



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

**AGENDA**

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from October 2, 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. Legislative update by State Representative Tyler August
7. Presentation by Dennis Tweedale of the League of Wisconsin Municipalities on the Powers and Duties of Elected and Appointed Officials
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 Kordus
  - b. Personnel Committee, Alderman Hedlund
  - c. Public Works Committee, Alderman Kordus
  - 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 Skates

- c. Police & Fire Commission, Alderman Howell
- d. Plan Commission, Alderman Skates
- 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
- k. Board of Review, Alderman Kordus

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. 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

11. Adjourn

<p><i>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.</i></p>
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11/01/2017 11:22 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
MONDAY, OCTOBER 2, 2017 - 6:00 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kordus called the meeting to order at 6:04 p.m.

Pledge of Allegiance led by Ald. Kordus.

**Roll Call.** Present: Aldermen Skates, Kordus, Flower, Straube, Halverson, Hedlund, Howell. Absent (Excused): Alderman Chappell. Also Present: City Administrator Oborn, Parking Manager Mullally, and Mayor Kupsik.

Hedlund/Skates motion for approval of minutes from August 7, 2017 Committee of the Whole Meeting as distributed. Motion carries 6-0.

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

Mayor Kupsik provided certificates of Recognition for Peg Pollitt and Sabrina Wawso for their years of service.

Dick Malmin, N1991 S. Lake Shore Dr., spoke regarding public hearing for Hillmoor and Geneva Inn.

MaryJo Fesenmaier, 1085 S Lake Shore Dr. spoke on her desire to preserve and save Hillmoor.

Fire Chief Peters and Administrator, Blaine Oborn presented the Walworth County Fire/EMS Study Committee Survey and garnered input from the City Council.

**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 & Board Reports given:**

Utility Commission, Aldermen Hedlund

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, none

Cemetery Board, Alderman Kordus

Avian Committee, Alderman Halverson

Tourism Commission, Alderman Hedlund

Board of Review, Alderman Kordus

**Other Boards and Committee Reports 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

Business Improvement District, Alderman Halverson

**Adjourn**

Hedlund/Skates motion to adjourn the meeting at 7:45 pm. Unanimously carried.

*/s/ Nan Elder, Assistant City Clerk*

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

**SPECIAL FINANCE, LICENSE & REGULATION COMMITTEE –  
BUDGET WORKSHOPS  
THURSDAY, SEPTEMBER 28, 2017 – 9:00 AM, 1:00 PM, AND 4:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Alderman Kordus called the meeting to order at 9:00 a.m.

**Roll Call.** Present: Aldermen Halverson, Skates, Hedlund, Kordus, and Howell. Also Present: Alderman Flower, Mayor Kupsik, City Administrator Oborn and Comptroller Slater.

**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.**

Pete Peterson, 1601 Evergreen Lane, spoke regarding reducing parking.

**Review/Discussion/Recommendation of budget proposal for Budget Year 2018 for Library, Parking, Cemetery, Clerk, Court, and Public Works/Streets/Parks**

The Library, Parking, Court, Cemetery, and Public Works/Streets/Parks presented their budgets to the committee.

Hedlund/Skates motion to recess at 12:20 p.m. Motion carried 5 to 0.

**Reconvened at 1:00 PM**

**Review/Discussion/Recommendation of budget proposal for Budget Year 2018 for Fire, Police/Emergency Management, Building & Zoning, Administrator, Finance/Attorney and other departments**

The Fire, Police/Emergency Management, Building & Zoning, Clerk, Administrator, Finance/Attorney presented their budgets to the committee.

Howell/Skates motion to recess at 3:00 p.m. Motion carried 5 to 0.

**Reconvened at 4:00 PM**

**Review/Discussion/Recommendation of budget proposal for Budget Year 2018 for Historic Preservation, Geneva Lake Level, GLEA, Tourism, YMCA, Museum, Business Improvement District and other departments**

Historic Preservation, Geneva Lake Level, Geneva Lake Environmental Agency, Tourism, YMCA, Museum, Business Improvement District, and Geneva Lake Use presented their budgets to the committee. By consensus the Committee lowered the Historic Preservation budget to \$1,500.

