



COMMITTEE OF THE WHOLE
MONDAY, AUGUST 7, 2017 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from June 5, 2017 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Kordus
 - b. Personnel Committee, Alderman Hedlund
 - c. Public Works Committee, Alderman Kordus
 - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hedlund & Flower
 - b. Tree Board, Alderman Skates
 - c. Police & Fire Commission, Alderman Howell
 - d. Plan Commission, Alderman Skates

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

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

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

9. Adjourn

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

8/5/2017 11:30am

cc: Aldermen, Mayor, Administrator, Attorney, Media

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

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

Pledge of Allegiance led by Alderman Kordus.

Roll Call. Present: Aldermen Skates, Kordus, Flower, Straube, Halverson, Hedlund, Howell. Absent (Excused): Alderman Chappell. Also Present: City Administrator Oborn, Parking Manager Mullally, and Mayor Kupsik.

Hedlund/Skates motion for approval of minutes from May 1, 2017 Committee of the Whole Meeting as distributed. Motion carried unanimously.

Legislative Update from Senator Steve Nass

Senator Steve Nass spoke on the budget, transportation issues, publication & proceedings issues, and Firefighter/EMT staffing and volunteer issues. There was discussion on liquor licensing and the premier resort area sales tax as well.

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

Spyro Condos, 1760 Hillcrest Dr, stated his appreciation of the downtown. He added the City needs more part-time Police Officers which can only be done with a proper wage scale. He also stated he would support merit pay.

Pete Peterson, 1601 Evergreen Ln, stated he is amazed expenses are never reduced. He is not a fan of having the ceremony for the for the Memorial Day parade in Flat Iron park. He would like to see the Council do things for the community rather than tourists.

Dick Malmin, N1991 S Lake Shore Dr, spoke on the Geneva Inn. He does not feel they should be annexed into the City or allowed to add a banquet hall.

Presentation by Parking Manager Sylvia Mullally on parking fee options

Parking Manager Mullally went over a number of options that were previously presented with regard to increasing the price of parking. She noted revenue is about the same as it was last year. Ms. Mullally noted with regard to the Sage Lot, the Police Department has about 135 events a year that should be taken into consideration should they want to put a meter there. She would recommend a special parking pass for that lot if it ever becomes metered. She is concerned about implementing a rate change in July. She feels a rate change across the entire city may be the most feasible.

Standing Committee Reports given:

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

Committee, Commission and Board Reports given:

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

Other Boards and Committee Reports given:

Chamber of Commerce, Alderman Kordus

Geneva Lake Museum, Alderman Howell

Lake Geneva Economic Development Corporation, Alderman Hedlund

Geneva Lake Environmental Agency, Alderman Flower

Geneva Lakes Family YMCA, Alderman Skates

Geneva Lake Use Committee, Alderman Flower

Adjourn

Hedlund/Halverson motion to adjourn the meeting at 7:41 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, JUNE 6, 2017 – 6:30 PM
MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:30pm.

Roll Call. Present: Aldermen Kordus, Skates, Halverson, Hedlund and Howell; Mayor Kupsik arrived at 6:45pm. Also Present: Alderman Straube, Parking Manager Mullally, City Administrator Oborn, Comptroller Slater, and City Clerk Waswo.

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

Kevin Fleming, 1032 Wisconsin St, thanked the City for enforcing the ordinances downtown and attending the BID's most recent meeting. Mr. Fleming stated the main industry in Lake Geneva is tourism. He would like the City to consider the effects of increasing the parking revenue. He would also like to see the Sage Street Lot remain a free parking lot.

Chuck Schlehlein, Finance Officer for the American Legion Post located at 735 Henry Street, spoke regarding the premises extension on the American Legion Post's liquor license.

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

LICENSES & PERMITS

Request to amend "Class B"/Class "B" Intoxicating Liquor & Fermented Beverage License premises due to renovations and extend premises to include service of alcohol on the sidewalk area filed by Oakfire LLC d/b/a Oakfire, 831 Wrigley Drive, David Scotney, Agent, contingent upon the Certificate of Liability Insurance listing the City as an additional insured party (Approved by Police Chief & Director of Public Works)

Skates/Halverson motion to approve. Motion carried unanimously.

Original Class "B" Fermented Malt Beverage application filed by KNMG Hotels LLC d/b/a Comfort Suites, 300 E Main St, Lake Geneva, Eric Schmitt, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds, and obtaining responsible beverage server training certification from agent
Skates/Hedlund motion to approve. City Clerk Waswo stated she received the certification today from the agent. Motion carried unanimously.

Renewal "Class A"/Class "A" Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:

- 1) ALDI Inc Wisconsin d/b/a ALDI #56, 200 N. Edwards Blvd, Lake Geneva, Danielle Quale, Agent
- 2) Cove Condominium Association Inc d/b/a The Cove of Lake Geneva (Gift Shop), 111 Center St, Patrick McCarthy, Agent
- 3) Kwik Trip Inc d/b/a Kwik Trip 219, 710 Williams St, Jillian Ricker, Agent
- 4) Maya Geneva Inc d/b/a Maya Geneva Inc, 605 Williams St, Wayne Schwartz, Agent
- 5) Midwest Fuel Inc d/b/a Northside Mobil, 501 Interchange North, John Consolino, Agent
- 6) Walgreen Co. d/b/a Walgreens #05600, 351 Edwards Blvd, Suzanne Tiedke, Agent

Howell/Skates motion to approve. Motion carried unanimously.

Renewal Class "A" Fermented Malt Beverage License application filed by Tienda El Rancho Inc d/b/a Tienda El Rancho, 1151 Elkhorn Rd, Mercedes Jaramillo, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

Hedlund/Skates motion to approve. Motion carried unanimously.

Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License (Hotel Exemption) application filed by Cove Condominium Association Inc d/b/a The Cove of Lake Geneva, 111 Center St, Patrick McCarthy, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds Hedlund/Halverson motion to approve. Motion carried unanimously.

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

- 1) Beachside Hospitality Inc d/b/a Barrique Wine & Brew Bar, 835 Wrigley Dr, Nancy Trilla, Agent
- 2) Geneva Java Coffee Shop Inc d/b/a Geneva Java Coffee Shop, 252 Center St, Halvar Petersen, Agent
- 3) Simple Café LLC d/b/a Simple Café, 525 Broad St, Thomas Hartz, Agent

Skates/Halverson motion to approve. Motion carried unanimously.

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

- 1) American Legion Post 24, 735 Henry St, Charles Schlehlein, Agent, with premises extension to all fenced or roped in areas between Gardner St and Henry St
- 2) Harry’s Café & Place Inc d/b/a Harry’s Café, 808 Main St, James Chironis, Agent
- 3) Medusa Grill & Bistro LLC d/b/a Medusa Grill & Bistro, 501 Broad St, Gregory Anagnos, Agent
- 4) Popeyes Galley & Grog LTD d/b/a Popeye’s on Lake Geneva, 811 Wrigley Dr, Veronica Anagnos, Agent
- 5) Gleneagles LLC d/b/a Sopra, 724 W Main St, Alastair Cumming, Agent
- 6) Capitol Geneva LLC d/b/a Sprecher’s Restaurant & Pub, 111 Center St, Elizabeth Dion, Agent, with premises extension for Sprechtoberfest on October 7, 2017

Alderman Skates requested removing item 1 from the list.

Howell/Halverson motion to approve items 2-6. Motion carried unanimously.

Alderman Skates questioned why item 1 was turned down in the past. Mr. Kordus explained the Attorney had concerns because it was the entire area.

Skates/Howell motion to suspend the rules to allow Chuck Schlehlein to speak. Motion carried unanimously.

Mr. Schlehlein said if it is shortened to the back door of the legion rather than the front door, the back door is between the hall and the fence line. Mr. Kordus believed the issue was the premises going all the way to the fence. They wanted to keep a buffer for the neighbors and the streets. Mr. Kordus suggested coming back with a shortened area.

Howell/Skates motion to amend. Motion withdrawn.

Mayor Kupsik asked if it could be approved contingent upon the review of the City Attorney.

Howell/Halverson motion to approve with the premises extension from the back of the building to the end of the garage with attorney review. Motion carried unanimously.

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

Hedlund/Skates motion to approve. Motion carried unanimously.

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

- 1) Lake Aire LLC d/b/a Lake Aire Restaurant, 804 W Main St, George Argiropoulos, Agent
- 2) Condos & Condos d/b/a Speedo’s Harborside Pub & Grill, 100 Broad St, Spyro Condos, Agent

Howell/Halverson motion to approve. Motion carried unanimously.

Original 2017-2018 Operator’s (Bartender) License applications as listed in packet

Howell/Halverson motion to approve. Motion carried unanimously.

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

Skates/Hedlund motion to approve. Motion carried unanimously.

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

Renewal of Taxi Company License applications filed by the following:

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

Skates/Hedlund motion to approve. Motion carried unanimously.

Renewal of Massage Establishment License applications filed by the following:

- 1) Meridian Condominium Association d/b/a Bella Vista Suites, 335 Wrigley Dr
- 2) Clear Waters Salon Spa, 734 Main St
- 3) Element Massage Studio, 647 W Main St
- 4) Jasmine Salon & Spa, 251 Cook St
- 5) Healing Muscle Therapies, 201 Broad St, Ste D
- 6) Lake Geneva Massage Therapy, 905 Marshall St
- 7) Mia Faccia Inc. d/b/a Mia Faccia Salon & Day Spa, 235-237 Broad St
- 8) Tiffany Square, LMT, 415 Broad St, Unit 4
- 9) The Therapeutic Touch, 601 W Main St

Hedlund/Skates motion to approve. Motion carried unanimously.

Renewal of Sidewalk Café Permit applications filed by the following: *(approved by Police Chief and Director of Public Works; informational only)*

- 1) Speedo's Harborside Pub & Grill, 100 Broad St
- 2) Sopra, 724 W Main St
- 3) Harry's Café, 808 Main St
- 4) Popeye's on Lake Geneva, 811 Wrigley Dr
- 5) Lake Aire Restaurant, 804 W Main St
- 6) Barrique Wine & Brew Bar, 835 Wrigley Dr

Mr. Skates questioned enforced. Mr. Oborn stated these licenses will begin as of July 1st and will be enforced.

Original Creamery Permit application filed by Scoops Ice Cream Inc, 101 Broad St *(approved by Director of Public Works; informational only)*

Street Use Permit Application filed by Kelly and Dan Francois for the closure of Horace Street between Grant and Wheeler Street for a Block Party on Saturday, August 5, 2017 from 6:00am to midnight

Howell/Skates motion to approve. Motion carried unanimously.

Public Works Recommendations from May 16, 2017

Discussion/Action on setting Parking Rates

Parking Manager Mullally recommends demand based parking on Wrigley Drive and South Broad Street.

Skates/Halverson motion to raise the rates across the board to \$1.50 per hour.

Halverson/Skates motion to suspend the rules and allow Jim Connors to speak. Motion carried 3 to 2 with Kordus and Howell voting "no." Mr. Connors noted he did not come to the meeting to speak. There are pros and cons to both options. If something is going to be done, it would need to be done with warning. People need to be educated on zoned parking. Mr. Oborn recommends implementation next year for zoned parking. Mr. Skates suggested cutting back on spending within the City versus raising parking rates. Mr. Hedlund stated if they want to change the way people park in the City, something has to be done besides an across the board increase.

Halverson/Skates motion to allow Alderman Straube to speak. Motion carried 3 to 2 with Kordus and Hedlund voting "no." Ms. Straube stated dollars received are dollars received. Mr. Hedlund explained higher rates in areas may cause

people to park farther away and walk. Mr. Kordus referenced an analysis showing turnover of parking spaces is more important to business than parking someone there for 5 hours.

Roll Call: Kordus, Hedlund, Halverson, Howell, Skates. Motion fails 3 to 2 with Kordus, Hedlund, Halverson voting “no.”

Hedlund/Halverson motion to send to Council without recommendation. Motion carried 4 to 1 with Howell voting “no.”

Discussion/Action on metered parking/free sticker parking in the Sage Street Lot D

Mr. Kordus stated he wanted to create another opportunity for residents and sticker holders to park for free all day. He suggested restricting the lot to residents or sticker holders.

Kordus/Hedlund motion to assign the Sage Street Lot as permit parking only and make it eligible to people with a City of Lake Geneva parking permit. It was noted the Sage lot is sometimes used by people conducting City business such as for blood drives. Mr. Skates suggested leaving it free, the way it currently is. Mr. Kordus stated the point is to get more residents to be able to park for free downtown.

Motion fails 3 to 2 with Halverson, Skates, Howell voting “no.”

Discussion/Action on eliminating the 25 minute parking stalls #215 and #216 in front of the Library entrance with #215 being dedicated for Library Use and #216 becoming a regular metered stall

Parking Manager Mullally explained people don't pay at the two 25 minute stalls in front of the Library as they already think they are free. She spoke with the new Library Director and compromised to provide stall 215 to the Library for free for whatever the Library deems fit. Stall 216 would still be retained by the city as a regular metered stall. She noted those spots are pretty much empty where the City needs parking in the summer. The City does not make a lot of revenue off of those two stalls and the residents cannot use their stickers there. Mr. Oborn said the City will make more revenue off of one of the stalls becoming a regular metered spot than what both are making right now as 25 minute stalls.

Howell/Halverson motion to approve. Motion carried unanimously.

Discussion/Action on Equipment Replacement Fund 2017 Budget Adjustments for Street Department with Backhoe to \$94,000 and mower to \$12,000

Mr. Oborn noted the budgeted numbers for the backhoe is \$70,000 and the mower is \$10,000. He recommended modification of the Equipment Replacement Fund to allow the increases as requested.

Kordus/Hedlund motion to adjust the 2017 budget Equipment Replacement Fund to \$94,000 for a backhoe and \$12,000 for a mower. Motion carried unanimously.

Piers, Harbors and Lakefront Recommendations from May 24, 2017

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

Kordus/Skates motion to approve. Motion carried unanimously.

Tourism Commission Recommendations from May 17, 2017

Discussion/Action on 1) Creation of Tourism Commission Fund for Tourism Commission Room Tax dollars received from City, 2) Tourism Commission Fund to Receive \$200,000 minimum in Quarterly \$50,000 payments, and 3) Tourism Commission Fund then to Receive Room Tax dollars at \$200,000 above the City Retention Limit currently at \$422,821 for 2017

Mr. Kordus stated Visit Lake Geneva has been selected as the primary tourism agency. Mr. Oborn stated the Tourism Commission matched the budget formula for 2016.

Kordus/Hedlund motion to create the Tourism Commission Fund for Tourism Commission room tax dollars received from the City and to fund the Tourism Commission with a minimum of \$100,000 in \$25,000 incremental quarterly payments retroactive for 2017 and give the Tourism Commission the excess of what is collected in room tax dollars over \$522,821 for 2017. Motion carried unanimously.

Discussion/Action on Budget Adjustment Reflecting transfer of Room Tax Revenue to the Tourism Commission Fund. Motion/Hedlund to approve. Motion carried unanimously.

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

Mr. Kordus stated this would change the banner ordinance to always charge the banner fee but the 2 week restriction would be eliminated, and would guarantee a 2 week minimum before the event.

Hedlund/Howell motion to send the ordinance to the City Attorney for modification to eliminate the 2 week maximum, make a 2 week minimum, and to always charge the fee. Motion carried unanimously.

Discussion/Action on permit fees with corresponding consideration of fee waiver policy for Parades

Mr. Kordus said the parades in question are the Memorial Day, 4th of July, Badger Homecoming, and Christmas parades. He would like all the fees waived except for the application fee. The consensus was to send this item to Council as proposed by Ald. Kordus.

Discussion/Action on Resolution 17-R22, amending the Schedule of fees to:

- a. Eliminate \$25.00 Replacement Parking Sticker Fee
- b. Add a \$50.00 Annual Creamery Permit Fee
- c. Add a \$30.00 fee for Zoning Verification Letters
- d. Add a \$25.00 Parking Ticket fee for Parking with a boat trailer in Sage Lot
- e. Add a \$25.00 Parking Ticket fee for Parking without a boat trailer in the Boat Launch Parking Lot
- f. Add a Tournament Permit Fee of \$150 for Friday, \$300 for Saturday, \$300 for Sunday and a \$1,000 deposit
(approved by Council on May 22, 2017)

Howell/Skates motion to approve. Mayor Kupsik stated items d and e cannot be enforced until there is appropriate signage. Motion carried unanimously.

Discussion/Action on Sidewalk Occupancy Permit Resolution and Fee

Mr. Oborn said there has always been a street occupancy permit. Technically it has never been in an ordinance. There are only 7 areas where it is allowed. There were several different rules over the years.

Kordus/Halverson motion to continue this item to next month.

Presentation of Accounts

Purchase Orders (none)

Howell/Halverson motion to approve the Prepaid Bills in the amount of \$40,714.30. Motion carried unanimously.

Hedlund/Skates motion to approve the Regular Bills in the amount of \$321,828.39. Motion carried unanimously.

Howell/Halverson motion to approve the Treasurer's Report for March and April 2017. Motion carried unanimously.

Adjournment

Hedlund/Skates motion to adjourn at 8:35pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, JUNE 20, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL

Alderman Kordus called the meeting to order at 6:21pm.

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

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

Beverly Leonard explained the Park Board voted unanimously to approve the Avian Committee accept donation of up to \$2,000 per individual. She also asked Alderman Kordus to report to the Avian Committee when he sees purple martins when they return in the spring.

Approval of Minutes. Skates/Halverson motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of June 6, 2017, as prepared and distributed. Unanimously carried.

5. LICENSES & PERMITS

City Clerk Waswo noted items a, b, c would need to be removed and discussed.

d. Temporary “Class B” Retailer License application filed by Geneva Lake Arts Foundation for the sale of wine during the Art Gallery Open House at 223 Broad Street, Lake Geneva, on July 7, 2017, from 6:00pm to 9:00pm contingent upon Police Chief approval

e. Temporary Operator License application filed by Sarah McConnell on behalf of Geneva Lake Arts Foundation for the Art Gallery Open House on July 7, 2017 contingent upon Police Chief approval

f. Change of Agent application filed by PH Hospitality Group LLC d/b/a Pizza Hut, 801 Williams St, Lake Geneva to Kate Rath, 424 James St, Burlington

g. Original 2017-2018 Class “B” Fermented Malt Beverage & “Class C” Wine License application filed by D&D Restaurant Group, Inc d/b/a Flat Iron Tap, Edward Muisenga, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

h. Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License application filed by Oakfire LLC d/b/a Oakfire Pizzeria & Restaurant, 831 Wrigley Dr, David Scotney, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

i. Renewal Class “B” Fermented Malt Beverage application filed by KNMG Hotels LLC d/b/a Comfort Suites, 300 E Main St, Eric Schmitt, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

j. Renewal Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by Plaza Media LLC d/b/a Geneva Theater, 244 Broad St, Shad Branen, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

k. Renewal of Sidewalk Café Permit application filed by Oakfire Pizzeria & Restaurant, 831 Wrigley Dr (approved by Police Chief and Director of Public Works; informational only)

l. Original 2017-2018 Operator’s (Bartender) License applications as listed in packet

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

n. Renewal Taxi Company License application filed by A-1 Lake Geneva Limousine & Taxi

o. Original Creamery Permit applications filed by the following: (approved by Director of Public Works; informational only)

1) **Claire & Mary Claire Confectioners LLC d/b/a Constant Cravings, 152 Broad St**

2) **LG Sweets LLC d/b/a Kilwins Lake Geneva, 772 Main St**

Hedlund/Skates motion to approve items d. through o. Unanimously carried.

a. Park Reservation Permit application filed by Mt. Zion Church to rent Flat Iron Park and the Brunk Pavilion on Sunday, July 30, 2017 from 6:00am to 1:00pm for the Mtzn@Park church service (Recommended by Board of Park Commissioners on June 7, 2017)

City Clerk Waswo noted they also have a beach permit application that will be on the Piers & Harbors agenda. Howell/Skates motion to approve. Unanimously carried.

b. Parade application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees

City Clerk Waswo spoke with Mary who is the Treasurer for the American Legion Auxiliary. They are withdrawing their application and cancelling the parade. They voted at their county meeting due to the application process, the fees, and feel that it was difficult to deal with the City. Mr. Hedlund noted the tone of the letter leaves a lot to be desired. The fees were waived last year. Ms. Waswo said they were charged the full \$90.00. That is done with everyone and the fees are refunded if waived. Ms. Waswo explained she informed Mary that they are currently in discussions about waiving the fees and explained there is an ordinance going through that is looking to waive all the fees for this specific parade.

Howell/Skates motion to approve and waive all fees.

Mr. Hedlund added last year there was a special Council meeting to approve a function for them. He feels the City Council has jumped through hoops for them. Mayor Kupsik will speak to the legion and let her know what was discussed. Unanimously carried.

c. Street Use Permit application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees

Howell/Skates motion to approve. Ms. Waswo asked permission to refund all of the fees that were paid even if the event is not held. The consensus was that the Clerk's Office should refund all fees even if this event is cancelled. Unanimously carried.

Public Works Recommendations – Pending June 20, 2017 meeting

a. Discussion/Recommendation on proposal from Vandewalle & Associates for the 2017 Bicycle and Pedestrian Plan, not to exceed \$25,000 funded from Capital Projects

Mr. Kordus noted there was a tie vote in Public Works, so the motion was lost. Mayor Kupsik knows it is a lot of money but thought the City was moving in a direction to be more bike friendly. Brian with Vandewalle & Associates gave a brief overview of the proposal. Mr. Kordus feels this will be telling the City something they already know. The money would be better spent on capital projects. Mr. Skates believes this would benefit families riding from their homes into town, and is a great long-term investment. Mr. Howell questioned if a viable bike path could bring people in for overnight stays. If it could, the Tourism Commission could put money toward this. Mr. Hedlund worries the City will spend the money on this plan, and it will sit on a shelf. Mr. Skates said access and getting around town is a huge issue.

Skates/Halverson motion to approve. Mr. Kordus feels this will be a couple hundred thousand dollars to implement. It is nice to have, but it is not a need. Motion carried 4 to 1 with Kordus voting "no."

b. Discussion/Recommendation on Kapur & Associates, Inc. Task Order No. 9 for the 2017 Capital Road Projects Engineering Services for an amount not to exceed \$53,468.00

Mr. Oborn stated in order to do the road project, some engineering has to be done.

Hedlund/Halverson motion to approve. Unanimously carried.

c. Discussion/Recommendation on Payne & Dolan TIF Escrow Draw Request No. 2 for the Main Street Widening project in the amount of \$175,779.35

Howell/Skates motion to approve. Unanimously carried.

d. Discussion/Recommendation on Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 6 for the Main Street Widening Engineering in the amount of \$623.00

Kordus/Hedlund motion to approve. Unanimously carried.

e. Discussion/Recommendation on adding the Public Works construction permit fees to the City's Schedule of Fees Resolution Including:

- 1) **Curb Cut/Driveway Approach Fee \$10.00**
- 2) **Right-of-Way Excavation Fee \$10.00**
- 3) **Storm Sewer Connection Fee \$10.00**
- 4) **Sanitary Sewer Connection Fee \$10.00**

Mr. Kordus noted the amounts were amended at public works. The curb cut/driveway approach fee was amended to \$25.00, right-of-way excavation fee was amended to \$25.00, storm sewer connection fee was amended to \$25.00, and sanitary sewer connection fee was amended to \$25.00. Mr. Kordus said this is a matter of housekeeping. They are currently charging a fee of \$10.00 but it is not on the fee schedule.

Skates/Halverson motion to approve with the \$25.00 fee for 1, 2, 3, and 4. Unanimously carried.

Board of Park Commissioners Recommendations from June 7, 2017

a. Discussion/Recommendation on Purple Martin Bird Houses including grants and donations for City parks and City property (Also recommended by Avian Committee on May 22, 2017)

Mr. Oborn said the Park Board can approve up to a \$2,000 donation. They are going to look at other locations as well. Mr. Kordus questioned why there would be a cap on what can be donated. Mr. Skates suggested the donations be approved by Council. He would like the houses to go on City property.

Howell/Halverson motion to allow the Avian Committee to solicit grants and donations of up to \$2,000 per individual for purple martin bird houses. Unanimously carried.

b. Discussion/Recommendation on acceptance of donation of \$3,000 from the We Energies Foundation for the Avian Committee's Purple Martin Project

Howell/Halverson motion to approve. Mr. Oborn thanked Nikki Scott for her work on this. Unanimously carried.

