval of bills for the month of June 2019, operating in the amount of \$86,775.76, Equipment purchases in the amount of \$22,294.53, for a total of \$109,070.29

Horne motioned to approve the bills for the month of June 2019. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

Saul questioned why Equipment Purchases were at 72% for the year. Jordan and Chief Peters explained that some purchases are made at the beginning of the year and are a one-time purchase, therefore some line items are higher in the budget at this time.

b. Discussion - EMS medical billing/Stark Medical billing

Chief Peters explained to Saul that EMS that does the medical billing for the Fire Department and Stark Medical billing is the collection company. Saul requested to meet with Chief Peters at a later time to learn more about the reports.

c. Discussion - EMS call summary report - No discussion/action

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

Chief Peters discussed the monthly report. FF/EMT Corey Baker was the Personnel spotlight this month and began working for the department in 2018. He has FF 1 & 2 certifications with his EMT-B license. He recently completed Apparatus Engineer and would like to begin Paramedic training in the fall. Chief Peters recognized personnel accomplishments and July anniversaries. Some Community and Department events included Safety Town and “Pledge to go Purple” for the Alzheimer’s Association. Notable calls and statistics were reviewed.

e. Discussion – 2020 Budget Planning

Chief stated that the dates for 2020 budget planning will be similar to last year’s budget schedule. A Police and Fire Commission workshop was scheduled for August 8, 2019 at 5:00 p.m., prior to the standard monthly meeting.

f. Discussion/Action – Approval to purchase EMS UTV from ASAP Off Road Specialty Vehicles in the amount of \$33,543.00, as approved in the 2019 Capital Improvement Budget

Pollard motioned to approve the purchase of EMS UTV vehicle in the amount \$33,543.00. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0. Chief Peters handed out a picture similar to the vehicle the department would like to purchase. The purchase price for the vehicle is \$33,543.00. The budgeted price was \$34,500.00.

g. Discussion/Action - Approval of Lexipol policies

- 318 Newborn Safe Haven Law
- 1006 Fire Officer Development
- 1028 Personal Appearance Standards
- 1029 Uniform Regulations
- 1044 Military Leave

Connors motioned to approve three new and two new revised Lexipol policies. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0. Chief Peters gave an overview of the Lexipol presented.

h. Discussion/Action – Approval of hiring Firefighter/EMT Zack Buddill, pending background and medical)

Connors motioned to approve the hiring of Firefighter/EMT Zack Buddill pending background and medical. Horne seconded. . Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

i. Discussion/Action – Acceptance of leave of absence from Firefighter/Paramedic Tyler Terhark

Horne motioned to accept the leave of absence for Firefighter/Paramedic Tyler Terhark. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

j. Discussion - Thank you notes – No discussion/Action

- Charles (FF/PM Diehn, FF/EMT Wolff, FF/EMT Hughes)
- Woods School

k. Discussion/Action – Citywide Payroll Preparation and Payday Memo Dated 6/25/19 (Mayor & Administrator)

Saul motioned to adopt the citywide payroll preparation and payday practices as detailed in 6/25/19 memo. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

Connors stated that last month the Commission agreed to move the Fire Department payroll back one week per their request. After presenting the change to City Hall, the Comptroller indicated that the one week change would create some accounting problems. The Comptroller then suggested that the payroll submission deadline be moved to Tuesday morning rather than Monday morning. This would make it easier for all departments involved. Employees would be paid on Friday rather than Thursday starting the first pay period in August. Saul asked if this affected the Police or Fire union contracts. Both Chief Rasmussen and Chief Peters advised that nothing specifically was noted in the contracts.

l. Items to be forwarded to City Council

Monthly report and thank you letters

11. Police Department Business

a. Approval of bills for the month of June 2019, operating in the amount of \$286,436.48, Equipment purchases in the amount of 0, for a total of \$286,436.48

Horne motioned to approve the bills for the month of June 2019. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0.

b. Discussion - Command vehicle update

Lieutenant Gritzner stated that since the tour at LDV in Burlington, a committee has been formed consisting of Fire Captains Derrick and Captain Detkowski, Police Lieutenant Gritzner and Police Sergeant Derrick. The committee will meet with LDV to draw up blueprints for what is most appropriate for the mobile command vehicle. A formal presentation will be ready for the August PFC meeting. Jordan asked if Public Works and Utilities had been consulted for funds. Chief Rasmussen stated that civic organizations that put on events where the vehicle would be used will be contacted to possibly help fund the purchase.

c. Discussion – Alarm monitoring update

Chief Rasmussen stated that the police department is now UL certified to monitor city department's alarms. Some more updates are needed before offering alarm monitoring to the public. The additional costs for the alarms will be put in the 2020 budget and then the alarm monitoring could be offered to businesses and residences.

d. Discussion – NIBRS update

NIBRS is a crime reporting system that the police department will be required to use by 2022. The Police Department has been submitting reports for 5 months and to become certified the department must be 90 days error free. The department is still working out a few bugs from the Phoenix system.

e. Discussion/Action - Training Room Use (definition of Community based)

Attorney Draper will be writing a policy and the new policy will be presented next month.

