



COMMITTEE OF THE WHOLE
MONDAY, AUGUST 06, 2018 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Howell calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from July 2, 2018 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Presentation by Avian Committee Member on status of accomplishments.
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
 - e. Board of Review, Mayor Hartz
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, Mayor Hartz

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

10. Adjourn

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

8/01/2018 5:00 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

COMMITTEE OF THE WHOLE MINUTES

MONDAY, JULY 02, 2018 – 6:00 PM

CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Howell calls the meeting to order 6:00 pm

Pledge of Allegiance led by President Howell

Roll Call: President Howell, Ald. Proksa, Skates, Halverson, Dunn, Flower, and Straube. Absent: Ald. Hedlund. Also present: Administrator Oborn.

Approval of Minutes from June 4, 2018 Committee of the Whole Meeting as distributed.
Motion by Ald. Skates to approve the June 4, 2018 Committee of the Whole minutes, second by Halverson. Motion carried 7-0.

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.

Jim Strauss, N1517 Meadow Ridge Circle, Town of Linn. Would like to see the council maintaining Committee of the Whole meeting and providing people the opportunity to speak.

Terry Oneil 954 George St., Maintain and keep Committee of the Whole.

Charlene Klein, 817 Wisconsin St., believes citizens need to understand better what it means for residents to come to speak at the Committee of the Whole. Great turn-out at Maple Park picnic; appreciate the decision on the four way stop; makes more sense for an office building rather than a Dunkin Donuts at the proposed location; and request alley ways on broad street be one way only.

MaryJo Fessenmeir, 1085 S. Lake Shore Dr., asked that the upcoming ordinance regarding the Committee of the Whole be voted down.

Presentation by the Police Department on Drug issues in the City. *Office Glen Medishine* from the Police Department presented on Drug issues in the City.

STANDING COMMITTEE REPORTS. The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.

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

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

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

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

Motion to adjourn by Ald. Flower, second by Skates at 7:04 pm. Motion carried 7-0.

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

**FINANCE, LICENSE & REGULATION COMMITTEE MEETING MINUTES
TUESDAY, JULY 3, 2018 – 4:00 PM
CITY HALL, MEETING ROOM 2A**

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

The July 3, 2018 meeting of the Finance, License, and Regulation Committee was called to order by Chairperson Howell at 4:00 p.m.

Roll Call

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

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

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of June 19, 2018, as prepared and distributed

Motion by Skates to approve the minutes of the June 19, 2018 meeting of the Finance, License, and Regulation Committee, second by Proksa. No discussion. Motion carried 4-0.

Licenses & Permits

2018-2019 Original & Renewal Operator License applications filed by various applicants as listed in packet
Motion by Skates to approve, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a Beach Reservation Permit filed by Mt Zion Church for the event of a beach baptism to be held at Riviera Beach on September 16, 2018 between 11:00 a.m. and 4:00 p.m. (Recommended by Piers, Harbors, and Lakefronts on June 20, 2018)

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

Discussion/Action/Recommendation on Employee Health Benefits including:

Claims Paid 6 Month Rolling Average

City Administrator Oborn reviewed the six month claims paid over the last six months. He added that it did decrease slightly. No action.

Wisconsin Public Employers' Health Insurance Underwriting by Segal Consulting for \$3,000

City Administrator Oborn noted that the Personnel approved the underwriting for the state health plan. Motion by Halverson to approve, second by Proksa. Motion carried 4-0.

Preliminary Discussion regarding City Fund Balance Policy- Finance Director Hall

Finance Director Hall explained that when she started with the City she inquired if the City had a policy and she found that it didn't. She stated that the City would need a fund policy to ensure that the City maintains flexibility with their funds and would aid the City from going over budget. This would also allow the City to move money from undesignated funds to other funds other than the general fund. This would also allow the City to maneuver money after the year end, which typically you cannot do. Hall indicated that she would like to hear the auditor's opinion on this before moving forward to Council. No action taken.

Recommendation from Piers, Harbors, and Lakefronts Committee- June 20, 2018

Discussion/Recommendation regarding Riviera Grounds/Driehaus Plaza Lighting donation by the Beautification Committee, Inc. (Motion at Piers, Harbors, and Lakefronts: Ald. Halverson motioned to approve the lighting donation with construction to start after Labor Day (can only take place up to noon on Friday's - no Saturday construction), second by Hedlund. Motion carried 5-0.)
Motion by Skates to approve the lighting donation with construction to start after Labor Day (can only take place until noon on Friday's with no Saturday construction), second by Halverson. No discussion. Motion carried 4-0.

Discussion/Recommendation on mandating boat lifts for City Slip Rentals (Motion at Piers, Harbors, and Lakefronts: Motion by Ald. Skates to implement mandatory boat lifts for 2019, second by Hedlund. Motion 3-2 with Halverson and Straube voting no.)
Skates stated that the City has a lose policy in regards to the piers. He added that this will help with the deterioration of the piers and aid with costly repairs. He added that this would be an added expense to the renters of the slips but the cost would offset the cost they would incur to remove invasive species from the bottom of their boats. Oborn added the Fontana and Williams Bay currently require that slip renters have lifts.
Motion by Skates to approve the mandatory boat lifts for the slip renters for West End Pier for 2019, second by Proksa. Halverson worried about the aesthetics of the change. Motion carried 4-0.

Discussion/Recommendation of Riviera Concourse Leases renewal for 2019 (Motion at Piers, Harbors, and Lakefronts: Motion by Ald. Hedlund to not increase Riviera Concourse leases for 2019; for one year. Motion carried 5-0.)
Oborn noted that the Piers, Harbors and Lakefronts Committee decided not to raise the cost for rent for the Riviera Concourse leases. Motion by Skates to approve the Riviera Concourse lease renewals for 2019 with no increase in cost, second by Proksa. Motion carried 4-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$23,570.00

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

Regular Bills in the amount of \$430,973.59

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

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to selection of Real Estate Broker for the Sale of City property located at N. Edwards Blvd and Sheridan Springs Rd

Motion by Skates to convene the Finance, License, and Regulation Committee in closed session, second by Halverson. Motion carried 4-0. The Finance, License, and Regulation Committee convened in closed session at 4:35 p.m.

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

Motion by Halverson to reconvene the Finance, License, and Regulation Committee in open session, second by Skates. Motion carried on a roll call vote 4-0. The Finance, License, and Regulation Committee convened in open session at 4:47 p.m.

Motion by Skates to solicit additional proposal for the property located at N. Edwards Blvd and Sheridan Springs Rd as discussed in closed session, second by Halverson. Motion carried 4-0.

Adjournment

Motion by Skates to adjourn the July 3, 2018 meeting of the Finance, License, and Regulation Committee, second by Halverson. Motion carried 5-0. The meeting adjourned at 4:48 p.m.

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

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

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

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

Roll Call

City Administrator Oborn called the roll and noted that Alderperson Howell, Skates, Proksa were present with Halverson and Hedlund being absent and excused. Others in attendance included City Administrator Oborn, Finance Director Hall, Library Director Kornak, Parking Manager Mullally, and Avian Committee Member Beverly Leonard

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

Beverly Leonard; 1504 Dodge St; Spoke in favor of the creation of the GoFundMe page for donations for the Avian Committee.

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

Motion by Skates to approve the July 3, 2018 minutes, second by Proksa. Motion carried 3-0.

Licenses & Permits

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

Motion by Proksa motion to approve the operator licenses as listed, second by Skates. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding Event Permit Application filed by the Lake Geneva Public Library for the event of a Book Sale to be held August 10-12, 2018 to be held at the library and outside the Wrigley Dr. entrance (Applicant is requesting waiver of all fees)

Motion by Skates to approve the Book Sale Event Permit with waiver of all fees, second by Proksa. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding renewal of Taxi Cab Company License for Lakefront Shuttle: W3746 Lakeview Drive., Lake Geneva, WI 53147

Motion by Skates to approve the renewal of the Taxi Cab license for Lakefront Shuttle, second by Proksa. No discussion. Motion carried 3-0.

Recommendations from Public Works Committee- Pending Meeting to be held July 10, 2018

Discussion/Recommendation regarding adjustment to Capital Borrowing as it pertains to the replacement/installation of exhaust for \$22,000 and lights for \$10,000 at the Public Works Department, 1065 Carey St with corresponding 2018 Capital Budget adjustment

City Administrator noted that this was approved at the Public Works Committee.

Motion by Proksa to approve, second by Skates. Motion carried 3-0.

Discussion/Recommendation regarding replacement of lawn tractor, John Deere 850, with a Kubota Tractor not to exceed \$25,057.47, for Veterans Park Maintenance with corresponding 2018 Equipment Replacement Budget adjustment

Skates noted that this has been talked about for some time and he wondered if it was necessary to replace it at this time. Oborn noted that DPW Director Earle wouldn't bring the replacement forward if it wasn't needed. Proksa noted that the John Deere comparable was far more expensive and that the Kubota has a universal hydraulic attachment which will save the City money on implements/attachments.

