



COMMITTEE OF THE WHOLE
MONDAY, DECEMBER 02, 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. Howell
3. Roll Call
4. Approval of Minutes from November 04, 2019 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Howell
 - b. Personnel Committee, Alderman Proksa
 - c. Public Works Committee, Alderman Flower
 - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hedlund & Flower
 - b. Tree Board, Alderman 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
8. **COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
- a. 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.*

11/26/2019 10:00 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE MINUTES
MONDAY, NOVEMBER 04, 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 called the meeting to order at 6:00 p.m.

Aldersperson Straube led the Council in the Pledge of Allegiance.

Roll Call

Present: Straube, Flower, Proksa, Dunn, and Halverson

Absent: Howell, Hedlund, and Skates

Approval of Minutes from October 07, 2019 Committee of the Whole Meeting as distributed.

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

Inspired Coffee to present on the new downtown location and their mission

Eric Barber from Inspiration Ministries introduced himself to the Committee. He noted that his group has been in Walworth County for over seventy years and they help individuals with disabilities. They help these individuals find trainings and work opportunities to transition them from schooling to the workforce. Barber added that there will be an Inspired Coffee on Main Street that will employ individuals with both developmental and physical disabilities. He stated that this project has had great momentum and they are hopeful to be open in Spring 2020. He stated that this will be a way to change the dynamic on how people view those with disabilities. They will use a local bean roaster and will offer the community space for various needs.

Dawn Heath from Join the Movement to present on Human Trafficking issue and its impact in Walworth County

Dawn Heath, President of Join the Moment, addressed the committee. She offered many useful tips to keep children safe from online predators. She added that many children use these apps to simply make friends however many predators can stalk children through them. She added that Join the Moment offers training to schools, hospitals, and to the community to help parents identify the signs of potential trafficking. She added that human trafficking can also involve sex slavery, exploitation of children, and organ harvesting. Heath noted that this is a \$1.5B industry second only to drugs/illicit substances.

Discussion of City Government Technology

Aldersperson Flower addressed the committee regarding some of the areas that she felt the City was lacking in technology and shared some ideas about what could possibly be explored for the future. She added that she would like to see a committee formed to address this and hopefully have a report out at the next committee of the whole.

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.

Dimitri Anagnos; 148 Cass St; Spoke to the need for having different parking prices for different times of the year. He also encouraged the technology upgrade for City Hall.

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

Pete Peterson; 1601 Evergreen Ln; Spoke in favor of moving the Joint Plan Commission and Common Council meeting being held in the Council Chambers not the Police Training room. He also added that he would like to see this meeting televised.

Dick Malmin; N1991 S Lake Shore Dr; Spoke in favor of leaving the former Hillmoor property as it is and spoke in opposition of its development.

Theresa Geezy; 528 Sage St; Spoke in favor of leaving the former Hillmoor property as it is and spoke in opposition of its development.

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
- 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

Adjourn

COMMITTEE OF THE WHOLE MINUTES

MONDAY, NOVEMBER 04, 2019 – 6:00 PM

CITY HALL BUILDING, COUNCIL CHAMBERS

Motion by Flower to adjourn the meeting, second by Dunn. Motion carried 5-0. The meeting adjourned at 7:49 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES

TUESDAY, NOVEMBER 5, 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 6:00 p.m.

Roll Call

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

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

Mary Jo Fesenmaier; 1085 S Lake Shore Dr; Spoke in opposition to Resolution 19-R72.

Motion by Proksa to move the items: Discussion/Recommendation regarding City of Lake Geneva Health Insurance Options Discussion/Recommendation regarding City of Lake Geneva Non-Medical Benefits Options, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding City of Lake Geneva Health Insurance Options

Matt Chadwick from Cottingham and Butler addressed the committee regarding the City's health insurance. He noted that the city's current health insurance carrier proposed renewal with a 17% cost increase. He added that Anthem offered a bid at a 3.25% increase and WPS offered a bid at a 1.61% increase. Chadwick reviewed the plan changes to copays and prescription drug tiers. He noted that the WPS plan is very similar to the City's current health insurance plan as far as providers are concerned. Chadwick noted that WPS is a Wisconsin based firm and that they want the City's business. Proksa noted that the Personnel Committee voted unanimously to go with WPS.

Motion by Proksa to accept WPS for the City's Health Insurance Carrier effective January 1, 2020, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding City of Lake Geneva Non-Medical Benefits Options

Chadwick explained the various non-medical benefits including short-term disability, long-term disability, and vision with the City paying 50% of the premium; and an accident policy. These options all being voluntary for the employees.

Motion by Proksa that the accident and short term disability to be voluntary, second by Skates. Motion carried 5-0.

Motion by Proksa to approve the vision insurance with 50% cost share by the City, second by Skates. Motion carried 5-0.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of October 15, 2019, as prepared and distributed

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

Discussion/Recommendation regarding an Application for a Temporary Class “B”/ “Class B” Retailer’s License filed by JAMM Family Support Inc for the event of JAMM for Families 4th Annual Fundraising Celebration to be held December 1, 2019 at the Riviera Ballroom

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

Discussion/Recommendation regarding a Temporary Operator License Application filed by Robert Growe II for the event of JAMM for Families 4th Annual Fundraising Celebration to be held December 1, 2019

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

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 Barriquee Bistro & Wine Bar, agent, Nancy Trilla, located at 835 Wrigley Drive, Lake Geneva, WI

This item was discussed with the next 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 Halverson to approve issuing the license to the Flat Iron Tap, second by Proksa. Halverson felt that Flat Iron Tap should be awarded the license based on the policy in place. Skates noted that he would like to see this license held and that it doesn’t have to be issued. Proksa added that the policy was thoroughly vetted for this very reason.

Motion carried 3-2, with Hedlund and Skates voting no.

Discussion/Recommendation regarding a Public Assembly Permit application filed by Knockerball Southern Lake LLC to reserve Flat Iron Park for every Saturday and Sunday from May 30, 2020 through September 1, 2020 to conduct Knockerball in the Park

Motion by Proksa to approve, second by Halverson. Howell and Hedlund expressed concerns with using Flat Iron Park due to its high use.

Motion by Proksa to allow the owner of Knockerball to speak, second by Skates. Motion carried 5-0.

Olaf Borchert addressed the committee about his request. He noted that they did enjoy being in Seminary Park last season, but would like to be in an area with more foot traffic. Skates noted that he doesn’t feel Flat Iron park would be viable and suggested Sam Donian. Borchert noted that he would definitely look at it and possibly amend his application.

Motion by Proksa to continue to the next meeting, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R70** 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 noted that

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

Discussion/Recommendation regarding **Resolution 19-R71** approving the Pay Scale Grades and Pay Scales for Part-Time Non-Represented Employees for the 2020 Budget Year effective January 1, 2020

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

Discussion/Recommendation regarding **Resolution 19-R72** authorizing the amendment of the 2019 General Fund Operating Budget for the use of Contingency funds for additional Comprehensive Plan – Hillmoor Property Concept Plan

Motion by Skates to approve, second by Halverson. Clerk Kropf noted that this is a budget amendment resolution to compile with the City’s auditing procedures. Motion carried 5-0.

Presentation of Accounts

Prepaid Bills in the amount of \$ 23,964.85

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

Regular Bills in the amount of \$567,948.09

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

Adjournment

Motion by Hedlund to adjourn the meeting, second by Proksa. Motion carried 5-0. The meeting adjourned at 6:52 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, NOVEMBER 19, 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 6:00 p.m.

Roll Call

Present: Howell, Halverson, Proksa, and Skates

Absent: Hedlund

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

None

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of November 5, 2019, as prepared and distributed

Motion by Skates to approve the minutes of the November 5, 2019 Finance, Licensing, and Regulation meeting, second by Halverson. 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.

