



COMMITTEE OF THE WHOLE
MONDAY, OCTOBER 1, 2018 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

Committee President, Ken Howell

Alderspersons: Selena Proksa, Doug Skates, Tim Dunn, Cindy Flower, Shari Straube, John Halverson and Rich Hedlund

1. Council President Howell calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from August 6, 2018 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Presentation by WI DNR regarding Starry Stone Wart & other invasive aquatic species.
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Howell
 - b. Personnel Committee, Alderman Proksa
 - c. Public Works Committee, Alderman Flower
 - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
8. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hedlund & Flower
 - b. Tree Board, Mayor Hartz

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

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

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

10. Adjourn

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

9/26/2018 5:00 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

COMMITTEE OF THE WHOLE

MONDAY, AUGUST 06, 2018 – 6:00 PM

CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Howell calls the meeting to order

Pledge of Allegiance led by Ald. Skates

Roll Call: President Howell, Ald. Skates, Dunn, Straube, Halverson

Excused Absent: Ald. Proksa, Flower, Hedlund

Also Present: Mayor Hartz, Deputy Clerk, Nan Elder

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

Motion to approve the July 2, 2018 minutes by Ald. Skates, second by Halverson. Motion carried 5-0.

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

Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.

Dr. Katherine Gaulke – 4979 Hickory Ct., Elkhorn, WI. She's running for Assembly Dist. 32 and wanted to introduce herself.

Charlene Klein – 817 Wisconsin St, Lake Geneva, WI. Expressed her appreciation for the installation of the four way stop.

Bev Leonard, 1504 Dodge St., Lake Geneva, WI. Expressed appreciation from the Avian Committee for their continued help with the Purple Martin bird houses.

Presentation by Avian Committee Member on status of accomplishments.

Members of the Avian Committee presented their accomplishments; seven new Purple Martin houses, development of fundraising campaign GoFundMe, educational programs, and looking to develop a budget with the City of Lake Geneva.

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

Finance, License & Regulation Committee, Alderman Howell

Personnel Committee, Alderman Proksa

Public Works Committee, Alderman Flower

Piers, Harbors, & Lakefront Committee, Alderman Skates

Board of Review, Mayor Hartz

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

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

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

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

Motion to adjourn by Ald. Dunn, second by Skates at 6:56 pm. Motion carried 5-0.

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

8/07/2018 5:00 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, SEPTEMBER 4, 2018 – 6:00 PM
CITY HALL, MEETING ROOM 2A

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

Chairperson Howell called the meeting to order at 6:00 p.m.

Roll Call

Clerk Kropf called the roll and noted that five alderpersons were present. She added that others present included: Mayor Hartz, Alderperson Flower, Interim City Administrator Berner, Finance Director Hall, and City Clerk Kropf.

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

Charlene Klein 817 Wisconsin St; Spoke in regards to the payment to Gage Marine and would like clarification to the amount.

Mary Jo Fesenmaier; 1085 S Lakeshore Dr; Spoke in regards to Gage Marine and spoke to the City Administrator's authority to approve certain bills and work done. She also spoke in favor of moving the Finance meeting to occur on the same days as the Council meetings.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of August 21, 2018, as prepared and distributed

Motion by Skates to approve the minutes of the August 21, 2018 Finance, License, and Regulation Committee meeting, second by Proksa. No discussion. Motion carried 5-0.

Licenses & Permits

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

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

Discussion/Recommendation of an Event Permit Application filed by Club Scoot Jockeys/Vespa Club of America/Midwest Action Cycle for the event of Amerivespa to be held on June 19, 2019 through June 23, 2019 at Flat Iron Park, Brunk Pavilion, and Wrigley Drive (Approved by the Board of Park Commissioners on August 22, 2018)

Motion by Proksa to approve, second by Skates.

Motion by Skates to suspend the rules to allow Sherm Lindsey to address the Committee, second by Halverson. Motion carried 5-0.

Sherm Lindsey addressed the Committee and noted that Wrigley Drive would only be closed on June 21, 2019 and June 22, 2019. He also added that this event would mirror the one that occurred in 2012 and that the street closure came as a request of the Police Chief. Hedlund noted that there is no mention of bagging meters within the application and wondered if the club would pay for those fees as the meters will not be generating money as the street will be closed. He also inquired about why the Brunk Pavilion is being rented at a rate for a resident and if they will be applying separately for the banner display.

Original motion failed 0-5, with all committee members voting no.

Motion by Skates to continue to the next meeting to discuss further the need for bagging meters on Wrigley Drive, barricades, and discussion on closing Wrigley Drive, second by Halverson. Motion carried 5-0.

Discussion/Recommendation of an Event Permit Application filed by the Club Scoot Jockeys for the event of Skootoberfest 10 to be held on October 6, 2018 at Cobb Park during the hours of 11:00 a.m. to 8:00 p.m. (Approved by the Board of Park Commissioners on August 22, 2018)

Motion by Proksa to approve, second by Skates. Clerk Kropf added the application did indicate alcohol, and noted that the group would have to apply separately. The original application did state that Flat Iron Tap would be serving the alcohol; she indicated that the business couldn't do that as it is outside of their premise description. She noted that they

have turned in their application for that and it is in the process of being approved by the police department. Motion carried 5-0.

Discussion/Recommendation of a Park Reservation Permit filed by SCW Walworth/Ryan Dover for use of Veterans Park, North Side Soccer Fields to be used the following dates and times: Practices (5:00 to 7:30 PM): 8/14, 8/21, 8/28, 9/4, 9/11; and Games: 9/8 (3:00 PM), 9/16 (3:00 PM), 9/22 (10:00 AM) (June 25, 2018 Park Board Discussion-SCW Walworth Soccer: Motion Olsen/Straube to recommend approval of the use of Vets Park during the months of August and September 2018, (Tuesdays in August and Tuesdays and Saturdays in October) for SCW Walworth Soccer practice and games, contingent on permits being prepared and forwarded to City Council. Motion Carried. Mr. Dover to return next month with additional permits for the soccer season; Approved by the Board of Park Commissioners on August 22, 2018)

Motion by Skates to approve, second by Proksa. Skates indicated that this event is filling the gap for a program that doesn't essentially exist. Flower would like to see the Park Board review the applications relative to fees, as this event generated the need to purchase the new soccer goals. Motion carried 5-0.

Discussion/Recommendation of a Park Reservation Permit filed by Brittany Speckman for use of Flat Iron Park and Brunk Pavilion for the event of Speckman/Israil Wedding to be held on July 27, 2019 from 1:30 p.m. to 3:30 p.m. (Approved by the Board of Park Commissioners on August 22, 2018)

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

Discussion/Recommendation of a Temporary Class "B"/ "Class B" Retailer's License Application filed by the Lake Geneva Rotary Club to be used at the event of Oktoberfest on October 6, 2018 and October 7, 2018 at the 200 block of Broad St. and Geneva St.

Motion by Howell to approve, second by Skates. Clerk Kropf noted that the BID who is hosting the event had to find a non-profit or bona fide club as the BID is not eligible to apply for such licenses. Motion carried 5-0.

Discussion/Recommendation to approve a payment to Gage Marine in the amount of \$29,831.37 as part of the 2016-2018 Pier Maintenance Contract

Motion by Proksa to approve, second by Skates. Karen explained the charges that were being invoiced by Gage Marine. She explained that the work is completed in the spring and fall and the invoices are split. She added that the former City Administrator had approved the additional work via email without taking it to committee or council. She added that she contacted Gage Marine and indicated that their invoices needed to be more detailed and need to match the estimates provided. Motion carried 5-0.

Discussion/Recommendation regarding the purchase of four new soccer goals with nets, removable lever lifting wheels, and caster wheel dolly kit in an amount not to exceed \$7,235.00; funding to be paid from the Park Fund

Motion by Hedlund to approve, second by Skates. Finance Director Hall noted that there is approximately \$50,000 in the park fund, which will cover the expense. Motion carried 5-0.

Discussion/Recommendation of Ordinance 18-08 amending subsection (1)(a) meeting of Section 2-249, Finance, Licensing, and Regulation Committee, Generally of Article II City Council of Chapter 2, Administration of the Municipal Code of the City of Lake Geneva; Relating to the days and times of meetings for the Finance, Licensing, and Regulation Committee

Motion by Skates to approve, second by Halverson. Clerk Kropf stated that the only change made to the ordinance was to hold the meetings on the second and fourth Mondays of the month before the Council meetings. Motion carried 4-1, with Hedlund voting no.

Discussion/Recommendation to schedule a Joint Meeting of the Personnel Committee and the Finance, Licensing, and Regulation Committee for September 18, 2018 at 6:00 p.m.

Motion by Skates to approve, second by Proksa. Committee discussion included the joint committee's appointing a chairperson to run the meeting. Motion carried 5-0.

Discussion/Recommendation of Resolution 18-R61 a resolution establishing a Fund Balance Policy for the City of Lake Geneva

Finance Director Hall noted that the City's current fund balance policy is one line contained within a resolution. The City auditors recommended that the current policy be rescinded and a new, more comprehensive policy be adopted.

Hall added that this policy would follow the GASB guidelines more closely and that having this policy would give the City more flexibility to spend money in an undesignated fund at year end.
Motion by Hedlund to approve, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding the definition of capital projects

Interim City Administrator Berner explained that when he interviewed, he shared how he has implemented the use of a capital improvement project plan. He added that a capital project should be identified as, "project should be new construction, expansion, renovation, or a replacement project for an existing facility or facilities. The project must have a total cost of at least \$5,000 and have a useful life of more than one year. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project."

He then outlined what would be considered and placed in the equipment replacement fund. Those were identified as, "equipment replacement fund and capital outlay should be a total cost of at least \$5,000 with a useful life of at least 1 year to include: major equipment and facilities such as HVAC equipment and controls, computer hardware and software, trucks, vehicles, and lawn mowers."

Flower indicated that she had questions as to why certain things were included in the capital projects budget and she would like to see a guideline outlining what purchases get applied to certain funds. Skates noted that the City should have someone come in to evaluate the condition of the City owned buildings so that their maintenance be added to the capital as well.