Police and Fire Commission Recommendations from June 8, 2017

a. Discussion/Recommendation on fingerprinting fee, \$15 for city resident, \$15 individual employed in business in city limits or working for city licensed business, and non-residents \$60

Mr. Oborn said the Police & Fire Commission was informed people were coming from as far as Chicago for fingerprinting. The idea is to put a nominal fee for people who live or work here and a larger fee to discourage others. Skates/Halverson motion to approve. Unanimously carried.

b. Discussion/Recommendation on the Lake Geneva Police Department reserving the Riviera for next year's Annual Police Department Awards Ceremony with waiver of all fees

Hedlund/Skates motion to approve. Unanimously carried.

Discussion/Recommendation on appointing Russ J. Ceschi as the City's primary Commercial Electrical Inspector contingent upon receiving an indemnity and hold harmless agreement together with naming the City as an additional insured

Mayor Kupsik asked why the City is taking on an Electrical Inspector. Mr. Oborn said this inspector is less expensive and it is on an as needed basis. Ms. Waswo stated Jim DeLuca was hired between Mr. Brugger and Mr. Robers. There was a contract for him during that time period. He was still needed when Mr. Robers was hired, and was used on an as needed basis.

Howell/Hedlund motion to approve. Unanimously carried.

Discussion/Recommendation on adoption of An Ordinance Amending Joint Uniform Lake Law Ordinance of Geneva Lake

Kordus/Halverson motion to approve. Unanimously carried.

Discussion/Recommendation on the transition of Public Works and Treasurer functions from the Utility Commission to City Hall effective January 1, 2018

Mr. Oborn said the individual has not decided if they will be coming with the position yet. The Public Works functions currently done by the Office Manager will come to City Hall as well.

Kordus/Halverson motion to approve. Unanimously carried.

Discussion/Recommendation on consideration of Accounting Software upgrade and Financial System uniformity with the Utility Commission by 2018

Mr. Kordus asked if there is enough time to get a general ledger system and have them combined by 2018.

Comptroller Slater stated the lead time on most of the systems is within the correct time frame. Two have already been demonstrated. She added the Utility's software is just as antiquated as the City's. They would like to purchase one system for both the City and Utility Commission.

Kordus/Hedlund motion to continue until the decision on software is complete. Unanimously carried.

Presentation of Accounts

Purchase Orders (none)

Howell/Skates motion to approve the Prepaid Bills in the amount of \$17,172.18. Unanimously carried.

Hedlund/Halverson motion to approve the Regular Bills in the amount of \$352,268.40. Unanimously carried.

Adjournment

Skates/Hedlund motion to adjourn at 7:42pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**SPECIAL FINANCE, LICENSE & REGULATION COMMITTEE
WEDNESDAY, JULY 5, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL**

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

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

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

Nan Elder, VISIT Lake Geneva, spoke on the 42nd Christmas parade permits. They are hoping to continue the tradition of working with the City and Police and Fire Departments. She requested the fees be waived. This is a wonderful community event that draws almost 8,000 people.

Approval of Minutes. Skates/Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of June 20, 2017, as prepared and distributed. Unanimously carried.

Licenses & Permits

Discussion/Recommendation on a Beach Reservation Permit application filed by Mt. Zion Christian Church to rent Riviera Beach on Sunday, September 17, 2017 from 12:00 pm to 4:00 pm for a beach baptism *(Recommended by Piers, Harbors & Lakefront Committee on June 21, 2017)*

Howell/Halverson motion to approve. Unanimously carried.

Discussion/Recommendation on a Parade Permit application filed by VISIT Lake Geneva for the 42nd Electric Christmas Parade using Broad St. and Main St. on December 2, 2017 from 3:00 pm to 6:30 pm with request to waive fees

Kordus/Skates motion to approve and waive all fees. Unanimously carried.

Discussion/Recommendation on a Street Use Permit application filed by VISIT Lake Geneva for the 42nd Electric Christmas Parade using Broad St. and Main St. on December 2, 2017 from 3:00 pm to 6:30 pm including closure of 112 parking stalls on the west side of Broad St. from Marshall St. to Main St. and on north side of Main St. from Broad St. to Cook St. with request to waive fees

Howell/Halverson motion to approve and waive all fees. Unanimously carried.

Original 2017-2018 Operator's (Bartender) License applications as listed in packet

Kordus/Hedlund motion to approve. Unanimously carried.

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

Howell/Hedlund motion to approve. Unanimously carried.

Renewal Taxi Company License application filed by All Star Cab

Hedlund/Skates motion to approve. Unanimously carried.

Original Creamery Permit application filed by Funky Kup, 120 Broad St. *(Approved by Director of Public Works; informational only)*

Renewal of Massage Establishment License application filed by Loosen Up Ltd, 201 Broad St Suite E

Kordus/Halverson motion to approve. Unanimously carried.

Discussion/Recommendation on a Temporary Alcohol License Premises Extension application filed by American Legion Post #24, 735 Henry St, to include fenced outdoor yard and garage areas for the 10th Annual Car Show on Saturday, July 29, 2017 from 8:00 am to 4:00 pm

Skates/Kordus motion to approve. This is the extension to the whole fenced in area for the Car Show. Unanimously carried.

Discussion/Recommendation on a Retail License Transfer – Premises to Premises application filed by Curt Selby, Board and Brush Lake Geneva transferring the Class “B” Beer License for the Sale of Fermented Malt Beverages from 252 Center St. to 262 Center St. contingent upon approval of occupancy permit and business license *(Approved by the Police Chief)*

Skates/Hedlund motion to approve. Unanimously carried.

First Reading of Ordinance 17-11, an Ordinance repealing the 25 Minute Parking Zones and dedicating Parking Stall #215 for Library Use *(Approved by Council on June 12, 2017)*

First Reading of Ordinance 17-12, An Ordinance Amending the Joint Uniform Lake Law Ordinance of Geneva Lake *(Approved by Council on June 26, 2017)*

Discussion/Recommendation on Banner Ordinance and Fees *(Reconsidered on June 26, 2017 Council meeting)*

Ald. Kordus stated this has created more problems than it’s worth for the Clerk’s Office. We came up with charging the \$20 fee to put up the banners. There is no time limit; they can reserve them for 6 months if they want. There will be a flat \$1 fee per day per pole. Ald. Skates was in favor of this but suggested a monthly fee of \$25. City Clerk Waswo stated there are applicants that would like to rent the banners for more than just the 2 week timeframe and they will pay the fee again for the second 2 weeks to guarantee they have the poles reserved. Ald. Kordus stated there will be no time frame. They can be rented for whatever time period they like. The \$1 daily rate reserves those poles. Ald. Kordus stated the other option is to knock off the \$20 up and down fee and just charge the \$1 per day as we want to encourage usage. City Administrator recommended giving first priority and waiver of fees to the BID, second and waiver of fees to VISIT Lake Geneva and everyone else has to pay the fees. The consensus was that we are no longer waiving fees.

Halverson/Kordus motion to charge a \$20 up and down fee per pole and \$1 per day, no minimums, no maximums and no waivers. Unanimously carried.

Discussion/Recommendation on expanding the Riviera Beach and replacing the beach wall *(Recommended by Piers, Harbors & Lakefront Committee on June 21, 2017)*

City Administrator Oborn explained a wall is needed due to erosion. He provided 3 proposals with options to expand the beach. Option A adds the wall but keeps the same square footage at a cost of \$121,440. Option B goes into the hill and opens the beach up to the back of the beach house, costing \$311,035. The last option includes A, B, and C for a cost of \$330,500 and includes an additional section on the west side. We need to put a wall up either way and this is the perfect time to add additional space. It’s hard to correlate how much revenue the additional space may add. Ald. Skates said there are kids hopping the fence where it’s eroded. He is in favor of adding the space. It was noted that Kapur checked with the DNR and we don’t have to get a permit as it’s not in the lake. Ald. Skates suggested adding volleyball with the additional space.

Skates/Kordus motion to approve Options A and B for \$311,035 financed from the Lakefront Fund Balance. Ald. Skates feels it will bring more people. Motion carried 4 to 1 with Ald. Howell voting “no.”

Discussion/Recommendation on Riviera Beach Wood Decking Replacement with Concrete Path *(Recommended by Piers, Harbors & Lakefront Committee on May 24 and June 21, 2017)*

This replaces the wooden board walk with concrete to make it ADA accessible, more permanent and less maintenance.

Skates/Halverson motion to approve. This has an estimated cost of \$20,000. Mr. Oborn stated the gate by the Riviera is a handicap entrance so we have to have this to get to the beach house. Unanimously carried.

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

a. Claims Paid 6 Month Rolling Average

Health care costs are going down. The things we are doing are showing promise and hopefully continue to trend down.

b. Aurora Clinic *(Pending recommendation from Personnel Committee on July 5, 2017)*

Aurora did a study and recommended we do 2 days a week for 4 hours a day. We tried to get Aurora to go 3 days a week at 3 hours a day as a convenience to the employees and they said no. We thought about going to Mercy to see if they would be more accommodating. Due to the fact that most of our employees have their insurance with Aurora, it was decided we should go with Aurora. We would like to get a contract with them for 4 hours a day 3 days a week at \$75 an hour. The location is not finalized; it will either be at the high school or at their clinic. It's a walk-in clinic with no deductible.

Hedlund/Howell motion to direct staff to pursue a contract with Aurora Clinic for 3 days a week, 4 hours a day with no deductible, at a site to be determined for anyone on the city's insurance plan. Unanimously carried.

Presentation of Accounts

Purchase Orders (none)

Hedlund/Skates motion to approve the Prepaid Bills in the amount of \$80,244.34 Unanimously carried.

Hedlund/Skates motion to approve the Regular Bills in the amount of \$231,704.12. Unanimously carried.

Kordus/Hedlund motion to approve Treasurer's Report for May 2017. Unanimously carried.

Adjournment

Hedlund/Skates motion to adjourn at 6:55pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
WEDNESDAY, JULY 18, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL

Alderman Kordus called the meeting to order at 6:42pm.

Roll Call. Present: Aldermen Kordus, Skates, Halverson, Hedlund. Absent: Ald. Howell. Also Present: Ald. Flower, City Administrator Oborn, Comptroller Slater, and City Clerk Waswo.

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

Approval of Minutes. Skates/Halverson motion to approve the Special Finance, License and Regulation Committee Meeting minutes of July 5, 2017, as prepared and distributed. Motion carried 4 to 0.

Licenses & Permits

Discussion on Original Taxi Driver License application filed by Robert McAllister (*approved by the Police Chief, informational only*)

Discussion/Recommendation on Original Taxi Company License application filed by Lakefront Shuttle, W3746 Lakeview Dr., Lake Geneva, contingent upon City Attorney approval of liability insurance requirement
Skates/Hedlund motion to recommend approval. Motion carried 4 to 0.

Discussion/Recommendation on Original 2017-2018 Operator's (Bartender) License applications as listed in packet. Kordus/Skates motion to recommend approval. Motion carried 4 to 0.

Discussion/Recommendation on Renewal of 2017-2018 Operator's (Bartender) License applications as listed in packet. Skates/Kordus motion to recommend approval. Motion carried 4 to 0.

Public Works Recommendations – Pending July 18th Meeting

Discussion/Recommendation on Payne & Dolan Main Street Widening Contract Change Order #3 with increase from the TIF4 Escrow Contingency. This was approved by Public Works on July 18, 2017
Hedlund/Skates motion to recommend approval. This was for the additional patches in front of the library. Motion carried 4 to 0.

Discussion/Recommendation on TIF4 Escrow Payment Request #3 to Payne & Dolan for the Main Street Widening Project in the amount of \$38,604.19
Skates/Hedlund motion to recommend approval. This is part of the regular payment. We are withholding \$4,000 until finished. They are still working on the sequence and landscaping. Motion carried 4 to 0.

Discussion/Recommendation on TIF4 Escrow Payment Request #3 to System Design for the Main Street Widening Project in the amount of \$2,897.78
Skates/Hedlund motion to recommend approval. This is for the irrigation located around the sailboat by the Utility Commission. Motion carried 4 to 0.

Discussion/Recommendation on remodeling the overhead door at 1070 Carey Street to accommodate equipment heights at a budget not to exceed \$9,725 from 2017 Capital Projects
This item is pending as Public Works directed staff to go out for BID. No action taken

Discussion/Recommendation on Alderman Liaison to the Lake Geneva Business Improvement District (BID) (*Recommended by BID on July 10, 2017 with Alderman Halverson as the representative*)
Kordus/Skates motion to recommend an alderman liaison to the BID. Motion carried 4 to 0.

Discussion/Recommendation on 2017 Street Improvement Program Bid award

Public Works Committee recommended Payne & Dolan for \$525,942.84.

Hedlund/Skates motion to recommend approval of BID award to Payne & Dolan in an amount not to exceed \$525,942.84 for the 2017 Street Improvement Project and direction to staff to process with getting bids for the 900 and 1000 block of Main Street. The items approved are 1, 2 and 3. We budgeted \$750,000 and it came in around \$160,000 under budget. This includes the 900 block of Main Street. It was supposed to be a mill and overlay; however, it's deteriorating faster than anticipated so it will have to be a complete rebuild. Public Works directed staff to go out and get primary bids on the 900 block of Main Street and secondary bids on the 1000 block of Main Street. They can then determine how far the rebuild should go. Bids may not go out until September as engineering could take up to 2 months. Motion carried 4 to 0.

Presentation of Accounts

Purchase Orders (none)

Hedlund/Halverson motion to approve the Prepaid Bills in the amount of \$7,930.77. Motion carried 4 to 0.

Hedlund/Skates motion to approve the Regular Bills in the amount of \$129,435.28. Motion carried 4 to 0.

Adjournment

Skates/Halverson motion to adjourn at 7:01pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, AUGUST 1, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL

Alderman Kordus called the meeting to order at 6:22pm.

Roll Call. Present: Aldermen Howell, Skates, Halverson, Hedlund. Absent: Ald. Kordus. Also Present: Mayor Kupsik, Ald. Flower, City Administrator Oborn, Comptroller Slater, Parking Manager Mullally and City Clerk Waswo. Public Present: Bill Henry from Kehoe-Henry & Associates

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.

Dick Malmin, N1991 South Lake Shore Drive, was concerned why the City would hire Kehoe-Henry to do the Historic Preservation investigation when we have a whole committee dedicated to that.

MaryJo Fesenmaier, 1085 South Lake Shore Drive, requested the committee vote no on amending the lease for Gage. She asked them to think about the people paying taxes so that a business can make money.

Approval of Minutes. Skates/Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of July 18, 2017, as prepared and distributed. Motion carried 4 to 0.

Licenses & Permits

Discussion/Recommendation on Temporary Operator’s License applications filed by Ryan Stelzer, Bryan Iwicki, Nathan Love, Michael Hayes, Ryan Smith, Joe Chambers, Gregg Christenson, Douglas Bartz, Eric Akuetteh, and Andrew Collins on behalf of the Lake Geneva Jaycees for the Venetian Festival held on Aug. 16 – Aug. 20, 2017 (recommended for approval by the Police Chief). Hedlund/Skates motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on Temporary Class “B”/Class “B” Retailer’s License application for the sale of fermented malt beverages and wine at St. Francis De Sales Church, 148 W Main St, Lake Geneva, for a Fall Festival on Sept. 17, 2017 from 11am to 8pm (recommended for approval by the Police Chief)
Hedlund/Skates motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on Temporary Operator License application filed by Carole Nevin on behalf of St. Francis de Sales Church for the Fall Festival on Sept. 17, 2017 (recommended for approval by the Police Chief)
Skates/Hedlund motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on Original 2017-2018 Operator’s (Bartender) License applications as listed in packet. Skates/Halverson motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on Renewal of 2017-2018 Operator’s (Bartender) License application filed by Tiffany Taylor. Halverson/Skates motion to approve. Motion carried 4 to 0.

Piers, Harbors and Lakefront Recommendations from July 19, 2017

Discussion/Recommendation on Kehoe-Henry & Associates July 17, 2017 invoice for \$16,940.99 acknowledging \$13,150.00 as above the Riviera Building Improvements Condition Assessment Agreement
City Administrator Oborn stated Mr. Henry explained the addition work that wasn’t part of the original not to exceed amount and gave a good analysis to the PHL Committee. There may be a credit if we go with another contract. Skates/Hedlund motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on Kehoe-Henry & Associates Service Agreement for application to State Historic Preservation Office for the Riviera Improvement Project in the amount of \$5,170 funded from Lakefront Fund
The direction was to break this up into components and submit the contract for applying to the State Historic Preservation Office to this committee. Ald. Skates received a call from Bill Gage who was able to arrange a meeting with the State Historical Office. They are willing to come down and meet with any group within the next 2 to 3 weeks. The meeting would benefit the city greatly. He requested they wait for the results of the meeting before making a decision. Skates/Halverson motion to continue to next month’s meeting. Motion carried 4 to 0.

Discussion/Recommendation on Amending Pier Lease Agreement with Lake Geneva Boat Line, Inc. to include additional parking on Riviera Drive with corresponding rent increase for additional space at \$100 per month with City to incur cost of construction. Mr. Oborn clarified this is for Kent Martzke's business, not Gage. The recommendation was to approve a \$100 increase in his rent through 2021. The space would need to be configured which would be an additional cost.

Skates/Halverson motion to approve. Ald. Skates explained there is no place for him to park. The biggest issue was getting gas safely and securely in there. He has explored all the options along with the PHL. About 5 years ago when they renewed leases, Mr. Marzke's space was pulled out and Gage was given a double space. He has shared with everyone else. Ald. Hedlund questioned why the city should spend \$3,500 to benefit him. Ald. Skates felt the dollar amount to remove what is there did not make sense.

Hedlund/Skates motion to suspend the rules and allow Alderman Flower to speak. Motion carried 4 to 0.

Ald. Flower recalled the PHL didn't feel comfortable about what the price was; however, the motion was whatever the price is would be Mr. Martzke's responsibility to pay. Mr. Oborn recommended if we charged him higher rent, the City would pay for construction and lower rent, Mr. Martzke pays for construction.

Motion was lost with Ald. Skates and Hedlund voting "yes" and Ald. Howell and Halverson voting "no."

Skates/Hedlund motion to grant the agenda item as written but that the applicant pays all construction costs. Motion carried 3 to 1 with Ald. Halverson voting "no."

Discussion/Recommendation on Park System - Memorial and Donation Application filed by Andrew Taylor for the donation of a park bench with plaque in the amount of \$2,890 (approved by the Board of Park Commissioners on July 26, 2017). Hedlund/Skates motion to approve. This will be placed on the Lakefront. Motion carried 4 to 0.

Discussion/Recommendation on Employee Health Benefits claims paid 6 month rolling average

Mr. Oborn explained there was a little blip but hopefully it will keep going down.

Discussion/Recommendation on approval of 2018 Budget Process Schedule

Mr. Oborn explained the calendar for the budget process. It was suggested the meetings be held in the Council Chambers as in the past.

Halverson/Skates motion to suspend the rules and allow Alderman Flower to speak. Motion carried 4 to 0.

Ald. Flower suggested moving Friday's meetings to Wednesday.

Hedlund/Halverson motion to approve the 2018 Budget Process Schedule with an amendment to moving Friday, September 29th to the afternoon of Wednesday, September 27th. Motion carried 4 to 0.

Discussion/Recommendation on 2018 Budget Goals

Mr. Oborn explained the budget goals. Ald. Hedlund feels the pay grade scale should be increased by 2%. It's not a definite number and will not definitely cost us money. It will just give the few people who are redlined a chance to get a raise. Mr. Oborn suggest adding the recreation position to the goals.

Skates/Halverson motion to approve the 2018 Budget Goals with the addition of number 19, the Rec. Department.

Motion carried 4 to 0.

Presentation of Accounts

Purchase Orders (none)

Skates/Hedlund motion to approve the Prepaid Bills in the amount of \$20,970.75. Motion carried 4 to 0.

Hedlund/Skates motion to approve the Regular Bills in the amount of \$150,223.00. Motion carried 4 to 0.

Hedlund/Skates motion to approve the Treasurer's Report for June 2017. Motion carried 4 to 0.

Adjournment

Hedlund/Skates motion to adjourn at 7:02pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

**SPECIAL PERSONNEL COMMITTEE MINUTES
TUESDAY, JUNE 13, 2017 – 4:30 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:31 p.m.

Roll Call. Present: Ald. Hedlund, Halverson, Howell. Absent: Ald. Straube, Flower. Also Present: City Administrator Oborn and Mayor Kupsik

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

Approve the Personnel Committee minutes from May 2, 2017 as prepared and distributed
Howell/Halverson motion to approve. Unanimously carried.

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

a. Claims Paid 6 Month Rolling Average

City Administrator Oborn provided the 6 month rolling average. It's doing what we want it to do, trending down. This is due to a combination of plan design changes, the wellness program and the spousal surcharge. The amount of people on our plan has gone down from 78 to 66; although retirees continue to be a major drain.

b. Gerber Stop Loss Renewal

The Gerber Stop Loss plan was renewed at a lower rate than last year with a 2 year lock-in. Due to timing, Mr. Oborn renewed the contract. This insurance pays claims over \$40,000. We have 3 lasers that are cumulative of \$125,000 in exposure.

c. ServeYou Prescription Service Renewal

They are doing some tweaking to the ServeYou Prescription and expecting it to go down \$30,000 to \$60,000 by adding a 4th tier.

d. Sysco/HPS Plan Maintenance Renewal

There is a slight increase with Sysco. HPS is the companion plan where they bill the consumer versus paying the deductible at the time of service. They are preferred by Cottingham and Butler. It seems to be going well, no changes except a slight increase with the administrative cost.

e. Health Check360 Wellness Renewal

Mr. Oborn explained the wellness program and biometrics. There were concerns with the contracted phlebotomists and quality of blood draws. He has spoken with the broker on these issues. Ald. Hedlund felt our employees deserve better care. The city will also be providing free flu shots for employees again this year. A step challenge was conducted as part of the wellness plan. Mr. Oborn noted participation was lower than the last challenge as this one was a little intimidating.

f. DirectPath Transparency/Advocacy Renewal

The DirectPath Transparency/Advocacy Renewal used to be called PatientCare. Mr. Oborn explained the program. The advocacy program assists employees on billing issues.

g. Mutual of Omaha Long-Term Disability Renewal

This was renewed last year at a lower rate due to it being a 2 year plan.

h. July 1, 2017 Medical Funding and COBRA Rates

It looked like the COBRA Rates were going to be lowered, but they actually are going up. Even with us driving down costs, COBRA rates are very conservative. It's an actuarial style formula that builds in rate increases as it assumes we are going up. The Utility and Library pay the COBRA share. The Police Department retirees pay 40% for a family plan and non-police pay 50% of the premium. Retirees are 8% of our population and 16% of our costs

with the latest numbers reflecting that. Mr. Oborn will hold the rate flat if it goes down, and will raise the rates if it goes up. The committee was in agreement with this.

i. July 1, 2017 Dental Funding and COBRA Rates

This shows a decrease but the rate will be held flat. Employees don't pay a share of this; it just goes to the Library and the Utility, similar to the medical funding.

j. January 1, 2018 Fully Insured Marketing Timeline

Mr. Oborn explained the timeline stating we still need to see if going fully insured will make sense. The problem is they usually tell us within 2 days to go ahead and change it. RFPs will be sent out with a review date in September and a meeting in October to be decided by November. Open enrollment starts that same time. We could possibly do MercyCare and save about 15% over a 5 year period but everybody would have to change doctors. Ald.

Hedlund would like to see the state plan, Mercy, Aurora and a projection of costs for being self insured. Mr. Oborn noted the state is looking at going fully insured. The other issue is the lowest care is what they normally match on, which is MercyCare. If we go to the state plan we are going to drive everybody to MercyCare. There is a few that go to Dean, a few in Mercy, but 95% go to Aurora. They are the biggest carrier and most convenient. Mercy goes west so they may have to go to Janesville. Aurora is in Elkhorn and Burlington. We don't technically have a full functioning hospital in this county. We don't have the demographics to support one until the county's population hits 100,000.

k. Aurora Clinic

Mr. Oborn gave him a 3-3-3 (3 hours a day for Monday, Wednesday and Friday). He came back with a 4-4-4 (4 hours a day for 4 days). Mr. Oborn said no as we can hardly support the 9 hours. Eight is what we may need and are willing to do the extra hour. Their point is no one wants to work 3 hour shifts, they want the 4. Their own data could hardly support the 8 hours and now they want to go to 12. Ald. Hedlund instructed Mr. Oborn to look into Mercy. The Aurora clinic will be at the school or the Aurora clinic by Piggly Wiggly. Otherwise we would have to do a dedicated room with equipment at City Hall.