Discussion/Recommendation regarding an Application for a Temporary Premises Extension Application filed by Harborshores Hotel- Gino's East to be used on Saturday, February 1, 2020 for a Winterfest Food & Beverage Tent to be located off the sidewalk in the parking lot located at 300 Wrigley Drive

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

Discussion/Recommendation regarding a Public Assembly Permit application filed by Knockerball Southern Lake LLC to reserve Flat Iron Park for every Saturday and Sunday from May 30, 2020 through September 1, 2020 to conduct Knockerball in the Park

Motion by Skates to table this item to the next meeting, second by Halverson. Motion carried 4-0.

Discussion/Recommendation approving the City of Lake Geneva Engagement Letter with Clifton Larson Allen to provide 2019-year end auditing services

Finance Director Hall noted that she has not received the letter from the manager and is asking that this be tabled until the next meeting.

Motion by Skates to table until the next meeting, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 19-R73** adopting a 2019 budget amendment authorizing the transfer of funds from the General Fund to the Equipment Replacement Fund and approving the use of existing Equipment Replacement Funds for the replacement of a fire vehicle

Motion by Skates to approve, second by Proksa. Fire Chief Peters explained that their previous interceptor vehicle had been involved in a crash this past summer and is looking to replace it. He added that some money had been received from the insurance company, some would come from the 2% fire dues, some from EMS Act 102 funds, and then the balance would be covered by equipment replacement funds. Finance Director Hall noted that the total amount to be used from the equipment replacement fund is \$13,258.42. Motion carried 4-0.

Discussion/Recommendation regarding Contract Change Order #1 for Payne and Dolan for the 2019 Street Improvement Project in the amount of \$10,391.03

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

Discussion/Recommendation regarding amending the City of Lake Geneva Employee Handbook related to Personal Time Off (PTO) pay off rates

Finance Director Hall noted that the employee handbook currently states that if you carry over any PTO that carried over PTO will be paid at your previous year rate. Hall added that by doing this, employees will not be paid their full salary. The library and the police get their carried over PTO at their current rate and it is difficult track.

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

Discussion/Recommendation regarding approval of the Riviera Event and Wedding Cancellation Policies

Motion by Proksa to approve, second by Halverson. City Administrator Nord stated that this would give the Riviera Events Coordinator the ability to charge a higher rate for any cancellations. He added that this will deter people from holding the Riviera, finding something else, and then canceling last minute. Motion carried 4-0.

Discussion regarding October Treasurer's Report and Budget versus Actual Report

Finance Director Hall reviewed the October Treasurer's Report and Budget versus Actual report. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of \$173,359.24

Motion by Skates to approve, second by Proksa. Finance Director Hall noted that the payment to WPS is a down payment for the City to enroll for health insurance. Motion carried 4-0.

Regular Bills in the amount of \$141,397.63

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

Adjournment

Motion by Proksa to adjourn second by Halverson. Motion carried 4-0. The meeting adjourned at 6:20 p.m.

PERSONNEL COMMITTEE MINUTES
TUESDAY, NOVEMBER 5, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

Meeting called to order by Chairperson Proksa at 4:32 p.m.

Roll Call

Present: Proksa, Straube, Halverson

Absent: Skates, Flower

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

None

Approval of the minutes from the October 1, 2019 Personnel Committee Meeting

Motion by Straube to approve, second by Halverson. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding City of Lake Geneva Health Insurance Options

Skates arrived at 4:33 p.m.

Matt Chadwick addressed the committee regarding the recent health insurance search. He noted that the City's current health insurance carrier offered a renewal price at a 17% increase. He added that he did seek out bids from other companies. Two companies offered competitive bids that were similar to the current plan; Anthem offered a plan that was at a 3.25% increase and WPS offered a plan that was a 1.61% increase. He added that with the difference card inclusion that cost with WPS would be at about a 3.25% total. Chadwick indicated that WPS has a larger network that could service retirees that are still on the plan, that have moved out of state. He added that the main differences included: an increase in co-pays for standard visits and specialists.

Flower arrived at 4:44 p.m.

He added that the emergency room copay is decreasing by \$50 and that the copay for urgent care is decreasing by \$30. Finance Director Hall did indicate that she had budgeted for the 17% increase and that with this change the general fund could see a reallocation of up to \$140,000.

Motion by Flower to accept WPS as the City Health Insurance, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding City of Lake Geneva Non-Medical Benefits Options

Chadwick addressed the committee regarding the non-medical benefits and noted that the City would pay 50% of the premium.

Motion by Skates to approve the vision insurance with 50% city contribution, second by Flower. Motion carried 5-0.

Motion by Skates to approve the Omaha Insurance for the Accident and Short Term Disability, second by Flower. Motion carried 5-0.

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

HR Director Raebel noted that she would be comfortable maintaining those records but that there might be push back from some departments. Proksa noted that this should be mandated and thought maybe should be in place by the end of March 2020.

Motion by Proksa to direct staff to draft a policy to address the retention location for various personnel documents and bring before the Personnel Committee for review, second by Skates. Motion carried 5-0.

Discussion/Update regarding Riviera Event Manager contract status

City Administrator Nord stated that the agreement has been signed with the same amount as last year. He did note that this is paid for by the Tourism Commission. No action taken.

Discussion/Recommendation regarding amending the City of Lake Geneva Employee Handbook related to Personal Time Off (PTO) pay off rates

Finance Director Hall explained that she would like the provision that carried over PTO hours be paid at the employee's wage from the prior year. She noted that it is difficult to track the hours and that they should be paid out at their current rate. This is also not the case for the Library or the Police Department.

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

Future Agenda Items:

- Parks/Recreation Director Position
- Assistant Beach Manager

Adjourn

Motion by Skates to adjourn the meeting, second by Proksa. Motion carried 5-0. The meeting adjourned at 5:30 p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, NOVEMBER 12, 2019 4:30 P.M.
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

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

Chairperson Flower called the meeting called to order at 4:30 p.m.

Roll Call

Present: Flower, Proksa, Hedlund, Dunn, and Howell

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

None

Approve the regular Public Works Committee meeting minutes from October 15, 2019 as prepared and distributed
Motion by Proksa to approve, second by Hedlund. No discussion. Motion carried 5-0.

Parking Manager Report

Kiosk RFP Update

Parking Manager Mullally noted that the RFP went out and that they are due back on December 8, 2019. She added that the yearly maintenance contract for the existing Luke contract will be expiring at the end of the year so the new contract will need to be approved before the end of the year. Hedlund asked that the final revenue number be available at the next Public Works meeting. No action taken.

Director of Public Works Report

Bike Routes

Director of Public Works Earle noted that the bike signs have been received and that they will be put up on Madison Street. Greg Governatori, City Engineer, noted that the bike routes have been evaluated and will be incorporated into the 2020-2025 Street Improvement project. No action taken.

Riviera Fountain

Earle stated that the fountain has been shut down despite the wants of the beautification committee. No action taken.

Snow/Salt

Earle added that the snow has come early and has been hindering for leaf pickup. He did indicate that the snow/ice control operation has been running well. He cited that one of his main snow removal vehicles is in desperate need of repair. He thought that this repair could be done with minimal cost. He further added that he will be bringing a letter of intent to purchase a new truck per the 2020 budget. By doing it in this way, it could save the City anywhere from 7% to 11%. No action taken.

Discussion/Recommendation regarding approving the Utility Commission expenditure in excess of \$250,000 for the Dodge Street Water Tower Raising project

Motion by Hedlund to approve, second by Flower. Utilities Director Gajewski outlined the project with the work to start in the Spring of 2020 with completion Fall 2020. Motion carried 5-0.

Discussion/Recommendation regarding the City of Lake Geneva Street Opening Ordinance

Flower went over the redlined ordinance that was included in the packet and that this was a house keeping item. Motion by Hedlund to approve subject to City Attorney approval, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding Contract Change Order #1 for Payne and Dolan for the 2019 Street Improvement Project in the amount of \$10,391.03

Earle stated that this was changes in the roads to be in the street improvement project after working with the utilities. This also includes the crosswalk of Center Street. Earle noted that there is a crosswalk on Center Street that would be only active for Venetian Fest. Flower would like to this be a permanent crosswalk and to remove the parking spot on the east side of Center Street that would impede that crosswalk.

