



**COMMITTEE OF THE WHOLE**  
**MONDAY, NOVEMBER 04, 2019 – 6:00 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

**AGENDA**

Council President, John Halverson

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

1. Council President Halverson calls the meeting to order
2. Pledge of Allegiance – Ald. Straube
3. Roll Call
4. Approval of Minutes from October 07, 2019 Committee of the Whole Meeting as distributed.
5. Inspired Coffee to present on the new downtown location and their mission.
6. Discussion of City Government Technology
7. 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.
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 Howell
  - b. Personnel Committee, Alderman Proksa
  - c. Public Works Committee, Alderman Flower
  - 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 Dunn



- c. Police & Fire Commission, Alderman Skates
  - d. Plan Commission, Alderman Skates
  - e. Board of Park Commissioners, Alderman Straube
  - f. Library Board, Alderman Halverson
  - g. Historic Preservation Commission, Alderman Dunn
  - h. Cemetery Board, Alderman Howell
  - i. Avian Committee, Alderman Proksa
  - j. Tourism Commission, Aldermen Hedlund & Straube
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. VISIT Lake Geneva, Alderman Proksa
  - b. Geneva Lake Museum, Alderman Dunn
  - c. Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund
  - d. Geneva Lake Environmental Agency, Alderman Skates
  - e. Geneva Lakes Family YMCA, Alderman Flower
  - f. Geneva Lake Use Committee, Alderman Dunn
  - g. Business Improvement District, Alderman Halverson

10. Adjourn

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

10/31/2019 10:00 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE MINUTES  
MONDAY, OCTOBER 07, 2019 – 6:00 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President, John Halverson

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

Council President Halverson calls the meeting to order at 6:00 pm

Pledge of Allegiance – Ald. Howell

**Roll Call:** Alderspersons: Selena Proksa, Tim Dunn, Cindy Flower, Shari Straube, Ken Howell and Rich Hedlund

Absent: Doug Skates

**Approval of Minutes from August 05, 2019 Committee of the Whole Meeting as distributed.**

Ald. Proksa motion to approve the August 05, 2019 minutes, second by Flower. Motion carried 7-0.

**Introduction of Stephanie Klett, VISIT Lake Geneva, President & CEO**

Shared her extensive experience in the Tourism Industry and noted that Lake Geneva is currently hosting a Geiger Tour at the Hunt Club. This is a group of the top travel industry writers in the country with interest in publishing featured stories on Lake Geneva.

**Parking Program Presentation by Sylvia Mullally, Parking Operations Manager**

Mullally shared the presentation overview of options for the Parking program.

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

*Jim Strauss*, 1517 Meadow Ridge Circle, he's opposed to the format of the Special Common Council meeting, the opinion of the City's attorney to omit public comment for the Special Common Council meeting, and the structure for the Committee of the Whole meeting. He's also opposed to concept planning and predicted rezoning of Hillmoor.

*Spyro Condo*, 1760 Hillcrest Dr., he's opposed to the special 5:30 pm Special Common Council meeting that took place today not following standard procedure, specifically because the agenda item that was being reconsidered. He's also opposed to the public comment being removed via recommendation of the attorney, and the City Council and/or Planning Commission looking at contract zoning options for a zoning change as its highly illegal. He stated that he believes the decisions are biased and therefore they cannot act in neutrality. Spiro also expressed his appreciation of Ald. Straube & Dunn for taking a stand on this matter.

*Charlene Klein*, 817 Wisconsin St., Ald. Howell asked in the last Council meeting when the reconsideration meeting would take place, and Attorney Draper responded to the question stating it would take place at the next Council meeting. She also expressed her concern for obtaining three concept plans for alternative land uses regarding Hillmoor, noting that when the council makes a decision, that's the decision - unless you reject all three proposals. She also referenced the 9/16 Planning Commission minutes without an amendment to the Comprehensive Plan.

**COMMITTEE OF THE WHOLE MINUTES  
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CITY HALL BUILDING, COUNCIL CHAMBERS**

*Pete Peterson*, 1601 Evergreen Lane, opposed to the fact that not one of the Alderman called for or ask for the public to speak at the 5:30 pm Special Council meeting. He's opposed to the council not listening to the residents to vote down the three land alternatives for Hillmoor.

*Mary Jo Fesenmaier*, 1085 S. Lake Shore Dr., she stated that one of the comprehensive plan maps was missing from the Planning Commission packet. She also stated that the city's website had stated that Vandewalle & Assoc. would be doing a site visit on 10/9. She believes things are being said in name of the council behind closed doors.

*Dick Malmin*, N1991 S. Lake Shore Dr., he stated that he believes the whole process with Hillmoor is contract zoning, and that he's opposed to the way the Mayor & City Attorney are handling the project. There needs to be a change with the system.

*Dimitri Anagnos*, 148 Cass St., he questions the metal on the sidewalks by the school and whether or not it's ADA compliant. He heard the Ice Castles moved to the Geneva National, and stated his disappointment that it couldn't be kept in the city. He also referenced that there are different ways to deal with the parking and suggested maybe rates change based on the season. He stands behind the people and sharing their point of view.

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

Finance, License & Regulation Committee, Alderman Howell

Personnel Committee, Alderman Proksa

Public Works Committee, Alderman Flower

Piers, Harbors, & Lakefront Committee, Alderman Skates

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

Utility Commission, Aldermen Hedlund & Flower

Tree Board, Alderman Dunn

Police & Fire Commission, Alderman Skates

Plan Commission, Alderman Skates

Board of Park Commissioners, Alderman Straube

Library Board, Alderman Halverson

Historic Preservation Commission, Alderman Dunn

Cemetery Board, Alderman Howell

**COMMITTEE OF THE WHOLE MINUTES  
MONDAY, OCTOBER 07, 2019 – 6:00 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

Avian Committee, Alderman Proksa

Tourism Commission, Aldermen Hedlund & Straube

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

VISIT Lake Geneva, Alderman Proksa

Geneva Lake Museum, Alderman Dunn

Lake Geneva Economic Development Corporation, Aldermen Howell & Hedlund

Geneva Lake Environmental Agency, Alderman Skates

Geneva Lakes Family YMCA, Alderman Flower

Geneva Lake Use Committee, Alderman Dunn

Business Improvement District, Alderman Halverson

Ald. Hedlund departed the meeting at 7:40 pm.

Ald. Straube departed the meeting at 7:49 pm.

**Adjourn**

Motion by Ald. Howell to adjourn, second by Proksa. The meeting adjourned at 8:15 pm. Motion carried 5-0.

*10/15/2019 7:12 am*

cc: Aldermen, Mayor, Administrator, Attorney, Media

**SPECIAL FINANCE, LICENSING & REGULATION COMMITTEE MINUTES**  
**BUDGET WORKSHOP**  
**WEDNESDAY, SEPTEMBER 26, 2019 – 9:00AM**  
**CITY HALL, COUNCIL CHAMBERS**

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

**Call to Order**

Chairperson Howell called the meeting to order at 9:00 a.m.

**Roll Call**

Present: Howell, Halverson, Skates, Hedlund and Proksa

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

Chairman Howell made a motion to allow Alderman Dunn and Alderman Flower the right to participate and speak throughout the budget workshop. Motion Seconded by Halverson. Motion carried 5-0

**Presentations / Workshop for the 2020 City of Lake Geneva Budget**

**Library;** Library Director Emily Kornak presented the library's requests for budget year 2020. Questions and general discussion was held between the committee and Kornak.

**Parking;** Parking Manager Sylvia Mullally presented the Parking requests for budget year 2020. Questions and general discussion was held between the committee and Mullally. The Committee asked that Mullally provide information regarding revenues if the premium parking spots along Wrigley Drive were to be increased by 50% from two dollars to three dollars.

**Municipal Court;** Finance Director Karen Hall spoke on behalf of the Court concerning their proposed 2020 budget. Questions and general discussion was held between the committee and Hall.

**City Clerk;** City Clerk Lana Kropf presented the Clerk Department's proposed budget for 2020. Questions and general discussion was held between the committee and Kropf.

**Public Works;** Public Works Director Tom Earle presented his various budget requests for 2020. Earle also reviewed various items being requested within the capital projects and equipment replacement funds. Questions and general discussion was held between the committee and Earle.

At 11:13 a.m. Chairman Howell called the committee into recess until 1:00 p.m.

At 1:00 p.m. Chairman Howell called the Finance Committee back into session.

**Fire Department;** Fire Chief John Peters reviewed the proposed Fire Department budget for 2020. Questions and general discussion was held between the committee and Peters.

**Police Department:** Ed Gritzner and Police Chief Mike Rasmussen with the Police Department reviewed the proposed Police Department budgets for 2020. Questions and general discussion was held between the committee, Gritzner and Rasmussen.

**Building & Zoning Department:** Building and Zoning Administrator Fred Walling reviewed the proposed Building & Zoning Department budget for 2020. Questions and general discussion was held between the committee and Walling.

**Village Administrator:** City Administrator Dave Nord reviewed his proposed budget for 2020. Questions and general discussion was held between the committee and Nord.

**City Attorney:** City Attorney Dan Draper reviewed his proposed budget for 2020. Questions and general discussion was held between the committee and Draper.

**Finance:** Finance Director Karen Hall reviewed her proposed budget for 2020. Questions and general discussion was held between the committee and Hall.

**Technology:** I.T. Manager Jeff Miskie reviewed his proposed budget for 2020. Questions and general discussion was held between the committee and Miskie.

At 3:17 p.m. Chairman Howell called the committee into recess until 4:00 p.m.

At 4:00 p.m. Chairman Howell called the Finance Committee back into session.

**Lake Geneva Historic Preservation Commission:** Grace Hanny presented the Commission's budget request for 2020. Questions and general discussion was held between the committee and Hanny.

**Geneva Lake Level Committee:** John Simms presented the Commission's budget request for 2020. Questions and general discussion was held between the committee and Simms.

