



COMMITTEE OF THE WHOLE
MONDAY, OCTOBER 2, 2017 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Awards and Recognition of Peg Pollitt and Sabrina Wawso for their years of service
5. Approval of Minutes from August 7, 2017 Committee of the Whole Meeting as distributed
6. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
7. Discussion/Recommendation on the Walworth County Fire/EMS Study Committee Survey
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Kordus
 - b. Personnel Committee, Alderman Hedlund
 - c. Public Works Committee, Alderman Kordus
 - d. Piers, Harbors, & Lakefront Committee, Alderman Skates

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

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

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

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

11. Adjourn

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

9/28/2017 2:22 p.m.

cc: Aldermen, Mayor, Administrator, Attorney, Media

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

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

Pledge of Allegiance led by Alderman Kordus.

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

Hedlund/Howell motion for approval of minutes from June 5, 2017 Committee of the Whole Meeting as distributed. Motion carried 6 to 0.

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

Dick Malmin, N1991 South Lakeshore Drive, understands the city wants to enlarge the beach but feels they are doing it wrong. To get rid of the grass and put in sand and a 6 foot brick wall won't look very good. He suggested moving the fence back and keeping the grass.

Bill Huntress, 1015 Pleasant Street, spoke on the beach expansion, stating the beach belongs to Lake Geneva residents and they should be preserving green space, not eliminating it.

Standing Committee Reports given:

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

Committee, Commission and Board Reports given:

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

Other Boards and Committee Reports given:

Business Improvement District (BID), Alderman Halverson
Chamber of Commerce, Alderman Kordus
Geneva Lake Museum, Alderman Howell
Lake Geneva Economic Development Corporation, Aldermen Hedlund
Geneva Lake Environmental Agency, Alderman Flower
Geneva Lakes Family YMCA, Alderman Skates
Geneva Lake Use Committee, Alderman Flower

Adjourn

Howell/Skates motion to adjourn the meeting at 7:05 p.m. Motion carried 6 to 0.

/s/ Sabrina Waswo, City Clerk

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



August 10, 2017

Transmitted via email
Sabrina Waswo
City Clerk, City of Lake Geneva

Administration

Re: Fire/EMS Study Committee Survey

David A. Bretl
County Administrator

Dear Clerk:

Last month a letter and survey was distributed via US Mail to the chief elected official of each town, city, and village in the County. In the event that your chief elected official did not receive these documents, please forward the enclosed to him or her.

There seems to be a little confusion surrounding the survey issue. There are actually two separate surveys; one is designed to be completed by Fire/EMS organizations and the other by local government. The questions are different on each.

I appreciate your assistance in this matter. If you have any questions, please do not hesitate to call.

Very truly yours,

David A. Bretl
County Administrator



July 13, 2017

Alan Kupsik
Mayor, City of Lake Geneva
717 S. Lakeshore Dr.
Lake Geneva, WI 53147

Human Resources

Dale Wilson
Human Resources Director

Re: Fire/EMS Study Committee Survey Instrument

Dear Elected Official:

Recently, the Fire/EMS Study Committee developed a survey instrument being directed to your attention for completion. This survey instrument is included with this letter and is meant to gather some data for our Committee to review, but more importantly, gather your perspective. It is the Committee's hope this information will be able to help guide our direction in attempting to analyze and ensure the sustainability of Fire and EMS services in Walworth County.

Our committee values your perspective and we are hoping everyone will engage in this survey instrument to help provide us direction. Should your agency desire assistance in completing the survey, the committee will provide resources available to assist you in completing the survey instrument. These services could range from meeting facilitation, answering technical questions on the survey, or copying documents. If your agency would like to obtain assistance in some fashion, we are asking you to reach out to the County Administrator's office at (262) 741-4351 and speak with Emily Haas.

Each agency can determine the best way to reply to the attached survey. The Fire/EMS study committee can accept survey response in a variety of ways identified below:

- Simply mail your completed response to Walworth County, Attn. Emily Haas, 100 W. Walworth, Elkhorn, WI 53121
- Scan your response and any supporting documentation and e-mail the attachment to Emily Haas at ehaas@co.walworth.wi.us
- Walworth County also offers the opportunity to share files electronically if the files are too large to e-mail. To submit your response and attachments via this method, please reach out to Dale Wilson at dwilson@co.walworth.wi.us or at (262) 741-7965. You will need a valid e-mail address for this option to work. Further details will be provided if necessary.
- You may also drop your response off at the Walworth County offices located at 100 W. Walworth, Elkhorn, WI 53121. Responses submitted in this manner should be delivered to the County Administrator's office and ask for Emily Haas if available.

Human Resources

100 W. Walworth
PO Box 1001
Elkhorn, WI 53121
262.741.7950 tel
262.741.7948 fax

Employee Benefits

100 W. Walworth
PO Box 1001
Elkhorn, WI 53121
262.741.7950 tel
262.741.7963 fax

The deadline for submitting your response is by the end of the day on **September 15, 2017**. As indicated earlier, the Fire/EMS committee values your agency's perspective. We thank you in advance for the time it will take to complete the survey and provide our committee direction

If we can answer any question, please don't hesitate to call.

Very truly yours,

A handwritten signature in black ink, appearing to read "Dale Wilson", with a long horizontal flourish extending to the right.

Dale Wilson
Fire/EMS Committee Chairperson
Human Resources Director

A handwritten signature in black ink, appearing to read "John Peters", with a long horizontal flourish extending to the right.

John Peters
Fire/EMS Committee Vice Chair
Chief, Lake Geneva Fire Depart.

Governing Body Survey

1. What would you like to see come out of this study; in other words, this study would be successful if _____ (fill in the blank).
2. What is your perception of your current response times?
3. Have you received any complaints or compliments on service response?
4. Have you noticed trends in response times for Fire service?
5. Have you noticed trends in response times for EMS service?
6. What do you see as your top challenges to continue providing Fire services?
7. What do you see as your top challenges to continue providing EMS services?
8. Would mergers and/or consolidation be an option for you?
9. Would you consider a shared staffing model?
10. Would you consider sharing resources?
11. Are there any other items of note?
12. What does your department do well?
13. Do you bill for services?
14. What types of systems would you be willing to consider for service delivery options?
If selecting other, please specify the system.

System	Yes	No
Hospital-based		
Countywide		
Public/Private Partnership		
Current system		
Other:		

15. What are you looking at in the future for funding these services?
16. Are there any other issues you would like the committee to consider in the study?

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, AUGUST 15, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL

Alderman Kordus called the meeting to order at 6:07pm.

Roll Call. Present: Aldermen Howell, Skates, Halverson, Hedlund, Kordus. Also Present: Mayor Kupsik, Ald. Flower, City Administrator Oborn, Comptroller Slater, Parking Manager Mullally and City Clerk Waswo. Public Present: Bridget Leech, Business Improvement District

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.

MaryJo Fesenmaier, 1085 South Lake Shore Drive, commented on the in-kind contributions, stating it makes more sense to come up with a general policy first and then entertain specific in kind contributions to individual groups.

Bridget Leech, W1336 Maureen Court, Business Improvement District spoke on the outdoor movie event. They have partnered with the Geneva Theater to provide a free movie on the beach as an end of summer celebration. She is also requesting to amend the Oktoberfest event permit to include a beer tent on Broad and Geneva.

Approval of Minutes. Howell/Skates motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of August 1, 2017, as prepared and distributed. Unanimously carried.

Licenses & Permits

Discussion/Recommendation on a Beach Reservation Permit application filed by the Lake Geneva Business Improvement District to use Riviera Beach on Friday, September 1, 2017 from 6:00pm to 11:00pm for a Moonlight Movie on the Beach event with approval to sell concessions and use of bathroom facilities with additional expenses (recommended by Piers, Harbors and Lakefront Committee on Aug 7, 2017)
Skates/Howell motion to approve. Unanimously carried.

Amended Park Reservation Permit application filed by the Lake Geneva Business Improvement District to add bounce houses in Flat Iron Park for Oktoberfest beginning on Oct 7, 2017 at 7:00am & ending on Oct 8, 2017 at 7:00pm. Skates/Halverson motion to approve. Bounce house will be water weighted, not staked. Unanimously carried.

Temporary Class “B”/“Class B” Retailer’s License application filed by the Lake Geneva Business Improvement District for the sale of fermented malt beverages in a beer tent located on the 200 block of Broad Street by Geneva Street for Oktoberfest on Saturday, Oct 7 from 11am to 8pm and Sunday, Oct 8 from 11am to 5pm
The BID will be using City of Lake Geneva licensed operator’s from Sprecher’s Restaurant. Sprecher’s will receive 100% of the proceeds to donate to charity. The committee questioned if allowing Sprecher’s to handle the event and receive the proceeds, would be allowing a private business to conduct business on a city street.
Hedlund/Skates motion to send to council without recommendation. Unanimously carried.

Amended Street Use Permit application filed by the Lake Geneva Business Improvement District to change the location of the kids entertainment to Broad Street by Main Street and include a beer tent on Broad Street by Geneva Street beginning on Oct 7, 2017 at 7:00am and ending on Oct 8, 2017 at 5:00pm
Hedlund/Howell motion to send to council without recommendation. Unanimously carried.

Discussion/Recommendation on request filed by William Chesen on behalf of the Lake Geneva Fire Bells Rehab Unit #64 to reserve and waive the parking and barricade fees for six parking stalls on the east side of the 100 block of Broad Street from the alleyway north to Main Street for the annual Lake Geneva Fire Bells fundraiser on Sunday, September 17, 2017. Howell/Skates motion to approve. Ald. Halverson questioned why the library would have to pay for their stalls and the Fire Bells did not. Motion carried 4 to 1 with Ald. Halverson voting “no.”

Discussion/Recommendation on a Park Reservation Permit application filed by Jose Estrada on behalf of the Omega Soccer League/Liga Omega to use Veterans Park for a soccer league on Sunday’s Only 9:00am to

5:00pm beginning May 1, 2018 and ending August 31, 2018 (recommended by the Board of Park Commissioners on July 26, 2017 to calculate fee for the season at 17 Sundays at \$75 each Sunday for a total of \$1275, plus security deposit, application fee and provide proof of insurance). Howell/Halverson motion to approve. Ald. Skates felt more comfortable having the Street Dept. weigh in on the fees. Mayor Kupsik was at the Park Board meeting where he suggested a \$50 per day fee. Street Superintendent Waswo requested an additional \$25 per day to cover the Street Department's expenses. City Clerk Waswo had spoken with the City Attorney who suggested the city not take any permits until there is a fee established. Motion failed 1 to 4 with Ald. Howell voting "yes" and Ald. Halverson, Hedlund, Kordus, & Skates voting "no." Kordus/Skates motion to continue this item until we have a fee schedule for the soccer fields. Unanimously carried.

Hedlund/Skates motion to approve the Original 2017-2018 Operator's (Bartender) License applications filed by Courtney Halkoski, Cheryl Stollendorf, Denise Bader, Angela Fischer, Anthony Silvestri, Michael Howard, Kristina Huguen, Dean Leptich, Doreen Villarreal, and Nicholas Bertram. Unanimously carried.

Skates/Halverson motion to approve the Renewal of 2017-2018 Operator's (Bartender) License application filed by Evan Knutson and Brooke Hefty. Unanimously carried.

Discussion/Recommendation on an Election Voting Equipment Agreement by and between Walworth County and the City of Lake Geneva. Kordus/Skates motion to approve. This agreement states the County will pay for the initial purchase of new voting equipment and the City maintain it. Unanimously carried.

Public Works Recommendations – Pending Aug 15th Meeting

Discussion/Recommendation on reconstruction of the roadway on the 900 block of Main Street including consideration of a new water main. City Administrator Oborn stated we did not have the exact dollar amount because it was mixed in with the utility. It was moved to council without recommendation by the Public Works Committee. Howell/Skates motion to send to council without recommendation. Unanimously carried.

Discussion/Recommendation on proposal for Architectural Services from McCormack + Etten including the work for the VISIT Lake Geneva / Chamber of Commerce Visitors' Center portion of the building and increasing the not-to-exceed fee for the project to \$16,000. Howell/Halverson motion to approve. Depending on the requirements of VISIT Lake Geneva, it may come in less than this amount. Unanimously carried.

Discussion/Recommendation on remodeling the overhead door at 1070 Carey Street to accommodate equipment heights. Halverson/Skates motion to approve. The amount of \$6,621 will be paid out of capital improvements. Unanimously carried.

Discussion/Recommendation on task order and modifying or redesigning the Riviera Beach Wall Expansion Project. Ald. Kordus stated Public Works Committee sent this item back to the Piers, Harbors and Lakefront Committee for further discussion. No action taken.

Discussion/Recommendation on Kapur & Associates, Inc. TIF Escrow Draw Request No. 7 for the Main Street Widening Project in an amount of \$17,868.42. Hedlund/Skates motion to approve. Unanimously carried.

Discussion/Recommendation of "In-Kind Contributions" to Venetian fest and Winterfest 2018

Ald. Kordus would like FLR to give approval to add this item to the budget. He would like an analysis of fees charged and a cap on fees waived. The intention is to take each event and make an in-kind contribution of a certain amount in the budget. Each vendor would pitch their event and how much money they need at budget time. The city would then make an in-kind contribution. When the event request items needed on their permit, the city would tally the fees and move that amount from a designated GL account to the appropriate accounts. Anything over that contribution would be the responsibility of the event organizer. Discussion followed on how to implement this structure.

Skates/Halverson motion to suspend the rules to allow Ald. Flower to speak. No vote taken.

Ald. Kordus said if this isn't the right answer, it can be scrapped. He requested others come back with suggestions. Ald. Kordus would like to get this addressed in the 2018 budget process. City Administrator Oborn said instead of a

dollar amount, we could talk about sponsorship. Ald. Hedlund suggested adding a line item in the budget for in-kind contributions for various activities. Then we could give it away to whoever we want.

Hedlund/Skates motion to add discussion of in-kind contributions as a line item to the budget. Unanimously carried.

Presentation of Accounts

Purchase Orders (none)

Howell/Skates motion to approve the Prepaid Bills in the amount of \$7,932.01. Unanimously carried.

Halverson/Kordus motion to approve the Regular Bills in the amount of \$121,071.81. Unanimously carried.

Adjournment

Halverson/Howell motion to adjourn at 7:02pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, SEPTEMBER 5, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL

Alderman Kordus called the meeting to order at 6:05pm.

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

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

MaryJo Fesenmaier, 1085 South Lake Shore Drive, commented on the beach reservation permit for the helicopters and the use of the boardwalk. Since the boardwalk is still in discussion she requested they table the item.

Approval of Minutes. Howell/Skates motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of August 15, 2017, as prepared and distributed. Unanimously carried.

Licenses & Permits

Discussion/Recommendation on a Park Reservation Permit Application filed by Sherm Lindsey on behalf of Midwest Action Cycle and Club Scoot Jockeys to use Seminary Park on Oct 7, 2017 from 11:00am to 6:00pm for Scootoberfest (recommended by the Board of Park Commissioners on Aug 23, 2017)

Skates/Kordus motion to approve. Unanimously carried.

Discussion/Recommendation on a Park Reservation Permit application filed by VISIT Lake Geneva to use Flat Iron Park and the Brunk Pavilion for the Winterfest event including a 10x20 warming tent and allowing sales of food from the Boys Scouts beginning Jan 29, 2018 through Feb 4, 2018 with request to waive \$735 park rental fee and the \$500 Brunk Pavilion rental fee, excluding the \$25 application fee (recommended by the Board of Park Commissioners on Aug 23, 2017)

Skates/Hedlund motion to approve. They will not have vendors outside the Riviera. Unanimously carried.

Discussion/Recommendation on a Street Closure Permit application by VISIT Lake Geneva for road closure of Wrigley Drive from Wrigley Drive and Broad Street to Wrigley Drive and Center Street on Wednesday, Jan 31, 2018 through Sunday, Feb 4, 2018 with request to waive the \$25 application fee, \$40 street use fee and \$45 barricade rental fee. Howell/Halverson motion to approve and include the \$25 application fee. Unanimously carried.

Discussion/Recommendation on a Beach Reservation Permit application filed by VISIT Lake Geneva utilizing Riviera Beach for helicopter rides and the beach house on Saturday, Feb 3, 2018 through Sunday, Feb 4, 2018 with request to waive the \$25 application fee and \$210 beach use fee (was not sent to Piers, Harbors and Lakefront Committee)

Skates/Howell motion to approve and charge the \$25 application fee and a \$105 beach use fee. Unanimously carried.

Discussion/Recommendation on a Riviera Ballroom application filed by VISIT Lake Geneva utilizing the ballroom and the downstairs of the Riviera for storage including snow sculptures displayed on the Driehaus Plaza on Monday, Jan 29, 2018 through Sunday, Feb 4, 2018 with request to waive 7 days of fees totaling \$2,800 (was not sent to Piers, Harbors and Lakefront Committee). Howell/Hedlund motion to approve. Unanimously carried.

Discussion/Recommendation on Temporary Class “B”/“Class B” Retailer’s License application filed by VISIT Lake Geneva for the sale of fermented malt beverages and wine for the Winterfest Magical Evening event at the Riviera Ballroom, 812 Wrigley Drive on Thursday, Feb 1, 2018 from 6:30pm to 8:30pm (was not sent to Piers, Harbors and Lakefront Committee). Skates/Halverson motion to approve. Unanimously carried.

Discussion/Recommendation on the Banner Permit application filed by VISIT Lake Geneva to use 5 banner poles from Nov 20, 2017 through Dec 31, 2017 and 11 banner poles from Jan 1, 2018 through Feb 4, 2018 with recommendation to waive \$960 in fees. Ald. Kordus stated the banner ordinance will be changing at the next council meeting. Kordus/Howell motion to continue. Unanimously carried.

Discussion on Renewal Taxi Driver License application filed by Russell Congelosi (*approved by the Police Chief, informational only*)

First Reading of Ordinance 17-13, amending Chapter 62, Section 62-251, Street Banner, removing 2 week minimum timeframe and adding \$20 up/down fee and \$1 per day per pole fee (*approved by council on July 10, 2017*)

Personnel Recommendations – Pending Sept 5th Meeting

Discussion/Recommendation on revised Resolution 17-R53 for 2017 Non-Represented Full and Part-Time City Employees Pay Scale Grades to incorporate recent changes. This was approved at Personnel and incorporates changes already approved. Howell/Skates motion to approve. Unanimously carried.