Motion by Hedlund to approve, second by Proksa.

Discussion/Recommendation regarding City Wayfinding Signs

Flower stated that this is coming from the recommendations made by Roger Brooks from his presentation last year. She reviewed the recommendations from the packet. She indicated that she would like the committee to review what would be important to have on the signs and what they should look like. She noted that everything should be complimentary and should flow nicely. Proksa noted that she would like to make the parking more memorable, meaning not just a letter. Flower would like to see larger street signs on the street light mast in the downtown area. City Administrator Nord noted that he would steer away from too many signs that are not pedestrian related otherwise it is too much and cluttered. He also offered having signs that indicated where there were restrooms and public parking that would be visible for the motoring public. The committee noted that they would like to take small steps on this process and maybe compile what signs they would like to have made.

Earle and Mullally noted that this project was done about four years ago and was paid for out of the TIF money. Flower asked that the plan that was used for the first installation be brought forward for discussion. No action taken.

Future Agenda Items

- Grass Mowing Ordinance
- City Wayfinding Signs
- Center Street Crosswalk
- New Plow Truck

Adjourn

Motion by Proksa to adjourn the meeting, second by Heldund. Motion carried 5-0. The meeting adjourned at 5:22 p.m.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
WEDNESDAY, NOVEMBER 20, 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 6:45 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 October 16, 2019, Straube seconded. Motion carried 5-0

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

None

Harbormaster Report: Harbormaster Linda Frame reported on a variety of topics including that all municipal piers have been removed and will be stored on the Riviera Beach. DPW is currently reviewing a list of possible repairs to the municipal piers. The Harbormaster also reported she will be reviewing the city boat launch staff's training for inspection of boats coming into and leaving Geneva Lake.

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

Dave Luterbach (MSI) reported that installation of the scaffolding around the Riviera will begin January 6, 2020. The north side of the building will remain without scaffolding until after "Winterfest". Various tile, window and brick samples will be forwarded to the State's Historic Preservation agency for their comments. Actual construction is expected to begin February 3, 2020 and end April 30, 2020. MSI provided tile samples which were passed among the members of the committee.

MSI update related to the Riviera ACM and lead paint survey:

Dave Luterbach that this inspection is scheduled to occur on Monday, November 25, 2019 and be completed within three (3) days.

Discussion/ Update regarding MSI underwater pier inspection:

Dave Luterbach reported that the seawall inspection was completed yesterday, with a complete report to follow. Luterbach stated that there did not appear to be any significant issues.

Discussion / update regarding MSI Riviera interior renovation update:

Adam Wolfe presented the committee with an interior rendering of the Riviera building first floor. This revised concept was based on comments made at the previous Piers meeting. General discussion concerning various aspects of the first floor interior including the location of the elevator, location of restrooms, interior lighting and various other topics. More discussion to be held at the December meeting.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
WEDNESDAY, NOVEMBER 20, 2019– 5:30PM
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

Discussion / recommendation regarding clean boats / clean water grant application:

Chairman Skates reported that the Geneva Lake Environmental Agency (GLEA) was attempting to orchestrate a joint “clean boats / clean water” grant application with other area communities. The application documents were passed around to members of the committee. After some discussion, it was the consensus of the committee to proceed with a joint application through GLEA. City staff was asked to contact the Department of Natural Resources to see if the City could pursue a solo grant in addition to the joint application.

Chairman Skates announced that the next Piers Committee meeting would be held on Wednesday, December 18th, 5:30 pm at the Riviera Building.

Adjournment:

Richard Hedlund so moved to adjourn at 8:12 pm, second by Straube. Motion carried 5-0.

**Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Wednesday November 20, 2019 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street**

Call Meeting to Order- President Lyon called the meeting to order at 4:03pm.

Roll Call - Members present: President Lyon, Ald. Hedlund, Ald. Flower, Mayor Hartz & Dave Nord. Ann Esarco arrived at 4:04pm.

Staff in attendance: Josh Gajewski & Jo Busch

Public in attendance: Lisa Otto

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 October 16, 2019 and October 29, 2019 as prepared and distributed

Hartz/Hedlund motion to approve. Passed 6-0.

Acknowledgement of Correspondence

None

Financials Update

Gajewski reviewed the financials through October. Esarco requested beginning and ending cash fund balances be included in the financials starting in January 2020.

Hartz/Esarco motion to accept the October financials. Passed 6-0.

Approval of the October Bills

Hedlund/Hartz motion to approve the October bills. Passed 6-0.

Directors Report

Gajewski reviewed the submitted Directors report. Discussion was had regarding the timing of raising the Dodge Tower and approval of the The Vistas development at the City level. Discussion was also had regarding the timing of the water main abandonment on Sage St.

Annual Election of Officers

Hedlund/Flower motion to nominate Dennis Lyon as president. Passed 6-0.

Hedlund/Flower motion to close nominations and appoint Dennis Lyon as President. Passed 6-0.

Flower/Hedlund motion to nominate Ann Esarco as secretary. Passed 6-0.

Hartz/Hedlund motion to close nominations and appoint Ann Esarco as secretary. Passed 6-0.

Discussion/Action on second amendment to the Stone Ridge Reimbursement Agreement

Gajewski reported that this was discussed at the September meeting and the final draft of the amendment is being presented for approval. Gajewski outlined the changes from the original agreement. Discussion followed.

Hartz/Hedlund motion to approve. Passed 6-0.

Discussion/Action on participating in the Youth Apprenticeship Program with the Department of Workforce Development

Gajewski reported that Elkhorn Area High School is working with the Department of Workforce Development to place a High School student in a Youth Apprenticeship Program. They have one student currently working for WalCoMet but now have a second student to place so Neal Kolb from WalCoMet approached us to see if we would like to participate in the program. Gajewski is waiting for more information from the Department of Workforce Development but feels that this could be beneficial for the Utility. Discussion was had and initial feelings are all positive. No action taken.

Discussion/Action on revised wage scale

Gajewski explained that the City Council approved a cost of living adjustment of 2.5% to the City's wage scale. He is presenting a revised Utility wage scale for 2020 that includes the same adjustment. This is a change to the wage scale only, not to individual wages.

Hedlund/Esarco motion to approve the revised wage scale. Passed 6-0.

Discussion/Action on the 2020 Water Utility Budget

Gajewski presented the 2020 Water Utility Budget and discussed the accompanying Capital Improvement Projects.

Flower/Hartz motion to approve the 2020 Water Utility Budget. Passed 6-0.

Discussion/Action on the 2020 Wastewater Utility Budget

Gajewski presented the 2020 Wastewater Utility Budget and discussed the accompanying Capital Improvement Projects.

Flower/Esarco motion to approve the 2020 Wastewater Utility Budget. Passed 6-0.

Discussion/Action on the proposed modifications to their equipment at Host Tower by AT&T

Gajewski explained that the modifications being proposed are related to desired 5G upgrades and they have been reviewed and approved by Dixon Engineering.

Hartz/Hedlund motion to approve the proposed modifications at Host Tower by AT&T. Passed 6-0.

Lyon/Hedlund motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically regarding: a) proposal for amendments to the Dodge Tower license with AT&T, 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) Wastewater Superintendent and c) Water Superintendent

Motion passed on a roll call vote. The Commission convened into closed session at 5:20pm.

Lyon/Hartz 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 6:37pm.

The Commission took the following action:

- a) Hedlund/Flower motion to direct the President of the Utility Commission to sign the license agreement. Passed 6-0.

- b) Hedlund/Hartz motion to direct staff to promote the interim Wastewater Superintendent to Wastewater Superintendent and remove interim from the title and compensate him as directed at the June Utility Commission meeting. Passed 6-0.
- c) Hedlund/Esarco motion to direct the Utility Director to assign a wage to the Water Superintendent as directed at the June Utility Commission meeting. Passed 4-2. Flower & Hartz opposed.