**Avian Committee:** Carol Zimmerman presented the Commission's budget request for 2020. Questions and general discussion was held between the committee and Zimmerman.

**Tourism Commission:** Tammie Carstensen presented the Commission's budget request for 2020. Questions and general discussion was held between the committee and Carstensen.

**Geneva Lake Law Enforcement Agency:** Mayor Tom Hartz presented the Agency's budget request for 2020. Questions and general discussion was held between the committee and Hartz.

**Geneva Lake Use Agency:** Finance Director Karen Hall reported that the Geneva Lake Use Agency is not requesting any funding for budget year 2020.

**YMCA:** Mike Kramp presented the YMCA's budget request for 2020. Questions and general discussion was held between the committee and Kramp.

**Geneva Lake Museum:** Michael Ploch presented the Museum's budget request for 2020. Questions and general discussion was held between the committee and Ploch.

**Business Improvement District:** Bridget Leech presented the BID's budget request for 2020. Questions and general discussion was held between the committee and Leech.

**Geneva Lake Environmental Agency:** Ted Peters presented the Commission's budget request for 2020. Questions and general discussion was held between the committee and Peters.

### **Adjournment**

Motion by Hedlund to adjourn the special meeting of Finance, Licensing, and Regulation Committee, second by Skates. Motion carried 5-0. The meeting adjourned at 5:43 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE  
TUESDAY, OCTOBER 1, 2019 – 6:00 PM**

**CITY HALL, CONFERENCE ROOM 2A**

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

Chairperson Howell called the meeting to order at 6:05 p.m.

**Roll Call**

**Present:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

**Absent:** None

Also Present: Mayor Hartz, Ald. Flower, Administrator Nord, Asst. Clerk, Elder

**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**

Mark Nastrious, W1234 Palmyra, WI, one of the contracted that turned in a bid for the Riviera roofing project and he's opposed to how his bid was managed and would like his companies bid to be reconsidered.

Jim Strauss, 1517 Meadow Ridge Circle, expressed his disappointment with the bidding on the Riviera roofing project.

**Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of September 17, 2019, as prepared and distributed**

Motion by Ald. Proksa to approve the minutes of the September 17, 2019 Finance, Licensing, and Regulation Committee meeting, second by Ald. Halverson. No discussion. Motion carried 5-0.

**Licenses & Permits**

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

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

**Discussion/Recommendation regarding Resolution 19-R68 amending the City of Lake Geneva Fee Schedule to update the Event Permit Policy fees**

Motion by Ald. Skates to approve Resolution 19-R68 amending the City of Lake Geneva Fee Schedule, second by Ald. Hedlund. No discussion. Motion carried 5-0.

**Discussion/Recommendation regarding contract with Gage Marine for Pier Installation and Maintenance for 2019-2021**

Motion by Ald. Skates to approve the contract with Gage Marine for Pier Installation and Maintenance, second by Ald. Proksa. Ald. Flower stated item #3. needs to be \$21K. Ald. Hedlund raised concern with the amount raised and was curious if it was based on a percentage or escalator. Administrator Nord said it was escalator. Motion carried 5-0.

**Discussion/Recommendation regarding awarding contract for Riviera Roof Project to Renaissance Roofing**

Motion by Ald. Skates to approve, second by Ald. Halverson. Ald.

Howell asked if there was an issue with the bidding process?

Motion failed.

Motion by Ald. Halverson, second by Skates to have Dave from MSI to speak. Motion carried 5-0.

Dave Luterpack with MSI General presented at the time when proposals were opened consisted of the three bid forms and they didn't realize the references were in the coversheet of the body of the email. Dave, from MSI shared copies of the bids and tally sheets and offered to share with the committee. Ald. Halverson & Flower requested to see the proposals that were distributed by Dave from MSI. Ald. Flower asked if MSI checked the references and Dave from MSI said they had not. Committee asked what would happen to the timetable if request having the bids reviewed again. Dave from MSI stated it was subjective and he doesn't know how the . Ald. Halverson stated lowest b. Ald. Flower referenced

comparison of roofing on home vs. commercial property and is there a difference. Ald. Skates stated there is a difference. Looked at qualifications on comparison of work Ald. Skates believes the Renaissance has better qualifications.

Doug Skates withdraws his motion. Ald. Howell withdraws his motion.

Ald. Howell motion to send this to council, without recommendation, second by Proksa. Ald. Flower noted that bids and MSI spreadsheet need to be included in the packet. Motion carried 5-0.

Ald. Howell, Halverson uncomfortable with the circumstances

Discussion/Recommendation regarding MSI Services related to the Riviera Roof Project

Ald. Howell motion to have MSI Services related to the Riviera Roof Project need to be sent to the council, second by Ald. Halverson. Motion carried 5-0.

**Presentation of Accounts**

Prepaid Bills in the amount of \$218,440.50

Motion by Ald. Proksa to approve, second by Ald. Hedlund. Karen pointed out Payne & Dolan was included in the last meeting. Motion carried 5-0

Regular Bills in the amount of \$118,075.79

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

**Adjournment**

Motion by Ald. Hedlund to adjourn, second by Ald. Proksa. Motion carried 5-0. The meeting adjourned at 6:43 p.m.

**SPECIAL FINANCE, LICENSING & REGULATION COMMITTEE- BUDGET WORKSHOP MINUTES  
TUESDAY, OCTOBER 8, 2019 – 6:00 PM  
CITY HALL, CONFERENCE ROOM 2A**

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

The meeting was called to order by Chairperson Howell at 6:01 p.m.

**Roll Call**

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

**Absent:** None

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

None

**Presentation/Workshop for the 2020 City of Lake Geneva Budget**

City Administrator Nord explained that this meeting will be only to discuss the Capital Budget and the Equipment Replacement Fund. Finance Director Hall then reviewing the capital project budget. Hall noted that there was an addition of \$125,000 to place traffic signals at the intersection of Edwards Blvd and Bloomfield Rd. It was added that this will be paid for solely by the City since the township has indicated that they do not have the funds. Flower indicated that in the future she would like to see developers held responsible for paying for things such as this. She noted that the new development built in that area is contributing to the increased traffic.

Hall indicated that there is a gap in the requests and available funds. This session will be used to determine which projects will be staying in the 2020 budget. The 2020 road project will be increased from \$750,000 to \$810,000, this increase is due to the addition of alleys to the road work. She added that the Riviera roof project was slated to cost \$1.3 million, however the bids came in much lower so there would be extra funds available.

Lt. Ed Gritzner indicated that the Police Department will be needing \$146,380 to build a new impound building. The current space has been outgrown and the new facility needs to be climate controlled for forensic reasons.

DPW Superintendent Waswo reviewed the DPW budget requests that included roof repairs at the main department building. Waswo indicated that several rooms in the shop are not useable when it rains and that often it floods.

The committee discussed borrowing money to cover the gap. Hedlund indicated that he wouldn't be opposed to borrowing money to avoid eliminating department requests and since the interest rates are very practical.

Finance Director Hall then began the review of the Equipment Replacement Fund. She reviewed the fund and went over each department's requests. There were increases to some of the DPW's equipment due to inflation. City Hall is slated to update its security system and fire alarm, both cost \$25,000. The Fire Department indicated that they were looking to purchase a new airboat that is slated to cost \$125,968. Fire Chief Peters noted that piece of equipment is used quite frequently for emergency rescues; however, the current boat had been out of service about nine times in the last twelve months.

Lt. Ed Gritzner then presented his review of the department's equipment replacement fund and noted that the largest expense would be a shared mobile command unit with the Fire Department. He also added that the expense for the mobile command unit would also be split between 2020 and 2021. Finance Director Hall indicated the budget for the equipment replacement fund is \$600,000, however the total requests totaled \$881,646. She also fears that if the City doesn't put money aside in the next five years this fund will be completely depleted. The committee then reviewed the various department requests to close the gap.

Multiple committee members stated that the first item to more than likely be removed from the 2020 equipment replacement fund would be the mobile command unit. Skates stated that he would like to see fundraising efforts and even grant applications for the mobile command unit. The committee agreed to remove the mobile command unit purchase for 2020, totaling \$249,928 and the DPW's sweeper at \$30,000.

**Adjournment**

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 7:51 p.m.

**FINANCE, LICENSING & REGULATION COMMITTEE**  
**TUESDAY, OCTOBER 15, 2019 – 6:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

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

The meeting was called to order by Chairperson Howell at 6:11 p.m.

**Roll Call**

Present: Howell, Proksa, Skates, and Hedlund

Absent and Excused: Halverson

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

Jenny Heaton 1614 Lake View Dr; Spoke in favor of the parking regulations being enforced in the Geneva Manor.

Pete Peterson; Evergreen Ln; Spoke in favor of the parking restrictions but maybe only in effect from May 15 to September 15.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of October 1, 2019, as prepared and distributed

Motion by Proksa to approve, second by Skates. Motion carried 4-0.

**Licenses & Permits**

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

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

Clerk Kropf noted that both liquor license items should be discussed simultaneously as they are related. She noted that both applicants have completed their paperwork and are up for consideration at this point

Discussion/Evaluation/Possible Recommendation regarding an Original “Class B” Reserve Intoxicating Liquor & Class “B” Fermented Malt Beverage License Application filed by Beachside Hospitality Inc d/b/a Barriquer Bistro & Wine Bar, agent, Nancy Trilla, located at 835 Wrigley Drive, Lake Geneva, WI

No discussion on this item.

Discussion/Evaluation/Possible Recommendation regarding an Original “Class B” Reserve Intoxicating Liquor & Class “B” Fermented Malt Beverage License Application filed by D&D Restaurant Group, Inc d/b/a The Flat Iron Tap, agent, John Sherman Lindsey, located at 150 Center St, Lake Geneva, WI

Motion by Proksa to approve the license for Flat Iron Tap with the contingency that Fire Department approval of the site, second by Howell.