Motion by Skates to approve, second by Proksa. Motion carried 3-0.

Discussion/Recommendation on additional costs to raise elevation of pedestrian bridge in Disc Golf Course, not to exceed \$4,750 with corresponding 2018 Capital Budget adjustment

City Administrator Oborn noted that this change is due to the overall increase in water levels and was approved at the Public Works Committee Meeting. In order to keep the bridge out of water in the event of a flood it needs to be raised per the specifications in the proposal.

Motion by Proksa to approve, second by Skates. Motion carried 3-0.

Discussion/Recommendation regarding the creation of a GoFundMe donation account from the Avian Committee linked to a separate bank account established through the City of Lake Geneva Finance Department

Finance Director Hall explained to the committee that the Avian Committee is taking donations for the Purple Martin Project and felt that an online campaign would be successful. She added that she talked to the City Auditors about this issue and the auditors felt that this could be done by the City, but would like a separate repository for these donations. All donations and expenses would be tracked through the City's Finance Department and all withdrawals would be referred to the Finance, License, and Regulation Committee and the Common Council. She warned that GoFundMe does keep 5% of the donations to be collected, but this could be waived by GoFundMe if the organization is a non-profit.

Motion by Skates to approve, second by Proksa. Motion carried 3-0.

Discussion/Update regarding budgets/funds used to date

Finance Director Hall reviewed a report of the 2018 budget and the funds used to date. She added that the report outlines the percentage of budget used by each department. Each department should be running at about 50% of their budget thus far and she noted that all departments are looking good. She is planning to bring this report to the committee every month. No action was taken.

Discussion/Recommendation regarding a parking pilot app with the company ParkPNP

Parking Manager Mullally explained that this would be an additional parking app for mobile devices that would allow merchants in the downtown to give coupons and promotions. She would like to test it and offer it to the public on a trial basis.

Motion by Howell to approve the pilot program for ParkPNP contingent upon City Attorney review, second by Proksa. Motion carried 3-0.

Discussion/Action regarding Resolution amending the Plan Sponsor Advisory Administrative Agreement and Service Agreement Fee Schedule for the City of Lake Geneva Security Benefit 457(b)

Finance Director Hall explained that the City currently has a deferred comp plan with Security Benefits. She added that the City's Financial Advisor with Security Plan suggested that the City review the plan as the City may be able to lower the fees that are paid by the participants of the plan. She noted that the City currently pay \$30 per participant per year just to maintain the account. Some of the funds used by Security Benefits are being removed and being replaced with different various funds.

Motion by Skates to approve, second by Proksa. Motion carried 3-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$10,468.98

Motion by Skates to approve, second by Proksa. No discussion. Motion carried 3-0.

Regular Bills in the amount of \$137,426.99

Motion by Proksa to approve, second by Skates. No discussion. Motion carried 3-0.

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to selection of Real Estate Broker for the Sale of City property located at N. Edward Blvd and Sheridan Springs Rd

Motion by Skates to convene the Finance, License, and Regulation Committee into closed session and to allow the City Administrator, Finance Director, and City Mayor to remain for the discussion, second by Proksa. Motion carried 3-0. The Finance, License, and Regulation Committee convened into closed session at 6:29 p.m.

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

Motion by Skates to reconvene the Finance, License, and Regulation Committee into open session, second by Proksa. Motion carried 3-0. The Finance, License, and Regulation Committee reconvened at 6:41 p.m.

Motion by Skates to refer the item discussed in closed session to the Council without a recommendation, second by Proksa. Motion carried 3-0.

Adjournment

Motion by Proksa to adjourn the July 17, 2018 meeting of the Finance, License, and Regulation Committee, second by Skates. Motion carried 3-0. The meeting adjourned at 6:43 p.m.

Personnel Committee Minutes
Monday, July 2, 2018 – 4:30 PM
City Hall, Conference Room 2A

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

Roll Call: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower

Absent: Shari Straube Also Present: Administrator Oborn

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

Cindy Papenfus, Admin Asst. LG PD spoke regarding agenda item #5. Attended insurance meeting with City Administrator chose to go to State Plan \$1,500 to 3,000 option with an HSA account which the city wouldn't contribute. Hardship on the employees requesting the city Stay on the city plan and council set a plan Every six months our premiums are going to change. Spousal surcharge has only effected the city \$54 for the city for the only 7 employees. Pay Rate done several years ago is out of date and we're weren't paying insurance premiums.

Approve the Personnel Committee minutes from June 5, 2018, as prepared and distributed.

Motion by Ald. Skates to approve the June 5th minutes, second by Halverson. Motion carried 4-0.

Discussion/Action/Recommendation on Employee Health Benefits including:

Claims Paid 6 Month Rolling Average

Administrator Oborn shared report and the chart is showing down and city is below our track.

Transition to State Employee Trust Fund (ETF) Group Health Insurance Program

Administrator Oborn shared Memorandum regarding discussion/action/recommendation on Employee Health Benefits regarding the claims 6 month rolling average, transition to State ETF PO, underwriting by Segal Consulting, Update on Employee Benefits Group Meeting.

Wisconsin Public Employers' Health Insurance Underwriting by Segal Consulting for \$3,000

Motion by Ald. Halverson recommended city proceed with underwriting Segal Consulting proposal of \$3,000, second by Skates. Motion carried 4-0.

Report from Monthly Employee Health Benefits Group Meeting

Administrator Oborn gave an update on the meeting

Future agenda items and meeting date

Next meeting August 7, 2018 at 4:30 pm

Police Department future needs

Ald. Skates shared facilitate meeting with school & follow up on PW hire

Motion to adjourn by Ald. Skates, second by Halverson at 5:40 pm. Motion carried 4-0.

Special Personnel Committee Minutes

Monday, July 16, 2018 – 3:30 PM

City Hall, Conference Room 2A

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

Call to Order by Chairperson Proksa at 3:30 pm

Roll Call: Ald. Proksa, Flower, Skates

Also present: Mayor Tom Hartz

Public Comments:

MaryJo Fesenmaier, 1085 S. Lake Shore Dr. asking as a citizen that the city do the work in hiring an administrator vs. paying a third party to do a search. Also asking to be considerate in how the job is posted and watch how we spend our money.

Dick Melmin, N1991 S. Lake Shore Drive opposed to Dennis Jordan being considered for the interim administrator.

Ald. Tim Dunn, believes the interim position should be posted so people are aware.

Discussion/Recommendation to accept the resignation and notice of the City Administrator

Motion by Ald. Flower to recommend that the council accept the resignation and notice of the City Administrator, second by Skates. Motion carried 3-0.

Discussion/Recommendation on process and actions to take to replace City Administrator on interim and permanent basis.

Mayor Hartz announced that the current City Administrator's last day will be August 6th. When the Mayor received the resignation letter he made the effort to call other City Administrators i.e. Mike Hawes who suggested the former/retired Village Administrator of Wind Lake, Chris Swartz as an interim Administrator. The Mayor also spoke to Cameron Clapper the existing City Manager at the City of Whitewater. Cameron suggested, Kevin Brunner the former Manager of Whitewater who also is retired. The Mayor also referenced that Kevin Brunner owns Public Administration Associates a management recruitment firm.

Ald. Flower asked if the new HR person hired could assist in administering the full-time search.

Ald. Skates spoke stating he believes this can be done internally. Mayor Hartz said the search and hiring could take between 3 to 5 months.

Ald. Skates asked how staff was doing with the budgets. The Mayor Spoke with the City Comptroller who reported that she felt confident with her preparation for completing the 2019 City Budget. The Mayor has met with the City Administrator to outline the projects and work the City Administrator will complete before he leaves. The Mayor stated that both he and Blaine have spoken to the Comptroller and the City Clerk about additional duties they will assume.

Ald. Proksa asked the Mayor if Blaine's duties have been broken up and assigned to the Comptroller & City Clerk and the Mayor said, yes they've been working on their own anyway. The Mayor pointed out the big task at hand is the Health Insurance, and suggested a third party be brought in for the Health Insurance.

The Mayor said he spoke with the Comptroller and if the City doesn't have an interim in by August 6th that she would be fine answering the day to day questions that come up, but she would defer the press and HR questions to the appropriate channel.

Ald. Skates believes a third party project manager just for the Health Insurance is necessary and suggested asking Peg Pollitt. Ald. Flower agreed unless the candidates have the health insurance expertise.

Motion by Ald. Skates to recommend that City Council direct city staff to begin the search for an interim and permanent City Administrator via low cost online platforms, second by Flower. Motion carried 3-0.

Motion by Ald. Skates to recommend that City Council direct city staff to begin the search for a project manager to address the question of how to provide the best employee health insurance in the most cost effective manner for the City and its employees, second by Proksa. Motion carried 3-0. The Mayor will contact Warren Flitcroft & Peg Pollitt to gauge their interest in assuming this role.

