



**COMMITTEE OF THE WHOLE**  
**MONDAY, DECEMBER 4, 2017 – 6:00 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

**AMENDED AGENDA**

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from November 6, 2017 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 Kordus
  - b. Personnel Committee, Alderman Hedlund
  - c. Public Works Committee, Alderman Kordus
  - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hedlund & Flower
  - b. Tree Board, Alderman Skates
  - c. Police & Fire Commission, Alderman Howell
  - d. Plan Commission, Alderman Skates

Footer date/time.

- e. Board of Park Commissioners, Alderman Skates
- f. Library Board, Alderman Halverson
- g. Historic Preservation Commission, Alderman Chappell
- h. Cemetery Board, Alderman Kordus
- i. Avian Committee, Alderman Halverson
- j. Tourism Commission, Alderman Hedlund & Flower

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

9. 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.*

12/01/2017 11:15 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

# COMMITTEE OF THE WHOLE

## MONDAY, NOVEMBER 6, 2017 – 6:00 PM

### CITY HALL BUILDING, COUNCIL CHAMBERS

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

President Kordus announced that State Representative will not be able to attend tonight's meeting due to family matter.

Pledge of Allegiance lead by Ald. Kordus

Roll Call: Present: Ald. Straube, Halverson, Chappell, Skates, Hedlund, Kordus, Howell, Flower.  
Also Present: Mayor Kupsik, and Administrator, Osborne and public attendees

Approval of Minutes from October 2, 2017 Committee of the Whole Meeting as distributed.

Ald. Skates motion to approve, second by Chappel. Motion carries 8 to 0.

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

Mary Jo Fesenmaier, 1085 South Lakeshore Drive, spoke on keeping to the city's mission statement, data/plan and preserve small town character.

Dick Malmin, N1991S Lake Shore Dr., Lake Geneva, spoke on concern for who's being invited into the City of Lake Geneva and would like the alderman to take the time to investigate a developer.

Attorney Draper presented Dennis Tweedale of the League of Wisconsin Insurance Policy on the Powers and Duties of Elected and Appointed Officials.

#### **STANDING COMMITTEE REPORTS given:**

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

#### **COMMITTEE, COMMISSION AND BOARD REPORTS given:**

Utility Commission, Aldermen Hedlund & Flower  
Tree Board, Alderman Skates  
Police & Fire Commission, Alderman Howell  
Plan Commission, Alderman Skates  
Board of Park Commissioners, Alderman Skates  
Library Board, Alderman Halverson  
Historic Preservation Commission, Alderman Chappell  
Cemetery Board, Alderman Kordus  
Avian Committee, Alderman Halverson  
Tourism Commission, Alderman Hedlund & Flower  
Board of Review, Alderman Kordus

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

**SERVING ON OTHER BOARDS AND COMMITTEES given:**

Chamber of Commerce, Alderman Kordus

Geneva Lake Museum, Alderman Howell

Lake Geneva Economic Development Corporation, Aldermen Straube & Hedlund

Geneva Lake Environmental Agency, Alderman Flower

Geneva Lakes Family YMCA, Alderman Skates

Geneva Lake Use Committee, Alderman Flower

Business Improvement District, Alderman Halverson

Adjourn

Ald. Hedlund motion to adjourn at 7:35pm, second by Skates . Motion carried 8 to 0.

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

11/07/2017 11:22 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

# FINANCE, LICENSE & REGULATION COMMITTEE MINUTES

## TUESDAY, NOVEMBER 7, 2017 – 6:00 PM

### CITY HALL, MEETING ROOM 2A

Call to Order by Alderman Kordus at 6:15 pm

**Roll Call:** Present: Ald. Kordus, Halverson, Hedlund, Howell. Absent: Ald. Skates  
Also present: Ald. Flower, and Administrator, Oborn

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

Bradley Cripe, P.O. Box 10, Williams Bay LG Fresh Air & Holiday Home Camp, one night event to raise funds for scholarships.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of October 17, 2017, as prepared and distributed. Amend the meeting as Kordus wasn't included in the minutes  
Ald. Howell,

#### 5. Licenses & Permits

- a. **Temporary Class “B”/“Class B” Retailer’s License application filed by Lake Geneva Fresh Air & Holiday Camp for the sale of wine for the *Party with a Purpose* at 214 Broad Street, Lake Geneva, WI on Saturday, November 30, 2017 from 4:00 to 9:00 pm.**  
Motion by Hedlund, second by Howell. Motion carried 4 to 0.
- b. **Temporary Operator License application filed by Gina L. Nocek on behalf of Lake Geneva Fresh Air & Holiday Camp for the *Party with a Purpose* on Saturday, November 30, 2017 from 4:00 to 9:00 pm.**  
Motion by Howell, second by Halverson. Motion carried 4 to 0.
- c. **Banner Permit application filed by Lynelle Gramm on behalf of the Friends of the Lake Geneva Pubic Library to use 2 banner poles starting July 31 – August 4, 2018. (*For informational purposes only*)**
- d. **Original 2017-2018 Operator’s (Bartender) License application filed by Tiffany Stonick, Allison Dertz, Barbara Morris, Eliza Peters, Zachary Carroll, Jenna Holmes, Alex Klotz, and Mirage Goff.**  
Motion by Howell, second by Hedlund. Motion carried 4 to 0.

#### 6. Piers, Harbor, & Lakefront Recommendations – October 18, 2017 meeting:

- a. **Discussion/Action/Recommendation on awarding the Riviera Beach Wall/Erosion Control Project to P&J Tree Service and Landscaping**  
Ald. Hedlund motion, second by Halverson to award the Riviera Beach Wall/Erosion Control Project to P&J Tree Service and Landscaping not to exceed the \$18,600. Motion carried 4 to 0.
- b. **Discussion/Action/Recommendation on the Beach Boardwalk Replacement Project to Dan the Concrete Man**  
Ald. Hedlund motion beach boardwalk replacement not to exceed \$21,500, second by Howell. Motion carried 4 to 0.

#### 7. Personnel Recommendations – Pending Nov. 7, 2017 meeting

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

- ii. **Aurora Clinic**
- iii. **Pricing Fully Insured plans including direct plans and the State Health Plan**
- iv. **Cottingham & Butler Compensation Agreement for health & welfare services**

All four Employee Benefits items were removed from agenda discussion and carried forward to the council.

**b. Discussion/Action/Recommendation of Recruitment Services to fill the Finance Director (Comptroller) position**

No action taken.

**c. Discussion/Action/Recommendation on filling the Senior Financial Analyst (Treasurer) Vacancy as a Full-time position**

Ald. Hedlund motion to fill the Senior Financial Analyst position, second by Halverson. Motion carried 4 to 0.

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

No action taken. Consensus was to continue the discussion.

**8. Schedule of Fees Resolution Changes from the Budget Workshop:**

**a. Discussion/Recommendation on Revised Fire Inspection Fees**

Ald. Howell motion to update the ordinance change to allow the change, second by Hedlund.

**b. Discussion/Recommendation on Revised Beach Rate and/or Hours**

Ald. Howell motion to increase fee by to \$8 leave hours, Halverson second. Motion 2 to 2 and Lost.

Ald. Hedlund/Kordus motion to increase fee to \$8 and charge until 7:00 pm and release lifeguards at usual time (same). Motion carried 3 to 1 (no Halverson).

**c. Discussion/Recommendation on Revised Building Inspection Fees**

No action taken.

**d. Discussion/Recommendation on Revised Parking Stall Rates**

Ald. Hedlund motion to increase 700 & 800 blocks of Main Street & Center Street Parking Lot to \$2 per hour, second by Kordus. Motion carries 4-0.