Adjourn

Hedlund/Esarco motion to adjourn at 6:41pm. Passed 6-0.

/s/ Jo Busch, Office Manager

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY NOVEMBER 7, 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 Fire Chief Peters

3. Roll call

Commissioners Connors, Jordan, Pollard, Horne and Saul were present. Police and Fire Liaison Skates, Chief Rasmussen, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski 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 October 10, 2019

Horne motioned to approve the regular meeting minutes of October 10, 2019. Saul seconded. Motion carried 5-0.

7. City Council Report

Alderman Skates advised that City has switched insurance carriers to WPS because the annual insurance increase was only 3.5% rather than 17% proposed by United Health Care. The City is also offering to pay ½ of a vision plan. The City's price of insurance was \$150,000 less than originally budgeted.

8. Discussion/Action – Chief Rasmussen and Chief Peters appraisals

Appraisal forms were handed out and should be returned to Administrative Assistant Papenfus. She will compile the information and the appraisals will be discussed at next month's meeting.

9. Fire Department Business

a. Approval of bills for the month of October 2019, operating in the amount of \$98,402.55, Equipment purchases in the amount of \$8,602.85, for a total of \$107,005.40

Connors motioned to approve the bills for the month of October 2019. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Chief Peters stated that the department is still working on the sewer/plumbing issues at the firehouse. At this time they are checking to determine the complete amount of damage before figuring out the correct remedy.

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 reviewed the monthly report. FF/Paramedic Kimberly Pillman was the Personnel Spotlight employee of the month, joining the department in September 2018. She is also the EMS Captain for the Town of Linn Fire Department. FF/AEMT Jennifer Petkoff was named the City of Lake Geneva’s Firefighter of the year and Walworth County MABAS Division 103 Firefighter of the Year. FF/Paramedic Tyler Krepelan received the annual EMT of the year award. October was Fire Prevention Month. Additionally, 1000 children visited the Trick-or-Treat Open house. Chief Peters reviewed the notable calls for the month and years of service.

e. Discussion/Action – 2020 Budget Update
The budget has passed FLR and the City Council and is awaiting final approval.

f. Discussion/Action – 2019 Equipment Replacement and Capital Improvement update
Chief Peters reviewed the 2019 Equipment Replacement and Capital Improvement and status of each project.

g. Discussion/Action – Car 2 update and replacement
Pollard motioned to recommend approval of Car 2 replacement as stated in the memo dated November 4, 2019 to the City Council. Jordan seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.
Chief Peters handed out and reviewed the memo of how the department will proceed with replacing Car 2. The Fire Department is in the process of selling Car 2 for salvage. Upon approval by the PFC, the information will be presented to FLR and the City Council for final approval. City Administrator Nord and Comptroller Hall were in agreement with this plan.

h. Discussion/Action – Approval of Lexipol Policies

- 337 Accounts Receivable (NEW-Replaces P-100.16)
- 1024 Workplace Violence (UPDATE)

Connors motioned to approve Lexipol Policy 337 Accounts Receivable. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.
Connors motioned to approve Lexipol Policy 1024 Workplace Violence. Jordan seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

i. Discussion/Action - Change of Emergency Medical Services Medical Director
Connors motioned to authorize the change of Emergency Medical Service Director to Mercy Walworth. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.
Chief Peters has been discussing this change with Aurora Medical Center for awhile. At this time Mercy Walworth provides a higher level of medical direction and better aligns with the department’s mission, goals and values. Mercy’s EMS training center is available to fire department personnel and their protocols for the department match with the Fire Department’s direction.

j. Discussion/Action - Approval of hiring FF/PM Peter Seyfarth-Lechner and Mitchell Sheley (pending backgrounds)
Horne motioned to approve hiring of FF/PM Peter Seyfarth-Lechner and Mitchell Sheley pending backgrounds. Saul seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

k. Discussion/Action- Acceptance of donation & Thank You from

- Susan & Robert Riley
- City of Delavan
- Eastview Elementary Students

Pollard motioned to accept donation from Susan and Robert Riley. Jordan seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

I. Items to be forwarded to city council

Expenditure reports, EMS call summary report, Chief's monthly report, Thank you/Donations, Car 2 replacement

10. Police Department Business

a. Approval of bills for the month of October 2019, operating in the amount of \$262,241.33, Equipment purchases in the amount of \$0, for a total of \$262,241.33

Jordan motioned to approve the bills for month of October 2019 with the \$16,604.4 from Federal Signal Corporation billed to emergency management be removed from the police department bills. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0. Chief Rasmussen stated that the storm siren invoice was placed in the report with the bills but it was recorded under emergency management.

b. Discussion/Action – Confirm hiring of Full Time Telecommunicator Elizabeth Zmudzinski

Jordan motioned to confirm the hiring of Full Time Telecommunicator Elizabeth Zmudzinski. Saul seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0. Chief Rasmussen stated that Telecommunicator Zmudzinski works full time for the City of Delavan Police Department and Part Time for our department.

c. Discussion/Action – Confirm hiring of Part Time Telecommunicator Brenda Barton

Saul motioned to confirm hiring of Part Time Telecommunicator Barton. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

PT Telecommunicator Barton recently retired from the department and wanted to return part time.

d. Discussion/Action – Part time Compensation

Connors motioned to recommend to the Personnel Committee to offer Holiday pay at time and a half to part time employees. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

Chief Rasmussen stated that he asked the Police Union if they objected to offering Holiday pay to part time employees and only one union member opposed. This change would have to go to the Personnel committee and FLR for final approval.

e. Discussion/Action – PD accessibility and security (PD garage)

Connors motioned to have the Parking staff notify command staff or dispatch before accessing the parking garage. Horne seconded. Roll call vote: Connors-Y, Jordan-Y, Pollard-Y, Horne-Y, Saul-Y. Motion carried 5-0.

The meter department uses the garage for their batteries; however, recently there have some concerns of individuals being in the garage without being fingerprinted due to security reasons and exposure to juveniles who are in custody and being brought through the garage. The meter department will be moved in the future but Chief Rasmussen would like to figure out a short term resolution.

f. Discussion -- Uniform update

The uniform update would include a change in practice; therefore no policy change is necessary.

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

Chief Rasmussen stated Walworth County asked if we would be a backup for them because the City of Delavan's dispatch is closing. An independent contractor is evaluating the City's dispatch center to see if we can handle the backup or if this is the proper location for Walworth County Sheriff's Office backup.

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

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

2019 Dispatch activity for October 2019:	Telephone calls - 2,463	911 Calls - 222	Window assists - 679
2018 Dispatch activity for October 2018:	Telephone calls - 2,899	911 Calls - 274	Window assists - 913

2019 Patrol activity for October 2019:	Calls for service -1,723	Arrests - 93
2018 Patrol activity for October 2018:	Calls for service -1,733	Arrests - 70

j. Items to be forwarded to City Council

Expenditure reports, Confirm hiring of FT Telecommunicator Zmudzinski and PT Telecommunicator Barton, part time compensation, Chief's top monthly incidents and monthly activity reports

11. Agenda items for the next regular meeting Thursday December 5, 2019

Chief Rasmussen and Chief Peters appraisals

12. Adjourn

Pollard motioned to adjourn the meeting. Saul seconded. Motion carried 5-0. Meeting adjourned at 7:09 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, NOVEMBER 18, 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, Brett Stanczak, Ann Esarco, Michael Krajovic. Absent (Excused) William Catlin. 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 October 21st, 2019 Plan Commission meeting as distributed.

Gibbs/Esarco 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.

None.

Acknowledgement of Correspondence.

Correspondence was received from Gerald Somers, 930 Maytag Road, opposing the amendment of the Precise Implementation Plan at 940 Maytag Road. Correspondence was received from Ruth Hackman, 538 Fremont Avenue, opposing any changes to Hillmoor and to keep everything the same. Correspondence was received from Hank & Mary Sibbing, urging the land use designation to remain the same for the Hillmoor property. Correspondence was received from Jim Good, Golfview, opposing any zoning change for Hillmoor. All correspondence has been distributed to the Plan Commission and the City Council.

