



COMMITTEE OF THE WHOLE

MONDAY, DECEMBER 3, 2018 – 6:00 PM

CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

Council President, Ken Howell

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

Also Present: Mayor Hartz, Deputy Clerk, Nan Elder

1. Council President Howell calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from October 1, 2018 Committee of the Whole Meeting as distributed.
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. **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, Mayor Hartz



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

10. Adjourn

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

COMMITTEE OF THE WHOLE MINUTES MONDAY, OCTOBER 01, 2018 – 6:00 PM CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Howell calls the meeting to order 6:00 pm

Pledge of Allegiance led by President Howell

Roll Call: President Howell, Ald. Proksa, Skates, Flower, Dunn, Straube, Halverson, and Hedlund

Also Present: Mayor Hartz, City Clerk, Kropf

Approval of Minutes from August 6, 2018 Committee of the Whole Meeting as distributed.

Motion to approve the August 6, 2018 minutes by Ald. Skates, second by Proksa. Motion carried 8-0.

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

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

Jerry Polluck, 415 Wells St., requesting a representative to read letter he wrote.

MaryJo Fessenmeir, 1085 S. Lake Shore Dr. speaking on behalf of Jerry

Letter requesting honoring Deirk Fire Memorial Station whose family has served the Fire Department for over 100 hundred years, and he's willing to donate \$500 to memorialize this initiative.

Charlene Klein, 817 Wisconsin St., appreciates that Committee of the Whole meetings are still taking place monthly so the public can express. She attended the Library & VLG to acknowledge honorees bring to your attention what draws people to Lake Geneva is history and architecture. **Instiuting form based coding.**

Presentation by WI DNR regarding Starry Stone Wart & other invasive aquatic species.

Brad Wilson from the WI DNR shared an update on the Starry Stone Wart and other invasive aquatic species. Complaints about cleaning off their boats and trailers, and suggesting cities incorporate cleaning stations, and the DNR has grants to request funding back. Will share updates as they are made.

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

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

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

Motion to adjourn by Ald. Hedlund, second by Skates at 6:55 pmm. Motion carried 8-0.

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

10/02/2018 5:00 pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, OCTOBER 2, 2018 – 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 6:09 p.m.

Roll Call:

Clerk Kropf called the roll and noted that Howell, Proksa, Skates, Halverson, and Hedlund were present.

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

Charlie Lorenzi, of the Tourism Commission; Spoke in favor of the approval of the Events Coordinator Position and the benefits that this positions will bring to the City of Lake Geneva.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of September 18, 2018, as prepared and distributed

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

Licenses & Permits

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

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

Discussion/Recommendation of an Event Permit Application filed by Club Scoot Jockeys/Vespa Club of America/Midwest Action Cycle for the event of Amerivespa to be held on June 19, 2019 through June 23, 2019 at Flat Iron Park, Brunk Pavilion, and Wrigley Drive (Approved by the Board of Park Commissioners on August 22, 2018 and tabled by the Finance, Licensing, and Regulation Committee on September 4, 2018)

The Committee discussed that they needed more information about the event and how the street closure will be handled.

Motion by Skates to continue to a future meeting once more information is obtained, second by Howell. Motion carried 5-0.

Discussion/Recommendation of a Parking Stall Reservation Application filed by Lana Kropf, City Clerk, for the event of the November 6, 2018 Fall General Election (Applicant is requesting waiver of all fees)

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

Discussion/Recommendation regarding the City of Lake Geneva Property, Liability and Worker's Compensation Insurance Renewal for 2019

Interim City Administrator Berner introduced this item to the committee. He noted that our Insurance contact, Paul Lessla was available to answer any questions.

Motion by Proksa to suspend the rules to allow Mr. Lessla to address the committee, second by Halverson.

Lessla addressed the committee and noted that the premium amount had increased fairly significantly. This was due to the appraisal amount being increased by approximately \$17 million. He could not locate any records of when the last appraisal would have been completed. He also suggested that the Committee look at renewing the policy with a \$5,000 deductible instead of continuing the deductible at \$1,000.

Motion by Proksa to approve the renewal of the insurance with the \$5,000 deductible, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding replacement of Oak Hill Cemetery Office furnace

Clerk Kropf explained that this item was coming from the Public Works Director. She added that to get this old furnace fixed, it costs approximately \$650 per service call however, the replacement cost would be approximately \$2,000. Finance Director Hall explained that this would be paid from the Capital Outlay account.

Motion by Skates to approve the replacement to be paid from the Capital Outlay account, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation to approve a payment to Vast Data Concepts, LLC d/b/a WebCemeteries.com in the amount of \$3,397.04 for data entry work completed for digitalization of records for Oak Hill Cemetery (Cemetery Board approved on September 19, 2018)

Finance Director Hall addressed the committee regarding this outstanding invoice from WebCemeteries. She noted that this company was the first one to work on the Cemetery document digitalization project. They had completed their work late 2017 or early 2018 and the former City Administrator had signed off on it. This was still outstanding and that the company had completed their work and was still waiting for payment.

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

Discussion/Recommendation regarding **Resolution 18-R64** a resolution establishing elected officials' salaries for 2019

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

Discussion/Recommendation regarding the Capital Improvement Fund deficit

Hedlund stated that he is not in favor of borrowing to close the deficit. Finance Director Hall stated that there is a healthy general fund surplus and that those monies should be used per the City's fund balance policy.

Motion by Hedlund to approve moving \$800,000 from the general fund to the capital improvement fund, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding Financing options for Riviera Restoration/Renovation Project

Interim City Administrator Berner explained that the current Riviera project will need to be completed and the City needs to identify how that will be paid for. He suggested that the City transfer \$50,000 from the Lakefront Fund to the Capital Improvement Fund for those identified expenditures.

Motion by Skates to transfer \$50,000 from the Lakefront Fund as discussed, second by Halverson. Motion carried 5-0.

Discussion/Review of Assessment Services Proposals

Clerk Kropf explained that the City's current assessment service contract will be expiring at the end of 2018. She added that the City did send out RFPs and two proposals were returned; one from Accurate (our current firm) and one from Associated. She asked that the committee read the proposals and review for further discussion at the next meeting. No action taken.

Discussion/Recommendation regarding Tourism Commission Event Coordinator Employment Contract

Motion by Hedlund to approve the contract for this independent contractor for the Tourism Commission, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 18-R65** a Resolution to consider Inclusion Under the Wisconsin Public Employers' Group Health Insurance Program (A non-binding resolution indicating the City's intent to further review this potential health benefit option)

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

Discussion/Recommendation regarding a Trial Service Agreement with Total Parking Solutions, INC for the trial testing of a new parking kiosk

Parking Manager Mullally addressed the committee regarding the proposed trial agreement. She added that this would be a free trial to look at newer technologies for the parking kiosks. The new kiosks would have a touch screen and she would like to run the trial when the parking service is shut down for the season. From there she could see how it works

with the current parking management software, parking staff, and the general public. The City will have this free trial for 120 days and the main kiosk will be placed in front of Potbelly's on Main Street.

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

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$36,901.61

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

Regular Bills in the amount of \$160,237.32

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

Adjournment

Motion by Skates to adjourn, second by Halverson. Motion carried 5-0. The October 2, 2018 meeting of the Finance, License, and Regulation Committee adjourned at 7:16 p.m.

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

**SPECIAL FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, OCTOBER 9, 2018 – 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: Howell, Proksa, Skates, Halverson, and Hedlund

Absent: None

Others Present: Mayor Hartz, City Administrator Berner, Finance Director Hall, Clerk Kropf, Police Chief Rasmussen, Lt. Gritzner, Lt. Way, Parking Manager Mullally, and Alderperson Flower

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 of Executive Summary for the 2019 Budget

Berner addressed the committee in regards to the budget process and what his role was through this process. He thanked the Finance Director and the staff for all of their hard work. He then presented his Executive Summary of the 2019 budget. He added that the property tax levy preliminary worksheet identifies that there may be an increase of up to 2.8%. He noted that the total expenditures will increase by \$99,666 for all Funds from \$16,756,984 in 2018 to \$16,856,650 in 2019.

The 2018 position count is 86 Full-time, 129 Part-Time and 22 Seasonal employees. The 2018 Budget for personnel is \$6,357,453. It is proposed that Managerial employees receive a 2% increase effective January 1, 2019. All other employees receive a 1% increase with an opportunity for a merit increase of an additional 2%. To accommodate these increases, the 2019 Budget includes an additional 2% in all the personnel accounts for a total of \$6,790,625, or 6.81%. Any increases from merit raises would require a transfer from the contingency account, which is at \$100,000. Said amounts include salary, wages and benefits, less health insurance. New positions proposed for 2019 and their cost are as follows: Three Police School Resource Officers, one Police Sergeant/Detective position, and one DPW Equipment Operator position. The total cost is \$550,000, which includes benefits. Combined operational costs will increase by \$477,751 from \$5,195,566 in 2018 to \$5,673,317 in 2019, or 9.2%.

Highlights in the 2019 Operations budget are as follows:

1. General

- Transfer from Lakefront; decrease of \$53,763 in Riviera revenues
- Transfer from Utility; decrease of \$154,678; using direct charge in 2019
- Increase in room tax revenue \$21,815; interest revenue of \$40,000; cable franchise fees \$20,000
- Decrease in contingency estimate of \$92,093
- Accounting & Data Processing; decrease of \$22,984 due to new utility allocation
- Diggers hotline work; increase by \$3,943
- Sanitation & Recycling; increase by \$41,060; maintain service with COLA and estimate of new homes
- Parks; increase by \$18,272; Labor allocation and supplies due to volume
- Veterans Park; increase by \$8,874; Labor allocation and trends
- Planning Commission; increase by \$55,054; 10 yr. update of Comp. Plan and Codification of Zoning Code

2. Debt Service

- Decrease of \$65,760

3. Lakefront
 - Decrease of \$35,760 in rentals due to Riviera renovation project
 - Use of surplus Funds and transfer to Capital Projects Fund of \$50,000 towards design phase for Riviera renovation project
 - Riviera overtime and security; decrease of \$10,850 due to trend
4. Parking
 - Parking App Collections; increase of \$20,000 due to trend in using app software
 - Other: decrease of \$10,500 due to (2) year renewals on parking permits
 - Parking expenditures increase by \$53,524 for part-time wages/license searches
 - Transfer to General Fund; decrease of \$38,687 due to drop in revenues and increase of employee wages
5. Cemetery
 - Increase in levy allocation to balance the fund in the amount of \$15,000
6. Cemetery Perpetual Care
 - No increase from 2018 budget
7. Library
 - Increase in levy allocation of \$14,856
 - Fines & fees; decrease of \$10,000 due to free system except damages
 - Walworth County Revenues decrease of \$12,747
 - Expenditures; decrease of \$7,171
8. Tourism
 - Revenues estimated to increase by \$45,278
 - Chamber of Commerce/Visit LG; decrease by \$70,557
 - Other expenditures; \$115,835

Berner then reviewed the 2019 Budget Goals with the committee and gave several considerations that could help to balance the budget. Those considerations were:

- Addition of three (3) School Resource Officers
- Addition of Police Sergeant/Detective and DPW Equipment Operator
- Health Insurance Premiums and Run out costs
- Health Insurance Reimbursements from Departments
- Health Insurance premium share from employees and retirees
- Health Insurance Administrative costs
- Property, Liability and Workers Comp insurance renewal reduced by approx. \$15,000
- Refuse and Recycling contract extension
- Assessor contract
- Cemetery - \$15,000 – Headstone repairs
- Lakefront – decrease in beach revenue to \$350,000 from \$385,000 – increase in capital outlay \$1,200
- Transportation aids – decrease from previous year
- Transfer of fund balance surpluses for Capital Improvements in 2019 vs. borrowing
- Use of \$15,000 from Parking Fund to pay for trail improvements

Berner noted that this is an Executive Summary to be considered further, He also added that the next workshop be canceled as there are still numbers that are needed to complete the budget picture. He added that the big piece that still needs to be determined is the health insurance and that a huge part of the budget that needs to be considered is the three school resource officers.

Adjournment

Motion by Hedlund to adjourn, second by Skates. Motion carried 5-0. The meeting adjourned at 6:42 p.m.

**FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, OCTOBER 16, 2018 – 6:00 PM**

CITY HALL, CONFERENCE ROOM 2A

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

Call to Order by Chairperson Howell at 6:06 p.m.

Roll Call

Present: Howell, Proksa, Hedlund, and Halverson

Absent: Skates

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

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of October 2, 2018, as prepared and distributed

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

Licenses & Permits

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

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

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License Application filed by JAMM Family Support, INC for the event of JAMM for Families Fundraising Celebration to take place on Sunday, November 11, 2018 from 5:00 p.m. to 8:00 p.m. located in the upstairs of the Riviera Ballroom

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

Discussion/Recommendation regarding a Temporary Operator License Application filed by Robert Growe to be used at the event of JAMM for Families Fundraising Celebration

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

Discussion/Recommendation regarding City of Lake Geneva Assessment Services Proposals and Contracts for 2019-2021

Motion by Proksa to suspend the rules to allow Flower to speak, second by Halverson. No discussion. Motion carried 4-0.

Motion by Howell to accept Accurate Appraisal and accept option #2, second by Halverson.

Proksa added that she would like to see the contract have a termination clause just in case there are problems with the Assessor. She noted that she would like that conferred with the City Attorney and to bring back to the committee for review.

Motion by Proksa to approve the contract with Accurate Appraisal with a termination clause, second by Howell.

Motion to approve Accurate to direct staff to discuss with the City Attorney and Accurate to discuss service issues and to bring back to the committee, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding Fire Department purchase of a 2019 Ford Expedition not to exceed \$46,000 to be purchased in 2018

Finance Director Hall explained that this purchase would save the City money and there would need to be a budget amendment to the 2018 Equipment Replacement Fund.

Motion by Hedlund to approve second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding Police Department purchase of two 2019 Ford Police Interceptor Sedans not to exceed \$60,854 to be purchased in 2018

Motion by Hedlund to approve, second by Proksa. Interim City Administrator Berner noted that there will need to be a budget amendment as well. Motion carried 4-0.

Discussion/Recommendation regarding awarding a contract for the 2018 Lake Geneva City Hall Building Automation Control System Upgrade to Mared Mechancial

Berner addressed the committee regarding this contract. He noted that of the two other bids received, one didn't meet the scope of the bid and the other was too high.

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

Discussion/Recommendation regarding Dog Park Fencing (Public Works Committee recommended denial October 9, 2018)

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

Discussion/Recommendation regarding purchase of new snow plow from the Equipment Replacement Fund

Hedlund noted that this is the main plow truck and it is on the schedule to be replaced in 2019; but the City can purchase the truck in 2018 to save money as the Director of Public Works purchased it through a consortium with other communities. This would not require a budget amendment

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

Discussion/Recommendation regarding possible placement of Ice Rink at Flat Iron Park

Howell explained that the first year of the rink would be paid for by the BID along with subsequent repairs. He expressed concerns with the City having to pick up the costs after that. He would like to see this happen, but on a trial basis.

Motion by Halverson to approve the ice skating rink for a trial basis of one year, second by Proksa. Motion carried 4-0.

Discussion/Recommendation regarding Water Safety Patrol 2019 Lifeguard Services Agreement for \$35,810

Finance Director Hall noted that she received this late last week and it is \$855 higher than last year. This is an annual contract that is renewed.

Motion by Hedlund to refer this to the Piers and Harbors Agenda, second by Halverson. Motion carried 4-0.

Discussion/Update of the September Treasurer's Report and Budget versus Actual

Finance Director Hall stated that the Treasurer's Report is in the packet and then she reviewed the information.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$47,314.26

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

Regular Bills in the amount of \$133,992.86

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

Adjournment

Motion by Hedlund to adjourn second by Halverson. No discussion. Motion carried 4-0. The meeting adjourned at 6:54 p.m.

SPECIAL FINANCE, LICENSE & REGULATION COMMITTEE/BUDGET WORKSHOP MINUTES TUESDAY, OCTOBER 23, 2018 – 5:00 PM

CITY HALL, CONFERENCE ROOM 2A

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

Call to Order by Chairperson Howell at 5:00 p.m.

Roll Call

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

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

Discussion of 2019 Budget/Budget Workshop

Interim City Administrator went over the Council's budget goals and the departments various requests for the budget. He noted that there currently is a gap in the budget of about \$300,000. One of the options to close the gap would be remove the request to have three school resource officers. Halverson noted that he would be in agreement with that as the school probably won't have the other half of the money. He did indicate that he would like to see at least one SRO left in the budget.

Skates added that he is not in favor of having three SRO's but would like to see someone at the middle school. He feels that the elementary school necessarily needs to have a fulltime SRO.