**9. Discussion/Recommendation Library Request for Credit Card**

Ald. Howell motion Library credit card for \$2,500, second by Halverson. Motion carried 4 to 0.

**10. Presentation of Accounts**

a. Purchase Orders (none)

b. Prepaid Bills in the amount of \$448,118.80

Ald. Howell motion to approve prepaid bills, second by Hedlund. Motion carried 4 to 0.

c. Regular Bills in the amount of \$263,646.40

Ald. Hedlund motion to approve regular bills, second by Kordus. Motion carried 4 to 0.

**11. Adjournment**

Ald. Howell motion to adjourn at 7:07 pm, second by Kordus. Motion carried 4 to 0.

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

# **FINANCE, LICENSE & REGULATION COMMITTEE MINUTES**

## **TUESDAY, NOVEMBER 21, 2017 – 6:00 PM**

### **CITY HALL, MEETING ROOM 2A**

Call to Order by Alderman Kordus

**Roll Call:** Present: Ald. Kordus, Skates, Halverson, Hedlund, Howell Also Present: Mayor Kupsik, Admin Oborn

**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 7, 2017, as prepared and distributed**

Ald. Skates motion to approve the November 7, 2017 minutes, second by Hedlund. Motion carried 5 to 0.

#### **Licenses & Permits**

**Amend “Class “B”/Class “C” Fermented Malt Beverage & Wine License to extend premises to include service of alcohol in auditoriums, lobby, event rooms, walkways, stage – all interior areas, Plaza media LLC d/b/a Geneva Theater, 244 Broad St., Shad Branen** *(Police Chief and Building Inspector will only approve the application if the front and back outside sidewalk areas, and entryways are removed).*

Ald. Hedlund motion to approve the amended license for all of the interior areas of the building, second by Skates.

Motion carried 5 to 0.

**Original 2017-2018 Operator’s (Bartender) License application filed by Leah Ellen Selby, James Gray, Varsha K. Shah, Jake M. Meredith, and Sabrena Renee Dukes.**

Ald. Skates motion to approve operator’s licenses, second by Halverson. Motion carried 5 to 0.

**Public Works Recommendations** – Pending November 21, 2017 meeting:

**Discussion/Recommendation on Awarding the 2017 White River Disc Golf Course Pedestrian Bridge Project to Sonrise Construction in an amount not to exceed \$45,716.00**

Ald. Skates motion to approve awarding the project to Sonrise Construction, second by Hedlund. Motion carried 5 to 0.

**Discussion/Recommendation on the Wil-Surge Electric Inc. TIF Escrow Draw Request No. 2 in the amount of \$43,810.00 for the Main Street Widening Project - Lighting Contract**

Ald. Hedlund motion to continue the TIF Escrow Draw Request No. 2, second by Howell. Motion carried 4 to 1. Ald. Kordus didn’t approve.

**Discussion/Recommendation on the Kapur & Associates TIF Escrow Draw Request No. 6 in the amount of \$17,868.42 for the Main Street Widening Project – Engineering Contract**

Ald. Skates motion to approve Escrow Draw Request No. 6, second by Hedlund. Motion carried 5 to 0.

**Discussion/Recommendation on Kapur Main Street Widening Change Order No. 1 and payment request in the amount of \$2,847.08 to be funded from 2017 Street Improvement Project**

Ald. Skates motion to approve Main Street Widening Change Order No. 1 and payment request in the amount of \$2,847.08 to be funded from 2017 Street Improvement Project, second by Hedlund. Motion carried 5 to 0.

**Discussion/Recommendation of awarding the Additions & Alterations to the Existing Lake Geneva / Flat Iron Park Visitors' Center Building Project to Glen Fern Construction, LLC for \$156,000 with the City cost not to exceed \$115,993.73 for the Public Restrooms Additions & Alterations from the 2017 Capital Projects Fund and the Visit Lake Geneva cost not to exceed \$40,006.26 for the Visitors Center Additions & Alterations**

Ald. Skates motion to approve awarding the Additions & Alterations to the Existing Lake Geneva / Flat Iron Park Visitors' Center Building Project to Glen Fern Construction, LLC, second by Hedlund. Motion carried 5 to 0.

**Discussion/Recommendation on Glen Fern Construction, LLC Change Order No. 1 in the amount of \$1,907.00 with the City cost not to exceed \$1,700.00 from the 2017 Capital Projects Fund and the Visit Lake Geneva cost not to exceed \$207.00**

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

**Discussion/Recommendation on renewal of Annual Maintenance Agreement with Automated Parking Technologies LLC in an amount not to exceed \$62,900.00**

Ald. Howell motion to approve, second by Halverson. Motion carried 5 to 0.

**Discussion/Recommendation on Lake Geneva Tourism Commission Request to Amend Room Tax Reporting Form to include optional reporting of # of room nights rented in Month**

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

**Discussion/Recommendation of City Hall Office Changes not to exceed \$7,000 for Projector/Screen and office furniture from 2017 Capital Projects Fund**

Ald. Howell motion to approve, second by Skates. Motion carried 5 to 0.

**Discussion/Recommendation of Building & Zoning Office Kyocera Printer for 5 Year lease at \$118.74 per month from Rhyme Business Products**

Ald. Howell motion to approve, second by Skates. Motion carried 5 to 0.

**Discussion/Recommendation of iWorQ Building Inspection & Zoning Software for \$7,000 from the Equipment Replacement Fund**

Ald. Hedlund motion to approve, second by Kordus. Motion carried 5 to 0.

**Schedule of Fees Resolution Changes from the Budget Workshop:**

**Discussion/Recommendation on Revised Fire Inspection Fees**

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

**Discussion/Recommendation on Revised Building Inspection Fees**

Ald. Hedlund motion to approve Administrator Oborn to bring resolution to council, second by Skates. Motion carried 5 to 0.

**Presentation of Accounts**

Purchase Orders (none)

**Prepaid Bills in the amount of \$13,411.20**

Ald. Kordus motion to approve, second by Halverson. Motion carried 5 to 0.

**Regular Bills in the amount of \$253,298.62**

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

**Closed Session**

**Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to City property at Edwards Blvd and Sheridan Springs Road**

Ald. Kordus motion to approve going into closed session to include the Mayor & Administrator, second by Hedlund. Motion carried 5 to 0 via Roll Call at 6:36 pm.

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

Ald. Kordus motion to approve returning to open session, second by Halverson. Motion carried 5 to 0 via Roll Call at 6:42 pm

Ald. Kordus motion to approve offer to Karen Hall as discussed, second by Howell. Motion carried 5 to 0.

**Adjournment**

Ald. Skates motion to adjourn at 6:44pm, second by Halverson. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator/Secretary

*Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.*

*Posted 11/28/2017 5:00 pm*

cc: Committee Members, Mayor & remaining Council, Administrator, Attorney

# **PERSONNEL COMMITTEE MINUTES**

## **TUESDAY, NOVEMBER 7, 2017 – 4:30 PM**

### **CONFERENCE ROOM 2A, CITY HALL**

Meeting call to order at 4:30 pm by Chairman Hedlund

**Roll Call:** Present: Ald. Hedlund, Halverson, Flower, Straube, Howell

Also Present: Mayor Kupsik, Ald. Kordus, and Administrator, Oborn

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

None

**Approve the Personnel Committee minutes from October 3, 2017 and Special Personnel Committee minutes from October 27, 2017, as prepared and distributed**

Ald. Halverson motion to approve the minutes, second by Howell. Motion carried 5 to 0.

**Discussion/Action/Recommendation on Employee Health Benefits costs and programs including:**

- a. Claims Paid 6 Month Rolling Average
- b. Aurora Clinic
- c. Pricing Fully Insured plans including direct plans and the State Health Plan
- d. Cottingham & Butler Compensation Agreement for health & welfare services

Administrator Oborn indicated the insurance claims continue to increase.