Motion by Howell to continue for further discussion at the next Finance, License, and Regulation meeting to be held on Tuesday, September 18, 2018 at 5:30 p.m., second by Skates. Motion carried 5-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$82,148.81

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

Regular Bills in the amount of \$79,756.38

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

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

-Assistant City Clerk

Motion by Halverson to convene the Finance, License, and Regulation Committee in closed session, second by Skates. Closed session to include Alderperson Flower, Mayor Hartz, Interim City Administrator Berner, Finance Director Hall, and City Clerk Kropf. Motion carried on a roll call vote. The committee convened into closed session at 7:09 p.m.

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

Motion by Howell to reconvene the committee in open session, second by Skates. Motion carried on a roll call vote 5-0. The committee reconvened into open session at 7:33 p.m.

Motion by Howell to proceed as discussed in closed session, second by Hedlund. Motion carried 5-0.

Adjournment

Motion by Hedlund to adjourn, second by Skates. Motion carried 5-0. The meeting of the Finance, License, and Regulation Committee adjourned at 7:34 p.m.

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

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, SEPTEMBER 18, 2018 – 5:30 PM
CITY HALL, POLICE TRAINING ROOM

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

Chairperson Howell called the meeting to order at 5:30 p.m.

Roll Call:

Clerk Kropf called the roll and noted that all five members of the Finance Committee were present. Others in attendance included: Interim City Administrator Berne, Finance Director Hall and City Clerk Kropf.

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

None.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of September 4, 2018, as prepared and distributed

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

Licenses & Permits

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

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

Discussion/Recommendation of a Temporary Class “B”/ “Class B” Retailer’s License Application filed by the Club Scoot Jockeys of Midwest Action Cycle for the event of Skootoberfest to take place on October 6, 2018 from 10:00 a.m. to 7:00 p.m. in Cobb Park

Motion by Proksa to approve, second by Skates. Hedlund inquired if the group was legally qualified for this type of license. Clerk Kropf added that since the group is a bonafide club, they are eligible for this type of license. Motion carried 5-0.

Discussion/Recommendation to approve Pay Request #4 to Sonrise Construction in the amount of \$4,000 for work completed on the White River Disc Golf Pedestrian Bridge Replacement Project

Motion by Skates to approve, second by Hedlund. Committee discussion encompassed what the extra payment was for as this particular project’s scope has been amended numerous times. The Committee asked that Public Works Director Earle attend the Council meeting to explain further. Motion carried 5-0.

Discussion/Recommendation to approve invoice #1773 to Ellena Engineering Consultants, LLC in the amount of \$750 for additional construction management engineering services for work completed on the White River Disc Golf Pedestrian Bridge Replacement Project

Motion by Hedlund to approve, second by Proksa. Skates indicated that this engineering work for the bridge had been approved by the Public Works Committee and now we are just paying the bill. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 18-R62** a resolution establishing a policy for Capital Projects

Motion by Hedlund to approve, second by Proksa. Interim City Administrator Berner explained that his resolution would outline what would be considered a Capital Project within the City’s budget. He noted that currently, there are several projects and items included in this fund that do not belong. This policy would only allow items/projects to be included if they are \$5,000 or more. Motion carried 5-0.

Discussion/Recommendation regarding the Capital Improvement Fund deficit

Finance Director Hall addressed the committee regarding the City's deficit to the Capital Improvement Fund. She noted that it was previously approved to borrow for various City projects. However given the General Fund has a healthy surplus, she inquired if the money should be borrowed or taken from the General Fund. Hall added that the total amount of the deficit was approximately \$500,000. Halverson expressed that this should be discussed further and would like to carry it over to the next meeting.

Motion by Skates to continue until the next Finance, Licensing, and Regulation Committee meeting, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding a Riviera Concourse Shop Lease (Space D) transfer from Vivian Smith to Sol Kaniuk

Interim City Administrator Berner noted that this request had come to him. He identified that Vivian Smith had sold her business to Sol Kaniuk, which also included the transfer of the Riviera space from her to him. Berner added that he had conferred with Attorney Draper and that the City needs to approve the transfer per the terms of the lease. He also added that this matter would only need to go to Finance and the Council; That Piers and Harbors did not need to be included.

Motion by Skates to approve, second by Proksa. Motion carried 5-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$26,427.43

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

Regular Bills in the amount of \$75,798.04

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

Adjournment

Motion by Hedlund to adjourn, second by Proksa. Motion carried 5-0. The Finance, Licensing, and Regulation Committee adjourned at 5:51 p.m.

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

Personnel Committee Minutes
Tuesday, September 4, 2018 – 4:30 PM
City Hall, Conference Room 2A (2nd Floor)

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

Chairperson Proksa called the meeting to order at 4:31 p.m.

Roll Call

Clerk Kropf called the roll and noted that four alderpersons were present with Skates being absent. Others present included: Mayor Hartz, Alderperson Hedlund, Alderperson Howell, Interim City Administrator Berner, and City Clerk Kropf

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

None

Approve the Personnel Committee minutes from August 14, 2018, as prepared and distributed

Motion by Halverson to approve the minutes of the August 14, 2018 meeting, second by Straube. No discussion. Motion carried 4-0.

Update on Recruitment process for the position of City Administrator

Interim Administrator Berner addressed the committee regarding the recruitment process for the position of City Administrator. He stated that the ad had been placed on several sites and has had a very positive response. Kevin Brunner (the manager of the recruitment firm hired to find a replacement) identified to Berner that they have received about twelve responses so far. The video ad is currently on hold, and should be available soon. He noted that everything is on schedule. No action taken.

Update on status of City Health Insurance Plan Options

Berner stated that he has been working on the City's health insurance plan and that he met with Matt Chadwick from Cottingham and Butler. Several options are still being reviewed and that figures should be available within the next couple of weeks. He added that the City will have a tight timeline to determine which plan to move forward with, as a decision needs to be made prior to the budget being adopted. Hedlund voiced his concerns with giving the employees enough time to be educated on this matter and make a good decision. Proksa would like a meeting with the City staff after the proposed joint meeting of the personnel committee and finance committee. No action.

Discussion/Recommendation to schedule a Joint Meeting of the Personnel Committee and the Finance, Licensing, and Regulation Committee for September 18, 2018 at 6:00 p.m.

Motion by Flower to approve the scheduling of a joint meeting of the Personnel Committee and the Finance, Licensing, and Regulation Committee for September 18, 2018 at 6:00 p.m., second by Straube. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding updated language to the City of Lake Geneva Employee Handbook regarding full-time and part-time Department of Public Works employee residency requirements

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

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

Motion by Flower to convene the Personnel Committee into closed session, second by Halverson. To include Mayor Hartz, Alderperson Hedlund, Alderperson Howell, Interim City Administrator Berner,

and City Clerk Kropf. Motion carried 4-0. The Personnel Committee convened into closed session at 4:53 p.m.

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

Motion by Flower to reconvene the Personnel Committee into open session, second by Halverson. Motion carried on a roll call vote 4-0. The Personnel Committee reconvened into open session at 5:16 p.m.

Motion by Flower to approve as discussed in closed session, second by Straube. Motion carried 4-0.

Adjourn

Motion by Flower to adjourn the meeting, second by Straube. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 5:17 p.m.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, AUGUST 14, 2018– 4:30PM
CITY HALL CONFERENCE ROOM 2A**

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

The August 14, 2018 meeting of the Public Works Committee was called to order by Chairperson Flower at 4:30 p.m.

Roll Call

Public Works Director Earle called the roll and noted that all five alderpersons were present. Others in attendance included; Public Works Director Earle and Parking Manager Mullally

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

None

Approve the regular Public Works Committee meeting minutes from July 10, 2018 as prepared and distributed
Motion by Hedlund to approve, second by Proksa. No discussion. Motion carried 5-0.

Director of Public Works Report Regarding:

Venetian Fest

Public Works Director Earle noted that the department has been busy with preparation for Venetian Fest and the beach has been extremely busy.

Ice Castle Display at Riviera Beach

Earle noted that he has been in contact with the WI DNR on this matter and everything seems good to go other than the potential use of lights around the structure, that would be under the water. These lights would require additional permitting through the WI DNR.

Grant for gantry purchase

Earle stated that he was able to obtain a grant through our insurance company to purchase a new gantry for the Public Works shop. The new gantry was needed as the current one was not safe for staff to operate. This new gantry will alleviate unnecessary labor and strain on the staff. The total cost was \$2,100 which was covered in full by the grant.

City of Lake Geneva Recycling Grant

Earle added that he just applied for this in July, but he won't know for sure if the City is going to receive it as the filing deadline isn't until mid-September.

City Burn Permit

Earle explained that the City has obtained it's burn permit and the City does burn certain noxious weeds to avoid spread. He added that he did receive the bulk waste permit and that allows the City to haul their own waste out of the park. He also noted that the Public Works Department did hire an individual to work in Oak Hill Cemetery and would also work along with the Public Works laborers. He also stated that he will have a laborer leaving the department and has had an assistant arborist position open for some time. Earle stated that this would be the time to hire an assistant arborist that could also serve the public works department. This would alleviate the issue of not having enough arborists and not having the budget to pay for both a laborer and an assistant arborist.

Parking Manager Update

Parking Manager Mullally gave an overview of how the parking department revenue generated has differed from 2017 to this year. She noted that in 2017 the area from Flemings to Potbelly's generated \$106,000 and this year it has generated \$177,000. Then Wrigley Drive in 2017 generated \$108,000 and this year it is at \$131,000. This was attributed to a price increase, but to also factor in that Main Street was under construction for two months at the beginning of this year. She added that the parkmobile app is seeing double the amount of users from this time last year. She would like to continue to

research the apps for parking, as she feels that the kiosks will slowly begin to become obsolete. She also added that the free shuttle has been a great success and would like to see it grow for the larger events. Hedlund stated that he would like to see it grown as well, but that this item should be paid by the BID and not coming from parking. Flower stated that she would like to see this discussed further at budget time.

Discussion/Recommendation regarding Pay Request #4 (Final) for Glen Fern Construction in the amount of \$11,389.08 for work completed at the Flat Iron Park Visitor's Center

Earle stated that everything was completed as needed and that this would be a shared cost with the visitor's center as the others had been.

Motion by Howell to approve, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #2 for Willkomm Construction in the amount \$131,934.86 for work completed on the 2018 Main Street Reconstruction Project

Earle stated that this doesn't include the retainage and that there will be one more payment after this. Earle stated that the City will hold the retainer until they are satisfied with everything that is entailed with the project.

