



COMMITTEE OF THE WHOLE
MONDAY, MARCH 02, 2020 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

Council President, John Halverson

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

1. Council President Halverson calls the meeting to order
2. Pledge of Allegiance – Ald. Skates
3. Announcement – April 06, 2020 Committee of the Whole will be canceled Due to 4/7/20 Election
4. Roll Call
5. Approval of Minutes from December 02, 2019 & January 06, 2020 Committee of the Whole Meeting as distributed.
6. Presentation by Steve Johnson, Vice President of Convergence Energy
7. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Howell
 - b. Personnel Committee, Alderman Proksa
 - c. Public Works Committee, Alderman Flower
 - d. Piers, Harbors, & Lakefront Committee, Alderman Skates



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

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

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

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

10. Adjourn

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

**COMMITTEE OF THE WHOLE MINUTES
MONDAY, FEBRUARY 03, 2020 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Halverson calls the meeting to order at 6:02 pm

Pledge of Allegiance – Ald. Proksa

Roll Call:

Present: Ald. Proksa, Dunn, Flower, Halverson, Howell

Excused Absent: Ald. Skates, Straube, & Hedlund

Approval of Minutes from December 02, 2019 & January 06, 2020 Committee of the Whole Meeting as distributed.

Motion by Ald. Hedlund to approve the December 02, 2019 minutes, second by Ald. Proksa.

Motion carried 5-0.

Presentation of Story Corps by Chris Brookes, Lake Geneva Library.

Library representative invites the community out on Sunday, March 15 starting at 12:30 pm to the Library to learn more about the Story Corps program. Twelve people chosen for the Story Corps stories will work for 2 days learning how to use the equipment.

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.

Demitri Anagnos, 148 Cass St. & 811 Wrigley Dr., Stated we had a successful Winterfest, but noted there were very long waits for shuttles. Asked how the city can host events without closing roads as he's opposed to having Wrigley Drive closed all of the time. Suggested \$1 per hour park rate and perhaps \$2 in June, July, and August.

Maureen Marks, 834 Dodge St., In support of Wrigley Dr. remaining open and would like the Riviera project to maintain repairs to their original state to keep the building on the National Register designation. She also suggested referencing the Historic Preservation Committee as a resource. She shared her experience with the City of Lake Geneva's building permitting process, and stated she's opposed some of the vocabulary in some of the wording on Hillmoor as it relates to the comprehensive plan.

Sherri Ames, 603 Center St., she would like to see Lake Geneva keep to the small town feel, opposed to Shiller landscape sidewalks & crosswalks, plows pushing snow into crosswalks that had already been shoveled by residents, and she's asked that community review and speak up on the comprehensive plan.

**COMMITTEE OF THE WHOLE MINUTES
MONDAY, FEBRUARY 03, 2020 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

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.

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

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

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

Motion to adjourn Ald. Howell at 6:45 pm by Ald. Dunn, second by . Motion carried 5-0.

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No official Council action will be taken; however, a quorum of the Council will be present.*

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, FEBRUARY 4, 2020 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

Chairperson Howell called the meeting to order at 6:00 p.m.

Roll Call

Present: Howell, Halverson, Hedlund, and Proksa

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

Kevin Fleming; 1032 Wisconsin St; Spoke in favor of not increasing the parking rate, but extending the times that parking is enforced from 9:00 a.m. through 7:00 p.m. to 7:30 a.m. to 10:00 p.m.

Bruce Bennett; 384 S Stone Ridge; Spoke in favor of extending the parking enforcement hours to 7:30 a.m. to 10:00 p.m. and noted that the pedestrian count was increased by 16%. He also added that there is a want to re-establish a Parking Committee and read an article from the Lake Geneva Regional News that included citizens expressing concerns with the potential parking rate increase.

Sean Payne; 127 Sumner; Spoke in favor of the parking rate increased to \$2 everywhere and extended parking enforcement hours.

Ann Esarco; 1051 Mobile St; Spoke in favor of increasing of the City-wide parking rate increase, but not the morning extended hours.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of January 21, 2020, as prepared and distributed

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

Licenses & Permits

2019-2021 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/Evaluation/Possible Recommendation regarding an Original “Class B” Reserve Intoxicating Liquor & Class “B” Fermented Malt Beverage License Application filed by Sabai Sabai Thai Cuisine Inc d/b/a Sabai Sabai Thai Cuisine, agent, Jirapa Cox, located at 306 Center St, Lake Geneva, WI

Motion by Howell to approve, second by Proksa.

Jirapa Cox from Sabai Sabai Thai Cuisine addressed the committee. Proksa asked why the original license was turned in. Cox stated that at the time the license was surrendered they weren't sure if they would need the license but now they would like to move forward with the license. Motion failed 1-3, with Halverson, Hedlund, and Proksa voting no.

Discussion/Recommendation regarding Building and Zoning Scanning Project Estimates

Motion by Hedlund to approve, second by Halverson. Jim Flower addressed the committee regarding the two estimates for the scanning projects and the need to have their files digitized. He stated that the first estimate is from CitiesDigital in an amount of \$63,651 and the other came from Kapur in the amount not to exceed \$66,955. This would be a three-year project; the first year would be scanning all of the property files, year two would be the large scale plans, and the third year (optional) all archived large scale maps located in the basement of City Hall. Mayor Hartz stated that City staff would not have to organize them in any way prior to the project beginning and that the committee should approve the first year only. Howell stated that if this is approved only the first \$30,000 would be paid from the contingency fund and the remaining years would be put into the budget.

Motion by Hedlund to accept the proposal from Kapur for the first year only with the funds coming from contingency, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding posting of Parking Manager Position

Motion by Proksa to approve, second by Halverson. Proksa stated that this was approved at Personnel and that the posting should not cost more than \$500. City Administrator Nord stated the various arenas that this notice will be posted/published. Motion carried 4-0.

Discussion/Recommendation regarding possible parking rate increase

Motion by Proksa to approve the parking increase of \$2 City-wide with the extension of parking enforcement to 9:00 p.m., second by Halverson. Hedlund spoke in opposition of the City-wide parking rate increase and noted that the downtown will become more congested than it already is. Finance Director Hall stated that there is a shortfall in the budget of \$100,000 and discouraged the extension of the hours due to the possibility of employee WRS contributions. Motion carried 3-1, with Hedlund voting no.

Discussion/Recommendation of **Resolution 20-R05** amending the City of Lake Geneva Fee Schedule to include wait list fees for Buoys, Slips, and Kayaks

Motion by Hedlund to approve, second by Halverson. Clerk Kropf stated that this wait fee has been charged for quite some time, but it was noticed that it was not a part of the fee schedule. Motion carried 4-0.