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

Gage Marine had some vandalism to their boats recently and asked the Police Department to install and monitor the cameras. The decision was made that Gage Marine will purchase the cameras and give the department access but the department would not be responsible for monitoring them.

g. Discussion - Chief's top monthly incidents – No discussion/Action

h. Discussion - Monthly activity reports – No discussion/Action

2019 Dispatch activity for June 2019: Telephone calls – 2,970	911 Calls – 314	Window assists – 1,010
2018 Dispatch activity for June 2018: Telephone calls – 3,329	911 Calls - 249	Window assists – 1,082

2019 Patrol activity for June 2019: Calls for service – 2,006	Arrests - 87
2018 Patrol activity for June 2018: Calls for service – 2,076	Arrests - 91

i. Items to be forwarded to City Council

Alarm monitoring information, Chief's top five monthly incidents, monthly reports

12. Agenda items for the next regular meeting Thursday August 8, 2019 - None

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

Horne motioned to go into closed session to include Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way and Administrative Assistant Papenfus. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0 at 7:02 p.m.

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

Connors motioned to return to open session. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Jordan-Y, Pollard-Y, Saul-Y. Motion carried 5-0 at 7:16 p.m.

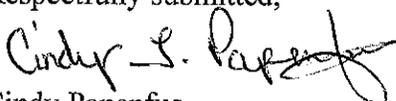
15. Discussion and action on closed session items if needed.

There were no items to discuss.

16. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0 at 7:16 p.m.

Respectfully submitted,



Cindy Papenfus

Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members - Mayor

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

**PLAN COMMISSION MEETING MINUTES
MONDAY, JULY 15, 2019 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

Roll Call

Present: Mayor Hartz, Alderman Doug Skates, John Gibbs, Ann Esarco, Michael Krajovic.

Absent (Excused): Ted Horne, City Attorney Draper, and William Catlin

Also Present: City Planner Slavney, Building and Zoning Administrator Walling, City Clerk Kropf

Approve Minutes of the June 17th 2019 Plan Commission meeting as distributed.

Motion by Esarco to approve, second by Gibbs. No discussion. Motion carried 6-0.

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

Speaker #1: Terry O’Niell; 954 George St; Spoke in regards to the agenda being incorrect for the item regarding the Conditional Use Permit for 846 Madison St; in that this item was a continuation of a public hearing.

Acknowledgement of Correspondence.

Correspondence was received by Christa & Nate Dame, 445 Connie Circle; Mya Knox; Bob & Nancy Col 1 ins, 6275 Jones Rd., Lyons; Jessica Samantha Kwain; Jeremy Thornton; Dawn Calkins; Heidi Otterness; Jon Moore; & Wendy Harlfinger; Byron Grush; Tom Hove, W1925 Briar Ridge Lane; Elizabeth Klinzing, Vanessa Pragalz, Jessica Clapper, Tiina Czyznik, Christie Huber, and Robert Lambert; all in favor of The Barking Lot located at 846 Madison Street. All correspondence has been distributed to the Plan Commission and the City Council.

Downtown Design Review

Application by Jesse Johnson, 8896 Burr Oak Rd., Rosco, IL. 61073, for a request to place an "on building sign" for the property located at 237 Broad St., in the Business Central (BC) zoning district, Tax Key No. ZA110300002.

Jesse Johnson addressed the Plan Commission regarding a new store that he will be opening and is looking to have his sign approved.

Motion by Esarco to approve the sign and include all staff recommendations, second by Krajovic.

Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation on an application for the Conditional Use Permit (CUP) filed by Sarah Schultz, 448 McHenry St., Burlington, WI 53105 and Rachael Thornton 3406 Harrison St, Kansasville, WI 53139 requesting to amend the existing (CUP) to increase the allowance of 10 dogs to 40 dogs at the existing business located at 846 Madison Street, Lake Geneva, WI 53147, located in General Industrial (GI) zoning district, Tax Key No. ZYUP00033 & ZYUP00033A.

Rachael Thornton addressed the Commission regarding their request to amend their Conditional Use Permit to allow forty dogs. She noted that this business will offer multiple services for the dogs, not just overnight boarding. Sarah Schultz added that there had been issues in the past with the previous business owner that were brought forth that have been addressed moving forward. Thornton stated that many updates have been made to the building including thicker glass and bark silencers to abate any excessive barking.

Walling stated that the applicants have met all of the requirements that were asked of them at the last Plan Commission meeting and that there has been an outpouring of citizen support in favor of the business. Skates asked the applicants if the response time from their home would be a problem. Schultz noted that the manager of the facility is within five minutes and that if that person wasn’t available there is other staff that is on call for pet sitting, that could be present.