Hedlund stated that he liked the idea of having the SRO during the school year and then they would be available for regular police work during the summer months. He worries that the City will really need that summer help along with that the Police Department needs more staffing across the board.

Proksa indicated that she has always been opposed to the SRO and worries that their presence in the schools would create an oppressive environment.

Chief Rasmussen explained to the committee that he is worried about the needed summer help and making sure that they are adequate staffing while other officers take vacation/compensation time. He echoed the committee's concerns that he needs another officer as law enforcement laws have changed.

The next point was to keep the detective and Sargent within the budget. The committee all agreed that they would like that position to stay within the budget.

Next was to keep the addition of the DPW Operator position. The committee all agreed that they would like that position stay within the budget.

Cemetery request to have headstone repair from Fund Balance. Flower worried that the sanitary sewer issue at the cemetery should take precedence over the headstones. This would be paid from the Cemetery Fund surplus and the committee all agreed to maintain that within the budget.

The Lakefront had requested to decrease the beach revenue to \$360,000 from \$385,000 and increase the capital outlay by \$1,200 per the request of the beach supervisor. Hall indicated that the revenue for the beach had been over budgeted for some tie, so the decrease would reflect the 2019 revenues based on the last five years.

Hedlund noted that he feels that the beach staff doesn't need beach chairs and new radios. The committee discussed that they agreed with the decrease in the revenues, but wasn't necessarily in favor of the increase of \$1,200 to the capital outlay. Flower stated that she would like to see the supervision of the beach change and have them report to the DPW Director to also have them help with his needs.

The next budget point was to use \$15,000 from parking to the capital improvement fund to pay for the Bike/Pedestrian plan improvements per the Mayor. The committee agreed with the proposed changes.

Apply \$300,000 from the General Fund surplus to pay for the one-time health insurance run out expenses per the consultant's projections. The committee agreed with this point.

Apply \$96,087 of surplus from debt service fund towards debt payments in 2019. The committee agreed with this point.

The committee would like staff to explore the addition of another full-time sworn officer. The committee explored how that could be funded and when this potential new officer could be hired to help off-set costs. Howell would like to see this reported back to the committee for further discussion.

Berner indicated that he will show the committee how the budget will look with the addition of an officer and the increase of the levy.

Motion by Skates to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:04 p.m.

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
MONDAY, NOVEMBER 5, 2018 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

The November 5, 2018 meeting of the Finance, License, and Regulation Committee was called to order at 6:00 p.m. by Chairperson Howell.

Roll Call:

Present: Howell, Proksa, Skates, and Hedlund

Absent: 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

Terry O'Neill; 954 George St; Spoke in opposition of the ordinance amending the composition of the Utility Commission.

Carol Zimmerman; Spoke in favor of the ordinance amending the composition of the Avian Committee.

Mary Jo Fesenmaier; 1085 S Lakeshore Dr; Spoke in opposition of the ordinance amending the composition of the Utility Commission. She added that she would like to see the Finance, License, and Regulation Committee televised once again.

Charlene Klein; 817 Wisconsin St; Spoke in opposition of the ordinance amending the composition of the Utility Commission.

Karen Gallow; 222 Warren St; Spoke in favor of the ordinance amending the composition of the Avian Committee.

Dick Malmin; N1991 S Lakeshore Dr; Spoke in opposition of the ordinance amending the composition of the Utility Commission.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of October 16, 2018, as prepared and distributed

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

Licenses & Permits

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

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

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License Application filed by Fellow Mortals for the event of Legacy of Hope- Dinner/Auction to take place on December 1, 2018 at the Riviera Ballroom

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

Discussion/Recommendation regarding an Original Class "A" Intoxicating Liquor License Application and an Original "Class A" Fermented Malt Beverage License Application filed by Quick and Save LLC d/b/a Quick and Save, Agent, Jatinder Dhillon, located at 1231 Grant St, Lake Geneva, Wisconsin

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

Discussion/Recommendation regarding an Original Class "A" Intoxicating Liquor License Application and an Original "Class A" Fermented Malt Beverage License Application filed by Gurushabad LLC d/b/a Geneva Liquors, Agent, Singh Kanwal, located at 797 S Wells St, Lake Geneva, Wisconsin

Motion by Proksa to approve, second by Skates. Interim City Administrator Berner identified that the Clerk's memo noted that this is simply a business owner change. The memo also outlined that this will not go to the Common Council until a notice has been published. Motion carried 4-0.

Discussion/Recommendation regarding an Agent Change Request Application filed by Wal-Mart Stores East, LP d/b/a Wal-Mart Store #910 located at 201 S Edwards Blvd, Lake Geneva, Wisconsin

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

Discussion/Recommendation regarding a Street Banner Display Application filed by the Historic Preservation Committee

Motion by Proksa to approve, second by Hedlund. Flower noted that the Historic Preservation Commission had asked that their banners be displayed when do others are being displayed, with a request of waiver of fees. Motion carried 4-0.

Discussion/Recommendation regarding possibly increasing the costs of the dog licenses fees per Walworth County recommendation

Finance Director Hall noted that the County has raised their dog tag rate by a dollar and that the City will follow by also raising their prices. Flower asked that the schedule of fees be updated to reflect this change.

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

Discussion/Recommendation regarding **Resolution 18-R71** the City of Lake Geneva Fee Schedule to include a fee for the Ambulance Intercept (*Police and Fire Commission recommended approval on October 4, 2018*)

Interim City Administrator Berner explained that this change has come from the Police and Fire Commission. Captain Detkowski addressed the committee and noted that this is changed to the transporting ambulance as they can bill Medicare. This would apply when a Lake Geneva paramedic aids on a call with another municipality.

Motion by Hedlund to approve, second by Skates.

Hedlund felt that this was a way for tax payers to gain some of the tax money spent on this service and would agree with this fee. Motion carried 4-0.

Discussion/Recommendation regarding updating the Audio Visual Technology in the City Administrator Conference Room and Conference Room 2A located in City Hall

Jeff Miskie, the City's IT Engineer, addressed the committee regarding the potential technological updates that could be done to the City Administrator Conference Room and Conference Room 2A. He cited that an LCD screen would not be appropriate for the size of the rooms. He noted that the projector that he would recommend would be one that would hang over an interactive white board. Skates noted that this would be beneficial as people continue to use technology for their presentations. Berner noted that there was room in the equipment replacement fund to pay for this upgrade.

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

Discussion/Recommendation of possibly changing the day and meeting times of the Finance, License, and Regulation Committee (*Request made by Alderperson Flower*)

Motion by Proksa to allow Alderperson Flower to speak, second by Skates. Motion carried 4-0.

Flower addressed the Committee and discussed moving the Finance meeting along with the Council meeting to that the payables wouldn't get held up. The proposed schedule would have the Finance meetings on the second and fourth Monday's with Council being on the second and fourth Tuesdays. Howell noted that he isn't comfortable with having the meetings the same day, but would be comfortable with this alternative.

Motion by Hedlund to approve, second by Proksa. Hedlund noted that this would need to go to the Council to authorize the drafting of the ordinance. Motion carried 4-0.

Discussion/Recommendation regarding approval of purchase of Fire Department turn out gear to be purchased in 2018; item in 2019 budget

Interim City Administrator Berner noted that Chief Peters had asked for this item to be placed on the agenda to save the City money, but the Police and Fire Commission haven't approved it yet. He recommended that this be tabled and deferred to the Police and Fire Commission.

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

Discussion/Recommendation regarding Ordinance 18-09 an Ordinance Amending Subsection (a), Composition, of Section 2-234, Composition; Appointment; Term Vacancy; Salary, of Division 1.1, Avian (Bird) Committee, of Article V, Boards and Commissions of Chapter 2, Administration of the Municipal Code for the City of Lake Geneva, Wisconsin Increasing the number of members of the Commission from five to seven and changing the composition of the of the Committee from four citizens and one Alderman to six citizens and one Alderman

Mayor Hartz addressed the committee and noted that the Avian Committee had requested this change. The Avian Committee sited that they are an active group and they require more people.

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

Discussion/Recommendation regarding Ordinance 18-10 an ordinance Amending Section 78-1, Composition and Powers, of Article I, in General, of Chapter 78, Utilities, of the Municipal Code of the City of Lake Geneva, Wisconsin Elimination the City Administrator as a Member of the Utility Commission and Increasing the Number of Citizen Members from three to four

Mayor Hartz addressed the committee and noted that this request had come from the Utility Director as he was concerned with the current composition. He noted that this wasn't an effort to change the balance of powers. Howell noted that he remembers a time when there was a power struggle and wondered why that would be changed. Hedlund noted that there have been a lot of changes to the Utility Commission, including a new Director, that are very efficient and conscious of the methods of government. He added that the City Administrator has a lot to already and that the new Administrator would attend the meetings, but wouldn't just have a vote. Flower would like that the Administrator be involved to be involved as the beacon of the City.

Mayor Hartz stated that there have been a lot of organizational changes to the commission that he feels wouldn't require the City Administrator to sit on the Commission.

Motion by Hedlund to approve, second by Skates. Motion tied 2-2, with Howell and Proksa voting no.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$190,999.40

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

Regular Bills in the amount of \$213,945.77

Motion by Skates to approve, second by Proksa. Skates wondered in the YMCA payment had been changed and Finance Director Hall noted that there was a 2% increase. Motion carried 4-0.

Adjournment

Motion by Skates to adjourn the meeting, second by Hedlund. Motion carried 4-0. The meeting of the Finance, License and Regulation adjourned at 6:51 p.m.

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

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, NOVEMBER 20, 2018 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

The November 20, 2018 Finance, License, and Regulation Committee meeting was called to order by Chairperson Howell at 6:00 p.m.

Roll Call:

Present: Howell, Halverson, and Hedlund

Absent: Proksa and Skates

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

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of November 5, 2018, as prepared and distributed

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

Licenses & Permits

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

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

Discussion/Recommendation regarding a “Class B” Fermented Malt Beverage License Application and “Class C” Wine License Application filed by EYM Pizza of Wisconsin d/b/a Pizza Hut, Agent, Kenneth Rath located at 801 Williams Street, Lake Geneva, Wisconsin

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

Discussion/Recommendation of an Event Permit Application filed by Club Scoot Jockeys/Vespa Club of America/Midwest Action Cycle for the event of Amerivespa to be held on June 19, 2019 through June 23, 2019 at Flat Iron Park, Brunk Pavilion, and Wrigley Drive (Approved by the Board of Park Commissioners on August 22, 2018 and tabled by the Finance, Licensing, and Regulation Committee on September 4, 2018 and October 2, 2018)

Clerk Kropf noted that there had been several changes to the event permit application and were asked of the applicant.

Motion by Hedlund to approve, second by Halverson.

Motion by Hedlund to allow Sherm Lindsey to speak, second by Halverson.

Sherm Lindsey addressed the committee regarding the changes made and how they plan on using the park for the event. Motion carried 3-0.

Discussion/Recommendation regarding a Temporary Operator License Application filed by Ross Oliver to be used at the Fellow Mortal’s Event: A Legacy of Hope to be held December 1, 2018

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

Discussion/Recommendation regarding a Temporary Alcohol License Premises Extension Application filed by Harborshores Hotel Management, INC- Gino’s East for the event of Winterfest Food and Beverage Tent to be held February 1, 2019 through February 3, 2019

Motion by Halverson to approve, second by Hedlund. Clerk Kropf noted that it is the same request as last year. Motion carried 3-0.

Discussion/Recommendation regarding purchase of a Genie AWP-30S DC Man Lift from Burris Equipment in an amount not to exceed \$6,500.00 (Piers and Harbors recommended approval on October 18, 2018)

Motion by Hedlund to approve, second by Halverson. Hedlund noted that they will use this quite frequently at the Riviera and the City will not absorb the risk by not borrowing one anymore. Finance Director Hall noted that this will be paid for from the Lakefront Fund. Motion carried 3-0.

Discussion/Recommendation regarding approval of renewal contract with Automated Parking Technologies, LLC for 2019 Maintenance of Parking Kiosks

Motion by Halverson to approve, second by Hedlund. Finance Director Hall noted that this is for the kiosks for parts and maintenance. Hedlund noted that the City does do some maintenance but this would be used if something major would happen. Motion carried 3-0.

Discussion/Recommendation regarding approving the purchase of a 2018 F-550 ambulance with a 172" patient care box from Foster Coach in the amount of \$247,087.00 to be paid from the Equipment Replacement Fund. Design to be specified and approved by the Fire Department

Motion by Hedlund to approve, second by Halverson. Fire Chief Peters addressed the committee regarding the ambulance. He noted that the current ambulance is a 2009 and has been failing. It has been unusable since June 2018 and has cost the City approximately \$11,000 and \$35,000 in the dealerships cost, however the problem has yet to be identified. He stated that they presented numerous ways to the Police and Fire Commission to fix this issue. He noted that they could just replace the chassis at a cost of \$58,000, but that might not solve this problem. The next option would be to remount the ambulance at a cost of approximately \$190,000 or buy a new ambulance at a cost of \$247,087. Captain Detkowski noted that the recommendation is to replace the ambulance.

Hedlund inquired why we would buy the same brand and Detkowski noted that it would be hard to find a replacement that would meet the specifications for the department. Finance Director Hall noted that this would need to be paid from the Equipment Replacement Fund with the fund balance. Interim City Administrator noted that the Fire Department should pursue a legal route although the City Attorney didn't feel strongly about it. Detkowski noted that it would take 220 days to get the ambulance however they would be given a loaner. Chief Peters noted that they have been looking at the Equipment Replacement schedule and has identified several pieces that may be able to be pushed back to be purchased in future years. Motion carried 3-0.

Discussion/Recommendation regarding approving the purchase of communications and computer equipment for the replacement ambulance in the amount of \$24,700.00 to be paid from the Equipment Replacement Fund

Chief Peters noted that this wiring is a necessity for the ambulance and that this will be used towards new radios. He noted that the County will be moving towards a new radio system and these new radios would be compatible.

Motion by Halverson to approve, second by Hedlund. Motion carried 3-0.

Discussion/Recommendation regarding a four or five-year contract extension with John's Disposal for Recycling and Refuse Pickup

Interim City Administrator Berner noted that John's Disposal had presented him with a contract extension with various options. John's Disposal did present the options to the Public Works Committee. The City Attorney reviewed the options and gave an opinion to that the City shouldn't extend the contract. Berner noted that he would like the City to continue with their current contract and complete the Request for Proposals in 2019 and prepare for the 2020 budget.

Motion by Howell to continue the current contract with the electronic pickup upgrade, second by Halverson. Motion carried 3-0.

Discussion/Recommendation approving the City of Lake Geneva Engagement Letter with Schenck Accounting Services to provide 2018 year end auditing services

Finance Director Hall noted that this is standard language and that this is required before the City can start their pre-audit work. Motion by Hedlund to approve, second by Halverson. Motion carried 3-0.

Discussion/Recommendation regarding Proceeds from Sale of Land: Tax Keys # ZA468000003 & ZA468000004 to 1111 N Edwards Blvd LLC

Finance Director Hall noted that this is coming from the sale of City property for the new hotel being built. She asked that the committee decide where this money should be allocated to. Howell noted that there are two large purchases coming up; the Riviera restoration project and the purchase of the new ambulance. Hall noted that she was approached

by Alderperson Skates to put that money in the equipment replacement fund. Mayor Hartz suggested that the committee make a recommendation to the Council. Flower noted that she has asked for a schedule of City owned buildings for a Capital Improvement Plan and maybe that this money should be allocated towards that. Motion by Hedlund to approve placing the funds into a Capital Improvement Fund as undesignated, second by Halverson. Motion carried 3-0.

Discussion regarding October 2018 Treasurer's Report and Budget versus Actual

Finance Director Hall reviewed the October Treasurer Report. She noted that \$120,000 of funds were taken from the online parking ticket payments and placed in the general fund. She further noted that the budget is sitting at about 82% total spent. No action taken.

Discussion/Action regarding date change of first meeting in January 2019; currently scheduled for 1/1/2019

Motion by Halverson to move the first meeting in January to January 2, 2019, second by Howell. Motion carried 3-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$190,903.02

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

Regular Bills in the amount of \$64,081.02

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

Adjournment

Motion by Halverson to adjourn the meeting of the Finance, License, and Regulation Committee, second by Hedlund. Motion carried 3-0. The meeting adjourned at 7:00 p.m.

PERSONNEL COMMITTEE MINUTES
TUESDAY, OCTOBER 2, 2018 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

Chairperson Proksa called the meeting to order at 4:32 p.m.

Roll Call:

Clerk Kropf called the roll and noted that Proksa, Skates, Flower, and Straube were present with Halverson being absent. Others present included: Mayor Hartz, Interim City Administrator Berner, Finance Director Hall, Clerk Kropf, and Alderperson Hedlund.