Discussion/Action on the transition of public works and treasurer functions from the Utility Commission to City Hall effective January 1, 2018

Mr. Oborn is still waiting to hear if the Utility employee will be coming to City Hall or not, which would probably happen around October. He would like to know by July so we could start hiring if the employee does not come. We are currently shopping software for both City Hall and the Utility with funding from the 2018 capital. The Committee discussed logistics on configuring the front counter with the \$15,000 budget. Mr. Oborn wants to add a desk in the front and one in the City Clerk's office, noting October is the earliest we would fill the position so by that time we will have the capacity in desks. The Committee would like to get IT involved in the process as well. Mr. Oborn noted everyone is pretty much cross-trained. Lorraine and Sabrina both help at the counter. This position will be trained on all the front counter duties along with payables and payroll. The Utility said that position does more than what we are taking on and they are still going to have to do 1/3 of the functions. Mr. Oborn feels it will balance as we are also bringing back the Public Works functions, which is at least 10% of the Utility Administrative Assistant duties.

Discussion/Action on Out-of-State Travel by the City Administrator to Attend the International City/County Management Association (ICMA) Conference October 22-25 in San Antonio, Texas

Mr. Oborn will be attending this conference and feels it's improved his efficiency and effectiveness with the education and networking it provides. It helps him stay up-to-date with current events. Ald. Hedlund said the city should look at this as continuing education. No action taken, informational only.

Discussion/Action on Administrator and Staff Training:

a. ICMA Effective Supervisory Practices Webinar Series

6/1 The Foundation: Roles of a Supervisor/ Supervisory Leadership and Ethics

6/15 Sharpening Your Focus: Strategic Planning, Managing Workflow, and Budgeting

6/29 The People Part: Hiring and Onboarding, Fostering Accountability, Evaluating Performance

7/13 The Great Communicator: Team Building, Communicating, Leading Change

7/27 The HR Stuff: Ensuring a Safe, Respectful, Harassment-Free Workplace

8/10 Raising the Bar: Motivating Employees and Customer Service

Mr. Oborn has registered all supervisors for this training. It was a flat fee, with a book and webinars that are available for 45 days after. It has great material and he has already utilized some of the information. Usually people in management have technical skills but lack management skills. Ald. Hedlund feels this type of training has been lacking in the city.

b. ICMA Competitive Pay Webinar

Mr. Oborn viewed this webinar which had good material that ties into our current situation.

Action on future agenda items and meeting date

Park and Rec Director

Adjourn

Howell/Halverson motion to adjourn at 5:37pm. Motion carried unanimously.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

**SPECIAL PERSONNEL COMMITTEE MINUTES
WEDNESDAY, JULY 5, 2017 – 4:30 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:31 p.m.

Roll Call. Present: Ald. Hedlund, Halverson, Howell, Flower. Absent: Ald. Straube. Also Present: City Administrator Oborn, Ald. Skates and Mayor Kupsik

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

Approve the Personnel Committee minutes from June 13, 2017 as prepared and distributed

No action taken as minutes were not complete.

Discussion/Action on the transition of public works and treasurer functions from the Utility Commission to City Hall effective January 1, 2018

City Administrator Oborn gave the Utility to the middle of July to let us know if the employee will be coming over. He discussed the shared software and funding. The third demo is next week. One of the tougher components is the parking tickets. Purchasing desks was discussed. We do not need to get bids as the company providing the quote is through the state plan which has already been negotiated.

Discussion/Action on Police & Fire Commission creation of a Fire Department Confidential Administrative Assistant Position

The previous individual doing the administrative duties was a firefighter. This person has since resigned. Chief Peters is looking to separate this from a firefighter position. The Police and Fire Commission approved this in the May. The funding is already in the budget, just not the position. PFC will have to add this to the organizational chart. It will be equivalent to a pay grade scale of 4 and provide payroll functions. Continued to the next meeting pending PFC action.

Discussion/Action on filling Deputy Clerk vacancy

Flower/Halverson motion to approve. We drew from the parking list and have a person that is interested. Motion carried 4 to 0.

Discussion/Action on creating Recreation & Lakefront Department with Director Position

Mr. Oborn explained we have started more scheduling with the ball fields, which is more work that is being pushed to the Clerk's Office. Ald. Flower feels our staff is overloaded and this can potentially take workload off of our staff. This person can run the baseball programs, buoys and slips. We can still contract out with the Y. Mayor Kupsik stated we can incorporate a couple different positions into one. This would eliminate the City Clerk from event permitting and scheduling of events. Mr. Oborn recommends setting it up similar to Elkhorn. There were minutes back from 1990 where this was proposed as part-time or full-time. Elkhorn also has an administrative assistant, which would be a grade 4. Ald. Howell felt the baseball and soccer programs are doing just fine. Mr. Oborn stated the need and workload is there. Ald. Flower is in favor of taking a look at this. We've had issues come up this last year regarding baseball fields and tournaments that occurred where fees were collected on our behalf that were never given to the city. Ald. Howell would like to see a more detailed job description.

Hedlund/Flower motion to suspend the rules and allow Ald. Skates to speak. Unanimously carried.

Ald. Skates is glad to have this discussion. As a liaison from the City to the YMCA, he's very sensitive to what goes on at the board meetings. The city has had an awesome relationship with the YMCA. This is a not a negative to the YMCA. The city is long overdue to have a Rec Department. We are the only city that our City Planner deals with that doesn't have at least one Rec Department/Rec Director. What we have is very unique and has served us well. Our kids are underserved, which is not the Y's fault; it's the relationship that we have developed. He would like to see the city take over concessions. There are also parent groups that could do the concessions where the money goes back to those organizations. The YMCA can still do baseball. Delavan is an example; their purpose is not to start something that is already there. This would give us the opportunity to provide all kids to play. There would still be room for baseball and flag football. It's not taking anything away from the YMCA. He would like to do this in coordination with the YMCA,

the Lakers and the schools. He discussed renting out advertising in the ball fields. Walworth has a really cool program. He knows people from Lake Geneva that are going there to take classes and go to gyms that we don't have and we should. We could take more of an active role. He is concerned that adding Harbormaster duties along with managing the beach and the riv may be overloading this position. He also suggested creating soccer fields at Eastview.

Ald. Howell is for Ald. Skates ideas. He grew up in a system where the school ran the recreation. He just wants to make sure we think this through and find the right person. Ald. Skates doesn't want to rush into it either. If we had a liaison from the city and out in the community it would take a load off the city and it would only go through one person. Ald. Flower referenced the ease of East Troy's website. She feels we are all discombobulated and it's hard for people to find programs. Mayor Kupsik wants to make sure this person will be gainfully employed all year long. We are looking at another \$100,000 a year with wages and benefits. The only reason we had an influx this year is that the Badger baseball diamonds are down.

The committee gave direction to the City Administrator to have a conversation with George Williams, Badger High School and the YMCA.

**Discussion/Action on Employee Health Benefits costs and programs including:
Claims Paid 6 Month Rolling Average**

This was implemented in August 2015 and it has been driving down since then. Participation is going down. Mr. Oborn thanked the employees as it's been a team effort.

Aurora Clinic

There has been no response from Aurora but Mr. Oborn will be having a meeting with Mercy tomorrow. If we go to the state plan, people could migrate to Mercy. If they wanted to stay with Aurora they would have to pay more. They discussed the hours for the clinic. If you want employees to use the clinic it needs to be convenient. It may cost more to go with Aurora, but it could lower costs by employees utilizing the clinic versus going to the doctor. The incentive is that there is no deductible for the employees to use the clinic.

Howell/Flower motion to go 3 days a week, 4 hours per day with Aurora. The location is still being discussed. Motion carried 4 to 0.

Future agenda items and meeting date

Parks, Health Care, Fire Department Confidential Administrative Assistant, Minutes

Closed Session:

Howell/Halverson motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Comptroller Alyssa Slater including Mayor Kupsik, Alderman Skates and the City Administrator in closed session

The Committee entered into closed session at 5:35pm.

Howell/Flower motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session. Motion carried 4 to 0.

The Committee returned to open session at 5:50pm.

Hedlund/Halverson motion to direct staff to proceed as discussed in closed session. Motion carried 4 to 0.

Adjourn

Howell/Flower motion to adjourn at 5:37pm. Motion carried 4 to 0 at 5:52pm.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

**PERSONNEL COMMITTEE MINUTES
TUESDAY, AUGUST 1, 2017 – 4:30 PM
CITY HALL MEETING ROOM 2A**

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

Roll Call. Present: Ald. Hedlund, Halverson, Howell, Flower. Absent: Ald. Straube. Also Present: City Administrator Oborn, Ald. Skates, City Attorney Draper, City Clerk Waswo, Parking Manager Mullally, and Mayor Kupsik (arrived at 5:00 PM). Public Present: Geneva Schools Superintendent Gottinger and Geneva Lake YMCA Director Kramp.

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

Approve the Personnel Committee minutes from July 5, 2017 prepared and distributed. Motion by Flower/Halverson to approve. Motion carries 4-0.

Discussion/Recommendation/Action on creation of Recreation Director Position with coordination with other interests including the YMCA and Lake Geneva Schools. Oborn explained he had been tasked with reaching out to the YMCA and Lake Geneva Schools for input in creating a Recreation Director position. Since a number of Aldermen had requested to participate in the discussion he had invited Kramp and Gottinger to this meeting. Gottinger stated he could not make financial commitment but the Schools, City, and YMCA could improve on pooling resources for the benefit of the community. He suggested the City look for a recreation model to develop. Kramp said the YMCA is happy serving as the recreation department for the City. Oborn had also reached out to George Williams College for assistance but the faculty member who can provide assistance is out of the County. The consensus was to keep the development of a model going.

Discussion/Action on the transition of public works and treasurer functions from the Utility Commission to City Hall effective January 1, 2018. Oborn noted the timing is dependent on the financial software upgrade process.

Discussion/Action on Employee Health Benefits costs and programs including: Claims Paid 6 Month Rolling Average - A few huge claims had increased the 6 month rolling average for June 2017. **Aurora Clinic -** Oborn directed to proceed with getting the Clinic going ASAP.

Discussion/Recommendation/Action on filling Assistant City Clerk position. Motion by Howell/Halverson to move forward with filling the Assistant City Clerk position. Motion carries 4-0.

Future agenda items and meeting date. Move forward with Recreation Director Position process. Next meeting day September 5, 2017.

Closed Session: Howell/Halverson motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for City Clerk Waswo, Assistant City Clerk candidates, Comptroller Slater, and City Administrator Oborn including Mayor Kupsik, Alderman Skates, City Attorney Draper, City Clerk Waswo, and City Administrator in closed session. Motion carried 4-0 via roll call at 5:10 PM.

Howell/Halverson 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 4 to 0 via roll call vote.

Motion by Howell/Flower to proceed as discussed in closed session for all four items. Motion carried 4 to 0.

Discussion/Recommendation/Action on filling Front Counter Clerk position as full-time or part-time. Motion by Hedlund/Flower to advertise and hire for part-time front counter clerk. Motion carried 4 to 0.

Adjourn. Flower/Howell motion to adjourn. Motion carried 4 to 0 at 6:17 pm.

/s/ Blaine Oborn, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, JUNE 20, 2017 – 5:00 P.M.
CITY HALL, COUNCIL CHAMBERS**

Meeting was called to order by Ald. Kordus at 5:02 p.m.

Roll call: Present: Alderman Kordus, Hedlund, Flower, Skates. Also present: City Administrator Oborn, DPW Earle, Brian Munson from Vandewalle & Associates and Ken Etten from McCormack & Etten Architects LLP. Absent: Ald. Straube
Mayor Kupsik arrived late.

Comments from the public limited to 3 minutes. None

Approval of Public Works Committee meeting minutes from May 16, 2017 with correction
Flower/Skates motion to approve with correction as presented. Passed 4-0.

Director of Public Works Report

Earle reported that Highway 50 is open and the holes on Main Street outside the library have been repaired. Flower asked if they have started spraying for mosquito abatement. Earle said not yet and we do post notices before we spray. Discussion followed.

Presentation/Discussion/Recommendation on proposal from Vandewalle & Associates for 2017 Bicycle and Pedestrian Plan not to exceed \$25,000 funded from Capital Projects

Oborn introduced Brian Munson from Vandewalle & Associates. Munson explained the goal for this project is to create a system that people are comfortable using to move around the City in all forms of transportation. Skates said he has biked around the City and he feels this is needed. He said Lake Geneva is a destination place for runners, bikers and walkers but a lot of people are unaware of the routes they can take. Flower said she feels this would be good as we have a lot of dead ends that could be linked and Lake Geneva does have a large amount of pedestrians. Hedlund feels \$25K is a lot of money and he wonders what the rate of return would be. He also wonders if we have done a study on the demographics of Lake Geneva as he feels that the older population isn't going to use bicycle paths. Skates said there is a senior component to this as seniors are walking around town and he has been approached by seniors that would like to discover other parts of the City but aren't aware of the pedestrian routes. He also said this is not just about bike paths, it's also for pedestrians. Hedlund would like to know what this study will encompass. Munson said the first piece is to establish where you are trying to get to. This involves looking at prior plans and requesting public input. Once you have the plan you can look for funding to implement it. The plan would be ready in 4-6 months. Kordus asked what are we going to get from this that we don't already know? Munson said this gives you a plan to work from and then you can look at the communities around Lake Geneva to see how we can connect to them and encourage more people into the down town area. Skates feels this is an investment and that having a plan would make securing grant money easier. Kordus does not feel that this is a priority. Flower says this has the potential for economic improvement. The races that are held here bring hundreds of people to town. She said that if we had a plan we would be able to implement it as we do road improvements.

Flower/Skates motion to approve the proposal from Vandewalle & Associates for 2017 Bicycle and Pedestrian Plan not to exceed \$25,000.

Motion Lost 2-2 with Hedlund and Kordus voting No.

Discussion/Action/Recommendation on the Visitors Center Restroom Remodeling Project and coordination with Visit Lake Geneva

Oborn said he had invited a representative from VISIT Lake Geneva but no one came. He explained that we have a ten year lease with them which will renew in 2021 and we are required to give a one year notice if we decide not to renew. The building is in need of repairs and VISIT Lake Geneva is willing to help with the renovations. Ken Etten from McCormack & Etten Architects explained the two options for the bathroom

remodel. Skates said he is concerned that using two general contractors, one for the City portion and one for VISIT Lake Geneva's portion, is going to be problematic. Hedlund suggested we take charge of the complete project and then bill VISIT Lake Geneva for the parts they are responsible for. Skates agrees this seems like the best idea. We own this building and we should take charge of the renovation especially as they have not done anything to prevent it deteriorating to the extent it has. Discussion followed.
Skates/Hedlund motion to approve option 2 for the restrooms at the Visitor Center.
Passed 4-0.

Kordus/Hedlund motion to direct VISIT Lake Geneva to provide the floor plans for their internal design and then bid the remodel as one project with split cost percentage.
Passed 4-0.

Discussion/Recommendation on Kapur Task Order #9 for the 2017 Street Improvement Program
Earle explained this is the engineering for the Street Improvement plan and the actual roads can change as needed. Flower said if we are paying them to survey and provide plans for the roads we can't then change the roads. Earle explained the cost comes from roads that are reconstructs or that require widening and that there are very little engineering costs for milling and overlaying. Flower wants to make sure that when we choose roads we are looking at all aspects not just pacer rating. Discussion followed. Earle explained that we have to find the most cost effective way to maintain fifty miles of roads in a ten to fifteen year time period and this is the best solution to prolong the life of our roads. Flower feels more discussion is needed before she would be comfortable approving the list of roads.
Hedlund/Kordus motion to approve the Kapur Task Order #9 for the 2017 Street Improvement Program and send to FLR.
Passed 4-0.

Discussion/Action on Payne & Dolan Main Street Widening Contract Change Order #2 with increase from the TIF4 Escrow Contingency
Earle detailed the items in the change order. Mayor Kupsik asked if the project was now complete. Earle explained that there is still lighting, landscaping and tree planting to be done.
Hedlund/Skates motion to approve the Payne & Dolan Main Street Widening Contract Change Order #2 with increase from the TIF4 Escrow Contingency.
Passed 4-0.

Discussion/Recommendation of Payne & Dolan TIF4 Escrow Draw Request No. 2 for \$175,779.35
Kordus/Skates motion to approve the Payne & Dolan TIF4 Escrow Draw Request No. 2 for \$175,779.35.
Passed 4-0.

Discussion/Action of Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 6 for \$623
Kordus/Hedlund motion to approve the Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 6 for \$623.
Passed 4-0.

Discussion/Action on adding the Public Works construction permit fees to the City's Schedule of Fee Resolution including:

- a) **Curb Cut/Driveway Approach Fee \$10.00**
- b) **Right-of-Way Excavation Fee \$10.00**
- c) **Storm Sewer Connection Fee \$10.00**
- d) **Sanitary Sewer Connection Fee \$10.00**

Oborn explained that these fees are already charged but are not currently in the fee schedule. Flower feels \$10 is low for these permits and maybe \$25 would be better. Earle agreed these fees are low and need to be reviewed. Flower said there is some confusion between departments regarding these permits and maybe we

should review the cost at the same time as the permit process is reviewed. Oborn said for right now they at least have to be added to the fee schedule.

Flower/Skates motion to add items a, b, c and d to the fee schedule and increase the price of each to \$25.

Passed 4-0.

Adjournment

Flower/Skates motion to adjourn at 6:20 pm.

Passed 4-0.

/s/ Jo Busch, Utility Office Manager

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

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, JULY 18, 2017 – 5:00 P.M.
CITY HALL, MEETING ROOM 2A**

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

Roll call: Present: Alderman Kordus, Hedlund, Flower, Skates and Straube. Also present: City Administrator Oborn, DPW Earle, Mayor Kupsik, Parking Manager Mullally. Members of the public present: Greg Governatori, Kapur & Associates; David Lindelow, Board Chairman of Visit Lake Geneva; Greg Odden, Glen Fern Construction; Ken Etten, McCormack & Etten Architects LLP.

Comments from the public limited to 3 minutes. None

Approval of Public Works Committee meeting minutes from June 20, 2017 as prepared and distributed
Skates/Hedlund motion to approve. Passed unanimously.

Director of Public Works Report

DPW Earle reported they have been working on the flood damage and we continue to have catch basins that are failing. He presented a list of the damage to date but warned that there could be more. The Streets Department is feeling the pressure of a reduced workforce during the busy season. The lights along Main Street are in the process of being installed now. They are working on the last base before the light poles are fitted and then the only thing left will be landscaping and trees. Ald. Hedlund asked about Field 5 at Veterans Park. Earle reported that water runs from the roadway and pushes the sod and gravel onto Field 4. Ald. Skates said that he was called out to Veterans Park and saw the damage himself. He would like to shut this field down as we continually have to spend money to repair it. Discussion followed.

Discussion/Recommendation on reconstruction of the roadway on the 900 block of Main Street including consideration of a new water main

Earle reported that the road in this area is very problematic and we have repaired it multiple times. There is concrete underneath the road that is very old and is crumbling which causes the road to fail. His recommendation is to spend the money on reconstructing this stretch of the roadway including new curb to collect the water that currently just runs into the road. Discussion followed. Mr. Governatori said this would need to be bid separately as the project would cost too much for a change order and it is not currently in the Street Improvement Plan as a reconstruction. *Kordus/Hedlund motion to bid out the reconstruction of the roadway on the 900 block of Main Street including consideration of a new water main with an alternate bid for the 1000 block of Main Street.*

Ald. Flower is concerned that she has not seen any plans for the Road Improvement Program and she feels that we jump all over the City repairing roads which she feels is inefficient. She said money was just spent to patch this section of road and there are other roads in the City that need repair. Discussion followed. Earle said there are 49.5 miles of road in the City and we only have a certain amount of money to spend each year. He has to pick which roads take priority. He agrees that we could get better prices if we concentrate repairs to one ward but in the past this has resulted in multiple complaints that the City is favoring one ward over another. Ald. Skates said that it is this body of people and the City Council who need to make the decision to change the way we repair roads in the future. If that is what is needed, we can give direction starting in 2018. Discussion continued. Ald. Flower asked who would pay for the new water main and Earle said that he always checks with the Utility Commission when selecting roads and the Utility Director is open to the possibility of installing a new main along this stretch of road. The Commission would pay for the new water main.

Passed unanimously.

Discussion/Recommendation on the 2017 Street Improvement Program bid award

Earle said that we would need to pull the 900 block of Main Street from the bid as this was included as a mill and overlay not a reconstruct. Ald. Flower asked if there is a map showing the roads to be reworked. Earle said that there is a map as part of the bid packet and he will make sure to send it to the committee.

Hedlund/Skates motion to approve the 2017 Street Improvement Program Bid Award to Payne & Dolan for an amount not to exceed \$525,942.84.

Passed unanimously.

Kordus/Hedlund motion to suspend the rules and move item 9 above item 8 on the agenda.

Passed unanimously.

Discussion/Recommendation on the installation of cantilever crosswalk signs at the crosswalks on Main/West and Main/East

Earle reported that we have had multiple calls/complaints from Havenwood residents regarding the crosswalks in this area. This is also where the bike trail crosses. Earle said his concern is that we just spent a lot of money to bury everything as part of the widening project and a cantilever sign would be mounted in the air on the south side. However, he has personally witnessed people trying to cross the road and now there is an extra lane to cross. We do have signs at the side of the road but they are hard to see. Earle is looking for direction. Ald. Kordus said maybe we could install the solar powered flashing signs. Ald. Flower feels that the only signs that drivers heed are the ones in the middle of the road. Earle said that we have lost four of those signs already since the road reopened a month ago. They cost approximately \$250 each. Ald. Flower asked what kind of road painting we have for the crosswalks and could we put in the piano key painting. Earle said that there is money in the TIF to pay Payne & Dolan to do this. Ald. Kordus asked that this agenda item be moved to next month's agenda. Discussion followed.

Skates/Flower motion to move the installation of cantilever crosswalk signs at the crosswalks on Main/West and Main/East to next month's meeting.

Passed unanimously.

Discussion/Recommendation on Street Department brush pickup schedule

Mayor Kupsik feels that we should do one extra round of brush pickup due to the storm especially if there is an opportunity for reimbursement. Earle said he'd driven round and most piles are garden waste and not storm related. Ald. Skates said he had a tree limb fall and was told it wouldn't be picked up so he hauled it himself and told his neighbor to do the same. Earle said that if we put on an extra pickup those residents that have already cleared their own piles will be calling to complain. He did call Yard Dogs for a price for them to do it but he had not heard back from them yet. Mayor Kupsik said this would be a scheduled pickup that we announce to the public. Ald. Hedlund said that we may not even get funding for this. Ald. Flower feels that if we do this, the public would expect us to do it again for the next storm.

No action taken.

Discussion/Recommendation on Visitors Center Remodeling

Kordus/Skates motion to suspend the rules to allow Ken Etten, Greg Odden and David Lindelow to participate in the discussion. Passed unanimously.

Oborn said at the last meeting the committee had expressed reservations about doing the remodeling as two separate projects. VISIT Lake Geneva is already doing the roof and the fascia on the side of the building as a separate project which has already been approved. If VISIT Lake Geneva also wishes to do their part of the interior remodel as a separate project, they need to make a case for that. Mr. Lindelow presented a drawing of their final plan and said besides the fact that Mr. Odden has put in a lot of time and effort into the design; they don't have a problem with it being completed as one project. They have approximately \$35K to spend and would put that in as their share of the cost. Mayor Kupsik stated that if this is done as one project it would have to go out for bid. Mr. Lindelow said they know this and if additional cost is incurred they would need to know what that cost is. Mr. Etten said before he could finish the drawings he needed to know if this was going to be one project and now he knows that he can proceed. Ald. Flower asked if someone looked into the structural concerns. Mr. Odden said that the wall is not a load bearing wall. Mayor Kupsik said the whole purpose of the remodel is to have the bathrooms open year round. He said we have to make sure there is a separate heating system and a separate hot water system for the bathrooms. Discussion followed. Mr. Etten is to come back next month with the final design.

No action taken.