Public Hearing and Recommendation of a Conditional Use Permit filed by Bohdan & Patricia Kachur 968 S. Lake Shore Dr., for a request to allow the renovations to the exterior of the property located in the Estate Residential (ER-1) zoning district and to utilize the Single Family – 4 (SR-4) setbacks, Tax Key No. ZYUP00106A.

Patricia Kachur, 968 S Lake Shore Drive, presented her request. Zoning Administrator Walling said this project meets our SR-4 setbacks with no substantial expansion to the home.

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

Skates/Esarco motion to recommend the Conditional Use Permit to allow the renovations to the exterior of the property and utilize the SR-4 setbacks and include all staff recommendations and fact finding in the affirmative.

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

Public Hearing and Recommendation to amend an existing Conditional Use Permit filed by Patrick & Rachel Lynch 940 Maytag Rd., for a request to allow the reduction to the lake shore setback of the property located in the Estate Residential (ER-1) zoning district, Tax Key No. ZCE00005.

Tim Lynch, Lynch & Associates, clarified the location of the foundation as seen by Lynch & Associates Engineering, which differs from the drawing provided by the architect and confirmed the previously approved PIP. Walling said the PIP approval was based on the original submittal, with the General Development Plan showing a line from the corner of the two neighboring homes in which the proposed structure could not go past. Planner Slavney stated the Plan Commission did not approve of a distance from the shoreline, but did approve of the line created from the corner of each neighboring home. Slavney referenced the importance of the lake view to all owners and suggested adhering to the line approved in the original submittal. Mayor Hartz read the correspondence from the neighbor at 930 Maytag Road. Commissioner Stanczak asked if any other structures are past this line. Walling said no, the stairs come up to the lower level terrace. Commissioner Gibbs asked for clarification of the line which was approved. Discussion followed.

Speaker #1: Dick Malmin, N1991 S Lake Shore Drive, agreed with Planner Slavney and shared his thoughts on this project.

Speaker #2: Frank Guido, 5625 Cranberry Road, Burlington, builder for the Lynch family, shared his thoughts on the house placement and believes the house is in compliance with the lake front setback and numerical dimension.

Speaker #3: Theresa Giese, 528 Sage Street, shared her opposition to this PIP amendment and would like the excess to be torn down.

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

Hartz addressed a clerical error on the agenda. 940 Maytag Road received a GDP and PIP earlier this year, not a Conditional Use so the applicant is asking for an amendment to a Precise Implementation Plan. Hartz said it was an honest mistake but we have to adhere to the standards and build what is approved.

Hartz/Skates motion to denial to amend the existing GDP & PIP to allow the reduction to the lake shore setback of the property.

Slavney stated the principal of staying behind the line was the guiding force to establish approval for the GDP & PIP and there was a misinterpretation of what the approval was. Slavney said because of the mistake, it is a violation, and the Plan Commission should not approve the amendment and stick to the rule as it was approved.

Voting clarification: yes = deny, no = not approving the motion

Roll Call: Hartz, Skates, Stanczak, Esarco, Krajovic voting "yes." Gibbs voting "no." Motion carried 5-1.

Continuation of the Public Hearing and Recommendation for a request to amend an existing Conditional Use Permit filed by Daniel Schuld, 281 Keyes Ave. Hampshire IL, 60140 to renovate the exterior of the property located at 727 Geneva Street, in the Central Business (CB) zoning district, Tax Key No. ZOP00157.

Applicant has requested to continue the Public Hearing.

Hartz/Skates motion to continue the Public Hearing to the next Plan Commission meeting at the request of the owner. Motion carried unanimously.

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

Walling said not-for-profit organizations have requested permission for off-street parking for events in the City Lake Geneva for years. The request to amend the Ordinance would enable these organizations to continue their service to the community. Slavney explained this request would allow off-street parking for organizations with legal registration as a not-for-profit with the State. Hartz asked for clarification on length of the permit and what constitutes an event. Walling explained the temporary use permit and the time frame. Attorney Draper said standards and clarifications can be added to the Ordinance.

Hartz/Skates motion to continue the Public Hearing and Recommendations for an amendment of the Zoning Ordinance section 98-704 and direct staff to clarify what constitutes not-for-profit organization and length of time for event permit. Roll Call: Hartz, Skates, Gibbs, Stanczak, Esarco, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation to amend the existing wording of the Tourist Rooming House ordinance to identify to Short Term Rental ordinance.

Attorney Draper said the proposed word changes were requested to differentiate the City's Tourist Rooming House from the Tourist Rooming House regulated by the State. Draper is also working with staff to address concerns from citizens regarding our Tourist Rooming House Inspections, the Guest Log, the Knox Boxes and the License Fees. Draper will create report after the research and present to the Plan Commission. More changes may occur.

Speaker #1: Theresa Giese, 528 Sage Street, asked for an explanation of Bed & Breakfast, Short Term Rental & Tourist Rooming House.

Draper discussed the differences between the three categories. Slavney said the State has different laws for each category and the City needs to be consistent to minimize confusion. Krajovic asked for further clarification between TRH & STR.

Slavney stated Tourist Rooming House is a full time commercial use which can be rented out for any length of time; Short Term Rental is an accessory use in which the State allows any property owner to rent out their home. Hartz said the home must be rented for a minimum of 6 days and only in a period of 180 continuous days.

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

Skates/Gibbs motion to approve the amendment to the existing wording of the Tourist Rooming House Ordinance to identify as Short Term Rental Ordinance.

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

Skates/Stanczak motion to direct the staff, including attorney Draper, to review the current structure for Short Term Rentals, review with the plaintiffs attorneys and report back with results to the Plan Commission.

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

Adjournment. Gibbs/Skates motion to adjourn at 7:09 p.m. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

**CITY OF LAKE GENEVA JOINT MEETING OF THE REGULAR COMMON COUNCIL
AND THE PLAN COMMISSION MINUTES
WEDNESDAY, NOVEMBER 13, 2019 6:00 P.M.
LAKE GENEVA CITY HALL; POLICE TRAINING ROOM (SECOND FLOOR)**

Council Members: Mayor Tom Hartz, Council President, John Halverson, Council Vice President, Cindy Flower, Alderpersons: Selena Proksa, Doug Skates, Tim Dunn, Ken Howell, Shari Straube, and Rich Hedlund

Plan Commission Members: Michael Krajovic, John Gibbs, Brett Stanzcak, William Catlin, Ann Esarco, Alderperson Doug Skates and Mayor Tom Hartz.

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

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

Roll Call of the members of the City Council:

Present: Howell, Flower, Skates, Hedlund, Proksa, Halverson and Dunn

Absent: Straube

Roll Call of the members of the Plan Commission:

Present: Krajovic, Gibbs, Stanzcak, Catlin, Esarco, Skates and Hartz

Absent: None

Election of Joint Committee Chairperson:

Cindy Flower so moved to nominate Tom Hartz as Joint Committee Chairperson, seconded by Ken Howell. Motion carried by unanimous voice vote.

Acknowledgement of Correspondence:

City Administrator Nord reported that the City received one email from Jaqueline Getzen and Charlene Klein in regard to tonight's meeting. This email was distributed to all members of the City Council and the Plan Commission

Presentation of Site Analysis and Hillmoor Concept Plans by Vandewalle & Associates:

Brian Munson of Vandewalle & Associates addressed the members of the joint meeting and provided an overview of the property's current designation along with an overview of the existing site.

Open A is primarily single-family and mixed residential with approximately 68% of the site remaining undeveloped and approximately 32% developed

Option B is designated as "Planned Neighborhood" with a mix of residential and some limited commercial and possible institutional uses. Approximately 68% of the site remaining undeveloped and approximately 32% developed

Option C is designated private recreation with approximately 63% undeveloped and 37% developed.