Discussion/Recommendation of **Resolution 20-R06** authorizing the carryover of 2019 Capital Projects Funds to the 2020 Capital Projects Fund Budget and authorizing additional 2020 purchases from the Capital Projects Fund

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

Discussion/Recommendation of **Resolution 20-R07** authorizing the carryover of 2019 Equipment Replacement Funds to the 2020 Equipment Replacement Fund Budget and authorizing additional 2020 purchases from the Equipment Replacement Fund

Motion by Proksa to approve, second by Halverson. Finance Director Hall stated that there is a balance in the new software budget that she would like to carry over to implement the software fully. This includes the funds for a new leaf vacuum for the Public Works Department. Motion carried 4-0.

Discussion/Recommendation of **Resolution 20-R08** adopting a 2020 budget amendment authorizing the use of reserve (assigned) funds in the Parking Fund for the purchase of (50) kiosks from Total Parking Solutions, Inc. in the amount of \$330,350

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

Presentation of Accounts

Prepaid Bills in the amount of \$2,354,936.36

Motion by Hedlund to approve, second by Proksa. Finance Director Hall noted that the taxes were transferred to the LGIP. Motion carried 4-0.

Regular Bills in the amount of \$ 311,036.89

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

Motion to go into Closed Session pursuant to Wisconsin Statute 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, related to **Samson Enterprises, Inc Liquor License**

Motion by Howell to convene the Finance, Licensing, and Regulation Committee into Closed Session and to include all City Staff, second by Proksa. Motion carried 4-0. The committee convened into closed session at 6:40 p.m.

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

Motion by Hedlund to convene the committee into Open Session, second by Proksa. Motion carried 4-0. The committee reconvened at 6:48 p.m.

No action taken on closed session items.

Future Agenda Items
-Amend Class B License Policy

Adjournment

Motion by Hedlund to adjourn the meeting of the Finance, Licensing, Regulation Committee, second by Proksa. Motion carried 4-0. The meeting adjourned at 6:50 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, FEBRUARY 18, 2020 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

Chairperson Howell called the meeting to order at 6:00 p.m.

Roll Call

Present: Howell, Halverson, Hedlund, and Proksa

Absent: Hedlund

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

No comments from the public.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of February 4, 2020, as prepared and distributed

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

Licenses & Permits

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

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

Discussion/Recommendation regarding a Tier I Event Application filed by RAM Racing for the event of Big Foot Triathlon & Trail Run to take place at Bigfoot State Park on June 13, 2020 (trail run) and June 14, 2020 (triathlon) from 7:00 a.m. to Noon on both days

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

Discussion/Recommendation regarding a Tier I Event Permit Application filed by the Lake Geneva Jaycees for the event of Jaycees Easter Egg Hunt to take place at Seminary Park on April 11, 2020 from 8:00 a.m. to Noon

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

Discussion/Recommendation regarding **Resolution 20-R09** a resolution of commitment and support for the Wisconsin Department of Transportation (WisDOT) 2020-2024 Transportation Alternatives Program (TAP) Application to Design and Construct the South Street Trail

Brief discussion held concerning the parameters of the proposed grant application. Motion by Proksa to approve, seconded by Skates. Motion carried 4-0.

Discussion/Recommendation regarding acceptance of a donation in the amount of \$750 from the Lakeland Community Church

General discussion concerning the history of this donation as well as the intent of the church regarding its possible uses. Motion by Proksa to add the donation amount to the budget for use at the employee appreciation picnic, seconded by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding Resolution 20-R10 a resolution approving the assigned fund balance for the Avian Committee donations account as of December 31, 2019

Karen Hall explained the resolution which will carry over unused donation funds from the Avian Committee forward into the 2020 budget. After brief discussion, motion by Proksa to approve, seconded by Skates. Motion carried 4-0.

Discussion/Recommendation regarding Resolution 20-R11 a resolution approving the assigned fund balance for the Historic Preservation Committee donations account as of December 31, 2019

Karen Hall explained the resolution which will carry over unused donation funds from the Historic Preservation Committee forward into the 2020 budget. After brief discussion, motion by Skates to approve, seconded by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding Resolution 20-R12 a resolution adopting 2019 transfers from the Lakefront Special Revenue Fund and the Parking Special Revenue Fund to the General Fund

Karen Hall explained the resolution in greater detail to the committee. After brief discussion, Motion by Halverson to approve, seconded by Skates. Motion carried 4-0.

Discussion/Recommendation regarding awarding the bid for the City Hall Fire Alarm Panel Replacement Project to Cintas in an amount not to exceed \$13,915.87

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

Discussion/Recommendation regarding approval to place various Public Works and City Hall surplus equipment for auction and for funds generated to be placed into the Equipment Replacement Fund

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

Discussion/Recommendation regarding approving the purchase of a Turf Sweeper as part of the 2020 Equipment Replacement in an amount not to exceed \$24,932.44

Discussion by the committee concerning the timing of this purchase. Being a demonstration model, the cost is less than full retail. After further discussion Proksa so moved to approve noting in her motion that the purchase of this equipment will be paid for by revenue received from the sale of surplus public works equipment scheduled for disposal, Halverson seconded. Motion carried 4-0.

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

Karen Hall reviewed the December Report and Budget vs. Actual report with the committee and answered various questioned posed.

Presentation of Accounts

Prepaid Bills in the amount of \$ 49,551.06

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

Regular Bills in the amount of \$156,109.31

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

Adjournment

Motion by Proksa to adjourn the meeting of the Finance, Licensing, Regulation Committee, second by Halverson. Motion carried 4-0. The meeting adjourned at 6:33 p.m.

PERSONNEL COMMITTEE MINUTES
TUESDAY, FEBRUARY 4, 2020 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

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

Roll Call

Present: Straube, Flower & Proksa

Absent: Skates & Halverson

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

None

Approval of the minutes from the January 7, 2020 Personnel Committee Meeting

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

Discussion/Recommendation regarding Parking Manager Job Description and authorization to post position

City Administrator Nord stated that the revised job description for the Parking Manager position was in the packet for consideration. He added that all members of Leadership Team were able to review and add any changes or additions they felt pertinent. Flower stated that she would like the description to include knowledge of the other City software programs, not just parking related. Nord stated that the Finance Committee will be considering this and would like the approval to post this as soon as possible.

Motion by Flower to approve the job description with the changes mentioned and authorize the posting of the job ad, second by Straube. Motion carried 3-0.

Halverson joined the meeting at 4:39 p.m.

Future Agenda Items

- Personnel Checklist
- Parental Paid Leave Policy
- Seasonal Staff Hiring

Adjourn

Motion by Flower to adjourn, second by Halverson. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 4:40 p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, FEBRUARY 11, 2020 4:30 P.M.
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

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

Chairperson Flower called the meeting of the Public Works Committee to order at 4:32 p.m.