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

None

Approve the Personnel Committee minutes from September 4, 2018, as prepared and distributed

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

Discussion/Recommendation regarding City Hall Front Counter Position Wage Grade and Wage Scale

Finance Director Hall explained to the committee that there has been another resignation within the front counter position at City Hall. When asked, that individual explained that she enjoyed her job and the people she worked with, however was offered more money at this other position. Hall noted that the Front Counter positions are some of the lowest paid positions within the City and feels that they should be re-evaluated. She added that these positions have taken on more responsibilities as well.

Committee members indicated that other communities should be surveyed to determine what their front counter staff is being paid. Clerk Kropf noted that it would be difficult to survey surrounding communities as other municipalities' administrative assistant staff don't necessarily encounter the issues and traffic as our staff does. She also added that those jobs are extremely difficult when faced with angry customers. Hall indicated that she is concerned that this position will become a revolving door and will cost the City more money in overtime to cover vacancies than what it would cost to give the staff a raise.

Halverson joined the meeting at 4:42 p.m.

Hall stated that she felt these positions should be at the same grade as the Water Utility Clerk or a grade six, not a four as they currently are. The Committee discussed the need to evaluate the duties of the front counter staff and how to compensate them properly. They also inquired how an increase would affect other City staff. They also asked that future meetings be held to discuss this further. No action was taken.

Adjourn

Motion by Flower to adjourn, second by Skates. No discussion. Motion carried 5-0. The Personnel Committee meeting adjourned at 5:01 p.m.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

**JOINT MEETING OF THE PERSONNEL COMMITTEE & FINANCE, LICENSE & REGULATION
COMMITTEE MINUTES**

TUESDAY, OCTOBER 16, 2018 – 5:00 PM

CITY HALL, CONFERENCE ROOM 2A

Committee Members: Ken Howell, Selena Proksa, Doug Skates, John Halverson, Cindy Flower, Shari Straube, and Rich Hedlund

Chairperson Mayor Hartz called the meeting to order at 5:00 p.m.

Roll Call

Present: Howell, Proksa, Straube, and Hedlund

Absent: Skates, Halverson, and Flower

Flower joined the meeting at 5:01 p.m.

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

Jean Froggatt; Communication Supervisor of the Police Department; Spoke to the hardship of finding applicants for the open Dispatch position and suspects that it is attributed to the health benefits.

Discussion/Recommendation regarding plan details of the United Health Care + Difference Card for employee health benefits

City Administrator Berner stated that this meeting is necessary as the joint committee will need to identify several different points with the health benefits, which include maintaining the same levels of deductibles, determining the premium share, and removing the spousal surcharge.

Halverson joined the meeting at 5:14 p.m.

Finance Director Hall outlined the different premium share options that she calculated included a share at 5%, 8%, 10%, and 12%. She discussed how much the employees would contribute at the different rates and what the City portion would be.

Motion by Hedlund to allow the office manager of the Utilities Commission to speak, second by Proksa. Motion carried 6-0.

Motion by Howell to recommend the 5% employee contribution, remove the spousal surcharge, and keep the Aurora Clinic, no second was offered. Motion failed for a lack of a second.

Hedlund stated that the State does not allow for a higher than 12% employee contribution and felt if we had that insurance plan it would be easier come time for police negotiations.

Motion by Proksa to maintain the current deductible amounts: \$1,000/single and \$2,000/family, second by Howell. Motion carried 6-0.

Flower spoke in favor of having the employee premium be at 5% as it would be less of a hit on the employees initially.

Motion by Howell to approve the 5% employee premium share, no second was offered. Motion failed for a lack of second.

Motion by Howell to approve 7% employee premium share, second by Proksa. Motion carried 6-0.

Motion by Proksa to approve that all employees pay the premium share of 7%, second by Straube. Motion carried 6-0.

Motion by Proksa to eliminate the Spousal Surcharge, second by Flower. Motion carried 6-0.

Motion by Flower to eliminate the Aurora Clinic, second by Proksa.

Motion by Proksa to suspend the rules to allow Cindy Papenfus to speak, second by Halverson. Motion carried 6-0.

Papenfus explained that she didn't have an opinion on closing the clinic or not; she indicated that the biggest complaint are the hours of operation of the clinic.

Motion was re-read. Motion failed 3-3, with Hedlund, Straube, and Howell voting no.

Motion by Proksa to continue the Aurora Clinic for six months, second by Halverson. Motion carried 6-0.

Motion by Hedlund to adopt the single plan where the employee pays the first \$1,000 of the deductible and the City pays the next \$4,000, additionally in the family plan. the employee pays the first \$2,000 and the City pays the next \$8,000, second by Straube. Motion carried 5-1, with Howell voting no.

Adjournment

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

PERSONNEL COMMITTEE MINUTES
MONDAY, NOVEMBER 5, 2018 – 4:30PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

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

Roll Call

Present: Proksa, Skates, and Straube

Absent: Halverson and Flower

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

None

Approve the Personnel Committee minutes from October 2, 2018, as prepared and distributed

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

Discussion/Recommendation regarding City Hall Front Counter Position Wage Grade and Wage Scale
Interim City Administrator Berner stated that this has been an ongoing issue with moral and retention of quality employees. He noted that since the Springsted study was done in 2014 there have been job duty changes and have not been necessarily reflected in the pay for the various front counter positions.

Flower joined the meeting at 4:35 p.m.

Finance Director Hall noted that these positions are required to have a lot of knowledge for various departments to really facilitate the duties of the front counter. She also outlined how the front counter positions were being cross trained to aid in accuracy. She stated that the Clerk's office duties, in regards to licensing and elections, have been facilitated by the front counter positions as well. Hall added that the front counter positions are constantly busy and are very different than other communities' front counter clerks. She added that she reviewed surrounding communities and even other similar positions within the City, to compare. She noted that any positions that involve accounts payable and accounts receivable were being paid within the \$18 to \$20 per hour range. She felt that the front counter positions would be closer to a grade seven and be in line with the Municipal Court Clerk. The committee discussed looking at the Building and Zoning Administrator Position for an increase as well. Skates stated that he doesn't want to piece elements of pay scales, but would like to see a more comprehensive plan. The committee also discussed looking at the inefficiencies of the front counter practices and that they should be reviewed.

Skates directed the City Administrator and the Finance Director to compile a more comprehensive plan for further review of the Front Counter Positions and to include the Building and Zoning Administrative Assistant. He would also like to evaluate how this change is going to impact the front counter positions. There is concern about the type of job that the front counter it, as it is a high stress job and that recruitment/retention has become an issue. No action taken.

Discussion/Recommendation regarding Department of Public Works Seasonal Laborer's Wage Grade and Wage Scale

Interim Administrator Berner addressed the committee regarding the DPW's struggle to recruit seasonal laborers. Director of Public Works Earle also addressed the committee regarding his struggles of recruiting and retaining seasonal laborers. Earle noted that this is a difficult job that is being paid less than workers at the Wal-Mart or Aldi's. He added that he has offered to have flexible schedules and other various incentives to recruit/retain workers. He is requesting that there be a wage increase as it is a very active job. He would like to see the wage to be between \$12 and \$15 per hour, this increase wouldn't need a budget amendment or increase. The committee discussed possibly using the beach staff

to help with some of the public works duties. The committee discussed reviewing the City's Organizational Chart at the next meeting. Committee discussion also included the possibility of hiring seasonal bathroom attendants to keep up with the summer volume. Earle noted that this isn't so much an issue in the winter months other than maybe the week of Winterfest, but that the DPW workers can handle that. He would be looking to hire seasonal laborers towards the end of February. Flower indicated that she would like to see what the increase would be overall and how that would affect the budget. No action taken.

Discussion/Recommendation regarding a possible City Wide Employee Benefits Fair

Skates had requested that this item be placed on the agenda. He would really like to encourage the use of the Aurora Clinic and to possibly look at giving employees certain incentives. He suggested maybe having a discount to Body Logic or Anytime Fitness or the YMCA for City employees to encourage good health. He would also like to see the Physician's Assistant to come to the City for maybe a flu clinic or other various events. No action taken.

Discussion/Recommendation regarding the amendment of City Ordinance and City Employee Handbook regarding City Administrator Residency Requirement

Berner noted that this was brought to his attention by the City Clerk and currently the City's ordinance is more restrictive than the state law.

Motion by Skates to change the City Ordinances to reflect the same as state statute in regards to residency for the City Administrator, second by Proksa. Motion carried 4-0.

Adjourn

Motion by Skates to adjourn the meeting, second by Flower. Motion carried 4-0. The meeting adjourned at 5:11 p.m.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, OCTOBER 9, 2018– 4:30PM
CITY HALL CONFERENCE ROOM 2A**

Members: Chairperson Cindy Flower, Selena Proksa, Rich Hedlund, Tim Dunn, and Ken Howell
The October 9, 2018 meeting of the Public Works Committee was called to order by Chairperson Flower at 4:32 p.m.

Roll Call

Present: Flower, Proksa, Hedlund, Dunn & Howell

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

Brett Stinebrink; 1129 Grant St; Spoke in regards to the high traffic on Grant Street. Indicated that motorists are speeding down the street and spoke in favor of a stop sign placement or some kind of traffic calming device.

Jeff Olson; 1108 Grant St; Spoke in favor of the placement of a stop sign or traffic calming device on Grant Street.

Lora Jacobs; 1121 Grant St; Spoke in favor of the placement of a stop sign or traffic calming device on Grant Street as well.

Approve the regular Public Works Committee meeting minutes from August 14, 2018 as prepared and distributed
Motion by Proksa to approve, second by Howell. No discussion. Motion carried 5-0.

Motion by Flower to move the agenda item concerning the City's garbage collection contract with John's Disposal and the Oak Hill Cemetery Septic System Maintenance item to discuss next, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding a four or five-year contract extension with John's Disposal for Recycling and Refuse Pickup

Nate Austin from John's Disposal spoke to the committee regarding his request to extend the City's current contract with a five-year option. He stated that there would be an increase in the recycling rate due to the market increases. He reviewed the different options for the contract which included electronic pickup and the possibility of weekly recycling pickup. Public Works Director Earle added that the city currently does not have an e-waste drop off site. Finance director Hall noted that the current budget has identified 3,150 units per the contract, but that would need to increase due to the new construction in the City. The committee discussed that the current contract with John's doesn't expire until December 2019 and that there weren't any bids or RFP's sought.

Motion by Howell to continue this item until the November 2018 Public Works Committee meeting, second by Flower. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Oak Hill Cemetery Septic System Maintenance Issues

DPW Director Earle noted that the septic system in the cemetery hadn't been pumped in about fifteen years. So as part of maintenance it was due to be pumped and it was discovered that there weren't materials in the tanks. This was due to the tanks leaking. Building and Zoning Administrator Walling noted that per the ordinance the tanks should be condemned and any connecting lines should be shut down. Earle stated that the bathroom to the sexton shed was shut down but is looking to bring in portable bathrooms for the staff to use. The committee stated that

they would like to see the Public Works Department to work with the Utility Commission to identify a plan to move forward.

Motion by Howell to place temporary portable bathrooms in the cemetery and to work to develop a plan for further discussion, second by Hedlund. No discussion. Motion carried 5-0.

Director of Public Works Report:

Clean Sweep Update

Earle stated that the Walworth County Public Works Department held this year's Clean Sweep and that Lake Geneva will be the site for 2019. This could cost the City potentially \$1,500.

Recycling Efforts at Future Events

Earle noted that he would like to see portable recycling bins placed in the various parks during large events to alleviate the mixture of garbage and recycling. He stated that the ownership of that initiative should be on the event coordinators. No action taken.

Parking Manager Update

Parking manager Mullally gave a continued budget presentation to the committee. She noted that they have collected \$1.3 million on the meters alone and that \$966,584 of this goes to the general fund. She noted that the City should strongly consider adding the potential of a shuttle to the event permit application as they had 2,376 pickups in the shuttles for the larger events; all shuttle has been paid for by the parking department solely. She also indicated that if the City would like to extend the parking to year round, she would like to obtain two full time positions and to be moved to the Visitor's Center. She then identified some underutilized private owned parking areas that could be included into the parking structure. No action taken.

Discussion/Recommendation regarding Dog Park Fencing

Earle noted that this has come from the Park Board to have a small dog park within the large dog park; this would be space designated to smaller breed dogs. He noted that the total price would be \$10,083 to pay for fencing and the concrete footings.

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

Discussion/Recommendation regarding implementation of Bike and Pedestrian Study Plan

Motion by Howell to defer to the next meeting, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding purchase of new snow plow from the Equipment Replacement Fund

Earle noted that the current plow truck needs to be replaced as it is a 1997 model. He was able to work with a consortium to obtain a discount. He stated that it will be a 2018 truck but won't be purchased and delivered in 2019.

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

Discussion/Recommendation regarding possible placement of stop sign on Grant Street and Horace Street

Committee discussion included having concerns about the placement of stop signs on Grant Street and worries about more motorists using Cemetery Road to bypass it. Howell added that maybe to consider a two way stop versus a four way stop. Flower would like to see research done on other methods of traffic calming other than stop signs. The committee wants Attorney Draper to give an opinion on the placement of stop sign at that location.

Motion by Flower to direct DPW Director Earle to explore more alternatives and bring back to the committee for discussion, second by Howell. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding proposed pedestrian crosswalk on Center Street

DPW Director Earle noted that there is pedestrian confusion when it comes to crossings downtown. He would like to install curb cuts and striping for the crosswalk. This works would be included in the 2019 Street Improvement Project.

Motion by Howell to move forward with installing the curb cuts as part of the 2019 Street Improvement project, second by Flower. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding possible placement of Ice Rink at Flat Iron Park

BID Executive Director, Bridget Leech, addressed the committee about the possible placement of a skating rink at Flat Iron Park. She noted that the BID would be paying for all of the setup, tear down and any subsequent damage made to the park. Hedlund expressed concerns with the potential impact to the City's Public Works Department.

Motion by Howell to approve the installation for the 2018-2019 season, second by Proksa. No discussion. Motion carried 4-1, with Hedlund voting no.

Discussion regarding landscaping work completed at Brunk Pavilion- Per Chairman Flower

Motion by Flower to continue to the November meeting, second by Proksa. No discussion. Motion carried 5-0.

Adjourn

Motion by Howell to adjourn, second by Heldund. Motion carried 5-0. The meeting of the Public Works Committee adjourned at 6:03 p.m.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PUBLIC WORKS COMMITTEE

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, NOVEMBER 13, 2018– 4:30PM
CITY HALL CONFERENCE ROOM 2A**

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

The November 13, 2018 Public Works Committee meeting was called to order by Chairperson Flower at 4:31 p.m.

Roll Call:

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

Absent: None

Others Present: Public Works Director Earle, Parking Manager Mullally, City Clerk Kropf, Finance Director Hall

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

Mary Jo Fesenmaier; 1085 S Lake Shore Dr; She thanked the Public Works Department for the leaf pickup and fixing several street lights. She would like to speak to the Pedestrian and Bike plan funding, but nothing was in the packet so was unable to comment.

Approve the regular Public Works Committee meeting minutes from October 9, 2018 as prepared and distributed Motion by Proksa, to approve, second by Hedlund. No discussion. Motion carried 5-0.

Director of Public Works Report

Director of Public Works Earle commented on the Disc Golf Bridge and noted that they are waiting for the weather to clear up so that they can continue to work on it.

He noted that the Ice Castle is progressing and making ice. He talked to the group and they identified that this is the earliest that they have started. One issue that has arose is that when the wind blows it causes Wrigley Drive to ice over. He noted that the DPW will be taking care of call outs, but that Ice Castles will be paying for the salt.

The Christmas Parade will continue as it was done last year and they will be working with the Police and Fire on this event.

He added they are ready for winter and the salt shed is full. The last snow fall they pretreated the road with salt brine and it worked very well.

Earle stated that the DPW team is in high demand to get the leaves off the road before the snow fell.

He added that the last road to be paved as part of the 2018 Street Improvement project was Lake Geneva Boulevard, which despite popular belief was slated to be fixed over two years ago.

Parking Manager Report

Mullally addressed the committee about the two new kiosks that she is currently testing. She noted that they have been out for three and a half weeks and that they have generated over \$1,000 which is equal to the other kiosks around them. She added that free parking does begin on November 15, 2018. Mullally noted that the next move will be to start pay by plate versus pay by stall as they are doing now. She stated that she would like to see the use

of money bills removed as they are used so infrequently. She also introduced the idea of having smart phone zones for parking.

Howell expressed concerns with removing the bills option on the kiosks and would like to wait to see how things evolve in the future.