Motion by Ald. Skates to adjourn at 3:45 pm, second by Flower. Motion carried 3-0.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

7/17/2018 11:46 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

**PUBLIC WORKS COMMITTEE MEETING MINUTES
TUESDAY, JULY 10, 2018– 4:30PM
CITY HALL CONFERENCE ROOM 2A**

The July 10, 2018 meeting of the Public Works Committee was called to order by Chairperson Flower at 4:31 p.m.

Roll Call

Director of Public Works Earle called the roll and noted that Alderpersons Flower, Proksa, and Howell were present with Hedlund and Dunn being absent and excused. He added that others present included: City Administrator Oborn, Director of Public Works Earle, Parking Manager Mullally, and City Clerk Kropf.

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; Spoke in regards to the item pertaining to the Post Office parking. She also spoke in opposition of the alley vacation. She further explained that she would like to see the Beautification Committee pay for the maintenance of the Brunk Pavilion Landscaping, not the City.

Dana Trilla 146 Evergreen Parkway; Spoke in regards to the outside dining area for Flat Iron Tap. She added that she has no new information to offer, but is still working to obtain a surveyor.

Motion by Howell to move up the item pertaining to the 1629 Evergreen Ln to allow Mr. and Mrs. Vogel to speak to the issue, second by Proksa. Motion carried 3-0.

Discussion/recommendation regarding potential changes of north east corner of Lakewood Dr and Evergreen Lane brought forth by the concerns of resident at 1629 Evergreen La.- Alderperson Proksa

Proksa commented that this issue was brought to her attention by the homeowners. Currently there is a right of way that impedes on the street and is consistently being driven over by vehicles. Mr. & Mrs. Vogel commented that this happens about three to four weeks and offered a plan to remedy the issue. DPW Director Earle offered a plan that would reduce the size of the right of way to make traffic flow easier. He added that there is a stormwater utility through there that would have to be moved at an additional cost of about \$4,500 to \$5,000. Flower asked how soon this plan could occur and Earle indicated that it would be difficult to complete this before the end of the year and wouldn't be able to move forward without determining where the funds are coming from.

Motion by Flower to include this project in the 2019 Street Improvement Program and that the City maintain communication with the home owners on its progress, second by Howell. Motion carried 3-0.

Approve the regular Public Works Committee meeting minutes from June 19, 2018 as prepared and distributed

Motion by Howell to approve, second by Proksa. No discussion. Motion carried 3-0.

Director of Public Works Report Regarding:

Bike/Pedestrian Path Plan- Administrator Oborn

DPW Director Earle stated that this item was on the agenda so that the committee may discuss how this plan will be implemented with the street improvement projects over the years. He added that the money to implement this project doesn't exist and if the project were to move forward that money would be taken from the fund to maintain the roads. Flower would like to see this plan brought to the Committee of the Whole for further discussion. The committee discussion included finding no-cost or low-cost options that the City could implement as the street improvement projects occur over the years. Howell would like to see this move to the Committee of the Whole in September 2018 for a project plan discussion. No action.

Paving Project for Wrigley Drive and Riviera Construction- Chairperson Flower and DPW Director Earle

Chairperson Flower stated that with the planned work happening with the Riviera she wondered if the paving work should be put on hold until such time that the construction for the Riviera is totally conceptualized. DPW Director Earle stated that we are under a contract with a Payne & Dolan and will have to figure out how to handle that. No action taken.

Parking Manager Parking Initiatives:

Discussion/Recommendation regarding an agreement with the Lake Geneva Post Office relating to the use and enforcement of parking lot during post office non-use hours/days

Parking Manager Mullally discussed with the committee the potential friendly agreement with the Post Office to monitor the upper lot. She added that this was brought to her attention from Post Office staff. She noted that this would only be implemented on the days that the Post Office isn't open. Mullally added that this addition would not add undue stress on staff.

Motion by Howell to proceed with negotiating an agreement and direct the City Attorney to review this initiative to make sure that the parking staff can ticket on private property, second by Proksa. Charlene Klein added that she would like to see a few fifteen minute stalls for people to use for post office needs only.

Discussion/Recommendation regarding integration of pilot program encouraging mercantile discounts for alternative parking payment methods

Mullally stated that this item is pertaining to working with the merchants downtown paying for customer parking. This would be an app that could connect mobile parking payments with merchant discounts. Mullally encouraged the committee to consider piloting this parking app to provide a better and more comprehensive alternative for parking.

Motion by Howell to move forward with the pilot program with ParkPnP and refer to the Finance, License, and Regulation Committee, second by Proksa. Motion carried 3-0.

Discussion/Recommendation regarding the termination or reinstating of parking kiosk "Add Time" feature

Mullally stated that in March 2018 she approached Blaine about removing the "add time" feature on the parking kiosks. After discussing this with him she did remove the feature due to lack of use and customer confusion associated with the feature. She noted that by removing that option it is less screens for the customer to go

through and is more straight forward. Mullally asked the committee to give her direction on whether they would like to see the “add time” feature reinstated. Flower would like to see the verbiage between the kiosk and the park mobile app consistent. The committee asked her to research and return her findings to the committee next month. No action taken.

Discussion/Recommendation regarding courtesy “void” ticket policy

Mullally stated that she wants her treatment of voiding tickets to be fair and consistent. She would like the committee to direct her on how to fairly treat the tickets. Howell stated that Mullally should have the ability to void tickets per her discretion. She would like direction on how to proceed with this item. Howell added that she was hired to implement this items and the committee would back her with her decisions. No action taken.

Discussion/Recommendation regarding Open Cut Roadway Permits- Chairperson Flower

Flower stated that she would like to see the fee increased for this permit given that when a roadway is cut into, it tends to be a weaker spot in the road. Earle would like to investigate this further and confer with the City Attorney to see if the fee can be increased. Earle would like to see if the applicant could be potentially permitted by the square footage of the cut. Committee discussion concluded to bring this item back to the next meeting.

Discussion/Recommendation regarding reconstruct plan of the 600, 700, & 800 block on Main St and the intersection of Main St and Cook St

Earle stated that this section of this road needs to be addressed. Flower questioned if this section needs a total reconstruction versus just a mill and overlay. He stated that it would be at the discretion of the committee to determine if the Council would like to get the State involved in the construction project. He stated that the State would tell the City how the roads should be configured and wouldn't touch the areas with parking. Earle stated that if the City could receive money from the State for road work in this area he would recommend continuing with patching and overlays until such time that the State could complete a reconstruction. No action taken.

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

Item will be continued to the August meeting.

Discussion/Recommendation regarding traffic lanes on Edwards Blvd from Main Street to entrance to Target Store- Chairperson Flower

Flower stated that this area is too small to have a four lane road on Edwards Blvd from Main Street to the entrance to Target. She would like to see medians installed and eliminating a left hand turn into the gas station. She added that a suggestion would be to make this road a three lane road. Further discussion to occur at the August meeting.

Discussion/Recommendation regarding request made by Flat Iron Tap for an Outside Dining Area (Carried over from June 19, 2018 Public Works Committee Meeting)

Item will be continued to the August meeting.

Discussion/Recommendation regarding Brunk Pavilion Landscaping donation by the Beautification Committee with estimated annual maintenance of \$2,200.00 paid by City (Carried over from June 19, 2018 Public Works Committee Meeting)

Earle stated that the Beautification Committee is going to bring photos at the August meeting for further discussion. No action.

Discussion/Recommendation regarding potential traffic control device at the intersection of Broad Street and Geneva Street (Carried over from June 19, 2018 Public Works Committee Meeting and from June 25, 2018 Council Meeting)

Earle stated that the signs have been placed and that the Council approved the ordinance for the installation of the stop sign on July 9, 2018. The ordinance will be published on July 19, 2018 and after it is published it, becomes law. It was discussed with the Police Department that, due to low traffic and vehicle volume, the following Tuesday morning would be the best time to remove the temporary sign in the middle of the intersection. Parking Manager Mullally is looking at parking stalls in the area so that vehicles may not block the sign. No action taken.

Discussion/Recommendation regarding adjustment to Capital Borrowing as it pertains to the replacement/installation of exhaust and lights at the Public Works Department, 1065 Carey Street

Earle stated that in the previous borrowing the amount had been set as a potential to replace. He added that the borrowing was \$20,000 and would not cover the entire cost of the exhaust and lighting installation. Earle stated that with the current setup the shop is not meeting the OSHA standards. He added that he would like the total cost to be \$32,000 which would cover the costs and provide a cushion. Flower wondered if the lighting could wait until next year, however Earle added that he would like to move forward as the efficiency of the new lights will save the City 70% in energy costs. Earle stated that this would not increase the borrowing, and would be paid for from existing funds.

Motion by Proksa to refer the adjustment to the Capital Borrowing as it pertains to the replacement/installation of exhaust and light at the Public Works Department, 1065 Carey St to the Finance, License, and Regulation Committee for further discussion, second by Howell. Motion carried 3-0.