Discussion/Recommendation on Compensation Policy Employee Pay Grade Scale Cost-of-Living Adjustment Increase of 2% effective January 1, 2018. This adjusts the pay scale up 2%. It doesn't mean we are giving anyone a raise. Hedlund/Halverson motion to approve. Unanimously carried.

Discussion/Update/Recommendation on Employee Health Benefits 6 month rolling average of claims paid
We did have a huge month in claims. However, the stop loss insurance reimbursement has not come through so this amount will come down. The Aurora Clinic will possibly start November 1, which should help bring claims down.

Discussion/Recommendation on upgrading current financial software to Civic Systems funded by the Equipment Replacement Fund. City Administrator Oborn went over the 3 bids and separation of costs between the City and Utility. Staff met with all 3 companies and selected Civic Systems, which was also the lowest bid. Implementation will be around February but it is will depend on Civic Systems availability. The Building and Zoning Department may go with a different system that is more robust out in the field.

Howell/Halverson motion to direct staff to move forward with the Civic Systems Software purchase and implementation. Unanimously carried.

Presentation of Accounts

Purchase Orders (none)

Skates/Hedlund motion to approve the Prepaid Bills in the amount of \$60,524.07. Unanimously carried.

Hedlund/Skates motion to approve the Regular Bills in the amount of \$193,889.30. Unanimously carried.

Howell/Kordus motion to approve the Treasurer's Report for July 2017. Unanimously carried.

Closed Session

Howell/Skates motion to go into Closed Session pursuant to Wisconsin Statutes 19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the 120 Sheridan Springs property and include Mayor Kupsik, Ald. Flower, City Administrator Oborn and City Clerk Waswo in closed session discussions. Roll Call: Skates, Kordus, Halverson, Hedlund, Howell voting "yes." Unanimously carried.

Committee entered into closed session at 6:45pm

Open Session

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

Roll Call: Skates, Kordus, Halverson, Hedlund, Howell voting "yes." Unanimously carried.

Committee entered into open session at 7:05pm

Howell/Skates motion to direct staff to proceed as discussed in closed session. Unanimously carried.

Adjournment

Hedlund/Halverson motion to adjourn at 7:06pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, SEPTEMBER 19, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:09pm.

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

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

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

Licenses & Permits

Discussion/Recommendation on a Parade Permit Application filed by Badger High School to use Wisconsin St., Broad St. and Wrigley Dr. for the Badger High School Homecoming Parade on October 6, 2017 from 4:45 pm to 5:30 pm. Howell/Halverson motion to approve and charge the \$25 application fee. Motion carried 4 to 0.

Discussion/Recommendation on a Street Use Permit Application filed by Badger High School to use Wisconsin St., Broad St. and Wrigley Dr. for the Badger High School Homecoming Parade on October 6, 2017 from 4:45 pm to 5:30 pm. Hedlund/Halverson motion to approve and waive the \$25 application fee and \$40 street use fee, totaling \$65. Motion carried 4 to 0.

Discussion/Recommendation on a Fireworks Permit application filed by Badger High School and J & M Displays for the use of fireworks on the Badger High School soccer field, 220 E. South St., on October 6, 2017 after the game, between 8:30 pm and 9:00 pm (recommended for approval by the Fire Chief and Police Chief)
Hedlund/Halverson motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on a Street Use Permit application filed by Badger High School for the temporary closure of a portion of S. Wells Street from E. South Street/N. Bloomfield Road, south to the end of the City of Lake Geneva's jurisdiction during the Fireworks display only on October 6, 2017 after the game, between 8:30 pm and 9:00 pm. Kordus/Hedlund motion to approve and waive the street use fee. Motion carried 4 to 0.

Discussion/Recommendation on a Banner Permit application filed by VISIT Lake Geneva to use 5 banner poles from Nov 20, 2017 through Dec 31, 2017 and 11 banner poles from Jan 1, 2018 through Feb 4, 2018 with recommendation to waive \$595 in fees (Continued from Sept. 5th FLR)
Kordus/Hedlund motion to approve. The amended banner ordinance and fee were discussed. Ald. Kordus would like to add an in-kind contribution during budget for VISIT Lake Geneva events. Ald. Halverson felt we should follow the ordinance and charge \$1 per day per pole. Motion lost with Ald. Kordus and Hedlund voting "yes" and Howell and Halverson voting "no." Sent to council without recommendation.

Discussion/Recommendation on Original 2017-2018 Operator's (Bartender) License applications filed by Linda Upton, Christine Beaudoin, Sean Payne, Sarah Cantrell, and Steven Paczkowski
Howell/Halverson motion to approve. Motion carried 4 to 0.

Discussion/Recommendation of Payne & Dolan TIF Escrow Draw Request No. 3 in the amount of \$53,739.79 for the Main Street Widening Project
Hedlund/Halverson motion to approve. Item was approved by the Public Works Committee. This is the final payment on the project. Motion carried 4 to 0.

Discussion/Recommendation on award of the 2017 Joint & Crack Cleaning and Sealing bid to Fahrner Asphalt Services LLC in the amount of \$30,000 funded from Capital Projects

Hedlund/Halverson motion to approve. Item was approved by the Public Works Committee. There is a savings of \$3,500 due to a lot of the work being in one ward. This is a not to exceed amount and they will look for other areas that need to be sealed. Motion carried 4 to 0.

Discussion/Recommendation on proposal from CGC, Inc for test boring on the 900/1000 blocks of Main Street funded from Capital Projects

Hedlund/Kordus motion to approve. This also includes Highway 50 and Wells Street as there is a sink hole that was patched. Motion carried 4 to 0.

Presentation of Accounts

Purchase Orders (none)

Hedlund/Halverson motion to approve the Prepaid Bills in the amount of \$2,519.95. Motion carried 4 to 0.

Kordus/Hedlund motion to approve the Regular Bills in the amount of \$198,239.72. Motion carried 4 to 0.

Adjournment

Hedlund/Halverson motion to adjourn at 6:32pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

**SPECIAL PERSONNEL COMMITTEE MINUTES
TUESDAY, SEPTEMBER 5, 2017 – 4:30 PM
CONFERENCE ROOM 2A, CITY HALL**

Meeting was called to order by Alderman Hedlund at 4:34 p.m.

Roll Call. Present: Ald. Hedlund, Halverson, Howell, Flower. Also Present: City Administrator, Blaine Oborn, Parking Manager Mullally, and Mayor Kupsik (arrived at 5:00 p.m.). Absent: Ald. Straube

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

Mary Jo Fesenmaier, 1085 S Lake Shore Drive. She would like to know if the city is combining financial systems as well as departments or will they be separate. She would also like more documentation on the pros and cons, various models regarding the Recreational Director and explanation of what's broken with the model in the first place.

Parking Manager Mullally request a review of her position and consideration for bringing her up to grade 13. Ald. Hedlund request it be put on next month's agenda.

4. Approve the Special Personnel Committee minutes from August 9, 2017, as prepared and distributed

Howell/Halverson to approve. Motion carries 4-0.

5. Discussion/Recommendation on expanding Recreation Services and Coordination with other interests including the YMCA and Lake Geneva Schools via: Expanding the Municipal Recreation Model with the creation of Recreation Director Position OR Advocating for the School Recreation District Model

City Administrator, Oborn shared various neighboring models of recreational program structures. Ald. Flowers stated there's a general sense of competition for use or renting of the fields and would like the city to have more control on the management to ensure the parks are open to all. Oborn stated if we were to move to the school district model the recreational programs would be governed by the school district, and they would be responsible for hiring a recreational director. Ald. Hedlund mentioned that if it's a municipal initiative then it would have to be on the city budget, and would need to happen soon. Ald. Hedlund directed City Administrator, Oborn to reach out to the school district to confirm their interest regarding a school district recreation model.

6. Discussion/Recommendation/Action on the transition of public works and treasurer functions from the Utility Commission to City Hall effective January 1, 2018 and filling the new Comptroller's Office Financial Analyst position

City Administrator, Oborn decided not to do the transfer with risk to downgrade or eliminate the position. Creates the position here and discussed planning the hire before January 1st more likely February or March.

Flower motion to approve to look to hire a person new Comptroller's Office Financial Analyst position, second by Howell. Motion carries 4-0

Flowers asked how we are planning to hire someone. City Administrator Oborn, said through advertisement. Blain would use as succession planning, and he's looking to promote up.

7. Discussion/Recommendation on revised Resolution 17-R53 for 2017 Non-Represented Full and Part-Time City Employees Pay Scale Grades to incorporate recent changes

City Administrator said these have all been proposed and discussed, and the he's just trying to make org chart match the resolutions. He might add or change position for next year.

Flower motion to approve **Resolution 17-R53** for 2017 Non-Represented Full and Part-Time City Employees Pay Scale Grades to incorporate recent changes, Halveson seconds. Motion carries 4-0.

8. Discussion/Recommendation on Compensation Policy Employee Pay Grade Scale Cost-of-Living Adjustment Increase of 2% effective January 1, 2018

Ald. Hedlund explained how everything is taken up by 2% to avoid compression of the pay scales. Doesn't change rate of pay. Halverson motion to approve, Flowers second motion. Motion carries 4-0.

9. Discussion/Recommendation on Employee Health Benefits costs and programs including: a. Claims Paid 6 Month Rolling Average

b. Aurora Clinic

City Administrator said, 6 month rolling average went from 66,000 to 99,000 and 220,000 claims in July and August with no stop loss reimbursements. Can't discuss because of HIPPA laws. Flowers didn't see the same trend when looking at the treasury report, and City Administrator is looking at other plans. Oborn stated 95% of our employees would need to change doctors if switched to Mercy and if we switched to the state plan, it would be similar to going with Mercy. Oborn, the clinic is pushing into 90 days on Tues., Wed., Thurs. and to change the days would be confusing per Aurora representative. Oborn confident we can get someone by December 1st.

10. Future agenda items and meeting date

Sylvia Martinez – Mullally pay grade

Aurora Healthcare

School Recreational Director

Comptroller

11. Closed Session: a. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Police Administrative Lieutenant Gritzner including Mayor Kupsik Motion by Howell, second by Halverson. Motion carries 4-0.

b. Motion to go in to Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session for Police Officer's Union Negotiations. Motion by Howell, second by Halverson. Motion carries 4-0

Committee entered into closed session at 6:02 p.m.

12. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session and to adjourn at 6:02 p.m.

13. Adjourn

Motion Flower, Second Halverson. Motion carries 4-0.

This is a meeting of the Personnel

Adjourn. Howell/Halverson motion to adjourn at 6:03 pm. Unanimously carried.

/s/ Nan Elder, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

**SPECIAL PERSONNEL COMMITTEE MINUTES
WEDNESDAY, AUGUST 9, 2017 – 7:00 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 7:00 p.m.

Roll Call. Present: Ald. Hedlund, Halverson, Howell, Flower, Straube. Also Present: Mayor Kupsik, City Attorney Draper, Ald. Skates, Ald. Kordus and City Clerk Waswo.

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

Approve the Personnel Committee minutes from June 13, 2017, and August 1, 2017, prepared and distributed.
Howell/Halverson to approve. Unanimously carried.

Closed Session

Howell/Flower motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for City Administrator Oborn and to include City Attorney Draper, Mayor Kupsik, Ald. Skates, and Ald. Kordus in the closed session.

Roll Call: Hedlund, Halverson, Howell, Flower, Straube voting “yes.” Unanimously carried.

Committee entered into closed session at 7:04 p.m.

Open Session

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

Roll Call: Hedlund, Halverson, Howell, Flower, Straube voting “yes.” Unanimously carried.

No action taken.

Adjourn. Howell/Halverson motion to adjourn at 8:44pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

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

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

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

Comments from the public limited to 3 minutes. None

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

Director of Public Works Report

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

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

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

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

Passed unanimously.

Discussion/Recommendation on the 2017 Street Improvement Program bid award

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

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

Passed unanimously.

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

Passed unanimously.

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

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

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

Passed unanimously.

Discussion/Recommendation on Street Department brush pickup schedule

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

No action taken.

Discussion/Recommendation on Visitors Center Remodeling

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

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

No action taken.

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

Hedlund/Skates motion to approve. Passed unanimously.

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

Skates/Hedlund motion to approve. Passed unanimously.

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

Skates/Flower motion to approve. Passed unanimously.

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

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

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

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

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

No action taken.

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

Ald. Skates questioned why this has to come to Public Works? He thought it would go from the Park Board to the Planning Commission and then to Council? Oborn said ultimately the Council will make the final decision on this.

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

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

Adjournment

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

/s/ Jo Busch, Utility Office Manager

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

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, AUGUST 15, 2017 – 4:30 P.M.
CITY HALL, MEETING ROOM 2A**

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

Roll call: Present: Alderman Kordus, Hedlund, Flower, Skates and Straube. Also present: Mayor Kupsik, City Administrator Oborn, DPW Earle, Street Superintendent Waswo, Parking Manager Mullally, Greg Governatori, Kapur & Associates.

Comments from the public limited to 5 minutes

Dick Malmin, N1991 Lake Shore Drive feels that the redesign of the beach wall should be no design. Thinks the idea is ridiculous and other members of the public feel the same. The wall is ugly and people haven't been given the chance to give their negative comments. He feels the only thing that would work is to move the fence. Building the wall would be a violation of the covenant of Library Park for which legal action could be taken. Hopes that the Council will consider just moving the fence.

Casey Schiche, 231 Ridge Road believes the beach expansion is a frivolous project and citizens are very upset over the whole design. The beach has been there for many years and in the past to make the beach bigger the sand was dredged back. Care of Lake Geneva sent out a survey 48 hours ago and in that time have received 66 responses saying that people are not in favor of this expansion. Thinks that a DNR permit is required. Just move the fence and don't cut down any more trees and take away more green space. Referred to the term 'misfeasance in office' and said he feels a lot of people are doing this to the citizens of this town.

Ellen Garb, 1447 LaSalle Street, feels she is very uninformed and has walked into the middle of this. She thought any project over \$1 million has to have public input. She doesn't like the design and would like to have input.

Mary Jo Fesenmaier, 1085 S Lake Shore Drive, asks that anyone sympathetic to the public would vote no to this wall or at least vote to continue it to cause a delay. She also wants to comment about the cantilever crosswalk signs. She understands the problem but thinks there are better ways to solve it including changing the speed limit from the Church up to Walmart to be 25mph. With regard to the bike and pedestrian plan, she thinks that it is a great idea to discuss and come up with ideas and also to use public workshops.

Pete Peterson, 1601 Evergreen Lane, no economic reason to spend \$300K to expand the beach. Economics should be able to give you the answer, raise the price until people stop coming! Has no problem moving the fence and saving green space but not building the wall. Thinks the Riviera renovation should be the focus of attention as it is our most important and iconic building. The money was there a few years ago and the renovations could have been done. Has not spoken to anyone who thinks the beach expansion is a good idea. Feels it is the Council's responsibility to spend our money wisely and this is not doing it.

Gary Swance, 615 Water Street, a fence or a wall's purpose is interchangeable. He understand that the general purpose is to bring in extra revenue which you could do with a fence or a wall. A fence would be cheaper.

Bill Huntress, 1015 Pleasant Street, compares the beach expansion to a favorite product that is 'new and improved' but is really made worthless. Believes Council members were misled on this project and refers to a "creator mentality". Feels that our tennis courts are in better shape than our roads and that the 'creator mentality' leads to existing things not being taken care of. The public votes for council members expecting them to do the right thing and this is not it. Feels that a referendum on this would not pass. Thinks the public should be given the chance to have input on this.

Claire Mathison, 1011 W Main Street, like many people she is unclear how the beach expansion came about. Would like to be able to ask questions. There is no sense of continuity or community. Wonders if regardless of what the

public say, would this go ahead anyway? She echoes what everyone else has said. Thinks there could be something better than a wall.

Approval of Public Works Committee meeting minutes from July 18, 2017 as prepared and distributed
Hedlund/Skates motion to approve. Passed unanimously.

Director of Public Works Report – Tom Earle

Earle reported the Riviera fountain was vandalized when a person climbed up onto it to take a photo. The police did arrest the person responsible but there are expensive repairs that need to be done. He is hoping to get it running for Venetian Fest. There have been a large influx of Diggers Hotline tickets and although the Utility have always handled these in the past, the only thing marked were storm drains. We should also be marking traffic signals so the Street Department now have their own account and will be handling their own diggers tickets. This will be a strain on the budget. The 2017 Road Program is going ahead and the last piece of equipment in the budget for 2017 has been pulled pending the outcome of the YMCA/Vets Park. There are discussions with the State and the County regarding maintenance of highways. It seems that our responsibility will be from Grand Geneva Way to Forest and from Highway 50 to Bloomfield Road on Highway 120. The maintenance and striping etc. will be our responsibility and we need to be prepared. We are experiencing a lot of things break at the Riviera and this reinforces how vital the renovations are. Earle said that Waswo has done a great job of facilitating Venetian Fest and expediting the process so that this year we are ready well in advance. The lights on Highway 50 have now been installed and Earle will be discussing the installation costs with the Contractor once we receive the bill. The lights are not yet working.

Discussion/Update/Recommendation on July 12th Rain Storm

Earle presented a list of the damage to date and said we are waiting on the curb repairs to be done before we can patch the roads. He commended Waswo and his team for their efforts to clean up after this event in a timely manner. Earle said he met with FEMA and went over each item on the list individually including showing photographs of the damage. Kordus gave his thanks to the Streets Department and said he noticed on the day how fast our response was to curb the flooding.

Discussion/Action/Recommendation on the installation of cantilever cross walk signs on Main Street at West Street and East Street funded by TIF4 *(continued from the July 18th PWC meeting)*

Kordus would prefer to wait until the street lights are up and running before making any decisions on this. He noted that not a lot of people are in favor of this. Earle said he contacted Payne & Dolan to find out if there are other options and we could do something similar to the crosswalk signs on Townline Road or the ones by Shorewest on Main Street but he did not get pricing in time for this meeting. We do have until the end of the year to use TIF funds and he does not think that cantilever signs are the best option given that we just buried everything. Kordus/Skates motion to continue this item to the next meeting. Passed unanimously.