Ald. Hedlund motion to send this back to council and instruct staff/Administrator Oborn to get the rest of the numbers on the fully insured plan and recommend to the Council that the City go with one of the options of the deductibles on the state insured plan. Postpone the clinic until a decision on fully insured plan and discuss Cottingham & Butter in closed session at City Council, second by Halverson  
Motion carried 5 to 0.

**Discussion/Action on filling the Comptroller Vacancy and retitling position as Finance Director (Comptroller)**

Ald. Howell motion, second by Halverson to direct staff to fill the Comptroller vacancy and re-titling the position as Finance Director Comptroller. Motion carried 5 to 0.

**Discussion/Action/Recommendation of recruitment services to fill the Finance Director (Comptroller) position**

Ald. Hedlund motion to continue discussion, second by Halverson. Motion carried 5 to 0.

**Discussion/Action/Recommendation on filling the Senior Financial Analyst (Treasurer) Vacancy as a Full-time position**

Ald. Hedlund motion, second by Howell for the Administrator to fill the full-time Senior Financial Analyst Treasurer Position. Motion carried 5 to 0.

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

Ald. Hedlund, second by Halverson to send this directly to FLR. Motion carried 5 to 0.

Next meeting date set for Dec. 5, 2017 at 4:30pm.

**Closed Session:** Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Parking Manager Mullally  
Motion by Hedlund, to convene the Council into closed session, second by Flower to include the Mayor Kupsik and Administrator Oborn to be present during the closed session. Motion carried 5-0 via Roll Call. The Council convened into closed session at 5:58p.m.

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

Motion by Hedlund, to reconvene into open session, second by Halverson. Motion carried 5-0 via Roll Call. The Council reconvened into open session at 6:07 p.m.

Ald. Hedlund motion to continue discussion on item. Motion carried 5 to 0.

Ald. Howell motion to adjourn at 6:08 pm, second by Halverson. Motion carried 5 to 0.

*11/08/2017 4:05pm*

cc: Aldermen, Mayor, Administrator, Attorney, Media

**PUBLIC WORKS COMMITTEE MINUTES  
TUESDAY, NOVEMBER 21, 2017 – 4:30 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Ald. Kordus at 4:39 p.m.

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

**Members of the public present:** Greg Odden, Glen Fern Construction and Ed Svitek, VISIT Lake Geneva

**Comments from the public limited to 3 minutes.** None.

**Approval of Public Works Committee meeting minutes from October 17, 2017 as prepared and distributed.** Skates/Hedlund motion to approve. Passed unanimously.

**Director of Public Works Report – Tom Earle**

Earle reported that leaf and brush pickup is underway with no issues. The salt shed has been filled. The Main Street reconstruct is moving along and will be out for bid in early December. Public Works have been working with the BID district who are putting a Christmas tree in the Brunk pavilion. The tree was donated to the City and the Street Department are making a stand for it. The beach wall project could be started before the end of the year but the contractor has until the beach opens next year to complete it. The beach path has the same deadline. Flower asked about the brine that we use and Earle confirmed that we buy the brine from the County and it is mixed to the weather conditions for that particular day.

**Discussion/Recommendation on Awarding the 2017 White River Disc Golf Course Pedestrian Bridge Project to Sonrise Construction in an amount not to exceed \$45,716.00**

Kupsik asked when this project would be started. Earle said it could be started as soon as it is approved as it is a project that could be worked on through the winter.

Flower/Skates motion to approve. Passed unanimously.

**Discussion/Recommendation on the Wil-Surge Electric Inc. TIF Escrow Draw Request No. 2 in the amount of \$43,810.00 for the Main Street Widening Project - Lighting Contract**

This project is finished and the lights are all now finally working. This is a final payment.

Flower/Straube motion to approve. Passed 4-1 Hedlund voting No.

**Discussion/Recommendation on the Kapur & Associates TIF Escrow Draw Request No. 6 in the amount of \$17,868.42 for the Main Street Widening Project – Engineering Contract**

Hedlund/Skates motion to approve. Passed unanimously.

**Discussion/Recommendation on Kapur Main Street Widening Change Order No. 1 and payment request in the amount of \$2,847.08 to be funded from 2017 Street Improvement Project**

Earle explained the reasons for the change order and the additional engineering that was required.

Flower/Skates motion to approve. Passed unanimously.

**Discussion/Recommendation of awarding the Additions & Alterations to the Existing Lake Geneva / Flat Iron Park Visitors' Center Building Project to Glen Fern Construction, LLC for \$156,000 with the City cost not to exceed \$113,866.50 for the Public Restrooms Additions & Alterations from the 2017 Capital Projects Fund and the Visit Lake Geneva cost not to exceed \$42,133.50 for the Visitors Center Additions & Alterations**

Earle stated that these costs do not include the replacement of the water service line that has given problems in the past. Discussion followed. Earle stated that the breakout of the costs between the City and Visit Lake Geneva has been recalculated since the agenda was published.

Flower/Skates motion to award the Additions & Alterations Project to Glen Fern Construction, LLC for \$156,000 with the City cost not to exceed \$115,993.73 funded from Capital Projects and Visit Lake Geneva's cost not to exceed \$40,006.26. Passed unanimously.

**Discussion/Recommendation on Glen Fern Construction, LLC Change Order No. 1 in the amount of \$1,907.00 with the City cost not to exceed \$1,700.00 from the 2017 Capital Projects Fund and the Visit Lake Geneva cost not to exceed \$207.00**

Earle explained that this change order would be required regardless of who the contract was awarded to, as it is for additional items to be supplied by the contractor. Discussion followed.

Flowers/Skates motion to approve. Passes unanimously.

**Discussion/Recommendation on extension of the White River Crossing Acquisition (part of former Hillmoor Golf Course Property) Grant and Modification to include Acquisition or Easement Purchase and/or Facilities Installation**

Oborn said this extension would be for one year and it's not the first time we've extended this. He is looking for direction on whether he should apply for an extension again. Discussion followed.

Skates/Hedlund motion to approve. Passed unanimously.

**Parking Manager Revenue Report**

Mullally said all meters are closed down and monies collected and deposited. She gave an update on revenue collected in 2017. She also thanked the committee for their ongoing support especially regarding the modem upgrade. Discussion followed.

**Discussion/Recommendation on renewal of Annual Maintenance Agreement with Automated Parking Technologies LLC in an amount not to exceed \$62,900.00**

This has been reviewed by the City attorney and the cost has not increased.

Flower/Skates motion to approve. Passed unanimously.

**Discussion/Recommendation on reconfiguration of the 600 block of Main Street to change the metered parking stalls from parallel to angled**

Mullally is bringing this change forward for discussion to see if the Committee are interested in pursuing it. Straube said when angled parking was put in between Broad and Cook it made the road very narrow. Skates is concerned that angled parking in this location will cause traffic to build up. Earle went over what he considered to be the pros and cons. Discussion followed.

Kordus/Flower motion to continue this item to the next meeting. Passed unanimously.

**Adjournment**

Hedlund/Skates motion to adjourn at 5:45 p.m. Passed unanimously.

/s/ Jo Busch, Utility Office Manager

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

# **PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES**

## **WEDNESDAY, NOVEMBER 29, 2017 – 5:30PM**

### **CITY HALL, CONFERENCE ROOM 2A**

**Meeting called to order by Chairman Skates at 5:30 pm**

**Roll Call:** Present – Alderman Skates, Hedlund, Kordus, Howell. Absent: Flower. Also Present: Mayor Kupsik, and Administrator Oborn

**Approval of Minutes from October 18, 2017 meetings as prepared and distributed**

Ald. Hedlund motion to approve the October 18, 2017 minutes, second by Kordus. Motion carried 4 to 0.