Dennis Welslozer; Spoke in favor of the Conditional Use Permit being issued to the Barking Lot.

Allastair Cumming; McDonald Rd; Spoke in favor of the Conditional Use Permit being issued to the Barking Lot.

Ruth McCoy; 611 Joshua Ln; Spoke in favor of the Conditional Use Permit being issued to the Barking Lot.

Mary Coupy; Williams Bay; Spoke in favor of the Conditional Use Permit being issued to the Barking Lot.

Mya Knox; Elkhorn; Spoke in favor of the Conditional Use Permit being issued to the Barking Lot.

Alex Condos; Noted that she had worked for the Dog Spot for five years and will continue to work with the Barking Lot. She added that she is in Lake Geneva and that she will serve as back-up in case of an emergency.

Sherri Engstrom; Spoke in favor of the Conditional Use Permit being issued to the Barking Lot.

Motion by Gibbs to close the Public Hearing, second by Esarco. Motion carried 6-0.
Eсарco added that she is in favor of this amendment.

Motion by Skates to approve the amendment of the Conditional Use and include all staff recommendations and fact finding in the affirmative, second by Esarco.

Skates noted that this is Conditional Use Permit and that if there are numerous issues that it may be reviewed, but he doesn't feel it will be an issue.

City Planner Slavney noted that a Conditional Use Permit can be revoked if deemed necessary, but he feels that with the changes already made it more than likely will not be an issue.

Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation on an application for a Conditional Use Permit (CUP) filed by Holy Communion Episcopal Church, 320 Broad St & 817 Geneva St., Lake Geneva, WI 53147 to utilize the two properties for a Farmers Market event, in the Central Business (CB) & Neighborhood Office zoning district. Tax Key Nos. ZOP00172 & ZOP00173.

Holly Stark; N1597 Countryside Ln; Spoke in favor of the Conditional Use Permit being issued to hold the Farmer's Market. She added that it will run concurrently with the existing Farmer's Market.

City Planner Slavney noted that all conditions outlined by the applicant have been identified and agreed by staff as well.

Ted Herrick; 821 Geneva St; Spoke in favor of the Conditional Use Permit being issued to the Holy Communion Episcopal Church for a Farmer's Market.

Charlene Klein; 817 Wisconsin St; Spoke in favor of the Conditional Use Permit being issued to the Holy Communion Episcopal Church for a Farmer's Market.

Jim Strauss; 1517 Meadow Ridge Cir; Spoke in favor of the Conditional Use Permit being issued to the Holy Communion Church for a Farmer's Market, however urged the Commission to be concerned with the types of products being sold.

Motion by Krajovic to close the Public Hearing, second by Skates. Motion carried unanimously.

Motion by Krajovic to approve the Conditional Use filed by Holy Communion Episcopal Church, 320 Broad St & 817 Geneva St., Lake Geneva, WI 53147 to utilize the two properties for a Farmer's Market event, in the Central Business (CB) & Neighborhood Office zoning district. Tax Key Nos. ZOP00172 & ZOP00173 and include all staff recommendations and fact finding in the affirmative and to include the four conditions as outlined in the application, which includes: Permission for (10) bags to utilize free parking on Broad St adjacent to our building beginning at 8 am to 1 pm, provide a rope barrier at the meter locations to eliminate pedestrian traffic between the cars &

cross the street, signage identifying to have customers cross at the designated crosswalks and signage identifying free parking will end at 1 pm, second by Esarco. No further discussion.
Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit (CUP) filed by Cynthia Perez, 1030B Pleasant St., Lake Geneva, WI 53147, for the property located at 820 Williams St. to allow a Commercial Outdoor Entertainment land use in the General Business (GB) zoning district, Tax Key No. ZA269400002.

Cynthia Perez; 1033 Pleasant St; Addressed the Commission regarding the need to have a commercial outdoor entertainment land use for a patio adjacent to her restaurant. She added that this is necessary to be able to extend the liquor license premises to include the patio.

Walling noted that the applicant has met all of the ADA requirements and that the applicant had requested music. Walling indicated that he had specified that the music be only amplified. Mayor Hartz indicated that non-amplified music can be loud as well and suggested that the music follow the City's noise ordinance.

Motion by Gibbs to close the Public Hearing, second by Esarco. Motion carried unanimously.

Motion By Gibbs to approve the Conditional Use filed by Cynthia Perez, 1030B Pleasant St., Lake Geneva, WI 53147, for the property located at 820 Williams St. to allow a Commercial Outdoor Entertainment land use in the General Business (GB) zoning district, Tax Key No. ZA269400002 and include all staff recommendations and fact finding in the affirmative and that music played on the patio follow the City's noise ordinance, second by Esarco.
Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation on an application for a Conditional Use Permit (CUP) filed by Don & Sharon Smith, 2021 Old Mill Ln., McHenry, IL 60050 for a request to operate a Commercial Indoor Lodging land use as Gerich & Rehm, LLC. for the property located at 729 W Main St located in the Central Business (CB) zoning district. Tax Key No. ZOP00275.