Discussion/Action/Recommendation on reconstruction of the roadway on the 900 block of Main Street including consideration of a new water main *(continued from the July 18th PWC meeting)*

Earle said the Commission are interested in replacing the water main on this stretch of road and would like to move the project out until the Spring. Earle is in favor of this given that time is running out to do this in Fall with an eight week window. Discussion followed. Greg Governatori from Kapur reported that the surveys have been done but the borings and the design have not. Discussion continued. Governatori said the Utility Commission costs were listed in the total. Hedlund said this committee cannot spend the Utility's money and if we approve this as presented today we cannot list a not to exceed amount. Governatori said he can break the costs down to show the Utility's portion before the Council meeting.

Kordus/Skates motion to send this item to council without recommendation. Passed unanimously.

Discussion/Action/Recommendation on proposal for Architectural Services from McCormack + Etten including the work for the VISIT Lake Geneva / Chamber of Commerce Visitors Center portion of the building and increasing the not-to-exceed fee for the project to \$16,000 *(continued from the July 18th PWC meeting)*

Oborn reported that we originally discussed just the restrooms but the direction was to include the whole design and the HVAC. There is some question as to what the whole amount will be and so Oborn is looking for approval of a

maximum amount and then the cost share with VISIT Lake Geneva would be split out. Discussion followed. Mr. Etten is wondering who exactly should be approached with questions on the City side and also on the VISIT Lake Geneva/ Chamber of Commerce side. Flower mentioned that we should have the ability to power wash the bathrooms as some of our facilities don't have this. Mr. Etten said these are exactly the kinds of things that need to be discussed. Earle said that the water service to this building has been problematic. Kupsik reinforced that we want to redo the entire plumbing system to this building and we need a separate HVAC system for the bathrooms that will run year round. Flower asked if we need additional site work if this plan does not include that. Earle said we already know that the water service is ours to replace.

Hedlund/Flower motion to approve the proposal for Architectural Services from McCormack + Etten including the work for the VISIT Lake Geneva / Chamber of Commerce Visitors Center portion of the building and increasing the not-to-exceed fee for the project to \$16,000. Passed unanimously.

Discussion/Action/Recommendation on remodeling the overhead door at 1070 Carey Street to accommodate equipment heights *(continued from the July 18th PWC meeting)*

Earle has two bids for the work and two other companies who declined to bid. He would recommend going with the cheaper quote from Glen Fern Construction. Equipment keeps getting taller and we need to do this. Flower asked if we could put this off and store the equipment in another building this year as it wasn't in our budget. Earle said it wouldn't be in our best interests to delay and he feels we will have an accident if we keep putting it off. He went over the breakdown of the quote. Oborn said we could fund it from contingency or it could be funded from the Capital Improvement Fund. Kupsik said it's better to do this now than get a workers comp claim for an accident later down the line. Hedlund agrees that an accident with damage to the machine or the building would be more expensive than doing this work now.

Hedlund/Skates motion to approve the Glen Fern and MidWest door quotes with a not to exceed amount of \$6,620.70 funded from the 2017 Capital Improvement Fund. Passed unanimously.

Discussion/Action/Recommendation on City involvement in the White River bank restoration from the July 12th rain storm at 529 W Main Street, Parcel ZOP 00301

Kordus asked if we have received any clarification on ownership yet. Governatori said it is outside of the City right of way. Earle said it is on private property and the City owns the other side of the creek. He does not believe it impacts the wall or any City property, it impacts the parking lot. Kupsik asked if it poses any safety issues. Earle said this has happened in the past and when he worked for Miller it was repaired by the owner. Oborn said he spoke with the City attorney and we could claim it as ours if we repair it. Kupsik asked if the City engineer could look at it and make a recommendation. Governatori said he has looked at it and there is no impact on the wall right now. Discussion followed. Kupsik said as this is on private property it is up to the property owner to repair. Direction given to the City Administrator to talk with the property owner and let her know that the Committee agree that she is responsible for the repairs. No action taken.

Discussion/Action/Recommendation on the Bike and Pedestrian Plan including a Steering Committee and Public Workshop meeting date

Oborn said this would be part of doing the study. Kordus asked if this would be additional cost and Oborn confirmed it would. Discussion followed. Kordus asked if we could use the study that was done in 2013. Skates said he was not aware of a bike and pedestrian study being done in the past. The only thing he knows of is the comprehensive plan which is completely separate. Kupsik asked if we could direct Mike Slaveney to use the information in the Comprehensive Plan. Oborn is looking for direction as to who will make up the steering committee, parks or public works. There is no time limit. Skates and Flower would both like to see public input on this. Discussion followed.

Skates/Flower motion to continue this item to the next Public Works Meeting. Passed unanimously.

Discussion/Update/Recommendation of the White River Bridge Replacement Project including update on status and possible insurance or FEMA reimbursement

Earle said this is just an update to explain where we are in the process. We are still waiting to hear if we will be able to receive any FEMA money because the bridge was washed away in the July 12 storm event. Discussion followed. Kupsik asked if we have at least one bridge that can be used right now. Earle confirmed that the bridge closest to the

Commission can still be used. He doesn't think a new bridge will be installed until Spring. No action taken.

Discussion/Action/Recommendation on task order and modifying or redesigning the Riviera Beach Wall Expansion Project

Earle explained that the wall was originally brought to Piers & Harbor as a maintenance item because of erosion and it has grown from there. Waswo said we cannot currently use a mower to cut the grass in the beach area. Earle said the original idea was to build a wall that matched the wall on the other side of the beach house with an ADA walkway. Typically sand, dirt and grass have all been added to deal with the erosion but this is a continual problem. The original cost to build just a wall was approximately \$30K. Flower said given how much money we are spending at the Riviera it doesn't seem that we need to spend over \$300K at the beach when we could fix the problem with \$30K. Earle said people are concerned about trees but that besides the crab apples, none of the trees need to come down. Discussion followed. Kordus said that the discussions at Piers & Harbors had followed the idea of expansion and looking to the future but we could go back to the original plan. Earle said that the beach is contained with limited exits and we really should have an emergency exit. This is the Fire Captains concern. Flower said that we could consider a new exit in whatever way we decide to go. Kordus said if we are going to go back to the beginning and redesign this taking into account access points and ADA sidewalks, then it should go back to Piers and Harbors.

Flower/Skates motion to move the Riviera Beach Wall Expansion Project back to Piers & Harbors. Passed unanimously.

Discussion/Recommendation on Kapur & Associates, Inc. TIF Escrow Draw Request No. 7 for the Main Street Widening Project in an amount of \$17,868.42

Hedlund/Skates motion to approve. Passed unanimously.

Adjournment

Skates/Hedlund motion to adjourn at 6:02 p.m. Passed unanimously.

/s/ Jo Busch, Utility Office Manager

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

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, SEPTEMBER 19, 2017 – 4:30 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Ald. Kordus at 4:46 p.m.

Roll call: Present: Alderman Kordus, Hedlund and Flower. Also present: Mayor Kupsik, City Administrator Oborn, DPW Earle and Parking Manager Mullally.

Comments from the public limited to 3 minutes. None.

Approval of Public Works Committee meeting minutes from August 15, 2017 as prepared and distributed. Hedlund/Flower motion to approve. Passed 3-0.

Director of Public Works Report – Tom Earle

Earle reported that the street lights on Main Street are now working and the landscaping is complete. Earle continues to collect storm damage information. Discussion was had regarding field five at Veterans Park. The new doors at the Street Department are being installed and Earle is working on the 2018 budget. The Manning Way playground is mostly installed now. Earle is looking into whether TRIP funding is available to help with the Main Street reconstruction. TAPCO will be servicing all of our pedestrian and stop and go lights in October.

Discussion/Action/Recommendation on Payne & Dolan TIF Escrow Draw Request No. 3 in the amount of \$53,739.79 for the Main Street Widening Project

Hedlund/Kordus motion to approve. Passed 3-0.

Discussion/Action/Recommendation on award of the 2017 Joint & Crack Cleaning & Sealing bid to Fahrner Asphalt Services LLC in the amount of \$30,000

Flower/Kordus motion to approve awarding the 2017 Joint & Crack Cleaning & Sealing bid to Fahrner Asphalt Services LLC with a not to exceed of \$30,000. Passed 3-0.

Discussion/Action/Recommendation on replacing/repairing the guardrail at the junction of George Street and Maxwell Street

Earle explained the problems with the current guardrail which was installed for the railroad when the road was a County Highway. Discussion followed. Earle said if it was removed, the Street Department would do the work themselves. The tenant in the home behind the guardrail did contact Mr. Earle expressing concerns for his house if the guardrail were removed. Flower suggested the ideal time to remove the guardrail is when this road is repaved. No action taken.

Discussion only on Maintenance Responsibilities for connecting State Highways within the City limits

Earle said a representative of the County stopped in to see him and informed him that as of 2017 the County will no longer be responsible for maintaining Edwards Blvd from Highway 50 to Bloomfield Road. This was an agreement from some time ago that Earle was not aware of, but it goes into effect this year. To date, Earle has been unable to find a written copy of the agreement. Earle detailed what will be involved in the maintenance. We have other agreements for State Highways that are our responsibility to maintain. Discussion followed. No action taken.

Discussion/Action/Recommendation on Sidewalk Trip Hazard Repair throughout the City

Earle said this item is already included in the operating budget and is something we do every year. It's on the agenda more for informational purposes to keep the Committee informed. No action taken.

Discussion/Action/Recommendation on replacing one pedestrian bridge at the White River Disc Golf Course

Earle requested direction as to whether this item should be put out for bid. The DNR has issued a permit with no wetland delineation requirement. Discussion was had regarding the bridges that are already there and what the new bridge will look like. This has already been approved so no action was taken.

Discussion/Action/Recommendation on proposal from CGC, Inc for test boring on the 900/1000 blocks of Main Street

Earle explained where the White River runs underneath the road and the problems along Main Street. Discussion followed.

Flower/Hedlund motion to approve the proposal from CGC, Inc for test boring on the 900/1000 blocks of Main with additional boring on Highway 50 at Wells Street not to exceed \$35,000. Passed 3-0.

Discussion/Action/Recommendation on the Bike and Pedestrian Plan including a Steering Committee and Public Workshop meeting date

Oborn said this was continued from the last meeting and he recommends giving staff some flexibility to set a date for a public workshop. Oborn said he had received an email from Ald. Skates requesting that this item be continued while a steering committee is formed. Discussion followed. The committee feels that Vandewalle should be coordinating the workshop and their findings should be brought back to Public Works.

Kordus/Hedlund motion to direct City Administrator Oborn to set up Public Meetings with Vandewalle to get citizen input on the Bike and Pedestrian Plan. Passed 3-0.

Closed Session

Kordus/Hedlund motion to go into closed session pursuant to Wis. State. 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to Center Street North Property – Tax Key parcel ZSR00169 and to include Oborn and Earle.

Roll Call Vote: Kordus, Hedlund, Flower voting “yes”. Passed 3-0.

The Committee entered into closed session at 5:57pm.

Open Session

Kordus/Hedlund motion to return to open session pursuant to Wis. Statute. 19.85 (2) and take action on any items discussed in closed session.

Roll Call Vote: Kordus, Hedlund, Flower voting “yes”. Passed 3-0.

The committee returned to open session at 6:05pm.

Hedlund/Kordus motion to recommend to council that we approve the offer as discussed in closed session with the exception of item 8. Passed 3-0.

Adjournment

Flower/Hedlund motion to adjourn at 6:06 p.m. Passed 3-0.

/s/ Jo Busch, Utility Office Manager

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

PIERS, HARBORS & LAKEFRONT COMMITTEE

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

CITY HALL, CONFERENCE ROOM 2A

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

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

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

Ald. Flower arrived.

Comments from the public limited to 5 minutes. None.

Harbormaster's Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Return to Discussion/Recommendation on Operation Lifesaver/Life jackets

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

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

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

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

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

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

Discussion/Recommendation on Riviera Wi-Fi installation

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

Agenda items for next meeting

Riviera priorities

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

Beach Water Sampling

Beach Expansion

West Pier Gate and Camera

Replacement of buoys with slips

Adjournment

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

/s/ Tammy Cobb

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

SPECIAL PIERS, HARBORS & LAKEFRONT COMMITTEE
MONDAY, AUGUST 7, 2017 AT 5:30 P.M.
CITY HALL, COUNCIL CHAMBERS

The meeting was called to order by City Clerk Waswo at 5:30 p.m.

Roll Call. Present: Aldermen Howell, Kordus, Flower, Hedlund. Absent: Ald. Skates. Also Present: Mayor Kupsik, City Administrator Oborn, Ald. John Halverson, City Clerk Waswo. Public Present: Bridget Leech, Daniel Colwell.

Kordus/Hedlund motion to allow City Clerk Waswo to Chair the meeting. Motion carried 4 to 0.

Comments from the public limited to 5 minutes.

Bridget Leech, W1336 Maureen Court, appeared on behalf of the Business Improvement District to speak on the Beach Reservation application. They would like to celebrate our local friends and tourists and the end of summer and provide a free engaging event for the community.

Daniel Colwell, General Manger of the Geneva Theater and Burlington Plaza, stated this is an event they do regularly in Burlington. It's a series in August of outdoor movies that brings about 150 to 200 people. It's a great community atmosphere and great event for families. They would like to provide this event in Lake Geneva to celebration and thank the community for all their support in making the theater a reality.

Discussion/Recommendation on Beach Reservation Permit application filed by the Lake Geneva Business Improvement District to use Riviera Beach on Friday, September 1, 2017 from 6:00pm to 11pm for a Moonlight Movie on the Beach event

Kordus/Howell motion to approve.

Kordus/Flower motion to suspend the rules and allow Bridget Leech and Daniel Colwell to speak. Motion carried 4 to 0.

The permit was discussed. They are not requesting to waive any fees. They would like to sell concessions on the beach under a 10x10 pop-up tent and requested the bathrooms be open. City Clerk Waswo stated the bathrooms are closed around 5:00pm and there may be additional fees to keep them open. They will be using existing trash cans and will have staff and volunteers assist in clearing the beach to ensure all trash is picked up.

Kordus/Howell motion an amendment to approve and include any additional fees for restroom usage and city staff time for keeping the beach open the additional 5 hours. Motion carried 4 to 0.

Adjournment

Kordus/Hedlund motion to adjourn at 5:40pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

SPECIAL PIERS, HARBORS & LAKEFRONT COMMITTEE

MONDAY, AUGUST 30, 2017 AT 5:30 P.M.

CITY HALL, COUNCIL CHAMBERS

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

Roll Call. Present: Aldermen Skates, Howell, Flower, Hedlund. Absent: Ald. Kordus. Also Present: Mayor Kupsik, City Administrator Oborn, DPW Tom Earle.

Approval of Minutes from July 19, 2017 and August 7, 2017 meetings as prepared and distributed.
Hedlund/Flower motion to approve. Motion carried 4 to 0.

Comments from the public limited to 5 minutes.

Pete Petersen, 1601 Evergreen Ln., Lake Geneva, was present to discuss the beach wall and would like the council to listen to the public. They don't want to spend the money on the wall and requested they take it off the agenda.

Dr. Jerry Crolan, 506 Maxwell St., spoke on behalf of his neighbors on the 500 block. He has a neighbor that's an engineer and believes the problem is water runoff. The draw to the area is the beach and would like it to remain how it is.

Sherri Ames, 603 Center St., asked why we have to spend all this money and lose the trees. The people who sit behind the fence will always sit behind the fence and they're not going to pay the money to go to the beach.

Casey Schiche, 231 Ridge Road, stated water is coming from above and he has pictures. Care for Lake Geneva has 75 that are against the beach wall. The watershed person from Waukesha said the pier gate is a violation and safety issue for people coming in on boats. Replacing the decking with cement is a waste of money. He has a picture of lady in a wheel chair and she had no issues. He doesn't think we need to replace the buoys with slips.

Dick Malmin, N1991 S. Lake Shore Drive, said the need for the wall is beach erosion. He distributed pictures that show storm water runoff is causing the issue. Next year we can watch the ice and photograph to get a real picture on what causes that erosion – there's no rush. He requested they see what the real problem is and address that.

MaryJo Fesenmaier, Lake Geneva, spoke on the wall and decking. She requested they stop with the projects and stop spending money just to spend money.

Bill Huntress, 1015 Pleasant St., said this is an assault on our parks. He requested they leave the parks alone and help clean up front yards. He referenced four city workers pick up the skateboard park and feels the city should be doing more for the residents, such as picking up front yards.

Maureen Marks, 834 Dodge St., spoke regarding the beach. She felt if we don't have money to put into our City Hall then we don't have money to expand the beach.

Terry Krohn, 1096 Bonnie Brae Ln., former Street Department worker, stated the beach needs to be addressed as it's a safety issue. With the past storm a lot of water was running down and there needs to be something to stop the water.

Margie Grey, 1133 Geneva St., was a visitor years ago and has since retired here. The draw is the beauty of the parks and how well they have been maintained. Parking and trash are problems that have been deteriorating over the years.

Charlene Klein, 817 Wisconsin St., lives in the historic district and speaks for the majority who are opposed to the beach expansion. We appreciate your reconsideration and understand fixing an erosion problem. To spend this money for uncrowded beaches would be irresponsible. We are counting on the council to maintain our high quality of life.

Jerry Pollack, 415 S. Wells, has been a city resident for the past 4 years. Our beach is only crowded a few days a year and felt we don't need it expanded.

Ruth Hackman, 121 Wrigley Dr., opposes the problem and feels there's no reason to expand the beach. Proposed changing the hours and requested they spend the money on the Riviera as the beach expansion isn't necessary.

Harbormaster's Report. Chuck was unable to attend the meeting. Monday is the last day for the beach to be open, and every pier and slip is filled.

Discussion/Action/Recommendation on Riviera Beach Erosion with corresponding Kapur Design Services Task Order for the approved expansion or modifying the Riviera Beach Wall/Erosion Control Project

Ald. Skates wanted to revisit this item after listening to the public. Erosion is originally from the sidewalk side. DPW Earle stated some of the information being said is correct. It's evident there's an issue of erosion from wind and water running downhill. He clarified that DPW never asked for the wall, only an extension of the existing wall costing around \$30,000 with no fence or trees coming down.