Discussion/Recommendation regarding a four or five-year contract extension with John's Disposal for Recycling and Refuse Pickup (carried over from October Meeting)

Flower noted that this was carried over from the last meeting. Finance Director Hall reviewed the different options that were presented by John's Disposal and discussed the over impact the options would have on the budget. Nate Austin addressed the committee about the options that were presented at the last meeting. He noted that this options are created based on the needs identified by the calls from citizens.

The options identified included weekly recycling, call in bulk, and call in electronics. Hall noted that option one is the current option is what was budgeted for. If the committee would like to choose something else, it may require a budget amendment. Austin added that these options would be effective January 1, 2019 with an option of a four-year extension or a five-year new contract.

Earle noted that the most calls he receives pertains to the electronic recycling. With the option that includes the call-in bulk and the call-in electronic that would each citizen to call in twelve times a year.

Motion by Howell to move to John's Disposal Refuse and Recycling contract option two with Attorney review of the four-year extension of the current contract or five-year new contract, second by Dunn. Motion carried 5-0.

Discussion/Recommendation regarding City Right of Way and Alley Improvements located at 1123 Lake Geneva Boulevard

Flower explained that this applicant is looking to construct a garage and to use the alley located behind. Earle noted that he did find a building permit for the garage, but nothing that gave the owners explicit approval to use that alley as a driveway. He noted that he talked to the fire department and they were okay with it as long as it is wide enough to allow for an ambulance to turn around. He noted that maybe the committee could waive the setback requirements and allow for a second driveway to be built as another option.

Earle noted that this was in front of this committee as they would have the authority to allow them to use the alley.

Earle noted that he might be able to move forward with this and he could just talk to the building and zoning administrator. No action taken.

Discussion/Recommendation regarding awarding the 2018 Fall Tree Planting Bid to Dan Larsen Landscaping, INC in the amount of \$22,470.00

Earle noted that there is \$10,000 in the budget for this project, so this bid will need to be accepted but for only \$10,000. Two proposals were received and Larsen was the lowest apparent bidder.

Motion by Howell to award the 2018 Fall Tree Planting Bid to Dan Larsen Landscaping, INC in an amount not to exceed \$10,000, second by Proksa. Motion carried 5-0.

Discussion/Recommendation to promote discount parking app

Mullally introduced the discussion of promoting a discount parking app which would be using the current park mobile app. This would be beneficial moving forward to save the City money. Howell noted that he is favor of moving forward with the app as long as it saves the City money.

Motion by Howell to continue to the next meeting, second by Dunn. Motion carried 5-0.

Discussion/Recommendation on APT FY19 annual maintenance agreement

Mullally noted that this is an annual contract that needs to be renewed to maintain the current warranty. The contract amount is \$62,900.

Motion by Howell to approve second by Proksa. Motion carried 5-0.

Discussion/Recommendation on Park-N-Ride potential location

Mullally then reviewed a potential park-n-ride location near Sheridan Springs and Edwards Blvd. Earle noted that that area is already paved from the old gas company and would need to add an additional connecting driveway and stripe that lot. She noted that this could also be used to host the shuttles for the larger events.

Motion by Hedlund to approve the park-n-ride on Sheridan Springs Road, second by Proksa. Motion carried 5-0.

Discussion/Recommendation to use parking funds for “City Connect App” for communication

Mullally noted that this is a communication tool that can be accessed by citizens on the street. She stated it is an app and could be obtained for \$6,000. This would help people identify any issues or problems on the street without having to disrupt the police dispatch.

Motion by Dunn to approve the use of parking funds for “City Connect App” for communication purposes, second by Proksa. Motion carried 5-0.

Discussion/Recommendation to add shuttle bus charges in the City’s Event Permit Application

Mullally asked the committee if they would like to pursue the addition of a fee for use of the shuttle to be added to the event permit application. She asked if they would like to see a fixed cost added to the permit or if they would like to see it at all. Hedlund noted that he would like to see that the BID participate as they would directly benefit from the increased traffic.

Motion by Flower to continue to the next meeting, second by Howell. Motion carried 5-0.

Discussion/Recommendation regarding year round parking enforcement

Mullally would like to see if she could move to year round parking to allow for extra supplemental staff and staff longevity. She would like to see the committee to start considering this as she would see that as of January 1 she is not is the hole for staff time. Flower would like to see how many people are tracked on the pedestrian trackers downtown and move forward from there. No action taken.

Discussion/Recommendation regarding parking satellite services location

Mullally noted that she would like to see the parking department have satellite service locations to aid in customer service. She feels that by doing this it would alleviate parking questions to the police department and to boost employee morale. She added that a number of people already use the Visitor’s Center to ask questions, so potential use that as a site. Dunn noted that he would like to see the Brick and Mortar Building used as a parking services department and add public restrooms that would available year round. He added that this would allow for a satellite location and to save a historical building. Earle noted that the Riviera is going to be renovated and it would behoove the committee to look into potentially moving the department there. Flower would like Mullally to review addition options, need for space required, and to discuss with the new City Administrator. No action taken.

Discussion/Recommendation regarding Oak Hill Cemetery Septic System Maintenance Issues

Earle noted that this is informational only and that the Cemetery Board will be discussing this further at their next meeting. He outlined the different options that were given by the engineer. He added that the City could put in a holding tank or and septic tank, both of which are not allowed in the City limits. No action taken.

Discussion/Recommendation regarding implementation of Bike and Pedestrian Study Plan

Flower reviewed the map in the packet and talked about the different low cost options that can be reviewed to help move this plan forward. Mayor Hartz noted that there would be room to make these various improvements as new developments come in. Earle noted that he could have this implemented within the Streets Improvement Project but then it could potentially take money away from fixing the roads. Howell wondered if this could be

something that could be discussed at a Committee of the Whole meeting. Mayor Hartz noted that the Park Board is applying for various grants to aid in the construction of bike paths. No action taken.

Discussion/Recommendation regarding the possible replacement/removal of various Disc Golf Bridges with funding source to be identified

Flower noted that she requested that this come forward as she would like to see some of these removed or possibly replaced. She added that there are three places that the disc golf course encourages people to cross and those areas would need to be identified. She asked that the DPW look at which bridges can be removed and how much money would be needed to fixed/replaced. Earle added that the committee needs to be careful about which bridges are being removed as to get permits is almost near impossible. No action taken.

Discussion/Recommendation regarding City owned property maintenance and possible funding sources

Flower asked that this be added to the agenda and would like to identify City owned properties along with what their needs are. She would like to see a list of the properties and any potential large maintenance costs that may need to occur at these various properties. Earle encouraged that anytime a City owned building is built it should have a capital outlay to identify future repair costs. No action taken.

Future Agenda Items

Adjourn

Motion by Hedlund to adjourn second by Proksa. Motion carried 5-0. The meeting adjourned at 6:26 p.m.

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

THURSDAY, OCTOBER 18, 2018 – 5:30PM

CITY HALL, CONFERENCE ROOM 2A

Meeting called to order by Chairman Skates at 5:32 pm

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

Also present: Administrator Berner, DPW, Earle, Harbormaster, Gray and Parking Manager, Mullally
Mayor Hartz

Approval of Minutes from September 19, 2018 meetings as prepared and distributed

Ald. Halverson motion to approve the September 19, 2018 minutes, second by Hedlund.

Motion carried 5-0.

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

Eric Anderson, 1333 Promontary Drive – Resident asked how the general public would know what the Harbormaster is going to address when the agenda just states Harbormaster's Report as he would like to make some suggestions to indicate items on the agenda and he also has some suggestions to make.

Committee suggested Eric contact Chuck before the meeting and request ideas or suggestions be placed on the agenda if need be or if there's a long list of ideas/suggestions can always attend Committee of the Whole.

Kathy Bosworth 1224 W. Main St. - Resident has suggestions for signage, landscaping at the west-end of the park. Chairman Skates suggested she email himself or Administrator and that landscaping would go to the Park Chair.

Harbormaster's Report

Buoys and slips will be removed by next week. Boat launch remains open for the next two or three weeks. Bookings for the Riviera for 2019 already have 29 registrations – mostly Saturday's (weddings).

MSI update on Riviera Restoration Project

State Historical Society feedback

Based on feedback and observations resulted in a letter from Legacy Architecture.

Monumental stairs are not deteriorated beyond repair. MSI recommends going through pros and cons of suggested materials and potential vendors for the roof. Luxury vinyl tile will not be allowed in the ballroom. Ramps may not be necessary on ballroom steps. Budget estimates were presented by Dave of MSI. Community input sessions need to be completed before they can give the overall budget proposal. MSI recommended obtaining input from community workshops, a survey, and staff feedback. City Administrator Berner suggested the meeting to make a decision on the roof will be the first step and should be scheduled as soon as possible. Committee agreed on workshop meeting date of Thursday, October 25, 2018 in the Police Training room. MSI said windows of opportunity for construction would be April through June or October through December. MSI also stated that there needs to be further discussion on grants, taking in donations and what are the grant application periods. Meeting on Oct. 25 will help determine meeting dates for grant meetings. Jennifer from MSI will work with City Administrator Berner to schedule community input meetings.

Ald. Skates motion to suspend the rules and move agenda item #12 for discussion, second by Hedlund. Motion carried 5-0. Discussion/Recommendation regarding purchase of a Genie AWP-30S DC Man Lift from Burris Equipment in an amount not to exceed \$6,500.00

Director of DPW, Earle requested funding to purchase a lift to help on downtown /Riviera work.

Motion by Skate to approve the purchase of a Genie AWP-30S DC Man Lift, second by Straube. Motion carried 5-0.

Discussion/Recommendation request for proposals for Piers & Buoys service contract

City Administrator located expiring contract and adopted the existing contract until 2021 with the revision that the contract be managed by Director of Public Works rather than the City Administrator.

Motion by Ald. Hedlund to approve sending the proposals for Piers & Buoys service contract, second by Halverson. Motion carried 5-0.

Discussion/Recommendation west-end pier signage, landscaping, & bumpers

Waswo, Gray, and Gage to schedule an end of the season status on Piers.

Discussion/Recommendation regarding placement of kiosk and beach access to east-end of Riviera Beach

Sylvia Mullally said she would look into the addition of adding a kiosk at this location and consider disabled and stroller accessibility.

Discussion/Recommendation regarding notice to negotiate a three-year lease for ten buoys with Marina Bay Boat Company

City was noticed for renewal of 2019 – 2021 buoy contract. Committee suggested having City Attorney review the three proposed contracts.

Ald. Hedlund motion to suspend rules to allow representative from Marina Bay Boat speak, Skates second. Motion carried 5-0. He mentioned that he's a non-resident property owner and stated that his company supplies the chains, anchors and buoys.

Hedlund motion to send all three contracts to City Attorney for review, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding notice to negotiate a three-year lease of Commercial Buoy and Boat Slip Agreement with Elmers Lake Geneva Boat Line

Action taken during previous agenda item. No further action taken.

Discussion/Recommendation on November meeting being held on Wednesday, November 21, 2018

Due to the Thanksgiving Holiday the next meeting will be moved to November 28th at 3:00 pm.

Ald. Hedlund motion to adjourn, second by Dunn. Motion carried 5-0. Meeting adjourned at 7:10 pm.

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

10/24/2018

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

**SPECIAL PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
THURSDAY, OCTOBER 25, 2018 – 5:00PM
CITY HALL, POLICE TRAINING ROOM (UPPER LEVEL)**

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

Meeting called to order by Chairman Skates

Roll Call

Present: Skates, Halverson, and Dunn

Absent: Straub and Hedlund

Also present:

Dave Berner, Interim City Administrator
Mayor Tom Hartz
MSI General
Jennifer L. Guslick, Project Director
Dave Luterbach, Project Estimator

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

Dick Malmin – N 1991 S. Lake Shore Dr., Lake Geneva appeared to express concern for the need for community input on the Riviera Building improvement project.

Discussion/Action regarding Riviera roof repair/rehabilitation project

The purpose of the special meeting is to conduct an Educational workshop and educate participants on material types, characteristics, upfront and lifecycle costs, technical specifications, general care/maintenance considerations, warranty considerations, and similar information involved in options to be considered for the reconstruction of the roof.

The Riviera roof repair/replacement is a priority project due to the poor condition of the existing roof, increasing demand for maintenance repairs/call-out, and subsequent increased risk of damage to the historic building structure and interior finishes as a result of a roof condition. In addition, ensuring guests have a safe and pleasurable experience in a weather-tight facility is of utmost importance.

Building consultant Jennifer Guslick from MSI General facilitated the workshop.

Roofing materials speaker each presented four primary types of Spanish Tile roofing materials, which included clay, concrete, painted metal, and stone-coated metal tile. Additionally, composite tiles were also noted, however material samples were not demonstrated at the workshop.

Roofing material Speakers were as follows:

Robert W. Raeigh, III, President, Renaissance Roofing
Material types discussed: Clay & Concrete Tile
Example material; Vande Hey Spanish Tile (concrete)

Mike Ritz, Milwaukee Builders Supply
Material type discussed: Painted Metal Simulated Tile
Example material: CertainTeed Matterhorn Spanish Tile

Jim Sardegana, Light Commercial Manager, DECRA Roofing Systems
Material type discussed: Stone-Coated Metal Simulated Tile
Example material: Decra Tile/Decra Villa Tile

Materials experts offered presentations and responded to participant questions.

Discussion/Update regarding Riviera Restoration Project

After discussions and questions, the Committee decided to schedule another Special meeting workshop for Thursday November 15th at 5:30 pm in the Police Training room. It was the consensus of the committee to include on the agenda a determination of a process for content and purposes for community input.

Adjournment

Motion by Dunn to adjourn, second by Halverson. No discussion. Meeting adjourned at 7pm.

Respectfully submitted,
Dave Berner, Interim Administrator
Jennifer L. Guslick, Project Director, MSI General

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

**SPECIAL PIERS, HARBORS & LAKEFRONT COMMITTEE
THURSDAY, NOVEMBER 15, 2018 – 5:30PM
CITY HALL, POLICE TRAINING ROOM (UPPER LEVEL)**

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

Meeting called to order by Chairman Skates at 5:37 pm

Roll Call: Ald. Doug Skates, Shari Straube, and John Halverson

Absent: Hedlund and Dunn

Also Present: Jennifer Guslick from MSI, Ald. Flower

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

Charlene Klein, 817 Wisconsin Street, speaker has no idea what Guslik is going to address regarding item 7 because the line item is too general.

Discussion/Recommendation regarding community project input opportunities

Ald. Skates wants to focus on obtaining input from locals, VLG, the BID. Priority for the Riviera is the roof, but there's no safety risk. Guslick would like to engage public by asking for photos of the Riviera, conduct an online survey option to conduct online or via paper. Motion by Skates to run an advertisement not to exceed \$900, second by Halverson. Motion carried 3-0.

Discussion/Recommendation regarding stakeholders meeting proposal

Document that goes over years of experience, with stages & steps of conceptualization, construction (pre & post). Guslick shared a hand-out she provided in prior meetings showing how they'll track obtain feedback and update on the various stages and the process. Guslick presented Dec. 6 at the Riviera as date to invite community, but it was suggested. 3 x 10 media color ad \$302 or 3 placements for \$271.80 in color ad to be published. Charlene Klein offered the use of Horticultural Hall for the second meeting.

Motion by Skates to invite the community to the Riviera for stakeholder meeting on Thursday, December 6th from 5:00 to 7:00 pm, second by Halverson. Motion carried 3-0.

Discussion/Update regarding Riviera Roof Materials Workshop

More photos of the roof and larger sections were requested and are now looking at the Spanish tile. Ald. Flower asked that we know the total cost, have a plan for fundraising as she wants to know the plan for the project before we get started and was assured this was addressed earlier. No action taken.

MSI General update regarding State Historic Preservation Office Comments on project

Will be addressed at next meeting.

Ald. Skates motion to adjourn, second by Straube. Motion carried 3-0. Meeting adjourned at 6:58 pm.

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday October 17, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:02pm

Roll Call - Members present: President Lyon, Ann Esarco, Ald. Hedlund, Ald. Flower, Brett Stanczak & Mayor Hartz. Mark Johnson arrived at 4:05. **Staff in attendance:** Josh Gajewski, Jo Busch & Attorney Dan Draper

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 20, 2018 as prepared and distributed
Hedlund/Esarco motion to approve. Passed unanimously.

Acknowledgement of Correspondence

Gajewski reported that we had received information regarding the FCC and small cells which was included in the packet and a letter from the Vistas of Lake Geneva to be discussed during closed session.

Financials Update

Gajewski reviewed the financials through September 2018.
Flower/Hedlund motion to approve the September financials. Passed unanimously.

Approval of the September Bills

Hedlund/Stanczak motion to approve the September bills. Passed unanimously.