**Comments from the public limited to 5 minutes**

Casey Schicheh has difficulty with buoy and slip proposed changes and would leave as is. Charge for launches at West Pier.

**Harbormaster's Report**

Harbormaster was absent. City do referrals to other Lake Geneva venues since not taking referrals for the Riviera for 2019.

**Discussion/Action/Recommendation on Slip, Buoy and Rack Rental Rates**

Ald. Kordus motion for a 3% increase, second by Hedlund. Motion carried 4 to 0.

**Discussion/Action/Recommendation on Replacement of West End buoys with slips**

Ald. Kordus motion to table this item, second by Howell. Motion carried 4 to 0.

**Discussion/Action/Recommendation on West Pier Camera**

Ald. Kordus motion to install for \$4,200 from Lakefront, second by Howell. Motion carried 4 to 0.

**Discussion/Action/Recommendation on 2018 Water Safety Patrol Lifeguard Agreement**

Ald. Kordus motion to approve the WSPL Agreement for \$34,955, second by Hedlund. Motion carried 4 to 0.

**Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to:**

- a. Selection of firm to provide Architectural and Engineering Design and Project Management Services for the Riviera Improvement project
- b. Lake Geneva Boat Line, Inc. Contract Extension Request

Ald. Kordus motion to go into closed session, second by Skates. Motion carried 4 to 0 via Roll Call at 6:19 pm.

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

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES  
WEDNESDAY, NOVEMBER 29, 2017 – 5:30PM  
CITY HALL, CONFERENCE ROOM 2A**

Ald. Kordus motion to return to open session, second by Hedlund. Motion carried 4 to 0 via Roll Call.

Ald. Kordus motion to solicit at least two more firms on Architectural and Engineering Design and Project Management Services for the Riviera Improvement project, second by Hedlund. Motion carried 4 to 0.

Ald. Kordus motion to do a one year lease extension with a 3% increase on the Lake Geneva Boat Line contract with attorney review, second by Hedlund. Motion carried 4 to 0.

Ald. Kordus motion to adjourn at 6:31 pm, second by Hedlund at 6:31 pm. Motion carried 4 to 0.

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

*11/30/2017 2:30pm*

cc: Aldermen, Mayor, Administrator, Harbormaster, Media

**Lake Geneva Utility Commission Minutes**  
**Regular Lake Geneva Utility Commission Meeting**  
**Wednesday November 15, 2017 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

**Call Meeting to Order-** by President Lyon at 4:03pm

**Roll Call - Members present:** President Lyon, Mayor Kupsik, Ald. Flower, Ald. Hedlund, Brett Stanczak, Mark Johnson. **Absent:** Ann Esarco. **Staff in attendance:** Josh Gajewski, Jo Busch, Blaine Oborn.

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

**Approve Utility Commission Minutes from October 18, 2017 as prepared and distributed**  
Hedlund/Kupsik motion to approve. Passed 6 - 0.

**Acknowledgement of Correspondence.**

Gajewski reported that he has received a letter from the DNR regarding soil contamination from the old gas station in Sail Boat Plaza. He will be contacting the DNR to follow up.

**Financials Update**

Gajewski reviewed the financial information through October.  
Flower/Kupsik motion to approve. Passed 6 - 0.

**Approval of the October Bills**

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

**Directors Report**

Gajewski gave an overview of Utility operations including Host Drive Tower Painting Project payment requests and cell carrier reinstallations; Wastewater Roofing Project payment requests; the completion of the Collection System Relining Project with the exception of a segment on Wrigley Drive; Utility Water and Wastewater Budgets; surveying for the Main Street Water Main Project and the reorganization of Utility treasury functions.

**Election of Officers**

This is an annual process to fill the two elected positions of Secretary and President. Discussion was had regarding moving the election to the spring to occur after alderman elections but the Commission decided not to change the timing as an alderperson would never be appointed to either of these positions.

Kupsik/Hedlund nomination of Lyon for President. Nomination passed 6-0.

Flower/Kupsik nomination of Esarco for Secretary. Nomination passed 6-0.

Hedlund/Kupsik motion to close nominations and appoint Lyon as President.

Roll Call: Kupsik, Hedlund, Flower, Stanczak, Johnson, Lyon – Yes

Hedlund /Kupsik motion to close nominations and appoint Esarco as Secretary

Roll Call: Kupsik, Hedlund, Flower, Stanczak, Johnson, Lyon – Yes

**Discussion/Action on Disposal of Retired Water Meters**

Gajewski explained that the Commission has been approached by a company wishing to purchase our current stock of retired water meters. Historically we have had to use man hours to disassemble

the meters and sell the salvageable parts. There is a cost savings in both man hours and storage to sell them as a lot.

Kupsik/Hedlund motion to approve the sale of current retired water meters to Mermax Metals. Passed 6-0.

#### **Discussion/Action on Implementing a Storage and Rental Policy for Utility Owned Properties**

Gajewski reported that there have been conversations amongst departments regarding storage fees for housing equipment on Utility property. There are multiple entities including the Historical Society and the Water Safety Patrol currently storing equipment and he is looking for direction from the Commission. Discussion was had on whether the items being stored were inconveniencing Utility staff and whether the owners of the items were aware they were there. No action taken.

#### **Discussion/Action on 2018 Water Budget**

Gajewski detailed the Water Budget and the requested expenses included in it.

Hedlund/Kupsik motion to approve the 2018 Water Budget as presented. Passed 6-0.

#### **Discussion/Action on 2018 Wastewater Budget and Resolution 17-03**

Gajewski detailed the Wastewater Budget which includes a rate increase for category A & B customers on sewer usage only as well as an increase on the per 1000 gallon rate for all received holding tank and septic tank wastes. The rate increase would go into effect on December 5, 2017. This is the second of a three part rate increase that was previously approved. A comparison of sewer rates amongst surrounding communities was given and Gajewski explained that this increase is another step toward equity between usage contributions and financial contributions.

Kupsik/Hedlund motion to approve the 2018 Wastewater Budget and resolution 17-03. Passed 6-0.

#### **Closed Session**

Kupsik/Hedlund motion to go into closed session pursuant to Wis. Stat 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Utility Director Josh Gajewski and include Oborn, Gajewski & Busch.

**Roll Call:** Kupsik, Hedlund, Flower, Stanzcak, Johnson, Lyon – Yes. Passed 6-0.

The Commission entered closed session at 6:02pm.

#### **Open Session**

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

**Roll Call:** Kupsik, Hedlund, Flower, Stanzcak, Johnson, Lyon – Yes. Passed 6-0.

The Commission returned to open session at 6:13pm.

Hedlund/Flower motion to instruct staff to proceed as discussed in closed session. Passed 6-0.

#### **Adjourn**

Hedlund/ Kupsik motion to adjourn. Passed 6 - 0.

Meeting was adjourned at 6:14 p.m.

/s/ Jo Busch, Office Manager

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, NOVEMBER 9, 2017, 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 Hartz at 6:04 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard

3. Roll call

Commissioners Bittner, Pollard and Hartz were present. Commissioners Jordan and Horne were excused. Also present: Police Chief Rasmussen, Lieutenant Gritzner, Lieutenant Way, Fire Chief Peters, Assistant Chief Derrick, Captain Derrick and Confidential Administrative Assistant Papenfus

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

5. Acknowledge correspondence - None

6. Approval of regular meeting minutes October 5, 2017

Pollard motioned to approve the regular meeting minutes of October 5, 2017. Bittner seconded. Motion carried 3-0.