Roll Call

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

Absent: None

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

Approve the regular Public Works Committee meeting minutes from January 14, 2020 as prepared and distributed
Motion by to Proksa approve the minutes, second by Dunn. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding estimates for City Hall Fire Alarm Panel Replacement Project

Building Maintenance Supervisor Tom DeBaere addressed the committee regarding the need to replace the current fire alarm panel. This panel is currently 21 years old. He provided three quotes from Cintas, Johnson-Controls, and Southern Lake Alarm. DeBaere noted that Johnson-Controls would have proprietary control over the panel which means we would have to use them for maintenance. They also have been very expensive to use in the past.

Motion by Howell to award the bid to Cintas in an amount not to exceed \$ 13,915.87, second by Hedlund. DPW Director Earle stated the City does currently use this company for the Riviera and the City fire extinguishers. DeBaere stated that this project may take upwards to a month, but this work desperately needs to be complete. Motion carried 5-0.

Director of Public Works Report

DPW Director Tom Earle stated that during Winterfest he had staff on a 24 hour rotation from Wednesday through Sunday. There was only one issue with a bathroom being unlocked that did not have water, but that issue will be addressed at the post event meeting with the departments.

Earle stated that he was contacted by Walworth County due to the salt shortage and indicated that he would like to see the salt shed addition in the borrowing for 2021. He said that we currently have 250 tons in the shed and 50 tons left at the County. If the County runs out then the City will have to lay a salt/sand mixture which will cost the City more money as the City has to pay to dump the discarded sand.

Earle then gave his presentation regarding his department's processes and procedures for Snow Removal. He would like to see work done to work with the BID to inform the downtown businesses owners to use private lots versus on street parking. He would also like to see effort to reinforce the current ordinance that allows for a declaration for a snow emergency.

Discussion/Recommendation regarding 2020-2025 Street Improvement Capital Improvement Project by Kapur

City Engineer Greg Governatori outlined the 2020-2025 Street Improvement Capital Project and the amendments that were offered at the last meeting. He outlined that part of that project would include the possible inclusion of sharrows on Sage Street as the street is too narrow for a dedicated bike lane. Governatori stated that he would like to see the introduction of sharrows in phases to allow for public acclimation. He then reviewed the streets that are slated for the 2020 Street Improvement Project. Governatori stated that the Geneva Lake Manor subdivision has been added as its only stand-alone project for 2025 to be completed with the Utility Commission. Flower mentioned that there was discussion at the Joint Plan Commission and Council meeting regarding the expansion of sidewalks in various areas, especially near the Riviera. Earle stated that he does have that work in the borrowing.

Motion by Dunn to allow Charlene Klein to address the committee, second by Howell. Motion carried 5-0.

Klein stated that there has been complaints about Snake Road.

Motion by Flower to move forward with the 2020 plan as presented and schedule the plan for 2021 for discussion, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding alternatives for Bike Path located behind Lake Geneva YMCA

Greg Governatori reviewed the plan for the bike path alternatives near the Lake Geneva YMCA. He recommended that the current path be abandoned and that the path follow Darwin Street to Curtis Street. Earle stated that he is concerned with who will be responsible to maintain the path and would suggest that the ordinance be reviewed to make that responsibility clear. Governatori noted that the existing path wasn't all in poor condition and that there may be areas that just need to be patched. No action; continue to next month.

Discussion/Recommendation regarding Neighborhood Identification Street Signs

DPW Director Earle reviewed the different types of neighborhood identification street signs and where they may be placed. Flower would like to see this discussed at the March Committee of the Whole. No action taken.

Discussion/Recommendation regarding purchase of Turf Sweeper as part of the 2020 Equipment Replacement

Earle stated that he received three other manufacturers to find a replacement and that the only vendor that could offer anything comparable is a Sweep Star 48 H.

Motion by Hedlund to approve the purchase of the Turf Sweeper from Burris Equipment in an amount no to exceed \$24,932.44, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding re-purpose of Public Works Vac-All Truck

Earle explained that he would like to repurpose the vac-all truck and turn it into a tandem truck. He would to part out the vac-all, sale the parts, and spend around \$10,000 to purchase a new box to place on the existing cab and chassis.

Motion by Flower to approve the re-purpose with the funds coming from the Equipment Replacement fund, second by Howell.

Discussion/Recommendation regarding declaration of equipment surplus for auction of the following items:

- a. Forklift
- b. Vac-All
- c. IH plow #22
- d. Toro stander mower (2)
- e. JD 2055 tractor
- f. JD 850 tractor
- g. Misc office products from City Hall
- h. Toro turf sweeper

Proksa left the meeting at 6:33 p.m.

Motion by Flower to declare the aforementioned items as surplus, second by Hedlund. Motion carried 4-0.

Proksa joined the meeting at 6:34 p.m.

Discussion/Recommendation regarding placement of surplus auction proceeds into the Equipment Replacement Fund

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

Discussion/Update regarding Bloomfield Rd Traffic Signals

Mayor Hartz stated that there will be a meeting to discuss this with Bloomfield and to discuss the shared use agreement. No action taken.

Discussion regarding Town of Lyons and Town of Bloomfield owned property within City Limits

Earle stated that he wanted the committee to be aware of the number of township owned parcels within the City limits. No action taken.

Future Agenda Items

-Parking Shuttle

-Plowing of Bike/Multi-Use Paths

- 2021 Street Project
- Home Depot Agreement
- Native Plantings Presentation
- Residential Snow Removal on Sidewalks
- Leaf Mulch Disposal/Repurposing

Adjourn

Motion by Howell to adjourn the meeting, second by Flower. Motion carried 5-0. The meeting adjourned at 7:02 p.m.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
WEDNESDAY, FEBRUARY 19, 2020– 5:30PM
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

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

Meeting called to order:

Meeting called to order by Chairman Skates at 5:36 pm

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

Absent: Rich Hedlund

Approval of Minutes: Dunn so moved to approve the minutes of January 15, 2020, Skates seconded. Motion carried 3-0

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

Kent Martzke, owner of Lake Geneva Boat Line addressed the committee to express his interest in amending his lease to run for three to five years. He also asked that the committee consider modifying the least so that all of the boat slips within the contract are on the north side of the pier.

Martzke also expressed his interest in making sure that MSI's reconfiguration of the first floor of the Riviera allows him to keep his office space as outlined in his current contract with the city.

Charlene Klein 815 Wisconsin Street, conveyed the objection from the City's Historic Preservation Commission to the possible loss of State and National historic designation for the Riviera building as a result of the remodeling project. She also recommended the committee undertake a cost / benefit analysis for an off-season marketplace inside the Riviera.