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

Discussion/Recommendation regarding amending the 2018 Street Improvement Project Plan; Replacing the paving of Wrigley Drive with the paving of Snake Road

Earle explained that this road work was requested to be postponed as to coordinate the work with the Riviera with the road work on Wrigley Drive. He added that the town of Geneva will be doing some road work near Snake Road and the City has coordinated with them to do the work on Snake Road. This will reduce the cost and then the extra funds will be used to shoulder Pilgrim Church Road. The work is expected to commence sometime in Mid-September. Hedlund expressed concerns with the money being spent on Snake Road versus other roads within the City. Earle stated that Lake Geneva Blvd is deteriorating fast and that the cost would be comparable to what would be spent on Snake Road and would serve more City residents. This would also be beneficial as this project has already been engineered but that the only other variable would be the costs associated with concrete work.

Motion by Howell to amend the 2018 Street Improvement Project by replacing the paving of Wrigley Drive to Lake Geneva Blvd, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding the purchase of four new soccer goals with nets, removable lever lifting wheels, and caster wheel dolly kit in an amount not to exceed \$7,235.00; funding to paid from the Park Fund

Earle stated that a soccer league for Veterans Park and the goals have not been used for a number of years. They tried to set them up for the new league and they were identified as being unusable. He did indicate that they were able to borrow two goals from Eastview School and that the new goals have already been purchased. He also stated that this does need to be considered by the Park Board before final approval.

Motion by Hedlund to refer to the Park Board for approval, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding updated language to City of Lake Geneva Employee Handbook regarding full-time and part-time Department of Public Works employee residency requirements

Earle stated this is a house cleaning item and that a number of years ago the department removed the mileage requirement and turned it into a response time requirement instead. He added that this hasn't been enforced and has limited the numbers of viable applicants for any vacancies. This change would allow the employees of the Department of Public Works to have an hour response time instead of a mileage requirement. Committee discussion also noted that the residency requirement for the City Administrator should be changed as well.

Motion by Flower to refer this to the Personnel Committee with the recommendation to approve, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding a Parade Permit Application filed by VISIT Lake Geneva for the event of 43rd Electric Christmas Parade to take place on December 1, 2018 on Broad Street through Main Street between the hours of 3:00 p.m. to 6:30 p.m.

Hedlund noted that this doesn't normally come here for consideration, but is here due to the additional parking restrictions.

Motion by Howell to approve, second by Dunn. Motion carried 5-0.

Discussion/Recommendation regarding Brunk Pavilion Landscaping donation by the Beautification Committee with estimated annual maintenance of \$2,200.00 paid by City (Carried over from July 10, 2018 Public Works Committee Meeting)

Earle stated that this has been carried over from June and July. He added that the beautification committee sent over pictures of the plants to be used in the landscaping. He stated that this discussion would be to determine if the City wants to take over the additional \$2,200 per year to maintain the landscaping. Committee discussion included that they would like to see the donation happen, but the City's budget just cannot allow for room for this improvement. This item is to continue to the next Public Works Committee meeting.

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

Flower explained that she isn't looking for a decision today, but would like the committee's input. She would like to see this done within the scope of another streets project, but ultimately would like to see the striping done again. Earle stated that he had talked to the police department and the rate of accidents at that location by Walgreens is not elevated. Earle also indicated that Edwards Blvd and Sheridan Springs Road has been pushed back due to the hotel coming in. No action taken.

Discussion/Recommendation regarding Open Cut Roadway Permits- Chairperson Flower

Earle stated that this is coming forward as a way to compensate the City for additional costs for businesses that cut into the City's roadways. He added that Attorney Draper needs to review this, but ultimately the City could look into requiring these businesses to obtain bonds to ensure these funds. Flower would like to see Earle draft an ordinance or policy about requiring bonding for this type of work. No action taken.

Future Agenda Items

- Hazardous Materials Disposal
- Pedestrian Crossing

Adjourn

Motion by Dunn to adjourn the August 14, 2018 meeting of the Public Works Committee, second by Hedlund. Motion carried 4-1, with Howell voting no. The meeting of the Public Works Committee adjourned at 5:57 p.m.

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

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

WEDNESDAY, SEPTEMBER 19, 2018 – 5:30PM

CITY HALL, CONFERENCE ROOM 2A

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

Meeting called to order by Chairman Skates at 5:30 p.m.

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

Absent: Ald. Dunn

Also present: Mayor Hartz and Ald. Flower

Approval of Minutes from August 30, 2018 meetings as prepared and distributed

Motion to approve the August 30, 2018 minutes by Ald. Hedlund, second by Halverson. Motion carried 4-0.

Ald. Dunn arrived at 5:33 pm

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

None

Harbormaster's Report

The Harbormaster is on vacation. Ald. Skates said not a lot of new information to report. Ald. Flower asked if a report on the condition of the piers could be conducted when extracting the piers. Mayor Hartz pointed out that private piers have bumpers on them which helps to prevent damage to the piers. Most issues are on the far west-end of the piers and Mayor suggested maybe placing the bumpers on those piers. Ald. Flower noted damage on east-end long pier, and the gas pier recommending bumpers along with instructions on how boaters are to dock.

Discussion/Recommendation regarding funding for Riviera Restoration Project

Ald. Skates mentioned that three weeks ago they held a meeting at the Riviera with MSI to do a site assessment. Various staff and the City Attorney are researching how to budget for the Riviera in 2019.

Jennifer Guslik, Project Director from MSI and David Otermock presented the evaluation of the historic preservation of the Riviera in order to get approval from the State Historic Preservation group to move forward. Issues and concerns with the roofing were addressed along with gutters and material selection. The MSI representatives would like to look into comparing manufacturers to allow the city to make the best decision on how to move forward. Ideal time to install would be February through March/April (depending on product selected) timeframe based on material and less potential for rain. Snow is actually easier.

Need to consider building envelope for the 2018 budget and what you want to allocate.

Order for repairs would be roof first, tuck pointing, and then windows.

Note: roof is not dependent upon what we do on the interior.

Investigation will happen regarding full use of the building and whether or not a sprinkler system is required. Tuckpointing and concrete repairs (maintenance & safety issues) that can be done without having the interior plans determined. Jennifer suggested these as the primary focus for 2019. MSI said there were no signs of foundation problems present, but would recommend a diving investigation of the foundation & piers completed in 2018. Would need to have the council decide to do a marine study which would cost between \$15K - \$17K

MSI will present a proposed budget for repairs by the end of September, and per Ald. Skates need to find out what SHPO will approve. Attorney Draper pointed out that they need to make sure they comply with the procedures when bidding request for proposals.

Ald. Dunn motioned to adjourn at 6:59 pm, second by Ald. Hedlund. Motion carried 5-0.

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

9/24/2018

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday August 15, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:05pm

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

Comments from the Public as allowed by Wis. Statutes §19.84 (2), Limited to Items on this Agenda Except for Public Hearing Items. Comments will be limited to 5 Minutes. None

Approve Utility Commission Minutes from July 18, 2018 as prepared and distributed
Johnson/Hedlund motion to approve. Passed 5-0.

Acknowledgement of Correspondence - None

Financials Update

Gajewski reviewed the financials thru July. There are still some issues being worked out with the new software and the posting of revenues, which will be checked over and brought back in September. President Lyon asked whether or not the timing of month end closure and presenting of financials will be an issue, Gajewski stated he did not think it would be an issue moving forward. Ald. Flower asked to include a look back on the previous months cash account balances and also how we would pay for a project like the Cemetery Rd. extensions with the cash balances where they are. Flower/Hedlund motion to approve the July Financials. Passed 5-0.

Approval of the June Bills

Ald. Flower questioned the pavement repairs on the bill list. Gajewski explained that they were for the final pavement repairs from service and main repairs since last fall. Flower/Johnson motion to approve the July bills. Passed 5-0.

Directors Report

Gajewski reviewed the submitted Directors report; updates were provided on the Well 3 work, LaSalle Ct. water main relocation, Host Tower warranty inspection, CAMP project, lab remodel project, and equipment quotes for wastewater equipment purchases. Other updates included an update on two large water main breaks that occurred earlier in the week, one on Edwards Blvd. and one on Minihan Rd.

Update on Simplified Water Rate Case with the Public Service Commission

Gajewski reviewed the dates for publication, PSC filing and effect dates for the rate case application that was approved in July. No action taken.

Discussion/Action on the rehabilitation work being performed on Well #3

Gajewski summarized the work that has gone on since last month and the current issue of pumping gravel pack material from the well. Potential sources of the issue and the repairs that may be needed were further outlined. WaterWell Solutions is expected to pump and televise the well on the 16th to find out what and where the issue is and provide further recommendations. Gajewski stated that he feels it is worthwhile to continue forward as needed to complete the rehabilitation as originally planned. No further action taken.

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

Motion carried on a roll call vote 5-0. The Commission convened into closed session at 4:43pm.

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

Motion carried on a roll call vote 5-0. The Commission returned to open session at 5:10pm.

Adjourn

Hartz/Hedlund motion to adjourn. Passed 5-0.

Meeting was adjourned at 5:11 p.m.

/s/ Josh Gajewski, Utility Director

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Thursday September 20, 2018 4:30 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:30pm

Roll Call - Members present: President Lyon, Ann Esarco, Ald. Hedlund, Ald. Flower & Brett Stanczak. Mayor Hartz arrived at 4:34pm. **Staff in attendance:** Josh Gajewski, Jo Busch & Attorney Dan Draper **Excused:** Mark Johnson

Comments from the Public as allowed by Wis. Statutes §19.84 (2), Limited to Items on this Agenda Except for Public Hearing Items. Comments will be limited to 5 Minutes.

Jim Howe of Godfrey, Leibsle, Blackbourn & Howarth, S.C. spoke on behalf of his client, Phoenix Development on agenda item 9 regarding Hillcrest which is now named The Vistas of Lake Geneva. He gave a brief history of the project and explained that the water & sewer for the project was designed by Crispell Snyder who at the time was working as the City engineer. He stated that there was no mention of a water pressure issue or booster pumps being required in the development agreement at that time. He understands the water pressure issue could be fixed by raising the Dodge Street Water Tower at an approximate cost of \$315K. He suggested the cost of this be split 25/50/25 with 25% or up to \$100K being paid by Omega Homes, 50% or up to \$200K being paid by Phoenix Development and the remainder being paid by the Utility Commission.