Hedlund noted that he is not comfortable with issuing the license to either business at this time. Proksa noted that this policy was approved by the Council to address this specific issue. Motion tied 2-2, with Howell and Hedlund voting no.

Motion by Howell to refer to Council without recommendation, second by Proksa. Motion tied with Skates and Hedlund voting no. Motion died.

Motion by Howell to table to the next FLR meeting, second by Proksa. Motion tied 2-2, with Hedlund and Skates voting no. This item dies at the committee.

Discussion/Recommendation regarding **Ordinance 19-16** an ordinance amending subsection (a)(1), No parking, standing or stopping zones, of Section 210, Parking Regulations, of Article VI, Traffic Code, of Chapter 74, Traffic and Vehicles of the City of Lake Geneva Municipal Code; relating to parking regulations on Hillside Drive and Lake Shore Drive

Motion by Proksa to approve, second by Hedlund. Lt. Grtizner explained the areas where this no parking exceptions will be put in place for all year. Motion carried 4-0.

Discussion/Recommendation regarding awarding bids for the following public projects:

**Riviera Roof**

Motion by Howell to approve the recommendation from MSI and award the bid for the Riviera Roof Project to Renaissance Roofing with Option A- Clay Tile with alternate #1, second by Skates. Dave Luterbach of MSI reviewed the bid and the work to be completed. Luterbach noted that the window to complete the work would be from February to April to accommodate May weddings. Skates would to see a special Council meeting on Monday, October 21 to move this bids forward. Motion carried 4-0.

**Riviera Windows**

Motion by Howell to approve the recommendation from MSI and award the bid for the window glass and glazing to Ackman Glass with Option A with Alternate #1 & #2, second by Skates. The committee discussed funding sources to cover the costs for all of the Riviera bids. Motion carried 4-0.

**Riviera Tuck-Pointing**

Motion by Howell to approve the recommendation from MSI and award the bid for the tuck pointing to MRI with Option B to include alternate #1

Motion by Howell to approve the use of \$500,000 of Lakefront Fund and the balance from the borrowing, second by Heldund. Motion carried 4-0.

Discussion/Recommendation regarding final payment to Sonrise Construction for the White River Disc Golf Course Pedestrian Bridge Replacement Project in an amount not to exceed \$684.10

Motion by Skates to approved, second by Hedlund. Motion carried 4-0.

Discussion/Recommendation regarding approval of Pay Request #2 for Payne & Dolan Inc in the amount of \$423,688.82 for the 2019 Street Improvement Program

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

Discussion/Recommendation regarding job descriptions for the positions of Beach Attendant and Beach Lead

Motion by Proksa to approve, second by Skates. Motion carried 4-0.

Discussion/recommendation regarding parking payment option: Adding customer payment option with "Passport" App  
Parking Manager Mullally noted that the City Attorney had reviewed this agreement and he had issues with the fact that if the system went down through passport the City may lose some funds collected.

Motion by Skates to approve, second by Proksa. Motion carried 4-0.

Discussion regarding September 2019 Treasurer's Report and Budget versus Actual

Finance Director Hall reviewed the September 2019 Treasurer's Report and the Budget versus actual. No action taken.

Presentation/Workshop for the 2020 City of Lake Geneva Budget

Finance Director Hall noted that the mill rate will be dropping to \$5.42 from \$5.56 from the previous year. Hall then reviewed the City's debt schedule and service. She then reviewed the lakefront fund and any upcoming projects. Skates would like to see the GLLEA budget potentially cut in half to pay for stony stone wort eradication and the overall health of the lake. Hall stated that she would cut that budget in half and create a separate line item to be titled "Lake Preservation." Hall then reviewed the Parking fund as well. Skates would like to see the \$15,000 allocation for the Bike & Pedestrian Study continue. Mullally addressed the committee regarding potential fee increases in some of the busier areas in the City that could generate more funds for the City.

Motion by Howell to move forward with "Option #3" to increase the parking fee in the premier areas to \$3 per hour, second by Hedlund. Motion carried 4-0.

Hall ended her presentation by reviewing the general fund. Hall noted that she would like to see the staff wage increased by 2.5%. No action taken.

## **Presentation of Accounts**

Prepaid Bills in the amount of \$ 51,239.52

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

Regular Bills in the amount of \$312,906.74

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

## **Adjournment**

Motion by Howell to adjourn the meeting, second by Hedlund. Motion carried 4-0. The meeting adjourned at 7:58 p.m.

**SPECIAL FINANCE, LICENSING & REGULATION COMMITTEE- BUDGET WORKSHOP**  
**TUESDAY, OCTOBER 22, 2019 – 5:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

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

The meeting was called to order by Chairperson Howell at 5:00 p.m.

**Roll Call**

Present: Howell, Proksa, Skates, and Hedlund

Arrived later: Halverson

Others present: Alderperson Flower, Mayor Hartz, Finance Director Hall, HR Director Raebel and Administrator Nord

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

**Presentation/Workshop for the 2020 City of Lake Geneva Budget**

Finance Director Karen Hall introduced Matthew Chadwick of Cottingham & Butler. Chadwick addressed the committee concerning renewal information for the city's health insurance as well as his efforts to secure additional quotes.

Chadwick stated he would expect responses from the other insurance companies either later this week or next week.

Chadwick then provided the committee with a written report on potential group benefits and went over the information contained within the report. Chadwick answered various questions from the committee and left the meeting.

General discussion was held by the committee members on other health related topics and it was consensus that the city would continue offering the employee clinic for 2020.

City Administrator Dave Nord addressed the proposed budget for the Building & Zoning Department. Nord and Hall went over the department's line items and provided supporting information to justify the projected building permit and related fees for 2020. Nord reported that, per the Personnel Committee's direction, the total number of hours budgeted for part-time staff within the department would remain unchanged for 2020. Nord also reported that the proposed document scanning project for 2020 has been removed from the department's budget. General discussion was held among the committee members.

**Adjournment**

Motion by Hedlund to adjourn the meeting, second by Proksa. Motion carried 4-0. The meeting adjourned at 6:09 p.m.

**PERSONNEL COMMITTEE MINUTES**  
**TUESDAY, OCTOBER 1, 2019 – 4:30 PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

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

The meeting was called to order by Chairperson Proksa at 4:30 p.m.

**Roll Call**

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

Absent: None

Also Present: Administrator, Nord, Comptroller, Hall, Nurse Natalie, Asst. Clerk, Elder

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

None

Approval of the minutes from the September 3, 2019 Personnel Committee Meeting

Motion by Ald. Skates to approve the minutes of the September 3, 2019 Personnel Committee meeting, second by Ald. Halverson. No discussion. Motion carried 5-0

Discussion/Recommendation regarding City of Lake Geneva Employer Clinic

Nurse Natalie proposed ways to increase utilization of the clinic in her hand out, and noted that the city is coming up on two years of offering the employer clinic. Ald. Skates suggested moving or changing the Tuesday clinic date to Monday, and thinks a five-minute presentation to the Fire, Police, PWC, Utilities & other department heads meetings would be beneficial. Administrator Nord will work with City Clerk to get Natalie dates/locations of department head meetings to do so. Ald. Flower had asked for the financial significance of the clinic since we've changed from self-insured. Nurse Natalie pointed out the benefit of the clinic is there's no access fee/visit fee.

Discussion/Recommendation regarding central storage of the following personnel related files:

- a. Applications/Resumes
- b. Performance Reviews
- c. Employee Handbook Acknowledgements
- d. Copies of Certifications
- e. Salary Change Forms
- f. Copy of Driver Licenses for departments requiring license endorsements

All departments need to provide personnel data as listed above in a centralized location as there's currently no consistency from one department to the next. Administrator Nord will seek the guidance of the city attorney to ensure we do this properly.

Discussion/Recommendation regarding job descriptions for the positions of Beach Attendant and Beach Lead

Administrator Nord spoke to the presented job descriptions. Ald. Flower questioned why the job descriptions weren't in the packet and shared her concern with being specific about the timeframe/hours, the set-up equipment and would like to see the chair reference in the job descriptions be removed. Ald. Skates suggested that the committee not get into the weeds on the job descriptions. Ald. Flower also suggested moving the cleaning of bathrooms from top portion of the job description as it's not a main focus of the position. It was agreed that once the changes were made this can go to FLR/Council. No action taken.

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

Motion by Ald. Halverson to convene the Personnel Committee to include Administrator Nord, Comptroller Hall, and Mayor Hartz into Closed Session, second by Ald. Skates. Motion carried. The committee convened into Closed Session at 5:09 p.m.

Roll Call Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube  
Also Present: Administrator, Nord, Comptroller, Hall

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

Motion by Ald. Skates to reconvene the Personnel Committee into Open Session, second by Ald. Flower. Motion carried 5-0. The committee reconvened into Open Session at 5:55 p.m.

Roll Call Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube  
Also Present: Administrator, Nord, Comptroller, Hall

Adjourn

Motion by Ald. Straube to adjourn the meeting, second by Ald. Skates. Motion carried 5-0. The meeting adjourned at 5:56 p.m.

**SPECIAL PERSONNEL COMMITTEE MINUTES**  
**MONDAY, OCTOBER 21, 2019 – 4:30 PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

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

The Personnel Committee meeting was called to order by Chairperson Proksa at 4:31 p.m.

**Roll Call**

Present: Proksa, Halverson, Skates, and Straube

Absent & Excused: Flower

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

None

Discussion/Recommendation regarding **Resolution 19-R69** approving the Pay Scale Grades and Pay Scales for Full-Time Non-Represented Employees for the 2020 Budget Year effective January 1, 2020  
Finance Director Hall explained that she updated the resolutions by 2.5% based on the recommendation of the average COLA. She did outline the COLA rates for the last 20 years and noted that based on the three years that average is approximately 2.5%. City Administrator Nord stated that this would be what the City would follow until such time a wage study can be completed.