7. City Council Report

Alderman Howell indicated that the city has begun negotiations with the police union and negotiations with the fire department will begin soon. The public budget meeting is scheduled for November 27, 2017 at 6:00 p.m. There was a presentation by Dennis Tweedale regarding the "Powers and Duties of Elected and Appointed City Officials" before the City Council Meeting and commissioners were encouraged to view the presentation online.

8. Police Department Business

a. Approval of bills for the month of October 2017, operating in the amount of \$214,116.59, Capital Purchases in the amount of \$20,225.00, Equipment Purchases in the amount of \$225.00, for a total of \$234,566.59

Pollard motioned to approve the bills for the month of October 2017. Bittner seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y, Motion carried 3-0

Chief Rasmussen indicated that account 11-21-00-5127 PD Compensation per Contract was at 111% because approximately \$70,000 was taken out of this account by the city that was unbudgeted. Hartz asked if the department would still be within budget despite this cost. Chief Rasmussen felt that the Police Department should be within the budget for the year.

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

Chief Rasmussen stated that the budget went well and there was great support by the City Council.

c. Chief and Department Goals for 2018

Based on the Chief's appraisals, 22 goals were listed for the Chief to complete in 2018. A workshop was set for December 7, 2017 at 5:30 p.m. to narrow down the number of goals so they were more attainable. Prior to the meeting, each commissioner should choose three departmental goals and three personal goals for the Chief.

d. Discussion/Action change of status for Booking Officer Sarah Rabic from Booking Officer to Reserve Officer

Bittner motioned to change status of Booking Officer Rabic to Reserve Officer. Pollard seconded. Motion carried 3-0. Officer Rabic has been a booking officer for two years and the Town of Linn Police Department sponsored her for the police academy.

e. Community Outreach Committee

Lt. Way stated that 55 sets of winter accessories were submitted to the Tree House and Lakeland School. The Community Outreach Committee will begin collecting food items for the local food pantries.

f. Discussion - Chief's top five monthly incidents - No discussion/action

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

2017 Dispatch activity for October 2017: Telephone calls–2,951	911 Calls–219	Window assists–1,014
2016 Dispatch activity for October 2016: Telephone calls–2,878	911 Calls–228	Window assists– 975

2017 Patrol activity for August 2017: Calls for service– 1,679	Arrests - 87
2016 Patrol activity for August 2016: Calls for service– 1,471	Arrests – 106

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

- Lake Geneva Jaycees-Venetian Fest

i. Items to be forwarded to City Council

Community Outreach Committee, Chief's top five monthly incidents, monthly activity reports

9. Fire Department Business

a. Approval of bills for the month of October 2017, operating in the amount of \$77,832.84, Capital Purchases in the amount of \$1,805.00, Equipment Purchases in the amount of \$368.50, for a total of \$79,906.34

Pollard motioned to approve the bills for the month of October 2017. Hartz seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y, Motion carried 3-0

Chief Peters stated that the EMS billing is up to date. The 2018 budget for EMS transports was discussed. Overall the fire department should be within the 2017 budget.

b. Discussion Monthly EMS Medical Billing/Stark Report

EMS billing is at 72%. The 91-120 day outstanding amounts are being addressed. Chief Peters stated that EMS billing is coming to the Fire Department in January to evaluate the billing. The commissioners requested that someone from EMS billing be present at the meeting to discuss some of the commission's concerns regarding billing.

c. Discussion Monthly Fire Department Report Overview

Chief Peters highlighted the monthly report. Firefighter/EMT John Steltenpohl was the highlighted employee for the month and has worked for the department since 2008. He assists with the small engine equipment repairs and maintenance at the department. Fire Chief John Peters has been with the department for 25 years and Chief Engineer Ed Zwiebel has been with the department for 40 years. Community events and notable calls were also highlighted.

d. Discussion Monthly Paratech report - No discussion/action

e. Update- Leave of Absence Firefighter McKaig

Firefighter McKaig has returned to work with restrictions and is on light duty.

f. Discussion/Action- Acceptance of resignation of Sara Murray

Pollard motioned to accept resignation of Sara Murray. Bittner seconded. Motion carried 3-0

g. Budget Update

Chief Peters stated that the budget was approved for 24/7 coverage. Inspection fees were also doubled by the City Council.

h. Discussion/Action- Approval of Lexipol Policies

New Policies

- 503 Advanced Health Care Directives
- 609 National Incident Management System (NIMS) Training
- 611 Respiratory Protection Training
- 613 Training Records
- 614 Firefighter Health, Safety and Survival Training
- 702 Vehicle and Apparatus Inspections, Testing, Repair and Maintenance
- 903 Communicable Diseases

Bittner motioned to approve the above listed Lexipol policies with corrections. Pollard seconded. Motion carried 3-0. Captain Derrick presented the Lexipol policies and changes were discussed.

Transfers Into Lexipol from Existing and Approved Policy Manual. No existing Lexipol Equivalent

- P-100.1 Rules of Conduct
- P-100.4 Personal Vehicle Use
- P-100.5 Purchasing
- P-100.8 Driver Qualifications and Licensing
- P-100.9 Hospital Determination
- P-100.11 Patient Care Reporting
- P-100.14 School Bus Policy
- P-100.15 Liquidation of Obsolete Supplies
- P-100.16 Handling Cash Payments

Pollard motioned to approve the above listed Lexipol policies with corrections. Bittner seconded. Motion carried.

i. Discussion Thank You letters - No discussion/action

- Family of Craig Collins
- Lake Geneva Jaycee's
- Lake Geneva Museum

j. Discussion/Action- Acceptance of \$1,305.00 donation from Family of Craig Collins

Bittner motioned to accept \$1,305.00 donation from the family of Craig Collins. Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y. Motion carried 3-0

k. Items to be forwarded to city council

Monthly report

10. a. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically: Compensation for Police Chief Rasmussen

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

Bittner motioned to go into closed session. Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y. Motion carried 3-0 at 7:32 p.m.

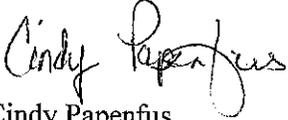
11. Motion to return to open session per Wisconsin State Statute 19.85(2)

Bittner motioned to return to open session. Pollard seconded. Roll call vote: Bittner-Y, Pollard-Y, Hartz-Y. Motion carried 3-0 at 7:55 p.m.

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

13. Adjourn  
Bittner motioned to adjourn the meeting. Pollard seconded. Motion carried. Meeting adjourned at 7:56 p.m.

Respectfully submitted,



Cindy Papenfus  
Administrative Assistant

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

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

**PLAN COMMISSION MEETING  
MONDAY, NOVEMBER 20, 2017 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

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

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

**Approve Minutes of the October 16<sup>th</sup> Joint City Council & Plan Commission Meeting and the October 16<sup>th</sup> Plan Commission meeting as distributed.**

Skates/Hill motion to approve. Motion carried 5 to 0.

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

**Acknowledgement of Correspondence.** None.

**Review and Recommendation of a CSM Lot Division filed by Paul Van Henkelum, Cardinal Engineering, on behalf of Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, to divide a 6 acre parcel into 4 lots on the north side of Dodge Street, Tax Key No. ZYUP00053.**

Ryan Cardinal, of Cardinal Engineering, on behalf of Mark Larkin, presented the request.

Zoning Administrator Walling stated all lots meet the zoning classification and is a simple land division CSM.

Skates/Hill motion to approve the CSM to comply with technical review comments by the city's consulting engineer.

Roll Call: Kupsik, Skates, Gibbs, Hill, Frederick voting "yes." Motion carried 5 to 0.

**Review and Recommendation of a CSM Lot Combination filed by Paul Van Henkelum, Cardinal Engineering, on behalf of Chris Law, Geneva Lakes Christian Church, W2906 Willow Road, Lake Geneva, WI 53147, to combine 2 parcels at the SE corner of Bloomfield Road & Harmony Drive, Tax Key Nos. ZSF00232 and ZSF00231.**

Ryan Cardinal, of Cardinal Engineering, on behalf of Geneva Lakes Christian Church, presented the request.