Harbormaster's Report

Harbormaster Linda Frame reported her staff and the GLEA will work jointly on the recently awarded grant for the "Clean Boats, Clean Water" initiative during the 2020 season.

The annual mailing of letters to current renters of slips, buoys and kayaks have been sent out.

She and members of the Public Works Department will be reviewing a list of proposed repairs to the city owned piers.

Frame also reported that Badger High School is looking for the donation of four beach tickets to raffle off at a charity function. Chairman Skates volunteered to donate the tickets to the high school personally.

Alderman Straube joined the meeting at 5:38pm

**PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
WEDNESDAY, FEBRUARY 19, 2020– 5:30PM
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)**

MSI Update related to the Riviera project

State Historic Preservation Office Update

Adam Wolfe (MSI) reported that an official response from SHPO has not been received and SHPO is requesting more information concerning the project before issuing a decision. Wolfe noted that the city's Beautification Committee is looking at new / additional exterior lighting for the Riviera building.

Riviera Fund Raising Options

Adam Wolfe stated that Jody Sweeney will be at next month's meeting to discuss this topic with the committee.

2020 Riviera project Update

Wolfe stated that this past Monday was the first job site meeting with all the trades involved in the project. The Riviera building exterior has been tented and heated. Some of the new roof tiles have arrived. It was also reported that additional bricks are being secured for the project.

Wolfe reported that, so far, the roof under structure looks good and was not made of plywood as initially thought.

Update on 1st floor plans for the Riviera building

Dave Luterbach (MSI) distributed a summary of "Change Requests" and a Summary of "Contingency" from January 1, 2020 – February 19, 2020 and went over the two reports with the committee members. The Committee asked that MSI provide a more specific breakdown for those two reports.

Luterbach reported that there is some damage to the brick on the chimney. The additional bricks have been ordered and will be covered by contingency. Luterbach also reported that the upper clear story windows are in good shape.

Discussion regarding market at the Riviera during off season

It was the consensus of the committee that this topic be held over until next month for more discussion.

Discussion regarding expanding monitoring of City's Boat Launch; including possible hiring of additional staff and/or installation of surveillance cameras

General discussion was held among members of the committee. It was consensus of the committee members that Jeff Miskie (City's I.T. consultant) provide a general memo on this top at next month's meeting. Miskie is further requested to focus on camera technology for monitoring the city's boat launch. It was also requested that Miskie provide information concerning the city's current security camera(s) at the west pier. Miskie was asked to consult

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES

WEDNESDAY, FEBRUARY 19, 2020– 5:30PM

CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)

with the Police Department, the Harbormaster and the local DNR representative to discuss this topic and generate the memo for the March meeting.

Discussion/recommendation regarding grant funds for additional Lakefront staff from GLEA

It was the consensus of the committee to hold over this topic until the next (March, 2020) meeting.

Discussion / Recommendation regarding extension and amendment to Commercial buoy and slip leases with Gage Marine and Lake Geneva Boat Line

General discussion was held among the committee members and Kent Martzke (Lake Geneva Boat Line) concerning revisions to his existing lease. Numerous points were covered. At the end of the discussion Doug Skates so moved the committee recommend approving the following with Lake Geneva Boat Line:

- Current contract expiration will remain through 2024
- 4 slips currently provided to LGBL will be moved to the north side of the gas pier (currently only two are on the north and two are on the south)
- The City will offer to add three (3) additional slips on the north side of the gas pier
- LGBL will be charged the “Non-resident, west end pier, 26’ slip rate” that is currently on the books (and will “mirror” as that rate is adjusted from year to year)
- The City will take back the seven slips on the north side the south side of the gas pier.

It was noted that these recommendations would be forward to the FLR Committee once the City Attorney has reviewed the points and provides feedback to FLR and the City Council. John Halverson seconded the motion. Motion passed 4-0.

Straube so moved to adjourn at 6:52 pm. John Halverson seconded the motion. Motion carried 4-0.

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Wednesday February 19, 2020 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- Gajewski called the meeting to order at 4:01pm.

Roll Call – Mayor Hartz, Ann Esarco, Administrator Nord, Bill Binn. Ald. Flower arrived at 4:03pm **Members Excused:** Ald. Hedlund & Pres. Lyon
Staff in attendance: Josh Gajewski & Jo Busch **Public in attendance:** None

Appointment of Chairperson

Esarco/Nord motion to appoint Hartz as chairperson and close the nominations. Passed 4-0.

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

Ald. Flower arrived 4:03pm.

Approve Utility Commission Minutes from January 22, 2020 as prepared and distributed

Esarco/Hartz motion to approve. Passed 5-0.

Acknowledgement of Correspondence

Gajewski received notice from the Department of Natural Resources (DNR) that they are working on a new funding source for the replacement of lead service lines and will send more information as it becomes available.

Financials Update

Gajewski presented the January financials. Esarco requested that a beginning balance be added for cash and investments.

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

Approval of the January 2020 Bills

Esarco/Flower motion to approve. Passed 5-0.

Directors Report

Gajewski reviewed the submitted Director's report. The Dodge Tower Raising Project is taking priority and the project scope has been submitted to the Public Service Commission (PSC), the Federal Aviation Administration (FAA) and the DNR. Wastewater staff are focusing on chlorides and identifying areas within the system that are high contributors. The intern from Elkhorn High School is due to start in March. Office staff have been working with the Finance Director to prepare for the audit. We have reached our target of 1000 customer accounts signed up for payment services through Payment Service Network (PSN). We are currently disconnecting services for non-payment.

Discussion/Action on amendment of Section 102 of the Lake Geneva Utility Commission Employee Handbook

Gajewski explained that the City ordinance determining who sits on the Utility Commission was revised in 2017. This amendment to our handbook reflects that change and is formatted to reference the code so that any future changes would not require a handbook change.

Hartz/Flower motion to approve the revisions to the Utility Commission handbook as drafted. Passed 5-0.

Discussion/Action on Scope of Services – Southeast Sewer Service Area Assessment provided by MSA Professional Services

Gajewski explained that the information gathered would enable us to determine how much of this area we would be able to service, whether we have the current capacity to service it and what infrastructure changes or additions would be required. It would also look for the best location to place a regional lift station. Gajewski wants to ensure that when/if development happens in this area, we know in advance what the demands on our system will be and what additions would need to be made to the system. Flower applauded Gajewski for his forward thinking which was unanimously supported by the Commissioners present.

Flower/Binn motion to approve the Scope of Services for the Southeast Sewer Service Area Assessment provided by MSA Professional Services in an amount not to exceed \$8,875.00.

Passed 5-0.