Motion by Halverson to approve, second by Skates. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 19-R70** approving the Pay Scale Grades and Pay Scales for Part-Time Non-Represented Employees for the 2020 Budget Year effective January 1, 2020  
Finance Director Hall noted that this is the same thing, increased the scale by 2.5%.

Motion by Halverson to approve, second by Straube. Motion carried 4-0.

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

Motion by Halverson to convene the Personnel Committee into closed session, second by Skates.

Motion carried on a roll call vote 4-0. The committee convened into closed session at 4:40 p.m.

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

Motion by Skates to return to open session, second by Straube. Motion carried on a roll call vote 4-0. The committee reconvened at 4:56 p.m.

Motion by Skates to direct staff to budget as discussed in closed session, second by Halverson. Motion carried 4-0.

**Adjourn**

Motion by Skates to adjourn the meeting of the Personnel Committee, second by Halverson. Motion carried 4-0. The meeting adjourned at 4:56 p.m.

**CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE**

**TUESDAY, OCTOBER 15, 2019 4:00 P.M.**

**LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)**

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

The meeting of the Public Works Committee called to order by Chairperson Flower at 4:01 p.m.

**Roll Call**

Present: Proksa, Dunn, Howell, Flower, and Hedlund (arrived at 4:03 p.m.)

Absent: None

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

Charlene Klein 817 Wisconsin St; Spoke in regards to whether the underwater seawall inspection has been completed.

Mary Jo Fesenmaier; 1085 S Lake Shore Dr; Thanked Alderperson Flower for having a future agenda items section.

Approve the regular Public Works Committee meeting minutes from September 10, 2019 as prepared and distributed  
Motion by Proksa to approve, second by Dunn. No discussion. Motion carried 5-0.

**Parking Manager Report**

Parking Manager Mullally addressed the committee regarding Oktoberfest and the use of the free shuttle. She noted that she would like to have a future agenda item to discuss updating the meters.

**Director of Public Works Report**

Public Works Director Earle noted that he has crews out picking up leaves and brush. The brush pile has been moved and people seem to be adhering to the change. He added that they will be starting to fill the salt shed next week. Earle stated that he will be working with the beautification committee to address having the fountain in Driehaus Plaza year round. No action taken.

Discussion/Recommendation regarding final payment to Sonrise Construction for the White River Disc Golf Course Pedestrian Bridge Replacement Project in an amount not to exceed \$684.10

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

Discussion/Recommendation regarding approval of Pay Request #2 for Payne & Dolan Inc in the amount of \$423,688.82 for the 2019 Street Improvement Program

Earle noted that this is payment number two and that the work is complete.

Motion by Hedlund to approve, second by Proksa. Flower noted that there are several handicap cut outs that are not compliant and would like the City engineer to review. Motion carried 5-0.

Discussion/Recommendation regarding Madison Street shared accommodation marking

Flower noted that the initial plan was to incorporate a bike lane on Madison St but there was concerns with the existing parking. She reviewed the idea of a shared lane (sharrow) and asked if this could be accomplished in the 2019 street improvement project.

Motion by Flower to add sharrow striping to Madison Street to be included in the 2019 Street Improvement Project, second by Proksa. Earle noted that he hasn't been able to find a company to do the striping for this year and he wasn't sure if it could get done this year or not. Motion failed 2-3, with Hedlund, Howell, and Dunn voting no.

Discussion/Recommendation regarding 2020-2025 Budget and plans for Street Improvement Projects

City Engineer Greg Governatori reviewed the 2020-2025 task order and the tables within his report. He added that this inventories the roads, but also included the City owned parking lots. He noted that the alleys have been included as well and that 75% are in poor condition. He added that the City usually does one alley a year, but that he would suggest moving that up to two or more a year to catch up. He added that Oak Hill Cemetery was included in this task order as

well. Like the alleys most are in poor condition, but it would be cheaper as they are more narrow. Earle noted that this task order is still being reviewed by the Utility Commission and would have a final report when their review is complete. Earle stated that Bloomfield Road needs to be addressed as it has shared ownership between the City and the Township.

Motion by Flower to approve the 2020-2025 five-year plan with Utility review, for final review in January 2020 and to include any striping/signage and bike/pedestrian planning as part of the street improvement plan and additional information on special assessments, second by Proksa. Motion carried 4-1, with Howell voting no.

#### Discussion/Recommendation regarding Bike Path Maintenance between Curtis Street and YMCA

Earle noted that they are able to do work on it once the area dries out. He added that this area is a delineated wetland and that there is not drainage in that area. Earle stated that he could probably do the work for \$15,000 (that was previously designated from the parking fund) but worries that bringing equipment out there will have a greater impact to the path and deteriorate it further. Flower would like to see that section of path either repaired or shut down for safety reasons. Earle stated that there should be some kind of warning for people looking to use the path if it hasn't been shut down. No action taken.

#### Discussion/Recommendation regarding Mobile App Signage Schedule

Parking Manager Mullally noted that the signs are at the DPW but are subject to their schedule to get this down. Flower stated that she would like to see these installed prior to March 1, 2020. No action taken.

#### Discussion/Recommendation regarding awarding bids for the following public projects:

##### **Riviera Roof**

Adam Wolfe from MSI reviewed the bid tab and noted that their recommendation is Renaissance Roofing at an amount \$483,905.00. Dave Luterbach did note that Connoisseur had not include their labor and materials bond in their quote like Renaissance did, but that they would be willing to absorb that cost.

Motion by Howell to approve the recommendation from MSI and award the bid for the Riviera Roof Project to Renaissance Roofing with Option A- Clay Tile with alternate #1, second by Dunn.

##### **Riviera Windows**

Adam Wolfe noted that MSI is recommending Ackman Glass with Option A to complete the window work at the Riviera.

Motion by Hedlund to approve the recommendation from MSI and award the bid for the window glass and glazing to Ackman Glass with Option A with Alternate #1 & #2, second by Howell. Motion carried 5-0.

##### **Riviera Tuck-Pointing**

MSI is recommending that the Tuck pointing Option B and to award the bid to MRI.

Motion by Howell to approve the recommendation from MSI and award the bid for the tuck pointing to MRI with Option B to include alternate #1, second by Heldund. Motion carried 5-0.

##### **Future Agenda Items**

- Grass Mowing Ordinance
- Street Opening Ordinance
- Wayfinding Signs
- Upgrade kiosks
- Annex Bloomfield
- Special Assessments

##### **Adjourn**

Motion by Hedlund to adjourn, second by Proksa. Motion carried 5-0. The meeting adjourned at 6:03 p.m.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, OCTOBER 16, 2019– 5:30PM  
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

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

**Meeting called to order:**

Meeting called to order by Chairman Skates at 5:55 pm

**Roll Call:** Chairperson Doug Skates, Rich Hedlund and Tim Dunn.

Absent: John Halverson & Shari Straube

**Approval of Minutes:** Hedlund so moved to approve the minutes of September 18, 2019, Dunn seconded. Motion carried 3-0

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

Kent Martzke, (Lake Geneva Boat Line)1144 Rolling Lane addressed item nine on the agenda. Expressed an interested in securing a three-year lease for his company. Covered other lease related topics as well.

Terry Johnson (Marina Boat Line) addressed agenda item number ten. Expressed an interest in having a three-year extension. Covered other lease related topics as well.

Bill Gage (Gage Marine) addressed item eight on the agenda. Expressed interest in securing a three to five-year lease agreement with the city.

**Harbormaster Report:** Harbormaster Linda presented information on a variety of topics including the condition of the lagoon piers as well as the condition of city owned piers and decking elsewhere on the lake. It was also reported that all Lakefront employees will begin following the city's overall hiring and payroll reporting processes. Frame also reported that all boats were removed from city facilities on schedule for the end of season. The Harbormaster also reported that the Riviera Ballroom was booked every weekend for the rest of the year.

**MSI Update related to the Riviera project; roof, windows and tuck-pointing:**

Jay Craig, Adam Wolfe and Anne Krogstad of MSI were in attendance and presented the committee with a concept plan for the first floor of the Riviera building project. Krogstad presented a visual simulation that showed the support columns on the first floor that cannot be removed as well as ideas for re-working the first floor layout. General discussion was had by the committee and there was consensus that the updated plan should include large door entrances on the west and east sides of the building. Other ideas were discussed as well. MSI stated they will continue to work on the concept and present an updated layout at the November meeting.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, OCTOBER 16, 2019– 5:30PM  
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

**Discussion / Recommendation regarding clean boats / clean water grant application:** Chairman Skates advised the committee that the Geneva Lake Environmental Agency (GLEA) is meeting tomorrow night to discuss this topic (among others). Skates said he would provide an update at the November Piers meeting.

**Discussion/Recommendation regarding a Commercial Buoy & Boat Slip Agreement with Gage Marine.** General discussion was held concerning the existing lease as it relates to the length of the proposed lease, as well as interest in the various terms included in the draft agreement. After additional discussion among the committee members, Hedlund so moved to lay over this topic until the next Piers Committee meeting. Dunn seconded. Motion carried 3-0.

**Discussion/Recommendation regarding a Commercial Buoy & Boat Slip Agreement with Lake Geneva Boat Line.** General discussion was held concerning the existing lease as it relates to the length of the proposed lease, as well as interest in the various terms included in the draft agreement. After additional discussion among the committee members, Hedlund so moved to lay over this topic until the next Piers Committee meeting. Dunn seconded. Motion carried 3-0.

**Discussion/Recommendation regarding a Commercial Buoy & Boat Slip Agreement with Terry Johnson d/b/a Marina Bay Boat Rental.** General discussion was held concerning the existing lease as it relates to the length of the proposed lease, as well as interest in the various terms included in the draft agreement. After additional discussion among the committee members, Hedlund so moved to lay over this topic until the next Piers Committee meeting. Skates seconded. Motion carried 3-0.

**Adjournment:**

Richard Hedlund so moved to adjourn at 7:37 pm, second by Skates. Motion carried 3-0.