Sharon Smith; 2021 Old Mill Ln, McHenry, IL 60050; Addressed the Commission regarding the want to operate the upper level of this property for commercial indoor lodging. Walling noted that all ADA and egress requirements have been met. He added that the apartment is set-up in a way that it can operate independently of the store below. Mayor Hartz inquired if this should be changed to the limited use as they own the building and operate the building as well.

Motion by Skates to close the Public Hearing, second by Esarco. Motion carried unanimously.

Motion by Skates to approve the Limited Conditional Use filed by Don & Sharon Smith, 2021 Old Mill Ln., McHenry, IL 60050 for a request to operate a Commercial Indoor Lodging land use as Gerich & Rehm, LLC. for the property located at 729 W Main St located in the Central Business (CB) zoning district. Tax Key No. ZOP00275 and include all staff recommendations and fact finding in the affirmative, second by Esarco.

Skates noted that he agrees with utilizing the upper levels and would like to see more properties do the same thing. Skates stated that he agrees with the limited conditional use. This would encourage the City to meet the new owners should it change hands, and would give the Commission the ability to outline what the perimeters of the Conditional Use Permit. Skates stated that this practice will help maintain and mediate any absentee building owners.
Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic "yes." Motion carried unanimously.

Continuation per the Applicant's request until the August Plan Commission - Public Hearing and Recommendation on an application for a General Development Plan (GDP) filed by Omega Homes - Vistas LLC., 210 E. O'Connor Dr, Suite 101, Elkhorn, WI 53121, requesting to allow the development of a 17.26-acre parcel to construct 58 single family lots which includes the installation of roads and infrastructure to accommodate the proposed development. The property is located on LaSalle St., situated in Multi-Family Residential - 8 (MR-8) zoning district, Tax Key No. ZA424700001.

Motion by Skates to continue the Public Hearing to the August Plan Commission meeting at the request of the owner, second by Gibbs. Motion carried unanimously.

Adjournment

Motion by Skates to adjourn, second by Skates. Motion carried 6-0. The July 15, 2019 Plan Commission meeting adjourned at 7:09 p.m.



/s/ Lana Kropf, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

Board of Park Commissioners' Minutes
Wednesday, June 26, 2019– 6:30pm
City Hall, Meeting Room 2A

Meeting Called to Order at 6:50 p.m.

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

Aldermen Present: Alderman Straube, Alderman Dunn

Staff Present: Neil Waswo (DPW)

Public Present: Elizabeth Sanchez, Cynthia Perez, Mary Jo Fesenmeier, Dick Malmin

Introduction of New Board Member: Chairman Esarco welcomed and introduced Obdulia Alvarez to the Board.

Approval of Minutes from prior meeting: Motion by Phillipps to approve minutes of May 22, 2019 as presented, second by Quickel. Motion carried unanimously.

Acceptance of Board of Park Commissions Fund Report: Motion by Hartz to accept Finance Report as presented, second by Olsen. Mayor discussed that the \$15,000 committed to the Never Say Never program was kept in the Park Fund and not the Park Impact Fees. The result is that the new equipment needed for Vets Park would be unfunded. The Mayor will address the issue with the City Attorney and bring the idea back for the next meeting. Motion carried unanimously.

Comments from public limited items on the agenda. Comments shall be limited to 5 minutes:

Mary Jo Fesenmeier – referenced an advertisement that the Friends of Hillmoor placed in the Lake Geneva Regional News. The advertisement stated that the City should make Hillmoor into a park. She noted that this idea would be best for the City as a whole. She finished her presentation with, “Now the city needs to have the developer on board.”

Dick Malmin – referenced the Hummel Property and the lawsuit that resulted from the Comprehensive Plan designation. He called it Contract Zoning and that the City was sued for it. He further stated that the owner of Hillmoor did the same thing; sued the City and now the insurance company has made a deal with the developer and the result is contract zoning again. He further noted that the Park Plan has designated Hillmoor as a park.

Staff Report:

- Mosquito spraying will commence on June 27 weather dependent.
- Street Superintendent Waswo said that he would bring the 5-year Equipment Replacement Fund report to the Board next meeting.

- Habitat for Humanity meeting was postponed. Gary Dunham was unable to make the previously scheduled meeting.
- Waswo noted that the newly hired part time staff and that they have been a great asset to the department.

New Business

- Westgate Tot Lot – N. Waswo presented the pricing for the proposed new equipment which would total \$7,900. Motion by Quickel to approve the purchase of the noted equipment for a price not to exceed \$7,900, second by Phillips. Passed unanimously.
- Recycling in the parks discussion – Chairman Esarco asked if the Board wanted to consider recycling in the parks. N. Waswo suggested that it wouldn't work for the following reasons: high cost of special containers, doubling the labor cost because the work would double, and the users of the park would fill the recycling containers with garbage. Alderman Straube asked if other communities were successfully recycling in their parks. No decision was reached. The item will be placed on the next agenda for follow up.