Flower/Hartz motion to suspend the rules to allow agenda item 9 to be discussed out of order. Passed 6-0.

Discussion/Action/Recommendation on utility system improvements required to serve Parcel ZA424700001 (17.14A), located west and south of LaSalle Street, in the City of Lake Geneva.

Discussion was had about how we got to this point and Draper said that the question is really if the Commission has an obligation at this point and which properties would benefit from raising the tower. He has discussed this with Gajewski and at this time the only properties that would benefit would be this one and he does not feel that the Commission has an obligation. Discussion followed on the various options of participation available. The Commission requested a more formal proposal from the Development Group in order to discuss further or make a decision.

Approve Utility Commission Minutes from August 15, 2018 as prepared and distributed

Flower/Esarco motion to approve. Passed 6-0.

Acknowledgement of Correspondence – None

Mayor Hartz & Attorney Draper left at 5:27pm

Financials Update

Gajewski reviewed the financials through August 2018.

Flower/Esarco motion to approve the August financials. Passed 5-0.

Approval of the August Bills

Gajewski would like to approve all the listed bills but hold the check for Mulcahy/Shaw Water for \$6,984 until an issue he is working through with them is resolved.

Hedlund/Flower motion to approve the August bills and allow the Utility Director to hold the check for Mulcahy/Shaw Water until clarification has been received. Passed 5-0.

Directors Report

Gajewski reviewed the submitted Directors Report which includes updates on Well #3, the Host Tower one year warranty inspection, approval of the simplified rate case, and the resignation of Jay Simek, Water Operator II. Wastewater updates include the CAMP project continuing through October and the completion of the lab remodel. Gajewski reported that office staff attended the Civic Systems symposium and gained new insight into the upgraded billing software and he continues to work on the 2019 budget. Gajewski gave the Commission a heads up that there is a problem with the location of the water main and it's easement across two lots on Platt Ave and he is meeting with the developer regarding that issue tomorrow.

Discussion/Action on the rehabilitation work being performed on Well #3.

Gajewski reported that after re-televising well #3 a hole in the casing was found. There are two solutions to repair this and each one has been quoted by Water Well Solutions. One is to repair it in three different five foot length sections to cover the compromised areas and the other is to line the entire inside of the 18" pipe with a 16" pipe. This reduction in size would need DNR approval which has been granted already. Gajewski recommends the second option of relining as this is the least expensive option and would be a complete fix to our problem.

Hedlund/Stanzcak motion to approve Water Well Solutions to install a 16" 55ft steel liner as per the quote with a not to exceed amount of \$36,515. Passed 5-0.

Discussion/Action on Water and Wastewater Utility staffing plan, Organizational Chart, Pay Scale Grades and Pay Scales.

Gajewski reported that with the resignation of Jay Simek he has been brainstorming with staff to plan for the future. He feels that we should focus more on the distribution and collection system as a whole. He went over his suggested organizational chart amendments and some digital projects he has in mind for seasonal staff in the future. Hedlund suggested getting in touch with the High School to see if they could recommend a student to help with the technology/digital side. Flower said that there are needs to digitize at the City level also. Gajewski reported that he is in the process of revising job descriptions for the Operator positions.

Flower/Hedlund to approve the organizational chart, pay scale grades and pay scales as presented. Passed 5-0.

Discussion/Action on changes to property insurance values and corresponding coverage amounts for the 2018/2019 property insurance renewal.

Gajewski reported that our insurance broker did an appraisal of property this year and there has been an overall increase in replacement cost value. The deductible for property items is only \$1k which is pretty low and should be discussed at the City level as well as at the Commission. The large change for the Commission is that previously there was \$7 million worth of concrete that was uninsured. This includes the clarifiers and the oxidation ditch for wastewater and the underground and ground level storage reservoirs for water. The premium increase would be \$5K annually and as we do not have the money to replace these things if something were to happen to them, Gajewski recommends that we include them in our policy. As our insurance is combined with the City more discussion would be needed to find out if we can have separate deductibles on our property vs the City's property.

Esarco/Stanzcak motion to change the property insurance values and corresponding coverage amounts for the 2018/2019 property insurance renewal as per discussion with attempting to separate out the infrastructure with a \$10K deductible if possible. Passed 5-0.

Discussion/Action on goals for 2019 Operating Budgets

Gajewski reported that he is currently drafting 2019 budgets and hopes to have a formal draft for the Commission to review at the October meeting. If the Commission has any budget goals then he

would like to know those so they can be incorporated. He reviewed the projects that are on the horizon including Cemetery Road and Sheridan Springs Road as well as lead service mapping, potentially raising Dodge Tower and a formal water model of the Distribution System. Also, Gajewski would like to review impact fees in conjunction with the City.
No action taken.

Adjourn

Hedlund/Stanzcak motion to adjourn. Passed 5-0.

Meeting was adjourned at 6:15 p.m.

/s/ Jo Busch, Office Manager

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

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

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

1. Call meeting to order

The meeting was called to order by Commissioner Connors at 6:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Lieutenant Gritzner

3. Roll call

Commissioners Connors, Horne, Condos, and Pollard were present. Commissioner Jordan was excused. Also present: Mayor Hartz, Alderman Skates, Police Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Fire Chief Peters, Assistant Fire Chief Derrick, Captain Detkowski and Administrative Assistant Papenfus

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

5. Acknowledge correspondence - NONE

6. Approval of the regular meeting minutes of August 9, 2018

Horne motioned to approve the regular meeting minutes of August 9, 2018. Condos seconded. Motion carried 4-0.

7. City Council Report

Alderman Skates stated there is a special joint meeting with the Personnel Committee and Finance Committee on September 18, 2018 at 5:00 p.m. to discuss insurance. The budget presentation for the Fire Department/Emergency Management and Police Departments is scheduled for September 27, 2018. The Fire Department will present at 1:00 p.m. and the Police Department/Emergency Management will present at 1:30 p.m.

8. Police Department Business

a. Approval of the bills for the month of August 2018, operating in the amount of \$219,408.95, Capital in the amount of \$13,029.43 and Equipment Purchases in the amount of (\$12,367.60), for a total of \$220,070.78 (Reclassified Dive Equipment and Carpet from Equipment Replacement to Capital Projects)

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

b. Discussion/Action – School Safety Plan update

Condos talked about the meeting that was held between Mayor Hartz, Commissioner Connors, Commissioner Condos and Dr. Gottinger. The school resource officer and principal safety group has made a lot of proactive changes at the schools to promote school safety. A district-wide mandatory in-service was held for all employees. Active shooter training was provided by Sergeant Derrick and School Resource Officer Richardson. A second grant has been prepared and will be submitted. This grant will focus on staff training. Condos asked to move forward on making some decisions and ideas regarding school safety.

c. Discussion/Action - 2019 Budget

Condos motioned to hire a Detective Sergeant and three additional School Resource Officers to add an officer in all four city schools provided 50% cost sharing with the school district is implemented for the school resource officers. Horne seconded. Roll call vote: Connors-N, Horne-Y, Condos-Y, Pollard-Y. Motion carried 3-1.

Lieutenant Gritzner presented the operational budget changes. The current budget includes one School Resource Officer at Badger High School with 50% of the salary paid by the Lake Geneva School District and a Detective Sergeant promotion with a budget increase of \$72,524.00. Lieutenant Gritzner discussed the budget request to add a Detective Sergeant position. He stated that due to increased call volume, increased case load management, increased time to process cases due to technology, and increased citywide population there is a need for an additional detective. Additionally, the Detective Sergeant could cover as a Patrol Sergeant when necessary. Pay raises were not added into the budget at this time as the City Council has not yet determined the percentages. Adding a School Resource Officer to each school was discussed extensively including the cost for the City as well as the school district. The current school resource officer's salary is funded 50% by the school district. All additional school resource officers were added into the budget to pay 50% of the salary.

Connors motioned to recommend approving the following Equipment Replacement and/or Capital items with the City Council to place the items into the accounts as determined and to adjust the budget accordingly if squad cars were moved into the operating budget.

- Two squad cars (\$37,000.00 each)
- Air Conditioner-Server Room (\$6,000.00)
- Desktop computers (8) (\$6,000.00 each)
- Computer backup software (\$2,200.00)
- Computer storage (\$3,120.00)
- UL Certification (\$6,600.00 with cost justification vs. pay off)
- Squad Car light bar (\$2,400.00)
- MAV recorders (3) (\$14,100.00)
- Microsoft Office Upgrades (\$2,845.00)
- Mobile radar (2) (\$4,000.00)
- Mobile radio 800 (3) (\$6,600.00)
- Mobile radio VHF (3) (\$7,800.00)
- Patrol bikes (2) (\$6,400.00)
- Portable radios (7) (\$7,700.00)
- PBT (4) (\$2,000.00)
- Radio Console Phase 2 (\$21,065.00)
- SWAT rifles (5) (\$9,000.00)
- Swat rifle-Sniper (1) (\$3,000.00)
- Tasers (3) (\$4,200.00)
- Toughbook (1) (\$4,700.00)

Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Lieutenant Gritzner reviewed the equipment replacement fund by priority. Connors inquired about UL certification and the ability to open the alarm system up to the public and generating revenue with the service. Chief Rasmussen stated the infrastructure for the alarm system is available but it would require more than that to establish the program including the need to possibly add more personnel in dispatch.

d. Discussion/Action - Disposition of Police Department 2003 Harley Davidson (Squad 210)
Connors motioned to send the 2003 Harley Davidson (Squad 210) to auction in the spring. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.
The Harley Davidson was repaired this week and the department is getting an estimate for the value of the bike. The standard procedure is to sell the item at auction and place the revenue into the Equipment Replacement Fund.

e. Discussion/Action – Accept letter of resignation Part Time Officer Donald Tyler
Horne motioned to accept the resignation of Part Time Officer Donald Tyler with regrets. Pollard seconded. Motion carried 4-0.

f. Discussion/Action- Request permission to advertise for Part Time Telecommunicator position and create eligibility list for Full Time Telecommunicator position
Condos motioned to advertise for a part time Telecommunicator position and create an eligibility list for a full time Telecommunicator position. Horne seconded. Motion carried 4-0.
Lieutenant Gritzner stated the department would like to start taking applications for Telecommunicators in anticipation of a full time Telecommunicator potentially retiring in 2019. Additionally, one part time Telecommunicator will be relocating to Florida for the winter so a part time Telecommunicator would help alleviate the loss of that person for the winter months. Money has been placed in the 2019 budget for these positions and there is money left in the 2018 budget to begin the hiring process.

g. Discussion - Chief's top monthly incidents
Lieutenant Gritzner recognized the efforts of Detective Ecklund and Officer Bouland who helped solve several identity theft crimes locally but also in approximately 20 other departments across Wisconsin and Illinois.