**Lake Geneva Utility Commission Minutes**  
**Regular Lake Geneva Utility Commission Meeting**  
**Wednesday October 16, 2019 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

**Call Meeting to Order-** Gajewski called the meeting to order at 4:03pm

**Roll Call - Members present:** Ann Esarco, Mayor Hartz, Ald. Flower. Ald. Hedlund & Administrator Nord

**Staff in attendance:** Josh Gajewski & Jo Busch

**Public in attendance:** Dennis Lyon

**Election of Chairperson**

Flower/Esarco motion to elect Mayor Hartz as Chairman. No objections.  
Hedlund/Flower motion to close nominations and elect Mayor Hartz as chairman of the October 16 Utility Commission meeting. Passed 5-0.

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

None

**Approve Utility Commission Minutes from September 18, 2019 as prepared and distributed**  
Esarco/Hedlund motion to approve. Passed 5-0.

**Acknowledgement of Correspondence**

Gajewski distributed hard bound copies of the approved 2018 audit received from Clifton, Larsen, Allen LLP and reported that we had not received expected correspondence from T-Mobile to discuss in closed session.

**Financials Update**

Gajewski briefly presented the financials through September and it was agreed to discuss them in more detail as part of agenda item 9, budget review.

**Approval of the September bills**

Hedlund/Esarco motion to approve the September bills. Passed 5-0.

**Directors Report**

Gajewski reviewed the submitted Directors report. In addition, there was discussion regarding the Big Foot Lift Station and its capacity for growth, the use of our billing software to look up customers at City Hall for issuing parking stickers and beach passes, and the lead abatement to be performed as part of the raising of Dodge Tower.

Esarco/Flower motion to approve the submitted Directors Report. Passed 5-0.

**Review of 2020 Budget Drafts & Capital Projects**

Gajewski presented the draft 2020 budget including planned capital projects. The draft does not include a wastewater rate increase but does include a 3% water rate increase. Discussion followed. Final budget numbers will be presented at the November meeting.

**Hartz/Hedlund motion to go into closed session pursuant to Wis. Stat. 19.85(1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically regarding a) T-Mobile license agreement revisions, and further, pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically for b) annual performance review of Utility Director Josh Gajewski and to include utility staff and Dennis Lyon.**

Motion passed on a roll call vote. The Commission convened into closed session at 5:27pm.

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

Motion passed on a roll call vote. The Commission returned to open session at 5:47pm.

Hedlund/Hartz motion to take no action on closed session item a T-Mobile and for item b, to accept the annual performance review of the Utility Director with the changes noted in closed session. Passed 5-0.

#### **Adjourn**

Flower/ Hedlund motion to adjourn at 5:48pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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

# Lake Geneva Tree Board

Wednesday, October 23, 2019

City Hall, Conference Room 2A

The Lake Geneva Tree Board was called to order by President Kirchberg at 5:35 p.m. Present were: Candy Kirchberg, Constance Kosowski, Steve Peters, Clara Jacobs, Arborist: Jon Foster, Alderman: Tim Dunn, Park Board members: John Swanson, and Ann Esarco. Guest, Trish Schaefer.

A motion by Steve Peters, seconded by Tim Dunn to approve the minutes of August 28. Motion carried.

John Swanson again expressed a concern on the ash blight disease and the impact of removal of these trees.

The board again has a concern about being able to establish a plan for the next 3 – 5 years and being able to increase our tree planting budget. The Arborist has reported a removal of approximately 100 trees and replanting about 80. In a 5 year span that would show a lack of 100 trees being replaced. This becomes a great concern to our board. Our current amount per year in the city budget is \$10,000. Jon also mentioned that because of extra money from the sale of a Walnut tree, we were able to have some extra money in this years planting.

Arborist Report – Jon Foster continued his discussion on the planting of pear trees on Broad and Main St. in Lake Geneva. This is being done as the locust are removed.

Park Board Report: Park Board again expressed a concern to plant native trees as much as possible. Also maintain and replant.

Tim Dunn mentioned that possibly city administrator, Dave Nord could write some grants to assist in providing funds for tree planting. Tim also mentioned going to the Committee of the Whole meeting and stating our wishes and concern for lack of funds. They meet the first Monday of the month.

Meeting adjourned at 6:35 p.m

Next meeting scheduled for Wednesday, January 22, 2020.

Clara Jacobs, Secretary



**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY OCTOBER 10, 2019 AT 6:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Police Sergeant Hall

3. Roll call

Commissioners Connors, Jordan, Pollard and Saul were present. Commission Horne was excused. Police Chief Rasmussen, Police Lieutenant Way, Fire Chief Peters and Administrative Assistant Papenfus were also present.

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

5. Acknowledge correspondence – None

6. Approval of the regular meeting minutes of September 4, 2019

Connors motioned to approve the September 4, 2019 regular meeting minutes. Jordan seconded. Motion carried 4-0.

7. City Council Report – No report as Alderman Skates was not present

8. Police Department Business

a. Approval of bills for the month of September 2019, operating in the amount of \$357,305.53, Equipment purchases in the amount of \$1,231.16, for a total of \$358,536.69

Jordan motioned to approve the bills for the month of September 2019. Saul seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

b. Discussion/Action – 2020 Budget update

The first special budget meeting for the FLR was October 8 for Equipment Outlay, Equipment Replacement and Capital. The Command Vehicle was removed from the Equipment Replacement Fund and pushed into the following year due to cost. There was support for the vehicle and avenues of paying for the vehicle will be researched throughout the year. The new property building was approved and will be constructed in 2020.

c. Discussion/Action – Officer uniform modifications (Sergeant Hall)

Connors motioned to draft a policy change adding the revised uniform changes. Pollard seconded. Motion carried 4-0.

Sergeant Hall, Officer Bouland and Officer Gee presented uniform modifications. The new uniform has a different material that is lighter, cooler, and wears better. Another option presented was the opportunity for officers to wear shorts. The newer option does not replace the current uniform; it is just another option for the officers. The cost of the newer uniform is similar to the current uniform. The commissioners had no objection to offering another uniform option.

d. Discussion/Action – Confirm Telecommunicator Full Time eligibility list

Connors motioned to approve the Full Time Telecommunicator eligibility list. Jordan seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

All applicants on the eligibility list have tested and had an initial interview. Chief Rasmussen advised that one full time Telecommunicator is being hired.

e. Discussion/Action – Confirm Telecommunicator Part Time eligibility list

Jordan motioned to confirm the Part time Telecommunicator eligibility list. Pollard seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Chief Rasmussen advised that Brenda Barton, who was a full Telecommunicator, is interested in returning as a part time Telecommunicator.

f. Discussion/Action – Accept letter of resignation of Part Time Telecommunicator Marcia Robbins

Pollard motioned to accept letter of resignation of Part Time Telecommunicator Robbins. Jordan seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

g. Discussion/Action – Part time Compensation

Connors motioned to continue the part time compensation request to next month. Pollard seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

Chief Rasmussen advised that part time employees including Booking Officers, Community Service Officers, Part Time Officers and Part Time Telecommunicators get straight pay on Holidays. He requested that part time employees receive Holiday pay at time and a half as an incentive to work the holiday. This would not have a huge impact on the budget. It was discussed whether union employees would object to the change. Chief Rasmussen advised that it would not affect the union contract. Connors asked that the topic be presented to the union and the Personnel Committee prior to approval.

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

Chief Rasmussen stated that the city had an appreciation luncheon for all city employees at Bigfoot State Park. It was very nice and the employees appreciated it. Chief Rasmussen also noted that the City of Delavan Police Department is closing their dispatch center; however, it should not affect our department at this time.

i. Discussion - Chief's top monthly incidents – No discussion/action

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

2019 Dispatch activity for September 2019: Telephone calls - 2, 827    911 Calls - 226    Window assists - 702

2018 Dispatch activity for September 2018: Telephone calls - 2,738    911 Calls - 200    Window assists - 988

2019 Patrol activity for September 2019:    Calls for service - 1,825    Arrests - 143

2018 Patrol activity for September 2018:    Calls for service - 1,856    Arrests - 142

k. Discussion – Thank you notes – No discussion/action

- Annette Lory – Officer Greetham
- Venetian Fest-Lake Geneva Jaycees

l. Items to be forwarded to City Council

Expenditures, Chief's top five monthly, monthly activity reports

9. Fire Department Business

a. Approval of bills for the month of September 2019, operating in the amount of \$105,986.07, Equipment purchases in the amount of \$176.85, for a total of \$106,162.92

Connors motioned to approve the bills of September 2019. Jordan seconded. Roll call vote: Connors -Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

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

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

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

Chief Peters presented the monthly report. The personnel spotlight was for FF/Paramedic Courtney Jinar who joined the Fire Department in May 2018. She is also a firefighter/AEMT in Burlington. Community and department events, notable calls for service and monthly service numbers were reviewed. Calls for service are up approximately 30-35%. October is Fire Prevention month.

e. Discussion/Action – 2020 Budget update

Chief Peters stated the Equipment Replacement, Equipment Outlay and Capital budgets were presented on Tuesday October 15, 2019 to the FLR committee. There was much discussion on the airboat. The final quote on the boat was \$125,000.00 and the tentative delivery for the boat is March 15, 2020. The operational budget will be presented on October 15, 2019.

f. Discussion/Action – Car 2 update

Car 2 was totaled based on insurance estimates but the Fire Department received \$16,900.00 for the vehicle from Stop Loss Insurance. The vehicle is currently being sold and then Chief Peters will decide how to proceed with replacement after that.

g. Discussion/Action – Approval of Lexipol Policies

- 1012 Discriminatory Harassment (update)
- 1104 Department of Fire Detection and Suppression Systems (new)

Connors motioned to approve the Lexipol policies as presented. Saul seconded. Roll call vote: Connors - Y, Pollard-Y, Jordan-Y, Saul-Y. Motion carried 4-0.

h. Discussion/Action – Fire Station 1 maintenance and repair issues

Chief Peters indicated that after a standard boiler inspection at Station 1, it was determined that multiple repairs were needed for approximately \$35,000.00. Currently bids are being taken and will be presented at the meeting next month.

i. Discussion- Annual Department Awards Ceremony October 17 at 6:00 p.m., Police Department Training Room

Chief Peters noted that the Annual Department Awards Ceremony will be held October 17, 2019 at 6:00 p.m. in the Police Department training room.

j. Discussion/Action – Annual Open House & Trick or Treating – Sunday October 27, 2019 at 12:00 to 4:00 p.m.