Hedlund/Howell motioned to adjourn at 6:00 p.m. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**TUESDAY, OCTOBER 3, 2017 – 6:00 PM**  
**MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:00pm.

**Roll Call.** Present: Aldermen Halverson, Hedlund, Kordus, Skates. Absent (excused): Ald. Howell. Also Present: Mayor Kupsik, City Administrator Oborn, City Clerk Waswo, Asst. City Clerk Elder, Ald. Flowers.

**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.**

Bridget Leech, BID District Executive Director, present to reference item 8 2018 Business Improvement District Plan.

Ald. Flower 533 Huscan Street, Commented on item 7a. Cindy believes staff pay increases should be straight performance based evaluation and raises.

**Approval of Minutes.** Ald. Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of September 19, 2017, as prepared and distributed. Motion second by Ald. Halverson. Motion carried unanimously.

**Licenses & Permits**

**Discussion/Recommendation on a Park Reservation Permit application filed by the Alzheimer’s Association of Southeast Wisconsin for the “12<sup>th</sup> Annual Walk to End Alzheimer’s” event at Library Park, from 7:00am to 1:00pm on September 15, 2018** *(recommended by the Board of Park Commissioners on Sept. 27, 2017).*

Discussion Ald. Kordus stated the City of Lake Geneva doesn’t have authority over shore path. Hedlund confirmed the City of Lake Geneva doesn’t have jurisdiction to approve or not approve the shore path only park use. Motion by Ald. Skates, second motion by Ald. Halverson. Motion carries unanimously.

**b. Discussion/Recommendation on a Park Reservation Permit Application filed by Greg Bunge to use Seminary Park for a family reunion on July 14, 2018 from 4:00pm to 8:00pm** *(recommended by the Board of Park Commissioners on Sept. 27, 2017).* Motion by Ald. Hedlund, second motion by Ald. Skates. Motion carries unanimously.

**c. Discussion/Recommendation on a Park Reservation Permit Application filed by Richard Holt on behalf of Lakeland Community Church to use Flat Iron Park and the Brunk Pavilion for a worship service on July 1, 2018 from 7:00am to 1:00pm** *(recommended by the Board of Park Commissioners on Sept. 27, 2017).* Motion by Ald. Skates, second motion by Ald. Halverson. Motion carries unanimously.

**d. Discussion/Recommendation on a Temporary Alcohol License Premises Extension application filed by Harbor Shores, 300 Wrigley Drive to serve alcohol in a 30x30 tent set 50 feet off of the sidewalk in Gino’s East parking lot with temporary fencing along the sidewalk on February 3, 2018 and February 4, 2018 from 11:00am to 4:00pm.**

Motion by Ald. Hedlund, second motion by Ald. Skates. Motion carries unanimously.

**e. Discussion/Recommendation on a Temporary Operator License application filed by Jennifer MacIntyre on behalf of the JAMM Family Support Fundraiser held at the Riviera Ballroom on November 12, 2017.**

Motion by Ald. Kordus, second motion by Ald. Halverson. Motion carries unanimously.

**f. Discussion/Recommendation on Original 2017-2018 Operator’s (Bartender) License applications filed by Lilian Montesinos, Omar Forestier, and Michelle Norgard.**

Motion by Ald. Halverson, second motion by Ald. Skates. Motion carries unanimously.

**6. First Reading of Ordinance 17-14, amending the Parade Ordinance to waive all fees except the nonrefundable fee to cover administrative cost of processing the permit for the Memorial Day parade, the 4<sup>th</sup> of July parade, the Badger High School Homecoming parade, and the Christmas Parade** *(approved by council on 6/12/2017)*

## **7. Personnel Recommendations – Pending Oct. 3, 2017 meeting**

**a. Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018.** Ald. Hedlund stated this is the same formula they used last year with the exception of up to 3% increase. Discussion Ald. Kordus stated he would recommend use industry standards based on performance to follow, but City Administrator, Oborn that City of Lake Geneva not quite there yet. The differential is to try to get employees to their median pay grade.