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

2018 Dispatch activity for August 2018: Telephone calls – 3,738	911 Calls – 335	Window assists – 1,179
2017 Dispatch activity for August 2017: Telephone calls – 3,383	911 Calls – 251	Window assists – 1,186

2018 Patrol activity for August 2018: Calls for service – 2,109	Arrests - 158
2017 Patrol activity for August 2017: Calls for service – 1,990	Arrests - 177

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

- Thank you from Jose Betancourt-Officer Ward

j. Items to be forwarded to City Council
Budget recommendations, Begin hiring process for a part time Telecommunicator and create an eligibility list for a full time Telecommunicator, Chief's top five monthly incidents, monthly reports.

9. Fire Department Business

a. Approval of bills for the month of August 2018, operating in the amount of \$94,441.87, Equipment purchases in the amount of \$415.67, for a total of \$94,857.54
Horne motioned to approve the bills for the month of August 2018. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

b. Discussion EMS medical billing/Stark Medical billing – No discussion/action

c. Discussion Monthly Fire Department Report Overview

Chief Peters reviewed the monthly report. The personnel spotlight was for FF/EMT Tyler Krepelan who joined the fire department on June 1, 014. Krepelan was originally a member of the Explorer Post and has been with the department since that time. He has earned his Firefighter 1 and his EMT Certifications since being employed. The Fire Department also participated in National Night Out, Venetian Fest and a "Car Seat Clinic" in partnership with Children's Hospital.

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

e. Discussion/Action – 2019 Budget

Condos motioned to approve the Fire Department operating budget in the amount of \$1,299,408, including a 2% wage increase per contract. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Condos motioned to amend the first motion to move the EMS bags for \$2,400.00, rescue mannequin for \$1,300.00 and the surface ice rescue equipment for \$600.00 to the operating budget. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Chief Peters reviewed the 2019 budget. Generator testing costs were added into account #53600 Firehouse Maintenance Service Costs. A general ledger account for pre-employment testing in the amount of \$2,500.00 was also added to the budget. The firefighter's contract has a 2% wage increase so that increase was added into the 2019 budget.

Condos motioned to approve the Equipment Replacement Fund in the amount of \$266,839.00 and Capital in the amount of \$82,500.00 Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Chief Peters presented the equipment replacement fund/capital fund and noted the items that were removed from the original budget presentation. Some items were moved from the equipment replacement fund into the operating budget.

f. Discussion/Action – Hiring of Christopher Bastek and Firefighter/Paramedic Kimberly Pillman (pending background checks)

Connors motioned to accept the hiring of Christopher Bastek and Firefighter/Paramedic Kimberly Pillman pending background checks. Horne seconded. Motion carried 4-0.

g. Discussion/Action – Acceptance of Donations

- Lake Como Beach Property Owner's Association
- Margaret Downing
- Anonymous Donation

Horne motioned to accept donations as listed. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0.

Chief Peters advised the Lake Como Beach Property Owner's Association donated \$200.00, Margaret Downing donated \$250.00 and an anonymous donor donated several miscellaneous items to the department including several storage cabinets, shelving units, ID cards, lanyards and card cleaners, traffic cones, traffic pylons, hazardous materials spill kits, dry erase boards and commercial large area wireless routers. The business was moving and did not want to relocate the items to their new location.

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

- John's Disposal
- Margaret Downing
- Wind Lake Fire Department

i. Discussion/Action – Accept resignation of Jaemie McDonough
Horne motioned to accept the resignation of Jaemie McDonough with regrets. Connors seconded.
Motion carried 4-0.

j. Items to be forwarded to city council
2019 budget, monthly report, EMS call summary report, thank you notes

10. Agenda items for the next regular meeting October 4, 2018
2019 Budget, Telecommunicator hiring, school safety plan update

11. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: specifically pertaining to union contract and negotiations, specifically shared services with neighboring municipalities
Connors motioned to go into closed session to include Fire Chief Peters, Assistant Fire Chief Derrick, Captain Detkowski, Alderman Skates, Chief Rasmussen, Lieutenant Gritzner and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y.
Motion carried 4-0 at 8:41 p.m.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)
Connors motioned to return to open session. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Condos-Y, Pollard-Y. Motion carried 4-0 at 9:02 p.m.

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

14. Adjourn
Pollard motioned to adjourn the meeting. Horne seconded. Motion carried 4-0. Meeting adjourned at 9:03 p.m.

Respectfully submitted,



Cindy Papenfus
Administrative Assistant

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

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

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

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

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

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

Esarco/Krajovic motion to approve. Motion carried unanimously.

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

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

Acknowledgement of Correspondence.

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

Downtown Design Review

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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**PLAN COMMISSION MEETING
MONDAY, SEPTEMBER 17, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Hartz called the meeting to order at 6:01 p.m.

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

Approve Minutes of the August 20th Plan Commission meeting as distributed.

Horne/Skates motion to approve. Motion carried unanimously.

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

Speaker #1: Ken Etten, 1109 Wisconsin St, shared his concerns and opposition to item #8, the razing of the building at 832 Geneva Street. Mr. Etten is the chairman of the Lake Geneva Historic Preservation Commission which strongly recommends the Plan Commission not approve the demolition of the building at 832 Geneva Street. Etten suggested the building could be sold and relocated to another site in the city.

Speaker #2: Charlene Klein, 817 Wisconsin St, shared her concerns and opposition to item #8, the razing of the building at 832 Geneva Street.

Speaker #3: Ted Harig, owner of building at 821 Geneva St, shared his concerns and alternative idea to move the building at 832 Geneva Street.

Speaker #4: Grace Hanny, 311 Oakwood Lane, shared her interests in historic preservation in Lake Geneva and asked the Plan Commission to consider historic preservation and what it means to all who live here.

Acknowledgement of Correspondence.

None.

Downtown Design Review

6.a. Application filed by Eric Dawson, 39230 93rd St., Genoa City, WI 53128, for a request to renovate the front exterior façade of the business located at 260 Broad Street, in the Central Business (CB) zoning district, Tax Key No. ZOP00245.

Applicant, Eric Dawson, owner of Thumbs Up, presented his request. Alderman Skates asked about the upper north side of the building which needs some care. Mr. Dawson explained the future plans to update. Mayor Hartz confirmed with the owner that the top 3 sections of windows would be awning style windows.

Skates/Horne motion to approve the renovation of front exterior façade and include all staff recommendations.

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

6.b. Application filed by 503 Broad Street LLC, Lake Geneva, WI 53147, to paint the front of the building located at 503 Broad St, in the Central Business (CB) zoning district, Tax Key No. ZOP00030.

Bob Limosani, W6725 N Lake Shore Dr, Elkhorn, owner of 503 Broad St, presented his request.

Hill/Krajovic motion to approve painting the front of building and include all staff recommendations.

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

7. **Public Hearing and Recommendation of a Precise Implementation Plan (PIP) filed by 1111 N. Edwards Blvd LLC, 5701 Weatherstone Way, Johnsburg, IL 60050, for the new construction of a 4 story Marriott Fairfield Hotel, located at the South East corner of the Sheridan Springs Rd and North Edwards Blvd intersection adjacent to the State Highway 12 corridor, located in the Planned Industrial (PI) zoning district, Tax Key Nos. ZA46800003 & ZA46800004.**

Jim Howe, Attorney at Godfrey Law Firm in Elkhorn, representing 1111 N Edwards Blvd LLC, presented the request. Also present, Jim Rous, consultant to client, Tomas Torro, engineer at Ramaker & Associates, Jason Conrad, principal of 1111 N Edwards Blvd LLC. The applicant has received Plan Commission approval for the GDP of a Hampton Inn. The franchise has changed to a Fairfield Inn but the GDP has not changed significantly excepting that the building will have 4 floors instead of 5 floors. The landscape plan has been revised at the request of city staff. Commissioner Krajovic asked what the difference in elevation would be going from a 5 story to 4-story building. Torro stated 12' lower. Skates asked about providing a cover for the bike parking. Mr. Howe will speak to Marriot about a canopy. Planner Slavney stated the flexibilities granted under the previous GDP carry forward to this property as mentioned. This project is not identical to the approved GDP but substantially the same and the change in landscaping is an upgrade from the concept shown in the GDP. Attorney Draper said the Developer's Agreement will include a recapture provision for the oversized water main proposed for this property which allows the developer to recover costs when other properties tie into the new water main.

Speaker #1: Charlene Klein, 817 Wisconsin St, shared her concerns & opposition to the hotel.

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

Slavney explained the 2 purposes to extend N Edwards Blvd: 1- an alternative route for local residents and 2 - open up properties to the development of businesses along the bypass.

Skates/Krajovic motion to approve the Precise Implementation Plan and include all staff recommendations and fact finding.

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

8. **Discussion Only Item: Applicant, House Around the Corner LLC, 3389 South Shore Dr. Delavan, WI, 53115, proposes to raze the existing building at 832 Geneva St and construct a new 5,154 square foot, 2-story, commercial building, located within the Central Business (CB) zoning district, Tax Key No. ZOP000252.**

Scott Lowell, 602 Torino Dr, representing the applicant, presented the conceptual plan. The owners continue to look for individuals who would like to move the house to another location. This building is located in the Maple Park Historic District. The owners would like to raze the building and build a structure with green space, set back from the sidewalk, which does not fit the Central Business zoning so the zoning would need to be changed. It is located in the Downtown Design Overlay Zoning District. The building would consist of 5600 sq ft, 2 floors, open loft, and post and beam structure. The green space would be 44% of the lot.

Hill/Skates motion to suspend the rules to allow Ken Etten to join the conversation. Motion carried unanimously.

Ken Etten explained that the building at 832 Geneva St, as an individual building, is not on the National Register but it is a contributing structure within the Historic District. Maple Park was the original platted residential portion of the Village of Geneva which included Pioneer Cemetery. Maple Park was the Town Square.