Beyond the three options outlined, Munson covered various other potential, but less viable development options for the site.

General questions were addressed. Munson posed four question intended to clarify how best to move forward. The key questions were:

- Does the City want to pursue purchasing the property for a public park?
- Does the City support private creation uses?
- Does the City support neighborhood scale retail and institutional uses?
- Does the City support residential development on the site?

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:

Jim Strauss expressed his thoughts on the presentation as well his concerns about the public notice given for the meeting.

Rick Steinberg expressed his belief that the existing map for the Hillmoor property should be kept as is. Stated that various environmental groups may be interested in acquiring the site. Also expressed his opposition to seeing office development on the property.

Hank Sibbing stated his opposition to recreational or commercial use of the site. Wants private / public open space including possibly a golf course, hockey rink and trails.

Spyro Condos stated he was not for or against the plans, but does believe that this meeting is not a legal public hearing and encouraged the Commission and Council not to take any.

Charlene Klein stated that the city should not change the current land use.

Dimitre Anagnos expressed his concern of how this proposed development will impact the city's infrastructure, the school district, etc. Asked that the current land use be left as is.

Tom Reed stated his opposition to development of the site.

Terry O'Neil stated his opposition to the proposed concept plans.

Ted Harig stated opposition to the proposed concept plans stating that development of the site would threaten Lake Geneva's the small town atmosphere.

Pete Peterson stated that the meeting should have been held in the Council Chambers. Believes this site should be purchased by the city or by local residents.

Dick Malmin stated his opposition to affordable housing on the property. Believes this effort amounts to contract zoning if the map is ultimately changed.

Grace Hanny asked that this discussion be put on hold. The community should look into the idea of possibly selling "shares" to residents to purchase the property and/or look for grants to purchase the site.

Maureen Marks stated the topic should be put on hold and that future meetings should be held in the council room. Also stated she disliked the concepts brought forward in the presentation.

Explanation regarding roles of Plan Commissioners and Council Members as it relates to the Comprehensive Planning process.

At 7:10 p.m. City Attorney Dan Draper addressed the Commission and the Council to explain the roles of the Plan Commissioners and Council members as it relates to the Comprehensive Planning process. He reviewed his previous memo on the topic. Attorney Draper answered various questions from council and commission members.

Discussion / Work Session regarding Hillmoor Concept Plans:

At this point in the meeting discussion began as part of the work session regarding the Hillmoor Concept Plans. Members asked Brian Munson various questions related to the property's existing zoning as well as topics including traffic control and the environmentally sensitive areas of the site (as to what would or would not be allowed to be done within sensitive areas).

Munson provided an explanation as to role that the "Southwestern Wisconsin Regional Planning Commission" may play in the ultimate development of the property. Munson further explained that if the city takes no action, the property's owner could (by right) build five houses or possibly development some manner outdoor private recreation facility. Additional discussion ensued.

At 8:12 p.m. Mayor Hartz called a five-minute recess.

At 8:18 p.m. Mayor Hartz called the meeting back into session.

Jackie Mich with Vandewalle outlined next steps for the Comprehensive Plan process including upcoming meeting dates and times.

Plan Commission Recommendation of Preferred Concept Plan and Recommend Revisions:

Mayor Harts presented four questions that the Commission and Council were asked to discuss:

1. Does the city want to pursue purchasing the property? General discussion was held and the City Attorney was asked to outline the steps necessary of the city did wish to pursue buying the site. After additional discussion; no consensus was reached.
2. Does the city support private recreation uses on the property? General discussion was held; no consensus was reached.
3. Does the city support neighborhood scale retail and institutional uses on the site? General discussion was held, with no consensus being reached.
4. Does the city support residential uses on the site? General discussion was held with no consensus being reached.

After additional discussion it was the consensus of the members to have Vandewalle provide an estimated number of additional residents that could potentially be associated with Options A and B.

Adjournment of the Common Council. Motion by Proksa to adjourn the meeting of the Common Council, second by Halverson. Motion carried 5-0. The meeting adjourned at 9:37 p.m.

Adjournment of the Plan Commission. Motion by Gibbs to adjourn the meeting of the Plan Commission, seconded by Skates. Motion carried 6-0. The meeting adjourned at 9:37 p.m.

BOARD OF PARK COMMISSIONERS MINUTES
WEDNESDAY, OCTOBER 23, 2019
City Hall, Conference Room 2A

President Esarco called the meeting to order at 6:44 p.m. CST. We adjourned at 8:09 p.m. and a lot of good stuff happened between. The stuff follows.

Roll Call: Present: President Esarco, Mayor Hartz, Barbara Philipps, Obdulia Alvarez, Peggy Schneider, Brian Olsen, Meaghen Madden-Van Dyke

Excused: Dave Quickel, Alderman Straube

Staff Present: None

Also in attendance was Jackie Mich, Planner from Vandewalle & Assoc.

Public Present: Dick Malmin, Trish Schaefer, Avi Mor, YMCA Sports Director

Approval of Board of Park Commissioner meeting minutes from September 25, 2019: Esarco/Hartz moved to approve the minutes with one correction – spelling of Ed Yaeger. Approved 7-0

Comments from the public: (The following are summaries and not direct quotes)

Dick Malmin N 1991 South Lake Shore Drive, Linn Township: Dick noted that the City of Lake Geneva is on a suicide watch for its irrational and destructive behavior. He suggested that the City leaders want to pave over the 200+ acres at Hillmoor. Dick proposed that whatever happens at Hillmoor should be community oriented.

Trish Schaefer, Sage Street, City of Lake Geneva: Ms. Schaefer presented her stone memorializing her husband, noting that it had not been cared for by the City. The tree that it marked was not thriving. She noted that the brick she had purchased and had placed at Dreihaus Plaza celebrating her marriage was also in disrepair. She asked if the City couldn't do better, if there were not other opportunities for residents to memorialize loved ones in the parks.

Avi Mor, Sports Director for the YMCA: Reported that there were 684 participants in the Veterans Park sports activities coordinated through the YMCA.

Acceptance of Board of Park Commissioners Funds Report:

Olsen/Hartz moved to accept the Board of Park Commissioners Funds Report. Approved 7-0

New Business

Grant Applications – Proposal from Vandewalle:

Ms. Mich presented a spreadsheet of potential grant funds that the City could apply for to implement programs and construct and maintain facilities identified in the Lake Geneva Park Plan and Bike/Ped Plans. Esarco/Schneider moved to direct Vandewalle to write a proposal for writing MLS and ADLP grant applications. Approved 7-0

BOARD OF PARK COMMISSIONERS MINUTES

WEDNESDAY, OCTOBER 23, 2019

City Hall, Conference Room 2A

Discussion/Recommendation: Grand Geneva request to advertise at Veterans Park:

Continued to next meeting.

Discussion/Recommendation: Concession stand lease Veterans Park:

Continued to next meeting. The current lessee and the YMCA will be asked about their interest in renting the Concession stand for next year.

Recurring Business:

President Esarco presented Neil Waswo's report.

Business Carried Forward:

- Update on YMCA Agreement: The Board of Park Commissioners edits have been presented to the City Attorney and the YMCA Board.
- Update on \$15,000 budgeted for multi-use path: Mayor Hartz reported that the \$15,000 will be rolled over into the 2020 budget to be increased to a total of \$30,000.

Olsen/Philipps moved to adjourn the meeting of the Board of Park Commissioners at 8:09 p.m.

Approved 7-0

Recorded by Mayor Hartz, Secretary of the Board of Park Commissioners. Any errors are the result of naiveté and poor self-editing.