Motion to recommend by Ald. Kordus/Hedlund to recommend on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018 . Motion carries unanimously.

### **b. Discussion/Recommendation on Employee Health Benefits costs and programs including:**

#### **1. Claims Paid 6 Month Rolling Average**

Discussion on increase of claims

#### **2. Aurora Clinic**

Moving ahead with Wednesday and Friday hours with Monday hours added once a location is determined.

#### **3. Pricing Fully Insured plans including direct plans and the State Health Plan**

Administrator filed submitted application to state plan. More discussion to come.

Discussion on increased claims to move ahead with Aurora Clinic.

### **c. Discussion/Recommendation on hiring Schenck for Treasurer support services**

Motion to approve by Ald. Hedlund, second motion by Ald Halverson to recommend hiring of Schenck support services. Motion carries unanimously.

### **d. Discussion/Recommendation on combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position**

Motion to approve by Ald. Hedlund, second motion by Ald Halverson. Recommend combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position. Motion carries unanimously

## **8. Discussion/Recommendation on the 2018 Business Improvement District Plan**

It was acknowledged the BID is open to paying some of the downtown shuttle.

Motion to approve by Ald. Skates, motion second Ald. Halverson. Recommend to approve the 2018 Business Improvement District Plan. Motion carries unanimously.

**9. Discussion/Recommendation on the Breezy Hill Nursery TIF Escrow Draw Request No. 2 in the amount of \$21,967.21 for the Main Street Widening Project – Parkway Lawn Restoration**

Motion to approve by Ald. Hedlund, motion second Ald. Kordus. Motion carries unanimously.

## **10. Discussion/Recommendation on the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of \$7,977.35 for the Traver Hotel Redevelopment per the Development Agreement.**

Motion to approve by Ald. Hedlund, motion second Ald. Skates. Recommend the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of \$7,977.35 for the Traver Hotel Redevelopment per the Development Agreement. Motion carries unanimously.

## **11. Discussion/Recommendation on the RFP for the 2018-2019 Veteran's Park Concessions.**

Motion to approve by Ald. Skates, second by Hedlund to extend RFP for the 2018 Veteran's Park Concessions with third year extension option with attorney review.

## **12. Discussion/Recommendation on the purchase of a new siren from Federal Signal for \$17,143.68 with installation by Emergency Communication Systems Inc. for \$5,800.00 for a total not to exceed \$22,943.68 from the Equipment Replacement Fund.**

Discussion via group that it's an old siren that needs to be replaced. Motion to approve by Ald. Hedlund, motion second Ald. Skates to recommend the purchase of a new siren from Federal Signal for \$17,143.68 with installation by Emergency Communication Systems Inc. for \$5,800.00 for a total not to exceed \$22,943.68 from the Equipment Replacement Fund. Motion carries unanimously.

## **13. Discussion/Recommendation on the 2018 Budget**

*October 3, 2017 Finance, License and Regulation Agenda Page 1 of 2*

Administrator Oborn noted that there is currently \$444,000 deficit that he will submit recommendation for closing at Special FLR meeting next week. No action taken.

**14. Presentation of Accounts a. Purchase Orders (none)**

**b. Prepaid Bills** in the amount of \$51,791.13

Motion to approve by Ald. Skates, motion second Ald. Hedlund to approve prepaid bills. Motion carries unanimously.

**c. Regular Bills** in the amount of \$146,522.13

Motion to approve by Ald. Hedlund, motion second Ald. Skates to pay regular bills. Motion carries unanimously.

**15. Adjournment**

Motion to approve by Ald. Hedlund, motion second Ald. Skates to adjourn. Motion carries unanimously.