Discussion/Action on Water Tower Improvement Agreement and Developers Agreement with Omega Homes-Vistas LLC

Gajewski reported that we have not received the draft of the agreement from the Developer's Attorney.

Flower/Esarco motion to continue this item until the next available Utility Commission meeting.

Passed 5-0.

Discussion/Action on the rental of portable tower equipment for the Dodge Tower Project

Gajewski explained the need for the portable tower equipment during the Dodge Tower Project to maintain pressure in the zone without the need for pressure relief valves which would pump water into the street. He explained the differences in the two proposals and why he recommended we accept the quote from Water Well Solutions.

Flower/Binn motion to accept the quote from Water Well Solutions for portable equipment with a not to exceed amount of \$28,000.

Passed 5-0.

Discussion/Action on the rental of portable generator equipment for the Dodge Tower Project

Gajewski explained the reasons behind the rental of a portable generator during the project in order to maintain service to our customers in the event of a power outage and the difference in the equipment quoted.

Hartz/Flower motion to approve the rental of portable generator equipment as quoted by Wolter Power Systems in an amount not to exceed \$6,500.

Passed 5-0.

Discussion/Action on Amendment #1 to the Dodge Tower Raising Scope of Services provided by MSA Professional Services

Gajewski detailed the amendment to the scope of services and the areas of the project that this applies to.

Flower/Esarco motion to suspend the rules to discuss agenda items 15 & 16 together. Passed 5-0.

Gajewski explained the differences in the services that MSA and Dixon will provide during the project. There are some optional items listed in the MSA scope of services that can be discussed and decided upon at a later date. Discussion was had regarding the project as a whole and its total cost compared to the cost of the services being quoted. It was agreed that this is a unique project.

Hartz/Flower motion to approve Amendment #1 of the professional services agreement Dodge Tower Raising Project as prepared by MSA Professional Services in an amount not to exceed \$38,500.

Passed 5-0.

Discussion/Action on Professional Services Agreement 49-65-07-01 provided by Dixon Engineering

Gajewski clarified who would be at each of the meetings listed in the quote and the parts of the project that Dixon will inspect.

Flower/Binn motion to approve Professional Services Agreement 49-65-07-01 provided by Dixon Engineering in an amount not to exceed \$49,670.00 Passed 5-0.

Adjourn

Esarco/Flower motion to adjourn at 5:25pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY FEBRUARY 6, 2020, AT 6:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Administrative Assistant Papenfus

3. Roll call

Commissioners Connors, Horne and Saul were present. Commissioners Pollard and Jordan and Police and Fire Liaison Skates were excused. Police Chief Rasmussen, Fire Chief Peters, Fire Captain Detkowski and Administrative Assistant Papenfus were also present.

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

5. Acknowledge correspondence – NONE

6. Approval of the regular meeting minutes of January 9, 2020

Horne motioned to approve the regular meeting minutes of January 9, 2020. Saul seconded. Motion carried 3-0.

7. City Council Report - None

8. Fire Department Business

a. Approval of bills for the month of December 2019, additional expenditures in the amount of \$21,438.77

Horne motioned to approve the bills for the month of December 2019. Saul seconded. Roll call vote: Connors – Y, Horne-Y, Saul-Y. Motion carried 3-0.

b. Approval of bills for the month of January 2020, operating in the amount of \$82,818.11, Equipment purchases in the amount of \$4,363.01, for a total of \$87,181.12

Connors motioned to approve the bills for the month of January 2020 with a carry forward to be presented on the 2019 car 2. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0. Chief Peters noted that carry forwards for IT equipment, communications and Car 2 will be presented at next month's meeting.

c. Discussion -2019 EMS medical billing/Stark medical billing – No discussion.

d. Discussion - EMS call summary report – No discussion

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

Chief Peters presented the monthly fire department report. The company personnel spotlight was for FF Paul Schilb, who is a certified firefighter, apparatus engineer, fire inspector and paramedic. He is a career firefighter/paramedic in Rock County. Chief Peters reviewed the personnel highlights, community events and notable calls for service.

f. Discussion/Action- Chief Peters 2020 goals

Connors motioned to approve Chief Peters' three original goals for 2020 as submitted by Chief Peters. Saul seconded. Motion carried 3-0.

Chief Peters' 2020 goals were reviewed from last month. Horne stated that the goals were subjective but he would like some measurable goals as well. After some discussion, it was decided to continue with the original 2020 goals as presented last month.

g. Discussion/Action- Purchase of Air Boat

Captain Detkowski stated that one quote was received from Diamondback Industries and the department is waiting for two additional quotes.

h. Discussion/Action - Approval of resignation from FF/EMT Tim Long

Horne motioned to approve the resignation of FF/EMT Tim Long. Saul seconded. Motion carried 3-0.

i. Discussion/Action -- Thank you notes and Acceptance of Donations

- Thank you – Avant Cycle
- Thank you –EMS Call (FF/PM Ferger, FF/PM Krepelan, FF/EMT Wolff)
- Thank you –Covenant Harbor
- Thank you and Donation - Lakeland Community Church

Horne motioned to accept \$750.00 donation from Lakeland Community Church. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0.

j. Items to be forwarded to city council

Monthly expenditures, EMS call summary report and thank you notes.

9. Police Department Business

a. Approval of bills for the month of December 2019, additional expenditures in the amount of \$6,203.75
Horne motioned to approve the bills for the month of December 2019. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0.

b. Approval of bills for the month of January 2020, operating in the amount of \$378,587.41, Equipment purchases in the amount of \$9,564.98, for a total of \$388,152.39

Connors motioned to approve the bills for the month of January 2020. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0.

c. Discussion/Action – Full time Patrol Officer Eligibility List

Connors motioned to approve 2020 eligibility list.

Connors motioned to approve 2020 eligibility list. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0.

Connors moved to amend the motion to approve the 2020 eligibility list for six months. Saul seconded.

Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0.

Connors referred back to the original motion of the 2020 eligibility list with a six month cycle.

The 2020 full time police officer eligibility list was handed out and the first two applicants will be hired pending the background checks and psychological exams. Chief Rasmussen stated that 17 applicants were interviewed over two nights. Both the PEER interview and the Command Staff interviews were held. The eligibility list was handed out and the first applicants will be hired, however, they will be sponsored for the police academy and will not be ready for summer. Connors asked if any applicants could possibly be hired as PT officers. Chief Rasmussen advised that it is possible, but they would have to be sponsored for the academy. After the first motion, Chief Rasmussen asked for the eligibility list to be extended for six months.

d. Discussion/Action – Chief Rasmussen 2020 goals

Saul motioned to approve the three 2020 goals for Chief Rasmussen. Horne seconded. Motion carried 3-0.