The annual Trick or Treating at the firehouse is scheduled for the same time as the City's trick or treating. The department usually has a large turnout.

k. Discussion/Action – Acceptance of donation and Thank you notes – No discussion/action

- Safety Town-Lake Geneva Women's Association
- Venetian Fest-Lake Geneva Jaycees

1. Items to be forwarded to City Council  
Expenditures, Monthly report;  
Awards Ceremony on October 17, 2019 at 6:00 p.m.;  
Trick or Treating on Sunday October 27, 2019 from 12:00 p.m. to 4:00 p.m.;  
Thank you notes

10. Agenda items for the next regular meeting Thursday November 7, 2019 - None

11. Adjourn

Pollard motioned to adjourn the meeting. Saul seconded. Motion carried 4-0. Meeting adjourned at 7:04 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, OCTOBER 21, 2019 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

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

**Roll Call.** Present: Mayor Hartz, Alderman Doug Skates, John Gibbs, William Catlin, Brett Stanczak. Absent (Excused) Michael Krajovic, Ann Esarco. Also Present: City Planner Slavney, City Attorney Draper, City Administrator Nord, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

**Approve Minutes of the September 16<sup>th</sup> 2019 Plan Commission meeting as distributed.**

Skates/Catlin motion to approve. Motion carried unanimously.

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

Speaker #1: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, shared her comments on item #9, amended agenda items, and the Comprehensive Plan process & timeline.

Speaker #2: Ruth Marks, 834 Dodge Street, shared her general statements on items 7, 8, and 9. She also shared discussion points for Short Term Rentals.

**Acknowledgement of Correspondence.**

Correspondence was received from Sally Edelman, N2312 W Main Road, Lake Geneva, sharing her views concerning the Hillmoor property. Correspondence was also received by Maureen Marks, 834 Dodge Street, regarding discussion items for Short Term Rentals. All correspondence has been distributed to the Plan Commission and the City Council.

Downtown Design Review:

**Application by Barbara & Gene Rosin, W3101 Maclean Road, Elkhorn, request to install an on building sign to the exterior of the property, located at 510 Broad St., in the Business Central (BC) zoning district, Tax Key No. ZGD00005.**

Barbara Rosin, W3101 Maclean Road, Elkhorn, presented her request. Zoning Administrator Walling stated the sign meets all the city requirements and also received an email from owner in acceptance of the sign.

Skates/ Catlin motion to approve the exterior on building sign request and include all staff recommendations.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak “yes.” Motion carried unanimously.

**Application by Jenny Moussis, 194 Vernon St. Williams Bay request to install an on Building Sign to the exterior of the property, located at 647 W. Main St., in the Business Central (BC) zoning district, Tax Key No. ZOP00287.**

Jenny Moussis, 194 Vernon Street, Williams Bay, presented her request. Walling said the sign meets all the city requirements and also received an email with the owner’s approval of the sign.

Hartz/Gibbs motion to approve the exterior on building sign request and include all staff recommendations.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak “yes.” Motion carried unanimously.

**Application by Ann Esarco, request to install an on building sign to the exterior of the property, located at 234 Broad St., in the Business Central (BC) zoning district, Tax Key No. ZOP00257.**

Brian Esarco, presented the request. Mayor Hartz asked about the new logo. Walling said it meets our color and size requirements. Planner Slavney said he liked the logo. Commissioner Gibbs asked if the sign would be painted or if the whole sign would be replaced. Walling stated it would be painted.

Skates/Catlin motion to approve the exterior on building sign request and include all staff recommendations.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak “yes.” Motion carried unanimously.

**Review and a Recommendation for an amendment of the Zoning Ordinance section 98-704 restricting off street parking to paved surfaces only.**

Walling shared the request by the Masons of Wisconsin and the American Legion, to be exempt from the requirement of having paved, off street parking, for special events. Walling, with attorney Draper's help, suggested the ordinance could be modified to identify that not-for-profit organizations could be exempt from the paved, off-street parking restrictions; asked for suggestions from Plan Commission; and recommended the Plan Commission set a Public Hearing to modify the zoning ordinance. Alderman Skates asked Slavney how the city can keep the parking under control. Slavney stated the applicants will always need a site plan approval with their temporary use permit.

Hartz/Skates motion to set a Public Hearing at the November 18<sup>th</sup> Plan Commission Meeting to review and recommend for an amendment of the zoning ordinance, 98-704, restricting off street parking to paved surfaces only.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak "yes." Motion carried unanimously.

**Review and Recommendation to amend the existing wording of the Short Term Rental ordinance.**

Walling met with the State of Wisconsin Tourist Rooming House division and they asked the City of Lake Geneva to change the existing wording of "Tourist Rooming House" in the Tourist Rooming House ordinance to Short Term Rental to eliminate confusion of the applicants. Slavney declared that before the State pre-empted local municipalities from regulating Short Term Rentals, the City of Lake Geneva had very strict rules which limited them only to areas zoned for business purposes. In 2017, the State Legislature and Governor, prompted by the Wisconsin Realtors Association, blocked all local legislations and forced the requirement to allow any home to be used for Short Term Rental. Hartz stated the school district has seen a decrease in student population, in part, due to the increase of short term rental homes which accommodates visitors instead of families. Slavney said he works with some municipalities who are concerned they will lose their affordable housing for families to short term rentals, which in turn, lowers the student population with the possibility of schools closing.

Skates/Stanczak motion to set a Public Hearing at the November 18<sup>th</sup> Plan Commission Meeting to discuss amending the existing wording of the Short Term Rental ordinance.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak "yes." Motion carried unanimously.

**Review and Recommendation regarding working schedule and incorporating additional Public Participation for the Comprehensive Plan Schedule.**

Slavney said his colleague, Jackie Mich, is overseeing the Comprehensive Plan Amendment Process. He explained the proposed Comprehensive Plan Schedule has been extended to incorporate the review of the Hillmoor design concepts by the City into the planned scope. Slavney also clarified the proposed Comprehensive Plan schedule. Hartz asked about the implications of going past December 31<sup>st</sup>. Slavney recommends that after January 1<sup>st</sup>, 2020, the City cannot make changes to the zoning ordinance or zoning map until the new Comprehensive Plan is adopted. The state law affirms that zoning decisions have to be consistent with the Comprehensive Plan. Attorney Draper concurs with Planner Slavney.

Hartz/Skates motion to adopt the City of Lake Geneva Comprehensive Plan Public Meeting and Plan Update Schedule revised October 18, 2019 to include the Public Participation dates.

Roll Call: Hartz, Skates, Gibbs, Catlin, Stanczak "yes." Motion carried unanimously.

**Adjournment.** Skates/Gibbs motion to adjourn at 6:45 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION**

**BOARD OF PARK COMMISSIONERS  
WEDNESDAY, SEPTEMBER 25, 2019 AT 6:30 PM  
CITY HALL, CONFERENCE ROOM 2A  
MINUTES**

**President Esarco called the meeting to order at 6:32 pm.**

**Roll Call:** Present: President Esarco, Mayor Hartz, Peggy Schneider, Brian Olsen, Meaghen Madden-Van Dyke

Brian Olsen noted that “I came here straight from work.” This was a constant refrain throughout the meeting.

**Excused:** Alderman Straube, Barbara Philipps, Obdulia Alvarez, Dave Quickel

**Staff Present:** None

Also in attendance was Alderman Flower

Public Present: Empty chairs all around. Seemed very quiet.

**Approval of Board of Park Commissioner meeting minutes from August 28, 2019:**

Olsen/Schneider moved to approve the minutes as presented. Motion carried 5-0

**Comments from the public:** As noted above, no one from the public attended, thus logically, there was no public comment

**Acceptance of Board of Park Commissions Funds Report:**

Hartz/Olsen moved to accept the Parks Commissions Funds Report. Passed 5-0. Esarco asked about using the Impact Fees to build multi-use paths for the increased elderly (55 and older) population resulting from new residents at Symphony Bay and Golden Years. The new residents more frequently are using motorized wheelchairs and scooters to access stores, community facilities, and health facilities. Hartz will speak with Attorney Draper about such a use.

**Aldermanic Request(s)**

None was presented

**New Business**

Motion was made by Esarco/Hartz to suspend the rules and move item 6B up to speak about the YMCA Agreement Review. Passed 5-0

**YMCA Agreement Review**

Alderman Flower presented the draft agreement between the YMCA and the City to provide recreational services and utilize athletic fields owned by the City. The Board reviewed the draft agreement line by line. The process ended after an hour when the red ink ran out. The Board completed the edit and requested that Alderman Flower speak with Attorney Draper and the YMCA about the suggested changes.

**Grant Applications – Proposal from Vandewalle**

Vandewalle has not completed the proposal yet. This item will be heard at the next Board of Park Commissioners. The projects the Board of Park Commissioners is considering for grant

funding are as follows: Four Seasons, Ice Rink at Veterans Park and/or on Geneva Lake, Park Bench – Jaeger Tree Location, Safe Routes to School

### **Usage of \$15,000 Funds Budgeted for Multi-use trail**

President Esarco asked if the \$15,000 that was included in the 2019 Budget for bike paths had been used yet. Alderman Flower said it had not. Madden-Van Dyke/Olsen moved to forward this item to Public Works Committee with a recommendation that the bike lane behind the YMCA be repaired. Passed 5-0.