Discussion/Recommendation on Payne & Dolan Main Street Widening Contract Change Order #3 with increase from the TIF4 Escrow Contingency

Hedlund/Skates motion to approve. Passed unanimously.

Discussion/Recommendation on TIF4 Escrow Payment Request #5 to Payne & Dolan for the Main Street Widening Project in the amount of \$38,604.19

Skates/Hedlund motion to approve. Passed unanimously.

Discussion/Recommendation on TIF4 Escrow Payment Request #2 to System Design for Main Street Widening Project in the Amount of \$2,897.78

Skates/Flower motion to approve. Passed unanimously.

Discussion/Recommendation on replacement of the Street Department Scag Mower funded from Equipment Replacement Fund

Earle said this was included in the Equipment Replacement Fund so the money is already there. We are replacing our current Scag Turf Tiger II mower which has served us well. He went over the differences in the three models being presented.

Flower/Skates motion to approve the Scag Turf Tiger II for an amount not to exceed \$11,798.00. Passed unanimously.

Discussion/Recommendation on remodeling the overhead door at 1070 Carey Street to accommodate equipment heights

Earle said the doors at 1070 Carey Street are 12 feet tall and as equipment designs change to meet new standards they are getting taller. Right now we have two pieces of equipment that require some disassembly to get in and out of the building. The other buildings at the Street Department already have doors that are 14 feet tall. The committee agrees that they would like to consider this remodel and they asked DPW Earle to obtain more than the one quote he already has.

No action taken.

Discussion/Recommendation on Designation of the City's Center Street north property (Tax Key No. ZSR00169 and approximately 43 acres) as a City Park and Trail (approved by Park Board, June 28, 2017)

Ald. Skates questioned why this has to come to Public Works? He thought it would go from the Park Board to the Planning Commission and then to Council? Oborn said ultimately the Council will make the final decision on this. Ald. Hedlund asked what advantage there would be to making this a park. Oborn said it is currently just forest land that the City owns. Ald. Skates said there are private business owners in town that would be interested in donating money to have this as a park. He understands that the City doesn't want to spend money on this but there are private citizens and business owners that do. Discussion followed. Ald. Kordus said in the past when people have donated to us like that we have then had to take it over and maintain it at our cost. Ald. Skates said he wouldn't be pursuing this if he felt that would be the case. Earle asked if this was an open or closed area. If it's open then we are required to maintain it. Ald. Kordus asked if we make it a park do we have to make it accessible. Discussion continued. Ald. Kordus said the only decision to make is whether we are going to make it a City Park and Trail and designate it as such. What happens to the property after that is not on the agenda.

Skates/Flower motion to send this item to the Planning Commission without recommendation. Passed unanimously.

Adjournment

Hedlund/Skates motion to adjourn at 6:37p.m. Passed unanimously.

/s/ Jo Busch, Utility Office Manager

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PIERS, HARBORS & LAKEFRONT COMMITTEE
WEDNESDAY, JUNE 21, 2017 AT 5:30 P.M.
CITY HALL, CONFERENCE ROOM 2A

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

Roll Call. Present: Aldermen Skates, Howell, Flower. Absent: Alderman Hedlund, Kordus. Also Present: Mayor Kupsik, Director of Public Works Earle, Park Manager Mullally and Harbormaster Gray. Public Present: Kent Martzke

Howell/Skates motion to approve Minutes from May 24, 2017 as prepared and distributed. Motion carried 3 to 0.

Comments from the public limited to 5 minutes. DPW Director Earle noted the water testing at the Riviera Beach that is done regularly each summer season has been way under the maximum limits acceptable for E Coli, etc. for each of the 3 times tested so far this season.

Harbormaster's Report

Harbormaster Gray noted Riviera bookings for all of 2016 were approximately 80 and this year we have only 41 with perhaps 2 or 3 more expected. The good news is that 2018 bookings are at 33 to date, and we continue to get many calls. He stated the increase in ads in The Lake magazine has helped to get us an increase in bookings and that just one booking pays for the advertising. Ald Skates would like to know, for every inquiry, how the person found out about the Riviera and to be updated here every few months.

The Harbormaster advised as of June 19th the beach revenue is \$73,410 and last year for the same period was \$79,976. It is down but bad weather this year is a consideration.

Mr. Gray noted some minor vandalism at the dinghy ramp adjacent to the West Pier. A report was made to our Police Department which has recommended we consider placing some cameras in the area.

Further discussion ensued with Ald. Skates stating there are people fishing off the West Pier, sunbathing on the pier and in the boats being moored, tarps being lifted and sunbathers on the pier and obstructing the walkway. He noted litter and cans strewn about as well. He would like to see if we can place a gate on the pier with lessors using a key card to open the gate. Discussion was held as to whether or not we can keep people off the pier if it is not a private pier. This will be looked into further by Ald. Skates. DPW Earle stated perhaps we could add signage about sunbathing and fishing. It was noted perhaps a reserve officer on bike could monitor the pier as part of his route. Discussion turned to obtaining cameras. DPW Earle suggested wireless cameras such as those obtained for the BID could be utilized with the Police Department monitoring them.

Skates/Howell motion to direct staff to get camera pricing and do investigation on cameras on the West Pier and bring it back to the next meeting. Motion carried 3 to 0.

Ald. Skates voiced concern about open pier slips at the West Pier. Harbormaster advised he is in contact with the two or three owners who are still working on getting their boats in. Mayor Kupsik wonders if we can do something similar to Williams Bay who has received donated life vests and loans them to those who have forgotten to bring theirs or do not have enough. Discussion ensued and it was a concurrence of opinion that we should do something similar. Ald. Skates will look into this further and bring information to the next meeting.

Ald. Flower expressed concern about the dead fish at the Riviera Beach. DPW Earle advised the beach is groomed every day in the summer. The DNR put out notice that fish kills this year are excessive but not to worry.

Discussion/Recommendation on a Beach Reservation Permit application filed by Mt. Zion Christian Church to use the beach on Sunday, September 17, 2017 from 12:00pm (noon) to 4:00pm for a Beach Baptism

Ald. Skates explained this has been approved by FLR but that it should be approved by Piers and Harbors first. DPW Director Earle notes as to the 4 hour time needed, it is unusual for Mt. Zion to need it this long, but DPW has no issue with it in September. Howell/Skates motion to approve. Motion carried 3 to 0.

Discussion/Recommendation on the Lake Geneva Police Department reserving the Riviera for next year's Annual Police Department Awards Ceremony with waiver of all fees.

Ald. Skates noted this was approved by FLR on June 20, 2017. Habormaster Gray has tentatively held the date of May 17, 2018 for them. Adjustments may need to be made if construction is being done. Howell/Skates motion to approve. Motion carried 3 to 0.

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

Ald. Skates stated this is just on the agenda for continuation. There is to be a Special City Council Meeting on June 28, 2018 at 6:00pm. More information will be available after that.

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

Kent Martzke was present and reiterated his request for a service parking stall in the Riviera Dr. He presented information that his lease has him paying almost as much as all of the lower level Riviera tenants put together. He requested an area that was in the lot as an expansion dumpster area that isn't needed, hasn't been used in quite a long time and is vacant with sand and debris. His request does not take away a paid stall on the street, rather it is for an unused area. There would be no encroachment on the fire lane. He feels this would be more efficient for him and for the City as he currently utilizes 6 spaces daily on lower Wrigley Dr and this would open those spaces to turn over as paid stalls throughout the day. He is respectfully requesting a parking stall for these reasons.

Further points brought up were: Mayor Kupsik commented that after walking around by the beach and lakefront one day, he does not feel this is too much to ask, given everything he sees Kent doing and hauling back and forth.

DPW Earle stated his department has no issue with this, but he recommends any new lease agreement have a stipulation that the City reserves the right to amend or terminate any agreement regarding a parking stall in the future. This is because the State or DNR can make regulation changes having to do with landfills, dumpsters, recycling etc. which may cause us to need this space again for such compliance. Mr. Earle also noted that we may need the Building Inspector to check as to if we can get regulation width spots in there.

Ald. Skates recommended the City Administrator be involved, with the Parking Manager if necessary, in determining the rent increase if a spot is included. This should be reviewed by the City Attorney.

Signage for Tow Away Zones was discussed with the concern that the Ordinances are passed to support those designated zones. The Riviera driveway should be marked appropriately with an Ordinance to support it.

Skates/Howell motion to direct staff to explore the legalities, space and cost and negotiate in good faith with Mr. Martzke regarding a stall in the Riviera lot. Motion carried 3 to 0.

Discussion/Recommendation on Lakefront Capital Projects including:

a. Beach Wall Replacement and/or Relocation

DPW Earle stated this is relating to the talk about expansion of the beach by 4700 sq. feet. \$127,000 was a preliminary number for movement of the beach wall knowing it could be as high as \$150,000. The NRPA guidelines are 55 sq. ft. per person. Our beach is almost 1 acre. DPW Earle presented figures that backed up that even on our busiest day (1,900 people), we were still 500 people shy of what we could have fit on the beach (2,400 people). He feels this may be something to think about before spending the money to do this.

Also we need to take into consideration the perception that people have when they see a crowded beach. Last year it took 40 beach days to hit the \$150,000 mark in revenue (no expenses figured in). Ald. Howell voiced concern about how long it would take to pay for itself. It was stated that it will be dependent on the weather.

Ald. Skates brought up the fact that it will be \$30,000 to \$50,000 to trim the wall up anyway due to erosion. DWP Earle agreed and stated we would want to put in an ADA compliant sidewalk at the same time. Ald. Flower voiced concern about spending this money at all with the length of time that it will take to recoup the cost. Ald. Howell feels we can live with the possibility of needing time to recoup our money - that it is a quality of life issue. Mayor Kupsik felt we will regret it if we don't expand the beach as long as we have to put money into the wall anyway. Ald. Skates thinks perhaps we should pass this to FLR without recommendation. Ald. Howell disagreed.

Howell/Skates motion to send to FLR with a recommendation to expand the beach. Motion carried 3 to 0.

b. Beach Wood Decking Replacement with Concrete Path

Replacement with concrete path is already approved. One option other than concrete was a Path Mat Beach Access mat. DPW Earle was asked to price this option and found that to get from Riviera entrance to the Beach House would be approximately \$10,000 for the product alone. He called 4 municipalities that use this and got mixed reviews on the product. Comments were: not wind friendly at all, sides flap and sand jams it up, cannot clean it with machinery – must do by hand, need to be brought in during bad weather, bolts can come up from sand and get caught in beach groomers. There was agreement to stay with the concrete option.

Agenda items for next meeting

PFD/Life Vest Loan Program and Wireless Camera Use

Adjournment

Flower/Skates motion to adjourn at 6:38pm. Motion carried 3 to 0.

/s/ Susan Pedersen

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

PIERS, HARBORS & LAKEFRONT COMMITTEE

WEDNESDAY, JULY 19, 2017 AT 5:30 P.M.

CITY HALL, CONFERENCE ROOM 2A

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

Roll Call. Present: Aldermen Skates, Howell, Kordus. Arrived late: Ald. Flower. Absent: Ald. Hedlund. Also Present: Mayor Kupsik, City Administrator Oborn, Park Manager Mullally, Harbormaster Gray, Captain Detkowski, and Bill Henry. Public Present: Kent Martzke

Kordus/Howell motion to approve Minutes from June 21, 2017 as prepared and distributed. Motion carried 3 to 0.

Ald. Flower arrived.

Comments from the public limited to 5 minutes. None.

Harbormaster's Report

Mr. Gray mentioned Jeff Miskie is working on getting pricing on installing cameras on the west end pier. Gray also is getting pricing for a west pier gate. The gate would be aluminum and extend out 2 feet to eliminate people swinging around it. A touchpad is also being considered. Gray spoke with Warden Juan Gomez regarding the project. Mr. Gomez said it is within the City's rights to limit access to the area in question. It was mentioned the reason for the gate is due to people getting into boats, throwing garbage into boats, and otherwise using the pier and boats docked there. Some of the boats are very expensive and it should be a more secure area to protect the property.

The last water report on Tuesday was an average level of 125. It goes into the advisory stage at e-coli levels of 235. There was a high reading of 280. Ted Peters from the GLEA advised us the septic sewers from the Town of Linn were probably affecting the lake and to close the beach. Mr. Oborn did close the beach. The next day Peters said it was okay to open as advisory. The advisory report off taken off once the level dropped an average of 18 for the sample.

Mayor Kupsik was concerned that beach staff did not have a phone or email. Ms. Mullally informed the group that a landline is available. She explained the procedure she followed on Wednesday when they closed the beach. Further discussion ensued resulting in a determination to leave the current method in place.

Discussion/Recommendation on Kehoe-Henry & Associates Architectural and Engineering Design Services, Renovation and Remodeling for Riviera Building Improvements agreement

Bill Henry from Kehoe-Henry & Associates explained how they came up with the figures for the final invoice. The first agreement assessment was \$51,380 without knowing exactly what they would find. They are requesting an additional \$13,150 as they expended more time than the original total represents. They are willing to cap it as that for the condition assessment portion of the project. As the project moves forward to the design group, he will credit the additional \$13,150 fee towards the new job. For the design group he is asking for a percentage fee of the project. They are offering a lower fee if the City chooses to move forward with the whole project as opposed to completing the work in phases as there would be duplication of services and bidding if it were completed in phases. The design group submitted proposals for both a whole project and if the work is broken up. It was confirmed that the design group would oversee the contractors, but they would be a separate entity as there is too much specialty work to be done.

Ald. Howell asked whether they had gotten an answer from the State Historical Society regarding what roof could be used. Mr. Henry spoke with Chip Brown who stated the society does not accept any emails, and the design group would have to fill out the application and submit it. The Historical Society is willing to look at anything but Mr. Brown cannot confirm whether they will accept a metal tile versus a clay tile versus a concrete tile at this point. Mr. Henry mentioned there are different forms to fill out depending on whether there will be state or federal funding involved for the project.

Ald. Kordus expressed concern over the rates for additional services. Ald. Flower expressed concern over having an open checkbook with this project. Mr. Henry clarified the rate refers to what consultants charge them, not the design group's rate. Mayor Kupsik said per discussion in a previous meeting, the City stands to lose \$300,000 with revenue if the Riviera

is closed to do the work all at once; however, per Mr. Henry, the City would save \$300,000 in design costs completing the project all at once as opposed to doing it in phases. Mayor Kupsik felt the City should do the project all at once.

It was confirmed there are bookings for weddings through 2018 but no bookings are being accepted for 2019. The concourse leases will only be 1 year leases and will be structured to expire in 2018.

Howell/Flower motion to approve the payment of \$16,940.99 to Kehoe-Henry & Associates. Motion carried 4 to 0.

A decision was made to bring the discussion of the Riviera project back to the Piers and Harbors meeting after more details have been figured out. Mayor Kupsik suggested the group approve Bill Henry going forward with the application for the roof. It was agreed that Bill Henry will come back with an interim proposal for submitting the roof project State Historic Preservation application.

Kordus/Skates motion to suspend the rules and allow Bill Gage to speak regarding the project, noting he has a contact with the Historical Society. Motion carried 4 to 0.

Bill Gage mentioned he has contacts with the Historical Society. He offered to assist the city including, for a fee, adding booking information on his brochures. Ald. Flower mentioned the need to consider what doing some things other than strict maintenance and repairs might do to the ability to get grants and historical designation.

Kordus/Howell motion to direct Kehoe-Henry & Associates come to FLR for a proposal with the entire project for submission to the State Historic Preservation Office. Motion carried 4 to 0.

Return to Discussion/Recommendation on Operation Lifesaver/Life jackets

(Item taken out of order as pending arrival of Geneva Lake Law Enforcement Commander Tom Hausner)

Mr. Hausner explained the program Operation Lifesaver. Life lifejackets are provided for free; they just have to fill out a sheet of paper. As a result of the kayak drowning in May, Chief Peters and Mr. Hausner have applied with Boat Safe USA to hopefully expand the program. The problem is that the GLLEA are not always in their offices and the bins are locked. They would like to put them at the boat launches in Linn, Fontana, Williams Bay, and Lake Geneva so attendants on duty can hand them out if needed. Commander Hausner reiterated the floatation devices are free and could save lives. They come in a big Rubbermaid type container and the only cost to the community is the cost of manning it. Boat Safe USA will not allow them to be placed unmanned so it would need to be placed at the boat launch. If they don't get returned there is no cost to the community, they just need to call Geneva Law Enforcement Agency and inform them of how many didn't get returned. The tubs initially come with 2 of every size from infant up to very large adult. There was discussion to do a similar program independently through donations if Boat Safe USA doesn't grant additional bins. Mr. Hausner will be the contact in charge of coordinating the program and Mr. Gray will implement it at the Lake Geneva boat launch. Informational materials will be provided from Geneva Lake Law Enforcement Agency.

Skates/Flower motion to accept offer and make arrangements with Harbormaster Gray if/when the tubs become available. Motion carried 4 to 0.

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

City Administrator Oborn presented pricing options for the additional parking space. The construction costs for the little wall would be up to \$3,500.

Kordus/Howell motion to go with increase of \$100 per month for parking space and city to pay construction costs to be added as an addendum to the lease. Item will be brought to FLR for approval. Motion carried 4 to 0.

Discussion/Recommendation on Riviera Wi-Fi installation

There have been requests from the public to have Wi-Fi ability at the Riviera. Ald. Kordus to talk with VISIT Lake Geneva to see if they are willing to pay for it. Ald. Kordus also wants to look into a video camera that looks out onto the lake and is connected to Wi-Fi and tied to the City website page.

Agenda items for next meeting

Riviera priorities

Riviera update from Kehoe-Henry regarding proposal for Historical Society, funding

Beach Water Sampling

Beach Expansion

West Pier Gate and Camera

Replacement of buoys with slips

Adjournment

Kordus/Howell motion to adjourn at 6:49pm. Motion carried 4 to 0.

/s/ Tammy Cobb

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

**Regular Lake Geneva Utility Commission Meeting
Wednesday, June 21, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street**

Minutes

- 1. Call Meeting to Order by Pres. Lyon at 4:02 P.M.**
- 2. Roll Call - Members present:**
President Dennis Lyon, Ald. Cindy Flower, Brett Stanczak, Mark Johnson, Ann Esarco.
Arrived Late: Mayor Kupsik arrived 4:32pm
Staff in attendance: Josh Gajewski, Utility Director; Jo Busch, Office Manager; Scott Tesmer, Wastewater Superintendent
- 3. Comments from the Public as allowed by Wis. Stats § 19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. None**
- 4. Approve Minutes of the Previous Meeting**
Esarco/Flower motion to approve the minutes of May 17, 2017 as presented. Passed 5-0.
- 5. Acknowledgement of Correspondence: None**
- 6. Financials Update**
Mr. Gajewski reported the financial information through the end of May. He advised that we met with our account manager at Town Bank and they are offering a Max Safe account in place of the previous CD. This account matches the interest rate available in the LGIP account.
Flower/Esarco motion to approve financials as presented and keep \$267,874 in a Max Safe account at Town Bank. Passed 5-0.
- 7. Approval of the May bills**
Mr. Gajewski gave a breakdown of the bills over \$5K.
Flower/Esarco motion to approve the May bills as presented. Passed 5-0.
- 8. Directors Report**
Mr. Gajewski reported that the Host Drive project is on course for a start date in August and there is a 55 day window for the project to be completed. Dixon Engineering will be managing the site during the project. US Cellular has removed all of their equipment from Host Tower to complete the expiry of their contract which they chose not to renew. The filter project is now complete and staff has begun painting the piping and tanks where coatings were scratched or peeled during the project. L. W. Allen are scheduled to upgrade the RAS controls later this week and we continue to address the other reported operational issues/breakdowns at the Wastewater plant. Mr. Gajewski reported that the Wastewater Operator position was reposted and interviews will be held during the last week of June. Department heads have been participating in a webinar series called Effective Supervisory Practices being held bi-weekly at City Hall. The Commission has been working with a Badger High School student to redesign the Utility Commission logo and the final version is now ready to be featured in the summer newsletter. Hydrant flushing has been successful and the AT&T upgrade project at Dodge Tower is nearing completion.
- 9. Discussion/Action on the 2016 Compliance Maintenance Annual report and resolution 2017-02**
Mr. Gajewski explained that this is an annual report required by the Department of Natural Resources. Mr. Johnson said he read it over and was very impressed. He noted that we received all A's with one

exception in groundwater. Mr. Tesmer said that we historically have had problems with groundwater and chlorides. He asked the Commission to note that there is a new section to the report regarding energy usage. Ald. Flower wondered what we can do about the chloride problem. Mr. Gajewski said we already offer a softener rebate but he believes this is really a PR item that we need to focus on as any brick and mortar solution is going to be very expensive.

Esarco/Stanczak motion to approve the 2016 Compliance Maintenance Annual Report and resolution 2017-02. Passed 6-0.

10. Discussion on Utility Billing software upgrade

Mr. Gajewski reported that we have had two different companies present their software to us in combined presentations with the Commission and the City. Ms. Busch said we are currently waiting for a specific date for the third presentation which will be in July. She detailed some of the differences between the two software packages we have seen so far and noted that one of them is an upgrade to our current software. Mr. Gajewski detailed the differences in the price proposals and what they each include. Discussion followed. Ald. Flower asked how the cost would be shared. Mr. Gajewski replied this still needs to be discussed and agreed on with the City. Ald. Flower feels there are a lot of things still to be worked out if we want this implemented by the end of the year. Mr. Lyon said we need to be careful that we don't rush the process as any new software implementation is a big upheaval. He warned that a trial period needs to be extensive to prevent larger problems down the line. Mayor Kupsik said he thinks this is more involved than just implementing new software. He feels that infrastructure and logistics also need to be considered. He cautions against rushing the process and said that although January 1st may be an ideal implementation date, we should take the time to make sure we do it right. He doesn't feel that we would have any pushback from the City on that. Ald. Flower agreed and said she thinks that the City would have the same concerns. She said if January 1st is not realistic then let's find another date that works and keep moving forward.

11. Discussion/Recommendation on the transition of Treasury functions and related office staffing

Mr. Gajewski has been working with Ms. Busch to review job duties and determine the effect on office operations when the treasury functions move to City Hall. There are five major areas to the bookkeeper position that would not move with the treasury functions. The biggest decision is whether we keep our physical staffing of the office the same and if we don't, how do we provide the same level of customer service with a reduced staff. Mr. Lyon said until a decision is made regarding software, these other decisions cannot really be made. He feels that we should not underestimate the impact a software change will have. Mr. Stanczak agrees and said making a staffing decision now would be premature. Mayor Kupsik said that Mr. Gajewski needs to keep working with the City Administrator on this so that we can keep moving forward. No action taken.

12. Discussion/Recommendation on awarding of the Wastewater Roofing

Mr. Gajewski reported that two bids were received but the contractors both made math errors in their bid calculations. When calculated correctly, both bids came in higher than our estimate. We have two options; we can either reject both bids and rebid the project or go forward with the lowest bidder which would be over our budgeted amount. Discussion followed.

Kupsik/Flower motion to reject both bids and to rebid the Wastewater Roofing Project.
Passed 6-0.

13. Update on 2016 Audit

Mr. Gajewski reported that we have received our audit summary from Schenk, the results are good and we should be having a presentation from them at the July meeting.

14. Discussion/Action on setting meeting dates for July 2017 and August 2017

Mr. Gajewski explained that due to schedule conflicts it is recommended to hold the July and August meetings on the fourth Wednesday of the month rather than the third. Everyone agreed. July's meeting will be held on Wednesday July 26 and August's meeting will be held on Wednesday August 23. No formal action taken.

15. Adjournment

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

Meeting was adjourned at 5:27 P.M.