Chief Rasmussen referred to his 2020 goals that were handed out last meeting. Saul suggested trying to present a more positive light on what the police department does for the community. Chief Rasmussen's goals were discussed and it was agreed to continue with the original goals presented at last month's meeting.

e. Discussion/Action – Telecommunication Training Compensation

Horne motioned to approve FTO training pay of \$2.00/hour (covered by the budget) to qualified training Telecommunicators when working with a new hire. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0.

Chief Rasmussen stated that a \$2.00/hour premium pay for training officers was put into the union contract. The telecommunicators asked if they could receive \$2.00/hour premium pay as well when training new telecommunicators. Chief Rasmussen stated the cost would be approximately \$960.00/year for 12 weeks of training. Chief Rasmussen advised that telecommunicators need to be qualified for training.

f. Discussion/Action - Accept letter of resignation from Officer Shannon Gee

Horne motioned to accept the letter of resignation from Officer Shannon Gee. Connors seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0.

g. Discussion/Action – SRO Crime Prevention Program K-8

Saul motioned to purchase \$400.00 of gift cards from the Crime Prevention Fund for an Anti-Vaping campaign. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0.

Chief Rasmussen stated that the middle school has a serious vaping issue. The middle school is holding anti-vaping classes and Officer Greetham is working on an anti-vaping campaign. Anti-vaping posters have been ordered and there will be a poster contest. Chief Rasmussen asked for approval to spend \$400.00 for gift cards to be presented to the award winners. The money would come from the Crime Prevention account.

h. Discussion/Action – Accept donation/Thank you from Lakeland Community Church in the amount of \$750.00

Connors motioned to accept \$750.00 donation from Lakeland Community Church. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y. Motion carried 3-0.

Horne asked if the department had any thoughts on how to use the donation. Chief Rasmussen advised that one of the possibilities would be use the to start the Honor Guard, as the donation was meant to honor Law Enforcement.

i. Discussion/Action – Thank you notes

- Michelle Nash-Community Outreach Committee
- The Anderson's (Sgt Derrick/Officer Bouland)

No discussion-Action

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

Chief Rasmussen noted that Winterfest was the busiest that he had ever seen Lake Geneva but there were no major incidents reported.

k. Discussion/Action – 2019 yearend report

The 2019 report should be ready in March.

l. Discussion/Action – Dispatch backup update

Our dispatch center is now the 911 backup for Walworth County and their overflow phone lines. They are still working on bringing the equipment here and it will be a six-month process to complete.

m. Discussion - Chief's top monthly incidents – No discussion

n. Discussion - Monthly activity reports – No discussion

2020 Dispatch activity for January 2020: Telephone calls - 2,312 911 Calls - 165 Window assists - 632
2019 Dispatch activity for January 2019: Telephone calls - 2,395 911 Calls - 194 Window assists - 707

2020 Patrol activity for December 2020: Calls for service - 1,410 Arrests - 268
2019 Patrol activity for December 2019: Calls for service - 1,414 Arrests - 93

o. Items to be forwarded to City Council

Expenditures, Chief's top monthly report and activity reports

10. Agenda items for the next regular meeting Thursday March 5, 2020

None at this time

11. Adjourn

Horne motioned to adjourn the meeting. Saul seconded. Motion carried. 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

**PLAN COMMISSION MEETING
MONDAY, FEBRUARY 17, 2020 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

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

Approve Minutes of the January 20, 2020 Plan Commission Meetings as distributed.
Skates/Esarco motion to approve. Motion carried unanimously.

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

Acknowledgement of Correspondence. None

Review and Recommendation of a Certified Survey Map (CSM) for Constantine Athans, 999 Snake Road & Neuman Family Trust, 4666 Lorraine Ave Dallas TX, 75209 to create a new 4 Lot CSM in the Estate Residential – 1 (ER-1) zoning classification as identified on the certified survey dated 1/10/20 Job # 1901409 for Tax Key Nos. ZWIL00001 thru ZWIL00005.

Jason Bernard, Lake Geneva Architects, representing Rick & Nancy Newman and Dean Athans, presented the request. Planner Slavney, asked if they plan to provide a common access easement for the lots which share the driveway. Paul VanHenkelum, surveyor for Cardinal Engineering, said they will use the same easement from the driveway. Slavney asked about getting utility service for all 4 lots. VanHenkelum said the sewer easement is presently located between lots 3 and 4 and will need to be extended to lot 2. Slavney said the city requires the easement to be depicted on the CSM. Mayor Hartz suggested this application be continued until a corrected CSM and signature page is provided.

Skates/Hartz motion to continue the CSM to the March 16th Plan Commission Meeting to allow for the depiction of the sewer easement to the CSM, the shared driveway agreement and corrections to signature page: Certificate of City “Council” Approval and Tom Hartz – “Mayor.”

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

Public Hearing and Recommendation of a “Limited” Conditional Use Permit filed by Cassandra Kordecki & Michael Strong d.b.a. Lake Geneva Home Rental LLC, W3437 Royal Glen Ct. Lake Geneva, for the request to allow Commercial Indoor Lodging land use located at 715 North St, within the Single Family – 4 (SR-4) zoning district, Tax Key No. ZF00054.

Hartz/Krajovic motion to continue the Public Hearing to the March 16th Plan Commission Meeting. Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit filed by Robert & Barb Hogan, 328 Shoreline Rd. Lake Barrington IL. 60010, for the request to utilize the Single Family – 4 setbacks for a home addition in the Estate Residential -1 land use located at 1300 W. Main St., Tax Key No. ZYUP000940.

Applicant is not present. Walling presented the request. Slavney asked if the old foundation located closer to the lake will be removed. Alderman Skates would like to talk to the owners.

Skates/Gibbs motion to continue the Public Hearing to the March 16th Plan Commission Meeting. Motion carried unanimously.

Public Hearing and Recommendation on an application for an amendment to the Precise Implementation Plan (PIP) filed by Daniel Schuld, 281 Keys Ave. Hampshire, IL 60140, requesting to alter the exterior site plan that would allow for the outdoor seating to be located at grade level. The property is located at 727 Geneva St., Unit 1, in the Central Business (CB) zoning district, Tax Key No. ZOP00157.

Hartz/Catlin motion to continue the Public Hearing to the March 16th Plan Commission Meeting. Motion carried unanimously.

Public Hearing and Recommendation on an application for a General Development Plan (GDP) filed by Omega Homes, 210 O'Connor Dr. Elkhorn WI. 53121, requesting a Planned Development to build 58 single family homes in 3 phases. The property is 17.26 acres located at LaSalle St and Edgewood Dr., in the Multi-family Residential - 8 (RM-8) zoning district, Tax Key No. ZA424700001.