### **Striping of Bike Lane as approved on May 22, 2019 minutes of Park Board, “Motion to approve striping alternate route north Wisconsin Street from Central/Dennison to Maxwell Street, Maxwell Street from Wisconsin to George Street. Hartz/Esarco: passed unanimously”**

Mayor Hartz asked about the disposition of this Park Board recommendation. Alderman Flower noted that she spoke with the Public Works Department about painting sharrows on the street rather than identifying a specific lane. When the street is narrow and will not accommodate a lane, it is common then to paint sharrows on the street to alert cars that bicycles use the designated street. Hartz/Olsen moved to forward this item to Public Works Committee with the same recommendation as noted above. Motion passed 5-0.

### **Old Business**

#### **Update of Park Permit fees**

President Esarco announced that the City Council approved the Park Board recommendation to increase the fees for for-profit extended use of the parks.

#### **Update on Bicycle Rack Donation by TreadHead Cycling**

There was no report as Neil Waswo was absent.

### **Future meeting agenda items**

President Esarco commented that two items were left off of the agenda she submitted and suggested that they be put on the agenda for the next meeting. For the next meeting the Sage Street bike lane and Veterans Park business sponsorships will be added to the agenda.

Olsen/Schneider moved to adjourn. The motion passed 5-0. The meeting gloriously adjourned at 8:02 pm.



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Meeting  
Thursday, October 10, 2019 - 5:00 pm  
Smith Meeting Room, Lake Geneva Public Library

1. Call to order by board president D. Lyon at 5:00pm.
2. Roll call and introduction of guests: Present: Lyon, Oppenlander, Kundert, Henningfeld, Kersten, Halverson, Dinan, Gramm, Bartz. Also present: Kornak, Brookes
3. Oppenlander/Halverson motion to approve previous meeting minutes passed unanimously.
4. Financial report (Kundert):
  - a. Kundert/Bartz motion to approve September expenses of \$63,746.11 passed unanimously.
  - b. Kundert reported on the FBG committee discussions regarding maintenance status/upcoming projects (windows, radon, roof). Staff will post desk furniture so the public can make an offer (with movers to haul) in case there is any interest.
5. President's report (Lyon)
  - a. Oppenlander indicated this would be his last library board meeting and that he anticipated Walworth County would complete appointing his replacement prior to the November board meeting. The trustees thanked Oppenlander for his many years of service on the library board. Oppenlander plans to continue serving on the Lake Geneva Public Library Foundation board.
  - b. StoryCorps initiative: Brookes/Kornak proposed a library request for funding to the LGPL Foundation for a 12 month partnership with StoryCorps. Gramm/Kersten motion to have library director Kornak proceed with asking the Foundation and potentially other partnering organizations for \$30,000 passed unanimously.
  - c. Next board meeting moved to November 21 due to Lakeshores Trustee Dinner (meeting in director's office) and invitation to Trustee Dinner on the 14th will be coming soon from the library system.
6. Library report (Kornak)
  - a. September had the best circulation numbers for the month over the same month the previous 3 years. Program update: library collaborations are increasing - 2020 memory cafe expansion, December holiday concert in the Riviera (co-sponsored w/City of Lake Geneva) on December 5. Microfilm digitization is complete. More local history docs in progress (per LLS, targeting end of November). Incoming Head of Adult Services Rachel Strehlow starts on October 14th and will be at the trustee dinner and November board meeting. Staff in-service day on Friday, October 11, library closed to the public all day. October is National Cookbook Month and the library is partnering again with Lake Geneva Country Meats.
7. City Liaison report (Halverson): update on Hillmoor, Ice Castles.



# LAKE GENEVA PUBLIC LIBRARY

8. LGPL Foundation report (Oppenlander): Foundation is looking for more card catalog drawer fronts for commemorative donations.
9. Kundert/Halverson motion to adjourn at 6:08pm passed unanimously.

Next meeting: **Thursday, November 21, at 5:00 pm in the Library Director's Office, Lake Geneva Public Library**



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Finance/Building/Grounds Committee Meeting  
Thursday, October 10, 2019 - 4:30 pm  
**Smith Meeting Room, Lake Geneva Public Library**

*Please contact Emily Kornak at 262-249-5283 if you need accommodations to attend the meeting.*

Committee chair L. Kundert called the meeting to order at 4:30 pm. Present: Kundert, Lyon, Oppenlander, Halverson. Also present: Kornak.

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

Kundert reviewed the financial report for the library. Youth services may spend \$2,000 from the Youth Endowment managed by Voyager. Lyon Oppenlander motion to recommend approval of September expenses to the library board in the amount of \$63,746.11 passed unanimously. Kornak will ask the City to move the Camosy invoice for SMR repair into budget account #52500.

Kundert/Kornak reviewed the status of several facility issues: radon mitigation systems and potential vendors (Kornak to provide additional information and reference checks and we will review again in November), failed seals on original windows, and exterior door rotting and warping issues. Oppenlander/Lyon motion to accept the Bauer glass window replacement quote (lowest price of the three quotes received) passed unanimously.

Kundert/Oppenlander motion to adjourn at 4:55pm passed unanimously.

**Next meeting: Thursday, November 21, 2019 at 4:30 pm in the Library Director's Office, Lake Geneva Public Library**

## Lake Geneva Historic Preservation Commission Meeting Minutes

October 10, 2019 6:30 p.m. at Lake Geneva City Hall

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

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

Approval of minutes from September 12, 2019, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Tuesday @ Two: The Strange Facts and History of Coffee—November 5th. Sanitariums of Lake Geneva—November 12th.

Update on programs at the 1928 Geneva Theater, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission including the announcement that Lake Geneva will host the 2019 Wisconsin Historical Society Conference on October 25—26, 2019, at the Grand Geneva Resort & Spa. The Geneva Theater Actors Guild has started their new season. “The Humans” on Wednesday, 11/13/19, 7:30 P.M.—Friday, 11/15/19, 10:00 A.M. City officials are considering different possibilities for the Riviera. Ken sent an e-mail to Scott Williams and Dennis Hines, asking them to please mention in the Lake Geneva Regional News about our Conference.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Dave Desimone and Michael Rehberg from Black Point will conduct Walking Tours for the Conference. Chris Brookes will portray Agatha Christie at Black Point on Saturday, October 26th.

Review of recent bills, and invoices and updated current balance in the Historic Preservation Commission City 2019 Budget, discussion regarding the proposed 2020 LGHPC City Budget and presentation at Finance Committee meeting on Thursday, September 26, 2019. So far this year we have spent \$4,757.90. We have put together our budget for 2020—\$6,500.00, and it has been presented to the City for approval. The registration fees for attending the Conference will be taken out of our budget.

Update on Historic Preservation Design Review rules and regulations for building projects within

National & State Historic Districts and on current potential building projects including the status of the 1902 Frank Johnson Residence / Brick & Mortar Building at 832 Geneva Street, the Building on, the south side of the 700 Block of Main Street, and the House at 322 Madison Street. The Brick & Mortar Building has received approval from the City Council for the renovations. The owners of 322 Madison Street, probably will demolish the house.

Follow-up regarding the Lake Geneva Historic Railroad Site, including commemorative plaque, memorial tree, and future bench in memory of Ed Yaeger. We received the proof from Plaque Marker concerning the Ed Yaeger memorial granite marker. We will proceed with the purchase.

Discussion regarding how better to publicize and promote the new Android and I-phone app of A Historic Lake Geneva Walking Tour, coordinate dates on apps and plaques, and organized future presentations to the Lake Geneva City Council. Josh Sullivan, who developed the Android app for us, asked if we would give him a reference for a future job, if he needs one. We agreed to do so.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" and status of our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). "Tales of Lake Geneva" will take place at the Geneva Lake Museum on December 10th. It will be a Tuesdays @ Two and also in the evening.

Review the status of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), applications forms, ongoing updating the list of past plaque recipients, and repair of existing historic signs. Discussion regarding Historic Plaque application for 1115 Wisconsin Street and "Pillsbury and "Gold Medal" wall signs at former Dunn Lumber building. We approved a plaque for 1115 Wisconsin St., 1865. Dunn Lumber is not interested in having the Wall Signs painted. Jackie informed us that the small signs that will be hung from the bottom of our historic signs are ready, just need to be hung.

Update by Patrick Quinn regarding status of the National Register of Historic Places nomination by Gail Klein for Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S.Cleveland and City Street Department repairs to tombstones. The nomination will take about a year.

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

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy

**OAK HILL CEMETERY BOARD MINUTES  
WEDNESDAY, SEPTEMBER 25, 2019  
LAKE GENEVA, CITY HALL, CONFERENCE ROOM 2C**

Chairman Read called the meeting to order at 4:00 p.m.

Roll Call:

Present: Clarence Read, Ken Howell and Maureen Allenstein, Arleen Krohn

Absent: Ken Howell

Also present: Public Works Director Tom Earle and City Administrator Dave Nord

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 five minutes.

None

Approval of Cemetery Board Minutes from May 15, 2019

Motion by Allenstein to approve the minutes of May 15, 2019, second by Krohn. Motion carried 3-0

Update regarding Oak Hill Cemetery water and sewer: Public Works Director Earle reported to the committee that their recommendation was forwarded to other committees for consideration, but that the Public Works Committee and the Finance Committee decided to not extend water and sewer service to the cemetery. General discussion was held and Board members indicated they will speak with members of the City Council.

Discussion / Recommendation regarding equipment for the cemetery: Public Works Director Earle stated that he had budgeted for new mowers for use in the cemetery and that the requests are currently going through the city's budget review process.

Alenstein so moved to move agenda item eight (8) up to item seven (7). Read seconded the motion. Motion carried 3-0.

Update regarding headstone restoration project: Public Works Director Earle reported to the committee that he budgeted money in 2019 for headstone repairs. It was hoped that the money would allow the repair of 15 headstones, but in fact, ended up repairing 60 headstones. Earle passed around various photos showing before and after images of some of the headstones that were repaired.