Meeting adjourned at 7:24 pm.

/s/ Nan Elder 10/08/2017

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

**SPECIAL FINANCE, LICENSE & REGULATION COMMITTEE –  
BUDGET WORKSHOP/REVIEW  
TUESDAY, OCTOBER 10, 2017 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Alderman Kordus called the meeting to order at 6:00 p.m.

**Roll Call.** Present: Aldermen Halverson, Skates, Hedlund, Kordus, and Howell. Also Present: Alderman Flower, Mayor Kupsik, and City 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. Comments will be limited to 5 minutes.**  
None.

**Discussion/Action/Recommendation of the 2018 Budget regarding the Historic Preservation Budget.**  
Commission President Etten appealed to increase the Historic Preservation Commission Budget from \$1,500 to closer to the requested \$6,500. By consensus the Committee increased the Historic Preservation budget to \$3,500.

**Discussion/Action/Recommendation Geneva Lake Environmental Agency Agreement, Responsibilities, Funding and 2018 Budget.**  
Ted Peters, the Director of the Geneva Lake Environmental Agency (GLEA), reviewed the GLEA budget, efforts, and GLEA agreement.

**Discussion/Action/Recommendation of the 2018 Budget**  
Administrator Oborn reviewed the budget process schedule, 2018 budget goals, and the 2018 Proposed Budget Summary with a \$116,323 deficit in the General Fund. Oborn explained the adjustment made from October 3, 2017 when he reported a \$439,496 deficit. By consensus the Committee made the following changes: increased the property tax revenue for the 1.17% Net New Construction and increased Finance staffing by \$9,492.

Hedlund/Howell motioned to adjourn at 8:06 p.m. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator

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

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

## **TUESDAY, OCTOBER 17, 2017 – 6:00 PM**

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

Meeting was called to order by Ald. Kordus at 6:00 pm

**Roll Call:** Present: Ald. Skates, Halverson, Hedlund, and Howell **Also Present:** Mayor Kupsik, City Attorney Draper, and Asst. City Nan Elder

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

None

**Approve the Regular Finance, License and Regulation Committee Meeting minutes of September 28, October 3, and October 10, 2017, as prepared and distributed.**

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

#### **Licenses & Permits:**

**Discussion/Recommendation on Temporary Class “B”/“Class B” Retailer’s License application filed by Geneva Lake Arts Foundation for the sale of wine for the Art Gallery Open House at the Art Gallery, 223 Broad St. on Tuesday, November 10, 2017 from 6:00 to 8:00 pm.**

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

**Temporary Operator License application filed by Sarah McConnell on behalf of Geneva Lake Arts Foundation for the Art Gallery Open House on November 10, 2017 from 6:00 to 8:00 pm.**

Hedlund/Halverson motion to approve. Motion carried 5 to 0.

**Original 2017-2018 Operator’s (Bartender) License applications filed by Mark Cloutier, Cadey Jo Floyd, and Tristan Levy.**

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

#### **Public Works Recommendations – Pending October 17<sup>th</sup> Meeting**

**Discussion/Recommendation on request from WE Energies for an easement on Manning Way Tax Key Parcel ZYUP00190**

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

**Discussion/Recommendation on 2017 Fall Tree Planting bid award to Dan Larsen Landscaping in an amount not to exceed \$9,242.00**

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

**Discussion/Recommendation on bid approval for Generator Set including fencing at 1065 Carey Street to be funded from Capital Projects**

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

**Discussion/Recommendation on Payne & Dolan’s Pay Request #1 for the 2017 Street Improvement Program in the amount of \$433,950.18 funded from Capital Projects**

Howell/Hedlund motion to approve. Motion carried 5 to 0.