Park Plan and Bicycle and Pedestrian Plan Implementation Process:

- Four Seasons – The Board discussed the Park Plan recommendation for Natural and Open Space Areas. For 4 Seasons, the plan recommended that the City should consider an archery range or other appropriate recreational facilities. The other appropriate recreational facilities discussed were cross country skiing, picnicking, wetland observation from board walks through the park, unsupported camping, drone launch ports. Of most concern was personal safety. The Board suggested more than one entrance and perhaps lighting. Lastly, more signage was recommended. In the bigger picture, as the Park Plan suggested, 4 Seasons could be a piece of a larger "Green Belt Corridor" around new growth to the south.
- Hillmoor Heights – disqualified because it is in Lyons Township and landlocked.
- Veterans Park – the Park Plan proposed that space should be reserved for additional playing fields rather than space consuming Special Use Facilities. The discussion was robust. A full size ice skating rink and pickle ball courts received good support. It was decided that Avi Mor from the YMCA should be invited to the next meeting to offer his perspective on scheduling Vets Park.
- Dunn Field – review new baseball diamonds. Ice Castles was discussed as the Plan Commission followed up on the plan.

Alderman Requests

- Amendment to Bicycle and Pedestrian Plan for additional bike paths along Wells. The discussion centered around the idea of the YMCA moving next to the state park. Perhaps water and sewer would be closer.
- Safe Routes to School funding application - Mayor reported that the school district would not support such a proposal. They invested too much time and money getting

children onto a bus. The program is a federally funded effort to identify and construct paths and walkways to school.

- Central/Dennison tennis courts – Alderman Straube stated that a system should be developed to prevent the gravel from the playground leaching onto the tennis courts.

Future meeting agenda items –

- Safe routes to schools (how close or far do students have to live from the school to ride the bus?)
- Funding projects for 4 Seasons.
- Veterans Park Ice Skating Rink and Pickle Ball Court
- Maple Park tennis courts
- Park finances – where should the \$15,000 funds reserved for Never Say Never live: Impact fees or Park fund? Mayor will speak to the City Attorney.
- A list of upcoming events coming to our parks.
- Printed agendas and minutes.

Motion by Hartz to adjourn the meeting, second by Quickel. The meeting adjourned at 8:32 pm

/s/ Mayor Hartz, Secretary of the Board of Park Commissioners

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



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Finance/Building/Grounds Committee Meeting
Thursday, July 11, 2019 4:30 pm
Smith Meeting Room, Lake Geneva Public Library

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

Roll call: Kundert, Lyon, Oppenlander.

Also present: Gramm, Kornak, Halverson

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

Kundert presented the June financial report with expenditures totaling \$55,404.13.

Lyon/Oppenlander motion to approve the financial report and expenditures for full board review passed unanimously.

Kundert and Kornak updated the committee and guests that the library's 2020 budget proposal was in early stages of drafting and review. Kornak will discuss next steps with the City and then bring feedback back to FBG committee for further review.

Oppenlander/Lyon motion to recommend approval of HVAC system annual maintenance by Vorpapel to full board. Passed unanimously.

Quote for restroom faucet work and fountain (Friends donation) installation -

Oppenlander/Lyon motion to install faucets and fountain not to exceed \$2500 - Kornak to review alternative quotes within 14 days and accept the best price and quality option - passed unanimously.

Oppenlander/Lyon motion to adjourn at 4:59pm passed unanimously.

Next meeting: Thursday, August 8, 2019 at 4:30 pm in Meeting Room 2A, City Hall



LAKE GENEVA PUBLIC LIBRARY

Minutes

Lake Geneva Public Library Board of Trustees Meeting
Thursday, July 11, 2019 5:00 pm
Smith Meeting Room, Lake Geneva Public Library

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

Present: Lyon, Oppenlander, Kundert, Henningfeld, Gramm, Dinan, Bartz, Kersten, Halverson.
Also Present: Library Director Kornak
Guests: none

Approval of previous meeting minutes - Kundert/Kersten motion passed unanimously

Financel, Buildings, and Grounds report (Kundert):

Kundert reviewed budget and expenses. Payroll is at 47.78% of annual budget. Library is at 46.39% of overall budget. Radon testing continues. Library has joined the LG chamber for \$365 annual fee. Kundert/Kersten move to approve June expenditures of \$55,404.13 - passed unanimously.

Expenditures for heating and air service approved.

Restroom faucets and fountain installation - a quote has been received. Additional bidding for this work will be closed in 2 weeks. Kundert/Kersten make motion for 2 weeks of bidding - passes unanimously.