Ald. Flower asked if the materials are available and if under drain would be put in. Tom replied yes, this would be flush with grade and drain tile the whole length with bleeders in the block. Grass area, fence, birdhouses and trees would remain as is. The walk way needs to go from the beach house to the end of the wall. Mr. Earle stated the locked pier gate is estimated at \$30,000 and will be completed this fall. The consensus was to direct staff to put a plan together to be reviewed at the Sept. 18th Public Works meeting.

Skates/Howell motion to direct staff to get 3 bids for the 150 feet section and an alternate bid for continuation of the west side of the beach. Motion carried 4 to 0.

Discussion/Action/Recommendation on Riviera Improvement Project including:

a. Application to State Historic Preservation Office

Ald. Skates and Ald. Kordus met with 2 of the people from the State Historic Office on Friday. They were very optimistic on creative roofing, windows, and brick. They were impressed with its purpose. After talking with them, they have the packet that Mr. Henry put together. All they need is a simple form filled out with a paragraph or any alternative solutions. Metal roofing wasn't shot down, it was an option. Ald. Skates was very optimistic about the project. He asked staff to prepare the State Historic Preservation Office application for review at the Sept. 18, 2017 Public Works meeting.

b. Grant Funding Assistance

Vandewalle is still doing some research regarding their proposal. The State Historic Office stated they can give examples of items that worked in other places along with the contractors that were used. Ald. Flower feels the proposal should be incentive based. Contractors can give example of projects where similar things have been done. Cindy suggested proposal incorporates and incentive. The item was continued.

c. Prioritization of Projects

Once we know what we can do and where we can go then we can lay out a game plan. Ald. Flower felt the leaking roof should be its own stand alone project and done as soon as we can. She asked to incorporate critical projects into the budget. The item was continued.

d. Architectural and Engineering Design Services

Mr. Oborn asked to put the item on hold. Ald. Flower agreed but asked there be a workshop to discuss and come to a consensus before we hire someone to do the plans. She would also like to get several bids, but we're not there yet. We will wait to hear back from SHIPO and place on the October Public Works meeting.

Discussion/Action/Recommendation on Structural Assessment of the Riviera Foundation and Piers

Blaine explained some structural work was completed in 2010. There's an issue of the condition of the three long piers. He asked if they want to look at both of those structures again so that we can get an assessment. DPW Earle stated only the West wall was worked on so there is a question on the remaining foundation. He wants to ensure the foundation is done correctly. Mr. Oborn will get proposals for inspection. The direction was for staff to get multiple bids.

Discussion/Action/Recommendation on West Pier Gate and Camera

The gate was about \$1,000 installed, the walk just under \$700, the cameras are around \$4,200 and Mr. Oborn added a contingency for non-accounted for costs, with an overall estimate of \$7,000. DPW Earle felt the number was on the low side and provided issues they may encounter. Harbormaster Gray explained the gate is \$927 installed, the touch pad is

\$678, which is installed on the gate but it doesn't have the power doing to it. Mr. Earle's estimate is \$3,000 to \$4,500 to run the power from the restrooms to that area. The cameras were \$4,167. The potential cost is closer to \$12,000. Other cities with lakes are doing this and the Street Department does get calls from boat owners. Ald. Skates stated they have had vandalism to the boats. Mr. Earle said the camera has been brought up more than the gate. Mr. Gray said there will be 2 stationary wireless cameras or 2 that could swing. There was further discussion on the camera installation and power. The item was continued to have Jeff Miske and the Police Department attend the next meeting.

Discussion/Action/Recommendation on approved Beach Wood Decking Replacement with Concrete Path and Additional Cost for Concrete Coloring. The cost is between \$20,000 and \$30,000, coloring would be on the high end. The stringers on the deck are gone as they have rotted, 42 boards have come off, and they had to scab them to stay in. The wood deck is only two years old. The boardwalk is a yearly maintenance issue. Concrete would be way less work for the Street Department as they could use the skid steer with a sweeper, plus concrete will last longer. Staining of cement only lasts about half a year. They currently have 4 bids. Composite decking would need more stringers as they expand. Ald. Flowers asked for a quote to have sections that were taken out seasonally. It was noted Winterfest uses it when they have the helicopter rides. DPW Earle noted this is not a rush item, they can do it in the spring. Skates/Flower motion to continue and direct staff to look at a seasonal removal option. Motion carried 4 to 0.

Discussion/Action/Recommendation on Replacement of Buoys with Slips
Ald. Skates stated the DNR asked if we are interested in doing this, but people have asked for more slips than buoys. Mr. Oborn is meeting with the DNR. Ald Skates asked if there's a potential opportunity on how far out and how far in. Mayor Kupsik noted people steal the buoys. DPW Earle said the DNR doesn't like to buoys. People would rather have slips, although if you take the buoys off, people may not be able to afford a slip. The City of Lake Geneva is the lowest cost on the lake. Ald. Flower suggested revisiting the cost of buoys/slips. There are around 52 buoys. Mayor Kupsik feels it would not be fair to remove all buoys, they should leave 15 or 20. Skates/Flower motion to continue this item and direct staff to have a conversation from DNR and bring back a projection if we added inventory, rates and waiting list of slips. Motion carried 4 to 0.

Discussion/Action/Recommendation on Operation Lifesaver/Life jackets
The jackets are in. The Geneva Lake Law Enforcement paid for them. Thank you to John Peters and Tom Houser. The Fire Department will provide the storage. The Chief is also looking for donations for the West End Pier.

Agenda items for next meeting

- West Pier Gate and Camera
- Structural assessment of Riviera foundation and piers
- Riviera Improvement Project
- Beach erosion and corresponding wall
- Beach wood decking Replacement
- Replacement of (East & West) buoys with slips
- Buoy and pier rates
- Enforcement of Closed Beach
- Annual Rates

Adjournment

Skates/Hedlund motion to adjourn at 7:40pm. Motion carried 4 to 0.

/s/ Nan Elder, Assistant City Clerk

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

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

Minutes

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

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

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

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

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

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

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

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

12. Review of the Current Terms for Commissioners

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

13. Closed Session

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

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

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

14. Open Session

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

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

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

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

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

15. Adjournment

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

Meeting was adjourned at 5:57 P.M.

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

/s/ Jo Busch, Utility Office Manager

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

Regular Lake Geneva Utility Commission Meeting
Wednesday, August 23, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Minutes

Call Meeting to Order by Pres. Lyon at 4:00 P.M.

Roll Call - Members present: President Dennis Lyon, Ald. Cindy Flower, Ald. Rich Hedlund, Brett Stanczak and Mark Johnson **Staff in attendance:** Josh Gajewski, Utility Director; Jo Busch, Office Manager; Blaine Oborn, City Administrator

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 Minutes of the Previous Meeting

Flower/Stanczak motion to approve the minutes of July 26, 2017 as prepared and distributed. Passed 5-0.

Acknowledgement of Correspondence

None.

Financials Update

Gajewski reported the financial information through the end of July.

Hedlund/Flower motion to approve the financials as presented. Passed 5-0.

Approval of the July Bills

Hedlund/Johnson motion to approve the July bills. Passed 5-0.

Directors Report

Gajewski reported that all of the communications equipment has now been removed from the Host Tower. The welder has been mobilized and once he has finished welding the cell carrier brackets, the painters will start the pressure washing, sand blasting and then the painting. We have done a lot of work in preparation of taking the Host Tower offline in an effort to preempt any demand issues. The Wastewater roof project is moving forward and all the plan drawings have been submitted and approved. We will need to replace more insulation than we hoped but the insulation was included in the bid already. With regard to staffing, we have made an offer to our Wastewater Operator candidate pending the pre-employment physical and drug screen which is scheduled for this week. The AT&T upgrades at Dodge Tower are now complete. Flower asked that Main Street be added to the Directors report for next month.

Discussion/Update on Utility Commission tour dates

Discussion was held regarding the best date for a Commission tour. It was decided that Friday September 29 with an 8:30am start would be best with Friday October 6 being set as a rain date. Oborn would like to do something similar with other departments like Public Works but he will do this on a separate day. Gajewski will extend the invitation to all Council members, Department Heads and City staff.

Discussion/Action/Recommendation on Utility Commission Software Upgrade

Gajewski reported that of the three software companies that demonstrated their product, we have narrowed it down to two. He explained some of the advantages of upgrading the software. The quotes will be going to the Finance Committee at their next meeting in September. The upgrade would be a joint venture between the City and the Commission resulting in a combined software system. Lyon said the Commission supports

Utility Commission Minutes August 23, 2017

a software upgrade in conjunction with the City and our preference would be to stay with Civic Systems. Gajewski said there is still some discussion to be had but Civic Systems are the lower cost option and would be the easiest transition for the Commission. Flower asked if the City feel the same. Oborn said preliminary discussion with City staff indicate that they do. Flower asked what the annual support fees look like. Gajewski said that Civic Systems were the most cost effective and include software for life upgrades. Hedlund asked how we would be prorating the cost with the City. Gajewski said he and Busch had worked through the numbers first by splitting the cost per user and then by functions specific to each department and the cost allocations were similar for both options. Lyon said he had participated in the Civic Systems demonstration that was given last year when the Commission first considered an upgrade and he was very impressed. With new software we will have capabilities such as e-billing which is often requested by customers.

Flower/Hedlund motion to proceed with the City to upgrade the current software platform with a prorated amount to be shared by the Utilities for the associated purchasing and annual maintenance costs. Passed 5-0.

Discussion/Action/Recommendation on Utility Commission office staffing in response to transfer of Treasury Functions to City Hall

Gajewski said the City Council adopted the ordinance to move Treasury functions from the Utility to the City with an anticipated start date of January 1, 2018. This transfer will go hand in hand with our software upgrade. He has been asked to decide on our office staffing in response to this anticipated change. The City Administrator has offered for our current Bookkeeper to transfer to the City and become a City employee. The City Administrator would like an answer on whether or not this person intends to transfer so that he can begin any recruiting if necessary. The biggest concern is staffing of our front office and although new software should bring efficiencies in workload, it is unknown at this time what those will be. Going to an office staff of two means there may be times that the Water Superintendent or the Utility Director has to provide office cover and take payments.

Lyon said we know that to take our office staff from the small number of three down to two creates problems in terms of both customer service and office cover. He would like to see the existing staff stay in place and the person who handles the treasury functions now, continue to do so for the City while based at the Commission office because the proposed software upgrade would make this possible. He believes it is best for the person who is handling and coding invoices to be close to the source that created the transaction. He feels that not just from the Commission's point of view but from an overall point of view it's worth considering that we have the treasury integration in such a way that it leaves the person at the Utility.

Oborn said he came from a place with a small workforce and he sometimes took payments. He thinks there are ways around this issue including using part time staff. Originally he wanted to have complete consolidation with everyone in one location and cross train and he was voted down by the Council. The whole point of efficiency is to have staff perform multiple functions. For example, payroll will be done in the blink of an eye as they already issue 250 W2's whereas the Utility only have 12 so this area will see consolidation savings. On the billing side, there is not separate billing for any other department and he thinks it's questionable if the Utility was ever legally allowed to do their own financing. He doesn't think it's going to be possible for the person performing these functions to be based at the Utility as their job will entail other areas. For example account payables will include coding for the Utility but also for the Street Department and the other departments. He is in favor of sharing staff and would be willing to send staff down to provide office cover if needed. He feels that if the Utility are worried about staffing then all the functions should come to City Hall and he will provide staff to do it all.

Lyon said he thinks that it is still unclear what is expected in terms of workload. If 30% of the position's workload is actually staying at the Commission then how are we accommodating that?

Oborn said that the current Public Works functions will be relocated from the Utility office. In terms of bill paying the City are going to code them, batch them and then pay them. He thinks the issue is really just staffing and covering the office.

Gajewski explained that there is just too much right now that we don't know in terms of new software improving efficiencies etc. Discussion followed. Busch said she feels the current bookkeeper should remain in place at least until the new software is installed to facilitate a smooth transition. She wants the Commission to understand that customer service will be affected if we go from three staff to two and wonders how it can be cost effective to pull the Superintendent or the Director from their duties to answer the phone or take payments. Discussion followed. Busch expressed concern that the Commission will end up paying for the City to handle the treasury functions but also have to pay for a part time person on top of that. Oborn said he does intend to charge the Commission for the work they do for us. He reinforced that he believes the best option is to downgrade the Commission and absorb it into the City. He hopes that in the long term he'll have staff enough to share positions with the Utility. Flower appreciates the thought of sharing staff but doesn't believe that this is realistic in practice. Discussion followed.

Lyon feels that we need to wait and see what the needs of the Commission are going to be once the treasury transition has taken place before we make a staffing decision. If the City needs to hire somebody and our bookkeeper takes the position then we would need to reconsider but right now we have too many unanswered questions to change our current staffing level.

Oborn said he intends to charge somewhere between 2/3 and 100% of the cost of the current bookkeeper but that is negotiable. If we decide to keep a full time person then he considers it adding staff which he does not agree to. He would prefer that the Utility bookkeeper transfers to the City.

Flower said it seems from what she's heard, that the full time position we currently have is not going to be full time after the transition and this needs to be expressed to staff. Discussion followed. Details of the future staffing plans will be discussed with office staff, so that a decision can be reached on the potential need for recruitment. This information will then be sent to City Hall for any necessary action.

Closed Session/Open Session

The Commission did not enter into Closed Session.

Adjournment

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

Meeting was adjourned at 5:45 P.M.

Next meeting set for Wednesday, September 20, 2017 – 4pm at City Hall, Room 2A

/s/ Jo Busch, Utility Office Manager

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

**Regular Lake Geneva Utility Commission Meeting
Wednesday, September 20, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street**

Minutes

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

Roll Call - Members present: President Dennis Lyon, Ald. Cindy Flower, Ald. Rich Hedlund, Ann Esarco
Staff in attendance: Josh Gajewski, Utility Director; Jo Busch, Office Manager; Blaine Oborn, City Administrator

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 Minutes of the Previous Meeting

Hedlund/Esarco motion to approve the minutes of August 23, 2017 as prepared and distributed. Passed 4-0.

Acknowledgement of Correspondence

None.

Financials Update

Gajewski reported the financial information through the end of August.
Hedlund/Esarco motion to approve the financials as presented. Passed 4-0.

Approval of the August Bills

Hedlund/Flower motion to approve the August bills. Passed 5-0.

Directors Report

Gajewski gave an update on the Host Tower painting project which is running to schedule so far. The wastewater roofing project is due to start next week. We continue to see equipment failures as a result of the flooding in July. Oborn said we are still working on an insurance claim from that event and the Commission and the City would submit one claim together. Gajewski reported that our new Wastewater Operator has started and we are pleased to have him. He also reported on the DNR response to our CMAR report and gave an update on where we are with our 2018 Budget.

Discussion/Action/Recommendation on a Cost of Living Adjustment to the current Pay Grade Scale, as passed by City Council

Hedlund/Flower motion to approve a 2% Cost of Living Adjustment for all Utility Employees effective January 1st 2018. Passed 4-0.

Discussion/Action/Recommendation on the proposed Verizon modifications to the Host Tower

Gajewski outlined the modifications that Verizon would like to make and that a structural analysis has already been done which Dixon Engineering will review. Discussion followed. Verizon will be incurring all the costs involved in the modifications.

Flower/Hedlund motion to approve the Verizon modifications to the Host Tower. Passed 4-0.

Update on 900/1000 block of Main Street Water Main Project

Gajewski provided an update on the water main project including that the Commission has notified homeowners with lead or copper services that this is a good opportunity for them to update their service lines.

Discussion/Action/Recommendation on extending Water & Sewer services on Cemetery Road

Gajewski reported that the new owner of four parcels on Cemetery Road has approached the Utility on the possibility of extending water and sewer services to these lots as he wishes to build homes on them. Discussion followed. Gajewski said an engineering study would be required and if it is feasible to extend services, the cost of the study could be included in the special assessments for the project if they are done. Esarco/Hedlund motion to direct staff to investigate extending services on Cemetery Road. Passed 4-0.

Closed Session

Hedlund/Flower motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to 1100 STH 50 - Tax Key Parcel ZYUP00159 and to include City Administrator Oborn, Utility Director Gajewski and Office Manager Busch.

Roll Call Vote: Lyon, Flower, Hedlund, Esarco voting “yes”. Passed 4-0.

The Commission entered into closed session at 5:00pm

Open Session

Hedlund/Flower motion to return to open session pursuant to Wis. Stat. 19.85 (2) and take action on any items discussed in closed session.

Roll Call Vote: Lyon, Flower, Hedlund, Esarco voting “yes”. Passed 4-0.

The Commission returned to open session at 5:20pm.

Hedlund/Flower motion to instruct staff to proceed as discussed in closed session. Passed 4-0.

Adjournment

Hedlund/Flower motion to adjourn. Passed 4-0.

Meeting was adjourned at 5:21 P.M.

Next meeting set for Wednesday, October 18, 2017 – 4pm at City Hall, Room 2A

/s/ Jo Busch, Utility Office Manager

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

Lake Geneva Tree Board

Wednesday June 28, 2017

City Hall, Conference Room 2C

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

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

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

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

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

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

Meeting adjourned at 6:09 p.m.

Clara Jacobs

Secretary

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, JULY 6, 2017, 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 Hartz at 6:06 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was held by Commissioner Pollard

3. Roll call

Commissioners Pollard, Horne, Jordan, Bittner, and Hartz were present. Police and Fire Liaison Howell and Town of Geneva Police Liaison Walton were present.

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

5. Acknowledge correspondence

Commissioner Hartz received an anonymous handwritten note indicating that it was Chief Rasmussen's birthday.

6. Approval of regular meeting minutes June 8, 2017

Jordan motioned to approve regular meeting minutes of June 8, 2017. Horne seconded. Motion carried 5-0.

7. City Council Report

Alderman Howell advised that the City Council and the Personnel Committee would like to receive Chief Rasmussen's evaluation so they may move forward for his salary review. Administrator Oborn indicated that he was also looking for the Deputy Fire Chief and Assistant Fire Chief evaluations.