Directors Report

Gajewski gave an overview of the report included in packets. Materials to finish up the work on well #3 are due to be delivered the week of 10/15 and hydrant flushing has started. We have published the job ad for a Water Operator and will be reviewing applications beginning the week of 11/5. There is a possible conflict with the water main on Platt Ave and further updates will be provided as more information becomes available. Data collection for the CAMP project should be completed in October and the sanitary main relocation on Marianne Terrace has been completed with lateral work set to begin soon. Visu-Sewer continues to CCTV our sanitary mains. Third quarter billing is well underway and staff is working with the Finance Director on reconciling financial statements since the software upgrade. Our website has been revamped and the new edition is now live. The Cemetery Road utility extension project is still being reviewed and operating and CIP budgets are being developed for approval in November.

Discussion/Action on rescheduling the date of the November Commission meeting to Wednesday November 28, 2018 at 4pm

Gajewski explained that the November meeting is scheduled for the evening before the Thanksgiving holiday. It was discussed and agreed upon to move the November Utility Commission to November 28, 2018 at 4pm in Conference room 2A.

No motion required.

Review of Draft 2019 Operating and Capital Improvement Budgets

Gajewski gave an overview of the preliminary 2019 Operating and Capital Improvement Budgets with final drafts to be approved at the November meeting.

Lyon/Hedlund motion to go into closed session, including the City Attorney and staff, 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) Amendments to the Host Tower lease with AT&T
- b) Proposal for Water Tower Improvements – The Vistas of Lake Geneva

Motion carried on a roll call vote 7-0. The commission convened into closed session at 5pm.

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

Motion carried on a roll call vote 6-0. The commission convened into open session at 5:34pm.

Hedlund/Flower motion to direct staff to approve the contract with AT&T subject to approval by the City Attorney. Passed 6-0.

Hedlund/Flower motion to direct staff to proceed as directed in closed session and to get a firm bid for the changes as discussed in closed session. Passed 6-0.

Adjourn

Hedlund/Hartz motion to adjourn.

/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 OCTOBER 4, 2018, AT 6:00 P.M.**

This meeting will be 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 6:03 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Fire Chief Peters

3. Roll call

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

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

5. Acknowledge correspondence -NONE

6. Approval of the regular meeting minutes of September 6, 2018

Horne motioned to approve the regular meeting minutes of September 6, 2018. Pollard seconded. Motion carried 4-0.

7. City Council Report

Alderman Skates noted the following budget dates: October 9 Special FLR meeting at 5:00 p.m. October 16 FLR meeting at 6:00 p.m., October 23 special FLR/Budget workshop at 5:00 p.m., and October 29 Special City Council meeting at 6:00 p.m. to approve budget for publishing. Alderman Skates credited the Mayor, the Interim City Administrator, the Comptroller and the FLR Chairman for doing a great job on preparing the budget this year and felt that the City was in great shape for 2019.. At the FLR meeting, the committee voted 4-2 to recommend to the City Council to choose the United Health Care Plan with Diff card rather than the State Plan.

8. Fire Department Business

a. Approval of bills for the month of September 2018, operating in the amount of \$83,338.56, Equipment purchases in the amount of \$21,345.00, for a total of \$104,683.56

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

Chief Peters stated general revenue is at 72% and expenses are at 69% for the year.

b. Discussion EMS medical billing/Stark Medical billing

There was a delay submitting some bills for the month due to call volume. Chief Peters stated that the Fire Department collects as much information for billing as they can while at a call to help speed up the billing process.

c. Discussion Monthly Fire Department Report Overview

Firefighter/Paramedic Mike Koller is the personnel spotlight for the Fire Department. He has worked for the department since 2011 and he has earned his Firefighter 1 and 2, Driver Operator for Aerial and Pumper, Hazardous Materials Technician, Fire Inspector 1 and paramedic certifications. Chief Peters reviewed community and department events including welcoming back the students on the first day of school. Connors complimented the Fire Department on their turn out response times and Officer McBride's actions after a motorcycle collision.

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

e. Discussion - 2019 Budget update

Chief Peters reviewed the budget process and noted that small budget items from Equipment Replacement were moved to line items in the General Fund. Chief Peters On October 9, 2018, Chief Peters will ask the Finance Committee to approve purchasing the replacement vehicle by the end of the month to avoid extra costs.

f. Discussion/Action – Ambulance 1 Update

The ambulance has been at the Ford dealership since July 20, 2018 and is still not repaired. If the vehicle is not repaired by October 8, 2018, Ford will put in a new engine at their cost. The only cost to the department would be the original repair of the head gaskets.

g. Discussion/Action – Williams Bay High School Intern

The Fire Department will have a 17-year-old intern who will be at the department in the mornings Monday through Friday. There is a policy in place to allow the internship.

h. Discussion – Scheduled Department of Safety & Professional Services Audit, October 29th, 2018

The State audit is scheduled for October 29, 2018. The Fire Department receives money from the State and the audit is done to review how the money is spent as well as department educational and personnel records. Chief Peters stated the department is prepared for the audit.

i. Discussion/Action – Accept resignation of Firefighter/EMT Daniel Zientek

Connors motioned to accept the resignation of Firefighter/EMT Daniel Zientek with regrets. Jordan seconded. Motion carried 4-0.

j. Thank you letters - No discussion/action

- St. Francis De Sales

k. Items to be forwarded to city council

Monthly report, EMS call summary report, Williams Bay High School intern, Department of Safety and Professional Services audit, and thank you letters

9. Police Department Business

a. Approval of the bills for the month of September 2018, operating in the amount of \$203,728.68, Capital in the amount of \$0.00 and Equipment Purchases in the amount of \$0.00, for a total of \$203,728.68

Horne motioned to approve the bills for the month of September 2018. Jordan seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Jordan-Y. Motion carried 4-0. Chief Rasmussen stated that the department is 5% under budget.

b. Discussion/Action – School Safety Plan update

The school received the second grant for school safety worth approximately \$188,000.00, which included several items for educational needs, etc.

c. Discussion - 2019 Budget Update

The budget moved forward without any changes. One issue was that the new squads had to be ordered by September 21, 2018, before the cost of the vehicle increased. Additionally the 2019 model style was going to change, which would require new equipment in the vehicle for extra costs to the department. Mayor Hartz approved the purchase and the item will be placed on the FLR meeting for approval.

d. Discussion - Telecommunicator hiring update

The PT Telecommunicator position has been posted with the deadline October 19, 2018 at 5:00 p.m. This will also set an eligibility list for a full time position.

e. Discussion – Telecommunicator Tonia Wojtas completed probation October 1, 2018

Telecommunicator Wojtas has successfully completed her probation.

f. Discussion - Chief's top monthly incidents

Alderman Skates asked about the drone use from other departments. Chief Rasmussen stated that we have used the drone to assist other agencies but it is still cheaper than sending personnel.

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

2018 Dispatch activity for September 2018:	Telephone calls - 2,918	911 Calls – 211	Window assists– 943
2017 Dispatch activity for September 2017:	Telephone calls – 2,738	911 Calls – 200	Window assists – 988

2018 Patrol activity for September 2018:	Calls for service – 1,723	Arrests - 84
2017 Patrol activity for September 2017:	Calls for service – 1,856	Arrests - 142

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

- Milwaukee Police Department for Police Officer Michael Michalski

i. Items to be forwarded to City Council

School Safety Plan, Telecommunicator Wojtas completed probation, Chief's monthly top five, and monthly activity reports

10. Agenda items for the next regular meeting November 8, 2018

School Safety update, Fire Department and Police Department budget updates

Commissioner Condos arrived to the meeting at 6:38 p.m.

11. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session: specifically pertaining to union contract and negotiations, specifically Paramedic Intercept Billing Agreements

Connors motioned to go into closed session to include Fire Chief Peters, Assistant Fire Chief Derrick, Fire Captain Detkowski, Police Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Alderman Skates, and Administrative Assistant Papenfus. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 5-0 at 6:38 p.m.

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

Connors motioned to return to open session. Pollard seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 5-0 at 7:08 p.m.

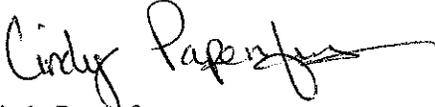
13. Discussion and action on closed session items if needed.

Condos motioned to recommend to FLR committee to provide an intercept agreement for a fee of \$600.00 per call to local fire departments to be reviewed in six months. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 5-0 at 7:08 p.m.

14. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0. Meeting adjourned at 7:10 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**

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY NOVEMBER 8, 2018, AT 6:00 P.M.**

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

1. Call meeting to order

The meeting was called to order by Commissioner Connors at 6:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Lieutenant Way

3. Roll call

Commissioners Connors, Pollard, Jordan and Condos were present. Commissioner Horne was excused. Also present: Alderman Skates, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, Administrative Assistant Papenfus, Records Clerk Administrator Hinzpeter, Detective Keller, Officer Richardson

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 4, 2018

Condos motioned to approve the regular meeting minutes of October 4, 2018. Pollard seconded. Motion carried 4-0.

7. City Council Report

The budget is published and ready for approval on November 26, 2018. The intercept fee is approved by FLR and will be sent to City Council and negotiations underway with new City Administrator.

8 Fire Department Business

a. Approval of bills for the month of October 2018, operating in the amount of \$85,960.84, Equipment purchases in the amount of \$1,984.41, for a total of \$87,945.25

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

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

c. Discussion - Monthly Fire Department Report Overview

Chief Peters reviewed the monthly report. The personnel spotlight was on FF/Paramedic Carly Behrens who returned to the fire department in 2014. She previously served from 2007 to 2009. FF/Paramedic Behrens also assists with EMS training and the Dive Team. Chief Peters reviewed the monthly numbers and the department's annual Halloween trick-or-treating event. Connors noted Fire Chief John Peters' 26 years of service and Chief Engineer Zwiebel's 41 years of service to the department.

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

e. Discussion - 2019 Budget update

Chief Peters stated that car 1 was approved to be purchased in 2018 for a better price. Chief Peters also indicated that items approved for the 2019 budget will be purchased at the end of the year to get 2018 pricing.

f. Discussion – Ambulance 1 update

Jordan motioned to recommend to the FLR Committee to go ahead and purchase a new ambulance if there are funds available. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

Captain Detkowski discussed the multiple problems of Ambulance 1. The Fire Department is seeking direction from the Commission on how to proceed with the ambulance. Captain Detkowski has talked with Ford several times about the situation and everyone is at a loss on how to fix all the problems with the ambulance. Condos asked if there was funding available to purchase a new ambulance ahead of its anticipated capital replacement schedule in 2024. Chief Peters stated that the Interim City Administrator advised there is money available. Several options were discussed including purchasing a new ambulance, purchasing a used ambulance or continuing to work on the current ambulance.

g. Discussion – Department of Safety & Professional Services Audit Update

An audit was conducted on October 29, 2018 to confirm compliance. Chief Peters said the audit went very well.

h. Discussion – Paramedic Intercept Billing Agreements Update

Chief Peters stated the fee schedule update was approved by FLR and is moving to City Council for approval.

i. Discussion – Naming the Lake Geneva Fire Station (from Public Comments – October Committee of the Whole)

Connors motioned to continue agenda item i. to the next Police and Fire Commission meeting for the Fire Department and the Derrick family's recommendation. Condos seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

Jordan stated he is not for naming public buildings after a person. He would rather see a plaque in the building describing the years of service and dedication of the family to the community. Condos felt that this was a different circumstance. Connors would like to get a response from the Fire Department and the Derrick family before making a decision.

j. Discussion/Action – Lexipol Policies

1001- Performance Appraisals

Pollard motioned to approve Lexipol Policy 1001- Performance Appraisals with corrections. Jordan seconded. Motion carried 4-0.

Captain Detkowski presented one Lexipol Policy for approval.

k. Discussion/Action – Hiring of Firefighter/Paramedic Benjamin Stephenson and Firefighter/Paramedic Paul Schilb (pending backgrounds)

Connors motioned to approve hiring of Firefighter/Paramedic Benjamin Stephenson and Firefighter/Paramedic Paul Schilb pending background checks. Jordan seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

l. Discussion - Thank you letters - No discussion/action

- First Lutheran School
- Lake Geneva Jaycees

m. Items to be forwarded to city council

Monthly reports, Ambulance 1 update, Department of Safety and Professional Services Audit Update, and Paramedic Intercept Billing Update

9. Police Department Business

a. Approval of the bills for the month of October 2018, operating in the amount of \$204,416.27, Capital in the amount of \$0.00 and Equipment Purchases in the amount of \$0.00, for a total of \$204,416.27

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

b. Discussion/Action – Appraisal Committee

Jordan motioned to approve the appraisals as presented with updates and items as discussed at the meeting. Condos seconded. Motion carried 4-0.

Lieutenant Gritzner discussed the new department appraisals. He introduced the committee members and discussed how the committee worked to revise the appraisals and come up with appraisals to best fit the needs of each position. Lt. Gritzner stated that the committee would like to recommend to the PFC the following: no subordinate appraisal, move forward with the new appraisal format as presented, two periodic reviews throughout the year, and a final review by November 1 of each year. The Lexipol policy will also be changed to reflect the appraisal changes. The committee was praised for their efforts and hard work. Lieutenant Gritzner asked that the committee remain fluid so that changes or improvements can be made if necessary.

c. Discussion - 2019 Budget Update

The budget has been set to be published. The three School Resource Officer (SRO) positions were taken out of the budget but the Detective Sergeant position was approved. Chief Rasmussen stated the SRO positions were taken out of the budget because the City was not getting the money from the school as requested and the school did not have the money available at this time. Condos understood that the City and Administration did not have the money for the school resource officers and felt great strides have been made since March to improve security at the school. However, school safety should still be a priority for the school and he would like to make a recommendation from the Police and Fire Commission to the City Council to place a referendum on the April ballot for the city to vote on school safety. Condos asked that the item be placed on the agenda for the next meeting. Connors felt the school district should initiate the referendum and the school should pay 75% of the cost. Condos asked what the policy was for putting agenda items on the PFC meeting. Connors advised that he will present the procedure on placing agenda items on for a PFC meeting. Both items will be placed on the agenda at the next meeting.

d. Discussion/Action – School Safety Plan update

Officer Richardson discussed the upgrades that were made at the school district by using the grant that was received and stated the first Grant is nearly complete. Some of the money was used for staff training as well as safety precautions. School Safety was discussed at length by the commission members.

e. Discussion/Action – Spend up to \$4,700.00 out of PD Equipment Maintenance Costs Account 11-21-53610 for Administrative Assistant reception area. (This is an unbudgeted item.)

Pollard motioned to approve spending up to \$4,700.00 for Administrative Assistant Reception area.

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

Connors noted that this item was missed on the 2019 Police Equipment Replacement fund so he asked Chief Rasmussen to find funds from another account.

f. Discussion/Action - Donation of strength equipment from the YMCA

Jordan motioned to accept the donation from the YMCA. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

The donated items included used exercise equipment that the YMCA was going to dispose of and offered it to the police department.

g. Discussion/Action -- Alarm monitoring system

The cost of certification of the alarm monitoring system through ULR and providing the alarm system for the private businesses and public buildings was discussed. The underwriter laboratory certification has been approved in the 2019 budget. The department will monitor the city buildings and that alone will pay for the costs. Chief Rasmussen asked if the commission would be interested in opening the option up to the public for the department to monitor their alarm systems. The Commission was in favor of looking further into setting up the Alarm Monitoring system to be open to the residences. Chief Rasmussen advised that the department will look for vendors and determine possible fees.

h. Discussion- Claim filed by David Beaulieu

The City Council is working on David Beaulieu's claim of approximately \$92,632.00 and the city has retained an attorney for the case.

i. Discussion - Telecommunicator hiring update

Chief Rasmussen advised that we have 27 applications, 9 applicants were looking exclusively for a part time position, 7 applicants were looking exclusively for a full time position and 11 applicants would take either part time or full time position.

j. Discussion/Action – S.M.A.R.T. Agreement

Connors motioned to approve the new S.M.A.R.T. agreement. Jordan seconded. Motion carried 4-0. Attorney Remzy Bitar made the corrections to the new S.M.A.R.T agreement. City Attorney Draper reviewed the policy and approved of the changes.