**Discussion/recommendation regarding amending Article V, Child Safety Zones of Chapter 50, Offenses and Miscellaneous Provisions of the Municipal Code of the City of Lake Geneva, Wisconsin.**

Attorney Draper stated there have been federal cases brought forth addressing child safety zones have been made too big, and not offering enough housing. To be consistent, it was suggesting making the footage the same as drug/firearms of 1,000 feet. Howel/Hedlund motion to review Article V, Child Safety Zones of Chapter 50, Offenses and Miscellaneous Provisions of the Municipal Code of the City of Lake Geneva, Wisconsin changing from 2,000 feet to 750-1,000 feet. Motion carried 5 to 0.

**Discussion/Recommendation of City in Support of BID application for Wisconsin Economic Development Corporation Connect Communities Program**

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

**Discussion/Action/Recommendation of the 2018 Budget**

The committee proposed a Special FLR meeting scheduled for Monday, Oct. 30<sup>th</sup> at 4:00 pm in room 2A to review proposed budget adjustments of increase revenue of \$40,000 from fire inspection fees, \$15,000 Beach extended hours open until 7:00pm, \$20,000 building inspections fees, and increased parking zones for \$125,000.

**Presentation of Accounts**

**Purchase Orders (none)**

**Prepaid Bills in the amount of \$23,765.11**

Howell/Hedlund motion to approve. Motion carried 5 to 0.

**Regular Bills in the amount of \$153,402.88**

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

**Adjournment**

Hedlund/Skates motion to adjourn at 6:55 pm. Motion carried 5 to 0.

*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 10/18/2017 4:32pm*

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

**SPECIAL FINANCE, LICENSE & REGULATION COMMITTEE MINUTES  
BUDGET WORKSHOP/REVIEW  
MONDAY, OCTOBER 30, 2017 – 4:00 PM  
ROOM 2A, CITY HALL**

Call to Order by Alderman Kordus at 4:01 pm

**Roll Call:** Present: Ald. Kordus, Skates, Halverson, Hedlund, Howell. Also Present: Mayor Kupsik, Administrator Osborne, Lt. Gritzner

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

Mary Jo Fesenmaier, 1085 S Lake Shore Dr., requested more information on the budget.

**Discussion/Action/Recommendation of the 2018 Budget**

Discussion only with concencous on budget for council with changes to parking adjusted by \$100,000. Also Fee change resolution going to FLR.

**Adjournment**

Motion by Ald. Skates, second by Halverson to adjourn at 4:52 pm.

/s/Asst. City Clerk, Nan Elder

*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 11/03/2017 8:50am*

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

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

# **PERSONNEL COMMITTEE MINUTES**

## **TUESDAY, OCTOBER 3, 2017 – 4:30 PM**

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

**Meeting call to order by Chairman Hedlund at 4:35 pm**

**Roll Call:** Present: Ald. Hedlund, Halverson, Flower. Absent: Ald. Straube, Howell  
Also present City Administrator, Oborn, City Attorney, Draper, and Mayor Kupsik

**Comments from the public limited to 5 minutes, limited to items on this agenda.** None

**Approve the Special Personnel Committee minutes from September 5, 2017, as prepared and distributed**

Halverson/Flower motion to approve. Motion carried 3 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 in the 2018 Budget**

City Administrator to have a meeting with the school this Thursday. Oborn would like input from the committee regarding the budgeting. YMCA will use or implement a resident/non-resident model with a differential in fee. Ald. Flower asked what's the timing on making a decision between the YMCA or a recreational department/program director. Mayor Kupsik and Ald. Halverson stated there's not enough in place to make a quick decision in time for the final budget due in November. No action was taken with item continued.

**Discussion/Action on filling the City Clerk Vacancy**

Several applications received and close on October 20<sup>th</sup>. Ald. Hedlund would like to host special meeting of interviews on afternoon of Friday, Oct. 27 and Personnel Committee will be a part of it with intention to make recommendation to council.

**Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018**

Same thing as last year per Blaine Oborn is about a 2% average.

Ald. Flower motioned to move this forward to FLR without recommendation, second by Hedlund.