Next meeting set for Wednesday, July 26, 2017 – 4pm at City Hall, Room 2A

/s/ Jo Busch, Utility Office Manager

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

**Regular Lake Geneva Utility Commission Meeting
Wednesday, July 26, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street**

Minutes

- 1. Call Meeting to Order by Pres. Lyon at 4:00 P.M.**
- 2. Roll Call - Members present:**
President Dennis Lyon, Ald. Cindy Flower, Brett Stanczak, Mayor Kupsik and Ann Esarco.
Staff in attendance: Josh Gajewski, Utility Director; Jo Busch, Office Manager; Blaine Oborn, City Administrator
Public in attendance: David Maccoux from Schenck SC
- 3. Comments from the Public as allowed by Wis. Stats § 19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. None**
- 4. Approve Minutes of the Previous Meeting**
Esarco/Flower motion to approve the minutes of June 21, 2017 as prepared and distributed. Passed 5-0.
- 5. Acknowledgement of Correspondence**
Gajewski reported that he had been contacted by Deryck Freudeman of Utility Service Partners Inc. to see if the Commission would be interested in endorsing their business. They are a subsidiary of the National League of Cities and they provide service line warranties to homeowners. If the Commission would like to know more about this service they would be willing to do a presentation. There are three different policies, one for sewer lines, one for water lines and one for plumbing. Ald. Flower asked if other communities were doing this. Oborn said he is not a fan of endorsing specific contractors. Ald. Flower wondered if there would be a conflict if we endorsed a specific contractor. Mayor Kupsik said he would be worried about any liability if we did this. Discussion followed. The consensus of the Commission was not to pursue this.
- 6. Presentation of 2016 Financial Audit by David Maccoux, CPA of Schenck SC**
David Maccoux from Schenck SC presented the results of the 2016 Lake Geneva Utility Commission audit. He noted that both the 2016 water rate increase and the recent sewer increase were both very overdue. He recommends that sewer and water rates are analyzed each year so that rates can be increased in smaller increments in the future to keep up with O&M, capital projects and depreciation costs.
- 7. Financials Update**
Gajewski reported the financial information through the end of June.
Kupsik/Flower motion to approve the financials as presented. Passed 5-0.
- 8. Approval of the June Bills**
Kupsik/Esarco motion to approve the June bills. Passed 5-0.
- 9. Directors Report**
Gajewski reported that the Host Tower project pre-construction meetings are still being held on a weekly basis and we continue to prepare for taking the tower offline. He detailed the effects of the July 12th storm and commended our Wastewater Superintendent and his team in their efforts to minimize the impact of the surge in our sanitary sewer system. The Wastewater Operator interviews have been completed and are on this agenda for discussion. AT&T continues to work on their equipment upgrade on Dodge Tower and Dixon has performed an inspection of the work so far. Ald. Flower wondered if we

would be having a test run of taking the Host Tower offline. Gajewski said we are testing the system in smaller increments to preempt any problems that may occur when the tower is offline and there are some things needing to be addressed prior to the project.

10. Discussion/Action on Wastewater Roofing Re-bid Award

Gajewski said it was decided to re-bid this project as the first two bids we received each had errors in the price calculations. This time only one bid was received which came in higher than expected but is not out of line with market price. All of the roofs to be replaced are leaking and we do not know what shape they are in underneath. The bid is for a complete re-do of each roof and includes insulation. The final cost may be less than the bid total depending on the actual insulation requirements once the roof is torn off. He said even though the bid came in higher than expected, we have saved money in other projects that could be put toward this one or we could postpone some scheduled vehicle replacements. Discussion followed.

Kupsik/Flower motion to approve the Carlson Racine Roofing contract for Wastewater Roofing Re-bid for \$128,073.52 with follow up of any conditions required to maintain the warranty. Passed 5-0.

11. Discussion/Action/Recommendation on Water Main Replacements on the 900-1000 blocks of Main Street & 600 block of Walworth Street

Kupsik said there have been discussions of reconstructing the 900-1000 blocks of Main Street due to sub grade failures. Gajewski said the Commission is working closely with the Street Department and any time there is a complete reconstruction of the road we should be looking at the possibility of replacing mains if there is a need. Discussion followed. Gajewski said Kapur would design the water main for us and it is his recommendation that we design both the 900 and 1000 blocks of Main Street at the same time. The 600 block of Walworth will be coming up in the near future. Flower wondered how we will fund this if we go ahead. Gajewski said this was obviously not part of the 2017 budget and it may be a case of borrowing now with a debt service payment due in 2018 to pay back the cost. Oborn said it may make more sense to borrow and take the opportunity to do these projects as they come up rather than delaying until we have the money on hand. Flower wants to make sure that the Commission and the Street Department are working together on projects like this and feels that there should be room for the Utility to lead some of these discussions if necessary. Lyon said he is confident that the communication is there and said weekly staff meetings are held that include both Commission and Street Department employees.

Flower/Kupsik motion to approve the engineering costs of up to \$23,000 for the design of the water main replacement on the 900-1000 blocks of Main Street. Passed 5-0.

12. Review of the Current Terms for Commissioners

Gajewski reported that as part of the recent ordinance revision the terms for citizens who sit on the Commission will now be three years instead of five. Members of the City Council that sit on the Commission always serve one year terms. Busch has put together a list of the current commissioners and when their terms expire according to the minutes of the City Council meetings of when they were appointed. The City Administrator will take the place of the first citizen member whose term expires which will be in October of 2018 or sooner if one of the citizens were to resign. This item is on the agenda for informational purposes only. No action taken.

13. Closed Session

Kupsik/Flower motion to go into closed session pursuant to Wis. Stat.1985 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for, specifically the Utility Director and Wastewater Operator positions and to include Blaine Oborn, Josh Gajewski and Jo Busch in the closed session.

Roll Call: Lyon, Stanczak, Kupsik, Flower and Esarco voting “yes”. Passed 5-0.

Commission entered into closed session at 5:40p.m.

14. Open Session

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

Roll Call: Lyon, Stanczak, Kupsik, Flower and Esarco voting “yes”. Passed 5-0.

Commission returned to open session at 5:55p.m.

Flower/Stanczak motion to approve the secondary employment for the Utility Director as discussed in closed session. Passed 5-0.

Flower/Stanczak motion to go forward with the Wastewater Operator position as discussed in closed session. Passed 5-0.

15. Adjournment

Flower/Stanczak motion to adjourn. Passed 5-0.

Meeting was adjourned at 5:57 P.M.

Next meeting set for Wednesday, August 23, 2017 – 4pm at City Hall, Room 2A

/s/ Jo Busch, Utility Office Manager

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

Lake Geneva Tree Board

Wednesday June 28, 2017

City Hall, Conference Room 2C

The Lake Geneva Tree Board was called to order by President Kirchberg at 5:30 p.m. Present were: Candy Kirchberg, Clara Jacobs, Jon Foster, Dan Andresen, Steve Peters, Joe Esposito. Park Board members: President, Ann Esarco, John Swanson, Barb Philipps, Lynn Hassler and from the Lk Geneva Street Dept. Neil Waswo.

A motion was made by Steve Peters, seconded by Candy Kirchberg to approve the minutes of the Wednesday, April 5, 2017 minutes. Motion carried.

Comments from the public: John Swanson expressed a concern about the dead trees in parks and on business and private property and if we as a tree board could solve some of these issues. We will address this issue at a later date. Lynn Hassler thanked our board for all our efforts toward beautification and care of trees.

Park Board Report: Ann had no new issues to report. Candy reported her progress on the Tree Plaque Program and waiting to receive the leaf identification pictures for images on the plaque. The Sycamore trees near the Horticultural Hall will also be labeled. There are about 36 plaques in all.

Arborist Jon Foster stated that they are still busy taking down trees due to age or disease. 20 pear trees will be planted in the fall along Hwy 50.

Next meeting on September 27 at 5:30 p.m.

Meeting adjourned at 6:09 p.m.

Clara Jacobs

Secretary

I am attaching the list of Arbor Day Honorees that I had – I welcome any additions and corrections.

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JUNE 8, 2017, AT 6:00 P.M.**

The 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 Hartz at 6:05 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call

Commissioners Jordan, Bittner, Pollard and Hartz were present. Commissioner Horne was excused. Police and Fire Liaison Ken Howell was excused. Town of Geneva Fire Liaison Tom Walton was present.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
Mr. Spryo Condos spoke regarding agenda item 10g. Mr. Condos is a resident of the downtown business district (BID) and stated that the business district needed the presence of reserve officers in the area. The business district would be willing to help offset some of the pay by using tax dollars to supplement the cost of reserves and creating competitive wages.

5. Acknowledge correspondence - There was none.

6. Presentation of Twenty Years of Service Plaque to Officer William D. Thornburgh

Chief Rasmussen presented Officer William D. Thornburgh a plaque for 20 years of service to the City of Lake Geneva Police Department.

7. Approval of regular meeting minutes May 4, 2017

Bittner motioned to approve regular meeting minutes of May 4, 2017 with one correction. Jordan seconded. Motion carried.

8. City Council Report -- Nothing to report.

9. Fire Department Business

a. Approval of bills for the month of May 2017, operating in the amount of \$64,388.41, Equipment Purchases in the amount of \$73,634.08, Impact fees in the amount of \$9,635.00 for a total of \$147,657.49

Jordan motioned to approve the bills for the month of May 2017, Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0.

Chief Peters briefly reviewed some parts of the expenditure report.

b. Discussion Monthly EMS Medical Billing/Stark report

Lt. Detkowski discussed the new "Trip Aging Report." The Fire Department's collection rate is comparable to other agencies in the area. The Fire Department is trying to turn over their bills within 18 days to improve on faster turnaround times.

c. Discussion Monthly Fire Department report Overview

Chief Peters reviewed the monthly report. Captain Ryan Derrick was the spotlighted employee. Captain Derrick has 17 years of service with the Lake Geneva Fire Department and is a third generation firefighter, including his grandfather, father, uncle and his mother as well as another brother employed at the City of Lake Geneva Police Department. Notable calls included a kayak fatality incident and a severe storm warning which resulted in a main power line being down.

d. Discussion Monthly Paratech report- No discussion/action

e. Discussion/Action Town of Geneva Emergency Services Contract

Chairman Kopecky, Supervisor Walton, President Hartz and Chief Peters met to discuss the Town of Geneva Emergency Services Contract. They will meet again to try to come to an agreement on the contract but have made progress so far.

f. Discussion/Action EMS Reporting Software Change Update

Lt. Detkowski stated that the reporting software has been updated and next month the standard reports should be available as usual. Three different systems have been used this year so it may be difficult to determine data and statistics.

g. Discussion/Action - Lexipol Policies

- 205 Electronic Mail
- 210 Solicitation of Funds
- 310 High-Rise Incident Management
- 311 Elevator Entrapments
- 314 Confined Space Rescue Response
- 317 Carbon Monoxide Detector Activations
- 319 Hazardous Materials Response
- 326 Adult Abuse
- 332 Grocery Shopping On Duty
- 335 Unmanned Aerial Systems UAS Operations
- 704 Information Technology Use
- 707 Communications Operations
- 710 Non-Official Use of Department Property
- 801 Release of Records
- 803 Patient Medical Records Security and Privacy
- 901 Department of Safety & Professional Services Inspections
- 902 Department of Safety & Professional Services Notification of Illness, Injury or Death
- 907 Heat Illness Prevention Program
- 909 Personal Alarm Devices
- 911 Vehicle Seat Belts

Jordan motioned to approve Lexipol policies as listed above. Pollard seconded. Motion carried 4-0.

h. Discussion/Action-Narcan agreement with GLLEA

Jordan motioned to approve the Narcan agreement with GLLEA. Pollard seconded. Motion carried 4-0. Geneva Lake Law Enforcement Agency (GLLEA) asked Chief Peters to train their officers on the use of Narcan. The Narcan agreement must be approved before Chief Peters can begin training. City Attorney Draper has reviewed the agreement and made corrections as needed.

i. Discussion Equipment Replacement Program update

Chief Peters gave an update on the Equipment Replacement Fund and reported the status on each item.

j. Discussion/Action Resignation of FF/EMT Eric Anderson

Bittner motioned to accept the resignation of FF/EMT Eric Anderson. Pollard seconded. Motion carried 4-0.

k. Discussion/Action Rehiring of Firefighter/AEMT Jaemie McDonough

Pollard motioned to accept the rehiring of Firefighter/AEMT Jaemie McDonough. Jordan seconded. Motion carried 4-0.

l. Discussion/Action Return to Active Status of POP Alex Pernice

Bittner motioned to return Alex Pernice to POP duty. Jordan seconded. Motion carried 4-0.

m. Discussion/Action-Captains/Lieutenant testing Process

Lieutenant Detkowski applied and tested for the Captain position. An oral interview will be scheduled for either June 20, 2017 or June 23, 2017. Chief Peters asked for one commission member to attend the interview. Lieutenant testing for two promotions will be done sometime in August.

n. Discussion/Action-Confidential Administrative Assistant

The Confidential Administrative Assistant position will be posted soon using the job description that was approved last month. The position will not be combined with city hall personnel at this time as previously discussed.

o. Discussion regarding Damage to Ambulance 3

There was damage to one of the ambulances this month. An accident/injury preventability report was filled out and the parties were educated on the issue. The policy has been revised to prevent another incident in the future.

p. Discussion Thank You letters – No discussion/action

- Kevin Kennedy- Mercy Walworth Hospital, EMS Coordinator
- YMCA
- Stellana
- St Francis School

q. Items to be forwarded to city council

Monthly report, Narcan training agreement

10. Police Department Business

a. Approval of bills for the month of May 2017 operating in the amount of \$215,186.07, Equipment Purchases in the amount of \$22,741.00, for a total of \$237,927.07

Jordan motioned to approve the monthly bill for May 2017. Bittner seconded. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0.

b. Discussion/Action on participation in COPS grant

Hartz motioned to allow the Police Department to apply for a COPS grant. Bittner seconded. Motion carried 4-0. Chief Rasmussen stated that the COPS grant is a hiring grant through the Department of Justice. The grant would pay 75% of an officer's wage. Jordan asked if the department had enough money budgeted for the remaining 25%. Chief Rasmussen advised that the money would be figured into next year's budget.

c. Discussion/Action appraisal policy and Lieutenant Appraisal forms

Hartz motioned to approve Policy 1002 with the noted corrections. Bittner seconded. Motion carried 4-0. The Lieutenant appraisal is similar to the Chief's appraisals.

d. Discussion/Action adding police fingerprinting to fee schedule

Bittner motioned to recommend to the City Council to charge a fingerprint fee of \$15.00 for residents and people working within the city limits and \$60.00 for nonresidents. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0.

Chief Rasmussen would like to start charging a fingerprint fee for people coming to the police department to have their fingerprints taken for work or other purposes. Fingerprinting takes approximately 30 minutes per person. The department has seen a steady increase of fingerprinting in the last few years, especially for nonresidents because we do not charge a fee.

e. Discussion/Action disposition of five (5) unused shotguns

Pollard motioned to dispose of five (5) unused shotguns. Jordan seconded. Motion carried 4-0.

Chief Rasmussen asked to have five 12 gauge shotguns sold as they are no longer used. The shotguns will be turned into a gun shop for credit in exchange for guns or ammunition.

f. Discussion/Action disposition of two (2) M-16 rifles.

Jordan motioned to dispose of two M-16 rifles either through ATF or destroyed by the State Crime Lab. Pollard seconded. Motion carried 4-0.

Chief Rasmussen would like to have the M-16 rifles destroyed as they are no longer being used. The rifles were received in the early 90's and are not being used. Chief Rasmussen will determine the best way to dispose of the rifles.

g. Discussion/Action summer staffing update

Chief Rasmussen explained that two full time officers are being trained and one additional full time officer is beginning July 1. One officer should be trained by July 1, 2017 and the other officer should be fully trained by the

end of August. Four part time officers will be working 32 hours per week. There are three more part time officers and two casual officers for a total of 9 officers covering the downtown area. Hartz asked what Chief Rasmussen thought about Mr. Condos comments regarding the BID helping to supplement the cost of reserves. Chief Rasmussen advised that 10 years ago the BID did not want any reserves in the downtown area and now they would like their presence. Bittner felt that some of the cost for reserves could also be generated from bartender fees as alcohol contributes to many of the police department calls.

h. Discussion/Action Swat Conference

Sergeant Derrick prepared a report about how the Lake Geneva Police Department handles SWAT calls during the “post Ferguson” era. The report indicates that the police department is going in the right direction and is actually “ahead of the curve” with regard to other agencies.

i. Discussion Wave Alarm system

A Wave alarm system is now in place at the schools for possible active shooters. The call out will go directly to the officer and dispatcher radios. Pollard asked where the buttons were placed in the school. Chief Rasmussen stated that buttons are placed strategically throughout the schools. All Joint 1 schools and St. Francis are connected to the Wave system.

j. Discussion Host Street Water Tower

The city approved paying for the movement of the communications equipment from the Host Street Water Tower. The painting is still scheduled for August and could take up to six weeks to complete.

k. Discussion/Action request to use Riveria for next year’s Awards night.

Pollard motioned to move the awards ceremony to the Riveria. Hartz seconded. Motion carried 4-0. Chief Rasmussen stated that several alderman approached him and suggested moving the Police Awards ceremony to the Riveria because of the large attendance. Chief Rasmussen will request to waive the fees for the Riveria.

l. Discussion on Chief’s top five monthly incidents – No discussion/action

m. Discussion regarding Monthly activity reports – No discussion/action

2017 Dispatch activity for May 2017:	Telephone calls- 3,367	911 Calls- 230	Window assists- 1,058
2016 Dispatch activity for May 2016:	Telephone calls- 3,734	911 Calls- 270	Window assists- 1,009

2017 Patrol activity for May 2017:	Calls for service – 1,611	Arrests – 105
2016 Patrol activity for May 2016:	Calls for service – 1,635	Arrests – 199

n. Discussion regarding Thank you letters – No discussion/action

- Stellana
- Mary Ann Moller-Gunderson
- Lake Geneva Food Pantry
- Doug and Connie Shadewaldt
- Becky Fillinger
- Daisy Girl Scout Troop 7166
- Thank you reference Officer Gee
- Judge Sibbing

o. Items to be forwarded to City Council

Chief’s top five monthly incidents
Monthly reports
Police awards ceremony at the Riveria
Fingerprinting to be added to the fee schedule
Wave alarm system

11. a. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically non-union supervisor contract bargaining

b. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically Exit interview with Officer Thomas Giovannoni

Jordan motioned to go into closed session. Bittner seconded. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0 at 7:47 p.m.

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

Jordan motioned to return to open session. Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Jordan-Y, and Hartz-Y. Motion carried 4-0 at 9:39 p.m.

13. Discussion/action on closed session items if needed.

No discussion/action on closed session.

14. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 4-0. Meeting adjourned at 9:39 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, JUNE 19, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 6:04p.m.

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

Approve the Minutes of April 17 and May 15, 2017 Plan Commission meeting as distributed.

Kupsik/Skates motion to approve. Motion carried 5 to 0.

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

Candace Kirchberg, 917 Marshall Street, Lake Geneva, thanked everyone regarding the Associated Bank project for considering the neighbors by proposing a landscaping plan to minimize the noise while being aesthetically pleasing. Candace also thanked Karen Klipp for taking into consideration the neighborhood and wanting to bring families to the area.

Acknowledgement of Correspondence.

Correspondence was received from Kwik Trip supporting the rezoning and conditional use permit for a new bank on the lots at 916 Marshall Street and 728 Williams Street. Correspondence was received from Bill Chesen in support of the addition and deck at 905 Platt Avenue filed by Steven and Leah Andersen. Correspondence was received from the National Association of Realtors with information on home rentals. Correspondence was received from Trish Schaefer opposing Commercial Indoor Lodging.

Downtown Design Review.

Application by Matt Morgan, 212 Hidden Trail, Elkhorn, WI 53121, to add 2 signs: one projecting sign and one wall mounted sign at 231 Cook Street, Tax Key No. ZOP00253.

Zoning Administrator Walling has worked with Matt Morgan to choose historic colors for his signs. The designs of the projecting sign and the wall mounted sign meet our downtown design overlay standards. The wall mounted sign also meets the size requirements of downtown design. Planner Mich stated all projecting signs (90 degrees from the wall) are limited to 3 sq. ft. The proposed projecting sign is 4.2 sq. ft. The Planning Commission is asking for a condition of approval that they reduce the projecting sign to 3 sq. ft.

Kupsik/Gibbs motion to approve and include all staff recommendations and the change in size of the projecting sign.

Roll Call: Kupsik, Skates, Gibbs, Hill, Frederick voting “yes.” Motion carried 5 to 0.

Application by Kathy & Thomas George, 3383 S. Shore Drive, Delavan, WI 53115, to change the exterior of a brick building at 832 Geneva Street, Tax Key No. ZOP00252.

Thomas George shared their vision to update the exterior of the building. They are requesting to override the statute for painting a brick building. The brick is very old and they feel a power washer would cause further erosion to the brick. They would like to paint the brick to seal it instead. Another option would be to recover it with hardy board siding which they have done at another building downtown. Since it is a residential building, they would like to keep the home aspect of the building and paint the brick. Zoning Administrator Walling shared information regarding maintenance and removal of paint from brick buildings by the State of Wisconsin. Thomas pointed out there are many brick buildings in the downtown district which have been painted and he feels painting the brick grey would help them stand out.

Mr. Walling has walked around the building and the brick is not failing. The brick could fail more quickly if painted or sealed. Guidelines state if brick is painted, it traps the moisture behind the brick. Wisconsin has frost freeze so water

expands and cracks the brick. In the downtown overlay ordinances, Lake Geneva wants to retain the historic character of the old brick buildings.

Skates/Frederick motion to deny the application.

Alderman Skates stated the brick is in great shape and painting any brick in Wisconsin will accelerate the disintegration of the brick face. His suggestion to the owner would be to put a cleaner on the brick which can be washed off. This cleaner will make a big difference without having to power wash the brick. Alderman Skates agrees with the ordinance and staff recommendations for this application.

Roll Call for entire meeting was taken a second time since Ann Esarco arrived after the meeting began.

Roll Call: Present: Mayor Kupsik, Alderman Doug Skates, John Gibbs, Ann Esarco, Sarah Hill, Tyler Frederick.

Absent (Excused): Ted Horne, Mike Slavney. Also Present: City Planner Mich, City Attorney Draper, City Administrator Oborn, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

Roll Call for 832 Geneva Street: Skates, Esarco, Frederick, Walling (tie breaker) voting “yes.” Motion carried 4 to 3 with Gibbs, Hill, Kupsik voting “no.”

Application by Greg Odden, 705 Madison Street, Lake Geneva, WI 53147, to change the exterior of a brick building at 201 Wrigley Drive, Flat Iron Park.

David Lindelow, Visit Lake Geneva, 527 Center Street, Lake Geneva, WI, wants to redo the Visitors Center as it is in bad shape. He was not aware of the brick painting controversy. They want to match the other structures surrounding the Visitors Center and would like to paint the brick a cream color similar to the adjacent Brunk Pavilion as well as update the roof structure. They realize the need to rethink the color of the roof if they have to keep the red brick.

Commissioner Hill asked if the applicants were told they could not paint the brick. Zoning Administrator Walling stated the applicant was told during their discussion of this project that the bricks could not be painted. Ms. Hill asked if the previous applicant was told the brick could not be painted. Mr. Walling replied yes.

Greg Odden has worked in historical construction for many years and acknowledges the concern of moisture in buildings. Moisture migrates from higher density to lower density which occurs in the winter. Owners have to stop the moisture from the inside and allow air movement between the framed structure and the brick with proper venting. The brick in this project is a hard fired brick which allows painting without de-lamination. The paint industry has adjusted so there are options which do not trap moisture in brick.

Mayor Kupsik clarified with Mr. Walling the intent of the application was for painting the outside of the building. Mr. Walling stated the application request was for painting the brick, repairing the roof and updating windows. The roof and window requests can move forward immediately with permits which do not need review.

Commissioner Hill asked Mr. Walling for his suggestion for this application. Mr. Walling stated they should paint the wood and leave the brick as is. Administrator Oborn stated the roof would be an improvement. Mayor Kupsik reiterated the application request is for painting the brick.

Skates/Esarco motion to deny the application.

Roll Call: Kupsik, Skates, Gibbs, Esarco, Frederick, voting “yes.” Motion carried 5 to 1 with Hill voting “no.”

Public Hearing and Recommendation on a Conditional Use Application (CUP) filed by Jeffrey Walski, 1452 Sunrise Trail, Lyons, WI 53105, for an Indoor Commercial Entertainment land use and Outdoor Commercial Entertainment land use for a health café at 264 Center Street, Tax Key No. ZOP00259.

Jeff Walski wants to open an organic foods café. Planner Mich stated this application involves a Conditional Use Permit for Indoor Commercial Entertainment and Outdoor Commercial Entertainment for outdoor seating on the site which will remain on site and not encroach into the public right of way. Alderman Skates asked the applicant about the items served at this café. Mr. Walski said the café will have food such as smoothies, wraps, cafés, and sandwiches with organic ingredients without GMO's.