Fine free policy - Kersten/Oppenlander move to continue fine free - board approved unanimously.

President's report (Lyon):

Lyon discussed Strategic Planning Committee including initial meeting, agenda items and committee participants. Meeting planned for Monday, June 29th, 5pm.

Personal Committee - Halverson reported that there was no meeting to report on.

Public Information Committee - Kersten reported that she has worked with staff on press releases.

Library Director's report (Kornak):

There have been many new card signups recently. Had highest door count of the year in June which is usual. Had a circulation drop in June though still over 12,000 items went out which is good.

Programing is going strong. Library has been in the news. Kersten/Bartz move to accept the library open hours schedule with Sunday hours, beginning 11/15/19, motion passed unanimously. There is a joint library system marketing campaign coming up for this fall promoting library card sign up.

City Liaison report (Halverson):

Kalverson discussed that it has been an active period for the city. City is in the middle of comprehensive plan study for the city. One of the plan aspects is Hillmoor. City passed an ordinance



LAKE GENEVA PUBLIC LIBRARY

regarding the space for store front items. Safe school distances for sex offenders has been a recent topic. The Riviera project is moving along.

LGPL Foundation report (Oppenlander) - Oppenlander reported that the foundation is considering investing in a StoryCorps partnership project which records and preserves stories and histories.

Friends of the Library report (Kundert): Kundert discussed book sale coming up on August 11th and 12th. Autor Fest is Saturday, July 13, from 9-3pm with 58 authors.

Adjournment: Kundert/Kersten make motion to adjourn at 6:15 passed unanimously.

Lake Geneva Historic Preservation Commission Meeting Minutes

July 11, 2019 6:30 p.m. at Lake Geneva City Hall

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

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

Approval of minutes from June 13, 2019, Historic Preservation Commission Meeting.

Comments from the public and correspondence. Dick Malmin attended our meeting to discuss the redevelopment of the Hillmoor Golf Course. The Friends of Hillmoor want the property to remain undeveloped, more like a nature preserve. Dick will come to our next meeting to keep us updated on this issue.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Museum is having their Venetian Cruise Launching from Williams Bay on Sunday, August 18th. Boarding at 7:15-- Departing at 7:45; \$45 per person, call for reservations. Tuesdays @ Two: History of the Episcopal Church of the Holy Communion and Organ—July 30th. This program will be held at the Church. Adult Admission Only \$5.00—Wednesdays only through Labor Day.

Update on programs at the 1928 Geneva Theater Building, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission including the announcement that Lake Geneva will host the 2019 Wisconsin Historical Society Conference on October 25-26, 2019, at the Grand Geneva Resort & Spa. City officials are considering different possibilities for the Riviera as they prepare to move forward with a historic renovation project. We want to promote our Walking Tour at the Conference.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. The Walking Tours start at The Riviera at 11:00 A.M. on August 10th and August 24th—\$10.00 per person.

Review of recent bills, invoices and updated current balance in the Historic Preservation Commission City 2019 Budget and discussion regarding proposed 2020 LGHPC City Budget. So far this year we have spent \$2,459.45. There was a carryover from 2018 in the amount of \$3,892.00, which was placed in an "assigned" fund balance account. This number includes the

\$1,000 from Ed Yaeger. Basically, we have \$3,500 plus this carryover balance to spend in 2019. The \$1,000 was not put in a separate account.

Update on Historic Preservation Design Review rules and regulations for building projects within National & State Historic Districts and on current potential building projects including the status of the 1902 Frank Johnson Residence / Brick & Mortar Building at 832 Geneva Street. Not moving the building. Mr. George has received permission from the City for renovation work on the building. We have more clout to make comments and review the Historic Preservation Bi Laws than we thought. Jackie is trying to arrange a date when Joe De Rose (WAHPC) can attend one of our meetings. Think about what we want to do for next year. Owners at 322 Madison St., need a variance, if they don't get it, probably will tear the building down.

Follow-up regarding the Lake Geneva Historic Railroad Site, plaque dedication and memorial tree donation for Ed Yaeger, and future bench. Jackie said that Nancy Yaeger wants a bench.

Update regarding the creation of an Android and I-phone app of A Historic Lake Geneva Walking Tour, discussion on how to help publicize new apps including creating a brochure, and future presentations to the Lake Geneva City Council. We heard from Steve Targo (L.G. Regional News), that our Walking Tour app does not have correct dates. We used the dates in our Walking Tour booklet and Patrick said those dates are correct. Jim and Patrick will work it out. We will reorder 1,000 more booklets of our Walking Tour. Ken delivered more L.G. Walking Tour booklets to the Museum, who gave him \$24.00 in donations from the booklets. Also delivered booklets to the L.G. Visitor's Center, they are collecting \$1.00 for each booklet, but we haven't seen that money, Ken pointed that out to them. Also booklets at City Hall.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva", and status of our website www.historyoflakegeneva.org. "Tales of Lake Geneva" will be held in the Fall. Jeff Miskie updated our website.