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

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

2018 Dispatch activity for October 2018: Telephone calls - 2,899 911 Calls - 274 Window assists - 913
2017 Dispatch activity for October 2017: Telephone calls - 2,951 911 Calls - 219 Window assists - 1,014

2018 Patrol activity for October 2018: Calls for service – 1,733 Arrests - 70
2017 Patrol activity for October 2017: Calls for service – 1,679 Arrests - 87

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

- Handmade thank you cards from local Boy Scout Troop
- Lake Geneva Jaycees-Venetian Festival
- Handmade thank you cards from St. Francis de Sale School K-2 for Police Department tour

n. Items to be forwarded to City Council

Claim filed by David Beaulieu, S.M.A.R.T. agreement, Chief's top five monthly incidents, Monthly activity reports

10. Agenda items for the next regular meeting December 6, 2018

Crash recovery fee, Ambulance 1 update,
School Safety Update, 2019 Budget, Appraisals,
Recommendation to City Council for referendum on school safety,
Policy on how to put agenda items on the monthly agenda

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

b. 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 specific public business, whenever competitive or bargaining reasons require a closed session: Specifically pertaining to Police union contract and negotiations.

Connors motioned to go into closed session to include Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Alderman Skates and Administrative Assistant Papenfus. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0 at 8:05 p.m.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)
Jordan motioned to return to open session. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0 at 8:35 p.m.

13. Discussion and action on closed session items if needed.
Connors motioned to proceed regarding the records clerk position as discussed in closed session. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Jordan-Y, Condos-Y. Motion carried 4-0.

14. Adjourn
Connors motioned to adjourn the meeting. Jordan seconded. Motioned carried 4-0. Meeting adjourned at 8:36 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

JOINT CITY COUNCIL & PLAN COMMISSION MEETING
MONDAY, OCTOBER 15, 2018 – 5:00 PM
COUNCIL CHAMBERS, CITY HALL

City Council Meeting called to order by Mayor Hartz at 5:00 p.m.

Plan Commission Meeting called to order by Mayor Hartz at 5:00 p.m.

Roll Call of City Council. Present: Mayor Hartz, Alderman Selena Proksa, Alderman Doug Skates, Alderman Cindy Flower, Alderman Shari Straube, Alderman John Halverson, Alderman Richard Hedlund, Alderman Ken Howell. Also Present: City Attorney Draper, Assistant Follensbee.

Alderman Tim Dunn arrived at 5:03 p.m.

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

Election of Joint Committee Chairperson.

Howell/Hill motion to nominate Mayor Hartz as the joint committee chairperson. No other nominations. Motion carried 13-0.

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

None.

Acknowledgement of Correspondence.

None.

An overview of the Comprehensive Plan Amendment process was presented by City Planner Slavney. Slavney stated any amendments to the Comprehensive Plan need to be recommended by the Plan Commission to the Common Council for adoption. This Joint Meeting allows the City Council and Plan Commission to receive all the information and public comments at the same time.

9. A. Consultant and City Staff presents a summary of the proposed Amendment to the Comprehensive Plan for the Southwest Portion of parcel, Tax Key No. ZYUP00198 and the proposed plan amendment to change from the Planned Neighborhood land use category to the Multifamily Residential land use category
Planner Slavney explained the proposed Amendment and said there would not be a roadway connection between this property and the neighborhood to the west.

B. Public Hearing regarding a proposed Amendment to the Comprehensive Plan for the Southwest Portion of parcel, Tax Key No. ZYUP00198 and the proposed plan amendment to change from the Planned Neighborhood land use category to the Multifamily Residential land use category.

Hedlund/Skates made a motion to open the public hearing. Motion carried unanimously.

C. Public Testimony

Speaker #1: Bill Elverman, 697 Joshua Lane, shared his concerns & opposition to the amendment to the Comprehensive Plan.

Speaker #2: Neil Kolb, 700 Joshua Lane, shared his concerns & opposition to the amendment to the Comprehensive Plan.

Speaker #3: Ruth Goldwater - McCoy, 611 Joshua Lane, shared her concern that this development would change the character of the neighborhood.

Speaker #4: Amy Peterburs, 801 Hudson Trail, shared her concerns of child safety & traffic accidents & her opposition to the amendment to the Comprehensive Plan.

Speaker #5: Kristen Consolo, 737 Joshua Lane, shared her concerns of danger on Townline Road & privacy issues & her opposition to the amendment to the Comprehensive Plan.

Speaker #6: Bob Tymcio, 677 Joshua Lane, shared his concerns & opposition to the amendment to the Comprehensive Plan.

Speaker #7: Greg Inwood, 741 Joshua Lane, shared his concerns & opposition to the amendment to the Comprehensive Plan.

Speaker #8: John Schnurr, 701 Joshua Lane, shared his concerns & opposition to the amendment to the Comprehensive Plan.

Roger Wolff, developer of Copper Circle Apartments, presented his proposal.

D. Close Public Hearing.

Hill/Halverson moved to close the public hearing. Motion carried 13 to 0.

10. Adjourn the City Council.

Hedlund/Howell motion to adjourn at 5:46 p.m. Motion carried 13 to 0.

Commissioner Esarco arrived at 5:48 p.m.

Plan Commission reconvened at 5:50 p.m.

11. Discussion/Recommendation from Plan Commission regarding a proposed Amendment to the Comprehensive Plan for the Southwest Portion of Tax Key No. ZYUP00198 to change from the Planned Neighborhood land use category to the Multifamily Residential land use category.

Hill spoke of current Multi-family development building going on in Lake Geneva and stated she is not opposed to Multi-family living. Skates said the visibility, elevation, a needed buffer, lack of landscaping were some of the issues heard from the neighbors. In the future, Skates would like to explore the land uses for the entire parcel. Planner Slavney's recommendation was to deny this request. He said it is an example of a good land use proposed in the wrong location. Slavney said there are opportunities to transition from a single family

Skates/Esarco motion to deny the Amendment to the Comprehensive Plan to change from the Planned Neighborhood land use category to the Multifamily Residential land use category. A 'yes' vote will be a vote to deny this proposed Amendment.

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

12. Adjournment of Plan Commission. Hill/Skates motion to adjourn at 6:06 p.m. Motion carried 7 to 0.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

**PLAN COMMISSION MEETING
MONDAY, OCTOBER 15, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Hartz called the meeting to order at 6:13 p.m.

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

Approve Minutes of the September 17th Plan Commission meeting as distributed.
Krajovic/Skates motion to approve. Motion carried unanimously.

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

Speaker #1: Ken Etten, 1109 Wisconsin Street, neighbor & chairman of the Lake Geneva Preservation Commission, shared his concerns & opposition to the razing of the building at 832 Geneva Street.

Speaker #2: Emily Hummel, 509 Madison Street, neighbor & president of the Maple Park Home Owners Association, shared history of Maple Park & her concerns & opposition to the razing of the building at 832 Geneva Street.

Speaker #3: Greg Schroeder, 534 Madison Street, shared his concerns & opposition to the razing of the building at 832 Geneva Street.

Speaker #4: Jackie Getzen, 15 Lake View Drive, spoke about the character and flavor of Maple Park & shared her concerns & opposition to the razing of the building at 832 Geneva Street.

Speaker #5: Louise Rayppy, 548 Sage Street, neighbor & member of Historic Preservation Commission, shared her experiences with young people coming to Lake Geneva because of the History & opposition to the razing of the building at 832 Geneva Street.

Speaker #6: Stan Redmer, 1155 Lake Geneva Blvd, shared his concerns & opposition to the razing of the building at 832 Geneva Street.

Speaker #7: Ted Harig, owner of building at 821 Geneva St, shared his concerns & opposition to the razing of the building at 832 Geneva Street.

Speaker #8: Cindy Fueredi, 1010 Geneva Street, neighbor & treasurer of the Maple Park Home Owners Association, shared the pride taken to promote the Maple Park neighborhood and her concerns & opposition to the razing of the building at 832 Geneva Street.

Speaker #9: Shelly Befort, 416 Warren Street, shared the character of the Maple Park neighborhood and her concerns & opposition to the razing of the building at 832 Geneva Street.

Acknowledgement of Correspondence.

Correspondence was received from Charlene Klein on September 17th and October 15th, opposing the razing of the building at 832 Geneva Street. Correspondence was received from Grace Hanny, 311 Oakwood Lane, opposing the razing of the building at 832 Geneva Street. All correspondence has been distributed to the Plan Commission and the City Council.

6. Public Hearing and Recommendation of a Conditional Use Permit (CUP) filed by Ken and Michelle Shields, N2838 Hidden Valley Ln, Lake Geneva, WI 53147, requesting to use the Indoor Commercial Lodging land use at 726 Wisconsin St., located in the Planned Development (PD) zoning district, Tax Key Nos. ZA464600001.

Applicant Michelle Shields was present. Zoning Administrator Walling gave a summary of the request. Skates asked if parking was addressed. Fred said the applicants have been notified about the restrictions for recreational vehicles and floatation devices which shall not be visible from the street and parked accordingly.

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

Esarco/Horne motion to approve the limited Conditional Use Permit with the restriction of no outdoor storage of recreational vehicles and include all staff recommendations and fact finding.

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

7. Review a Conceptual Plan by House Around the Corner LLC., Delavan WI, 53115, to raze existing building and construct a new 5,154 square foot, 2-story, commercial building at 832 Geneva Street, located within the Central Business (CB) zoning district, Tax Key No. ZOP000252.

Commissioner Hill abstained from all discussion of this request.

Scott Lowell, 602 Trevino Drive, Lake Geneva, representing Thomas George, presented the conceptual plan. Thomas George, 3389 S Shore Drive, Delavan, shared his vision for this parcel. There are some options for moving this building but it has some challenges and can be expensive. Horne said it looks like a good plan. Krajovic asked Walling about cleaning the brick. Walling referred to their request for painting this building which was denied. Skates agreed and had suggested cleaning the brick. Skates would like to exhaust all discussions for the opportunity to move the house. Esarco asked if razing the building could be stopped. Slavney said the zoning code states demolition needs approval. Esarco said she does like this design better than the first submittal. Hartz stated he would like the house to be saved and see the project move ahead. Hartz said the design is a mix between commercial and residential but he is concerned about losing the existing building. Attorney Draper stated the Downtown Design Overlay District requires the Plan Commission to be a Downtown Design Commission to determine if the house should be altered or razed and then act as the Plan Commission once the parcel is a vacant lot or not.

8. Review and Recommendation of a Conceptual Plan by the applicants, looking at the possibility of a Brewery type facility in a portion of the existing building, to be utilized for Indoor Commercial Entertainment at 727 Geneva Street, located in the underlying Business Central zoning of a Planned Development (PD) land use, Tax Key No. ZOP000157.

Ken Etten, representing applicant, Dan Schuld, presented the conceptual plan. Etten said the main floor would be used as a brewery with a taproom. Updates would include rebuilding and extending the outside deck with pergola for serving beer and use courtyard in back as a beer garden, razing the garage and building an addition to existing building for supply deliveries, with additional bathrooms in the lower level, more shops or space for the taproom, add diagonal stairs leading to the deck and grain tanks for signage.

With the additional Indoor and Outdoor Commercial Uses, Mr. Schuld would like to come to Plan Commission with an amendment to the General Development Plan. Schuld would like some outside music so a Conditional Use Permit would be needed. Hartz said the overall use is fine. Skates asked about the tanks and if they were located within the setbacks. Etten said the tanks were located on the property. Hill said she likes the plan, the use of the space and will continue the traffic flow and development up north Broad Street.

9. Adjournment. Hill/Skates motion to adjourn at 8:12 p.m. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

**PLAN COMMISSION MEETING
MONDAY, NOVEMBER 19, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Approve Minutes of the October 15th Plan Commission meeting as distributed.

Horne/Skates motion to approve. Motion carried unanimously.

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

Acknowledgement of Correspondence.

Correspondence was received from Barbara Schuld, of Lake Geneva, opposing the GDP Application for 832 Geneva Street. Correspondence was also received from Charlene Klein, 817 Wisconsin Street, opposing the GDP Application for 832 Geneva Street. All correspondence has been distributed to the Plan Commission and the City Council.

Downtown Design Review

6.a. Application filed by Stephanie Horne, for a request to install a 3 square foot projection sign and awnings on the exterior of the business, at 875 W. Main Street, located in the Business Central (BC) zoning district, Tax Key No. ZOP00253.

Stephanie Horne, 12414 N Madero Drive, Mequon, WI, presented her request. Zoning Administrator Walling stated the sign meets all standards of the Downtown Design Overlay.

Hill/Krajovic motion to approve the sign and awning and include all staff recommendations and fact finding.

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

7. Public Hearing and Recommendation of a Conditional Use Permit (CUP) filed by Randall Shaf, 2064 Tennyson, Highland Park, IL 60035, to install a 90’ pier at 932 Mariane Terrace, Lake Geneva, located in the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZSY00012.

Larry Quist, W6489 N Walworth Road, representing Randall Shaf, presented the request. Mayor Hartz asked for clarification of the request.

Speaker #1: Donald Pike, 924 Mariane Terrace, neighbor, shared his concerns for the site which he stated is out of compliance per the DNR. He also stated that the DNR was short staffed and enforcement was suspended. Pike also stated 7 pieces of equipment were placed on the water which moved into the neighboring properties on either side. Pike said the owner rents out to many different people throughout the year with different boats.

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

Walling stated the DNR approval letter in this application is good through November 11, 2019. Commissioner Gibbs asked how infractions would be handled. Attorney Draper said the Conditional Use can be revoked.

Hartz/Skates motion to approve the Conditional Use Permit with the additional condition to allow only 2 boats and 2 jet skis on the pier and include all staff recommendations and fact finding.

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

8. Public Hearing and Recommendation on an application for the General Development Plan (GDP) filed by Daniel E. Schuld, 281 Yerkes Ave, Hampshire, IL 60140, requesting the change of use for the building at 727 Geneva St, for a Brewery, Tap Room, & Gift Shop, to include a building addition, and renovations to the existing exterior deck and patio, located in the Planned Development (PD) zoning district, Tax Key No. ZOP00157.

Ken Etten, 400 Broad Street, representing Daniel Schuld, presented the request. Daniel Schuld, 281 Yerkes Avenue, Hampshire, IL 60140, stated he plans to make much needed updates to the building and open a brewery and a few unique stores in this space. In addition to the brewery, the plan includes a tasting room and retail store for sales of promotional items such as clothing and packaged goods. A discussion of the Plan Commission followed.

Speaker #1: Mary Jo Fesenmaier, 1085 S Lakeshore Drive, asked if the applicant has contacted the church across the street. The owner has not contacted the church but plans to do so. Hartz stated the licensing for this establishment will be discussed in the Finance, License & Regulation Committee.

Speaker #2: Beverly Leonard, 1504 Dodge Street, shared her support for this proposal.

Speaker #3: Ted Harig, owner of 821 Geneva Street, shared his support for this proposal.

Speaker #4: Bridget Leech, N3202 Highland Drive, and executive director of the Business Improvement District, shared her support for this proposal.

Speaker #5: Dick Malmin, N1991 S Lakeshore Drive, shared his support of fixing up the building but stated there is a restriction on a location near a church or school which could be waived by the governing body if needed.

Speaker #6: Thomas George, 3389 S Shore Drive, Delavan, share his support for this proposal.

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

Hill/Horne motion to approve the General Development Plan and include all staff recommendations and fact finding and to include a request for the City Council to waive the 300' rule if needed.

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

9. Public Hearing and Recommendation on an application for the General Development Plan (GDP) filed by Omega Homes, 201 O'Connor Dr. Suite 101, Elkhorn, WI 53121, requesting a Planned Development of 58 Single Family Homes at the property on LaSalle Street, also known as the Vistas of Lake Geneva (formerly Regent Hills subdivision), located in the Multi-Family – 8 (MR-8) zoning district, Tax Key No. ZA424700001.

Chad Pollard, 900 S Lake Shore Drive, representing John Giampoli, Omega Homes, presented the request. Also present Ryan Cardinal and Paul Van Henkelum of Cardinal Engineering. Cardinal said improvements would be needed on the current storm water management and the water tower, and laterals. Planner Slavney stated the requested exemption under the architectural section of this application shall be changed to allow a garage to be a maximum of 50% of façade width. Commissioner Hill asked about sidewalks in this development. Slavney said the applicant is proposing a trail system instead of sidewalks. Commissioner Esarco asked if there is a park area in the development. Walling said there is no access to a park area. Slavney stated the area is very steep and cannot be readily reached. Staff asked for the impact fee instead of dedicating an area for a park.

Speaker #1: Rob Lambert, 1230 Edgewood Drive, asked where the construction traffic would enter the site. Cardinal said traffic would be restricted to LaSalle Street.

Hill and Skates shared concerns regarding the utilities. Slavney stated the GDP process creates the vested rights of land use and maybe the Plan Commission needs to wait until a solution for funding the utilities is reached since this project presents some unique challenges.

Hartz/Hill motion to continue the Public Hearing until the Utility Commission reaches an agreement with Omega Homes regarding the supply of all utilities and would be on the agenda for the next Plan Commission Meeting. Motion carried unanimously.