Hill/Skates motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Frederick motion to approve the Conditional Use Permit for Indoor Commercial Entertainment Land Use and staff recommendation and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Kupsik/Gibbs motion to approve the Conditional Use Permit for Outdoor Commercial Entertainment Land Use and staff recommendation and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Downtown Design Application by Jeffrey Walski, 1452 Sunrise Trail, Lyons, WI 53105, to replace lettering on awning and add window decal sign at 264 Center Street, Tax Key No. ZOP00259.

Planner Mich stated the Marigold yellow color requested in the application shall be used for the window decal along with the lime green. The bright yellow is not allowed.

Skates/Esarco motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on a Zoning Map Amendment filed by Matt Schroeder of Associated Bank, 10701 National Avenue, West Allis, WI 53227, to change the zoning from General Business and Single Family Residential-4 to Neighborhood Business at 728 Williams Street, Tax Key No. Tax Key No. ZRA00034 and 916 Marshall Street, Tax Key No. ZRA00033.

Steve Rolfe, Midland Commercial Development, presented the zoning change for the proposed Associated Bank site. Steve Rolfe and Andrew Kerr met with people in the neighborhood and Alderwoman Cindy Flowers to hear their input for this project. Mr. Rolfe’s team has addressed the neighbor’s concerns in their design. The goal is to begin site work by mid August. Mr. Rolfe restated the requested the zoning change.

Speaker 1: Robert Klabunde, 308 Carlton Court, Genoa City, WI, owns the property across the street, 721 Williams Street, and asked if the current parking on the west side of the street will remain. Mr. Walling replied the stalls would remain.

Skates/Hill motion to close the public hearing. Motion carried 6 to 0.

Hill/Kupsik motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick voting “yes.” Motion carried 5 to 1 with Gibbs voting “no.”

CSM Lot Combination Review filed by Matt Schroeder of Associated Bank, 10701 National Avenue, West Allis, WI 53227, for 728 Williams Street, Tax Key No. Tax Key No. ZRA00034 and 916 Marshall Street, Tax Key No. ZRA00033.

Steve Rolfe is requesting a combined CSM for the Associated Bank Project. Planner Mich stated staff has approved the proposed CSM subject to compliance with detailed technical review comments provided by the City’s consulting engineer, Kapur and Associates.

Kupsik/Frederick motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick voting “yes.” Motion carried 5 to 1 with Gibbs voting “no.”

Public Hearing and Recommendation on a Conditional Use Permit filed by Matt Schroeder of Associated Bank, 10701 National Avenue, West Allis, WI 53227, for a drive-through In-Vehicle Sales and Service land use for a proposed Associated Bank at 728 Williams Street, Tax Key No. Tax Key No. ZRA00034 and 916 Marshall Street, Tax Key No. ZRA00033.

Andrew Kerr, Architect for Rinka Chung, Milwaukee, presented the exterior of the bank and site plan for the drive-thru. The exit to the alley will be a one way lane and has a jog to provide a buffer for the neighbors. The number of plantings was increased on the northwest corner of the site to provide screening the bright lights from Kwik Trip. Most bright green colored panels have been eliminated from the building exterior. All signs in back of bank have been omitted so the neighbors are not affected. The side yard was increased by 10’ with heavy landscaping for privacy.

Speaker 1: Cindy Flower, 533 Haskins Street, Lake Geneva, thanked the developer and architect for meeting with residents and making modifications to their plan. Ms. Flower asked for construction to be done during the hours found in our ordinances.

Kupsik/Skates motion to close the public hearing. Motion carried 6 to 0.

Skates/Hill motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick voting “yes.” Motion carried 5 to 1 with Gibbs voting “no.”

Public Hearing and Recommendation of a Zoning Map Amendment/General Development Plan filed by Steven and Leah Andersen, 905 Platt Avenue, Lake Geneva, WI 53147, to expand the buildable envelope and construct a three-season porch and deck at the rear of the home at 905 Platt Avenue, Tax Key No. ZCOT00008.

Steve Andersen seeks approval for a zoning map amendment. Planner Mich described the need to change the buildable pad to allow building a three-season room and deck. This property is located in an existing Planned Development and requires an amendment. This amendment would be unique to this property and Plan Commission is not legally bound to grant this request to other properties in the Planned Development.

Speaker 1: Mark Altera, 846 Kenna Lane, on behalf of the Woodlands Condo Association, asked if this request is granted, would the building ordinances address the additional run-off from the project. Zoning Administrator Walling stated when the owner expands their building, they are responsible to maintain the waters that land on their property.

Kupsik/Frederick motion to close the public hearing. Motion carried 6 to 0.

Skates/Hill motion to approve and state the owner is responsible to maintain the water shed on their property and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on an amendment to a Precise Implementation Plan filed by Steven and Leah Andersen, 905 Platt Avenue, Lake Geneva, WI 53147, to expand the buildable envelope and construct a three-season porch and deck at the rear of the home at 905 Platt Avenue, Tax Key No. ZCOT00008.

Steve presented the construction plans for the three-season room and the deck.

Skates/Hill motion to close the public hearing. Motion carried 6 to 0.

Gibbs/Esarco motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on a Conditional Use Permit filed by Fairwyn Ltd, 875 Townline Road Ste 103, Lake Geneva, WI 53147 to utilize setbacks for the Single Family Residential-4 zoning district in the Estate Residential-1 zoning district (as enabled by Section 98-407(3) of the Zoning Ordinance) at 930 Bayview Drive, Tax Key No. ZGB00026.

Brian Pollard, Fairwyn, 875 Townline Road, requesting the use of SR-4 setbacks in an ER-1 zoning district for a home remodel.

Speaker 1: Virginia Magda, 1878 Geneva Bay Drive, wanted to know the difference between the setbacks for ER-1 and SR-4. She also asked how close something can be built off the common property line since the tennis courts are shared by the two properties.

Kupsik/Skates motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Skates motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on Zoning Map Amendment/General Development Plan filed by Steven R. and Jen C. Evans, 763 Ivy Oaks Drive, Caledonia, IL, 61011 to establish a Commercial Indoor Lodging land use (vacation rental home) at 717 Geneva Street, Tax Key No. ZOP00160.

Steve and Jen Evans own the home at 717 Geneva Street. The 1st floor was used for business and the 2nd floor was a residential space. His son uses the 2nd floor as a living space and they want to construct a 1st floor unit for short term rental.

Hill/Kupsik motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Esarco motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on a Precise Implementation Plan filed by Steven R. and Jen C. Evans, 763 Ivy Oaks Drive, Caledonia, IL, 61011 to confirm zoning flexibilities to establish a Commercial Indoor Lodging land use (vacation rental home) at 717 Geneva Street, Tax Key No. ZOP00160.

Steve Evans plans to rent out this 1st floor unit as a short term vacation rental. Planner Mich stated the site plan was approved for vacation rental and Commercial Indoor Lodging land use is allowed with a valid Conditional Use.

Hill/Skates motion to close the public hearing. Motion carried 6 to 0.

Hill/Kupsik motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on a Conditional Use Permit filed by Steven R. and Jen C. Evans, 763 Ivy Oaks Drive, Caledonia, IL, 61011 to establish a Commercial Indoor Lodging land use (vacation rental home) at 717 Geneva Street, Tax Key No. ZOP00160.

Steve Evans wants to establish the 1st floor unit for short term vacation rental which requires construction.

Commissioner Hill asked about the regulations of Commercial Indoor Lodging. Alderman Skates referred to the staff recommendations, Section 98-206(4)(k) pertaining to Commercial Indoor Lodging land uses. Zoning Administrator Walling asked if the 2nd floor had 1 or 2 exits. Mr. Evans answered the property had 1 exit. Mr. Walling stated the 2nd floor needs 2 exits to comply with the building code.

Speaker 1: Mary Jo Fesenmaier, 1085 S Lake Shore Dr, Lake Geneva, asked if the Conditional Use stays with the property (regular) or the owner (limited). She asks for a limited (owner) CUP.

Speaker 2: Karen Klipp, 7345 Hollow Drive, Lake Geneva, doesn't think limiting the Conditional Use to the owner will not help the resale of the property.

Kupsik/Skates motion to close the public hearing. Motion carried 6 to 0.

Skates/Kupsik motion to approve, to limit this Conditional Use to the applicant, the 2nd floor needs a 2nd exit and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on a Zoning Map Amendment/General Development Plan filed by Karen Klipp, 7345 Hollow Drive, Lake Geneva, WI 53147 to confirm zoning flexibilities to establish two Commercial Indoor Lodging land uses (vacation rental homes) at 824 Williams Street, Tax Key No. ZRA00018.

Karen Klipp, 7345 Hollow Drive, Lake Geneva, is asking for a zoning amendment for her property which has two buildings. Planner Mich stated the applicant is asking for flexibility to have two buildings on the property which includes 3 different lots and flexibility in the ordinance for the location of customer entrances from any residential structure.

Speaker 1: Paul Storeck, lives west of this property, asked the owner to extend the chain link fence to the alley. People park in his driveway. Commissioner Frederick referenced the privacy fence on the plans. Zoning Administrator Walling cautioned the vision triangle has to be addressed.

Hill/Kupsik motion to close the public hearing. Motion carried 6 to 0.

Hill/Kupsik motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting "yes." Motion carried 6 to 0.

Public Hearing and Recommendation on a Precise Implementation Plan filed by Karen Klipp, 7345 Hollow Drive, Lake Geneva, WI 53147 to confirm zoning flexibilities to establish two Commercial Indoor Lodging land uses (vacation rental homes) at 824 Williams Street, Tax Key No. ZRA00018.

Planner Mich stated the site plan is addressed and shared the staff recommendations for this application.

Speaker 1: Cindy Flower, 533 Haskin Street, Lake Geneva, had concerns about the final site plan not being available to the public. Zoning Administrator Walling stated the official documents are kept in the city clerk's office. The secondary documents are convenience documents. The notices state that anyone can come to City Hall to view any projects on the agenda. Commissioner Gibbs asked about the flexibility for customer entrances facing residential buildings. Mayor Kupsik stated that the distance of these entrances from residential buildings shall be stated for the application process.

Kupsik/Hill motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Esarco motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting "yes." Motion carried 6 to 0.

Public Hearing and Recommendation on a Conditional Use Permit filed by Karen Klipp, 7345 Hollow Drive, Lake Geneva, WI 53147 to establish a Commercial Indoor Lodging land use (vacation rental home) at 824 Williams Street, Tax Key No. ZRA00018.

Planner Mich read conditions for the applicant from the staff recommendations. Karen Klipp asked for the Conditional Use to be with the property.

Speaker 1: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, Lake Geneva, asked the Plan Commission for the CUP to be with the applicant. Commissioner Gibbs asks for the Plan Commission to be consistent with the Conditional Use Permits.

Kupsik/Gibbs motion to close the public hearing. Motion carried 6 to 0.

Skates/Kupsik motion to approve the CUP application, specific to the applicant, have the western fence extended to the poles and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting "yes." Motion carried 6 to 0.

Public Hearing and Recommendation on a Zoning Map Amendment/General Development Plan filed by Chris Law, Geneva Lakes Christian Church, W2906 Willow Road, Lake Geneva, WI 53147, to amend the Zoning Map from the SR-4 Single-Family zoning district to Planned Development for a new worship facility at 1015 N. Bloomfield Road, Tax Key Nos. ZSF00232 and ZSF00231.

Bill Henry, Kehoe-Henry & Associates, Elkhorn, on behalf of Geneva Lakes Christian Church. Pastor Chris Law is looking to build a new worship facility.

Kupsik/Skates motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Hill motion to approve and include staff recommendations and fact finding.

Planner Mich stated staff is recommending approval on flexibilities 1-6 but has additional comments on flexibilities 7-8. Flexibility 7, staff is allowing the on-site paving over a 2 year span but the staff requests 50 ft of the driveway to be paved within 6 months to reduce dirt tracking on Harmony Drive. Flexibility 8 – applicant is requesting 2 - free standing signs. Staff does not want to grant 2 - free standing signs since it has not approved it before. Staff believes the height of the building and steeple provides enough visibility. Zoning Administrator Walling wanted to verify that recycled asphalt would be used in the paving for the parking lot. Mr. Henry stated in the PIP application they have agreed to live with the one year completion of the black topping. They can certainly accommodate the request for the recycled asphalt for some of the base material.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on a Precise Implementation Plan filed by Chris Law, Geneva Lakes Christian Church, W2906 Willow Road, Lake Geneva, WI 53147, to construct a new worship facility at 1015 N. Bloomfield Road, Tax Key Nos. ZSF00232 and ZSF00231.

Bill Henry, Kehoe-Henry & Associates, Elkhorn, on behalf of Geneva Lakes Christian Church, apologized about the draft application that was submitted in May. He noted additional parking drawings came in for the final application which caused the site plan to get renumbered, and the parking calculations got left off of the drawing. The parking requirements as calculated in both the GDP application and the draft PIP was based on a worship area capacity of 230 which at 1 stall per 5 would be 46 stalls. The church will have 3 employees, so a total of 49 stalls are required. They are proposing 54. The staff report shows 77 stalls were required. He questioned why that was. Planner Mich said she was not sure where that number came from. Mr. Henry said the initial proposal had a larger number so perhaps that is what it could be.

Mr. Henry also addressed the fire hydrant. They would prefer to have it 60ft away rather than 50ft as there is no place within 50ft without having it by the front corner of the church. He noted Lieutenant Detkowski from the Fire Department stated he did not see an issue with that at the May 15th meeting. He was questioning why that was being denied. Mayor Kupsik said they can make that contingent upon the Fire Department’s approval. Mr. Henry also addressed the two monument signs. The PIP has been revised. The monument sign needs to be quite large because it will be off of Bloomfield and Harmony Dr a significant distance to accommodate the vision triangle as well as the setbacks due to the right of ways. They are also requesting a directional sign. Mayor Kupsik noted the smaller sign would be considered a directional sign. Mr. Skates stated this is only an indicator and is on their property. Ms. Mich stated they are permitted one sign per entrance but it can be no more than 9 square feet and the logo must be less than 1 square foot. Mr. Henry gave an overview of the materials planned for the outside of the building.

Kupsik/Skates motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Skates motion to approve and include all staff recommendations including the location of the fire hydrant, the use of recycled asphalt for the driveway, one monument sign and one directional sign placed on the property to be compliant with the City’s ordinance, findings of fact, and items mentioned during the public hearing.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation to amend the Precise Implementation Plan / Conditional Use Permit filed by Lake Geneva Tennis Club LLC, 630 Veterans Pkwy, to expand a parking lot for a Physical Activity Studio land use (indoor tennis complex) at 630 Veterans Parkway, Tax Key Nos. ZLGBP200029, ZLGBP200030, ZLGBP200031, ZLGBP200032, & ZLGBP200033.

Speaker 1: Thomas Connolly, Autumn Wood Financial Corporation in Walworth, WI, represents Lake Geneva Tennis Club. This application was submitted because they need extra parking. This would add 10 parking spots. Mr. Oborn said the business is having growth needs, so he feels this is advantageous for them and the City.

Speaker 2: Cindy Flower, 533 Haskins St, commented on the site. She suggested revisiting the percent impervious as they are adding additional parking and the potential expansion of the outdoor tennis courts be revisited in relationship to the additional imperviousness that we are proposing to add. There was discussion in the past about tournaments which may require additional parking.

Hill/Kupsik motion to close the public hearing. Motion carried 6 to 0.

Mr. Gibbs stated he would like the landscaping to be cleaned up. Ms. Mich noted staff is recommending at least 40 new landscaping points be provided because the paving area is increasing.

Skates/Kupsik motion to approve including all staff recommendations and findings of fact.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation of a Conditional Use Permit filed by Reeds Construction LLC, W3199 S Lake Shore Drive, Lake Geneva, WI 53147, to construct a new boat slip at 1084 LaGrange Drive, Tax Key No. ZLE00003.

Jeff with Reeds Construction located at W3199 S Lake Shore Dr, is representing Michael Lynch. Mr. Lynch would like to put a slip on to his pier. It is 13 feet off the lot line which is a DNR requirement. Mr. Oborn asked the applicant if they had done the permit yet with the DNR. Jeff noted they are in the process and believes they are in the 30 day waiting period.

Kupsik/Skates motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Gibbs motion to approve to include all staff recommendations, fact finding, and contingent upon approval of the DNR permit.

Roll Call: Kupsik, Skates, Gibbs, Hill, Esarco, Frederick voting "yes." Motion carried 6 to 0.

Public Hearing and Recommendation of a Conditional Use Permit filed by Julie Selby, 800 N Blue Spruce Circle, Hartland, WI 53029, for Indoor Commercial Entertainment for a studio at 262 Center Street, Tax Key No. ZOP00259.

Ms. Mich noted this is a Board & Brush Creative Studio which was previously located at 252 Center St. This will be a new location with different site conditions. The applicant did not provide information pertaining to anticipated class sizes, floor plans, and types of paint materials to be used during classes. Staff does not have any issues with the proposed land use in this location. They recommend approval of the conditional use provided that they use only paints and lacquers certified to be low voc or water based. Mayor Kupsik would feel more comfortable continuing this to the next meeting in order to have the applicant there to answer any questions or make any comments. Mr. Oborn stated the applicant went through this process for the first establishment, so they are fully aware. He and the Building & Zoning Administrative Assistant have had conversations with them.

Gibbs/Skates motion to close the public hearing. Motion carried 6 to 0.

Hill/Esarco motion to approve including all staff recommendations and fact finding in the affirmative.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting "yes." Motion carried 6 to 0.

Downtown Design Application by Julie Selby, 800 N Blue Spruce Circle, Hartland, WI 53029, for vinyl window decals and a wood sign to the exterior of the building at 262 Center Street, Tax Key No. ZOP00259.

Hill/Skates motion to approve to include all staff recommendations.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting "yes." Motion carried 6 to 0.

Public Hearing and Recommendation of a Conditional Use Permit filed by Halvar Petersen, 507 Broad Street, Lake Geneva, WI 53147, for Indoor Commercial Entertainment for a Bakery/Patisserie at 252 Center Street, Tax Key No. ZOP00258.

Ms. Mich emphasized this does not involve baking onsite. The items are all produced off site and sold on the premises. There is no proposed seating. No signage or exterior modifications are proposed to the building. Staff recommends that no additional conditions of approval be attached and recommends approval.

Speaker 1: Mary Jo Fesenmaier, 1085 S Lake Shore Dr, stated the applicant was there but had to run home to let out his puppy.

Gibbs/Frederick motion to close the public hearing. Motion carried 6 to 0.

Skates/Hill motion to approve to include all staff recommendations and finding of fact in the affirmative.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting "yes." Motion carried 6 to 0.

Public Hearing and Recommendation of a Conditional Use Permit filed by Halvar Petersen, 507 Broad Street, Lake Geneva, WI 53147, for Indoor Commercial Entertainment for a Coffee School at 252 Center Street, Tax Key No. ZOP00258.

Ms. Mich stated this will be just across the hall from the previous item. This will be a by appointment only coffee school. They will be holding classes on coffee roasting, coffee origins, etc. Seating is proposed for up to 20 individuals. No signage or changes to the exterior of the building are proposed.

Skates/Kupsik motion to close the public hearing. Motion carried 6 to 0.

Esarco/Frederick motion to approve including all staff recommendations and findings of fact.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation of a Conditional Use Permit filed by Jes Bush-Christenson, 1515 Dodge Street, Lake Geneva, WI 53147, for Outdoor Commercial Entertainment at 747 W. Main Street, Tax Key No. ZOP00271.

Ms. Mich noted this is for Champs Sports Bar & Grill on Main Street. They have been using the temporary permit process to approve acoustic musical performances once in a while. Rather than go through that process all the time, they are going through the conditional use process to approve outdoor commercial entertainment with more regularity. She is not aware of any issues that have stemmed from this use. Staff recommends approval with the following conditions: music or other activities shall comply with the noise standards of Section 98-709, conditional use permit is limited to acoustic outdoor performances as depicted on the site plan during the hours of 2:00pm and 8:00pm any day of the week, and this permit does not include amplified sounds or music.

Kupsik/Hill motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Esarco motion to approve to include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation of a Conditional Use Permit filed by Curt Langille, Lanco Builders, Inc., 813 Eagleton Drive, Lake Geneva, WI 53147, to use SR-4 Setbacks in ER-1 zoning district at 837 Bayview Drive, Tax Key No. ZGB00007.

Curt Langille, Owner of Lanco Builders, noted he is the Builder/Developer working with the current Homeowners. They are looking for the SR-4 zoning for this property. It is an existing home that was built in the late 1950s. They are looking to build a new home on the property.

Kupsik/Skates motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Esarco motion to approve to include all staff recommendations and fact findings.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on an amendment to the Zoning Ordinance proposed by the City of Lake Geneva to include the Commercial Indoor Lodging land use (per Section 98-206(4)(k)) as a conditional use in the Neighborhood Office and Neighborhood Business zoning districts.

Ms. Mich noted the idea of allowing commercial indoor lodging which includes hotels but would also include vacation rental homes as a conditional use in the neighborhood office and neighborhood business zoning districts has been discussed in the past. There are deeper setbacks and maximum building size requirements which will preclude a Marriott or Hyatt going into these districts. There were concerns about what the impact would be. This would still be a conditional use permit.

Speaker 1: Mary Jo Fesenmaier, 1085 S Lake Shore Dr, read concerns from another resident. The resident was concerned about the front door with regard to setbacks, the back deck with regard to noise, and if the conditional use goes to the property, the applicant, or the owner. The resident feels the layout of the property inside allows for many more guests than may rent the property. Mary asked for this to be tabled for a month, so other community members can state their concerns. She would like a notice to be mailed to the residents that are identified in the packet or further. She would like to see the hotels full especially because of room tax.

Ms. Mich added the commission could amend the proposed text change to make the conditional use permit limited to the applicant. City Attorney Draper suggested they not table it, but continue it if they wish. Commissioner Hill suggested moving forward as is.

Kupsik/Hill motion to close the public hearing. Motion carried 6 to 0.

Hill motions to approve. Motion fails due to lack of a second.

Mr. Skates questioned what the drive is to do this. Ms. Mich stated the City had received numerous requests for indoor commercial lodging in structures that are homes or used to be homes that are being operated as a business.

Skates/Gibbs motion to table this item.

Roll Call: Kupsik, Skates, Gibbs, Hartz, Esarco, Frederick voting “yes.” Motion carried 6 to 1 with Hill voting “no.”

Comprehensive Plan Strategy and Procedures for amending the City of Lake Geneva’s 2017 Comprehensive Plan.

Ms. Mich noted the City is doing its annual process to amend the Comprehensive Plan. The same process is used to amend the plan as is used to adopt a new plan.

Kupsik/Esarco motion to adopt the resolution as included in the packet.

Roll Call: Kupsik, Skates, Gibbs, Hill, Hartz, Esarco, Frederick voting “yes.” Motion carried 6 to 0.

Adjournment. Gibbs/Skates motion to adjourn at 9:50pm. Motion carried 6 to 0.

/s/ Stephanie Gunderson, Assistant City Clerk

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**PLAN COMMISSION MEETING
MONDAY, JULY 17, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Approve the Minutes of June 19, 2017 Plan Commission meeting as distributed.

Skates/Horne motion to approve. Motion carried 6 to 0.

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

Speaker 1: Karen Yancey, of the Geneva Lake Conservancy, stated they would like work with the City of Lake Geneva to preserve the 60 acres of flood plain of the Hillmoor property as a public park and public conservancy area. The Conservancy plans to assist the City with additional funds for the purchase of the land or a conservation easement. The conservancy would like to see the banks of the White River restored to their natural state and would like to create a wildlife corridor to protect the White River starting at Hillmoor and extending to White River County Park. This corridor would include hiking trails, biking trails and a public canoe/kayak launch.

Speaker 2: Dick Malmin, N1991 S Lake Shore Dr, spoke on The Comprehensive Plan Amendment request by Geneva Waterfront Inc. & Bigfoot Holdings. Mr. Malmin gave a property history for Geneva Inn which began as a residential structure and explained the covenant created by the homes around the lake. Malmin stated the property was never zoned for business. Neighbors tried to stop the development of the hotel but it was built anyway. Malmin is in favor of trying to keep the properties around the lake residential.

Speaker 3: Jeanne Hathaway, 420 Elmwood Dr, asked for the City's support with their General Development Plan on the agenda tonight.

Acknowledgement of Correspondence.

Correspondence was received from Kay & Jerry Stinebrink supporting the 2 story accessory structure at 420 Elmwood Avenue which will remain a personal office for the owner and not a rental property.