Discussion / Recommendation regarding computerized mapping of Oak Hill Cemetery. Nord reported that nothing more has been done in regard to this topic and that no additional action is anticipated.

Date and Agenda items for next meeting: Chairman Read stated the next meeting would be December 11, 2019 at 4pm. One item identified for the next agenda is "Requiring footings for certain sized headstones.

Adjournment: Motion by Allenstein to adjourn the meeting, Seconded by Krohn. Motion carried 3-0. The meeting adjourned at 4:18 p.m.

**AVIAN (BIRD) COMMITTEE MINUTES**  
**MONDAY, OCTOBER 28, 2019 – 5:00 PM CITY HALL, CONFERENCE ROOM 2A**

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

1. Call to order by Chairman, Selena Proksa 5:00 pm
2. Roll Call – present Chairperson Selena Proksa, Beverly Leonard, Sarah McConnell, , Carol Zimmermann, Karen Gallo, Kelley Happ; Excused: Jill Rodriguez
3. Approval of minutes from September 09, 2019 meeting as distributed  
Moved by Zimmermann with the note that the date for this meeting was incorrect. Seconded by Leonard, unanimously approved.
4. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes  
Volunteers Nancy Wolff and Nancy Swanson noted that volunteering with the Purple Martins was rewarding and they will volunteer again
5. Discussion/Recommendation Thank you to volunteer nest keepers:  
Nancy Swanson and Nancy Wolff. Many thanks to our volunteers!
6. Discussion/Update Thank you lunch for Public Works – 11/29/19  
This was a good event and the street department workers appeared to be interested in the progress of the colony and pleased with the recognition of their contributions.
7. Discussion/Update 2019 and 2020 Avian Budget  
Tourism money will be moving from their budget to ours.  
Cookies for a Cause – raised about \$400.  
Will know about our budget figures in December.  
Zimmermann will put together a Google sheet budget so Committee members can enter invoice amounts as those are encumbered. Proksa will work the Comptroller to get quarterly updates so we can reconcile the working budget with the official one.
8. Discussion/Update Bird City Application
  1. Working Group – Zimmermann, Happ, & McConnell (as available/needed)
  2. Activating the Account – Proksa will contact City Administrator Dave Nord to set up a time for him to meet with the working group – either 6<sup>th</sup> (morning) or the 14<sup>th</sup> (late afternoon)
  3. Coordinating with Tree Committee – expanded to also include the City Arborist and perhaps a representative from Public Works – Proksa will work on coordinating and scheduling a special joint meeting of the Tree and Avian Committees (with other guests – Arborist/Public Works)
4. Resolution for World Migratory Bird Day – must be passed by Council (December meeting for vote) – Zimmermann emailed and posted to Google Drive – Committee members should review and suggest any edits. Will take to meeting with Nord.

5. Review Application renewal with Committee – January meeting – prior to Jan 31 deadline.  
6. Get on Administrator's, David Nord, calendar for processes, payment, resolution, uploading – see note #2.

9. Discussion/Recommendation Work projects for Purple Martin Colony (cleaning, gourds, replacement cables, etc.)  
Cleaned out, gourd base has been poured, repour fishing and possibly boat pier house bases, replacing cables with Neil before spring.

10. Discussion/Recommendation 2020 Swift Night Out -  
Rapture program Schutz Audubon Center (traveling) will bring raptures.  
Cost: \$325 plus travel (\$25), Eagle is extra - bumps up to \$400  
Linked to tourism – promotion  
Penciled in on their calendar  
September 10 – Thursday, Checked with Museum on date and raptor program  
Committee will do short program on Swifts  
Food trucks and carts (have experience now with the approval process)  
Committee members asked to think about possible food truck or food cart operators – report options to McConnel. These may include volunteer organization trucks or carts.

Motion by Proksa to move item 14 up on the agenda after item 10.  
Moved by Proksa second by Happ – unanimously approved

14. Discussion/Recommendation Lake Geneva bird-friendly sustainable landscaping  
Presentation by Alderperson Flowers. See agenda packet.  
Stressed the value of native species for birds and other pollinators.  
Met with representative of Northwinds Perennials about increasing native species planting. Also possible to lower maintenance costs in some areas.  
Current good example: Library  
Other possible areas: Gateways into the community, Disc Golf Course (but some issues there & low public visibility), 120 boulevard, along Highway 50 around the Sailboats, others possible.  
Discussion and link to action items for 2020  
Find ways to integrate this into the Committee's plan for a Bird Friendly Yard contest.  
Area of interest to both the Alderperson and the Committee members for public planting:  
Museum (in front of pond) – high public visibility, currently difficult to maintain, Purple Martin house there, could link to Tuesdays @ 2 – build on Avian Committee – Museum strategic partnership.

Resources noted: Audubon has signs to recognize Bird Friendly Yard or area (\$25) donation for each sign. Audubon has material for the public on planting for birds.  
Need to continue this discussion – strategic planning item in January meeting.

11. Discussion/Update Final report for Tourism Grant match complete – Turned in receipts for \$2215.47 – see item #7

12. Discussion/Update Cookies for a Cause check lost and being reissued. Check was approximately \$400 – see item #7

13. Discussion/Update

Notes and future meetings

**November 20** - Avian Christmas Tree – Geneva Lake Museum Parade of Trees decorating

- 1) Jill Rodriguez purchasing tree
- 2) 2. Please buy/donate inexpensive bird ornaments
- 3) Kids at library are decorating birdhouses for Avian tree from leftover Swift Night Out houses

**Next Meeting: Monday, November 25, 2019 @ 5:00 PM**

17. Adjourn

Moved by Zimmermann, Second by McConnell, approved unanimously

Adjourned – 5:57 pm

### **Future Agenda Items**

Bird City Application

Special joint meeting with Tree Committee and guests (Arborist, Public Works, Anyone else who can assist with or have missions complementary with Bird City goals)

World Migratory Bird Day Resolution

Discussion of strategic priorities for 2020 – including:

- Bird Friendly Yard Competition
- Swift Night Out

**TOURISM COMMISSION MINUTES  
WEDNESDAY, OCTOBER 09, 2019 – 4:00PM  
ROOM 2A, CITY HALL**

Meeting call to order 4:02 pm

**Roll Call:** Chairperson, Tammie Carstensen, Vice Chair, Brian Waspi, and Dana Trilla

Alderman: Rich Hedlund

Absent: Shari Straube, John Trione

Also Present: Admin Nord, Asst. City Clerk, Elder, Copsey MAL Rep., Goodwin & Smolarek, VLG, Leech, BID

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

*Charlene Klein*, 817 Wisconsin Street, questioning what's happening with the funding from the Ice Castle, Horticultural Hall was listed as grant funding, but didn't obtain funding though it's not correct in the grant tracking report in the packet.

**Approval of the Tourism Commission minutes from September 11, 2019**

Vice Chair Waspi motion to approve the September 11, 2019, second by Ald. Hedlund. Motion carried 4-0.

John Trione arrived at 4:05 pm

**Update from Stephanie Copsey (Independent Contractor for Tourism Commission) Meet at the Lake Promotional Activity**

Went over presented marketing/sales update

Motion by Ald. Hedlund to purchase a \$70 table needed for weddings at the Riviera, second by John Trione. Motion carried 5-0.

Vice Chair Waspi asked what the comparison of bookings was from 2019 to 2018 with a \$20,000 variance.

Ald. Straube arrived at 4:12 pm

**Discussion/Recommendation regarding LG Regional News ad and rates**

No action taken.

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

Goodwin provided overview of partner/public events, LG Media, Marketing/Social Media, & Sales. Working on 2020 Visitor Guide (ads due 10/14/19), 2020 operational plans and budget. Carstensen requested getting the Riviera listed as a meeting space for banquet/classroom groups.

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

Leech provided overview on Oktoberfest, Covetoberfest, Magical Musings, Holiday Events, & Pedestrian Counts (were up 26,000). Leech will create an advertisement featuring the benefits of the Tourism Commission as part of the Tourism Commission's Oktoberfest Sponsorship.

**TOURISM COMMISSION MINUTES  
WEDNESDAY, OCTOBER 09, 2019 – 4:00PM  
ROOM 2A, CITY HALL**

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

Data was provided and shared with the group. City Admin will correct grant tracking report to show Horticultural Hall didn't use grant funding.

**Discussion/Action regarding Riviera plans & funding**

Ald. Hedlund stated that a BID was presented \$588K just for the clay roof. RFP's are now being sent out for windows/doors and this is being done in increments. This January spending \$788K. \$77K is what has to be spent to get things rolling.

Motion by Carstensen for \$75,136 awarded to the City from Tourism Commission for pre-construction costs for renovations to the Riviera, second by Ald. Hedlund. Motion carried 6-0.

**Discussion/Action on Tourism Promotion Grant Program and Requests:**

- Magic Musings Event

Motion by Ald. Hedlund to fund \$3,700 for the Magic musings event, second by Dana Trilla. Motion carried 6-0.

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

Motion by Ald. Hedlund to go into closed session at 5:02 pm, second by Trione. Motion carried 6-0.

**Roll Call:** Chairperson Carstensen, Vice Chair, Waspi, John Trione, Dana Trilla, Ald. Hedlund, & Ald. Straube

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

Motion to return to open session by Trione, second by Ald. Straube. Motion carried 6-0.

**Roll Call:** Chairperson Carstensen, Vice Chair, Waspi, John Trione, Dana Trilla, Ald. Hedlund, & Ald. Straube

Motion by Waspi regarding agenda item 12 to extend the independent contractor agreement with Stephanie Copsey with an addendum to include compensation as discussed in closed session, second by Hedlund. Motion carried 6-0.

**Agenda items and next meeting date November 13, 2019 at 4:00 pm**

Moving grants from QTR from Monthly to Quarterly

Ald. Hedlund motion to adjourn, second by Straube. Committee meeting adjourned at 5:25 pm. Motion carried 6-0.