Discussion/Recommendation regarding replacement of lawn tractor, John Deere 850, for Veterans Park Maintenance

Earle explained that this has been something on his radar for some time. He stated that the equipment replacement fund had an outdated quote that was short about \$10,000. Flower stated that the purchase of the vac-all came in under budget so the deficit can be made up from that savings.

Motion by Proksa to approve the replacement of John Deere 850 for Veterans Park with the Kubota tractor not to exceed \$25,057.47, second by Flower. Motion carried 3-0.

Discussion/Recommendation on additional costs to raise elevation of pedestrian bridge in Disc Golf Course

Earle stated that the bridge was engineered with the elevation of a high water mark. Due to the higher water levels the bridge has to be raised as it seems to be the norm moving forward. The WI DNR agreed to raise the bridge approximately three feet. He added that he has to anticipate potential for a flood and an even higher water elevation level. This additional cost would be approximately \$4,750 for ramp fills and engineering services. This would be paid through the borrowing.

Motion by Howell to approve the additional cost of \$4,750 to be paid from the borrowing, second by Proksa. Motion carried 3-0.

Future Agenda Items

- Investigate a recycling program in the downtown/hazardous material recycle/pickup
- Pedestrian Crossing signs
- 2019 Budget
- Road Condition Evaluation by DPW Director Earle
- Park and Ride

Adjourn

Motion by Howell to adjourn the meeting, second by Proksa. Motion carried 3-0. The meeting of the Public Works Committee adjourned at 6:48 p.m.

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

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

WEDNESDAY, JULY 18, 2018 – 5:30PM

CITY HALL, CONFERENCE ROOM 2A

Members: Chairperson Doug Skates, , Rich Hedlund, and and Tim Dunn

Absent: Shari Straube, John Halverson

Also Present: Ald. Flower

Meeting called to order by Chairman Skates at 5:31 pm

Roll Call: Ald. Skates, Hedlund, Dunn.

Absent: Ald. Halverson

Also Present: Ald. Flower

Ald. Straube arrived at 5:34 pm

Approval of Minutes from June 20, 2018 meetings as prepared and distributed

Ald. Hedlund motion to approve the June 20, 2018 minutes, second by Dunn. Motion carried 3-0.

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

None

Harbormaster's Report

Ald. Skates received a call that Chuck wouldn't be in attendance, and mentioned that some repairs are necessary regarding rotting pier posts & stringers. Ald. Skates said he would touch base with Neil and City Administrator on costs.

Permits:

None

Update on Riviera Renovation Project

City Attorney has reviewed the contract. Mayor provided update only issue is a performance bond, and will be addressed in closed session on Monday's Council meeting.

Discussion/Recommendation on Riviera Ballroom Internet Wi-Fi donation from the Lake Geneva Tourism Commission of \$1,000 for installation and 3,500 for 12 months of service. The Committee suspended rules to let Tammie Carstensen speak and noted it would be mounted at the library. Ald. Hedlund motion to approve internet connection/wifi donation to be paid by the Tourism Commissions in the amount not to exceed \$4,500, second by Skates. Motion carried 4-0.

Discussion/Recommendation on Riviera Ballroom Virtual Tour donation from the Lake Geneva Tourism Commission for \$500

Motion by Ald. Skates to suspend the rules and let Tammie Carstensen speak. She explained how adding a virtual tour has helped others and would be added value for the Riviera Ballroom promotion for the rental of the space.

Motion by Skates to approve the virtual tour of the Riviera Ballroom donation to be paid by the Tourism Commission in the amount not to exceed \$500, second by Hedlund. Motion carried 4-0.

Discussion/Recommendation of Ice Castle Agreement for winter usage of the Riviera Beach

Motion by Hedlund to approve, second Skates. Draper is reviewing the agreement to straighten out question regarding food. Ald. Flower asked where the snow will be plowed for parking. Ald. Skates stated he didn't know. Ald. Flower and committee identified that the Lifeguard will be moved. Ald. Skates referenced there's a DNR component of the agreement that needs to be completed and the finalized agreement will come back to this committee in August. No vote was taken by the committee.

Motion by Ald. Hedlund to adjourn at 5:50 pm, second by Skates. Motion carried 4-0.

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

07/16/2018 10:30 PM

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

**BOARD OF REVIEW MINUTES
TUESDAY, JULY 31, 2018 – 9:00 AM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Members: Selena Proksa, Doug Skates, Tim Dunn, Ken Howell, Mayor Tom Hartz, and City Clerk Kropf,
Alternate Member: John Halverson

Clerk Kropf called the meeting of the Board of Review to order at 9:06 a.m.

Clerk Kropf called the roll and noted that Proksa, Dunn, Hartz, Halverson, Howell, and Clerk Kropf were present with Skates being absent and excused. She noted that others in attendance included City Attorney Draper, City Assessor Jim Danielson, and City Administrator Oborn.

Selection of Chairman

Clerk Kropf opened the floor for nominations to appoint a chairperson to the Board of Review. Alderperson Howell nominated Mayor Hartz to be the chair of the board. Motion carried 6-0.

Selection of Vice Chairman

Chairperson Hartz opened the floor for nominations to appoint a vice-chairperson to the Board of Review. Mayor Hartz nominated Alderperson Howell to be the vice chair of the board. Motion carried 6-0.

Verification that at least one member has met the mandatory training requirements specified in Wis. Stats. § 70.46 (4).

Clerk Kropf announced that she had met the training requirements and had received the training in May 2017.

Announcement that Notices of Assessment were mailed and Open Book session was held on June 25, 2018

Assessor Danielson noted that the notice of assessment change was sent on June 15, 2018 and Clerk Kropf noted that the Open Book was held on June 25, 2018 in City Hall.

Review and Examination of Assessment Roll

City Assessor Danielson noted that any changes that needed to be made to the roll were in the current roll and that he had signed the Assessor Affidavit.

Objectors to be heard (if necessary)

Clerk Kropf announced that there were no objections to hear at this time.

Motion by Howell to recess the Board of Review until an objector may be present to be heard, second by Halverson. Motion carried 6-0. The Board of Review recessed at 9:11 a.m.

Motion by Howell to reconvene the Board of Review, second by Proksa. Motion carried 6-0. The Board of Review reconvened at 11:04 a.m.

Deliberations

No objections were heard by the Board of Review therefore no deliberations took place.

Adjourn

Motion by Dunn to adjourn the meeting of the Board of Review, second by Proksa. Motion carried 6-0. The meeting of the Board of Review adjourned at 11:05 p.m.

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

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

Roll Call - Members present: President Lyon, Mayor Hartz, Ald. Hedlund, Ald. Flower, Ann Esarco & Mark Johnson. **Staff in attendance:** Josh Gajewski & Jo Busch. **Excused:** Brett Stanczak

Ald. Flower arrived late at 4:27pm

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 June 20, 2018 as prepared and distributed
Hedlund/Johnson motion to approve. Passed 5-0.

Acknowledgement of Correspondence

Gajewski reported that he received new communication from Md7 regarding the AT&T lease for Host Tower. This will be discussed in closed session on this agenda. He also reported that he received the new Wastewater Discharge permit from the DNR which is valid until 2023 and that we have a new DNR Basin Engineer. We have also been advised by the DNR that the proposed water and sewer main extension at Summerhaven has been approved, as has the water main extension for 1150 Wells Street.

Financials Update

Gajewski reported that the software upgrade combined with treasury functions being relocated to City Hall have resulted in a lack of financial data being available to present at this meeting. This information should be available soon. Lyon requested that the data be sent out to commissioners ahead of the August meeting so they can review it in advance and then have any questions addressed at the August meeting.

Approval of the June Bills

Gajewski explained that with the new software system, there were actually three different batches of bills for June with two of the batches being prepaids. He asked if the Commission would like to see the reports in batches or as one list at future meetings. It was agreed that one list would be preferred. Hedlund/Johnson motion to approve the June bills. Passed 5-0.

Directors Report

Gajewski reviewed the submitted Directors report. The work on well #3 is on this agenda for discussion. Other updates include the CAMP project continuing to move forward, the lab remodel at Wastewater being well underway, large rainfall in June affecting the influent flows with these now returning to normal, software upgrade update and the Cemetery Road Utility extension being referred by the Public Works Committee to Council for review on July 23.

Discussion/Recommendation on payment request #2 from Willkomm Excavating & Grading Inc in the amount of \$35,690.64 for the Main Street Water Main Project

Gajewski recommends that this payment be approved. We are still holding retainage and although there is some discussion on landscaping issues and damage to traffic signal wiring, there will still be one final payment to be made. Discussion was had on performance and payment bonds and whether

or not the sub-contractors have been paid but this information will be going through the City Administrator and City Attorney before any retainage is paid out.

Hedlund/Johnson motion to approve payment #2 to Willkomm Excavating & Grading Inc for the Main Street Water Main Project in the amount of \$35,690.64. Passed 5-0.