Downtown Design Review

Application by Melissa Reuss, 150 Broad Street, Lake Geneva, WI 53147, to replace the canvas awning at 150 Broad Street, Geneva Gifts, Tax Key No. ZOP00329.

Mike & Melissa Reuss presented their request. Alderman Skates verified that the metal and neon sign above the awning would not change.

Skates/Kupsik motion to approve and include all staff recommendations.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick, Horne voting "yes." Motion carried 6 to 0.

Application by Nicolas Carone, 177 Valencia Parkway, Gilberts, IL 60136, for a sign at 272 Broad Street, Frank's Original, Tax Key No. ZOP00244.

Applicant not present. Zoning Administrator Walling stated the applicant has chosen the Heritage Red color and meets the downtown design color, size and façade location requirements.

Hill/Horne motion to approve and include all staff recommendations.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick, Horne voting "yes." Motion carried 6 to 0.

Application by Greg Odden, 705 Madison Street, Lake Geneva, WI 53147, to change the exterior color of façade at 201 Wrigley Drive, Flat Iron Park.

Greg Odden presented the request to renovate the exterior façade at Visit Lake Geneva, with historic colors. Commissioner Hill verified the siding would be updated with the sample material & color provided. All exposed wood will match the color sample. The roof will be updated and the shutters will be removed.

Kupsik/Hill motion to approve and include all staff recommendations

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick, Horne voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on a General Development Plan (GDP) filed by Mark & Jeanne Hathaway, 420 Elmwood Avenue, Lake Geneva, WI 53147, to allow for an existing two story accessory structure alteration at 420 Elmwood Avenue, Tax Key No. ZYUP00067.

Zoning Administrator Walling explained this GDP and PIP application, stating the applicant applied for this space to be used as an office above their garage in 2016. The project was constructed and a couple steps were identified after construction, which led to the need for this application to allow a building which doesn't meet our current zoning ordinances. Staff recommends the motion reflect the 2nd floor not be used as a sleeping environment or dwelling unit.

Speaker 1: Alice Moran, 424 Elmwood Avenue, has no objections at all and feels this structure benefits the neighborhood.

Hill/Skates motion to close the public hearing. Motion carried 6 to 0.

Hill/Skates motion to approve the General Development Plan including staff recommendations, fact finding, noting specifically that the 2nd story area will not be allowed to be used as a sleeping or dwelling unit. Alderman Skates emphasized all movable accessory structures on property shall be located 3 feet from the property line as required by the SR-4 zoning classification.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick, Horne voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on a Precise Implementation Plan (PIP) filed by Mark & Jeanne Hathaway, 420 Elmwood Avenue, Lake Geneva, WI 53147, to allow for an existing two story accessory structure alteration at 420 Elmwood Avenue, Tax Key No. ZYUP00067.

Zoning Administrator Walling stated the PIP application is the 2nd step of approval process for this request.

Kupsik/Skates motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Horne motion to approve the Precise Implementation Plan and staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick, Horne voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on a Conditional Use Site Plan Amendment filed by Rick Bittner, 259 Skyline Drive, Lake Geneva, WI 53147, on behalf of Next Door Pub, to renovate two existing parking stalls to allow for additional exterior waiting area at 411 Interchange North, Tax Key No. ZYUP00137M.

Rick Bittner presented his request to add an exterior waiting area by eliminating 2 parking spaces in front of the building. Mr. Bittner stated he has plenty of parking for his business on the adjacent property which he leases. He also presented samples for the proposed deck which will resemble the existing deck area.

Hill/Skates motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Hill motion to approve and include staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick, Horne voting “yes.” Motion carried 6 to 0.

Public Hearing and Recommendation on an Amendment to a Precise Implementation Plan filed by Eric Drazkowski, Engineer & Tom Schermerhorn, Architect of Excel Engineering, Inc, 100 Camelot Drive, Fond du Lac, WI 54935, on behalf of Brunk Industries, to modify walk and culvert connection between the existing facilities and new facility along E Sheridan Springs Road at 1225 Sage Street, Tax Key No. ZA471200001.

Devin Winter, Excel Engineering, explained their request to extend or update the existing 5' sidewalk between their existing and proposed facilities from 5' wide to 10' wide which will be used to transport materials between the two

facilities. Zoning Administrator Walling stated the concrete sidewalk width will be 6' which meets the heavy load requirements for fork lift operations. The 10' wide sidewalk with a 6" depth would allow for the equipment weight during transport. Walling said there is a significant grade change and culvert so this proposal was the best solution.

City Administrator Oborn added the sidewalk is on city right of way so this application would be contingent upon a Right of Way Agreement. Commissioner Hill asked for the details of the Right of Way Agreement. City Attorney Draper clarified the liability & maintenance would go to Brunk Industries, the volume of usage would be addressed and if the city determines the sidewalk is needed for other purposes, they would agree to abandon it. The city would be named for additional liability on the sidewalk. Commissioner Esarco noted the sidewalk is used a lot for bikes and pedestrians to transition from Sage Street to Sheridan Springs Road. A Brunk representative asked about the usage limitations in the Right of Way Agreement, which had been discussed with Brunk at the city staff meetings, according to Alderman Skates and Mayor Kupsik. Another Brunk representative, Scott Adams, agreed the sidewalk is used by pedestrians, a majority of which are Brunk employees.

Mr. Winter stated the plans reflect cautionary signs for a shared route of pedestrians and equipment located on both ends of the sidewalk.

Kupsik/Hill motion to close the public hearing. Motion carried 6 to 0.

Skates/Frederick motion to approve and include staff recommendations and fact finding and confirmation of the Right of Way Agreement which addresses volume and asks for signage to be provided on either end of sidewalk.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick, Horne voting "yes." Motion carried 6 to 0.

Public Hearing and Recommendation of a Precise Implementation Plan filed by McMurr II, LLC, 351 W. Hubbard, Suite 610, Chicago, IL 60654, for the continuation of phase I of the Summerhaven of Lake Geneva Condominiums.

Jim Howe, Attorney at Godfrey Law Firm, Elkhorn, representing McMurr II LLC, discussed prior work to the site not pertinent to the current application (future phases of the development). Howe presented their request for a 2nd amendment to the PIP to allow flexibility for a garage to be 10.85 feet from the right-of-way at its northwest corner, the building of a pool and pool house from the original plan, to change a duplex to a single family dwelling on lot 207 with flexibility of a rear yard setback of 6' instead of 15', and install the final lift of asphalt on phase one of Summerhaven, and install municipal water and sanitary sewer mains to serve five lots on Murray Drive and the pool and pool house.

Speaker #1: Grace Hanny, 311 Oakwood Lane, received a notice regarding this property and asked for clarification on the proposed changes in phases 1, 2, and 3 to Summerhaven. Mr. Howe stated phase 1 includes 27 units, the pool & pool house, changing a duplex classification to a single family dwelling and finishing the street past the pool and pool house including the utilities. Phase 2 and 3 proposals will be presented to the Plan Commission in the future.

Kupsik/Frederick motion to close the public hearing. Motion carried 6 to 0.

Kupsik/Esarco motion to approve and include fact finding and staff recommendations: setback exceptions provided for the existing dwelling and the proposed setback reduction to install attached garage to existing house, the pool house and pool installation, reduce unit 209 & 207 duplex to a single family residence, the final road lift installation for phase 1 roadway complete and road installation to a temporary tee turn around for fire department vehicles on the proposed Murray Drive extension, and to include a development agreement amendment to add the 5 years for paving and the cost added to the existing letter of credit they retain.

Commissioner Hill asked about sidewalks in this development. City Attorney Draper stated Summerhaven is a private development and has private roads, not open to public.

Roll Call: Kupsik, Skates, Hill, Esarco, Frederick, Horne voting "yes." Motion carried 6 to 0.

Plan Commission Reviews the Comprehensive Plan Amendment Applications.

City Planner Slavney explained the Comprehensive Plan Amendment process. During the months of July and August, applicants are welcome to explain their proposed amendments to the Plan Commission and the public. It allows the Plan Commission to discuss items informally and no motions are taken. This step is in preparation of a Public Hearing held in front of the Plan Commission & Common Council in October.

There was a proposal to amend the plan to require a policy that requires any proposed change to the Comprehensive Plan be subject to approval by a public referendum. The statutes have a very particular method for reviewing and approving changes to the Comprehensive Plan and there is no provision in the statutes for such a process where a public referendum is included. City Attorney Draper explained the Comprehensive Plan statute is of state-wide concern. It was passed for all municipalities to adopt a particular process to be able to adopt a master plan, a comprehensive plan and their amendments. 1.) Because it is a statute of state-wide concern, the city has no right to change the process. 2.) By inserting a referendum into the process, you are limiting the rights of the Planning Commission which the statutes set as the body to adopt these items. It would be illegal.

The city received four changes to the Future Land Use Map which recommends the future land use pattern. The Comprehensive Planning law says any proposed zoning map amendment has to be consistent with this particular map.

A. White River Holdings LLC, 11 East Madison, Suite L-100, Chicago, IL 60602 for former Hillmoor Golf property on Tax Key Nos. ZYUP00001C, ZOP00001, ZYUP00131 and ZYUP00153.

Application proposes to change the current designation in the future land use map from Private Recreation Facilities to Planned Mixed Use in the central portion of the Hillmoor property, from Private Recreation to Two Family in south eastern part of property. The northern part of the property, flood plain, is to remain in Private Recreation Facilities, with a narrow strip along Highway 50 proposed to remain as a buffer along the corridor.

Speaker 1: Applicant, Paul Fitzpatrick, 3140 N Sheffield, Chicago, IL 60657, with 11 East Partners, on behalf of White River Holdings LLC, presented their request to develop the Hillmoor property. They are aware of the environmental conditions of the northern portion of the property. The current category for this entire site is Private Recreation Facilities. The request is to create an amenity on the north side of the property to connect the environmental corridor to downtown with a high-end path for hiking and biking, to change the southern portion of the property to Planned Mixed Use and Two-Family/Townhouse Residential categories, with a green corridor along Highway 50.

Alderman Skates asked about the entrances to this property. Fitzpatrick stated they would extend Peller Road as an eastern entrance and develop the main entrance off Highway 50. Commissioner Hill asked about the scope of the project. Fitzpatrick noted the zoning would take place in the Fall of 2018 with a project time frame of 5-10 years. Commissioner Hill asked about the Private Recreation area. Fitzpatrick assured the Plan Commission the public would be able to use the trail systems even though it is classified as a Private Recreation Land Use area. Alderman Skates asked about the Planned Mixed Use category of the Comprehensive Plan. Planner Slavney explained this category allows flexibility in land use and affords the Plan Commission and City Council control over which zoning districts are granted.

B. Core Commercial Inc., PO Box 1154, Appleton, WI 54912 for property near Edwards Blvd & Geneva Parkway North with Tax Key Nos. ZGEC00001, ZGEC00001A and ZGEC00002.

Application proposes the property on Highway 120, south of Wal-mart, to change the designation from Planned Industrial to Planned Business in order to convert the 2 office buildings to commercial uses.

City Administrator Oborn stated the applicant will present their request at the August Plan Commission Meeting.

C. Geneva Waterfront Inc., N2009 S Lake Shore Drive, Lake Geneva, WI 53147 and Bigfoot Holdings LLC (dta Geneva Inn) for Tax Key Nos. IL120000-5C, IL120000-5C2, IL120000-5D, IL120000-5E, IL120000-5F and IL120000-4.

Application proposes the property of Geneva Inn which is outside of the city limits on both the east and west side of South Lake Shore Drive. The Geneva Inn has several properties and the areas currently in use are for Commercial Use and are shown as the Planned Business category on the Lake Geneva Future Land Use Map. However there are several portions of the properties which are shown as Agricultural or Rural. Owners beyond the city limits have a right to request a change and the applicant is asking for the Agricultural & Rural sections to be changed to Planned Business so all Geneva Inn properties are shown as Planned Business category.

Applicant was invited to speak at this meeting but was not present.

Commissioner Hill asked how a property outside the city limits can ask the city to change our Land Use map. Planner Slavney stated it is common for applicants near a city to request amendments from the city to the city plan.

D. Jeffrey & Beverly Leonard, 1504 Dodge Street, Lake Geneva, WI 53147 for 905 Main Street, Lake Geneva, WI for Tax Key No. ZOP00243A.

The current category for 905 Main Street is Neighborhood Mixed Use which is a business category designed for small scale buildings, often a home which has been converted for business uses. The application requests Business Commercial.

Applicant was invited to speak at this meeting but was not present. Planner Slavney is contacting applicant for verification of request.

E. Terrence J O'Neill, 954 George Street, Lake Geneva, WI 53147 for request for Referendum included as part of process.

Planner Slavney & City Attorney Draper explained earlier a referendum is not necessary.

Adjournment. Skates/Hill motion to adjourn at 7:47pm. Motion carried 6 to 0.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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Board of Park Commissioners' Minutes
Wednesday, June 7, 2017 – 6:30pm
City Hall, Meeting Room 2A

Roll Call: Present: Park President Ann Esarco, Barb Hartigan, Mayor Al Kupsik, Brian Olsen, Peggy Schneider, Alderman Doug Skates, John Swanson, Dave Quickel. Lynn Hassler excused absence.

Staff Present: Blaine Oborn, Neil Waswo

Public Present: Chris Schultz (Lake Geneva Regional News), Beverly Leonard (Avian Committee), Dick Malmin, Mary Jo Fesenmaier, Nancy Swanson

Comments from public limited to 5 minutes:

Dick Malmin – Would like to see standards developed for the use of the Shore Path.

Permits/Park Donations:

- a) Beverly Leonard and the Avian Committee are interested in bringing more Purple Martin bird colonies to Lake Geneva. These birds help control the bug population. The Park Board clarified that all bird houses purchased with funds donated to the City of Lake Geneva must be installed on City Property. This would include any “free” or “two-for” type of bargains.

Swanson/Quickel: Motion to accept proposal for the City of Lake Geneva’s Avian committee to accept donations, up to \$2,000 per donor, for Purple Martin Bird houses to be erected in City Parks with locations to be determined by staff. Unanimously carried.

- b) Kevin Dickey of the Audubon Society – Lake Geneva Chapter, has offered to repair the Pavilion at Four Seasons Park. Staff agrees that this would be needed. Staff will accompany Mr. Dickey review completion of project.

Skates/Olsen: Motion to accept offer of donated labor from Kevin Dickey to repair soffit, paint trim, and replace boards on the Four Seasons Pavilion, with the City paying an estimated \$400 for materials. Unanimously carried.

- c) Quickel/Olsen: Motion to accept donation of plaque in memory of Mayor Sheldon Shepstone to be placed at the dedicated tree in Donian Park. Unanimously carried.
- d) Skates/Swanson: Motion to accept Park Reservation Permit application as filed by Mt. Zion Church for Flat Iron Park and the Brunk Pavilion on Sunday, July 30, 2017 from 6am to 1pm. Unanimously carried.

Future Meeting Agenda Items Old:

Tree Board Ordinance Policy
Vandewalle Bike Study Proposal

Future Meeting Agenda Items New:

Updates: Little Library, Manning Way, Flag Poles at Flat Iron and Vets Park
Designation of Center Street City Property as a Park and Trail
Discussion of establishing standards for use of Shore Path

Next Meeting:

June 28, 2017 at 6:30 pm (Preceded by Tree Board Meeting at 6pm)

Adjourn

Olsen/Skates: Motion to adjourn at 7:10 pm. Unanimously carried.

/s/ Ann Esarco, Park Board President

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

Board of Park Commissioners' Minutes
Wednesday, June 28, 2017 – 6:30pm
City Hall, Meeting Room 2A

Roll Call: Present: Park Board President Ann Esarco, Park Board Commissioners: Barbara Philipps, Lynn Hassler, John Swanson, Dave Quickel. Excused absences: Mayor Al Kupsik, Alderman Doug Skates, Park Board Commissioners - Brian Olsen, Peggy Schneider.

Staff Present: None

Public Present: Dick Malmin, Dave Trout, Mike Coolidge (YMCA)

Approval of Minutes from prior meeting:

Motion by Swanson/Quickel to accept minutes of July 7, 2017 as presented. Unanimously carried.

Comments from public limited to 5 minutes:

Dick Malmin – Would like to see standards developed for the use of the Shore Path.

YMCA/Veterans Park Report

Mike Coolidge reported the baseball/softball season will end July 31, the season started mid-May with practices and games. The program continues to grow each year. This year, children served were:

Total Children	485
Boys aged 7-14	197
Girls aged 7-14	96
T-ball children	131
Dream Team	61
Adult softball	100
Jr Badger	two tournaments

There will be two TOC baseball tourneys in July.

In September, the fall season will start with Soccer, Flag Football and Lacrosse.

Would like Pickle Ball to be played by taping the basketball courts at Vets Park and purchasing nets.

Swanson/Quickel motion to permit YMCA to try Pickle Ball on basketball courts at Vets Park daily before noon with the understanding that if it doesn't work, tape will be pulled up. Unanimously carried.

Permits/Park Donations: None

Park Assignments/Repair Update/Maintenance

Mr. Swanson report thanks the City for the work done in maintaining the parks.

Vets Park is are always clean and mowed. There may be a window in the 2nd floor concession stand that needs to be addressed. Also this concession should be reviewed by possible painting needs. Basketball players like the new nets.

Flat Iron, Seminary, and Fermano all in good order. Thank you City staff.

Tree Board is asked to review dead trees in public and private areas.

Residents and visitors think our parks and trees are great.

New Business

Hartigan/Hassler motion that city's Center Street North Property (Tax Key No. ZSR00169 and approximately 43 acres) be designated as a City Park and Trail. Unanimously carried.

Quickel/Swanson motion that the wording of plaque to be donated by Grace Shepstone in honor of Sheldon Shepstone be changed as submitted. Plaque to be located at foot of tree planted in Donian Park in honor of Mr. Shepstone. Unanimously carried.

Old Business

Vandewalle Bicycle & Pedestrian Plan was approved at city council on the 26th of June. Funded from Capital Projects, not to exceed \$25,000.

Little Library posts were set in the Tot Lot on Miller Ct and by the tennis courts in Maple Park. Badger students still have to attach the Little Library boxes.

Manny Way playground is moving forward. The play equipment has been ordered. When the lot is staked out, the City will have a better idea of what is needed for excavating. The playground is scheduled to be installed by the end of September 2017.

Both flag poles are installed. Waiting for the lighting to come in. Lighting units were on back order.

City Council agreed to move forward with the Purple Martin Bird housing project, allowing donations to be accepted. City staff to work with the bird committee on placement of locations when funding is available.

Future Meeting Agenda Items Old:

Update on Vandewalle Bicycle & Pedestrian Plan

Update on Manning Way

Tree Board Ordinance Policy

Future Meeting Agenda Items New:

Aeration for Fermano and Home Depot Ponds

Crosswalks, e.g. crossing center at 120; crossing South at Lake Geneva Blvd.

Review park assignments

Next Meeting: June 26, 2017 at 6:30 pm

Adjourn. Hartigan/Hassler: Motion to adjourn at 6:30pm. Unanimously carried.

/s/ Ann Esarco, Park Board President

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



MINUTES

Lake Geneva Public Library Board Meeting

Thursday, June 8, 2017

8:00 a.m.

Smith Meeting Room, Lake Geneva Public Library

Call to order

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

Roll Call

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

Also present: Kornak

Introduction of guests: City Administrator Blaine Oborn, Mary Jo Fesenmaier, Parking Manager Sylvia Martinez-Mullally

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

Kundert/Lafrenz motion to approve the minutes of the May 11, 2017 meeting. Motion carried unanimously.

President's Report

Oppenlander appointed a Mission/vision/strategic plan ad hoc committee: Brookes, Gelzer, Halverson, Lafrenz, Kersten, Lyon, Oppenlander.

2017/18 Standing Committee Appointments

Halverson/Gelzer motion to approve Personnel Committee members: Brookes, Dinan, Gelzer, Lafrenz, Oppenlander. Motion carried unanimously.

Kundert/Dinan motion to approve Building and Grounds Committee members: Kundert, Lafrenz, Oppenlander. Motion carried unanimously.

Lafrenz/Halverson motion to approve Finance Committee members: Halverson, Kundert, Lyon, Oppenlander. Motion carried unanimously.

Lafrenz/Lyon motion to approve Public Information Committee members: Brookes, Gelzer, Halverson, Kersten. Motion carried unanimously.

Finance

The Finance Committee recommended approval of expenditures of \$47,653.95. Lyon seconded recommendation. Motion carried unanimously.



Halverson/Gelzer motion to join Taliesin Fellows for \$75 fee. Motion carried unanimously.

Bob Anderson, Voyager Capital Management, LLC, provided a summary on the performance of library investments for the period 01/01/2017 to 06/01/2017. Q&A followed. Voyager will provide the next update shortly after year end 2017.

Parking Rate Update

City Administrator Blaine Oborn and Parking Manager Sylvia Martinez-Mullally presented information on parking rate options being considered by the City Council. Discussion followed.

Committee Reports

Public Relations

Kersten reported the web designer is working on a logo design for the library which will guide the design of the website.

Personnel

Circulation Manager Linda Dantuma is retiring August 26. Committee presented an updated job description for approval. Brookes/Gelzer motion to approve the Circulation Services Manager job description. Motion carried unanimously.

Building & Grounds

Kundert reported the planter project is in progress.

City Liaison

John Halverson welcomed to the Board.

Director's Report

Kornak presented a written report including service statistics, program statistics, and 30/90 report. Summer reading programs for children and adults is underway with prizes on display. A part time shelver is needed.

Lafrenz/Kersten motion to accept the final EnvisionWare bid for RFID totaling \$87,694.50 to be covered by impact fees. Motion carried unanimously.

Lyon/Halverson motion to approve Circulation Services Policy and Social Media Policy. Motion carried unanimously. The Exam Proctoring Policy will be considered at the next meeting.



Friends of Library Report

Brookes reported 45 authors are currently signed up for the July 8 event. Charlie Donlea will be the featured author for the Friday night program and Saturday event. Publicity flyers and press releases are in progress. Kundert mentioned the Annual Book Sale August 11 – 13.

Adjournment

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

Next meeting: Thursday, July 13, 2017, at 8:00 a.m.

Respectfully submitted,

Chris Brookes
Secretary



Lake Geneva Public Library Finance Meeting
Thursday, June 8, 2017
7:30 am
Smith Meeting Room, Lake Geneva Public Library
Minutes

Present: Kundert, Lafrenz, Oppenlander
Also present: Kornak, Mueller

Kundert called the meeting to order at 7:29 am.

Monthly expenditures and library financials were reviewed. Kundert/Lafrenz motion to send to the library board for approval. Motion passed unanimously.

Donation form was reviewed. Kundert/Lafrenz motion to send to library board at July meeting for approval. Motion passed unanimously.

Youth material purchases from Ameritrade account were discussed. The committee agreed to discuss further and draft a policy for the library board.

Kundert/Lafrenz motion to adjourn at 8:00 am. Motion passed unanimously.

Next meeting: Thursday, July 13, 2017 at 7:30 am in the Smith Meeting Room at the Lake Geneva Public Library.



MINUTES

Lake Geneva Public Library Personnel Committee Meeting

Friday, June 16, 2017

8:00 a.m.

Smith Meeting Room, Lake Geneva Public Library

Call to order

Oppenlander called the meeting to order at 8:10 a.m.

Roll Call

Members present: Brookes, Dinan, Halverson, Oppenlander

Excused: Gelzer, Lafrenz

Halverson agreed to chair Personnel Committee. Brookes volunteered to serve as secretary.

Closed Session

Dinan/Halverson motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering the employment promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for:

1. Library Director E. Kornak

Motion carried unanimously.

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

No action taken. A summary of the discussion will be presented to the Board of Trustees in Closed Session at the July 13, 2017, meeting.

Adjournment

Halverson/Dinan motion to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 9:30 a.m.

Respectfully submitted,

Chris Brookes
Secretary



MINUTES

Lake Geneva Public Library Public Relations Committee Meeting

Friday, June 16, 2017

9:30 a.m.

Smith Meeting Room, Lake Geneva Public Library

Call to order

Kersten called the meeting to order at 9:35 a.m.

Roll Call

Members present: Brookes, Halverson, Kersten

Also Present: Benson, Kornak

Excused: Gelzer

Logo Designs

The committee met to discuss six preliminary logo designs submitted by web designer Brooke Rogers.