Slavney stated the building is a residential structure located in a commercial zoned area for commercial use. Slavney and Zoning Administrator Walling suggested the applicant bring the concept plan to the Plan Commission to exchange ideas and explore possibilities. Thomas George, 3389 South Shore Dr., Delavan, owner of the building at 832 Geneva Street, explained their improvements to the current building, the challenges of this building and their willingness to donate it to someone who would like to move it. Mr. George presented details for their proposed building. Commissioner Hill has received much feedback opposing the razing of the building. Hill shared the challenges of this proposal. Slavney said to erect a new building, two distinct approvals are needed. 1. Significantly modify the existing building which includes relocation or demolition. 2. New Building proposal should reflect what is legal to go up under the standard zoning district. A proposed building for this parcel is a downtown building at the

corner without front or side yard and resembling a building from the 1920's. Since this is not the desire of the applicant, a Planned Development process is necessary when flexibility away from the Downtown zoning district is being requested. Mayor Hartz stated the city is bound by federal, state and local laws, that if a building is demolished, the building replacing it must meet certain criteria. Hartz referenced Slavney suggestion that it should have a residential look. Hill agreed it should reflect more residential elements and said this proposed building doesn't match the neighboring structures. Mr. George further explained his proposal and is willing to modify the building with more residential components and move forward.

Hill/Esarco motion to continue this concept discussion to the next Plan Commission Meeting.

Roll Call: Skates, Hill, Esarco, Krajovic voting "yes." Hartz, Horne voting "no." Motion carried.

9. Summary of September 5, 2018 Public Workshop on Comprehensive Plan Amendments.

Planner Slavney said 50 persons attended with 27 registering with our staff. Site Plans were available which showed the conceptual layout of the proposed apartment complex. Attendees labeled dots with the number of the comment to which it pertains and placed it on the map. Slavney summarized the concept plan for the property in regards to the Comprehensive Plan Amendment and gave an update of the Public Workshop.

Commissioner Hill left Council Chambers at 8:15 pm and returned at 8:16 pm.

Mayor Hartz said the participants felt heard, asked questions, stated concerns and thoughtful comments. Slavney said Mr. Wolff, the developer, responded to individual questions and comments and contributed to the success of this workshop. Skates applauded Planner Slavney and Mich for their organization and facilitation of this workshop as well as Mr. Wolff's participation.

10. Mayoral notice of the October 15th meeting will be a Joint Meeting with City Council and Plan Commission to occur at 5 p.m. The regular Plan Commission Meeting will commence after the Joint Meeting ends or 6 p.m.

11. Adjournment. Hill/Horne motion to adjourn at 8:23 pm. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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Board of Park Commissioners' Minutes
Wednesday, August 22, 2018 – 6:30pm
City Hall, Meeting Room 2A – 2nd Floor

Roll Call: Present: Mayor Tom Hartz, Alderperson Shari Straube, Park Board President: Ann Esarco, Park Board Commissioners: Brian Olsen, Peggy Schneider, John Swanson
Excused Absent: Lynn Hassler, Barbara Philipps, Dave Quickel
Staff Present: Neil Waswo
Public Present: Ron Bruner

Approval of Minutes from prior meeting:

Motion by Swanso to accept minutes of July 25, 2018 as presented, second by Olsen.
Motion carried 6-0.

Comments from public limited to 5 minutes:

None

YMCA/Veterans Park Report

The calendar of activities for August and September 2018 were available. The private soccer teams are using Veterans Park.

Permits/Park Donations:

Motion by Swanson to recommend the acceptance of permit filed by SCW Walworth Soccer for the use Veterans Park during August and September 2018, second by Olsen. New permit to be submitted for October 2018. Motion carried 6-0.

Motion by Olsen to recommend the acceptance of permit filed by Club Scoot Jockeys for the use of Cobb Park on October 6, 2018 from 11am-8pm, second by Swanson. If alcohol is to be served, appropriate paperwork and/or permits to be obtained. Motion carried 6-0.

Motion by Swanson to recommend the acceptance of permit filed by Speckman/Israil Wedding for the use of Flat Iron Park/Brunk Pavilion on July 27, 2019 from 1:30-3:30, second by Schneider . Motion carried 6-0.

Motion by Swanson to recommend the acceptance of permit filed by Club Scoot Jockeys & Vespa Club of America for the use of Downtown Lake Geneva/Flat Iron Park and Wrigley Drive and Brunk Pavilion on June 19, 2019 noon to June 23, 2019, second by Schneider. Motion carried 6-0.

Park Assignments/Repair Update/Maintenance

John Swanson – Veterans, Fermano, and Home Depot:

Vets Park: Minor maintenance items needed.

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

Home Depot: Mowed and clean. Could use another bench or two. Could use pond aerator. Grass growing between concrete joints on multi-purpose math.

Lynn Hassler – Seminary Park: No report

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

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

Barbara Philipps – No report

Dave Quickel – Dunn Park: No report

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

Ann Esarco – Rushwood, Cobb Park, Four Seasons, Donian - all parks in good order.

Olsen motion to suspend the rules to review agenda items out of order, second by Schneider. Motion carried 6-0.

New Business

Soccer Goals: Olsen motion to purchase four new soccer goals with nets, removable lever lifting wheels, and caster wheel dolly kit in an amount not to exceed \$7,235, second by Schneider. Motion carried 6-0.

Old Business

Impact Fee Report

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

Wish list Development

Wish List additions: None

Community Garden

The plot of land that is intended for the community garden is not City property. Park Board supports the idea, but permission to use the land must come from the owner of the land.

Smaller Dog Park within Dog Park – Motion by Olsen for construction of small dog park within dog park, including concrete walkway for an amount not to exceed \$10,083, second by Schneider. Motion Passed: 5 Yes and 1 Opposed.

Future Meeting Agenda Items Old:

Impact Fee Report (Continual)

Wish List (Continual)

Future Meeting Agenda Items New:

Next Meeting:

September 26, 2018, at 6:30 pm

Other Meetings:

Tree Board Meeting: TBD

Motion by Olsen to adjourn at 7:50 pm, second by Struabe. Motion carried 6-0.

/s/ Ann Esarco, Park Board President

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



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, August 9, 2018, 8:00 a.m.
City Hall, Meeting Room 2A
626 Geneva Street, Lake Geneva, WI 53147

Call to order

Vice-president Dennis Lyon called the meeting to order at 8:00 a.m.

Roll Call

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

Excused: Oppenlander

Also present: Kornak

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

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

Public Comments

None

Finance/Building & Grounds

Kundert reviewed July expenditures. The Finance Committee recommended approval of expenditures of \$86,741.08 from the general fund. Halverson seconded the recommendation. Motion carried unanimously.

The Finance Committee recommended approval of NABCO bid of \$2800 to replace motors on front doors. Kersten seconded. Motion carried unanimously.

Finance Committee report on Voyager accounts and policies tabled until September.

President's Report

Discussion of board functioning alternatives and possibilities tabled until September.

Director's Report

- Updates on budget, facility projects, circulation & programming, library consortium, operations, outreach, and donations.
- Board requested statistics on door count and traffic patterns, and Tier II progress report.



LAKE GENEVA PUBLIC LIBRARY

Committee Reports

Public Relations

- Kersten – no report

Personnel

- Halverson distributed Compensation Policy – discussion tabled until September.

Strategic Planning

- Draft of the plan will be sent to the committee members before the August meeting
- Upcoming meetings
 - Committee meeting Wed. August 22, 6:15 p.m. at Geneva Crossing, Highlands Building, 721 S. Curtis St., Lake Geneva

City Liaison

- Halverson reported the contract for the Riviera project has been approved; a company has been chosen for the City Administrator search; Council is discussing Halloween hours and event permits guidelines; Budget Hearings: Library presentation September 27, 9:00 a.m.

Friends of Library Report

- Brookes reported on Authorfest success.
- Setup is in progress for Book Sale August 11 & 12. Kundert expressed appreciation for all the volunteer support.

Adjournment

Kundert/Henningfeld motion to adjourn the meeting at 8:50 a.m. Motion carried unanimously.

Next meeting: Thursday, September 13, 2018 at 8:00 a.m., Smith Meeting Room, Lake Geneva Public Library.

Respectfully submitted,

Chris Brookes
Secretary



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, September 13, 2018, 8:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

President Fritz Oppenlander called the meeting to order at 8:03 a.m.

Roll Call

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

Also present: Kornak

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

Kundert/Lyon motion to approve the minutes of the Aug. 9, 2018, meeting. Motion carried unanimously.

Financial//Building/Grounds

Kundert reviewed July expenditures. The Finance Committee recommended approval of expenditures of \$63,526.34 from the general fund. Oppenlander seconded the recommendation. Motion carried unanimously.

Kundert and Kornak presented information on fund tracking and investment policies.

Lyon/Oppenlander motion to approve 2019 budget proposal. Motion carried unanimously.

Oppenlander/Kersten motion to approve increase in NABCO bid to \$3,700 from \$2,800 to replace motors on front doors. Motion carried unanimously.

Gelzer/Lyon motion to approve Capital Needs list, pending updates, for presentation with budget.

President's Report

Current by-law document presented for review and discussion at next meeting.

Discussion of fiduciary/strategic/generative modes for board operation to be continued at next meeting.

Halverson/Dinan motion to refer year-end performance awards to Personnel Committee. Motion carried unanimously.



LAKE GENEVA PUBLIC LIBRARY

Kersten recommended using transcripts to review trustee training week webinars.

Director's Report

- Updates on budget, facility projects, circulation & programming, library consortium, operations, outreach, and donations.
- At the Lake Magazine feature article on library.
- Memorial gift from family of Lois Guif received for local history digitization projects.
- Additional data provided on
 - Definitions of computer session and wireless internet sessions
 - Circulation history: City of LG, Walworth County

Committee Reports

Public Relations

- Kersten: At the Lake article; newspaper library column now includes Walworth.

Personnel

- Lyon/Kersten motion to approve Compensation Policy carried unanimously.
- Oppenlander/Halverson motion to merge two part-time positions into one full-time Tech/Circ position. Motion carried unanimously.
- Kersten/Halverson motion to move Adult, Youth, and Circulation managers from hourly to exempt salaried positions pending details finalized by Personnel Committee. Motion carried unanimously. Kundert/Lyon friendly amendment to designate reference positions as one youth and one adult reference. Amended motion carried unanimously.