Zoning Administrator Walling said part of the agreement was to combine the 2 parcels into one lot.

Kupsik/Gibbs motion to approve the CSM to include all fact finding and staff recommendations.

Roll Call: Kupsik, Skates, Gibbs, Hill, Frederick voting "yes." Motion carried 5 to 0.

**Review and Recommendation of a CSM Lot Combination filed by Paul Van Henkelum, Cardinal Engineering, on behalf of Golden Years, to combine 2 parcels on the SW corner of Bloomfield Road & Harmony Drive, Tax Key Nos. ZSF00074 & ZSF00085.**

Ryan Cardinal, of Cardinal Engineering, on behalf of Golden Years, presented the request. Zoning Administrator Walling stated this agreement also required the combination of 2 parcels into one lot.

Kupsik/Skates motion to approve the CSM.

Roll Call: Kupsik, Skates, Gibbs, Hill, Frederick voting "yes." Motion carried 5 to 0.

**Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM Lot Division in the Town of Geneva, filed by Douglas Olson, Olson Land Surveying, LLC, on behalf of Millard Properties, LLC, W6362 Dunham School Road, Elkhorn, WI, to divide a parcel at W2970 Springfield Road, Tax Key No. JG 1400001.**

Bob Cook, Millard Properties, W6362 Dunham School Road, Elkhorn, presented his request.

Mr. Walling verified this request meets the Walworth County zoning requirements for a 5 acre parcel.

Skates/Hill motion to approve the CSM with all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Frederick voting “yes.” Motion carried 5 to 0.

**Public Hearing and Recommendation for an amendment to an existing Conditional Use Permit (CUP) filed by Alan & Kathi Bosworth, 23 Windsor Drive, Elmhurst, IL, 60126 to add a landscape retaining wall at 1224 Main Street, Tax Key No. ZYUP 00094A.**

John Forehand, architect, 914 Monroe, River Forrest, IL, and Al Bosworth, owner, presented their request. Mr. Walling clarified the fence would a maximum of 6’ from the mean average grade and asked Mr. Forehand to provide a rendering of the landscaping will look like from an at grade view. City Administrator Oborn said the Public Works director has a concern about snow removal for the driveway next to this proposed retaining wall and fence.

Hill/Kupsik motion to close the public hearing. Motion carried 5 to 0.

Gibbs/Frederick motion to approve the amendment to an existing Conditional Use Permit to include all staff recommendations and affirmative findings of fact.

Roll Call: Kupsik, Skates, Gibbs, Hill, Frederick voting “yes. Motion carried 5 to 0.

**A. Public Hearing and Recommendation of the General Development Plan (GDP) filed by Steve Bieda, Mau & Associates, LLP, 400 Security Blvd, Green Bay, WI 54313, on behalf of Himansu Dhyani/Northern Management, to construct (4) four (8) eight unit multi-family buildings at 1150 Wells Street, Tax Key No. ZYUP00142B.**

John Leroy, Mau and Associates, 400 Security Blvd, Green Bay, WI, presented their request with some modifications to the layout. Mr. Walling stated after meeting with staff and working through the issues of its layout, this project requires a couple exceptions which were stated but it does fall within the allowances. Mr. Walling said the engineering will continue on this project provided the GDP gets approved.

Speaker 1: Gerald Fischer, 250 Penny Lane, Lake Geneva, asked about the landscaping for the project.

Kupsik/Skates motion to close the public hearing. Motion carried 5 to 0.

Kupsik/Skates motion to approve the GDP to include all staff recommendations and fact finding with agreement to items 1 & 3. 1. The proposed GDP furthers the purposes of the Zoning Ordinance as outlined in Section 98-005 and the applicable rules and regulations of the Wisconsin Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA). 3. The proposed GDP amendment to the Official Zoning Map maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

Roll Call: Kupsik, Skates, Gibbs, Hill, Frederick, Horne voting “yes. Motion carried 5 to 0.

**B. Public Hearing and Recommendation of the Precise Implementation Plan (PIP), filed by Steve Bieda, Mau & Associates, LLP, 400 Security Blvd, Green Bay, WI 54313, on behalf of Himansu Dhyani/Northern Management, to construct (4) four (8) eight unit multi-family buildings at 1150 Wells Street, Tax Key No. ZYUP00142B.**

John Leroy, Mau and Associates present the PIP request. Discussion indicated our city engineers need to verify the site works. Alderman Skates stated the application was lacking a landscaping plan, a lighting plan and building samples.

Skates/Gibbs motion to continue the Public Hearing & Recommendation for the PIP for 1150 Wells Street at the next Plan Commission meeting. Motion carried 5 to 0.

**Public Hearing and Recommendation for a request to rezone the property currently zoned Planned Business Park to zoning classification of Planned Development, filed by Core Commercial Inc., for the property located at 753 Geneva Parkway to construct 2 Commercial structures, Tax Key Nos. ZGBC 0001A & ZLGBP 00002.**

Kim Pischke, Core Commercial & Sandy Gulden CBRE Commercial Realtor, presented their request. Mr. Walling & City Attorney Draper clarified this request is for rezoning only.

Speaker 1: Andy Dammeir, 908 Wells Street, Lake Geneva, executive director of the Lake Geneva Economic Development Corporation, stated LGEDC board has concerns regarding their revised plans such as the traffic and change in the size of the plan which could impact the business park.

Speaker 2: Charlene Klein, 817 Wisconsin Street, Lake Geneva, asked for clarification of this request and questioned the need for additional big box stores in Lake Geneva.

Kupsik/Hill motion to close the public hearing. Motion carried 5 to 0.

Hill/Skates motion to approve and include all staff recommendations and fact finding in the affirmative.

Roll Call: Kupsik, Skates, Gibbs, Hill, Frederick, Horne voting "yes. Motion carried 5 to 0.

**Adjournment.** Skates/Hill motion to adjourn at 6:49 pm. Motion carried 5 to 0.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Meeting

Thursday, October 12, 2017

8:00 a.m.

Smith Meeting Room, Lake Geneva Public Library

### Call to order

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

### Roll Call

**Members present:** Brookes, Dinan, Gelzer, Halverson, Kersten, Kundert, Lafrenz, Oppenlander

**Also present:** Kornak

**Excused:** Lyon

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

Kundert/Kersten motion to approve the minutes of the September 14, 2017 meeting. Motion carried unanimously.

### Finance

The Finance Committee recommended approval of expenditures of \$49,616.37 from the general fund.

Gelzer seconded recommendation. Motion carried unanimously.

### President's Report

- Oppenlander complimented Director Kornak for her presentation at City FLR committee.
- Trustees are encouraged to attend Special City Council meeting Wednesday, November 1 at 6:00 p.m. regarding 2018 budget.
- Reminder to register for Lakeshores Annual Trustees Dinner November 2.
- LED lighting project will be presented to Finance Committee in November.

### Committee Reports

#### Personnel

A meeting will be scheduled to review job descriptions.



# LAKE GENEVA PUBLIC LIBRARY

## **Public Relations**

Kersten reported the website designer is working on adding content and updating site. A preview is planned for November.

## **Strategic Planning**

Gelzer reported on the last committee meeting review of the history of the library, part 1. A meeting is scheduled with the UW-W Innovation Lab on October 16. Discussion of funding. Gelzer/Dinan motion to allocate balance of 2017 contingency budget to Strategic Planning. Motion carried unanimously.

## **City Liaison**

Halverson reported the pot holes on Main Street will be repaired in the spring. The budget meeting will be Nov. 1 at 6:00 p.m.