Discussion/Recommendation on approval of an additional \$12,250 for the rehabilitation of Well #3 being performed by Water Well Solutions

Gajewski explained that during the process of injecting the CO₂, it was found that both the concrete pedestal and well casing had cracks in them that weren't immediately visible on the surface. As those were investigated the concrete was found to be in very poor condition and easily able to be chipped away with hand tools. In order to continue with the chemical and CO₂ injection, and to keep the integrity of the well, the repairs were required.

Hedlund/Esarco motion to approve additional funding on the well #3 rehabilitation in an amount not to exceed \$12,250. Passed 5-0.

Ald. Flower arrived.

Discussion/Recommendation on filing a Simplified Water Rate Case with the Public Service Commission

Gajewski explained that we are eligible to apply for a simplified rate case as we meet all the criteria for 2018. The rate increase is set by the PSC each year and this year it would be 3%. We are able to choose the implementation date and his suggestion would be to coincide it with the next sewer rate increase which will go into effect in December. The 3% water increase would be on the water fixed rate, water flow rate and public fire protection rate. The increased revenue is required for capital projects to maintain the aging system.

Esarco/Hartz motion to apply for a Simplified Rate Case for Water Class AB to be effective as of 12/1/2018 at the rate factor 3%. Passed 6-0.

Hedlund/Esarco motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session specifically regarding the requested amendments to the Host Tower lease with AT&T and include Josh Gajewski, Utility Director & Jo Busch, Office Manager.

Motion carried on a roll call vote 6-0. The Commission convened into closed session at 4:49pm.

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

Motion carried on a roll call vote 6-0. The Commission returned to open session at 5:13pm.

Hedlund/Hartz motion to direct staff to continue to negotiate with AT&T as discussed in closed session. Passed 6-0.

Adjourn

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

Meeting was adjourned at 5:15 p.m.

/s/ Jo Busch, Office Manager

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY JULY 5, 2018, AT 5:00 P.M.**

This meeting was 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 Horne at 5:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Connors

3. Roll call

Commissioners Jordan, Horne, Condos, Connors and Pollard 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, Assistant Chief Heindl, Mayor Hartz and Confidential Administrative Assistant Cindy Papenfus

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

5. Acknowledge correspondence - None

6. Approval of the regular meeting minutes of June 11, 2018

Horne motioned to approve the regular meeting minutes of June 11, 2018. Pollard seconded. Motion carried 5-0.

7. City Council Report

No report.

8. Police and Fire Departments Safety Plan discussion

Connors motioned to suspend the rules and allow Mayor Hartz to brief the Police and Fire Commission on his meeting with Dr. Gottinger. Condos seconded. Motion carried 5-0.

Connors motioned to have Mayor Hartz and the chiefs work with setting up a meeting with Dr. Gottinger and building administrators to working on school safety goals and see what can be accomplished prior to the start of the school year. Horne seconded. Motion carried 5-0.

Mayor Hartz talked about his meeting with Dr. Gottinger regarding school safety and how the City and School District could work together on the issue. Dr. Gottinger would be willing to meet with the School Safety Committee, the City, the Fire Department and the Police Department to collaborate on future recommendations. However, Dr. Gottinger would like to wait until the third week of September. The PFC discussed the issues of school safety and how important it was to have officers in each school as well as having a safety plan and policies in place. Pollard wondered how much it would cost to staff officers in each department. Chief Rasmussen stated it would be approximately \$50,000/officer. Condos stated there is no price on safety and that the PFC is responsible for the policies and procedures for the police and fire department. He presented several policies that he felt were needed in the schools, most importantly a police officer in every school. Condos suggested meeting weekly to discuss school safety starting immediately. Jordan agreed it was important to protect students but felt secure entries was an economical way to protect students and should come out of the school budget. Pollard felt meeting with the School Safety Committee was more important to share ideas and work together. Pollard suggested meeting as a group first and then meeting with the School Safety Committee prior to the school year.

9. Elections of Officers: President and Vice President

Pollard nominated Connors for president. Jordan seconded.

Condos stated as a point of order the nominations were continued from last meeting. Commissioner Connors and Commissioner Horne were already on the table as nominated for President, so just a vote was needed. Horne withdrew from consideration for President. Written ballots were handed out.

Connors elected President unanimously

Connors took over the meeting as President.

Pollard nominated Horne for Vice President. Connors seconded the nomination. There were no further nominations. Written ballots were handed out. Horne elected Vice President unanimously.

10. Police Department Business

a. Approval of bills for the month of June 2018, operating in the amount of \$209,146.14, Equipment purchases in the amount of \$3,967.00, for a total of \$213,113.14

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

Pollard motioned to approve the additional police department and fire department bills not included on the expenditure report in the amount of \$91,859.89. Jordan seconded. Roll call vote: Jordan-Y, Horne-Y, Condos-Y, Connors-Y, Pollard-Y. Motion carried 5-0.

Chief Rasmussen stated a group of bills were not on the expenditure report due to a new accounting software program error. It will be corrected next month. A report including additional bills from the fire department and the police department not on the original expenditure report was handed out at the meeting.

b. Discussion/Action Combining Reserve officer and Part time officer positions to one job description.

Jordan motioned to approve combining Reserve Officer and Part time Officer Positions to one Part Time Officer Job Description. Horne seconded. Motion carried 5-0.

Chief Rasmussen explained the reason for combining the part time and reserve officer job positions and upgrading pay grades. The new positions will be noted in the union contract.

c. Discussion/action change Lexipol policies to reflect term "part time police officer"

Horne motioned to change Lexipol policies to reflect term "part time police officer". Condos seconded. Motion carried 5-0.

d. Discussion Chief's goal update

Chief Rasmussen discussed his quarterly goal updates. Connors asked if there were any objectives for the department to be measured. Horne explained that the Council forced the PFC to do annual reviews for employees and there wasn't an appraisal in place for the Chief position. It was hard to set up specific goals for the department and enforce them through the Chief's appraisal. Once the goals were in place it was decided to do quarterly updates.

e. Discussion 2019 Budget

Connors motioned to hold a preliminary budget workshop on Wednesday, July 25, 2018 at 3:00 p.m. Horne seconded. Motion carried 5-0.

Chief Rasmussen stated that the budget usually starts in August but asked if the Commission would like to start working on the budget earlier because of several anticipated projects for next year and he asked if the Commission would like to set a budget workshop at the end of July to discuss the department's needs. Horne noted that he would like to begin the budget process earlier to be better informed and proactive with each department's budgetary needs.

f. Discussion Committee of the Whole drug presentation 07-03-18

Chief Rasmussen stated that Officer Nettesheim gave a presentation to the Committee of the Whole on July 3, 2018 regarding Heroin and Fentanyl issues. The PFC briefly discussed the information regarding the presentation.

g. Discussion/Action – School Safety Plan update

This item was covered in agenda item 8.

h. Discussion/Action - Summer staffing

The department is beginning to incur some overtime costs. Two 32-hour officers were lost to full time positions elsewhere so that has impacted the department. Big Foot State Park was very congested on Fourth of July and the department had to put an officer there most of the day. Condos asked if there was any thought of billing the State back for the services. Chief Rasmussen stated that the park is within the city limits so he felt that it would fall on the police department to cover anyway. Chief Rasmussen is continuing to meet with Warden Reed to try and resolve the staffing problems.

i. Discussion - Chief's top monthly incidents

Chief Rasmussen stated that there have been more drone call-outs than expected. It has made a huge difference in labor costs because the drone can cover a larger area in a short period of time rather than officers walking on foot trying to locate subjects.

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

2018	Dispatch activity for June 2018: Telephone calls– 3,329	911 Calls–249	Window assists–1,082
2017	Dispatch activity for June 2017: Telephone calls– 3,664	911 Calls–258	Window assists–1,104

2018	Patrol activity for June 2018: Calls for service–2,076	Arrests - 91
2017	Patrol activity for June 2017: Calls for service–1,989	Arrests - 114

k. Discussion regarding Thank you letters – No thank you letters this month

l. Items to be forwarded to City Council

Combining reserve officer and part time officer job descriptions

School safety discussion

Monthly reports

Chief's top five monthly report

11. Fire Department Business

a. Approval of the bills for the month of June 2018, operating in the amount of \$81,296.71, Equipment Purchases in the amount of \$18,006.21, for a total of \$99,302.92

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

b. Discussion/Action EMS medical billing/Stark Medical billing

No discussion/action

c. Discussion Monthly Fire Department Report Overview

Chief Peters reviewed the Fire Department report. Lt. Zach Blausner was recognized as the personnel spotlight. Lt. Blausner has been with the department since 2013 and has since become a paramedic and earned his Critical Care certification in 2015. Anniveraries included: Firefighter/AEMT Beaudin-16 years, Captain Ryan Derrick-18 years, Captain Mark Moller-Gunderson-23 years. Chief Peters highlighted community and department events including “Jr. Firefighter Academy” and “Touch a Truck”. Chief Peters also talked about calls of service and discussed the Dive Team call-outs and gave acknowledgement to Captain Detkowski on his great work setting up the Dive Team.

d. EMS call summary report

No discussion/action

e. Discussion-Liquor license renewals and Fire Prevention Bureau action

Chief Peters stated that a requirement to get a liquor license renewed was to be up to date on Fire Prevention. Everyone was up to date except one establishment, who was not currently open for business. Once they become code compliant they will get their liquor license. The Fire Department notified the businesses prior to liquor license renewals so they could become code compliant.

f. Discussion-2019 Budget planning

This agenda item was covered under agenda item 10e. A workshop date was set for July 25, 2018 at 3:00 p.m.

g. Discussion – Thank you letters

- Whitewater Fire Department

This was a thank you from the Whitewater Fire Department for a water rescue call.

h. Discussion/Action – Hiring of personnel pending background

- FF/Paramedic William Engen (Paid-on-Premise)
- FF/Paramedic McKayla Gates-Loyd (Paid on Premise)
- Brandon Drohner (Paid-on-Call)

Connors motioned to approve hiring the above-listed applicants pending background checks. Horne seconded. Motion carried 5-0.

i. Discussion/Action-Acceptance of resignation of Confidential Administrative Assistant Stephanie Gunderson

Jordan motioned to accept resignation of Confidential Administrative Assistant Gunderson. Pollard seconded. Motion carried 5-0.

j. Items to be forwarded to city council

Monthly report

Whitewater Thank you letter

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

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: specifically staffing needs.