Strategic Planning

- Chair expressed his appreciation to all participants.
- Review of the plan.
- Positive staff response.
- Discussion of Values, Mission, Themes, Goals, and Strategies.
- Gelzer/Halverson motion to approve the Strategic Plan: 2019 – 2021. Motion carried 7 yes to 1 no (Oppenlander). Henningfeld had left the meeting.

City Liaison

- Halverson reported an Interim City Manager is in place, with interviews for new City Manager scheduled for the end of the month. Budget Hearings: Library presentation September 27, 9:00 a.m.

Friends of Library Report

- Kundert reported on Annual Book Sale success.



LAKE GENEVA PUBLIC LIBRARY

Adjournment

Lyon/Kundert motion to adjourn the meeting at 10:35 a.m. Motion carried unanimously.

Next meeting: Thursday, October 11, 2018 at 8:00 a.m., Smith Meeting Room, Lake Geneva Public Library.

Respectfully submitted,

Chris Brookes
Secretary

Lake Geneva Historic Preservation Commission Meeting Minutes

August 9, 2018 5:00 p.m. at Lake Geneva City Hall

President Ken Etten called the meeting to order at 5:00 p.m. at Lake Geneva City Hall

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

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

Comments from the public and correspondence. None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Maple Park Historic District Lantern Tour—September 29th. Sunday August 19th at 8:00 P.M., Venetian Night Cruise--\$45.00 per person. Call for reservations. Tuesdays @ Two: Lake Geneva's Toy Inventor—August 14th. The 60's—August 21st.

Update on programs at the 1928 Geneva Theater Building, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission. The Theater Actor's Guild will once more put on productions for the Fall and Winter season. On August 2nd, City signed a contract with MSI General Corp. to start work on The Riviera in the coming weeks.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours on every 1st and 3rd Thursday thru the summer. Plein Air Art Invitational--August 31, from 4:00—8:00 P.M.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2018 Budget. Our annual budget is \$3,500.00. So far this year we renewed our membership in the Wisconsin Association of Historic Preservation Commissions with \$40.00. We received a check from Nancy Yaeger for \$1,000.00. And \$21.00 from sell of Walking Tour booklets. Our City Budget meeting is scheduled for September 27th at 4:00 P.M. At the meeting we should present our projects for next year, which would include: updating our Walking Tour App and book, creating of an Android version. And asking Dan Draper about how, or could we, go about raising funds, etc.

Report re: discussions with Building Inspector Fred Walling on Historic Preservation Design Review for building projects within National & State Historic Districts and updates on current potential

building projects. No new information.

Update regarding the completion of the Lake Geneva Historic Railroad Site project, planning for dedication and memorial tree donation for Ed Yaeger, and “Thank You’s” to the Lake Geneva Street Department, Tras Landscaping and Lakes Brick & Block. All the pavers have been installed. Jackie Getzen reported that the Tree Board will donate a tree of their choice to honor Ed Yaeger. It will take place on Arbor Day, April 26, 2019, at the railroad site.

Update regarding publicizing the I-phone app version of A Historic Lake Geneva Walking Tour, potential photo additions and upgrades, and update re: discussions with Dr. Alana Platt at UW-Whitewater Innovation Center on creating of an Android version. We are in the process of updating our walking tour app.

Discussion regarding new projects for the LGHPC, including future “Tales of Lake Geneva”, the possibility of using the historic Geneva Theater, updates on our website www.historyoflakegeneva.org, and the wall signs at the Dunn Lumber Building. We are planning on having the “Tales of Lake Geneva” in the Fall at the Theater. Cindy will talk to Tom Earle about our Banners.

Review of recent Historic Plaque Program applications, the cost of plaques from Timberline Signs at \$145.00 each, application form, creating a list of past plaque recipients, and repairing existing historic signs. Ken talked to Jim Sherrin about the two plaques: 1875 and 1856. Jim had computer problems, but it has been resolved and the plaques will be ready shortly.

Update regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. No new information.

Update on information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, and the Wisconsin Association of Historic Preservation Commissions. We reviewed the information.

Meeting adjourned at 5:50 P.M.

Respectfully submitted,

Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

September 13, 2018 6:30 p.m. at Lake Geneva City Hall

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

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

Approval of minutes of Historic Preservation Commission Meeting of August 9, 2018.

Comments from the public and correspondence: None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Maple Park Historic District Lantern Tour—September 29th. Tuesdays @ Two: Illinois Holocaust Museum—October 2nd. Norwegian Immigration to Wisconsin—October 16th.

Update on programs at the 1928 Geneva Theater Building, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission. Geneva Theatre Actors Guild 2018 Fall Season: Sylvia—9/19; 39 Steps—10/24, 10/31; A Moon for the Misbegotten --11/14, 11/16; It's A Wonderful Life—12/19, 12/21. MSI General is busy putting together a plan for the renovation of The Riviera.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours on every 1st and 3rd Thursday thru the summer. Black Point will be having the Lantern Tours in Maple Park on September 29th.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2018 Budget and discussion regarding proposed 2019 LGHPC Budget. We decided to ask for an additional \$1,500.00 to be added to our annual budget of \$3,500.00 at the 2019 City Budget meeting on September 27th at 4:00 p.m. The \$1,500.00 will be used for any additional signs. Also we will ask that the donation of \$1,000.00 from Nancy Yaeger be carried over to next year's budget. No additional expenditures were spent since our last meeting.

Update on Historic Preservation Design Review for building projects within National & State Historic Districts and on current potential building projects. Fred Walling has informed us that the potential demolition of 832 Geneva Street will come up for discussion at the Plan Commission on Sep't 17, at

6 P.M. We will be there.

Update regarding the completion of the Lake Geneva Historic Railroad Site project, planning for dedication and memorial tree donation for Ed Yaeger, and "Thank you's" to the Lake Geneva Street Department, Tras Landscaping and Lakes Brick & Block. No new information.

Update regarding publicizing the I-phone app version of A Historic Lake Geneva Walking Tour, potential photo additions and upgrades, and update re: discussions with Dr. Alana Platt at UW-Whitewater Innovation Center and Josh Sullivan on creating of an Android version. We are almost finished with updating a list of all the plaques by walking or driving throughout the neighborhoods. Then will be put into suggested paragraphs for updated information for our Walking Tour app.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva", the possibility of using the historic Geneva Theater, updates on our website www.historyoflakegeneva.org, and the wall signs at the Dunn Lumber Building. The "Tales of Lake Geneva" will be held at the Geneva Lake Museum as part of the Tuesdays @ Two programs on October 9th at 2 P.M. The participants are: Peg Williams, Birdell "Burly" Brellenthin, Vern Magee, Dan Derrick. Moderator: Patrick Quinn. A donation of \$5.00 would be appreciated by the Museum.

Discussion re: rehangng the 2009 Dozen Distinctive Destinations banners and contacting the Street Department to install and store banners. Ken has about a dozen banners at his office. Discussed if we should keep them there or at the Street Department. We thought that maybe they would be safer at Ken's office.

Review of recent Historic Plaque Program applications, including Steve Ryan at 424 Elmwood Avenue, 1875 plaque at 403 Haskins Street, and 1856 plaque at 518 Maxwell Street. Also discussion re: the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application form, creating a list of past recipients, and repairing existing historic signs. We approved the plaque for 1300 Dodge Street—1920. Also the plaque for 424 Elmwood has been approved.

Update regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. No new information.

Update on information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, and the Wisconsin Association of Historic Preservation Commissions and e-mail survey from Jim Draeger at the WHS. Ken filled out the e-mail survey from Jim Draeger.

Meeting adjourned at 8:10 P.M.

Respectfully submitted,

Louise M. Rayppy



OAK HILL CEMETERY BOARD

TUESDAY, MAY 15, 2018 – 4:00 PM

LAKE GENEVA CITY HALL, CONFERENCE ROOM 2C

626 GENEVA ST, LAKE GENEVA

MINUTES

1. Meeting was called to order by Chairman Read at 4:00pm
2. **Roll Call:** Present-Clarence Read, Maureen Allenstein, Coryn Commare, Arleen Krohn, Alderman Howell, City Administrator Oborn
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. **Discussion/Action on election of President.** Nomination of Clarence Read made by Howell/Krohn. Motion carried 5 to 0.
5. **Discussion/Action on election of Vice President.** Nomination of Maureen Allenstein made by Read/Krohn. Motion carried 5 to 0.
6. **Discussion/Action on election of Secretary.** Nomination of Coryn Commare made by Read/Krohn. Motion carried 5 to 0.
7. **Approve Cemetery Commission minutes from October 18, 2017.** Howell/Allenstein motion to approve. Motion carried 5 to 0.
8. **Discussion/Recommendation on Cemetery Financials.** No updates
9. **Update/Recommendation on software program for Oak Hill Cemetery.** City Administrator Oborn confirmed about 2/3 of the work on the project is complete with approximately \$40K invested. Expect the project to be complete within the next 5 months.
10. **Discussion/Recommendation on Cemetery Equipment.** New lawn mower and truck box have been purchased.

11. Discussion/Recommendation on Cemetery Maintenance. No updates

12. Discussion/Action/Recommendation Walks at Oak Hill Cemetery. No updates.
Commare to follow up with Jim Davis to determine is Museum has any plans for Cemetery walk.

13. Date and Agenda items for next meeting. Next meeting will be August 21, 2018, 4:00pm at City Hall.

14. Adjournment. Howell/Krohn motion to adjourn at 4:23pm. Motion carried 5 to 0.

/s/Coryn Commare, Secretary



OAK HILL CEMETERY BOARD

TUESDAY, AUGUST 21, 2018 – 4:00 PM

LAKE GENEVA CITY HALL, CONFERENCE ROOM 2C

626 GENEVA ST, LAKE GENEVA

MINUTES

1. Meeting was called to order by Chairman Read at 4:00pm
2. **Roll Call:** Present-Clarence Read, Maureen Allenstein, Coryn Commare, Arleen Krohn, Alderman Howell, City Clerk Kropf, Comptroller Hall
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. **Discussion/Recommendation on the Cemetery Fund.** Mr. Read raised the issue of fallen/overturned head stones and whether we could secure a budget to move/reset them. Mr. Read will speak with Mr. Earle, Public Works to determine cost/resource needs.
5. **Update/Recommendation on software program for Oak Hill Cemetery.** No updates. Comptroller Hall to provide project contacts to Ms. Commare. Ms. Commare agreed to follow up to get a project status update.
6. **Discussion/Recommendation on Cemetery Personnel.** Committee would like to give retiring cemetery manager a monetary gift for his service to Oak Hill. Alderman Howell will take this request to FLR and Personnel Committee on September 4th for review.
7. **Date and Agenda items for next meeting.** Next meeting will be September 10, 2018, 4:00pm at City Hall. Agenda items 4-6 will be discussed and the quarterly financial review by Comptroller Hall
8. **Adjournment.** Read/Howell motion to adjourn at 4:27pm. Motion carried 5 to 0.