## **Director's Report**

Kornak's written report included September statistics; 30/90 program report; budget report; mobile printing and self-checkout stations enabled and in use; energy assistance provide by Walworth County staff; patron feedback on computer chairs; and system notes.

## **Discussion:**

- Circulation statistics and the effect on funding.
- Police Department representative will address security at the November meeting.
- Preservation of historical documents.

Kornak presented ideas for projects using the balance of impact fees.

- Digital outdoor signage
- Hotspot technology for check out
- Makar kits and youth technology

Kersten/Halverson motion to approve moving forward with the digital outdoor sign project with the Public Relations committee serving in an advisory capacity. Motion carried unanimously.

Kundert/Kersten motion to approve moving forward with hotspot technology for check out. Motion carried unanimously.



# LAKE GENEVA PUBLIC LIBRARY

## Friends of Library Report

Kundert reported Friends Annual Book Sale earned over \$5,000 at Annual Book Sale. A December sale is being discussed.

## Adjournment

Lafrenz/Kundert motion to adjourn the meeting at 9:20 a.m. Motion carried unanimously.

Next meeting: Thursday, November 9 at 8:00 a.m., Smith Meeting Room

Respectfully submitted,  
Chris Brookes  
Secretary



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Ad-Hoc Strategic Planning Committee Meeting  
Wednesday, October 25, 2017, 9:30 a.m. to 11:00 a.m.  
Smith Meeting Room, Lake Geneva Public Library

### Call to order

Gelzer called the meeting to order at 9:30 a.m.

**Roll Call- Members present:** Brookes, Gelzer, Halverson, Kersten, Lyon, Oppenlander

**Members excused:** Lafrenz **Also Present:** Library Director Kornak, Art Barnard of UW-Whitewater Small Business Development and Innovation Center

### Introductions:

Committee members introduced themselves to Mr. Barnard and spoke about their connection to the library.

### Minutes

Lyon/Halverson motion to approve the minutes of the September 27, 2017 meeting. Motion carried unanimously.

### Discussion

Director Kornak gave an update on artifact preservation. Emily Duval, curator at Black Point Estate and Gardens is preparing a proposal for the Board's consideration. Gelzer will seek more specific support from the Friends of Lake Geneva Library at their November Board meeting.

Kersten introduced Art Barnard, Wisconsin Small Business Development Center, and University of Wisconsin-Whitewater Innovation Center. Presentation and discussion of how WISC, Wisconsin Innovation Service Center, can help us "develop inputs for a strategic plan that answers the question: How does the LGPL most effectively serve the community?" Gelzer, Kersten, Oppenlander, and Kornak volunteered to form a work group to develop a detailed work plan and consult with Barnard between committee meetings. Mr. Barnard then left the meeting.

After a brief committee discussion Lyon/Oppenlander motion to negotiate a contract for the services of WISC, starting with data gathering and associated tasks. Motion carried unanimously.

### Adjournment

Kersten/Oppenlander motion to adjourn at the conclusion of the outside walking tour. Motion carried unanimously. The meeting was adjourned at 11:05 a.m.

Respectfully submitted,  
Chris Brookes, Secretary

**Next meeting: Wednesday, November 29, 9:30 a.m., Smith Meeting Room, LGPL**



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Personnel Committee Meeting  
Wednesday, November 1, 2017, 9:30 a.m.  
Smith Meeting Room, Lake Geneva Public Library

### Call to order

Halverson called the meeting to order at 9:35 a.m.

### Roll Call

**Members present:** Brookes, Halverson, Lafrenz, Oppenlander

**Members Excused:** Dinan, Gelzer

**Also Present:** Library Director Kornak

### Discussion

Members discussed the role of the committee in updating job descriptions and participating in performance reviews.

- Director will update job descriptions as needed.
- Director and Department Heads will perform two-level performance reviews.
- Two-level performance reviews of Department Heads will be performed by Director and a member of Personnel Committee.
- Personnel Committee serves as mediator in case of personnel disputes.

Lafrenz/Oppenlander motion to approve the Library Addendum to the City Handbook. Motion carried unanimously. The Addendum will be presented to the Board of Trustees.

Director Kornak will prepare a report for the Board of Trustees recommending changes in pay grades for two positions.

### Adjournment

Oppenlander/Lafrenz motion to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Chris Brookes  
Secretary



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Meeting

Thursday, November 9, 2017

8:00 a.m.

Smith Meeting Room, Lake Geneva Public Library

### Call to order

Oppenlander called the meeting to order at 7:58 a.m.

### Roll Call

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

**Also present:** Kornak

**Excused:** Dinan, Lyon

Oppenlander introduced Lt. Ed Gritzner, Lake Geneva Police Department, who presented information and recommendations on library security.

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

Kundert/Lafrenz motion to approve the minutes of the October 12, 2017, meeting. Motion carried unanimously.

### Finance

Kundert reviewed October expenditures. The Finance Committee recommended approval of expenditures of \$74,485.69 from the general fund. Halverson seconded recommendation. Motion carried unanimously.

Kundert/Lafrenz motion giving Director Kornak authority to spend out impact fees on eligible projects with the approval of the Finance Committee. Motion carried unanimously.

December 14 Finance Committee meeting will begin at 7:15 a.m.

### President's Report

- Oppenlander thanked all the Trustees for attending the Lakeshores Trustees Dinner. 100% participation.
- A library credit card was approved at the Finance, License, and Regulation Committee.



# LAKE GENEVA PUBLIC LIBRARY

- The report from the presentation on the *"Powers and Duties of Elected and Appointed City Officials"* will be made available to all Trustees.

## Building and Grounds

- Discussion of LED lighting proposal. Oppenlander/Halverson motion to authorize Director Kornak to pursue lighting options, flooring, roof and concrete repairs for additions to the Capital Plan.

## Committee Reports

### Strategic Planning

- Gelzer reported a work group is meeting with Art Barnard of UW-W Innovation Lab for data strategies.
- Gelzer attended Foundation meeting. Foundation approved \$3,000 toward preservation of Library archives.
- Gelzer is presenting information to the Friends meeting Nov. 15.

## Personnel

- Addendum to City Handbook was presented for review. Approval tabled until December.
- Kersten/Oppenlander motion to adjust pay grades for Circulation Services Manager from 10 to 12 and Head of Youth Services from 11 to 14 at the recommendation of the Director. Motion carried unanimously.

## Public Relations

Kersten announced the PR committee will be meeting next week to review the website and discuss the digital sign proposal.

## City Liaison

Halverson reported on vacancies at City Hall, and shared information on the proposed development of Hillmoor property.

## Director's Report

Kornak announced October circulation and new user registrations were up; door count statistics reflected the installation of the new gates. Self-checkouts are in service and the WiFi hotspots provided by impact fees are in circulation. Card applications and library brochures



# LAKE GENEVA PUBLIC LIBRARY

were provided to Geneva National's new Welcoming Committee for new residents. Her written report included 30/90 program report.

**SAVE THE DATE:** Tuesday, December 12, 6:30 p.m. joint program with Barrett Memorial Library at The Ridge. More information to follow.

Juvenile fine proposal introduced. Discussion followed. A draft policy will be presented in December.

## **Friends of Library Report**

Brookes announced the Friends Holiday book sale Nov. 30, Dec. 1, and Dec. 2 during library hours.

## **Adjournment**

Lafrenz/Kersten motion to adjourn the meeting at 10:02 a.m. Motion carried unanimously.

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

Respectfully submitted,  
Chris Brookes  
Secretary

## **Lake Geneva Historic Preservation Commission Meeting**

### **Minutes November 9, 2017 6:30p.m. at Lake Geneva City Hall**

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

Present: Ken Etten, Mary Tanner, Patrick Quinn, Louise Rayppy, Jim Davis. Jackie Getzen and Elizabeth Chappell were absent. Provisional member: Chris Brookes.