Jordan motioned to go into closed session to include Chief Rasmussen, Mayor Hartz, Lieutenant Gritzner, Lieutenant Way, and Confidential Administrative Assistant Papenfus. Horne seconded. Roll call vote: Jordan-Y, Horne-Y, Condos-Y, Connors-Y, Pollard-Y. Motion carried 5-0 at 6:44 p.m.

Commissioner Pollard left closed session at 6:58 p.m.

13. Motion to return to open session per Wisconsin State Statute 19.85(2)
Jordan motioned to return to open session Horne seconded. Roll call vote: Jordan-Y, Horne-Y, Condos-Y, Connors-Y, Pollard-Y. Motion carried 5-0 at 7:00 p.m.

14. Discussion and action on closed session items if needed.
No action taken

15. Agenda items for the next regular meeting August 9, 2018
Budget workshop
School Safety Update

16. Adjourn
Condos motioned to adjourn the meeting. Horne seconded. Motion carried 4-0 at 7:02 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

**LAKE GENEVA POLICE AND FIRE COMMISSION
BUDGET WORKSHOP MINUTES
WEDNESDAY, JULY 25, 2018 AT 3:00 P.M.**

This budget workshop was held in the Police Department Training Room, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

Commissioner Connors called the workshop to order at 3:02 p.m. Commissioners Connors, Pollard, Horne and Jordan were present. Commissioner Condos arrived at 3:17 p.m. Fire Chief Peters, Fire Captain Detkowski, Police Chief Rasmussen, Police Lieutenant Gritzner, Comptroller Hall and Administrative Assistant Papenfus were present.

1. Fire Department 2019 budget discussion

Chief Peters presented the 2019 Fire Department budget, highlighting the changes. Salaries were adjusted 2%. Additionally wages increased because of 24/7 coverage and all employees receiving a paramedic pay rate. The donation of an ambulance and use of the remaining ambulances was discussed. The budget increased 5% from 2018. Chief Peters stated he did not add any extra items in the budget that were not needed.

2. Police Department 2019 budget discussion

Lieutenant Gritzner presented the 2019 budget and discussed the changes. Condos asked about the pay gap between Sergeants and Detectives and Officers. Chief Rasmussen noted that the contracts for the Sergeants should help the Sergeants and the Detectives are proposing a change in union negotiations. Condos discussed the desire to put a school resource officer in each school and placing it on the agenda for the Police and Fire Commission to discuss at the next meeting. Condos also felt that the school should pay more than 50% of the cost. Connors would like to meet with Dr. Gottinger before going to the school board regarding the Police and Fire Commission's concerns. Horne asked that the police department present a budget with four school resource officers to the council.

The workshop ended at 5:00 p.m.

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

- c: Police Chief
- Fire Chief
- Commissioners-file
- Commission Liaisons
- City Administrator
- City Clerk
- City Comptroller
- Council Members - Mayor

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

**PLAN COMMISSION MEETING
MONDAY, JULY 16, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Approve Minutes of the June 18th Plan Commission meeting as distributed.

Esarco/Krajovic motion to approve. Motion carried unanimously.

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

Speaker #1: Jeremy Kinsey, clarified his address, 928 Clover Street, for agenda item #8.

Acknowledgement of Correspondence.

Correspondence was received from Jeffrey and Beverly Leonard, Delaney Street Mercantile, 905 W Main St, Lake Geneva, in favor of the Public Library Conditional Use Permit for a monument sign with LED messaging display. Correspondence has been distributed to the Plan Commission and the City Council.

Downtown Design Review

6.a. Application filed by Crown Dominion Properties LLC, for a request to install siding on the exterior of the newly renovated business, at 623 W. Main Street, located in the Business Central (BC) zoning district, Tax Key No. ZOP00290.

Pete Juergens, N2689 Sunset Blvd, representing Crown Dominion, presented the request and brought samples for the Plan Commission's review.

Skates/Horne motion to approve the installation of siding and include all staff recommendations and fact finding.

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

6.b. Application filed by Mohammad Kaid, 313 W. Summerhill Pl., Oak Creek, WI 53154, requests the sign installations for a Fro Zone business at 270 Broad St, located in the Central Business (CB) zoning district, Tax Key No. ZOP00244.

Mohammad Kaid, 313 W Summerhill Place, Oak Creek, presented his request. Zoning Administrator Walling said the sign is designed with corporate colors which are exempt from the Downtown Historic colors and the sign meets all standards of the City.

Hill/Horne motion to approve sign installations, contingent on the approval of item #9 and include all staff recommendations and fact finding.

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

7. Review and Recommendation of a Site Plan Review filed by Jim and Lynette Heimann, 2429 Ridgewood Ct., Aurora, IL 60502, to renovate an existing lakeshore landscaped area in conjunction with the newly constructed home at 620 S. Lake Shore Dr., located in the Estate Residential (ER-1) zoning district, Tax Key No. ZA315600001.

Joe Valentine, 342 Dean St, Woodstock, IL, on behalf of Midwest Arbor Corp, landscaping company, presented the request. Skates asked if there would be an impact on people using the lakeshore path. Mayor Hartz asked if low or no phosphorous fertilizers could be used in regards to the water quality.

Skates/Horne motion to approve the Site Plan Review and include all staff recommendations and fact finding.

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

8. **Review and Recommendation of a Land Division filed by Jeremy Kinsey, 928 Clover St., Lake Geneva, WI 53147, to create a Certified Survey Map (CSM) for the property located at 401 Host Dr. and to generate two individual lots for the property in the Planned Business (PB) zoning district, Tax Key No. ZA163000003.**
Jeremy Kinsey, 928 Clover St, presented his request for the property at 401 Host Dr.

Gibbs/Hill motion to approve the CSM Land Division and include all staff recommendations and fact finding.
Roll Call: Hartz, Skates, Gibbs, Hill, Horne, Esarco, Krajovic voting “yes.” Motion carried unanimously.

9. **Public Hearing and Recommendation of a Conditional Use Permit filed by Mohammad Kaid, 313 W. Summerhill Pl., Oak Creek, WI 53154, to utilize the property as Indoor Commercial Entertainment, for a Fro Zone business at 270 Broad St, located in the Central Business (CB) zoning district Tax Key No. ZOP00244.**
Mohammad Kaid, 313 W Summerhill Pl, Oak Creek, presented his request. Aldermen Skates asked how product would be delivered. Kaid stated deliveries would be to the front door.

Hill/Horne motion to close the Public Hearing. Motion carried unanimously.

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

10. **Continuation of a Public Hearing and Recommendation of a Conditional Use Permit filed by Robert D. Larson Trust, 2403 Comstock Ct., Naperville, IL 60564, for the demolition and new construction of a single family residence and requests to utilize the Single Family-4 (SR-4) zoning, at 905 Bayview Dr., which is located within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZGB00005.**
Anthony Osnotch, 340 Frost Dr, Williams Bay & Troy Wise, 938 George St, South Shore Custom Homes, on behalf of Robert Larson, presented the request. Wise stated the aggregate side setbacks are slightly reduced and the 2nd driveway will be eliminated from their proposed plan. Planner Slavney stated the red line on the plan represents the 100’ setback requirement from the lake and all improvements will be done outside of the 100’ setback. Walling said the elevation height of 34’ is within the guidelines for this property.

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

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

11. **Continuation of a Public Hearing and Recommendation of a Conditional Use Permit filed by Robert D. Larson Trust, 2403 Comstock Ct., Naperville, IL 60564, for the installation and addition of a 100’ pier located at 905 Bayview Dr. Property, located within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZGB00005.**
Michele Batz, Reed’s Construction, 2080 Ridge Dr, on behalf of Robert Larson, presented the request. Walling said their DNR approval has already be received.