/s/Coryn Commare, Secretary

**AVIAN (BIRD) COMMITTEE MONDAY, AUGUST 27, 2018 – 5:00 PM CITY HALL,
CONFERENCE ROOM 2A**

Call to order by Nancy Swanson at 5:04 pm

Roll Call: Present, Swanson, Acting Chair; McConnell; Rodriguez

Absent: Proska, Leonard

Also Present: Mayor Hartz; Jill Lorenzi, volunteer; Carol Zimmermann, volunteer

Approval of minutes

Approval of minutes from June 11 meeting: Motioned by Swanson, second by Sarah

Motion Approved Yes (3), No (0), Abstain (0)

Approval of minutes from July 30: Motion by Rodriguez, second by Swanson

Motion Approved Yes (3), No (0), Abstain (0)

Comments from the public

Carol Zimmermann provided written and oral updates on Purple Martin presentation at the August meeting of the Geneva Lake Association, drafting and printing of the Swift Night Out bi-fold, drafting of one-page flyer for Swift Night Out for electronic distribution, copy flyers distributed to Simple Bakery for the Cookie for a Cause event, a request to the Committee to support an Avian citizen scientist elementary school pilot and offered a private donation to support, and an offer to facilitate a strategic planning/goal clarification meeting.

Jill Lorenzi spoke in support of the elementary education pilot program and offered to volunteer as a pilot classroom. She has successfully applied for, been awarded, and implemented outdoor education grant programs. Her 5th grade at St. Francis has 18 students.

Mayor Hartz reported that he had found a Bird City Flag (and also a Tree City Flag) and was working to display the flags on the poles in front of City Hall.

Discussion/Action on Purple Martin Project

Signage: McConnell presented an estimate for a Purple Martin sign from Pulse Design. Durable sign with a pedestal and shipping would be \$910. For no additional cost, the company will add a line to credit donors.

McConnell suggested that the budget request reflect the cost of this sign and small identifying signs at the remainder of the houses. She also suggested that no permanent sign mapping the location of the houses be purchased until/unless the committee is certain that the houses will not be moved. Rodriguez suggested that temporary mapping signs could be posted in public locations, such as the library.

Motion that the sign cost be included in the budget request by Swanson, second by Rodriguez

Motion Approved: Yes (3), No (0), Abstain (0)

Street Department and end of season activities: Swanson reported that the Street Department will take down the houses, probably in October. Swanson will find out the date they will come down, if hoses can be available for the Committee and volunteers to wash the houses on site, and will ask the Street Department to also take down and store the Purple Martin audio player. Discussion about the need to schedule a work day to clean the houses prior to winter storage.

Goals for next season – add Gourds to one house

Rodriquez estimated that one three-prong gourd support structure and three gourds would cost roughly \$150, without shipping and any potential needed hardware.

Motion that the cost of the structure and gourds be included in the budget request, not to exceed \$200 by McConnell, second by Swanson

Motion Approved Yes (3), No (0), Abstain (0)

Note from Swanson that volunteers should send observation sheets by the end of September.

Discussion/Action on Avian Committee Education and Events

Lake Geneva Bird City Website: Status of this was not known. Rodriquez will check with city website staff to see if this information can be added to the current website.

Education Pilot Program: Motion by Rodrigues that an education subcommittee/working group be formed to gather information and present ideas to the committee on a curriculum for a pilot program in elementary school, and that Rodriquez, McConnell, and volunteers Lorenzi and Zimmermann would constitute the core of the group, but should also attempt to recruit one or two other elementary educators, second by McConnell. Zimmermann will work with the group to schedule a meeting.

Motion Approved Yes (3), No (0), Abstain (0)

Library Programs: Rodriquez suggested that the Library program be delayed until spring and be an extension of the educational pilot program.

Swift Night Out on September 13, 2018: Rodriquez will take bi-folds to the Museum for event promotion and meet with Museum staff to make sure all is in order for the event.

Rodriquez will buy cookies and water for refreshments.

Mayor Hartz indicated that if the Committee could get an expected count, that Purple Martin (Cookies for a Cause) might be a donation possibility.

McConnell noted that she has contacted the speaker, Dick Nicola, and offer her home as accommodations for he and his wife. She also noted committee members and volunteers should arrive shortly before the event and assist the Museum staff in opening the back door after the indoor program. Zimmermann will forward a pdf copy of the flyer to all committee members and volunteers.

Discussion/Action on Fund Raising

GoFundMe and Account Balance: Rodriquez reported that there have been two donations to go fund me, and the account now has \$667

Cookies for a Cause - Simple Bakery: The Committee thanks the Mayor for this fund raiser.

The Mayor noted that the Purple Martin Cookies have sold better than any other cookie.

Simple is also set to repeat this fund-raiser in July 2019.

Alliant Energy Grant: Deferred until the next meeting and application deferred until the winter grant cycle.

Tourism Grant: Deferred until the next meeting.

Discussion/Action on 2019 City Budget – Hearing on September 27, 2018, 6:00 pm:

Rodrigues will be the point person for the budget drafting and budget testimony.

Mayor Hartz will send a copy of the budget process to her. Rodriguez will meet with Karen Hall

See notes on budget requests under “**Discussion/Action on Purple Martin Project**” above.

Prior to finalizing the budget requests and to assist in grant writing, McConnell noted the need for a strategic planning/goal clarification session.

Motion by McConnell to hold a strategic planning session September 17, 2018 from 5:00 to 6:30 pm in the 2nd floor meeting room at City Hall, second by Rodriguez.

Motion Approved Yes (3), No (0), Abstain (0)

Follow up: McConnell will follow-up with the City Clerk, Lana Kropf, to post the meeting and to schedule the room.

Discussion/Recommendation of future agenda items

Swift Night Out report

Bird City Application – Swanson is point person

Purple Martin end of season tasks and work day

Budget request: Finalize and budget presentation outline

Strategic Planning meeting outcomes (meeting on September 17)

Tourism grant – discussion of public and private partners

Alliant Energy grant – preparation for winter cycle

Education Programing (add as regular item) - Pilot update for Sept.

Status of Ordinance change to increase Committee membership to 7

Next meeting: Monday, September 24, 5:00 pm

Adjourn

Motion to adjourn at 5:57 pm by Rodriguez, second by Swanson. Motion carried 3-0.

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

8/31/2018 4:00 pm

cc: Aldermen, Mayor, Administrator, Media

TOURISM COMMISSION MINUTES

WEDNESDAY, SEPTEMBER 12, 2018 – 5:00PM

CONFERENCE ROOM 2A, CITY HALL

Committee Members: Vice Chairperson, Tammie Carstensen , Ald. Rich Hedlund, Ald. Shari Straube, Charlie Lorenzi, Andrew Fritz, & Brian Waspi

Meeting called to order by Vice-Chairperson Carstensen at 5:00 pm

Roll Call: Carstensen, Hedlund, Straube, Lorenzi, Fritz, and Waspi
Also present: Representative Svitak, Leech, and Deputy Clerk, Elder

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

Approval of the Tourism Commission minutes from July 11, 2018

Ald. Hedlund approved the July 11, 2018 minutes, second by Ald. Straube. Motion carried 6-0.

Election of Officers

Chairperson

Andrew Fritz motion to nominate Tammie Carstensen to the Tourism Commission Chairperson, second by Ald. Hedlund. Motion by Ald. Hedlund to close the nominations, second by Lorenzi. Motion carried 6-0.

Vice Chair

Motion by Ald. Hedlund to nominate Andrew Fritz to the Tourism Commission as Vice Chair, second by Ald. Straube. Motion by Charlie Lorenzi to close the nominations, second by Ald. Hedlund. Motion carried 6-0.

Secretary

Motion by Tammie Carstensen to nominate Nan Elder to the Tourism Commission as the Secretary, second by Ald. Hedlund. Motion by Charlie Lorenzi to close the nominations, second by Ald. Hedlund. Motion carried 6-0.

Discussion/Action 2019 Tourism Commission Budget

Motion to approve the 2019 Budget by Ald. Hedlund, second by Lorenzi. Motion carried 6-0.

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

Svitak provided monthly presentation on behalf of the VISIT Lake Geneva.

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

Leech provided monthly presentation on behalf of the Business Improvement District.

Update Room Tax Dollars Collected, Financials, current Budget and Disbursements

Elder shared the monthly Room Tax spreadsheet.

2018 YTD was up for July at \$402,009 vs. \$373,507. Svitak stated Lake Geneva was performing better than the area for July.

Discussion/Action on Tourism Promotion Grant Program and Requests:

a. **Santa Cause**

Tabled until October 10, 2018 meeting.

b. **Queen Bee**

Ald. Hedlund motion to fund \$550 for Queen Bee fall event, second by Waspi. Motion carried 6-0.

Future agenda items and next meeting date October 10, 2018

Include Action item to limit Tourism Grant presentations to 10 minutes.

Museum of Ice Cream

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, benefits and interviews for the Event Coordinator position.

Motion by Ald. Hedlund to convene the Tourism Commission in closed session, second by Lorenzi.

Closed session to include Deputy Clerk, Nan Elder. Motion carried on a roll call vote 6-0. The committee convened into closed session at 5:38 p.m.

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

Motion by Ald. Hedlund to reconvene the committee in open session, second by Lorenzi. Motion carried on a roll call vote 6-0. The committee reconvened into open session at 7:23 p.m. Motion by Ald. Hedlund to proceed as discussed in closed session, second by Ald. Straube. Motion carried 6-0.

Motion to adjourn by Fritz at 7:24 pm, second by Ald. Hedlund. Motion carried 6-0.

This is a meeting of the Tourism Commission.

No official City Council action will be taken; however, a quorum of the Council may be present.