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



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Strategic Planning Committee Meeting
Wednesday, November 13, 2019 5:00 pm
Library Director's Office

1. Meeting called to order by chair D. Lyon at 5:06 pm
2. Present: Lyon, Kundert, Brookes, Rodriguez, Gramm, Bartz, Halverson, Dinan, Kersten. Also present: Library Director Kornak
3. Review of interior design / layout proposals
Lyon/Dinan motion to recommend to full board acceptance of proposal from FEH Architects for basic services (\$25,670) + travel expenses (est. \$890) with proposed additional services (space needs, facility systems, and lighting) not to exceed \$15,000. Passed unanimously.
4. Next steps / next meeting date: Schedule next committee meeting after full board meeting on 11/21.
5. Adjournment - Kundert/Kersten motion to adjourn at 5:37pm passed unanimously.



LAKE GENEVA PUBLIC LIBRARY

MEETING MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, November 21, 2019 - 5:00 pm
Library Director's Office, Lake Geneva Public Library

1. Call to order by board president Lyon at 5:00pm.
2. Roll call and introduction of guests: Lyon, Bartz, Pennington, Kundert, Henningfeld, Dinan, Kersten, Gramm, Halverson. Also: Library staff Kornak and Strehlow.
3. Approval of previous meeting minutes by Kundert/Bartz, unanimously passed.
4. Comments from the public. No Comments.
5. Financial report (Kundert):
 - a. Kundert reported that building projects continue.
 - b. October expenses of \$57,878.75 motion for approval by Kundert/Dinan, unanimously passed.
 - c. Finance committee vacancy volunteers called for.
6. Director's report (Kornak)
 - a. Library usage: October, statistics circulation looks good. The Spanish collection is on display as well as the geology display. Increasing youth material circulation is among the 2020 goals.
7. President's report (Lyon)
 - a. Nomination/election of new Vice President: Lyon/Halverson nominate Gramm. Approved unanimously.
8. Committee reports (Committee chairs: Lyon, Kersten, Halverson)
 - a. Strategic Planning Committee. Chair Lyon reported that the committee recommends to engage with FEH for library design project. Lyon moves that up to \$40,000 be approved to engage with FEH. Halverson second. Approved unanimously.
 - b. Personnel Committee: Chair Kersten reported that she will be calling a meeting of the committee soon.
 - c. Personnel: Chair John reported that there will be a meeting soon.
9. City Liaison report (Halverson): Halverson reported on the Riviera project, comprehensive plan including the Hillmoor decision and Wrigley drive pedestrian area.
10. Friends of the Library report (Kundert)
11. Foundation report (Kersten): Kersten reported she resigned from the Foundation board and that there could be an opportunity for another library board trustee to participate.
12. Adjournment: Kundert/Bartz motion to adjourn at 6:00pm passed unanimously.



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Finance/Building/Grounds Committee Meeting
Thursday, November 21, 2019 - 4:30 pm
Library Director's Office, Lake Geneva Public Library

1. Call to Order by chair L. Kundert at 4:30pm. Present: Kundert, Lyon. Also present: Henningfeld, Kornak
2. Lyon/Kundert motion to approve previous meeting minutes passed unanimously.
3. Kundert reviewed the October expenses and Kundert/Lyon motion to recommend approval of expenses totaling \$57,878.75 passed unanimously.
4. Library Director will provide a tuition reimbursement policy for Personnel Committee to review to address future tuition reimbursement situations for library staff. Kundert will announce an opening on the FGB committee at board meeting.
5. Building update: in 2020 we will have staff take over building cleaning and drop cleaning service due to cost and performance.
6. Kundert/Lyon motion to adjourn at 4:58pm passed unanimously

Next meeting: Thursday, December 12, 2019 at 4:30 pm in the Library Director's Office, Lake Geneva Public Library



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Personnel Committee Meeting
Thursday, November 21, 2019 - 6:00 pm
Library Director's Office, Lake Geneva Public Library

Committee Chair J. Halverson called the meeting to order at 6:04pm. Present: Halverson, Lyon, Gramm. Also present: Kornak. Excused: Dinan

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

- a. Library Assistant M. Cordova
- b. Library Assistant W. Finley
- c. Library Assistant S. Floore
- d. Library Director E. Kornak
- e. Head of Youth Services S. Soukup
- f. Head of Adult Services R. Strehlow
- g. Circulation Services Manager K. Stang
- h. Technical Services Coordinator P. Kingwill
- i. Administration / Finance S. Mueller
- j. Shelver B. Fell
- k. Maintenance M. Monohan
- l. Library Assistant V. Blume
- m. Library Assistant B. West

Passed unanimously.

Gramm/Lyon motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in closed session passed unanimously.

Halverson/Gramm motion to adjourn at 6:30pm passed unanimously.

Lake Geneva Historic Preservation Commission Meeting Minutes

November 14, 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, Grace Hanny and Tim Dunn. Jackie Getzen and Chris Brookes were absent.

Approval of minutes from October 10, 2019, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Tuesdays @ Two: Einstein, Gravitational Waves and the future of Yerkes Observatory -- December 17th. A Victorian Christmas, Saturday Dec. 7th—12 o'clock till 3 o'clock. The museum is putting together a new exhibit in their south gallery. The exhibit will tell the story of Dungeon & Dragons and it's creator Gary Gyax.

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 and follow-up on the 2019 Wisconsin Historical Society Conference on October 25-26, 2019, at the Grand Geneva Resort & Spa. The Geneva Theater Actors Guild's next performance will be Miracle on 34th Street, by George Seaton—Wednesday, 12/11/19, 7:30 P.M. – Friday, 12/13/19, 10:00 A.M. The Friends of the Theater has an application form that allows not-for-profit organizations to use the Theater for fundraisers, maybe we can do that. Ken, Chris and Grace attended the Conference, and it was very informative. We are looking into becoming a Landmark City. Also how do we become a member of the State Historic Preservation Commission. So we can get grants, etc.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. No new information.

Review of recent bills and invoices and updated current balance in the Historic Preservation Commission City 2019 Budget and discussion regarding the proposed 2020 LGHPC City Budget. So far this year we have spent \$4,836.90. We have exceeded our budget by \$1,336.90, but it was covered by our carryforward funds. We still have \$2,555.10 in carryforward funds available, if we don't spend them, they will be carried over to 2020. Ken, Chris and Grace will get reimburse for attending the Conference—upon receiving the receipt.

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 St. and the Douglas House at 322 Madison St. Renovation work has begun on the Brick & Mortar Building. The owners of 322 Madison has contacted contractors about what they should do – they still want to tear the house down.

Update regarding the Lake Geneva Historic Railroad Site, including information from the Park Board regarding the future bench in memory of Ed Yaeger. No new information.

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. No new information.

Discussion regarding new projects for the LGHPC, including future “Tales of Lake Geneva” and status of our website www.historyoflakegeneva.org. “Tales of Lake Geneva” will take place at the Geneva Lake Museum on December 10th, it will be a Tuesdays @ Two. Patrick will talk to Scott Williams (L.G. Regional News) about advertising in the paper. Ken sent an email to Jeff Miskie about updating our website. Ken contacted City Hall about our plaque that we received from Joe DeRose, why it isn’t hanging on the wall in the lobby, was told that it will be going up soon---- Certified Municipality Plaque. Tim will talk to David Nord about if we can apply for a grant from Visit Lake Geneva. Paid \$190.00 on 11/12 to have sheets printed for “Tales of Lake Geneva”.

Review the status of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, and repair of existing historic signs. Discussion regarding Historic Plaque applications for 1115 Wisconsin Street and “Pillsbury”. Jackie informed us that the small signs have been hung, need invoices from Sandy for making the signs, so we can pay her. The plaque for 1115 Wisconsin St. was approved on 10/10/19.

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. Discussed about how we can become a part of the National Trust for Historic Preservation. Grace will look into it.

Meeting adjourned at 7:55 P.M.