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

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

12. **Public Hearing and Recommendation of a Conditional Use Permit filed by Lawrence & Pamela Frankel, 1240 Dolphin Bay Apt. 402, Sarasota, FL. 34242, for the demolition and new construction of a single family residence, and requests to utilize the Single Family-4 (SR-4) zoning, at 75 Hillside Dr., located within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZYUP00094E.**
Jeff Leeson, 2831 Ware Road, Rockford, IL, representing the Lawrence & Pamela Frankel, presented the request. Walling stated this property is not part of the Manor Association and does not fall under the architectural review

guidelines of the Association. Slavney verified the roof height and said the proposed home fits the height requirements of the City.

Speaker #1: Cully Pillman, N1445 State Hwy 120, Lake Geneva, said the neighbor views will be impacted and asked how the ER-1 zoning can be changed so easily to SR-4 zoning. Slavney stated prior to the late 1990's, all lake front properties were zoned for a minimum lot size of 9000 square ft. and SR-4 setbacks. In the late 1990's, all lake front lots were zoned as 1 acre lots but allowed rezoning back to the previous setbacks and heights with a Conditional Use Permit.

Speaker #2: Walter Goes, 1504 W Main St, directly north of the Frankel's home, shared his opposition of the Conditional Use and zoning change to SR-4 setbacks.

Speaker #3: Dr. Donald Adams, 1506 W Main St, shared his opposition of the Conditional Use Permit & height of 35'. Slavney stated the 35' requirement is the maximum height in all single family districts so the proposed Conditional Use does not affect the 35' height which is being proposed. Walling said the 35' height is measured to the mean elevation and not the ridge of the house as shown on the plans, which is lower than what is permitted. Attorney Draper stated the Ordinance authorizes the use of SR-4 zoning for ER-1 districts. There is no need to show hardship.

Speaker #4: Mary Farwell-Goes, 1504 W Main, shared her opposition of the Conditional Use Permit and asked if the house could be moved 15' towards the street.

Hill/ Esarco motion to close the Public Hearing. Motion carried unanimously.

Skates recommended the neighbors should communicate with each other. Walling had concerns about the request to move the new house back 15'. Draper shared the new State mandate, stating if an applicant complies with conditions for the Conditional Use and there is no substantial evidence against the particular application, the city is required to approve it.

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

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

13. Public Hearing and Recommendation of a Conditional Use Permit filed by Lake Geneva Public Library, 918 W. Main St., to install a new Community Information Sign for the property located in the Estate Residential - 1 (ER-1) zoning district, Tax Key No. ZOP00348.

Emily Kornak, Library Director of the Lake Geneva Public Library, presented the request. Walling stated a Conditional Use Permit is needed for a changeable sign in the central business zoning district. Walling said the sign falls within the guidelines and will be a great informational sign for the community.

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

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

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

14. Annual Comprehensive Plan schedule and review of applications requesting amendments to the Comprehensive Plan.

Slavney explained the annual Comprehensive Plan process and time frame. Slavney said the Future Land Use Map shows the possibilities for future development. Applicants seeking Zoning Map Amendments have to be consistent with the Future Land Use Map.

- a. **120 Properties LLC, request to change the Future Land Use Map (Maps 5a Full Planning Area View and 5b Central City View) to designate a portion of Tax Key No. ZYUP00198 from the Planned Neighborhood land Use category to the Multi-Family Residential land use category; for property located on the north side of Town Line Road, west of Edwards Boulevard.**

Slavney stated this parcel is currently zoned for Planned Neighborhood Land Use which requires a minimum of 60% of units to be Single-Family, a maximum of 25% of units to be Multi-Family and a maximum of 15% of units to be Two-Family. The request is to designate a portion of the parcel to be Multi-Family Residential Land Use.

The Plan Commission will continue to discuss this project at the August and September Plan Commission meetings.

- b. **Plan Commission recommends approval of the Public Participation Plan process.**

Draper discussed the Public Participation Plan process and suggested having a workshop with the public and the developer to discuss the application before the Public Hearing. Slavney suggested using this particular request to understand how the residential balance policy is designed to work in detail and if there is a desire to adjust the residential balance policy, it could be a focus point for the 10 year Plan Update, giving the city a year to consider amendments or significant changes to the policy.

Skates/Hill motion to approve the Public Participation Plan process, including a direction for the City Planner to adopt a Resolution for the City Council which includes the elements from the 2014 Public Participation Plan memo and to include at least one Public Participation Workshop.

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

15. Adjournment. Hill/Horne motion to adjourn at 8:06 pm. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

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

Roll Call: Present: Alderperson Shari Straube, Park Board President: Ann Esarco, Park Board Commissioners: Lynn Hassler (6:50pm), Brian Olsen, Barbara Philipps, Peggy Schneider, John Swanson

Excused Absent: Dave Quickel

Staff Present: None

Also present: Mayor Tom Hartz

Approval of Minutes from prior meeting:

Motion by Swanson/Philipps to accept minutes of June 27, 2018 as presented.

Motion carried.

Comments from public limited to 5 minutes:

None

YMCA/Veterans Park Report

The calendar of activities for July 2018 was presented by Mike Coolidge. Baseball and Softball seasons ended last week. The season was very successful with 488 total participants including T-Ball, Softball, Baseball, and Dream Team. September will bring Soccer and Flag Football teams to Vets Park. Mr. Coolidge thanked the City for its maintenance of the fields and the opportunity to work with the City.

Permits/Park Donations:

Motion by Swanson/Olsen to recommend the acceptance of permit filed by Cecilia Buch for wedding photos at the Gazebo in Flat Iron Park on May 4, 2019, between the hours of 3-6pm.

Motion Carried.

Park Assignments/Repair Update/Maintenance

John Swanson – Veterans, Fermano, and Home Depot:

Vets Park: 3 on 3 Tournament will be played the first week of August. Aluminum nets need to be replaced before the tournament. Pickle Ball, well used, but cracks in asphalt that need to be fixed. Could use a bike rack.

Fermano: Mowed and clean. Could use another bench or two. Could use pond aerator.

Home Depot: Mowed and clean. Could use another bench or two. Could use pond aerator.

Lynn Hassler – Seminary Park looks good. Thankful that many visitors clean up after themselves.

Brian Olsen – Flat Iron, Library, and Tot Lot by cemetery

Flat Iron and Library could use some grass repairs later this year.

Barbara Philipps – Tot Lot and Dog Park, both in good order.

Dave Quicquel – Dunn Park: No report

Shari Staube – Maple Park: Tennis courts are used and are in good condition. Soccer goals are missing. Peggy Schneider to check with Central Dennison on why goals were taken down and see if they can be put back up.

Ann Esarco – Rushwood, Cobb Park, Four Seasons, Donian, all parks in good order. Four Seasons has aggressive ground bees at the entrance.

New Business

Community Garden: Mary Jo Fesenmeier presented information on Community Garden plots to that could be located in Dunn Field Park by Eastview School. There is a water main in the area to allow for watering of plots. Mary Jo to return next month with additional information including a drawing showing the approximate area and information on who is the owner of the property, Eastview School, City, or combination.

SCW Walworth Soccer: Motion Olsen/Straube to recommend approval of the use of Vets Park during the months of August and September 2018, (Tuesdays in August and Tuesdays and Saturdays in October) for SCW Walworth Soccer practice and games, contingent on permits being prepared and forwarded to City Council. Motion Approved.

Mr. Dover to return next month with additional permits for the soccer season.

Old Business

Impact Fee Report

June 2018 balance is \$64,743.84 including \$28,174.44 Park Fund, \$21,569.40 Impact Fees and \$15,000 fund balance commitment for Adaptive Playground Equipment at Veteran's Park. Esarco to get clarification on required spending timelines.

Wish list Development

Wish List additions: Pond Aerators at Fermano and Home Depot Parks. Bike Rack at Vets Park. Benches at Fermano and Home Depot Parks.

Smaller Dog Park within Dog Park – Carried Forward.

Future Meeting Agenda Items Old:

Impact Fee Report (Continual)

Wish List (Continual)

Small Dog Park

Future Meeting Agenda Items New:

Next Meeting:

August 22, 2018, at 6:30 pm

Other Meetings:

Tree Board Meeting: TBD

Motion by Swanson/Hassler to adjourn at 7:47 pm. Motion carried.

/s/ Ann Esarco, Park Board President

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



LAKE GENEVA PUBLIC LIBRARY

MINUTES

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

Call to order

Oppenlander called the meeting to order at 7:59 a.m.

Roll Call

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

Also present: Kornak; Dan Draper, Lake Geneva City Attorney

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

Kundert/Lyon motion to approve the minutes of the June 14, 2018, meeting. Motion carried unanimously.

Public Comments

None

City Attorney

Dan Draper reviewed open meetings law, meeting procedures, and open records laws.

Finance

Kundert reviewed June expenditures. The Finance Committee recommended approval of expenditures of \$65,696.91 from the general fund. Lyon/Dinan motion to approve carried unanimously.