8. Fire Department Business

a. Approval of bills for the month of June 2017, operating in the amount of \$79,756.52, Equipment Purchases in the amount of \$8,758.02, for a total of \$88,514.54

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

Bittner had some questions on turnout gear and repairs on it. Chief Peters stated the gear lasts approximately 5-8 years. Bittner also asked at what point are bids taken for expenses. Chief Peters noted that a policy is set for bid requirements and he thought that expense costs had to be around \$2,500.00 before bids are required.

b. Discussion Monthly EMS Medical Billing/Stark report – No discussion/action

c. Discussion Monthly Fire Department report Overview

Chief Peters reviewed the monthly report. The employee highlight was for Firefighter Derek McKaig who has been with the department since 2001. His father was also a firefighter. Firefighter McKaig is one of the main engineers for the Lake Geneva Fire Department Station 2. Chief Peters reviewed the notable calls and the community events including Safety Town.

d. Discussion Monthly Paratech report – No discussion/action

e. Discussion/Action hiring of Rhianna Franz

Pollard motioned to approve the conditional hiring of Firefighter/EMT Rhianna Franz. Jordan seconded. Motion carried 5-0.

Firefighter/EMT Franz is employed in Spring Grove and had to receive her Wisconsin credentials before she could work here.

f. Discussion/Action hiring of Confidential Administrative Assistant Stephanie Gunderson.

Hartz motioned to hire Confidential Administrative Assistant Stephanie Gunderson at Grade scale 4 and amend the Organizational chart accordingly. Bittner seconded. Roll call vote: Pollard-Y, Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0.

Chief Peters advised that the Confidential Administrative Assistant position was already approved for Grade 4 pay level. Stephanie Gunderson recently stepped down from her position at City Hall and she was highly recommended at City Hall to take the Fire Department position. Hartz asked for clarification about the Confidential Administrative Assistant duties and who performed the functions prior to this position. Chief Peters advised that the position is strictly administrative and is a nonsworn position. The employee will be able to assist with personnel issues and review personnel files. Administrator Oborn noted the employee is subject to the City Hall handbook as well as the Fire Department Handbook.

g. Discussion/Action - Lexipol Policies

208 Post Incident Analysis

209 Annual Planning Master Calendar

300 Incident Management

305 Tactical Withdrawal

308 Atmospheric Monitoring for Carbon Monoxide

315 Wildland Firefighting

320 News Media and Community Relations

601 CPR and Automated External Defibrillator AED Training

602 Communicable Disease Training Program

608 Health Insurance Portability and Accountability Act Training

Bittner motioned to accept the Lexipol Policies as listed above with the noted changes. Jordan seconded. Motion carried 5-0.

Bittner questioned Lexipol policy 320 regarding News Media and wondered if the department was required to disseminate information to other media outlets besides the official media outlets. Bittner wondered up taking up too much and the definition of media credentials. Chief Peters said a press release is sent out via email blast and anyone who requests to be placed on the email list is put on the list. Chris Schultz, reporter from the Lake Geneva Regional News, advised that there is no such thing as press credentials except as listed from an individual media organization. Chris Schultz noted that anyone can get information if they request it.

h. Discussion - Status of 10 year plan

Chief Peters handed out a "Hot Sheets" informational form discussing recent law updates. Chief Peters reviewed the 10 year plan and advised the staffing model moved forward with weekend coverage July to October from 7:00 p.m. to 7:00 a.m. Next year the department is looking to go into 24 hour staffing. The 10 year plan would be to go to the Paramedic level for staff. At this time, if you are a paramedic, you cannot operate as a paramedic if you go to a call.

i. Discussion/Action confirming appointment and promotion of Captain Dennis Detkowski

Bittner motioned to confirm the appointment and promotion of Captain Dennis Detkowski. Pollard seconded. Motion carried 5-0.

Bittner was impressed with Captain Detkowski and noted the hiring process was very thorough.

j. Discussion/Action Lieutenant testing Process

Chief Peters said the orientation and the written test have been performed for the Lieutenant position. There were four candidates. Oral interview dates will be set in the near future.

k. Discussion Thank You letters – No Discussion/Action

- City of Burlington Fire Department
- Safety Town

l. Items to be forwarded to city council

Monthly report

Confidential Administrative Assistant Gunderson hiring and addition to Organizational Chart

Captain Detkowski hiring

Change in the 10 year plan

9. Police Department Business

a. Approval of bills for the month of June 2017 operating in the amount of \$314,013.30, Equipment Purchases in the amount of \$2,957.49, for a total of \$316,970.79

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

b. Discussion/Action on Booking Officer Bryce Davis' request to attend Police Academy

Jordan motioned to approve sending Booking Officer Bryce Davis to the Police Academy. Pollard seconded. Motion carried 5-0.

Booking Officer Bryce Davis requested to be sponsored for the Police Academy. He is a recent graduate from UW-Platteville in Criminal Justice and has worked for the Police Department as a booking officer for 3 years. He is also currently performing an internship at the Lake Geneva Police Department.

c. Discussion physical fitness standards

Chief Rasmussen stated 18-20 years ago a physical fitness test was set by the union and was very simple to pass. At this time no standards are currently in place and Chief Rasmussen would like to reestablish some fitness requirements in the next few years. Currently there is a fitness requirement to enter the academy and one to exit the academy. Sergeant Derrick and Officer Hansen recently attended Get Fit Force training and are now certified to train employees on physical fitness. Sergeant Derrick presented an overview of the Fit Force training program and the State standards for the physical fitness tests.

d. Discussion Contract Update

Administrator Oborn, Chief Rasmussen and the Sergeants are meeting after the PFC meeting to discuss contracts.

e. Discussion full time officer hiring update

Officer Greetham and Officer Gee will have completed their one year probation at the end of the month. Officer Bouland has completed his field training and is able to be on solo patrol. The other two officers should be on solo patrol within the next three months.

f. Discussion on Chief's top five monthly incidents

Pollard asked about the 4th of July weekend. Chief Rasmussen said the Fourth of July was busy as usual. Big Foot State Park was closed early afternoon which created more overflow and traffic for the police department.

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

2017 Dispatch activity for June 2017:	Telephone calls- 3,664	911 Calls- 258	Window assists- 1,104
2016 Dispatch activity for June 2016:	Telephone calls- 3,438	911 Calls- 245	Window assists- 961

2017 Patrol activity for June 2017: Calls for service – 1,989
2016 Patrol activity for June 2016: Calls for service – 1,924

Arrests – 114
Arrests – 160

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

- The family of Carole May

i. Items to be forwarded to City Council
Chief's monthly top five and the monthly reports

10. a. Motion to go into closed session under Wisconsin State Statute 19.85(1)(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: Specifically drug enforcement.

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

Jordan motioned to go into closed session. Pollard seconded. Roll call vote: Pollard-Y, Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 7:13 p.m.

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

Jordan motioned to return to open session. Pollard seconded. Roll call vote: Pollard-Y, Horne-Y, Jordan-Y, Bittner-Y, Hartz-Y. Motion carried 5-0 at 7:54 p.m.

12. Discussion and action on closed session items if needed.
No action on closed session.

13. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0. Meeting adjourned at 7:54 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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 7, 2017, AT 6:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Horne

3. Roll call

Commissioners Pollard, Jordan, Horne and Hartz were present. Commissioner Bittner was excused. Also Present: Police and Fire Liaison Howell, Town of Geneva Fire Liaison Walton, City Administrator Oborn, Alderman Halverson, Police Chief Rasmussen, Police Admin. Lieutenant Gritzner, Police Patrol Lieutenant Way, Fire Chief Peters, Fire Assistant Chief Heindl, Fire Captain Derrick and Confidential 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 regular meeting minutes August 10, 2017

Horne motioned to approve the regular meeting minutes from August 10, 2017. Jordan seconded. Motion carried 4-0.

7. Approval of Budget workshop minutes August 28, 2017

Jordan motioned to approve the budget workshop minutes of August 28, 2017. Pollard seconded. Motion carried 4-0.

8. City Council Report – None

9. Police and Fire Commission Workshop – November 3, 2017

10. Fire Department Business

a. Approval of bills for the month of August 2017, operating in the amount of \$121,366.95, Equipment Purchases in the amount of \$34,299.30, for a total of \$155,666.25

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

Chief Peters noted that some accounts still remain high for the year. The transmission brake on the ladder needs repairs so that will be an extra expense.

b. Discussion Monthly EMS Medical Billing/Stark Report

There was a computer glitch so EMS calls were not billed for the month. The computer error was fixed and the report will be corrected next month.

c. Discussion Monthly Fire Department Report Overview

Chief Peters reviewed the monthly Fire Department Report. Assistant Chief Heindl is the employee spotlight for the month of September. His Father and his son are also firefighters. Assistant Chief Heindl is also in charge of department Fire, EMS and Technical Rescue Operations, oversees the training officers and chairs the Departments of Safety Committee. The 10 year plan update has been included in the 2018 budget. The Fire Department participated in "Kid's Day" at Venetian Fest. Chief Peters also reviewed the average response time for calls. Turnout time during the day is 59 seconds but it takes 7 minutes 12 seconds to get to a call due to the traffic. At night, the turnout time is almost 3 minutes and total time to respond is approximately 6 minutes.

d. Discussion Monthly Paratech report

Chief Peters advised that response time depends on the time of date and date of service. The calls for service are going up for Paratech as well.

e. Discussion/Action- Approval of Lexipol Policies

- 304 Urban Search and Rescue USAR
- 313 Swiftwater Rescue and Flood Search and Rescue
- 329 Nation Fire Incident Reporting System (NFIRS)
- 504 Latex Sensitivity
- 705 Mobile Data Computer Use
- 904 High Visibility Safety Vests
- 906 Apparatus Vehicle Backing
- 913 Ground Ladder Testing
- 1025 Lactation Breaks
- 1103 Flag Display

Pollard motioned to approve the Lexipol policies as listed above. Jordan seconded. Motion carried 4-0. Captain Derrick reviewed the Lexipol Policies. Hartz asked how the employees see the Lexipol policies and acknowledge they have read them. Captain Derrick advised that employees have a computer program where they review the policies and they must verify on the program that they read them.

f. Discussion- 2017 Fire Department Awards Ceremony

Thursday October 12, 2017, 6pm

Lake Geneva Police Department - Second Floor Training Room

Chief Peters advised that The Fire Department Awards Ceremony has been scheduled for October 12, 2017 at 6:00 p.m. in the Police Department Training Room.

g. Discussion- Fire Department Open House

The Fire Department will be hosting an open house during October, which is Fire Prevention Month. The tentative date is October 28, 2017.

h. Discussion- Dive Team demonstration

There will be a dive team demonstration on October 14, 2017 at approximately 9:00 a.m. Commissioners are invited to ride on the boat to see the dive gear in operation.

i. Discussion/Action Fire Station #1 generator

Horne motioned to recommend approval for Giraffe Electric to provide the generator for Fire Station 1. Pollard seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Chief Peters stated that Public Works asked for bids for the cost for a new generator at Fire Station 1 and the bid from Giraffe Electric is approximately \$65,000.00. Horne asked how many bids public works sent out for the repair. Chief Peters stated that five bids were sent out and two bids were received.

j. Discussion/Action Approval of 2018 budget

Jordan motioned to recommend City Council approval of the 2018 budget. Horne seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Chief Peters advised that he added the 24/7 staffing model (Account number 11-22-00-5122) to the budget proposal as requested at the Budget workshop. He also prioritized his equipment replacement fund per the Commission's request. Pollard wondered if there was a used ambulance to purchase rather than a brand new one. Chief Peters advised that the used ambulance that was purchased last year is costing a lot of money in repairs. The justification to purchase a new ambulance is to combine with other agencies in the future. Horne also advised that the company is honoring a quote from two years ago for the ambulance purchase. The purchase through the Equipment Replacement Fund is a fully funded program so the money is already there.

k. Discussion Thank You letters - No action/Discussion

- Virginia Hollister

l. Items to be forwarded to city council

Monthly report; Awards Ceremony date; Fire Department Open House; Dive Team Demonstration; Budget

11. Police Department Business

a. Approval of bills for the month of August 2017, operating in the amount of \$199,387.73, Equipment Purchases in the amount of \$0, for a total of \$199,387.73

Jordan motioned to approve the bills for the month of August 2017. Horne seconded.

Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motioned carried 4-0.

Chief Rasmussen stated that the Data budget item is over for the year but there may be some adjustments that can be made.

b. Discussion/Action - 2018 Budget/Capital/Equipment Replacement

Horne motioned to recommend to the City Council approval of the 2018 Budget/Capital Replacement Fund adding 2% to the budget for pay raises. Pollard seconded. Roll Call Vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Lieutenant Gritzner discussed some of the edits to the budget including adding an account for Fingerprint revenue. The second edit was adding \$1,200.00 into the retirement account to include a part time officer's salary. Chief Rasmussen stated that once an officer has worked 600 hours in one year they are entered into the Wisconsin Retirement System and stay in the system as long as they are employed with the City. Horne noted that the budget does not include a pay increase for employees and he would like to add a 2% increase for more accurate budget numbers. City Administrator Oborn stated the City Council had set a goal to add the 2% increase to the budget. The budget will be presented on October 28, 2017.

c. Discussion/Action - Sergeant and Lieutenant contracts update

Chief Rasmussen stated that the sergeant contracts were all signed and are in effect. The Mayor has to sign Lieutenant Way's contract and then it will be complete. Lieutenant Gritzner's contract has tentatively been approved.

d. Discussion/Action changes in Big Foot State Park Policies and Staffing

Chief Rasmussen and Lieutenant Gritzner met with Southeast District Parks and Recreation Supervisor Jason Fritz and Southeast Regional Warden Mickelberg regarding Big Foot State Park. Each department is committed to working together. The no alcohol ban was lifted on the park so all state parks have the same rules. Higher tiered parks will get more enforcement. Hartz noted that police department staffing

will have to be considered to cover the State Parks. Chief Rasmussen advised that two officers will be on patrol for safety reasons. Hartz would like some uniform data to show crime incidents at the State Park.

e. Discussion/Action – Change of status for Telecommunicator Moore from full time telecommunicator to part time telecommunicator

Horne motioned to change status of Telecommunicator Moore from full time to part time Telecommunicator. Pollard seconded. Motion carried 4-0.

f. Discussion/Action Hiring full time Telecommunicator

Horne motioned to approve the hiring of a full time Telecommunicator. Jordan seconded. Motion carried 4-0.

Chief Rasmussen stated that he has one employee who may be interested in the full time position. He will talk to that employee first and if she is not interested, then Chief Rasmussen will hire from outside the department.

g. Discussion/Action- Accept \$50.00 donation from Wisconsin Psychological Association on behalf of Officer Richardson’s presentation at the Wisconsin Psychological Association and Municipal Judges Seminar

Horne motioned to approve \$50.00 donation from Wisconsin Psychological Association. Pollard seconded. Roll Call Vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0.

Chief Rasmussen stated that Officer Richardson gave a presentation to the Wisconsin Psychological Association and Municipal Judges Seminar with Judge Sibbing and she received a \$50.00 donation.

h. Discussion/Action –Disposition of Gem Car

Horne motioned to dispose of the Police Gem car per department policy. Pollard seconded. Motion carried 4-0.

Chief Rasmussen advised the commission that the car has not been used for two years and needs new batteries. Sylvia from the Parking Department would like the car.

i. Discussion – Update on physical fitness program

Chief Rasmussen met with a dietician and a personal coach regarding the physical fitness program. The fitness test will be similar to the physical fitness program set up by the police academy. Four employees have volunteered to participate in a 90 day program. Chief Rasmussen would like to establish a 4 year plan by October. Administrator Oborn is in support of the program and feels this will create a health care benefit for the city. The city has a minimum wellness program so they may use this as a model.

j. Discussion – Union contract side letter regarding shifts

In October, there will be a change of shifts for police officers. The schedule is removing the swing shift and creating more primary shifts for the officers. If there is a conflict, the primary shifts can be switched to another shift. The union is supportive of the new scheduling.

k. Discussion - Chief’s top five monthly incidents – No discussion/Action

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

2017 Dispatch activity for August 2017: Telephone calls–3,383	911 Calls–251	Window assists–1,186
2016 Dispatch activity for August 2016: Telephone calls–4,292	911 Calls–329	Window assists–1,147

2017 Patrol activity for August 2017: Calls for service– 1,990	Arrests - 177
2016 Patrol activity for August 2016: Calls for service– 1,857	Arrests - 183

m. Discussion - Thank you letters – No Discussion/action

- Geraldine Brady to Sgt. Derrick
- Steve Melvin to Officer Walser
- Midwest Action Cycle Crew- Lake Geneva Police Department
- Andrea Christian- Lake Geneva Police Department

n. Items to be forwarded to City Council

Budget; Contract update; \$50.00 donation for Officer Richardson's presentation; Disposal of the gem car; Monthly reports

12. Agenda items for the next regular meeting October 5, 2017 - None

13. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically:

Appraisals for Chief Rasmussen, Lieutenant Gritzner and Lieutenant Way

Jordan motioned to go into closed session. Horne seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0 at 7:16 p.m.

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

Horne motioned to return to open session. Pollard seconded. Roll call vote: Pollard-Y, Jordan-Y, Horne-Y, Hartz-Y. Motion carried 4-0 at 8:00 p.m.

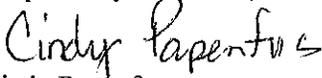
15. Discussion and action on closed session items if needed

Hartz stated that the Commission would like to have all the information regarding Chief appraisals including the Sergeants, Lieutenant and Communications Supervisor Froggatt. The packets will be distributed to the Police and Fire Commission by September 22, 2017. Hartz stated the evaluation packet for the Chief will include appraisals from City Administrator Oborn, Chief Rasmussen, PFC members, and the Command Staff. After the initial appraisals are complete, a meeting will be set up to make any changes to the procedures. The department survey is looking at the overall leadership and health of the department. This appraisal will be done through Survey Monkey and is separate from the Chief appraisals.

16. Adjourn

Pollard motioned to adjourn the meeting. Jordan seconded. Motion carried 4-0. Meeting adjourned at 8:08 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 17, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

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

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

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

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

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

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

Acknowledgement of Correspondence.