Review the status of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, and repair of existing historic signs. Also discussion regarding "Pillsbury" and "Gold Medal" wall signs at former Dunn Lumber building. Tom and Kristin Fiety, 915 Dodge St. requesting plaque. Posts on our signs need painting. Grace will call Street Dep't. concerning this. Jackie had a suggestion about having small signs on bottom of our historic signs to advertise our walking tour apps. Will cost about \$300. Grace will call Jackie to ask if her niece can do this. Patrick is trying to set up a meeting at Dunn Lumber concerning the wall signs.

Update by Patrick Quinn regarding National Register of Historic Places nomination by Gail Klein for 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. A suggestion was made to Gail about the importance of the Sturges family in regards to Oak Hill Cemetery and the community. Grace will give Gail a call. Gail will fit in another line or two about the family's importance to the history and development of Lake Geneva. Once that is complete, she will send the nomination to the State Historic Preservation Office for review. Patrick suggested that if Oak Hill is approved, we will need money for a large sign at cemetery entrance to recognize this.

Update on information from the Wisconsin Historical Society, National Trust for Historic Preservation,

the Society of Architectural Historians, and the Wisconsin Association of Historic Preservation Commissions. We reviewed the information.

Meeting adjourned at 8:15 P.M.

Respectfully submitted,

Louise M. Rayppy

AVIAN (BIRD) COMMITTEE
MONDAY, JULY 22, 2019
5:00 PM
CITY HALL, CONFERENCE ROOM 2A
Minutes

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

1. Call to order by Chairman, Selena Proksa 5:00 pm

2. Roll Call Present: Chairperson Selena Proksa, Beverly Leonard, Sarah McConnell, Jill Rodriguez, Carol Zimmermann.

NOTE: Zimmermann is still misspelled on the agenda and the website (2 n's at the end)

3. Approval of minutes from June 10, 2019 meeting as distributed
Moved by Zimmermann, Seconded by McConnell. Unanimously approved

4. Comments from the public limited to 5 minutes

Kelly Happ, 1120 S Lake shore drive unit 13 – Interested in volunteering for the open seat on the Committee. Has put her application in. Has worked with the Committee on the Educational Pilot and brings skill sets to the group – such as avian photography and writing media releases.

Dick Mellman, N1191 S lakeshore drive – Presented a map of possible recreational/natural area use for the Hillmore property – developed as a landscape architect and through a visioning session on the property. Noted that this would be consistent with the work of the Avian Committee. Emphasized this property as a hub for econ-tourism and bird watching.

Mary Jo Fesenmeier, 1085 S Lake Shore Drive – Educator at Eastview. Also spoke to the Hillmore property. Urged committee members to attend the public workshops and meetings on the City's strategic plan. Indicated that public discussion was needed as no public survey was conducted prior to the strategic planning session. Presented comments collected as part of the Save Hillmore group's efforts(120 responses). Urged the committee to support retaining the current zoning for the Hillmore property. Asserted that this would allow for siting the YMCA and provide a natural area that was important for students and adults to learn about and enjoy activities such as bird-watching.

5. Discussion/Recommendation Gourds and Rack investment for this year's expenditure; install spring 2020

Leonard presented the aggregate cost of an 18-gourd, 3-inch diameter pole - \$952.76. Discussion: Concern about the width (diameter) of the gourd structure and if that would pose any issues for City work vehicles. Leonard will follow-up with the Street Department and report the outcome at the next meeting.

6. Discussion/Recommendation Dummy sparrow egg investment for future use
Leonard reported finding a source for low-cost dummy sparrow eggs.

Discussion: Research indicates eggs need to have the same color pattern as real sparrow eggs. This may require finding a vendor that laser prints the dummy eggs. Leonard will follow-up and report the outcome at the next meeting.

7. Discussion/Update Contact Dick Nikoli regarding his need to follow up with banded birds
Both Leonard and McConnell have attempted to contact Nikoli. This is not necessarily a yearly project for us. We may be too late in the birds' development to do this for the babies this year.

8. Discussion/Update on July 23 Avian program/event

Tuesday Event

Rodriguez will introduce speaker. McConnell and Zimmermann will present a PowerPoint after the program about the Purple Martin colony and to invite participants to the Wednesday walk and Swift Night Out.

Committee members should be at the Library lobby at 9:45 am.

Rodriguez will set up refreshments and have the library set up a kids' table.

McConnell has prepared a children's activity.

McConnell and Gallo will lead the children's craft project.

Zimmermann will update the PowerPoint and print rack cards for Swift Night Out.

Happ will photograph the event.

Members should come at 6:00 pm to assist in setup.

Wednesday Event

Rodriguez cannot lead event, so McConnell, Gallo, and Zimmermann will present.