Respectfully submitted,

Louise M. Rayppy

AVIAN (BIRD) COMMITTEE

MONDAY, NOVEMBER 25, 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, Jill Rodriguez, Carol Zimmermann, Karen Gallo; Excused: Kelley Happ
3. Approval of minutes from October 28, 2019 meeting as distributed. Moved by Zimmermann, seconded by Rodriguez, approved unanimous
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 – Stephanie Klatt, Visit Lake Geneva expressed appreciation to the City for having an Avian Committee and indicated that she and her organization are excited to be working with the Avian Committee (see notes below on her presentation)
5. Discussion/Update 2019 and 2020 Avian Budget – Chairperson Proksa indicated that the 2020 budget request of \$4950 approved. A review of spending indicated that the Committee spent the allotted funds but would have carry-over given funds from grants and fund-raising efforts.
6. Discussion/Update Bird City Application – Task team of Zimmermann, Happ, and McConnell have worked on the narrative for all six sections. Committee reviewed and revised the Effort and Partnership sections during the meeting. Zimmermann will upload documentation and pictures as required. Proksa will work with Administrator Nord on the World Migratory Bird Day Resolution, so that it can be approved prior to the deadline of January 31, 2020. Proksa will also work with Nord to schedule a special meeting in mid-January with Committees and Departments who have responsibility and oversight over various activities noted in the application.
7. Presentation/Introduction by Stephanie Klett, Visit Lake Geneva (VLG) – Bio: 20 years with Discover Wisconsin, Positive aspects of the state, 350 TV shows, 4,000 radio shows, Secretary of Wisconsin Tourism, can assist with state legislative contacts, grants, and marketing. Oversees Marketing of the area, the City of Lake Geneva Chamber, and the Visitor Center. Currently working on silent sports tourism, such as bike trails, and see the possibility of adding birding.
Discussion of partnership projects. McConnell indicated that one would be Swift Night Out – Thursday, Sept. 10 - Raptors for the indoor program, Outdoor viewing, and food trucks. Other possibilities are Purple Martin colony events, birding spots around Lake Geneva, 2020 project on Bird-Friendly yards (including native plants, possibility a plein air/art component, and a youth component with our Learning to Soar students), Travel Green Certification – from State of Wisconsin, Committee members writing a guest blog for Visit Lake Geneva, Visit Lake Geneva staff writing a letter to the editor for the newspaper.

Klatt also noted that the Committee and partners could be considering applying for a Joint Effort Marketing Grant (JEMG) – for matching funds up to 75% of marketing budget and up to three years.

Action steps:

In terms of marketing, Deanne Goodwin (VLG Marketing Director) can assist with digital advertising (building on 2019) and work with an Avian task team to review and the Committee's 2020 strategy, ads, materials, and the requirements of VLG.

To meet the December 5th deadline for the visitor guide, Zimmermann will forward materials to Goodwin.

8. Due to time, move to adjourn by Zimmermann, seconded by Gallo. Other agenda items moved to January meeting. Approved unanimously
Meeting adjourned 5:55 pm.

Upcoming meetings:

January – date to be scheduled by Proksa

Special “partner” meeting with Committees and Departments (or members of those committees or departments) with a nexus to the criteria in the Bird City application

January 27, 2020 – 5 pm - Next Avian Committee Meeting

Agenda items for January Meeting

- 1) Bird City Application
 - a. Last Looks prior to Submitting
 - b. Discussion/Recommendations from Special Meeting (Bird City Application Partners)
- 2) Update Avian Christmas Tree – Geneva Lake Museum Parade of Trees
- 3) Update on work with Visit Lake Geneva
 - a. Visitor Guide photos and other collaborative efforts
- 4) Demonstration – 2020 Committee Budget & Expenditure Spreadsheet on Google Drive
- 5) Discussion/Recommendation 2020 Swift Night Out
- 6) Discussion/Update 2020 Avian Backyard Bird-Friendly Initiative
- 7) Discussion/Update Purple Martin Colony
- 8) Discussion/Update 2020 Avian Education Project
- 9) Discussion/Update 2020 Possible Grant Opportunities (relate to 5-8)

TOURISM COMMISSION MINUTES

WEDNESDAY, NOVEMBER 13, 2019 – 4:00 PM

ROOM 2A, CITY HALL

Meeting called to order at 4:00 pm

Roll Call: Carstensen, Waspi, Trilla, Ald. Hedlund, and Ald. Straube

Absent: John Trione

Also present: Administrator Nord, Asst. City Clerk, Elder, MATL, Copey, & VLG, Goodwin,

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

None

Approval of the Tourism Commission minutes from October 09, 2019

Waspi motion to approve the October 9, 2019 Tourism Commission minutes, second by Hedlund.

Motion carried 5-0.

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

The HelmsBriscoe partnership has been confirmed and Copey anticipates the contract to begin on January 1, 2020. Meet at the Lake (MATL) & Riviera websites will be merged as one with the addition of City of Lake Geneva accommodations page to wedding packages. The Corporate/Event sales package has been completed, and an updated Riviera ad for At the Lake wedding was completed.

More time is needed to update the catalog to “The Riviera Ballroom & Beyond: City of Lake Geneva Meetings & Events” with the Riviera having two full pages, and Meet at the Lake description. Copey requested the commission assist in making change to the Riviera cancellation policy.

Ald. Hedlund motion to recommend to FLR changing the Riviera deposit as non-refundable.

A cancellation fee of \$1,000 (deposit) will be charged for all cancellations. Cancellations made within 90 days of the reserved date will be required to pay 50% of the rental fee, minus the \$1,000 deposit. Cancellations made within 14 days of the reserved date will be required to pay the rental fee in full, minus the \$1,000 deposit.

*For events with a rental fee less than \$1,000: A fee of \$100 will be charged for cancellations made 180 days or more prior of the reserved date; the \$1,000 deposit minus the amount of the rental fee will be forfeited if notified less than 180 days prior to the reserved date, second by Trilla. Motion carried 5-0.

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

Changing monthly partner meeting to the 3rd Wednesday of the month starting in January and rotating locations to various business locations. VLG is still accepting float applications until Nov. 29th – on their website. Winterfest has been condensed and will start on the Wednesday before the main weekend.

Shawni Mutter, the Event Manager has resigned from VLG and VLG will hire an Independent Contractor to assist with Winterfest. Trip Advisor & JSA online to cover/PR interest on Winterfest & Ice Castle. Referenced marketing stats provided in the meeting packet. Ald. Hedlund requested the Lake Geneva specific hotel numbers be provided. Chairperson Carstensen said she would be able to provide that and include in next month’s report.

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

Bridget Leech has resigned and her last day is December 31, 2019 and the BID Board is looking for an Events Manager. The Chicago Tribune featured article on Ice Castles. Motionloft foot traffic counter company has dissolved.

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

Waspi noted a couple of the grants need to be updated as paid. Hedlund noted the change in Room Tax, Elder commented that the Treasurer had reported increased numbers. The lower level of the spreadsheet will reflect those numbers in the next meeting.

Discussion/Action regarding moving grants from QTR from Monthly

Committee agrees to leave the grant requests monthly.

Discussion/Action Lake Geneva Regional News offering 30% off purchased ads to the Tourism Commission

Waspi motion to approve a one-time ad \$550 to the Regional News, second by Hedlund. Motion carried 5-0.

Discussion/Action on Tourism Promotion Grant Program and Requests:

- Marketing & Bus Transportation from Downtown LG Hotels to Ice Castle
Ald. Hedlund motion to deny, second by Waspi. Motion carried 5-0.
- Women's Weekend
Ald. Hedlund motioned to award \$5,000, but the motion was not seconded therefore failing. Waspi spoke to the new set of financials presented at the meeting, and suggested a higher amount.
Ald. Hedlund amended his original motion and made a new motion to grant \$9,000 to Women's Weekend, second by Waspi. Motion carried 5-0.
- LG Museum-Legacy of Imagination-Gary Gyax & Creation of Culture
Ald. Hedlund to approve \$10,000, second by Trilla. Motion carried 5-0.

Next meeting and agenda items for December 11, 2019 at 4:00 pm

Carstensen asked Waspi to run the next meeting (Tammie out of town).

Carstensen motion to adjourn at 5:45 pm, Waspi second. Motion carried 5-0.