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

Downtown Design Review

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

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

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

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

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

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

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

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

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

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

Kupsik/Hill motion to approve and include all staff recommendations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Plan Commission Reviews the Comprehensive Plan Amendment Applications.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

**PLAN COMMISSION MEETING
MONDAY, AUGUST 21, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Building & Zoning Administrative Assistant Follensbee called the meeting to order at 6:00 p.m.

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

Building & Zoning Administrative Assistant Follensbee opened nominations for a temporary chairman as Mayor Kupsik was not there to chair the meeting.

Esarco/Gibbs motion to nominate Alderman Skates as temporary chair. No other nominations were made.
Motion carried 6 to 0. Alderman Skates took a seat as the temporary chairman.

Approve the Minutes of July 17, 2017 Plan Commission meeting as distributed.

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

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

Speaker 1: Karen Yancy, executive director of the Geneva Lake Conservancy. The Conservancy is concerned about the private recreation zoning requested by the developer, White River Holdings LLC, for the 60 acres of flood plain of the Hillmoor property in its proposed amendment request for the City of Lake Geneva's Comprehensive Plan. The Conservancy requests the zoning for the 60 acres of Hillmoor be amended to public park and open space zoning which allows for public recreational trails, parks, and public kayak & canoe launches and public natural or conservancy preservation areas. Reasons for rezoning: the land is Primary Environmental Corridor which is essential to the environmental health of the Lake Geneva area and its wildlife; this land should be designated as open space and restored to its environmental health by remove invasive species, stabilizing the stream banks and creating buffer zones to prevent polluted run-off into the river; the land should be managed to protect the adjacent land which has habitat for threatened species; the wetlands help with flood control & maintain quality of groundwater. If zoned as public park and open space, this property would have opportunities to receive federal, state and local grants.

Speaker 2: Dan Getzen, 500 S. Edwards Blvd, Unit #2, in favor of the Center Street North property to be kept as a green space to be used as a park with hiking and biking trails, asking for the support of the Plan Commission.

Speaker 3: Karen Mohar, 308 Maxwell Street, in full support of the Center Street North property to be used as a park with multi-use trails and hopes for the City's support.

Speaker 4: Alice Ogden - 108 Evelyn Lane, Unit D, Golfview Condo Association, lives in a lower unit on the west side of the former property of Hillmoor. She is concerned about the water run-off from the higher elevation south of Hwy 50. The proposed plans will flatten the terrain and remove most trees which could cause flooding. The proposed plans do not include a retention pond. Ogden asks the city and developer to consider this issue.

Speaker 5: Barbara Philips, 1600 Evergreen Lane, supports the Center Street North properties, making this property into a park and trails.

Speaker 6: Jaclyn Getzen, 15 Lakeview Drive, in support of the Center Street park, needing to preserve all the green space we can for future generations.

Speaker 7: Andy Kerwin, 1616 Evergreen Lane, in favor of the Center Street park, believing it is a great multi-use trail and park area and asks for the City's support.

Speaker 8: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, read city mission statement, addressed agenda item 15.b. Geneva Inn, opposes annexation of the Geneva Inn and the proposed comprehensive plan change for zoning. On Agenda Item 15.c. Hillmoor, she opposes the proposed plan change, referencing the comprehensive plan work done to keep it rural holding and open space, prior to this request. Fesenmaier spoke about needing community projects in this property: The YMCA, Library, big community use projects which fit in with tourism.

Speaker 9: Jeff Leonard, 1504 Dodge Street, agenda item 15.d. Delaney Street Mercantile – request to change the Future Land Use designation, corner of Cook St and Main St, zoned as Planned Development and would like to change zoning to Central Business.

Speaker 10: Beverly Leonard, 1504 Dodge Street, agreed with her husband regarding the change for item 15.d. Leonard also referenced agenda item 11. United Methodist Church - CUP, a public hearing item, and read her letter to city regarding this item.

Speaker 11: Dick Malmin, N1991 S Lake Shore Dr, Town of Linn, a neighbor of the Geneva Inn, agenda item 15.b. Geneva Inn - Future Land Use change. He gave a history of the Geneva Inn property, sharing his opposition to the proposed Future Land Use and zoning change. Malmin referenced the extra territorial zoning process and questioned this process for the Geneva Inn.

Speaker 12: Maureen Marks, 834 Dodge Street, agenda item 15.b. Geneva Inn proposed Future Land Use change, opposes the zoning change for the Geneva Inn, stating she owned commercially zoned properties in Lake Geneva and never received special rights for owning these properties so the Geneva Inn should not have a special rule regarding request.

Acknowledgement of Correspondence.

Correspondence was received from Beverly Leonard regarding a Conditional Use request to allow paid parking on the property of the United Methodist Church at 912 Geneva Street. Correspondence was received from Charlene Klein, opposing the Comprehensive Plan changes for the Hillmoor property. Correspondence was also received from J. Tschetter, opposing the rezoning of the Hillmoor property.

Review and Recommendation of approval for a CSM, filed by Robert E. Krawisz, 806 Pine Tree Lane, Lake Geneva, WI 53147, to clarify the property lot line identification for 806 Pine Tree Lane, Tax Key No. ZSY00028.

Robert Krawisz, 806 Pine Tree Lane, presented his request for clarification of the property lot line due to the mistake the title company made recording the site.

Esarco/Frederick motion to approve the request for a lot line clarification as recorded in the property CSM.

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

Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM Lot Division in the Town of Geneva filed by Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, to divide 12 acre parcel into 4 lots in the Town of Geneva, Tax Key No. JG25 00004.

Mark Larkin, 500 Stone Ridge Drive, presented his request to divide a 12 acre parcel into 4 lots. Building and Zoning Administrator Walling, stated they will also create a cul-de-sac as part of the request. Walling spoke about the City of Lake Geneva’s standards for turn-a-round diameters in cul-de-sacs and road width as a future reference for possible annexation of this property. Planner Slavney said the CSM meets all the ETJ requirements and recommends approval.

Horne/Hill motion to approve ETJ CSM to divide a 12 acre parcel into 4 lots.

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

Downtown Design Review

Application by Hans Melges, 1100 Edwards Blvd, Lake Geneva, WI 53147, for a sign at 233 Center Street, Tax Key No. ZOP00284.

Building and Zoning Administrator Walling referenced the slide for this project on the screen, pointing out one sign facing Starbucks was denied because it did not have a street side. After speaking with Mr. Melges, Walling established a plan B, allowing the sign to be placed on the alley side of this property which is an approved location for a sign. Melges distributed hard copies of the new artwork located on the north side of the building.

Hans Melges, 1100 Edwards Blvd, presented his request of a sign at 233 Center Street, showing samples of the sign materials and colors to be used in this project as well as the sign locations. Commissioner Hill asked Walling for the ordinance regarding sign location. Walling stated all signage shall be on a street frontage of the building which includes alleys.

Esarco/Gibbs motion to approve sign locations on the west and north side of the building.

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

Application by Linda Stevenson, 411 S Pearl St, Janesville, WI 53548, on behalf of Harley Davidson, for replacing an awning and signage at 704A Main Street, Tax Key No. ZOP00307.

Building & Zoning Administrator Walling stated the applicant was unable to be at this meeting. Walling met with Ms. Stevenson and verifies the awning and decal for the Haley Davidson store do fall within the guidelines for size, location and building signage for Downtown Design. Walling stated the Harley Davidson corporate colors are copyrighted and the sign colors are therefore acceptable.

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

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

Public Hearing and Recommendation on a Conditional Use filed by Kevin Sychowski, 830 Clover Street, Lake Geneva, WI 53147, to allow for the construction of an accessory structure of 1,950 square feet, at 830 Clover Street, Tax Key No. ZCL200008.

Kevin Sychowski, 830 Clover Street, presented his request for a Conditional Use Permit, to allow a larger garage on his lot and handed out additional hard copies at this meeting. He has taken down a smaller garage on property since it was unsafe. Sychowski proposed a garage larger than 1000 square feet for his boat, moving trailer and cars to keep them out of sight and out of the weather. Properties to the west and to the north have a tree line which would block most of their view of the garage. Sychowski wants to add elements to the exterior so it doesn't look like a garage. He will abide by the height restrictions of the city ordinances. Planner Slavney said the plans submitted are consistent with the statements presented.

Speaker 1: Nathan Nelson, 835 Clover Street, supports this garage project and believes it will bring value to the neighborhood.

Speaker 2: Matt Mergener, 826 Clover Street, built a garage on 804 and 806 Clover Street property and had to follow the code restrictions. Mergener opposes the proposed garage because his windows face the location of this structure and he doesn't want to see this big building.

Speaker 3: Nick Staggs, 1237 Pleasant Street, concerned this allowance would lead to more light industrial development in the neighborhood. Staggs hopes the garage will look nice and fits the aesthetics of the residential neighborhood.

Speaker 4: Cindy Flower, 533 Haskin Street, is interested in seeing the architectural renderings of this garage which was not found in the online packet. Flower would like to see the plans to see what the building will look and check the setbacks. Planner Slavney described the drawings submitted at the meeting & Building & Zoning Administrator Walling added he asked Mr. Sychowski to get site renderings from an architect and received them in time for this meeting which will be available for the public.

Speaker 5: Bob Ott, 827 Clover St, understands the need for a garage but is concerned about the size and placement of garage which seems to be out of scale with the lot and existing home.

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

Commissioner Hill reviewed the process to build an accessory structure & asked Building & Zoning Administrator Walling about specifics in this process. Walling stated any structure larger than 1000 square feet requires a Conditional Use Permit. Commissioner Horne suggested the structure could use more architectural details so it looks like an extension of the home instead of an industrial garage.

Skates/Hornemade a motion to continue this hearing to the next Plan Commission meeting to give neighbors and the Plan Commission a chance to see in detail what this structure looks like beyond Mr. Synchronowski's description and last minute drawings. Motion carried 6 to 0.

Public Hearing and Recommendation on a Conditional Use filed by Larry Kundert, N1279 White Pigeon Road, Lake Geneva, WI 53147, on behalf of United Methodist Church, to allow for a paid onsite parking lot located at Lake Geneva United Methodist Church at 912 Geneva Street, Tax Key No. ZA464800001.

Terry Smith, N2982 Marshall Lane, Youth Director for United Methodist Church, presented request for a Conditional Use to allow for fundraising and an onsite paid parking lot with the Youth Group at different city events throughout the year. Commissioner Hill asked specifics about their fundraiser. Ms. Smith said the church used a Temporary Use permit to offer all day parking over the 4th of July at \$20/space which was used mostly by elderly or young families who needed a convenient place to park after other city parking options were filled. Hill asked how much the church plans to charge in the future. Alderman Skates stated the City cannot determine the amount to be charged for parking. Hill asked for the original intent of building a parking lot at the church. Smith stated the intent was to provide a convenient way for their congregation to park, since the street parking was not available during their worship services. Hill questioned the continued need of the two - 15 minute parking stalls. Ms. Smith said those spots are used during the busy morning drop-off for the daycare & Montessori school located in their church. Mr. Kundert commented that since it is a busy area, these extra parking spaces allow for a safer drop-off of the children.

Speaker 1: Beverly Leonard, 1504 Dodge Street, not opposed to the use of their parking lot, but maybe the church could communicate with the merchants that this parking is for a fundraiser for their Youth Group. Leonard requested a lesser charge per space.

Speaker 2: James Wilson, 1120 Park Row, concerned this request to allow paid parking could open the door for others to charge for parking on their property. He supports the congregation using the lot but not for the use of making money.

Speaker 3: Maureen Marks, 834 Dodge Street, supports the use of the two spaces in front of the church for the drop-off and pick-up of daycare & the Montessori school children. Marks doesn't think the church is trying to make money as a parking lot.

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

Commissioner Hill questioned the need for the additional 2 spaces on the street with the newly paved surface parking lot and showed concern for their request to charge for parking whenever they wanted throughout the year. Hill was also uneasy about the City not being able to set the charge rate. Alderman Skates shared the example of the PTO at Central Denison which does fundraiser a few times year, allowing people to park on the school property. The terms of temporary use permits was also discussed. Planner Slavney stated a Conditional Use Permit gives the city the ability to limit the number of times per year or the types of community events which can be named in the CUP. Skates added the Conditional Use can be pulled if there are any infractions to this permit. Commissioner Esarco asked if the CUP can state the specific events for this use and Alderman Skates verified it could.

Skates/Hornemotion to approve the Conditional Use to allow a paid onsite parking lot and staff recommendations to approve the affirmative findings, parking is limited to only the marked spaces and limited to 5 events of your choosing. Skates/Horne amended the motion to read "limited to 5 events with each event not to exceed 4 days."

Commissioner Hill asked if the church could do car washes, rummage sales or other fundraisers with this CUP application and Attorney Draper said this CUP would deny that part of it because of the conditions set for this Conditional Use; therefore they could not do the car washes, etc. Commissioner Horne asked if they could apply for a Temporary Use Permit for the items mentioned by Hill and Walling verified the church could apply but it is up to the discretion of the City to grant it.

Roll Call: Skates, Gibbs, Esarco, Frederick, Horne voting "yes" and Hill voting "no." Motion carried 5 to 1.

Public Hearing and Recommendation on a Conditional Use for a new residence, filed by John & Susan Gullicksen, 1096 LaGrange Road, WI 53147, for SR-4 Setbacks in ER-1 Zoning District, at 1096 LaGrange Road, Tax Key No. ZLE00001.

Todd Kaufmann, Lowell Custom Homes, representing the Gullicksen's, requesting to tear down the house and build a new home in the ER-1 Zoning District with SR-4 Setbacks. Building and Zoning Administrator Walling stated according to the site plan, the home will not get any closer to the lake or the sideyard setbacks than the existing home. They have identified the maximum height allowances of 35' and have met all the requirements: size and setbacks for SR-4 Zoning classification with the allowance of the CUP from the ER-1 Zoning.

Speaker 1: Cindy Flower, 533 Haskin Street, requests our city engineer to review the steep contours along the side yards on the grading plan. She asked if retaining walls would be used. She said clarification is needed.

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

Building and Zoning Administrator Walling said the engineering concerns will be addressed during the construction and contractor will have to maintain waters and erosion during construction and after the ground is stabilized so watershed does not go onto the neighboring properties.

Horne/Frederick motion to approve and include staff recommendations and fact finding including item 3 which states that the location of all approved building setbacks be verified by an onsite inspection by the Building Administrator prior to pouring the building foundation walls.

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

Public Hearing and Recommendation on an Amendment to a Precise Implementation Plan, filed by Bill Henry, Kehoe-Henry & Associates, Inc., 25 North Wisconsin Street, Elkhorn, WI 53121, on behalf of Geneva Lake Christian Church, to amend the development details for an Indoor Institutional land use, a worship facility, at the SE corner of Bloomfield Rd. & Harmony Dr., Tax Key Nos. ZSF00231 & ZSF00232.

Bill Henry, architect & engineer, and Pastor Chris Law, on behalf of the Geneva Lakes Christian Church, for an amendment to a PIP, to move the church building and parking lot closer to Harmony Drive. The driveway is shorter but is still in compliance with the 75' stacking area per the ordinance. All other features of the application are the same. Alderman Skates verified the past approvals to date and the shifting of the church and parking lot. Henry said the parking lot was reconfigured with 10 additional stalls on north side of lot in the future.

Speaker 1: Cindy Flower, 533 Haskin Street, asked if the shifting of the church and parking lot was for a potential future expansion. Planner Slavney said there is room for expansion on this site but any plans would have to come back to the Plan Commission for review and approval.

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

Eсарco/Horne motion to approve and with staff recommendations.

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

Discussion/Recommendation on Designation of the City's Center Street north properties, Tax Key No. ZSR00169 at approximately 43 acres and ZSR00170 at approximately 2 acres, as a City Park and Trail (Recommended by the Park Board on June 28, 2017)

Planner Slavney stated this discussion takes place at this meeting because the Plan Commission makes recommendations to the Common Council any time a public park is being considered for improvement. This land was platted with the intent to be public open space land and now details have been presented to the Park Board, who has endorsed this idea.

Commissioner Hill asked for clarification on the Plan Commission's advisory role in this process. Slavney identified the Plan Commission's special awareness of city's plans which the Council may not be aware of. Attorney Draper said the Plan Commission has an advisory role because it deals with the development within the city: the master plan, the park plan, passes resolutions for the city, always involved with the building and development within the city. The Plan Commission is the perfect entity to discuss and give direction to the Council along with the Park Board.

Alderman Skates gave a history of this property and believes the development of this park would be beneficial to many but access is questionable at this time so the city wants to make it an official park. Draper said it is a way to let people know what's going on with the property in the city.

Esarco/Gibbs motion that the city designates the City's Center Street North properties as a City Park and Trail as recommended the Park Board on June 28, 2017.

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

Plan Commission Reviews the Comprehensive Plan Amendment Applications.

City Planner Slavney explained the Comprehensive Plan Amendment process. Every year the City opens up the Comprehensive Plan to property owners to request modifications to the Future Land Use Map, which is the Land Use Plan for the City. During the months of July and August, applicants are welcome to explain their proposed amendments to the Plan Commission and the public. It allows the Plan Commission to discuss items informally and no motions are taken. This step is in preparation of a Public Hearing held in front of the Plan Commission & Common Council in October.

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

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

Application proposes the property near Edwards Blvd & Geneva Parkway North on Highway 120, south of Walmart, to change the designation from Business Park Land Use to Planned Business which allows a broader range of retail, personal and professional uses.

Kim Pischke, Core Commercial, presented their request, stating they will exclude the corner piece of the property which is the Keefe office building. A new CSM will be created combining the portion of this parcel along with the other 2 parcels. Pischke believes this property will lend itself to retail so they are requesting the Planned Business Land Use.

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

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

Richard Torhorst, attorney representing Geneva Waterfront Inc. & 7 Bigfoot Holdings, LLC, requesting Planned Business Land Use for the entire property. Torhorst handed out a map showing most of the property is in Planned Business except the south west corner being used as a parking lot, single family dwelling and a garage. Future plans consist of building a banquet wedding facility on the property east of the Geneva Inn which presently are 2 older residential structures which have been converted into apartments.