10. Public Hearing and Recommendation on an application for the General Development Plan (GDP) filed by House Around the Corner LLC., 3389 South Shore Dr., Delavan, WI 53115, requesting a Planned Development to construct a 5600 square foot commercial building at 832 Geneva Street, Lake Geneva, WI 53147, located in Central Business (CB) zoning district, Tax Key No. ZOP00252.

Commissioner Hill abstained from this agenda item & discussion.

Scott Lowell, 602 Trevino Drive, representing Thomas George, presented the request with an option to construct a new building under the Downtown Design Overlay requirements.

Speaker #1: Ken Etten, 1109 Wisconsin Street, shared concerns for existing building.

Speaker #2: Gary Dunham, 614 Sage Street, shared ideas to move the existing building.

Speaker #3: Grace Hanny, 311 Oakwood Lane, commended Thomas George & Scott Lowell for their efforts and suggested finding ways to market the existing building.

Speaker #4: Trish Schaefer, 403 Center Street, voiced her confusion and asked for a clear explanation of this request.

Slavney explained 3 options which could move a proposed building forward in the process.

Speaker #5: Thomas George, 3389 S Shore Drive, Delavan, asked for answers regarding his permit request and referenced a parallel option.

Speaker #6: Charlene Klein, 817 Wisconsin Street, shared her objection to the Planned Development zoning changes.

Speaker #7: Ted Hartig, owner of Building at 821 Geneva Street, asked for clarification of the Public Notice sent out for this application. Draper explained the notice and the agenda item.

Speaker #8: Beverly Leonard, 1504 Dodge Street, owner of Delaney Street Mercantile, shared her support for the zoning change to Plan Development.

Speaker #9: Brian Yunker, 311 Cook Street, shared his support to save the existing building and urged the Plan Commission to carefully consider the development on this parcel.

Thomas George asked for clarification of the Plan Commission feedback on the proposed building. Hartz asked Slavney to describe an appropriate replacement building if the present house was no longer there. Slavney shared pictures of various residential styles described in the Downtown Overlay District Ordinance and are found in the Maple Park Neighborhood. Slavney said it is possible that a commercial building of this size can be designed to look like one of the architectural styles. The current proposal can be improved by designing a building which looks similar to one of the mentioned designs. A discussion of the Plan Commission followed.

Skates/Esarco motion to continue the Public Hearing to the next Plan Commission meeting. Motion carried unanimously.

11. Discussion by the Plan Commission for the proposed Tourist Rooming House (TRH) ordinance amendments.

Walling explained the proposed amendments to the ordinance. A discussion of the Plan Commission followed.

Skates/Gibbs motion to make the Tourist Rooming House ordinance changes and set a Public Hearing. Motion carried unanimously.

12. Adjournment. Gibbs/Hill motion to adjourn at 9:21 p.m. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

Board of Park Commissioners' Minutes
Wednesday, September 26, 2018 – 6:30pm
City Hall, Meeting Room 2A – 2nd Floor

Roll Call: Present: Mayor Tom Hartz, Park Board President: Ann Esarco, Park Board Commissioners: Brian Olsen, John Swanson, Lynn Hassler, Barbara Philipps

Excused Absence: Dave Quickel, Alderperson Shari Straube, Peggy Schneider

Staff Present: Neil Waswo

Public Present: Alderman Tim Dunn

Approval of Minutes from prior meeting:

Motion by Swanson/Hartz to accept minutes of August 22, 2018 as presented.

Motion carried with one abstention for lack of attendance at prior meeting.

Comments from public limited to 5 minutes:

None

YMCA/Veterans Park Report

The calendar of activities for September and October 2018 were available.

City Attorney Draper developing contract with the YMCA that will define expectations, goals, processes between the City and the YMCA. Initial draft to be presented to the YMCA Board.

Permits/Park Donations:

Park Permit application not submitted by SCW Walworth for October and November.

Park Assignments/Repair Update/Maintenance

All parks in good condition.

New Business

Park Bench: Motion by Olsen/Philipps - Recommend the purchase of a bench to be placed at the Tot Lot in Sturwood in an amount not to exceed \$600, to be paid from the Park Fund. Motion Carried.

It was suggested that the City create a bench donation opportunity similar to the brick donation opportunity.

Ice Rink at Flat Iron Park: Motion by Olsen/Philipps: Recommend the placement of an ice rink at Flat Iron Park. Motion carried. In was discussed and noted that the BID (Business Improvement District) will be paying for the ice rink during the 2018-2019 season. The Park Board appreciates the BIDs commitment to this opportunity at Flat Iron Park.

Old Business

Impact Fee Report Provided

Wish list Development Report Provided

Soccer Goals up and in use at Veteran's Park

Smaller Dog Park within Dog Park Progress Report Provided

Future Meeting Agenda Items Old:

Impact Fee Report (Continual)

Wish List (Continual)

Future Meeting Agenda Items New:

Update on Adaptive Playground Fundraising

Next Meeting:

October 24,, 2018, at 6:30 pm

Other Meetings:

Tree Board Meeting: TBD

Motion by Olsen/Hassler to adjourn at 7:35 pm. Motion carried.

/s/ Ann Esarco, Park Board President

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

Board of Park Commissioners' Minutes
Wednesday, November 28, 2018 – 6:30pm
City Hall, Meeting Room 2A – 2nd Floor

Roll Call: Alderperson Shari Straube, Park Board President: Ann Esarco, Park Board
Commissioners: John Swanson, Barbara Philipps, Dave Quickel, Peggy Schneider, Brian Olsen
Excused Absence: Lynn Hassler
Present: Mayor Tom Hartz, Neil Waswo, Public Works
Public Present: Emily Kornak, Andy Kerwin, Linda and David Moritz, Alderperson Dunn

Approval of Minutes from prior meeting:

Motion by Swanson to approve the minutes of October 24, 2018 as presented, second by Hartz.
Motion carried 6-0.

Comments from public limited to 5 minutes:

None

YMCA/Veterans Park Report

As of the end of October 2018, all YMCA programs at Vets Park have been concluded for the season. Avi Mor, is the new YMCA point of contact for the Park Board.

Permits/Park Donations:

Motion by Olsen to recommend the acceptance of permit filed by Emily Kornak for the use of Library Park for Beachside Authorfest on Saturday, July 13, 2019 at Library Park, with the amendment to the permit to assess the Application Fee of \$25, second by Straube. Motion Carried 6-0.

Motion by Olsen to recommend the acceptance of permit filed by David Grams for the use of Library Park for 13th Annual Walk to End Alzheimers on Saturday, September 21, 2019, second Quickel . Motion Carried 6-0.

Park Assignments/Repair Update/Maintenance

Both the Tot Lot and the playlot area at Veteran's Park will be consider for improvements or maintenance of playground equipment.

Sunscreen is installed at the Skate Park, Sled Hill is being used on Sage Street, Ice Skating Rink ring has been installed.

All parks in good condition. Minor maintenance needed. Mr. Swanson provided monthly report and Time Magazine article on the importance of parks and greenspace.

New Business

Linda Moritz presented the information on the importance of outside group exercise events.

Old Business:

Impact Fee Report Provided

Wish List updated

SCW permit fee check status discussed

Future Meeting Agenda Items Old:

Impact Fee Report (Continual)

Wish List (Continual)

Bicycle & Pedestrian Plan Improvement

Future Meeting Agenda Items New:

Lake Geneva Park and Green Space plan

Multi-Use Path plan

Possible green space owned by the City that may be suitable for Park/Playlot

Next Meeting:

January 23, 2019 at 6:30 pm

Other Meetings:

Tree Board Meeting: TBD

Motion by Hartz to adjourn at 7:40 pm, second by Olsen. Motion carried 6-0.

/s/ Ann Esarco, Park Board President

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



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, October 11, 2018, 8:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

President Fritz Oppenlander called the meeting to order at 8:01 a.m.

Roll Call

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

Excused: Kersten, Kundert

Also present: Kornak

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

Lyon/Dinan motion to approve the minutes of the September 13, 2018, meeting. Motion carried unanimously.

Financial//Building/Grounds

Oppenlander reviewed September expenditures. The Finance Committee recommended approval of expenditures of \$48,989.57 from the general fund. Gelzer seconded the recommendation. Motion carried unanimously.

Finance Committee recommended approval of bid for LED lighting not to exceed \$17,000 from Building Endowment Fund. Seconded by Gelzer. Motion carried unanimously.

Kornak reported the budget presentation to the City went well.

President's Report

Oppenlander reported Friends and Foundation Board members were invited to the Annual Trustees dinner on November 1.

Current by-law document presented for review and discussion. Revised document will be sent to Trustees for final review before being submitted to the City Attorney.

Director's Report

- Updates on budget, strategic planning, building and grounds, Lakeshore meeting, circulation and operations, and statistics
- Head of Adult Services and Library Assistant-Youth positions have been posted



LAKE GENEVA PUBLIC LIBRARY

Committee Reports

Public Information

- Kersten - absent

Personnel

- Halverson - No report

Strategic Planning

- Gelzer - No report

City Liaison

- Halverson reported on parking kiosk trial, budget progress, and progress of City Administrator search

Friends of Library Report

- Brookes reported the Friends are working on revising by-laws and developing a strategic plan
- Trustees expressed interest in statistics regarding Friends monthly contributions to library
- Friends partnering with Library and Rotary on Project Warm coat and book distribution

Adjournment

Lyon/Gelzer motion to adjourn the meeting at 9:15 a.m. Motion carried unanimously.

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

Respectfully submitted,

Chris Brookes
Secretary



LAKE GENEVA PUBLIC LIBRARY

MINUTES

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

Call to order

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

Roll Call

Members present: Brookes, Henningfeld, Kersten, Kundert, Lyon, Oppenlander

Excused: Dinan, Gelzer, Halverson

Also present: Kornak, 1 member of the public

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

Kundert/Lyon motion to approve the minutes of the September 13, 2018, meeting. Motion carried unanimously.

Financial//Building/Grounds

Kundert reviewed October expenditures. The Finance Committee recommended approval of expenditures of \$57,719.71 from the general fund. Lyon seconded the recommendation. Motion carried unanimously. 79% of budget has been spent.

Committee recommended approval of September expenditures of \$48,989.57. Lyon seconded. Motion carried unanimously.

Kundert briefly reviewed investment policy and status of Voyager accounts.

President's Report

Discussion of Annual Trustees dinner on November 1.

Lyon/Kersten motion to approve the revised By-law document. Motion carried unanimously.

Director's Report

- Updates on budget, statistics, strategic planning update, building and grounds, Lakeshore meeting, circulation and operations
- Offers extended for Head of Adult Services and Library Assistant-Youth positions.
- Discussion of Kanopy video streaming service. Oppenlander/Kersten motion to approve funding Kanopy for one year with funds from Investment Pool #9. Motion carried unanimously.
- Building & Grounds – LED conversion in progress



LAKE GENEVA PUBLIC LIBRARY

Committee Reports

Public Information

- Kersten – supporting Kanopy video streaming service.

Personnel

- Halverson - absent

City Liaison

- Halverson – absent

Friends of Library Report

- Brookes reported the Friends are continuing to work on strategic plan, by-law revisions, and logo design.
- Friends October contributions to library
 - \$580 for programming
 - 760 children; 225 adults
- Friends and Rotary Project Warm coat and book distribution to be held Nov. 10 from 11:00 – 1:00.

Adjournment

Lyon/Kundert motion to adjourn the meeting at 8:55 a.m. Motion carried unanimously.

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

Respectfully submitted,

Chris Brookes
Secretary

Lake Geneva Historic Preservation Commission Meeting Minutes

October 11, 2018 6:30 p.m. at Lake Geneva City Hall

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

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

Approval of minutes of Historic Preservation Commission Meeting of September 13, 2018.

Comments from the public and correspondence. Tim Dunn attended our meeting as a guest.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Grace Hanny has agreed to replace Mary Tanner on the Commission. Tuesdays @ Two: The Golden Era of Steam Yachting—October 2nd. Fill'er Up Wisconsin—November 15th.

Update on programs at the 1928 Geneva Theater Building, restoration work at The Riviera and local news relating to the Lake Geneva Historic Preservation Commission. Geneva Theatre Actors Guild 2018 Fall Season is going on now. Prior to their work on the Riviera MSI General has some issues to discuss with the City Council relating to the leaking roof and condition of the foundation.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours on every 1st and 3rd Thursday. The summer walking tours have ended for this year. The annual meeting of the Black Point Preserve met recently. Bequest in honor of Gwen Tveter, how best to use it. Money will stay with the Preserve.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2018 Budget and discussion regarding proposed 2019 LGHPC Budget. The 2019 LGHPC Budget is being discussed in the City Council. No additional expenditures were spent since our last meeting.

Update on Historic Preservation Design Review for building projects within National & State Historic Districts and on current potential building projects including the possible razing of the 1902 Frank Johnson residence / Bricks & Mortar building at 832 Geneva Street. Review and Recommendation of a Conceptual Plan meeting at City Hall on October 15th, concerning 832 Geneva Street. We will be there. Emily Hummel notified the residents in Maple Park of this.

Update regarding the completion of the Lake Geneva Historic Railroad Site project, planning for dedication and memorial tree donation for Ed Yaeger, and “Thank You’s” to the Lake Geneva Street Department, Tras Landscaping and Lakes Brick & Block. We will have the dedication in the Spring.

Update regarding publicizing the I-phone app version of A Historic Lake Geneva Walking Tour, potential photo additions and upgrades, and update re: discussions with Dr. Alana Platt at UW-Whitewater Innovation Center and Josh Sullivan on creating of an Android version. Jackie will contact Josh and e-mail him all the new info included in the I-Phone Packet for our Walking Tour app.

Discussion regarding new projects for the LGHPC, including future “Tales of Lake Geneva”, updates on our website www.historyoflakegeneva.org, and the wall signs at the Dunn Lumber Building. Patrick Quinn said that the museum wants another “Tales of Lake Geneva” to be held there in the future. The recent one that was held there on October 9th was a big success. “Tales of Lake Geneva” budget for flyers, etc. will be on next month’s budget.

Discussion re: rehangng the 2009 Dozen Distinctive Destinations banners and contacting the Street Department to install and store banners. Ken filled out the application to have our banners displayed. The Bid usually puts them up. Cindy will see if we need to go through Bridget Leech

Review of recent Historic Plaque Program applications, including Steve Ryan at 424 Elmwood Avenue, 1875 plaque at 406 Haskins Street, and 1856 plaque at 518 Maxwell Street. Also discussion re: the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application form, creating a list of past plaque recipients, and repairing existing historic signs. No new information.

Update regarding the nomination of Oak Hill Cemetery as a National and / or Local Historic Site, including any additional information on Oak Hill Cemetery and H.W.S. Cleveland. Process is finally underway. Carol Cartwright retired. Gail Klein from the U. of W. will help us with this—80 hours of work—\$1,700. Need photographs of all buildings, etc. in cemetery. Should wrap it up in the Spring.

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

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

November 8, 2018 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Jackie Getzen, Louise Rayppy, Jim Davis, Chris Brookes and Cindy Flower. Mary Tanner has submitted her resignation from the Commission, due to health concerns. Grace Hanny will be officially appointed by Mayor Hartz at the 11/12 City Council meeting to take her place. At the same time Mary will be recognized for her substantial contributions to historic preservation in Lake Geneva.

Approval of minutes of Historic Preservation Commission Meeting of October 11, 2018.

Comments from the public and correspondence. Tim Dunn is opposed to the demolition of 832 Geneva Street. Joe, Diane and Lauren May attended our meeting. Lauren is attending the Art Institute of Chicago and is studying Historic Preservation. She attended as part of a class assignment. Josh Sullivan and Michael Rehberg also attended our meeting.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Maple Park Homeowners had a Neighborhood Watch meeting on November 8th. At the Museum: A Victorian Christmas, Sat. Dec. 1, at 12 o'clock till 3 o'clock—Free Admission.

Update on programs at the 1928 Geneva Theatre Building, restoration work at The Riviera and local news relating to the Lake Geneva Historic Preservation Commission. Geneva Theatre Actors Guild: A Moon for the Misbegotten – 11/14, 7:30 p.m. – 11/16, 10 a.m. The Riviera is planning their outreach program. And at the same time discussions are going on concerning the roof, what type of material—etc.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. The Walking Tours have ended for this year. Received \$18.00 from Michael Rehberg from the sale of Walking Tour booklets. No programs at Horticultural Hall this Winter.

Review of recent bills, invoices and the current balance in the Historic Preservation Commission City 2018 Budget and discussion regarding proposed 2019 LGHPC Budget. So far this year we spent \$230.00. Our Budget for 2019 has been approved by the City Council for \$5,000.00.