Finance Committee report on Voyager accounts and policies to be presented in August.

President's Report

Oppenlander recommended eliminating Building & Grounds subcommittee and incorporating as Building Grounds and Finance Committee. Lyon/Halverson motion to approve carried unanimously.

Materials for board functioning alternatives and possibilities will be sent for review prior to the August meeting.

Director's Report

- Updates on budget, facility projects, circulation & programming, library consortium, operations, outreach, and donations.



LAKE GENEVA PUBLIC LIBRARY

- Kersten/Lyon motion to approve updates to Donation Policy and Library Use Guidelines. Motion carried unanimously.

Committee Reports

Public Relations

- Kersten reported on recent press coverage and upcoming library column to be contributed by Lake Geneva, Williams Bay, and Fontana libraries.

Personnel

- Compensation Policy to be reviewed in August.

Strategic Planning

- Gelzer reported the June 27, 5:00 p.m. meeting with Sarah Keister-Armstrong was canceled
- Upcoming meetings
 - Planning Session meetings
 - Wed. July 18, 9:00 a.m. at The Highlands of Geneva Crossing, 721 S. Curtis St.
 - Tues. July 24, 4:00 p.m. at The Highlands of Geneva Crossing, 721 S. Curtis St.
 - Committee meeting Wed. August 29, 6:15 p.m.

City Liaison

- Halverson reported downtown business owners experiencing slower season.

Friends of Library Report

- Authorfest, July 14, 10:00 a.m. – 4:00 p.m., features 40 authors
- Book Sale August 11 & 12

Adjournment

Kundert/Lyon motion to adjourn the meeting at 9:26 a.m. Motion carried unanimously.

Next meeting: Thursday, August 9, 2018 at 8:00 a.m., Meeting Room 2A, City Hall

Respectfully submitted,

Chris Brookes
Secretary

Lake Geneva Historic Preservation Commission Meeting Minutes

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

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

Present: Ken Etten, Jackie Getzen, Louise Rayppy, Jim Davis, Chris Brookes and Cindy Flower. Patrick Quinn and Mary Tanner were absent.

Approval of minutes of Historic Preservation Commission Meeting of June 14, 2018.

Comments from the public and correspondence. Ken received E-mails from residents in Maple Park opposing demolition of the Brick and Mortar building at 832 Geneva St. or 251 Cook St. ?

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Sunday August 19th at 8:00 P.M., Venetian Night Cruise—\$45.00 per person. Call for reservations. So far the museum has received \$12,000 in donations for renovations. Tuesdays @ Two: The History of Covenant Harbor—August 7th. Maple Park homeowners are aware of the proposed demolition of the Brick and Mortar building and will oppose it when it comes to the Plan Commission, as we will also.

Update on the historic 1928 Geneva Theater Building, restoration work at The Riviera and other local news items relating to the Lake Geneva Historic Preservation Commission. City is still in negotiations concerning Riviera contract. The Theater is having problems getting their Showtime list out to the public.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours on every 1st and 3rd Thursday thru the summer. Woodland Garden Opening Celebration—July 22.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2018 Budget. Our annual budget is \$3,500.00. So far this year we renewed our membership in the Wisconsin Association of Historic Preservation Commissions with \$40.00. We received a check from Nancy Yaeger for \$1,000.00. And \$21.00 from sell of Walking Tour booklets.

Report re: discussions with Building Inspector Fred Walling on Historic Preservation Design Review for building projects within National & State Historic Districts. Fred notified Ken that he will keep Ken updated on houses that are being remodeled. Also he will notify Ken of anything regarding

251 Cook St.

Update regarding the status of the Lake Geneva Historic Railroad Site project and discussions with the Lake Geneva Street Department, Aceves Landscaping and Lakes Brick & Block. The crew is finishing the work on the project, with the pavers laid down. Jackie will attend the Tree Board meeting on July 25, to ask for a tree to be donated in honor of Ed Yaeger, to be planted at the railroad site.

Update regarding publicizing the I-phone app version of A Historic Lake Geneva Walking Tour, potential photo additions and upgrades, and update re: discussions with Dr. Alana Platt at UW-Whitewater Innovation Center on creating of an Android version. The assistant to Dr. Platt, when they were working on our I-phone app, will insert new information concerning certain houses. Will have to wait to find someone to develop the Android version. Talk to Lana Kropf, City Clerk, about getting our Walking Tour on the City Website. Talk to Bridgett Leech about promoting our Walking Tour app. Jackie talked to Joe Toimaio about our walking tour app appearing on Visit Lake Geneva, will think it over.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva", the possibility of using the historic Geneva Theater, updates on our website www.historyoflakegeneva.org, and the wall signs at the Dunn Lumber Building. Need to contact Jeff Miskie concerning our website. Names need to be updated. Cindy will talk to Tom Earle about our Banners. Also she will inquire about waiving all fees for city commissions.

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 . No new information

Review of recent Historic Plaque Program applications, the cost of plaques from Timberline Signs at \$145.00 each, application form, and creating a list of past plaque recipients. Ken will call Jim Sherrin about the two plaques that we had ordered, have not receive them yet.

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 8:20 P.M.

Respectfully submitted,

Louise M. Rayppy

TOURISM COMMISSION MINUTES

WEDNESDAY, JULY 11, 2018 – 5:00PM

CONFERENCE ROOM 2A, CITY HALL

Meeting call to order by Chairman Gelting 5:04 pm

Roll Call: Chairman Gelting, Hedlund, Carstensen, Fritz Absent: Lorenzi, Straube
Administrator Oborn, BID Director Leech, VLG Director Svitak, Deputy Clerk Elder

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

Director, Leech – Frog Leap presenters are going to be late and she also needs to leave early.

Approval of the Tourism Commission minutes from June 13, 2018

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

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

Svitak presented the monthly and year over year status update. VLG will be taking the initiative to go to more trade shows. Motionloft shows the best day of the month on foot traffic. September 6 will be the Tourism Summit.

Update from the Lake Geneva Business Improvement District (BID) on Events and Activity
Sharing year over year data, Movies on the Beach tonight, and next event is Maxwell Street Days.

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

Year to Date \$182K vs. \$164 for May up 6%. Hotels are saying June doesn't look good. Bridget to work with Blaine and Dan Draper on Ice Castle contract. Blaine informed the commission that he's resigned from his position.

Discussion/Action on Tourism Promotion Grant Program and Requests:

Santa Cause – Motion by Gelting to move to next month's meeting and obtain more information on expenses, second by Hedlund. Motion carried 4-0.

Spark Fitness, dba Frogs Hops Sports

Winterfest Banners – Motion by Gelting to grant \$462 to fund 2019 Winterfest banners for VLG, second by Hedlund. Motion carried 4-0.

Motion by Gelting to move the Spark Fitness, dba Frogs Hops Sports item (they're running late), second by Hedlund. Motion carried 4-0.

Discussion/Action on participating in Roger Brooks Community Assessment with an amount TBD (25% of the expense – approx. \$6,250 each from the LGDC, VISIT, BID, and Tourism Commission)

Director Leech spoke on behalf of the Mayor regarding Roger Brook's 20 ingredients of an outstanding downtown presentation. First step is marketing assessment, then Roger books a hotel experience to include review of amenities, city signage, good place to work, live, and visit. Mayor committed going door to door asking all downtown businesses to participate.

Motion by Gelting to contribute up to the \$6,250 for Roger Brooks Community Assessment, second by Fritz. Motion carried 4-0.

Discussion/Action on Tourism Municipal Development including:

Cooperative Convention Center

Proposal for Special Events Coordinator

Citywide Conference with Cooperative Relationships proposed with the City Riviera, Hotels in City, Library, Horticulture Hall, Geneva Lake Museum, Geneva Theater, YMCA, and etc. partners

Funding amount is \$32,000 with \$5,000 for marketing

Motion by Hedlund to authorize 1099 for contract position for \$32,000 Event Coordinator plus \$5,000 used for Marketing for the next three years.

The Riviera Building

Internet Wi-Fi to allot \$3,300

Motion by Gelting to select proposed option 2 not to exceed \$1,000 plus 12 month installments for a total of \$4,500., second by Hedlund. Motion carried 4-0. This item will need to go to Piers, Harbors, & Lakefront.

Renovation Update (Timing and Firm/process)

Council approved the agreement contingent with some negotiations. Fairly close to closing the agreement. Will begin feasibility study with various community members as first step.

8b. Frog Hops Sports – use volunteers and incentivize them for their help i.e. searching schools, churches, local clubs, hospital, health clubs, YMCA, swim clubs

Motion by Carstensen second by Fritz \$2,100 for each of the two events for the December 8-9, 2018 Arctic Frog Extreme Marathon, and May 11-12, 2018 ½ Women's Marathon in downtown Lake Geneva

Future agenda items and next meeting date August 08, 2018

New Officers for the Tourism Commission. Chairman Gelting will be moving and is stepping down.

Motion to adjourn Gelting, second by Hedlund at 7:20 pm. Motion carried 4-0.