Commissioner Hill referenced the parcels which are out of the city limits. Planner Slavney said the city has the right to make plan recommendations 1 ½ miles from its city limits. There is an Extra Territorial Planning Area that is allowed by state law to go 1 ½ miles inside towns. We cannot plan inside the limits of another village or city. Attorney Draper explained if someone wants to change the zoning, the first step is to change the Comprehensive Plan.

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

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

Paul Fitzpatrick, 314 North Sheffield, Chicago, IL, representing 11 East Partners, requesting to leave the northern portion as Private Recreation, requesting a change in the two southern portions of property from Private Recreation to Planed Mixed use and Two Family Residential.

Planner Slavney referenced the comment from the Geneva Lake Conservancy regarding the northern portion of the property: restoring the habitat, removing evasive species, adding stream buffers and stabilizing the steam banks, which Slavney thought were good ideas and asked if they would be open to these changes. Fitzpatrick said they would consider it.

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

The current category for 905 Main Street is Neighborhood Mixed Use which is a business category designed for small scale buildings, often a home which has been converted for business uses. Their request is to change to the Central Business Land Use which allows downtown type buildings with a zero front yard or street yard setback and can be built right up to the sidewalk.

Jeffrey Leonard, request for a Central Business Land Use designation which would enable them to apply for a zoning change in the future if desired so they can continue to thrive and contribute to the community.

Planner Slavney stated the state requires an extra long public notice period for any amendment to the Comprehensive Plan. At the end of this month the City will set the Public Hearing for Mid October and all applications will be frozen on August 28th where no other modifications are allowed.

Adjournment. Esarco/Horne motion to adjourn at 8:30 pm. Motion carried 6 to 0.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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**PLAN COMMISSION MEETING
MONDAY, SEPTEMBER 18, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Approve the Minutes of August 21, 2017 Plan Commission meeting as distributed.

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

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

No Public Comments.

Acknowledgement of Correspondence.

Downtown Design Review

Application by Ida Tarczinski, 727 Geneva Street, Lake Geneva, WI 53147, to replace the sign face of an existing monument sign at 727 Geneva Street, Ida's Salon, Tax Key No. ZOP00157.

Zoning Administrator Walling stated the applicant wants to use the same sign from a former location in the city for her new location which was approved by the Plan Commission in the past.

Gibbs/Frederick motion to approve the sign.

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

Public Hearing and Recommendation on a Conditional Use filed by Kevin Sychowski, 830 Clover Street, Lake Geneva, WI 53147, to allow for the construction of an accessory structure of 1,950 square feet, at 830 Clover Street, Tax Key No. ZCL200008.

Kevin Sychowski presented his request for a larger garage for storage. Zoning Administrator Walling stated the applicant submitted a drawing showing the dimensions of the garage along with proposed renderings of the structure.

Speaker 1: Larry Hicks, 1318 Marion Street, Lake Geneva, opposes the proposed garage.

Speaker 2: Matt Mergener, 826 Clover Street, Lake Geneva, opposes the proposed garage.

Speaker 3: Robert Furlow, 1243 Pleasant Street, Lake Geneva, opposes the proposed garage.

Speaker 4: Nathan Nelson, 835 Clover Street, Lake Geneva, supports the proposed garage.

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

Commissioner Frederick asked Zoning Administrator Walling to clarify the percentages of the lot usage. Planner Slavney stated it was about 8% of the site. Walling said it was well under the 40 % maximum build out.

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

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

Public Hearing and Recommendation on a Conditional Use filed by Frank Klepitsch, 420 Sunrise Avenue, Lake Bluff, IL 60044, on behalf of Francis Beidler III & Elizabeth Tisdahl, for SR-4 Setbacks in ER-1 Zoning District to allow the addition of a new screened porch located at 698 S Lake Shore Drive, Tax Key No. ZBB00006.

Frank Klepitsch, architect for project, presented the request for a one story screened porch.

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

Kupsik/Hill motion to approve the Conditional Use and include all staff recommendations and fact finding.
Roll Call: Kupsik, Gibbs, Hill, Esarco, Frederick, Horne voting “yes.” Motion carried 6 to 0.

Review and Recommendation of a Plat of Condominium for Prairie Townhome Condominium filed by McMurr I, LLC, 351 W. Hubbard, Site 610, Chicago, IL 60654, to review the proposed development at Tax Key No. ZPRW00054A.

Item 9.A. has been withdrawn from this evening's meeting agenda at the applicant's request.

Hill/Horne motion to continue public hearing item 9.A. to the next meeting.

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

Public Hearing and Recommendation on an amendment to a Precise Implementation Plan filed by McMurr I, LLC, 351 W. Hubbard, Site 610, Chicago, IL 60654, to allow for the development of condominium/townhome units at Tax Key No. ZPRW00054A.

Speaker 1: Lydia Chartre, attorney at Hush-Blackwell, representing Prairie Wind Townhomes Condominium Association which is next to this proposed development, discussed the concerns of the owners based on the amendment to the Precise Implementation Plan. Owners and board members of the association were also present.

Speaker 2: Jim Fuss, 1150 Park Drive, Unit #1106, Lake Geneva, former board president, shared his apprehensions and opposes this project.

Speaker 3: Doug Bartz, 1150 Park Drive, Unit #1104, Lake Geneva, stated his concerns and opposes this project.

Speaker 4: John Swanson, 1150 Park Drive, Unit #701, discussed his concerns and questions the future of this project and how it will affect their association.

Kupsik/Horne motion to continue public hearing item 9.B. to the next meeting.

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

Review and Recommendation of Step 2 of the Concept Plan for the General Development Plan and Precise Implementation Plan, filed by Steve Bieda, Mau & Associates, LLP, 400 Security Blvd, Green Bay, WI 54313, on behalf of Himansu Dhyani, at 1150 Wells Street, Tax Key No. ZYUP00142B.

Jon LeRoy, Mau & Associates, LLP, 400 Security Blvd, Green Bay, on behalf of the developer, Northern Management, and the owner, Himansu Dhyani, presented the Concept Plan for this project. Zoning Administrator Walling and Planner Slavney stated this meeting is for discussion and encouraged the Plan Commission to ask questions or give suggestions to help the applicant move forward toward the GDP and PIP process. Slavney also explained the process of moving from the Concept Plan to GDP/PIP steps. Commissioners Hill, Esarco, Horne said this project would be a welcomed addition to the city.

Adjournment. Hill/Horne motion to adjourn at 6:56 pm. Motion carried 6 to 0.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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Board of Park Commissioners' Minutes
Wednesday, July 26, 2017 – 6:30pm
City Hall, Meeting Room 2A

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

Staff Present: Blaine Oborn (City Administrator), Neil Waswo (Street Superintendent)

Public Present: Jim Flower, Cindy Flower, Jose Estrada (Omega Soccer), YMCA: Mike Coolidge, Jeremy Kinsey, Mike Kramp

Approval of Minutes from prior meeting:

Motion by Swanson/Quickel to accept minutes of June 28, 2017 as presented. Unanimously carried.

Comments from public limited to 5 minutes:

Jim Flower stated that he would like the city to retain Veterans Park, especially in consideration of the growth of the city.

YMCA/Veterans Park Report

Mike Coolidge reported that the baseball/softball ended July 31, approximately 500 children played during the season. During August, Men's Softball. During Fall, High School and 11/12 years old games. In September, the fall season will start with Soccer, Flag Football and Lacrosse.

Fields are maintained by the YMCA even when games are not being played.

Permits/Park Donations:

Omega Soccer League, an adult soccer league, is open to individuals that are 17 years old or older. The League needs field and goal post. The League will have rules of behavior that will include no alcohol and no undesirable behavior. These rules will be posted on the League's website. The League has agreed to not play on fields that are not "healthy."

Motion by Esarco/Kupsik to grant permit for the Omega Soccer League, League Omega to use field at Veterans Park on Sundays from May 1, 2018 through August 31, 2018 from 9am – 5pm, proof of insurance must be provided to the City before the permit is issued. Fee for the season is calculated at 17 Sundays at \$75 each Sunday for a total of \$1275, plus security deposit and application fee.

Motion carried 4 to 2 with opposed votes by Swanson and Quickel.

Motion by Kupsik/Philipps to approve the request by Mr. Andrew Taylor for bench, placed along the lakefront, in honor of his deceased wife, Angela Taylor. Staff recommendations to be followed. Motion carried unanimously.

Park Assignments/Repair Update/Maintenance

Mr. Swanson reported that the Parks are in very good repair and commended City staff on their fine work. Minor items were brought to the attention of staff.

Wind art is a beautiful addition to Flat Iron Park, but the art will be removed during Venetian Fest to protect the art from damage.

New Business

Aeration at Fermano and Home Depot not necessary since these ponds are being chemically treated. Also there is no electric at Fermano at this time.

Park Assignments: Mr. Swanson will oversee all parks with the assistance of: Ms. Schneider (Library, Tot Lot, Bike Path, and Donian); Ms. Philipps (Flat Iron and Dog Park); Mr. Quickel (Donian and Veterans Park); Ms. Esarco (Rushwood and Dunn Field).

Information on the possible creation of a Recreation Department was provided to the Park Board. The matter is currently being considered by the Personnel Committee. Meetings are expected to be held between the City, the School District, and the YMCA. The title of "Community Outreach Director" was suggested for this possible position.

Motion by Kupsik/Schneider to authorize staff to negotiate with the YMCA on possibly locating the YMCA at Veterans Park.

Motion carried 4 to 2 with Esarco "opposing" and Swanson "abstaining."

Old Business

Update on Vandewalle Bicycle & Pedestrian Path, carried forward.

Update on Manning Way – Original drawing not fitting, want to move away from South end, need cost for leveling lot, construction should start the end of September.

Tree Board Ordinance Policy, carried forward.

Future Meeting Agenda Items Old:

Update on Vandewalle Bicycle & Pedestrian Plan

Update on Manning Way

Tree Board Ordinance Policy

Future Meeting Agenda Items New:

Veterans Park, extending two diamond fields (Fields 1 and 2) by five feet.

Additional usage for Dunn Park/Disc Park

Next Meeting:

August 23, 2017 at 6:30 pm

Adjourn

Schneider/Philipps: Motion to adjourn at 8:32pm. Unanimously carried.

/s/ Ann Esarco, Park Board President

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

Board of Park Commissioners' Minutes
Wednesday, August 23, 2017 – 6:30pm
City Hall, Meeting Room 2A

Roll Call: Present: Alderman Doug Skates, Park Board Commissioners: Brian Olsen, Barbara Philipps, Peggy Schneider, John Swanson. Absent (excused): Ann Esarco, Mayor Kupsik, Lynn Hassler, Dave Quickel. Staff Present: Street Superintendent Waswo, Ald. Flower. Public Present: Mike Coolidge, YMCA

Swanson/Philipps motion to nominate Alderman Doug Skates to be the Chairman of the Park Board for the evening. Motion carried 5 to 0.

Approval of Minutes from prior meeting

Swanson/Philipps motion to approve the minutes of June 26, 2017 as presented. Motion carried 5 to 0.

Comments from public limited to 5 minutes. None

Report YMCA/Veterans Park Activities

Mike Coolidge shared the calendar for September and stated the softball programs are currently running. The fall season will start with soccer, flag football and lacrosse using the grass area. They have about 120 recreational soccer players and 85 football players (11/12 year olds), with registration ending on August 25. They'll be taking down the batting cages, volleyball nets and picking up the baseball bases/plates.

Permits/Park Donations

Park Rental application filed by Midwest Action Cycle and Club Scoot Jockeys, Sherm Lindsey, for Scootoberfest on October 7, 2017. This is a recurring event. They're requesting guests to bring food and grills to the park, and they have a full staff of 20 people (no alcohol, per the Police Chief). Electricity is needed for their PA system in Seminary Park, and all fees have been paid.

Swanson/Olsen motion to accept Scootoberfest as presented. Motion carried 5 to 0.

Application filed by VISIT Lake Geneva for the Winterfest U.S. National Snow Sculpting Competition held on January 29 to February 4, 2018 using Flat Iron Park. Ald. Skates requested that the committee approve the use of the park and let FLR and/or Council make the decision on the finances. FLR & Council will establish a fee structure and policy for events.

Olsen/Philipps motion to approve. Mr. Swanson questioned if the Council is obtaining a list of costs for events. Mr. Waswo replied Winterfest costs are around \$14,000. Motion carried 5 to 0.

Discussion on Park Assignments/Repair Update/Maintenance

Superintendent Waswo gave a recap on the end of summer vandalism on Library, Seminary Park and Dunn Field bathroom stall doors. It cost \$400 per flush valve to replace. There were no issues at the past festivals, i.e. Art in the Park or Venetian Fest.

New Business

Discussion/Recommendation for renewal or bidding for the Concession Stand Contract at Veterans Park expiring at the end of 2017

Ald. Skates would like to continue to next month's meeting as City Administrator Oborn could not attend. Mr. Waswo noted the Concessions contract is ending and they could decide whether or not to renew the lease with the current vendor or put it out for bid.

Philipps/Schneider motion to continue the item to next month's meeting. Ald. Skates explained the bid process and discussion a on possible different direction for concessions. Motion carried 5 to 0.

Discussion/Recommendation on the expansion of two diamond fields (Fields 1 and 2) and Veterans Park. Mr. Coolidge and Bill Amatas recommended extending the fields out 3 to 5 feet for a total of 70 foot base pads allowing more usage, i.e. tournaments. Mr. Skates requested Mike Coolidge, YMCA obtain pricing.

Discussion/Recommendation for additional usage of Dunn Park

Ald. Flower requested a change to the signage that restricts dogs from the area or keeping dog's on a leash. There is a sign that says no dogs in the park. Mr. Skates asked for this to be addressed at next month's meeting. Mr. Waswo noted it's already a city ordinance that dog's must be kept on a leash. Ald. Flower also suggested a different way to mow the disc golf course and let more wild flowers grow.

Old Business

Update on Vandewalle Bicycle & Pedestrian Plan

Ald. Skates said the update on Vandewalle Bicycle & Pedestrian Plan was approved. Brian Munson asked a lot of questions that had already been answered in the comprehensive plan approved three or four years ago. Mr. Skates is putting together a Steering Committee and work shop that will be very inclusive with the Parks. He will keep the committee abreast of what's happening.

Update on Manning Way

Mr. Waswo noted the Manning Way playground is being built right now at the factory. Down to Earth will be excavating the lot the week of Sept. 18. Kapur will survey the lot in the next week or two. The project is on schedule for construction the week of Oct. 2. Weather could move it back to the last week of September.

Tree Board Ordinance Policy

Ald. Skates knew there was a decrease in the number of members, and spoke with Candy the Chairperson a few months ago.

Skates/Olsen motion to continue to next month's meeting. Mr. Swanson noted a lot of people were not aware that the Tree Board reports to the Park Commission. Mr. Swanson pointed out there are some issues with the trees, specifically in the business park, where they have been shaved to the ground and covered with grass seed. Ald. Skates noted we plant a ton of trees and watering expenses is now becoming a big issue. Motion carried 5 to 0.

Future Meeting Agenda Items

- Update on Manning Way
- Tree Board Ordinance Policy
- Contract at Veterans Park expiring at end of 2017
- Veterans Park, extending two diamond fields (Fields 1 and 2) by five feet
- Flat Iron Park Sculptures

Next Meeting: September 27, 2017 at 6:30 pm

Adjourn: Schneider /Olsen motion to adjourn at 7:07pm. Motion carried 5 to 0.

/s/ Nan Elder, Assistant City Clerk

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

August 23, 2017 Board of Park Commissioners



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board Meeting

Thursday, August 10, 2017

8:00 a.m.

Room 2A, Lake Geneva City Hall

Call to order

Oppenlander called the meeting to order at 8:00 a.m.

Roll Call

Members present: Brookes, Gelzer, Halverson, Kersten, Kundert, Lafrenz, Lyon, Oppenlander

Also present: Kornak

Excused: Dinan

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

Minutes revised to reflect the flooring options and funding will be referred to Foundation for consideration.

Oppenlander/Lafrenz motion to approve the minutes of the July 13, 2017 meeting as revised.

Motion carried unanimously.

Finance

The Finance Committee recommended approval of expenditures of \$51,274.61 from general fund.

Halverson seconded recommendation. Motion carried unanimously.

Credit card policy referred to next agenda.

President's Report

Oppenlander reported the LED lighting project will be considered on a future agenda.

Expansion plans are deferred until the strategic plan is completed.

Oppenlander complimented the Director and staff for handling the recent police matter so professionally.

Committee Reports

Building & Grounds

Following discussion, Kersten/Gelzer motion to dissolve the Building & Grounds committee and refer operating decisions to the Director, in consultation with the chair of the Finance



LAKE GENEVA PUBLIC LIBRARY

Committee and President of the Board of Trustees, and expenditures up to \$2,000 as per the budget. Motion carried unanimously.

Strategic Planning

Gelzer summarized the August 7, 2017 ad hoc committee meeting. The next meeting is scheduled on August 23, 11:45 a.m. for Trustee Training webinar.

Public Relations

Kersten reported the web site design is in progress. A template has been chosen. A timeline is needed.

Closed Session

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

1. Library Director E. Kornak

Motion carried unanimously.

Lyon/Oppenlander motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in closed session. Motion carried unanimously. No action taken.

Exam Proctoring Policy

Policy amended to include a statement that the Library reserves the right to reject any or all proctoring requests. Lafrenz/Kersten motion to approve the policy as amended. Motion carried unanimously.

Donation Policy

Policy amended to add space for indicating in whose name the donation was made and if donation is anonymous. Lafrenz/Gelzer motion to approve donation form as amended. Motion carried unanimously.

City Liaison

Halverson presented the new library logo to the Council. The \$2.00 parking rate trial and the 10 minute library parking sign have been deemed successful. The beach expansion plan has been approved and is now in the design phase. Main Street repairs will be made in the fall.