Kornak sent feedback to Rogers reflecting the discussion of colors, fonts, and designs to give direction to the next step in the design process.

Adjournment

Halverson/Brookes motion to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 10:15 a.m.

Respectfully submitted,

Chris Brookes
Secretary



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board Meeting

Thursday, July 13, 2017

8:00 a.m.

Smith Meeting Room, Lake Geneva Public Library

Call to order

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

Roll Call

Members present: Brookes, Dinan, Gelzer, Halverson, Kersten, Kundert, Lafrenz, Oppenlander

Also present: Kornak

Excused: Lyon

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

Lafrenz/Kundert motion to approve the minutes of the June 8, 2017 meeting. Motion carried unanimously.

President's Report

Oppenlander suggested two items for future agendas: pros and cons of expansion, and LED lighting report.

Finance

The Finance Committee recommended approval of expenditures of:

\$56,201.25 Personnel

\$9,722.88 Accounts payable

\$43,847.25 Impact fees (half of RFID project)

\$109,771.38 Total of all funds

Lafrenz seconded recommendation. Motion carried unanimously.

Donations and credit card policies referred to next agenda.

Committee Reports

Public Relations

Kersten presented the committee's recommendation for logo design. Discussion followed.

Kersten/Dinan motion to approve the design. Motion carried unanimously. Motion amended



LAKE GENEVA PUBLIC LIBRARY

to allow PR committee the flexibility to make minor tweaks of final design, if needed.
Kersten/Gelzer amendment carried unanimously.

Building & Grounds

Kundert reported the planter project is completed. Roy Diblik will be contacted about landscaping.

Closed Session

Kersten/Halverson motion to go into closed session pursuant to Wis. Stat. 19.85(1) (c) considering the employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for:

1. Library Director E. Kornak

Motion carried unanimously.

Halverson/Dinan motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in closed session. Motion carried unanimously.

Personnel Committee will meet Wednesday, July 19 at 8:00 a.m.

City Liaison

Halverson reported the \$2.00 parking rate trial is in effect. City Council is discussing beach expansion.

Director's Report

Kornak presented a written report including service statistics; retirement plans for Circulation Services Manager; Arrowhead Library System/Rock County coming on line in January 2018; progress of RFID conversion, flooring options and pricing under review for Foundation, interviews for Circulation Services Manager, and logo/website design.

Discussion of off-site events and patron requests and feedback. More research is needed on equipment for faxing and scanning. Outlet and charging stations also discussed. No actions taken.

Programs: statistics on attendance and costs for June adult and youth programs presented. Adult Reading Program underway. Upcoming programs listed.



LAKE GENEVA PUBLIC LIBRARY

Draft of the Exam Proctoring Policy was presented for first reading. Discussion. Revisions will be presented for approval at the next meeting.

The Strategic Planning Committee will meet Monday, August 7 at 8:00 a.m. and participate in Trustee Training Wednesday, August 23 at 11:45 a.m.

Friends of Library Report

Kundert suggested the August 10 Trustees meeting be moved to City Hall since the Smith Meeting Room will be in use by the Friends in preparation for the Annual Book Sale.

Brookes reported on the success of Authorfest and the positive comments and feedback from authors.

Adjournment

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

Next meeting: Thursday, August 10, 2017, at 8:00 a.m. at City Hall

Respectfully submitted,

Chris Brookes
Secretary



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Strategic Planning Committee Meeting
Thursday, July 13, 2017
10:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Chair: Scott Gelzer

Secretary: Chris Brookes

Call to order

Gelzer called the meeting to order at 10:15 a.m.

Roll Call

Members present: Brookes, Gelzer, Halverson, Kersten, Lafrenz, Oppenlander

Also Present: Kornak, Kundert

Excused: Lyon

Gelzer agreed to chair Strategic Planning Committee. Brookes volunteered to serve as secretary.

The committee agreed to meet Monday, August 7 at 8:00 a.m. and participate in Trustee Training Wednesday, August 23 at 11:45 a.m.

Gelzer asked what the Board wants to get out of a strategic plan. Committee members contributed ideas. Gelzer read a menu of guidelines for strategic planning which will be provided to committee before next meeting. Everyone is to bring ideas for strategic planning to the August 7th meeting.

Adjournment

Halverson/Kersten motion to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 10:33 a.m.

Respectfully submitted,

Chris Brookes

Secretary

Next meeting: Monday, August 7, 8:00 a.m. Smith Meeting Room

Lake Geneva Historic Preservation Commission Meeting Minutes

June 8, 2017 6:30 p.m. at Lake Geneva City Hall

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

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

Approval of minutes of Historic Preservation Commission Meeting of May 11, 2017.

Comments from the public and correspondence. None

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

June 24th—Maple Park Block Party. The Fundraising Event at the Museum on May 24th, was a success with 60 people attending. Tuesdays @ Two programs: Tattler II Sandbagger, presented by owner Charles Colman—June 27th.

Update on the Grand Reopening of the historic 1928 Geneva Theater Building. The Grand Opening occurred on June 6th, a large crowd was there to celebrate the occasion. The Friends of the Theater has a signed agreement with Shad Branen. They will pay for the rental of the theater for their various events. Also their monetary contribution will go toward lighting and curtains.

Update regarding future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tour booklet from David Desimone and/or Michael Rehberg. On May 12th, we ordered an additional 1,000 copies of our Walking Tour booklet. As of this date, they have not been printed, as the Printer is behind schedule. Black Point will start their Thursday evenings walking tours on June 15th, and will continue through September. Departs from the Riviera at 6:30p.m.

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

Update regarding proposed Lake Geneva Historic Railroad Site proposed by Ed Yaeger and creation of a plan for Proposed Historic Railroad Site for review and comment by the City of

Lake Geneva. Ken Etten will contact Blaine Oborn concerning the progress on this.

Update regarding the status of the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center, getting the app in the Apple App Store and creation of an Android version. Not sure if it is on the Apple App Store. There is some question about a password that the city is unable to give to Dr. Platt. Will give Dr. Platt a call.

Discussion regarding restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street and discussions re: potential new projects and promotional ideas for the LGHPC, including future "Tales of Lake Geneva", educational programs, and updates on our website www.historyoflakegeneva.org. Jim Davis met with Mike Dunn about the restoration of the wall signs. Mike Dunn isn't interested in doing this, don't want any government control over it.

Update regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. Patrick Quinn is working on this. He has all the necessary forms. Trying to get in contact with John Notz.

Review of recent Historic Plaque Program applications, updating of the cost of plaques from Timberline Signs to \$145.00 each, and creation of new Historic Plaque for the 175th Anniversary of St. Francis de Sales Parish. We voted to pay half of the cost of the Historic Plaque for the occasion. Patrick Quinn volunteered to compose what will appear on the plaque. The Church will be observing their 175th Anniversary on August 6th.

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 7:15 P.M.

Respectfully submitted,

Louise M. Rayppy

**AVIAN COMMITTEE MINUTES
MONDAY, JULY 24, 2017 – 5:00 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Halverson at 5:05 p.m.

Roll Call: Present: Chairman Halverson, Beverly Leonard, Nancy Swanson. Absent: Sarah McConnell, Coryn Commare. Also Present: City Administrator Oborn.

Approval of minutes from May 22, 2017 as prepared and distributed
Leonard/Swanson motion to approve. Motion carried 3 to 0.

Comments from the public limited to 5 minutes. None.

Discussion/Action/Recommendation on Avian Committee pursuing grants and donations for Purple Martin Housing

The Committee reviewed the cover letter for donations drafted by Ms. Swanson and made modifications by consensus.

Discussion/Action/Recommendation on installation of Purple Martin Houses in City Parks and City Property

Ms. Leonard provided an update on 1 Purple Martin house received and 6 still coming. She would like to dig before the freeze, with preferences that birdhouses be installed in August so the birds can scope them out for next year. She recommended not moving the old Purple Martin active nests in Library Park. Ms. Leonard will work with the Street Superintendent for installation of the 7 Purple Martin Birdhouses.

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

The remaining item to complete is the flyer. The date has been set and the speaker has been scheduled. Chairman Halverson to work with Ms. McConnell on publicity.

Discussion/Recommendation/Action on Avian Committee Website Improvements

No action taken.

Discussion/Recommendation of future agenda items

Pursuing grants and donations for Purple Martin Housing; Installation of Purple Martin Houses in City Parks and City Property; 6th Annual Swift Night Out, Recruiting volunteers to monitor the Purple Martin nests; Inquiry on available grants

Adjournment.

Swanson/Leonard motion to adjourn at 5:45 pm. Motion carried 3 to 0.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE AVIAN COMMITTEE

**TOURISM COMMISSION MINUTES
WEDNESDAY, JUNE 14, 2017 – 5:00 PM
CONFERENCE ROOM 2A, CITY HALL**

Meeting called to order by Chairman Gelting at 5:00 p.m.

Roll Call. Present: Alderman Richard Hedlund, Chair and Citizen Chris Gelting, Business Rep. Charlie Lorenzi, BID Board Business/Hotel Rep. Andrew Fritz, and Vice Chair & Hotel Rep. Tammie Carstensen. Absent: Alderman Cindy Flower. Also Present: Mayor Alan Kupsik, City Administrator Blaine Oborn, and President & CEO of Visit Lake Geneva Stand-in Joe Tominaro.

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

Discussion/Action/Recommendation on Room Tax Dollars the Tourism Commission will receive from the City. Administrator Oborn provided updated spreadsheet on Room Tax Dollars and noted the City Allocation to the Tourism Commission. City Council approved \$100,000 minimum for 2017 and receipt of additional funds above what the City can legally keep. No action taken.

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

Room Tax Dollars Collected. Oborn provided Room Tax Collection Analysis and provided information on Airbnb Update on agreement to pay Wisconsin State Sales Tax, but not Room Tax. Motion by Carstensen/Lorenzi to request the City negotiate collection of room tax agreement with Airbnb and be proactive in collecting other room tax revenue. Motion unanimously carried.

Financials. Budget provided.

Disbursements. Motion by Gelting/Lorenzi to approve disbursement to Chamber/Visit Lake Geneva for \$50,000 (February and May Payments) once funds received from City. Motion unanimously carried.

Discussion/Action on Selection of the Primary Tourism Entity for Tourism Promotion Services/Functions for 2018 and beyond. Considered top priority item and should have 2 to 5 year promotion services contract. Tominaro provided Visit Lake Geneva Promotional Flyer. There was discussion on occupancy rates and need for total occupancy in City. Carstensen to assist Oborn with developing RFP (Request for Proposals).

Discussion/Action on marketing projects including Promotional Grant Program for events that generate overnight stays. Considered second priority item and Gelting to assist Oborn with developing grant program. Tominaro offered Visit Lake Geneva's assistance in vetting grant requests.

Discussion/Action on Municipal Development including:

The Riviera Ballroom Renovation. Reviewed Draft Report on the Condition Assessment & Preliminary Design of Riviera Building Improvements. Comment by Lorenzi to spend \$30,000 for Wi-Fi to make venue meeting friendly.

Studying the possibility of a Convention Center. Continued

Discussion/Action on Code of Ethics. Continued.

Future agenda items and meeting date. Future items: Update from Visit Lake Geneva on calendar of events including BID events. Available sports events. Master programs. Next Meeting Date 2nd Wednesday is July 12th at 5:00 PM?

Adjourn. Motion by Fritz/Gelting to adjourn at 6:39 pm. Motion unanimously carried.

/s/ Blaine Oborn, City Administrator/Secretary

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE TOURISM COMMISSION

**TOURISM COMMISSION MINUTES
WEDNESDAY, JULY 12, 2017 – 5:00 PM
CONFERENCE ROOM 2A, CITY HALL**

Meeting called to order by Chairman Gelting at 5:00 p.m.

Roll Call. Present: Alderman Richard Hedlund, Alderman Cindy Flower, Chair and Citizen Chris Gelting, Business Rep. Charlie Lorenzi, BID Board Business/Hotel Rep. Andrew Fritz, and Vice Chair & Hotel Rep. Tammie Carstensen. Also Present: City Administrator Blaine Oborn, and President & CEO of Visit Lake Geneva Stand-in Nancy Elder.

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

Approval of the Tourism Commission minutes from May 17, 2017 and June 14, 2017. Motion by Carstensen/Gelting to approve minutes from May 17, 2017 and June 14, 2017 with change to May 17, 2017 adding to Secretary item at end “vote.”

Update from Tourism Entity such as: Promotional Activity, Visit Lake Geneva on Calendar of Events including BID events, and Hotel Performance. A report and overview of activity was provided by Elder. The consensus was to focus on increasing City room stays.

Discussion/Action on Room Tax Dollars Collected, Financials, and Disbursements. Motion by Carstensen/Hedlund to approve disbursement to Chamber/Visit Lake Geneva for \$25,000 for August 2017 payment. Motion unanimously carried.

Discussion/Action Primary Tourism Entity for Tourism Promotion Services/Functions for 2018 and beyond including corresponding Requests for Proposals. Motion by Lorenzi/Fritz to approve the Request for Professional Services – RFP for Tourism Entity for the City of Lake Geneva as presented. Motion unanimously carried.

Discussion/Action on marketing projects including Promotional Grant Program for events that generate overnight stays. The Commission by consensus recommended changes to the presented 2017 City of Lake Geneva Tourism Commission Grant Project. Item continued.

Discussion/Action on marketing projects including Sporting Events and Masters Programs. No action taken.

Discussion/Action on Municipal Development including:

The Riviera Ballroom Renovation. Discussed marketing efforts, the vacancy in June, and rates.

Studying the Possibility of a Cooperative Convention Center and Expansion. Consensus was that should focus more on sales initiatives and Lodging by the Lake.

Discussion/Action on Code of Ethics. The City’s Ethical Code was presented.

Future agenda items and meeting date. Future items: BID Report, STR reporting, Room Tax Occupancy Reporting, and Room Tax Rate. Next meeting August 9, 2017 at 5:00 PM.

Adjourn. Motion by Carstensen/Flower to adjourn at 7:22 pm. Motion unanimously carried.

/s/ Blaine Oborn, City Administrator/Secretary

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE TOURISM COMMISSION
July 12, 2017 Tourism Commission Minutes



**LAKE GENEVA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING**

Monday, June 5, 2017 – 8:00 a.m.

Baker House

327 Wrigley Drive, Lake Geneva, WI 53147

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

Roll Call. 5 members in attendance: Mike Kocourek, Kevin Fleming, Roger Wolf, Andrew Fritz, Steve Monticello. Sean Payne is absent and excused.

Also Present: Police Chief Rasmussen, City Administrator Oborn, Building Inspector Fred Walling, Tammie Carstensen, Alderman Halverson, Nancy Elder, Karin Bennett, Tessa August, Kathy George,

Approval of Minutes. Kevin Fleming motions to approve the Regular BID Board Meeting Minutes from May 1, 2017 as prepared and distributed. Andrew Fritz seconds. Motion carries unanimously.

Financials. Audit is not complete, but is expected at July meeting. Nothing to approve because financials are not quote official yet.

City News.

- a. Downtown Code Enforcement** was discussed. Blaine introduced and welcomed Fred Walton. A letter was sent to some of the offenders. Benches in front of Lake Aire are being re-located due to a crowded sidewalk. Administrator Oborn is working on a provision to allow a table with two chairs and flowers to be allowed, as long as no merchandise is for sale. Currently, the provision does not allow for tables and chairs on the sidewalk, unless part of a café permit or creamery. Continued discussion of amending the ordinance took place.
- b. Zoning Process.** This will continue to carry over until Building Inspector Walton can get his feet wet a bit more. Then the city will dive in to this topic.
- c. Street Cameras.** Update from Police Chief Rasmussen: street cameras are up and running. There was one minor problem with a camera by Starbucks. There was a technical issue, Miske is working on fixing it.
- d. Main Street Widening.** Major progress was made over the weekend and project is almost complete
- e. Economic Development.** Three items will come to the comprehensive planning review: Hilmoor, Park property on Lockwood that the city is looking at and Ross Dress for Less. Ross is having trouble with the Economic Development Corporation.

Parking was discussed. A proposed increase in parking rates will go to the committee of the whole meeting and then to FLR. The city will be looking for money, due to the needed repairs to the Riviera. The proposed parking increase includes raising meters to \$2 per hour in the summer months for \$1.50 year-round. There is also discussion about charging for the Sage Street lot. Kevin Fleming, as a BID Board Member, spoke up and asked anyone in the audience who is concerned about this issue to come to the committee of the whole meeting to express their opinions.

Other parking updates include the discussion of the South Lakeshore Drive lot opening. The lot is not marked yet, but 10 hours of parking will be allowed. This lot has 40 spots and is another good spot for

local employees to park.

Visit LG News. Visit Lake Geneva (VLG) Board President, David Lindlow appointed Nancy Elder to be the VLG representative at BID Board Meetings. VLG is in the middle of a National search to fill Darien Schaefer's position. The total process is expected to last 60-90 days and it already underway. August is the goal to have a new President in place. Re-organization, to include Nan Elder over-seeing partnerships and Joe Tominaro over-seeing sales and marketing, will be decided upon at a board meeting being held the week of June 5th.

Logo Decision. A final 'Streets of Lake Geneva' logo was decided upon and shared with the board.

Review Newsletter. Executive Director Leech proposed the idea of an occasional newsletter being sent out to BID members to increase communication. Leech will send out the BIDs first newsletter this week.

Events Update

- a. Paint-In.** 20 artists are committed. Event will take place this upcoming weekend, June 10th and 11th.
- b. Taste of Lake Geneva.** Possible changes to pricing were discussed. Executive Director Leech requested input and feedback from local area restaurants, as well as the board, since she was not in her position during the event last year. Additionally, a copy of this year's restaurant participation application was provided to the board for review.
- c. Oktoberfest.** Possibly changes to event layout were discussed. No decisions were made. Executive Director Leech provided a copy of the craft fair vendor application for the board to review. Additionally, Leech asked for feedback from the board on past year's events, so she could be as educated as possible going into this year's event.

Open Board Position Nomination and Vote. Two candidates to fill Tammie Carstensen's vacant seat: Tessa August, Director of Sales at Harbor Shores and Kathy George, owner of E-Street Denim, Sho Shoo, Brick and Mortar, and Bloomingbyrds.

5 to 1 vote to recommend Tessa August to fill Tammie Carstensen's vacant board position. Kevin had Sean Payne's proxy vote due to his absence. City Administrator Oborn to put the BID recommendation of Tessa August to the upcoming city council agenda.

Discussion of board term limits took place.

Other Business. None noted.

Set Next Meeting Date: July 3, 2017 or July 10, 2017. Mike proposes July 10th for next meeting.

Adjourn. Mike Kocourek motions to adjourn meeting. Kevin and **Andrew Fritz** seconds the motion.

Roger Wolf asked for an update of a request to gather RFPs for companies to help create a packet to provide businesses who are looking to open in downtown Lake Geneva. Executive Director Leech shared that she has been working with City Administrator Oborn on this entire process, but it is on hold until Building Inspector Walling gets his feet wet in the job a bit more.

This package should include all required city documentation/permits, what rents are in downtown businesses, gross sales per sq. ft. by sale category etc.

Mike Kocourek notes that we have a motion to adjourn and a second already. Meeting is adjourned at 9:07a.m.

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT BOARD MEETING MINUTES

Monday, July 10, 2017 – 8:00 a.m.

Baker House

327 Wrigley Drive, Lake Geneva, WI 53147

Call to Order. Mike Kocourek called the meeting to order at 8:07 a.m.

Roll Call. Present: Mike Kocourek, Kevin Fleming, Roger Wolff, Andrew Fritz, Sean Payne, Tessa August

Absent: Steve Monticello

Also Present in the Audience: Nan Elder, Alderman Halverson, City Administrator Blaine Oborn

Approval of Minutes. Fleming motions to approve. Payne seconds. No discussion. Carries unanimously.

Financials. No official audit from Peg Pollitt. Receivables on the statement are from prior years. About \$7,000 is still due to us. Wolff requests a 10-line item summary of expenses we are anticipating and cash we have available. Bridget Leech will put this together for August meeting. Wolff motions to approve. Fritz seconds. Carries Unanimously.

City News. Banner fees are being looked at. The latest to come out of council was a recommendation for \$20 to put up and take down plus \$1 per day. This is against the recommendation from City Administrator Oborn. Oborn's recommendation is to give first priority to the BID, second to Visit Lake Geneva and then charge for other organizations.

Wolff requests City Administrator Oborn to come up with a proposal that includes the BID managing the poles for X number of years at X amount of money.

Sidewalk enforcement is moving forward. The ordinance currently says that all items on sidewalk need to be brought in overnight and that is currently not being done. BID board thinks this is not practical.

Oborn will bring this up at public works.

Tourism Commission update. Visit Lake Geneva was awarded the 2017 contract for Lake Geneva's Tourism Entity. An RFP is being done for 2018 and on. A grant program is currently being developed. Further down the agenda list is a possible convention center study. Also possibly looking to give some money to the Riviera.

Visit Lake Geneva News. Interviews for Darien's replacement are scheduled for the end of the month.

Report that team building/ground bonding is a hot trend in trying to bring corporate groups to the area.

Discussion on the shore path app. Visit Lake Geneva would like to put together a campaign to market the shore path, while being sensitive about homeowners along the path and their concerns.

Visit Lake Geneva member meeting this week. A woman from the Walworth County Jobs Center will speak about a program to help hospitality businesses hire.

Executive Director Leech and Nan Elder spent time together to talk about how we can cross market without stepping on each other's toes.

Director's Update

- a. **Paint-In surveys and wrap up.** Comments on a positive event and discussion on how to expand

the event for future years.

- b. Lake Geneva Marathon** Discussion on bringing this event back or not. Leech will bring race director proposals to the next meeting. It was suggested that we charge a licensing fee instead of having the BID directly involved in the planning. The event must start and finish in downtown Lake Geneva.
- c. BID Research** Discussion of research being done to determine the cost of doing business in Lake Geneva. Leech to share a past study, done by Leede in 2012 (provided by Wolff), and a quote for a new study, from DRG, with the board.
- d. Office Space** BID Board and Leech determined that an office space is not necessary at this point.
- e. BIDCC** According to City Administrator Oborn, the city has already approved a credit card for the BID. Fritz motions to authorize a credit card to be used with a limit of \$1,000. Payne requests that it be \$2,000. Fleming comments that the card be used for items/vendors that we do not have an account with. Fritz approves additional verbiage from Fleming. Fritz's motion. Payne seconds. Carries unanimously.
- f. Auxiliary Memberships.** Discussion of businesses that would be interested in this and if any existing business might be upset by this. Leech to bring details on what an auxiliary membership would include to the next meeting.
- g. Street Banner Request.** Discussion on banners being used at all times instead of sitting empty. Previously discussed in "City News" agenda item.
- h. Event Sponsorships.** Discussion on ability to solicit sponsorships outside of the BID. The board agrees that we should open sponsorships to the BID first and then to the city of Lake Geneva and beyond if necessary.
- i. Pedestrian Study Overview.** Leech will give everyone on the board access to the dashboard and will bring a one page summary of the report to each meeting moving forward.

City Council/BID Liaison. Fleming suggests a BID liaison so we have a voice at council meetings. Fleming recommends John Halverson. We can put this in our BID plan for 2018. This position is appointed by the mayor. Halverson thinks this should not be a voting member.

Fleming makes a motion that the BID have a liaison to City Council and we ask that it be John Halverson in a non-voting capacity. Payne seconds the motion. No discussion. Carries unanimously.

Vacant Board Position Update: Filled. Tessa August approved at June 12th City Council meeting to complete the remainder of Tammie Carsetensen's term, which expires January 1, 2018. BID Board welcomed Tessa.

Other Business. Kocourek mentions that there is a proposal at the state level to do away with personal property tax. Bordering states do not have this. It was asked that the board write a letter to Tyler August and tell him that we support him.

If we are doing that, Fleming requests that we should jump on the dark store theory as well. The cities loss of revenue for dark stores is substantial.

Discussion about writing a letter stating that we will support one issue if they will support the other.

Kocourek has discussed this with Tyler August and notes the difficulty of attracting any large chain restaurants due to liquor license constraints. T. August cannot overcome the power of the lobby for the tavern league.

The decision is to write a letter to State Representative August and State Senator Nass bringing up the BIDs opinion of personal property tax, dark store theory and the expansion of liquor licenses in the city.

Next Meeting Date: August 7, 2017

Adjourn. Motion to adjourn by Kevin Fleming. Tessa August seconds.