Speaker #1: Rob Lambert, 1230 Edgewood Drive, shared his concerns regarding water drainage.

Speaker #2: Todd Steppke, 907 Platt Avenue, shared his concerns about the tall hill in the development and conservancy land which borders the development.

Hartz/Skates motion to continue the Public Hearing to the March 16th Plan Commission Meeting. Motion carried unanimously.

Adjournment. Esarco/Skates motion to adjourn at 6:35 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
WEDNESDAY JANUARY 22, 2020 AT 6:30PM
CITY HALL, CONFERENCE ROOM 2AL
MINUTES

President Esarco called the meeting to order 6:39 p.m.

Roll Call

Present: President Esarco, Mayor Hartz, Alderman Straube, Peggy Schneider, Meaghan Madden-Van Dyke, Obdulia Alvarez, Barbara Philipps, Obdulia Alvarez

Absent: Brian Olsen, Dave Quickel

Also in attendance: Alderman Proksa, Charlene Klein, MaryJo Fesenmaier, Maggie Smith

Comments from the public:

Maggie Smith from the SC Wave Soccer Organization – Ms. Smith reported that they will be applying to use Veterans Park for a period of 15 weeks; weekdays only starting around the end of April. They would like to pay a \$1,500 fee for the 15 weeks. The SC Wave is comprised of boys and girls in high school players.

Ms. Klein asked if the Commission followed up with Trish Schaefer regarding her concerns about her memorial brick and tree.

Approval of Board of Park Commissioners Minutes from December 19, 2019 Meeting

Motion by Philipps and second by Straube to approve the Minutes

The motion passed unanimously

Acceptance of Board of Park Commissions Funds/Impact Fees Reports

Motion by Hartz and second by Philipps to accept the Funds/Impact Fee Reports.

The motion passed unanimously

Recurring Business

Review of parks events calendar – reviewed calendar

Review of YMCA activity at Veterans Park – as it is the off season, no report

Update on conditions of parks from city staff or park board members – no city staff were present so there was no staff report. Philipps spoke about repairs needed to dog park.

Motion by Philipps and second by Schneider to explore repairing the fence and planting natural plantings around the outside of the park.

The motion passed unanimously

As part of the update on the parks,– President Esarco reported on the Schedule for Avian Committee activities in the parks: February there would be a bird count, March they were promoting conservation at home, May there is a bird walk and World Migratory Bird Day, June the Purple Martin bird houses are installed, and in September is the ever

popular Swift night out at the Geneva Lake Museum. Additionally, the very busy and active Avian Committee scheduled a visit to John Mariani's property in Burlington in May to view native plantings. <https://www.johnmariani.com/>

Hartz reported on the progress of the TAP Grant application to improve bike paths.

New Business

Aldermanic Request (none for this month) –

Park Fees specific to series of games/leagues –

A committee of Straube, Alvarez, Hartz will explore setting fees that will encourage outdoor activities. Ms. Smith reported that the SC Wave had almost 100 players. The Commission was excited to hear that there will be active use of the park.

Business Carried Forward

Advertisement boards at Veterans Park -

Madden-Van Dyke moved and Straube seconded that the Commission explore appropriate advertising at Veterans Park. Discussion followed about pricing, sizes, where funds go, appropriateness of advertising, other communities who allow advertising
The motion passed unanimously

Native Plantings -

Philipps moved and Madden-Van Dyke seconded that the Commission explore native plantings in the Lake Geneva parks. We will work with Avian Committee to coordinate projects.

The motion passed unanimously.

Future meeting agenda items

Park fees

Advertising at Vets Park

Native Plantings

Charity runs

Adjourn –

Motion by Schneider and seconded by Madden-Van Dyke to adjourn

The motion passed unanimously at 7:32 pm

Next meeting date: Wednesday, February 26, 2020 @ 6:30pm



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Finance/Building/Grounds Committee Meeting
Thursday, February 13, 2020 - 4:30 pm
Smith Meeting Room, Lake Geneva Public Library

1. Meeting called to order by Kundert at 4:30 pm
2. Present: Kundert, Lyon. Excused: Henningfeld. Also present: Lib. Dir. Kornak
3. Kundert/Lyon motion to approve previous meeting minutes passed unanimously.
4. Kundert/Lyon motion to approve January financial report - invoices in the amount of \$5688,487. - and recommend approval to the library board passed unanimously.
5. Meeting adjourned at 4:50 pm



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Finance/Building/Grounds Committee Meeting
Thursday, February 13, 2020 - 4:30 pm
Smith Meeting Room, Lake Geneva Public Library

1. Meeting called to order by Kundert at 4:30 pm
2. Present: Kundert, Lyon. Excused: Henningfeld. Also present: Lib. Dir. Kornak
3. Kundert/Lyon motion to approve previous meeting minutes passed unanimously.
4. Kundert/Lyon motion to approve January financial report - invoices in the amount of \$5688,487. - and recommend approval to the library board passed unanimously.
5. Meeting adjourned at 4:50 pm

Lake Geneva Historic Preservation Commission Meeting Minutes

February 13, 2020 6:30 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Louise Rayppy, Jim Davis, Chris Brookes, Tim Dunn. Jackie Getzen and Grace Hanny were absent. Guests: Charlene Klein and Michael Rehberg.

Approval of minutes from January 9, 2020, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Area Museum and Maple Park Homeowners. Tuesdays @ Two: Irish Woods --March 17th. History of the Lake Geneva Public Library—March 24th. The new exhibit Dungeons and Dragons at the museum is set to open in late Spring. It will be called "A Legacy of Imagination". Chris informed us that on 3/15, the library will have a program called Story Corps, about telling stories.

Update on programs at the 1928 Geneva Theater, restoration work at The Riviera and local news items relating to the Lake Geneva Historic Preservation Commission. The Geneva Theater Actors Guild's next performance will be *A Couple of White Chicks Sitting Around Talking*, by John Ford Noon and Loudon Wainwright III—Wednesday, 3/11/20, 7:30 P.M. Friday, 3/13/20, 10:00 A.M. Jim brought up the subject concerning the restoration work that will be done on the Riviera. He suggested that Ken compose a letter to be directed to the Mayor and City Council regarding changes to The Riviera. Any changes that would jeopardize The Riviera designation as a National and State Historic Building should not be allowed. We ask that we get assurance in writing that will keep the integrity and historic designation of the building intact. Chris has been researching Cordelia Ford, and her relationship to the Ford Opera House, which is now The Geneva Theater. There will be a program about her. Ken received an email from Steve Targo, Lake Geneva Regional News, asking for a list of the 10 Most Architecturally Significant Buildings in the Lake Geneva area. Ken sent him a list and we supplied additional suggestions at the meeting.