Rodriguez will bring Purple Martin handouts and binoculars on Tuesday for Wednesday.

McConnell will lead the walk and will either demonstrate the houses or describe and help participants use binoculars to view the birds – if the birds are too close to fledging.

9. Discussion/Update Permit for Swift Night Out

McConnell reported that – with the assistance of the Museum and city staff – the food truck application is complete. She presented models of toy bird houses for the children's program. She also reported that in addition to hot dogs and ice cream, Oak Fire may also bring the mobile pizza oven. Zimmermann provided various information sheets and images to the Committee (shared folder) and to the Museum. The Museum is already promoting the event.

10. Discussion/Recommendation of Future Agenda Items

- Alliant Energy Bird Watching kits – updates, maps & tags, possible launch events
- Swift Night Out – updates and needed activities
- Learning to Soar – update
- Meeting with Tree Commit
- Purple Martin Colony - possible purchases for 2020 (Gourds, dummy eggs, cables, etc.) & research and documentation/photographs of 2019 colony
- Street Department thank you
- Financial review

11. Next Meeting: Monday, August 26, 2019 @ 5:00 PM

12. Adjourn 5:50 pm – moved by Rodriguez, second by Zimmermann, approved unanimously

TOURISM COMMISSION

WEDNESDAY, JULY 10, 2019 – 4:00PM

ROOM 2A, CITY HALL

Committee Members: Chairperson, Tammie Carstensen, Vice Chair, Brian Waspi, John Trione, and Dana Trilla
Alders: Rich Hedlund, Shari Straube

Meeting call to order at 4:00 pm

Roll Call:

Present: Chairperson, Tammie Carstensen, Vice Chair, Brian Waspi, John Trione, Ald. Hedlund, Ald. Straube

Absent: Dana Trilla

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

Charlene Klein, 817 Wisconsin, spoke in favor of item #10 the Tuk vehicles, and she has experience with these in Naperville, IL and they're well received.

Approval of the Tourism Commission minutes from June 12, 2019

Motion by Ald. Hedlund to approve the June 12, 2019 Tourism minutes, second by Waspi. Motion carried 5-0.

Motion by Ald. Hedlund to suspend the rules and bring item 7 to item 5, second by Straube. Motion carried 5-0. Copsy showed a draft of the Meet at the Lake Guide and asked for input. Committee recommended adding a page for seasonal/festivals and vacation rentals to promote. Copsy also provided a marketing & sales report.

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

Smolarek introduced Deanna, VLG's new Marketing Director. The STR report was shared showing it was down 1.6%, ADR down .07%, Rev Par down 2.2% for May. The RFP's that came in were shared along with publications VLG is advertising in for August and a quick event update. VLG Annual Dinner, will be on Oct. 17 at the Grand Geneva. VLG & WLKG are doing a 52 week promotion to promote one attraction each week. Waspi requested social media numbers to also be part of the VLG monthly report, and also recommended providing a quarterly report.

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

Kevin Fleming shared that Movies on the Beach will feature Goonies tonight starting at 6:00 pm. Wine Walk was a fundraiser for Side by Side that raised significant funding for the non-profit. Motion Loft is a service the BID provides showcasing walk by traffic that's very helpful.

Written financial update provided by Comptroller regarding Room Tax Dollars Collected, Financials, current Budget & Disbursements

The reports were shared and the committee requested the Comptroller attend the next Tourism meeting.

Discussion/Action regarding Riviera plans & funding

Next Piers meeting MSI will be at that meeting with a goal to have the new roof selected and installed between Feb. – Apr. 2020. The RFP's for the lead and seawall foundation at the Riviera were approved at the council on Monday night.

Discussion/Action on Tourism Promotion Grant Program and Requests:

TOURISM COMMISSION
WEDNESDAY, JULY 10, 2019 – 4:00PM
ROOM 2A, CITY HALL

- Cruzin Tuks (Mobility Pilot) – presented as a free experience in LG working with the hotels.

Motion by Waspi to suspend the rules and to ask questions of Sylvia Mullally, second by Straube. Motion carried 5-0.

Motion by Ald. Hedlund to deny the grant request. Motion not second and failed

Motion by Ald. Waspi suspend the rules to allow Kevin Fleming to speak, second by Ald. Strauble. Motion carried unanimously.

Trione motion to provide cooperative advertising \$5,000, second by Waspi. Motion carried 5-0.

- Wedding Show. – citywide bridal show held at the Riviera in January where bride has a passport to stop in participating locations.

Motion by Hedlund to approve the \$10,000 for advertising of a bridal show, second by Straube. Motion carried 5-0.

Agenda items and next meeting date August 14, 2019 at 4:00 pm

Have Karen Hall as Item #5

Adjourn

Ald. Waspi motion to adjourn at 6:00 pm, second by Trione. Motion carried 5-0.

07/12/2019 10:00 am

cc: Tourism Commissioners, Mayor, Administrator