LAKE GENEVA PUBLIC LIBRARY

Director's Report

Kornak presented a written report including:

- Program and service statistics
- Review of Chicago PD incident and donation
 - Lafrenz/Gelzer motion to work with police departments to return donation to victim's fund. Motion carried unanimously.
- City-approved use of impact fees.
 - Gelzer/Halverson motion to approve the Director's request to add EnvisionWare photo and document scanning service, faxing, and 5 year maintenance plan; and upgrade and expand internet access and wireless internet infrastructure not to exceed \$30,000. Motion carried unanimously.
- RFID tagging process in progress
- Wisconsin Library Association (WLA) conference.
 - Halverson/Lyon motion to approve \$350 for Director to attend conference. Motion carried unanimously.
- Discussion of east door replacement or refurbishing – bids needed
- Personnel: new Circulation Services Manager and new shelver hired. Retirement reception for Linda Dantuma Friday, August 25 from 9 – 11 a.m.

Friends of Library Report

Kundert reported on preparations for Friends Annual Book Sale. Members Preview Friday, August 10, 4 – 6:00 p.m.; public sale Saturday August 11, 9 – 3:00; and Sunday August 12, 11 – 2:00.

Adjournment

Lafrenz/Kersten motion to adjourn the meeting at 9:30 a.m. Motion carried unanimously.

Next meeting: Thursday, September 14 at 8:00 a.m., Smith Meeting Room

Respectfully submitted,

Chris Brookes
Secretary



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board Meeting

Thursday, September 14, 2017

8:00 a.m.

Smith Meeting Room, Lake Geneva Public Library

Call to order

Oppenlander called the meeting to order at 8:00 a.m.

Roll Call

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

Also present: Kornak

Excused: Kersten, Lafrenz

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

Kundert/Lyon motion to approve the minutes of the August 10, 2017 meeting. Motion carried unanimously.

Finance

The Finance Committee recommended approval of expenditures of \$50,057.36 from general fund.

Lyon seconded recommendation. Motion carried unanimously.

City of Lake Geneva Parking Manager Sylvia Mullally arrived at this time. Discussion of memo regarding library parking considerations and options for collaboration. No action taken.

Finance report continued (8:43 a.m.)

2018 LGPL proposed budget – revenue from fines and fees and county reimbursements are down. Request consideration of \$13,000 increase from City. Proposed balanced budget reflects Library's efforts to reduce staffing expenses. Budget draft due to City September 22 for hearing September 28 at FLR.

Gelzer/Halverson motion to approve 2018 Proposed Budget. Motion carried unanimously.

Halverson/Gelzer motion to approved credit card guidelines. Motion carried unanimously.



LAKE GENEVA PUBLIC LIBRARY

Voyager Client Brunch is Saturday, October 1 from 9:00 – noon at Geneva National. All Trustees invited.

President's Report

Oppenlander is waiting for data on LED lighting project.

Discussion of impact fee options: expand online services and appropriate infrastructure?

Committee Reports

Building & Grounds

Finance Committee recommended accepting bid for a two year contract from Schranz Roofing at \$1,550 per year for roof inspection, cleaning, and minor maintenance.

Gelzer seconded the recommendation. Motion carried unanimously.

Strategic Planning

The committee has met twice: August 23 to view the WI Trustee Training Presentation on Strategic Planning and September 6 to draft a commission statement, set timetable, and outline responsibilities. Gelzer presented the Ad-Hoc Strategic Planning Committee Commission statement. Kundert/Dinan motion to accept the Commission statement. Motion carried unanimously.

Public Relations

Kornak reported the website is in test mode.

Personnel

A meeting will be scheduled to review job descriptions.

City Liaison

Halverson reported the beach expansion project has been rejected; the City will make needed repairs. The Riviera project is making slow progress.

Director's Report

Kornak presented a written report including:

- Program and service statistics. Goal is to end the year with higher circulation than 2016.
- New Circulation Manager has been hired.
- 30/90 report: 609 summer reading entries, 45 adult summer reading prizes awarded.



LAKE GENEVA PUBLIC LIBRARY

- Director will attend WLA conference October 18-20.
- Donations received.
- RFID & Internet Infrastructure update: self-check kiosks coming in early October; WiFi network upgrades in progress.

Friends of Library Report

Kundert reported Friends Annual Book Sale did very well again this year. Final figures pending.

Adjournment

Halverson/Lyon motion to adjourn the meeting at 9:35 a.m. Motion carried unanimously.

Next meeting: Thursday, October 12 at 8:00 a.m., Smith Meeting Room

Respectfully submitted,

Chris Brookes
Secretary

Lake Geneva Historic Preservation Commission Meeting Minutes

July 13, 2017 6:30 p.m. at Lake Geneva City Hall

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

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

Approval of minutes of Historic Preservation Commission Meeting of June 8, 2017.

Comments from the public and correspondence. None

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

Sunday, August 20 at 8:00 P.M. Venetian Night Cruise—\$45.00 per person. Northwestern Military and Naval Academy Exhibit—Official Grand Opening—Saturday, September 16th from 4:00 – 6:00. Tuesdays @ Two programs: How Lake Geneva Grew 1850—Present. Presented by Patrick Quinn. August 15th.

Update on the historic 1928 Geneva Theater Building. The Friends of the Theater gave Shad Branen a check for \$30,000 to be used for lighting and curtains. They are putting together a brochure to be distributed to various groups for the rental of the theater.

Update regarding future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tours from David Desimone and/or Michael Rehberg. Black Point is now having their Thursday evenings walking tours, at 6:30 p.m. from the Riviera.

Review of recent bills, invoices and the current balance in the 2017 Historic Preservation Commission City Budget. Total activity for this period: \$60.17.

Update regarding proposed Lake Geneva Historic Railroad Site proposed by Ed Yaeger and creation of a plan for Proposed Historic Railroad Site for review and comment by the City of Lake Geneva. Blaine Oborn has no objection to this. But as of this date there has not been any clean up of the property as promised by the Street Department. No further information on this.

Update regarding the status of the I-phone app version of A Historic Lake Geneva Walking Tour

created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center, getting the app in the Apple App Store and creation of an Android version. No new information. Need to contact Dr. Platt.

Discussion regarding restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street and discussion re: potential new projects and promotional ideas for the LGHPC, including future "Tales of Lake Geneva", educational programs, and updates on our website www.historyoflakegeneva.org. Patrick Quinn has tried to talk to Mike Dunn, concerning the wall signs, but he was unavailable. Will try again. Should do another "Tales of Lake Geneva", maybe at the Geneva Theater.

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. Patrick Quinn is working on this. Will probably have to pay someone to help with the nomination.

Review of recent Historic Plaque Program applications, updating of the cost of plaques from Timberline Signs to \$145.00 each, and creation of new Historic Plaque for the 175th Anniversary of St. Francis de Sales Parish. The plaque for the church has been made. Cost: \$585.00, we will pay half and the church will pay other half. Jackie Hennerley, 421 Elmwood Avenue, has requested a plaque, but she has not provided the necessary documentation that the house was built in 1920.

Update on information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, the Wisconsin Association of Historic Preservation Commissions and Traditional Building & Period Homes magazines. We reviewed the information.

Meeting adjourned at 7:20 P.M.

Respectfully submitted,

Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

August 10, 2017 6:30 p.m. at Lake Geneva City Hall

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

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

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

Comments from the public and correspondence. None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners.
Northwestern Military and Naval Academy Exhibit—Official Grand Opening –Saturday, September 16th from 4:00—6:00. First Annual Golf Outing—Saturday, September 23rd, at Hawk's View; \$55.00 per person. Tuesdays @ Two programs: The Origins of Mardi Gras. Presented by Ken Cramer, September 19th.

Update on the historic 1928 Geneva Theater Building. The Friends of the Theater has put together a brochure to be distributed to not-for-profit groups, service clubs and charitable organizations interested in using the theater for fundraising events. "The Friends" will cover the rental. The organizations will be responsible for all other expenses.

Report regarding future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tours from David Desimone and/or Michael Rehberg. Black Point is now having their Thursday evenings walking tours, at 6:30 p.m. from the Riviera.

Review of recent bills, invoices and the current balance in the 2017 Historic Preservation Commission City Budget. Activity through Fiscal Period 07: \$60.17. We received the bill for our Lake Geneva Walking Tour Booklets. Ordered 1000 booklets, cost: \$990.00. Patrick Quinn picked them up.

Update regarding proposed Lake Geneva Historic Railroad Site proposed by the late Ed Yaeger, creation of a plan for Proposed Historic Railroad Site for review and comment by the City of Lake Geneva and acknowledgement of Ed Yaeger's contribution to historic

preservation in Lake Geneva. We paid our respects to Ed Yaeger, who had recently passed away. He was a past member of our Commission and a tireless leader in trying to persuade the City Council to recognize the importance the railroad played in the history of this town. At the time of his death he was trying to establish a historic railroad site. We have been working on this, and so far little has been accomplished. The City Council seems to be O.K. with this, but little else has been done. We asked Jim Davis if he could ask Ed Schwinn, President of the Museum, if he could write a letter in support of this project.

Update regarding the status of the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center, getting the app in the Apple App Store and creation of an Android version. Ken called Dr. Platt concerning this. She informed Ken that since it is owned by the city, there is little she can do. It is up to the City to straighten this out. All information flows to Sabrina's email. Once the City has taken care of this, then Dr. Platt can take it from there with Apple to get it set up and get it up on the Store.

Report regarding restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street and potential new projects for the LGHPC, including future "Tales of Lake Geneva" and updates on our website www.historyoflakegeneva.org. Patrick Quinn has been unable to talk to Mike Dunn about the wall signs, he has been unavailable. But Patrick thinks he can convince him, once he has a chance to talk with him.

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. Will review this in the Fall. University of Wisconsin Master Thesis indicates Cleveland designed it.

Review of recent Historic Plaque Program applications, updating of the cost of plaques from Timberline Signs to \$145.00 each, and creation of new Historic Plaque for the 175th Anniversary of St. Francis de Sales Parish. We approved a plaque for 222 Warren St., with a date of 1870. Jim Davis received a call from Steve Drebo, 1012 Dodge St. He indicated that the house had a plaque, but when he bought it, the previous owner took the plaque with him. We have no record that the house had a plaque. Will discuss this at our next meeting. St. Francis Church will observe the 175th Anniversary with a Presentation on September 20th, starting at 4:30.

Update on information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, the Wisconsin Association of Historic Preservation Commissions and Traditional Building & Period Homes magazines. We reviewed the information.

Meeting adjourned at 7:50 P.M.

Respectfully submitted,

Louise M. Rayppy

**AVIAN COMMITTEE MINUTES
MONDAY, JULY 24, 2017 – 5:00 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Halverson at 5:05 p.m.

Roll Call: Present: Chairman Halverson, Beverly Leonard, Nancy Swanson. Absent: Sarah McConnell, Coryn Commare. Also Present: City Administrator Oborn.

Approval of minutes from May 22, 2017 as prepared and distributed
Leonard/Swanson motion to approve. Motion carried 3 to 0.

Comments from the public limited to 5 minutes. None.

Discussion/Action/Recommendation on Avian Committee pursuing grants and donations for Purple Martin Housing

The Committee reviewed the cover letter for donations drafted by Ms. Swanson and made modifications by consensus.

Discussion/Action/Recommendation on installation of Purple Martin Houses in City Parks and City Property

Ms. Leonard provided an update on 1 Purple Martin house received and 6 still coming. She would like to dig before the freeze, with preferences that birdhouses be installed in August so the birds can scope them out for next year. She recommended not moving the old Purple Martin active nests in Library Park. Ms. Leonard will work with the Street Superintendent for installation of the 7 Purple Martin Birdhouses.

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

The remaining item to complete is the flyer. The date has been set and the speaker has been scheduled. Chairman Halverson to work with Ms. McConnell on publicity.

Discussion/Recommendation/Action on Avian Committee Website Improvements

No action taken.

Discussion/Recommendation of future agenda items

Pursuing grants and donations for Purple Martin Housing; Installation of Purple Martin Houses in City Parks and City Property; 6th Annual Swift Night Out, Recruiting volunteers to monitor the Purple Martin nests; Inquiry on available grants

Adjournment.

Swanson/Leonard motion to adjourn at 5:45 pm. Motion carried 3 to 0.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE AVIAN COMMITTEE

**TOURISM COMMISSION MINUTES
WEDNESDAY, AUGUST 9, 2017 – 5:00 PM
CONFERENCE ROOM 2A, CITY HALL**

Meeting called to order by Vice Chair Carstensen at 5:00 p.m.

Roll Call. Present: Alderman Richard Hedlund, Alderman Cindy Flower, Chair and Citizen Chris Gelting (arrived at 5:07 pm), Business Rep. Charlie Lorenzi, BID Board Business/Hotel Rep. Andrew Fritz, and Vice Chair & Hotel Rep. Tammie Carstensen. Also Present: City Administrator Blaine Oborn, President & CEO of Visit Lake Geneva Stand-in Joe Tominaro, Mayor Al Kupsik, and BID Executive Director Bridget Leech.

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

Approval of the Tourism Commission minutes from July 12, 2017. Motion by Flower/Fritz to approve minutes from July 12, 2017. Motion unanimously carried.

Chair Gelting arrives and takes over conducting the meeting.

Update from Tourism Entity (Visit Lake Geneva) on Promotional Activity, Calendar, and Hotel Performance. A report and overview of activity was provided by Tominaro.

Update from the Lake Geneva Business Improvement District (BID) on Events and Activity. Leech provides update on upcoming events including Maxwell Days, Taste of Lake Geneva, Oktoberfest, and movie on the beach. Also discusses Pedestrian Study and Lodging by the Lake.

Discussion/Action on Room Tax Dollars Collected, Financials, and Disbursements. Oborn provides report.

Discussion/Action Primary Tourism Entity for Tourism Promotion Services/Functions for 2018 and beyond including corresponding Requests for Proposals. Oborn provides update on notices to tourism entities RFP with proposals due before next meeting.

Discussion/Action on marketing projects including Promotional Grant Program for events that generate overnight stays. Gelting/Oborn provided final Promotion Grant Program with application. Motion by Flower/Carstensen to approve Promotional Grant Program as presented and authorize advertising.

Discussion/Action on Municipal Development including:

The Riviera Ballroom Promotion and Renovation. Continuing discussion on funding promotion and renovation.

Studying the Possibility of a Cooperative Convention Center and Expansion. Consensus to focus on sales initiatives and Lodging by the Lake.

Discussion/Action on Hotel Rooms Rented Reporting including use of the STR and Room Tax Reporting. Gelting started discussion with the possibility of asking hotels to voluntarily provide occupancy rates. Also discussed option of paying for STR report. Item continued.

Discussion/Action/Recommendation on City of Lake Geneva Room Tax Rate. Discussed option of increasing room tax rate to fund Riviera Building Renovation and how higher rates will only impact decision for groups rates. Would require City Council decision. Item consideration discontinued via consensus.

Future agenda items and meeting date. Future items: BID Pedestrian Study, Tourism Entity RFP, Riviera, and Lodging by the Lake. Next meeting September 13, 2017 at 5:00 PM.

Adjourn. Motion by Hedlund/Gelting to adjourn at 6:37 pm. Motion unanimously carried.

/s/ Blaine Oborn, City Administrator/Secretary

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE TOURISM COMMISSION

**BOARD OF REVIEW
WEDNESDAY, AUGUST 9, 2017 AT 9:00 AM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Chairman Kupsik called the meeting to order at 9:02 am.

Roll Call: Present: Aldermen Chappell, Skates, Kordus, Howell, Mayor Kupsik, City Clerk Waswo.

Also present: Alternate Ald. Halverson, Assessor Lee DeGroot, City Administrator Oborn and City Attorney Draper.

Kordus/Skates motion to approve the minutes from May 22, 2017 meeting as distributed. Unanimously carried.

Verification that at least one member has met the mandatory training requirements specified in Wis. Stats. §70.46 (4). Mayor Kupsik announced that City Clerk Waswo and Ald. Skates completed the mandatory training.

Announcement that Notices of Assessment were mailed and Open Book session was held on July 5, 2017

City Clerk Waswo announced the notices were mailed and the Open Book session was held on July 5, 2017.

Review and Examination of Assessment Roll

Assessor Lee DeGroot delivered the 2017 Assessment Roll to the City Clerk on August 9, 2017. The Assessor's Affidavit and Official Oath of Office have been signed. Assessor DeGroot stated we are maintaining full value assessments so we are looking at sales in comparison to our assessed values and adjusting values where necessary. They visited 464 new construction and sales properties with just under 3,000 notices mailed out. There was an increase of 3.43% on residential values. DOR recently came out with their equalized value of a 4% residential increase, so we are right in line with what the DOR is doing as well. They mailed 62 open book change notices. New construction came in at \$22,104,300.

Alternative Ald. Halverson left at 9:34am

Objector to be heard

Ryan Southwick, N209 Bissell Street, Lake Geneva, Wisconsin, Agent for Sharon O. Ward Trust, 406 S. Lakeshore Drive, Lake Geneva, WI, 53147, appeared before the Board of Review at 10:23am and requested a waiver of the 48 hour notice to file the objection. City Clerk Waswo stated we did receive the objection form yesterday, which was past the 48 hour deadline.

Howell/Skates motion to waive the 48 hour requirement to hear the case.

Roll Call: Chappell, Skates, Kordus, Howell, Kupsik, Waswo voted "yes." Unanimously carried.

City Clerk Waswo introduced the case of Sharmon O. Ward Trust, 406 S. Lakeshore Drive, Lake Geneva, Tax Key ZLAK1 00004, assessed value of \$43,500 (land), \$330,500 (improvements), and \$374,000 (total). Assessor Lee DeGroot and Agent of the Property Owner Ryan Southwick were sworn in by City Clerk Waswo and provided evidence and testimony.

Deliberation

Kordus/Howell motion that there was a sale of a reasonable comparable property, it was an arm's length transaction based on best information and that the assessed value of the property of \$374,000 should be upheld.

Roll Call: Skates, Kordus, Howell, Kupsik, Waswo voted "yes." Motion carried 5 to 1 with Ald. Chappell voting "no."

City Clerk Waswo provided Ryan Southwick with the Board of Review Notice of Determination upholding the assessor's value and the 2017 Property Assessment Appeal Guide.

Adjournment

There being no further objectors, Waswo/Skates motion to adjourn to August 14, 2017 at 5:45pm.

Unanimously carried to adjourn at 11:18 a.m.

/s/ Sabrina Waswo, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE BOARD OF REVIEW