Review of any updates re: Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Kathleen Phillips, Chris, and Dave Desimone will talk about the Maple Park Walking Tour for this Fall. One change will be that a single person will be at different places. Dave presented a Tuesday @ Two program at the museum—*Why Old Places Matter*. There are three qualifications that apply to a historic house: Age, Significance, Integrity—near original. The Remarkable Women of Lake Geneva will be held at Black Point on May 10th. We received \$19.00 from Michael Rehberg from the sale of our Walking

Tour booklets. We used to charge \$1.00 for the books, now we suggest asking for \$2.00. Michael and Joe DeRose will hold a work shop at Heritage Hall in Elkhorn on April 18th about researching your house. Charlene brought up about the mural that is painted on the wall at the Post Office. It was painted by the WPA and should be preserved and have a plaque. WPA: The Works Progress Administration.

Review of recent bills and invoices and updated current balance in the Lake Geneva Historic Preservation Commission 2020 City Budget. Our budget for 2020 is \$6,500.00. We issued a check for \$40.00 to renew our 2020 membership in Wisconsin Association of Historic Preservation Commissions.

Follow up on presentation by Stephanie Klett, Kathy Clothier and Deanna Goodwin of Visit Lake Geneva / Lake Geneva Chamber of Commerce and discussions with Lake Geneva City Administrator David Nord on how the LGHPC can help promote tourism in Lake Geneva. No new information.

Update on Historic Preservation Design Review rules and regulations for building projects within National & State Historic Districts, the creation of a Local Historic Landmark Ordinance, and current potential building projects including the status of the 1902 Frank Johnson Residence / Bricks & Mortar Building at 832 Geneva Street and the Douglas House at 322 Madison Street. Renovation work has begun on the Brick & Mortar Building, should open this Spring. The owners of 322 Madison has contacted contractors about what they should do—they still want to tear the house down.

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

Discussion regarding how better to publicize and promote the new Android and I-phone app of A Historic Lake Geneva Walking Tour, coordinate dates on apps and plaques, and organized future presentations to the Lake Geneva City Council. We need to improve our I-phone app since we compared it with the Android app and found flaws in the I-phone app which needs to be corrected. Way too much on I-phone, need to be simplified. Jim and I are going to meet to sort this out. We will compare our two phones, Jim has an I-phone and I have Android. Then Jim will call Josh Sullivan.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" and status of our website www.historyoflakegeneva.org. About "Tales of Lake Geneva", Patrick said he is open for suggestions.

Review the status of recent Historic Plaque Program applications, including the cost of plaques from Timberline Signs at \$152.98 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, repair of existing historic signs, and any new information regarding restoration of "Pillsbury" sign. We talked about the ongoing updating the list of past plaque recipients.

Report by Patrick Quinn regarding status of the National Register of Historic Places nomination by Gail Klein for Oak Hill Cemetery as a National and / or Local Historic Site, including any additional research information on Oak Hill Cemetery and H.W.S. Cleveland and City Street Department repairs to tombstones. Gail Klein informed us that the nomination will not be completed until this summer.

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 7:50 P.M.

Respectfully submitted,

Louise M. Rayppy

TOURISM COMMISSION MINUTES

WEDNESDAY, FEBRUARY 12, 2020 – 4:00PM

ROOM 2A, CITY HALL

Committee Members:

Meeting called to order by Chairman, Carstensen at 4:12 pm

Roll Call:

Chairperson, Tammie Carstensen, Vice-Chair, Brian Waspi, John Trione, Dana Trilla,
Excused Absent: Alderpersons: Rich Hedlund, Shari Straube

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

None

Approval of the Tourism Commission minutes from January 08, 2020

Motion to approve the January 08, 2020 Tourism Commission minutes by Vice Chair, Waspi, second by Trione. Motion carried 4-0.

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

HelmsBriscoe is up and running! The Wedding Expo had over 350 attendees and Copsey directly booked two weddings at the Riviera from the event.

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

Winterfest was extremely successful with record attendance. VLG is moving LG Restaurant Week up this year and it will coincide with Women's Weekend. They're currently working on securing bands for Concerts in the Park, and shared the monthly report on marketing and sales for the area.

Stephanie Klett to present 2019 VLG Scorecard

Stephanie expressed appreciation to the Tourism Commission for the Winterfest grant funds, and she shared the many media stories that were generated during Winterfest along with the new scorecard brochure. Stephanie does an ongoing eight minute segment on the local radio station, and she's happy to promote anything the Tourism Commission would like as she's advocating for the Chamber of Commerce too. VLG is working with Northstar Research & Madden Media. They've learned that Lake Geneva's target audience is younger than what we think it is, and looking at ways to market to this demographic.

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

Cocoa Crawl was a huge success with 40 businesses and 1,200 people attending the event. Their next event is the Wine Walk on Mother's Day weekend.

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

Monthly numbers reported and Chairman, Carstensen also reported there are some changes coming regarding new Act 10 law in relation to room tax payments from Expedia, AirBnB vs. directly from hotels. She hopes to have more information at the next meeting.

Discussion/Action regarding way to measure success of events compared to traffic & room nights.

Chairperson Carstensen said she would recreate the questionnaire sheet and add it to the next meeting and suggested members share any other suggested questions with her via email.

Status of State Sellers Permit

Nord referenced Tammy's update regarding Act 10 and said he would bring more information to the commission as it's shared from local politicians and/or state representatives.

Discussion/Action regarding the request to carry over 2019 awarded grant funds to 2020 for the Lake Geneva Fire Department/BID Tourism Event Trailer.

Waspi motion to extend the 2019 grant awarded to the Fire Department, second by Trione. Motion carried 4-0.

Discussion/Action on Tourism Promotion Grant Program and Requests:

a. Lacrosse America Youth/H.S.: Lacrosse Tournament

Motion by Vice-Chair, Waspi to fund \$8,000 specifically requiring \$3,500 to further develop their phone app to include a splash page referencing Sponsored by the City of Lake Geneva (with the city logo), \$4,500 email marketing referencing Sponsored by the City of Lake Geneva (to include city logo), and/or graphic artist, second by Trione. Motion carried 4-0.

b. Lake Geneva Regional News: Bacon Fest

Motion by Trilla to grant \$10,000 in funding to the Lake Geneva Regional News for the online promotion marketing within a 100 mile radius of Lake Geneva, second by Trione. Motion carried 4-0.

Agenda items and next meeting date March 11, 2020 at 4:00 pm

Proposed Grant Evaluation Sheet from Chairperson Carstensen, Potentially creating a weighted scale for slower season months.

Trione motion to adjourn at 6:05 pm, second by Waspi. Motion carried 4-0.

02/13/2020 3:00 pm

cc: Tourism Commissioners, Mayor, Administrator, Media