Approval of minutes of Historic Preservation Commission Meeting of October 12, 2017.

Comments from the public and correspondence. Ken has sent all information that Bridget Leech asked for concerning dates on buildings that are in the Bid District.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. A Victorian Christmas: Saturday, December 2, 2017-12 o'clock till 3 o'clock. Free Admission. Tuesday@ Two programs: Kaye's Park, December 5th.

Update on the historic 1928 Geneva Theater Building, restoration work at The Riviera and other local news items relating to the Lake Geneva Historic Preservation Commission. The Geneva Theater Actor's Guild will be bringing theater performances to the theater once a month from September through May.

Report regarding future programs at Black Point or Horticultural Hall and Historic Lake Geneva Walking Tours from David Desimone and/or Michael Rehberg. Black Point has started their winter, once a month, programs at Horticultural Hall. On Saturday, December 9, 2:00-3:30 P.M. --The Christmas Tree Ship, \$5.00 per person.

Review of recent bills, invoices and the current balance in the 2017 Historic Preservation Commission City Budget and proposed 2018 LGHPC Budget. The current balance is: \$1,342.67. Our budget for 2018 has been reduced to \$3,500.00.

Update regarding the status of the Lake Geneva Historic Railroad Site proposed by the late Ed Yaeger, creation of a plan for Proposed Historic Railroad Site for review and status of project approval by the City of Lake Geneva. Ken called Mark Polyock at Lakes Brick & Block to let him know that we will need to place the order for the pavers before end of year. He will send us an invoice to pass on to the City as soon as we needed one. Ken asked him if he knew anyone who

would install the pavers. He gave us the name of Juan Aceves. Ken met with him and Juan will get back to Ken with an estimate.

Discussion regarding the 1-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt and the staff at U.W.-Whitewater Innovation Center, potential photo additions and upgrades, and the cost of creating of an Android version. We are up and running concerning our Lake Geneva Walking Tour app. The Android version is about 90% finished. Dr. Platt has a student who is interested in working on it. Will work with him to come up with a mutually agreeable price.

Discussion regarding potential new projects for the LGHPC, including future "Tales of Lake Geneva", the possibility of using the historic Geneva Theater, updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org), and restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street. Sometime in January we will have a "Tales of Lake Geneva" at the Geneva Theater. Patrick Quinn will talk with Mike Dunn in the future concerning the Wall Signs, as Mike Dunn is too busy at this time.

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

Review of recent Historic Plaque Program applications, updating of the cost of plaques from Timberline Signs to \$145.00 each. The owners at 1013 Dodge St. are requesting a new plaque as the previous owners took the plaque with them when they moved. Jim Davis was contacted by owner and she said she would contact the previous owner to find out the date on the plaque, as we have no record of this. Mary Tanner said she would contact Jim Sherrin to ask him if he had a list of the plaques that he had made.

Update on information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, the Wisconsin Association of Historic Preservation Commissions and Traditional Building & Period Homes magazines. We reviewed the information.

Meeting adjourned at

6:50P.M. Respectfully

submitted,

Louise M. Rayppy

# **AVIAN (BIRD) COMMITTEE MINUTES**

## **MONDAY, NOVEMBER 27, 2017 – 5:00 PM**

### **CITY HALL, CONFERENCE ROOM 2A**

**Call to order by Chairman Halverson at 5:00 pm**

**Roll Call:** Present Ald. Halverson, Bev Leonard, Sarah McConnell, Nancy Swanson Absent: Coryn Commare. Also present Administrator Blaine Oborn

**Approval of minutes from September 25, 2017 meeting as distributed**

Ald. Halverson motion to approve with change as referenced, second by McConnell. Motion carried 4 to 0.

**Comments from the public limited to 5 minutes**

None

**Discussion/Action/Recommendation on Avian Committee pursuing grants and donations for Purple Martin Housing**

After discussion group agreed not to pursue additional funding

**Discussion/Action/Recommendation on installation of Purple Martin Houses in City Parks and City Property**

Discussion regarding Leonard locations at Famono. Good locations at Museum and four tentative locations at Library Park.

**Discussion/Action/Recommendation of Swift Night Event**

Consensus for Sept 13<sup>th</sup> to be reserved.

**Discussion/Action/Recommendation seeking volunteers for nest checking of Purple Martins**

Leonard working on expert for training approximately 4 – 20.

**Discussion/Recommendation on use of locations such as the Library and Museum for educational purposes**

**Discussion/Recommendation of future agenda items**

Continue discussion on the installation of Purple Martin Houses in City Parks and City Property, Swift Night Event, volunteers for nest checking of Purple Martins.

Swanson motion to adjourn, second by McConnell at 5:38 pm.

/s/ Blaine Oborn, City Administrator

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

11/25/2017 10:00 am

cc: Aldermen, Mayor, Administrator, Media

**TOURISM COMMISSION MINUTES  
WEDNESDAY, NOVEMBER 8, 2017 – 5:00 PM  
CONFERENCE ROOM 2A, CITY HALL**

**Meeting call to order by Chairman Gelting**

**Roll Call:** Present: Alderman Richard Hedlund, Alderman Cindy Flower, Chair and Citizen Chris Gelting, Business Rep. Charlie Lorenzi, Vice Chair & Hotel Rep. Tammie Carstensen. Absent: BID Board Business/Hotel Rep. Andrew Fritz. Also Present: City Administrator Blaine Oborn, President & CEO of Visit Lake Geneva Ed Svitak, Mayor Al Kupsik, and BID Executive Director Bridget Leech.

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

None

**Approval of the Tourism Commission minutes from September 13, 2017**

VC & Hotel Rep, Carstensen motion, second Hedlund to approve the Tourism Commission minutes from September 13, 2017. Motion carried 5 to 0.

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

Ed Svitak presented and provided a handout.

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

Bridget Leech presented and provided a handout.

**Discussion/Action on Room Tax Dollars Collected, Financials, and Disbursements**

Administrator Oborn reported on new law and collection effort.

**Discussion/Action on Marketing Projects including Tourism Promotion Grant Program for events that generate overnight stays**

Motion by Carstensen to open date review monthly, second by Gelting. Motion carried 5 to 0.

**Discussion/Action on Municipal Development including:**

- a. The Riviera Building Promotion and Renovation
- b. Cooperative Convention Center (Lodging by the Lake)

No action taken, discussion on affect of 2019 Riviera closing. Forward input to the next Piers, Harbors, & Lakefront meeting on Nov. 15.

**Discussion/Action on Hotel Rooms Rented Reporting including use of the Visit Lake Geneva STR and City Room Tax Reporting**

Flower motion to recommending city modifying form to report occupancy rooms sold, Gelting second. Motion carried 5 to 0.

**Motion to go in to Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session for the Visit Lake Geneva Tourism Entities Contract**

Gelting motion to go into closed session, second by Carstensen. Roll call carried 5 to 0.

**Roll Call:** Present: Alderman Richard Hedlund, Alderman Cindy Flower, Chair and Citizen Chris Gelting, Business Rep. Charlie Lorenzi, Vice Chair & Hotel Rep. Tammie Carstensen. Absent: BID Board Business/Hotel Rep. Andrew Fritz. Also Present: City Administrator Blaine Oborn, President & CEO of Visit Lake Geneva Ed Svitak, Mayor Al Kupsik, and BID Executive Director Bridget Leech.

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

Motion by Flower to instruct staff to modify the VISIT agreement as discussed in closed session, second by Gelting. Motion carried 5 to 0.

**Adjourn.**

Ald. Hedlund motion to adjourn at 6:57 pm. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator/Secretary

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