Update on Historic Preservation Design Review for building projects within National & State Historic Districts and on current potential building projects including the possible razing of the 1902 Frank Johnson residence / Brick & Mortar building at 832 Geneva Street. Next Plan Commission meeting on Nov. 19th will decide the fate of the Brick & Mortar building.

Update regarding the completion of the Lake Geneva Historic Railroad Site project, planning for dedication and memorial tree donation for Ed Yaeger, and “Thank You’s” to the Lake Geneva Street Department, Tras Landscaping and Lakes Brick & Block. We will have the dedication in the Spring.

Update regarding publicizing the I-phone app version of A Historic Lake Geneva Walking Tour, potential photo additions and upgrades, and update re: discussions with Dr. Alana Platt at UW-Whitewater Innovation Center and Josh Sullivan on creating of an Android version. Josh Sullivan attended our meeting. He came to discuss the updating of our I-phone app and also to discuss the creating of an Android version. He needs digital images of all houses to be sent to him. Before we can do that we need information concerning four houses to be corrected. Jeff Miskie, guy for the City website and Advance Training Electronic—Delavan can also help with this.

Discussion re: rehangng the 2009 Dozen Distinctive Destinations banners and contacting the Street Department to install and store banners. City has approved the waiver of fees for the banners. We received the permit for the 12 Historic Banners. Will be displayed when no others are. They will be stored at the Street Department.

Discussion regarding new projects for the LGHPC, including future “Tales of Lake Geneva”, updates on our website www.historyoflakegeneva.org, and the wall signs at the Dunn Lumber Building. Will have another “Tales of Lake Geneva” next Spring. No change on Wall Signs. The Wisconsin Historical Society will have their Historic Preservation Conference next year at the Grand Geneva. We will participant.

Review of recent Historic Plaque Program applications, including Joe Rowell at 1300 Dodge Street, the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), applications forms, creating a list of past plaque recipients, and repairing existing historic signs. We have over ninety plaques.

Update from Patrick Quinn regarding meeting with John Notz and the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland. All the information has been compiled and sent to the Wisconsin Historical Society for approval. Denny Teichow took the required photographs of the cemetery. Gail Klein from the U. of W. will help us with this—\$20.00 an hour for 80 hours—\$1,700. Cost \$7.25 to mail the material.

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 7:52 P.M.

Respectfully submitted,

Louise M. Rayppy

**OAK HILL CEMETERY BOARD MINUTES
WEDNESDAY, NOVEMBER 14, 2018 – 4:00 PM
LAKE GENEVA CITY HALL, CONFERENCE ROOM 2C**

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

Roll Call:

Present: Read, Howell, Krohn, and Allenstein

Absent: Commare

Others Present: DPW Director Earle, City Clerk Kropf, David Desimone, Michael Rehberg, and John Notz

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

None

Approval of Cemetery Board Minutes from September 19, 2018

Motion by Howell to approve the minutes of September 19, 2018, second by Krohn. Motion carried 4-0.

Discussion/Recommendation regarding Cemetery Walk

David Desimone addressed the committee regarding the Cemetery Walk. He noted that that this walk would be a tour that would involve the Black Point property. He would like a new tour to be conducted within Oakhill and to offer the tour within the month of October. He would ask the committee to consider this idea and offer some opinions. Howell wondered if the City would have any liability for any accidents that may occur in the Cemetery and wondered if they would offer a tour on Halloween. Desimone noted that he would view it as if someone was visiting the Cemetery and that it wouldn't be much different than the tours that already occur on the City sidewalks. He added that most tours would begin at approximately 6:00 p.m. as it seems to be more beneficial for attendees. Read would like to see some kind of cost share that would directly benefit the Cemetery.

Motion by Read to approve moving forward with the concept, second by Howell. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding Oak Hill Cemetery Septic System Maintenance Issues

DPW Director Earle noted that the septic systems have been condemned by the Building Inspector. This was due to the tanks leaking materials. He added that he has placed portapottys for temporary use. He noted that one option is to do nothing and to not have septic or water available. He worries if nothing is done that will be a hindrance to the employees and any funeral attendees. He noted that they had looked into a holding tank or a new septic system, but as City ordinance doesn't allow citizens or businesses to add these it would not be in the best interest of the City to do the same. Read would like to see this done at primarily the sexton shed. He stated that usually the actual bids will come in lower than the engineer's estimate and a realistic number would be \$379,000. He stated that the Public Works Committee along with the Council will need to identify the funding source, including looking into borrowing potentially. Earle would like the new City Administrator to take a look at this situation before moving to Council. No action taken.

Discussion/Recommendation on software program for Oak Hill Cemetery

Read stated that when this project was started it was slated to cost \$15,000 and its now appearing to be costing over \$80,000. He would like to see that the project cease and not lose any more money on it. The committee discussion included not spending any more money until they know where the software is at and its capabilities. Read directed City Clerk Kropf to look into this situation. No action taken.

Update on Cemetery Perpetual Care Fund Investments and Cemetery Fund

No action.

Date and Agenda items for next meeting

March 13, 2019 (second Wednesday)

Adjournment

Motion by Howell to adjourn the meeting of the Cemetery, second by Allenstein. Motion carried 4-0. The meeting adjourned at 4:31 p.m.

AVIAN COMMITTEE MEETING MINUTES

Monday, October 22, 2018 5 pm

City Hall, Conference Room 2A

Call to order by Chairperson Selena Proksa at 5:00 pm

Roll Call: Beverly Leonard, Nancy Swanson, Jill Rodriguez, Selena Proksa. Absent: Sarah McConnell

Also present: Carol Zimmerman and Karen Gallo, volunteers

Approval of minutes from August 27, 2018 – as they were not distributed we will wait until the next meeting to approve.

Comments from the public: Carol Zimmerman handed out a report on the school curriculum project at St Francis School. It will be a four month project culminating in a an event to celebrate World Migratory Bird Day in May, with student created projects, followed by a presentation to the City Council on May 13.

Discussion / Action on Purple Martin project

Sarah met with the street department to discuss and schedule the cleaning and storing of houses. Nancy's husband will do some modifications on the nesting boxes. We will replace cables before reinstalling houses next spring. There was also discussion about what to do with the "old" martin houses.

Goals for next season including Gourd add ons will be held until after we know about our budget funds from the city.

Discussion / Action on the Avian Committee School project. The materials Carol handed out were reviewed and the committee members responsibilities, including helping out in the classroom when the students are working on their projects (April – May)

Swanson moved, Rodriguez seconded, to pay some travel expenses to the speakers brought in for the school project. All present voted AYE. Motion carried

Discussion / Action on Fund Raising

General – Farmers Market was brought up again and the group discussed having a table in June and July, once we have birds in our houses. Also someone should do a presentation at the Lake Geneva Rotary Club. Discussion about the PMCA "buy one get one free" program lead to possibly putting up another house in front of Oak Fire – Bev wants to fundraise the Wrigley Drive businesses for our share.

Swanson moved, Proksa seconded, to pursue putting a house in front of Oakfire. All present voted AYE. Motion carried.

Go Fund Me Page has been quiet – need to update more often and promote it.

Alliant Energy Grant . Apply in 2019

Tourism Committee Grant. What do we ask for and why that takes advantage of the grant \$ and how it fits into our strategic plan as well as their goals.

Monies in account presently – we did not have an updated amount.

Discussion / Action on extra committee appointments. Bev read email from Mayor Hartz who is following up on this.

Other:

There was discussion about the reporting requirements for the PMCA data collection project, and how to simplify and still meet their requirements. PMCA sent Thank Yous for our participation in the data collection.

Jill asked when we might find out about a budget allocation from the City – Selena indicated we should know soon.

Future Agenda Items: Review of goals pending funding from City, Bird City application and Alliant Energy Grant

Next meeting is Monday, November 26 at 5:00 pm

Leonard moved, Rodriguez seconded to adjourn at 5:55 pm. All present voted AYE, motion carried.

These minutes are not official until approved by the Avian Committee.

Avian Committee Minutes

Monday, November 26, 2018, 5:00 pm

City Hall Conference Room A

Members: Chairperson Selena Proska, Beverly Leonard, Sarah McConnell, Nancy Swanson, Jill Rodriguez

1. Call to Order

Chair Proska called the meeting to order at 5:00 pm

2. Roll Call: Present: Selena Proska, Jill Rodriguez, Sarah McConnell, and Beverly Leonard
Nancy Swanson, excused

Guests: Dave Nord, City Administrator; Carol Zimmerman, volunteer

3. Approval of Minutes

Motion to approve by Proska, Second by Rodriguez, No discussion

Motion Carried. Vote: Yes 3, No 0, abstain 0

4. Comments from the public – Carol Zimmermann, 61 Lakeview

Report from the working group on Avian Education (Report provided)

Notes: World Migratory Bird Day Celebration set for May 7, 9:00 am to noon – student projects from St. Francis de Sales 5th grade (see notes). Opportunity for engaging strategic partners as judges for the student projects.

5. Tourism Grant

Jill Rodriguez presented draft – has been working Tammy from the tourism committee. Overview: Planning event for Tuesday nights (2 or 3 times) and demonstrations Wednesday morning (perhaps more frequently).

Ask for money for marketing, must be matching funds. 50% match

Examples: Ad “At the Lake”, posters and brochures, cards for businesses and hotels. May be able to market Swift Night Out as well.

6. Discussion and action on Avian Education

Sarah McConnell presented update. Local Audubon contacted for speakers for Unit 1, Art teacher contacted for Unit 3 – elementary teacher. Explained mission of speakers: Unit 1 on bird identification; Unit 3 speaker on creative story-telling about birds. Note range of creative projects encouraged for World Migratory Bird Day.

7. Discussion on adding Purple Martin House on Wrigley Drive

Beverly Leonard is working on this. Will be delaying the request for donations for a few weeks.

Question on the status of the houses (not down yet). Beverly Leonard will contact Neil from the Street Department

8. Discussion of Bird City Application

Motion to suspend the rules to allow Zimmermann to provide due dates. Motion by Proska, Second by Leonard, Motion Carried. Vote: Yes 3, No 0, abstain 0

Due January 31. Swanson out ill today; place on the agenda for December.

9. Recommendation on future agenda items

Motion to move December meeting to **December 17 (Monday), at 5:00 pm**

Motion by McConnell, second by Leonard. Motion Carried. Vote: Yes 3, No 0, abstain 0

Avian Committee Minutes

Monday, November 26, 2018, 5:00 pm

City Hall Conference Room A

Members: Chairperson Selena Proska, Beverly Leonard, Sarah McConnell, Nancy Swanson, Jill Rodriguez

Agenda Items for December 17

Bird City Application

Status report from Avian Education Pilot working group

Budget – review allocation and priorities from strategic plan

- Priorities - funds for signage (McConnell will have price), match for tourism grant, and gourd additions

10. Motion to adjourn

Motion to adjourn 5:55 pm by Rodriguez, second by McConnell, Vote: Yes 3, No 0 , abstain 0

These minutes are not official until approved by the Avian Committee.

TOURISM COMMISSION

WEDNESDAY, OCTOBER 10, 2018 – 5:00PM

CONFERENCE ROOM 2A, CITY HALL

Committee Members: Chairperson, Tammie Carstensen, Vice-Chair, Andrew Fritz, Charlie Lorenzi, Brian Waspi
Alderpersons: Rich Hedlund, Shari Straube

Meeting call to order by Chairperson Carstensen at 5:00 PM

Roll Call: Carstensen, Fritz, Lorenzi, Waspi, Ald. Hedlund

Also Present: Mayor Hartz, Ald. Dunn, Asst. City Clerk, Elder

Absent: Ald. Straube

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

None

Approval of the Tourism Commission minutes from September 12, 2018

Motion to approve the September 12, 2018 minutes by Ald. Hedlund, second by Lorenzi. Motion carried 5-0.

Update from Tourism Entity (Visit Lake Geneva) on Promotional Activity, Calendar, and Hotel
Ed Svitak wasn't able to attend, but sent status reports via email.

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

Bridget shared update on Oktoberfest – weather was a factor. Pedestrian traffic shows a decrease of 3,700 from for Oktoberfest year over year, but she also stated overall foot traffic is down over the prior year. She also shared a hand out for the upcoming events in the BID.

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

Room Tax numbers have increased year over year by \$36K. Brian Waspi proposed reformatting the financials spreadsheet to be used as the monthly report for the Tourism Commission.

Discussion/Action on Museum of Ice Cream

No action taken, but good discussion on bringing in something like this and group tasked with researching further.

Discussion/Action on Tourism Promotion Grant Program and Requests:

Santa Cause

Motion by Lorenzi to fund \$3,000 for Santa Cause, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation on Grant Modifications for 2019:

Identify and validate the use of the City of Lake Geneva logo on their event marketing material

No motion, but group recommended to update.

Limit all Grant Presentations to 10 minutes

No motion, but group recommended to update.

Reimbursement for funding needs to be submitted 45 days after the date of the event or initiative

Add a line on the grant application for their event or initiative, but can ask for an extension.

No motion, but group recommended to update. Will bring final documents to Nov. mtg for motion to approve.

Agenda items and next meeting date November 14, 2018

Introduce Stephanie Copsy

Motion to adjourn by Ald. Hedlund, second by Fritz. Motion carried by 5-0.

This is a meeting of the Tourism Commission.

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

10/11/2018 3:00 pm

cc: Tourism Commissioners, Mayor, Administrator, Media

TOURISM COMMISSION

WEDNESDAY, NOVEMBER 14, 2018 – 5:00PM

CONFERENCE ROOM 2A, CITY HALL

Committee Members: Chairperson, Tammie Carstensen, Vice-Chair, Andrew Fritz, Charlie Lorenzi, Brian Waspi
Alderpersons: Rich Hedlund, Shari Straube

Meeting call to order by Chairperson Carstensen at 5:02 pm

Roll Call: Carstensen, Fritz, Waspi, Lorenzi, Straube, Hedlund

Also Present: VLG Representative, Svitak, BID Representative, Leech, TC Representative, Copsey, Asst. Clerk, Elder

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

None

Approval of the Tourism Commission minutes from October 10, 2018

Fritz motion to approve the October 10, 2018 minutes, second by Lorenzi. Motion carried 6-0.

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

RevPAR and Occupancy down for September. Svitak shared the performance of new Fright's & Fun Festival and website reporting numbers vary with launch of new site. Sales activity from included in report. Carstensen asked if Stephanie Copsey could be included in Trade Shows with VLG Sales Manager, and Svitak said he will discuss with the VLG Board.

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

Decorating of windows and free gift wrapping back again this year. Stores will be handing out Small Business Saturday collateral on November 24th. Roger Brooks coming to provide results from his city assessment on Nov. 30 at the Riviera 8:00 am to 10:30 am. Ice Rink coming along and plan to be open December to end of January. Goal for Ice Castle opening day is December 26 and ticket sales will be online (tickets available for purchase 7-10 days prior to opening day - times 11:00 am to 10:00 pm during the week and to 11:00 pm on weekends). Online \$19, walk-up \$25 (walk-up tickets not guaranteed). Expect 1,000 to 3,000 people with 30 to 40 minute duration to go through the Ice Castle. Svitak suggested having Ice Castle representative to attend next month's Tourism meeting to provide an update.

**Update from Stephanie Copsey (Independent Contractor for Tourism Commission)
Promotional Activity**

Shared new advertisement she created for Meet at the Lake, and toured properties that have meeting rooms and meeting space. She's also put together materials she plans to use for RFP's might change the title based on feedback during the meeting. Tammie contacting Lake Lawn regarding marketing use of Meet at the Lake.

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

September numbers were down, and YTD is on track to beat projections. New updates to the spreadsheet by Brian Waspi to show monthly tracking of grant financials to include payments.

Discussion/Action on Tourism Promotion Grant Program and Requests:

Internet at the Riviera “beachpass” is the wifi password

Waspi interested in learning how much bandwidth and was advised to contact Jeff Minske at the City.

Discussion/Recommendation to approve new Grant Application and Guidelines

Recommendation to place request for Tourism Grant receipts to be turned in 45 days from the date of event, and all new grant applicants will need to anticipate explaining their estimate for overnight stays. City of Lake Geneva logo placed on marketing event/initiative materials and expects to see mock-ups of marketing materials before the proposed event. Fritz motion to make changes to the Grant Application and Guidelines, second by Hedlund. Motion carried 5-0.

Agenda items and next meeting date December 12, 2018 (Tammie will be absent in December - January meeting date proposed to move to 1/16/2019) Andrew Fritz, will lead the December meeting. Bridget to ask Ice Castle representative to provide update, Svitak AirBnB update, Administrator introduction.

Motion to adjourn by Waspi at 6:25 pm, second by Hedlund. Motion carried 5-0.

This is a meeting of the Tourism Commission.

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