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

Claims Paid 6 Month Rolling Average

Aurora Clinic

Pricing Fully Insured plans including direct plans and the State Health Plan

The 6 month report wasn't received yet.

Aurora Clinic is having trouble getting location on Monday's so Blaine said move forward with Wednesday 8:00 to 12:00 and Friday from 1:00 to 5:00. Administrator Oborn said possible consideration of state plan, but need to consider/verify options.

**Discussion/Recommendation on Schenck for Treasurer support services.**

Blaine asked for authorization to use the services for the Treasurers position. They will do reconciliations, but won't do journal entries or payroll.

Ald. Halverson motion to approve, second by Flower. Motion carried 3 to 0.

**Discussion/Recommendation on combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position**

Administrator Oborn stated one full-time position has more benefits than two part-time positions.  
Ald. Flowers motion to approve, Halverson second. Motion carries unanimously.

**Future agenda items and meeting date.**

Aurora & Healthcare and Continued Discussion on Recreational Director  
Special meeting for the Clerk position  
Treasurer restaffing  
Next meeting on November 7, 2017.

**Closed Session:** Motion by Ald. Flower, second by Halverson 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:

- a.) Police Chief Rasmussen
- b.) PD Confidential Administrative Assistant Papenfus
- c.) PD Communications Supervisor Froggatt
- d.) Parking Manager Mullally
- e.) Comptroller Slater
- f.) Financial Analyst/Deputy Treasurer Briere

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

Committee entered into closed session at 5:32 pm.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session and to adjourn at 6:02 p.m.

Return to open session at 6:02 pm

Ald. Flower makes a motion to send items a., b., & c. to council, second by Halverson. Motion carried 3 to 0.

Ald. Flower motions to have item d. moved to next Personnel meeting, second by Halverson. Motion carried 3 to 0.

Ald. Flower motion to take no action on item e., second by Halverson. Motion carried 3 to 0.

Ald. Hedlund motion to approve item f. and direct City Administrator to implement interim increase as discussed in closed session, second by Flower. Motion carried 3 to 0.

**Adjourn:** Ald. Halverson, motion to adjourn, second by Flowers. Motion carried 3 to 0 and meeting adjourned at 6:04 pm.

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

11/2/2017 9:45 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

**SPECIAL PERSONNEL COMMITTEE MINUTES  
FRIDAY, OCTOBER 27, 2017 – 1:00 PM  
CONFERENCE ROOM 2A, CITY HALL**

Meeting called to order at 1:02 pm by Chairman Hedlund

**Roll Call:** Present: Ald. Flower, Howell, Halverson, Hedlund, Straube. Also Present: Mayor Kupsik, Administrator, Oborn and Asst. City Clerk, Elder

**Closed Session:** Ald. Flower motion, Halverson second 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 interviews for the City Clerk position.

**Roll Call:** Ald. Flower, Howell, Halverson, Hedlund, Straube. Motion carried 5 to 0.

Committee entered into closed session at 1:02 pm.

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

Return to open session at 3:50 pm

Ald. Flower motion, second by Halverson to direct staff to proceed as directed in closed session. Motion carried 5 to 0.

**Adjourn:** Ald. Howell motion, Flower second to adjourn at 3:51 pm. Motion carried 5 to 0.

*11/02/2017 2:15pm*

cc: Aldermen, Mayor, Administrator, Attorney, Media

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

**PUBLIC WORKS COMMITTEE MINUTES  
TUESDAY, OCTOBER 17, 2017 – 4:30 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Kordus at 4:32 p.m.

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

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

**Approval of Public Works Committee meeting minutes from September 19, 2017 as prepared and distributed.**

Hedlund/Skates motion to approve. Passed 4-0.

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

Leaf season started on Monday. Bridge opening for disc course starts Friday. Eight plan holders as of today. Alderman Flower asked for details. Tom stated they would come when the bids were in. There is a spec set for the bidders to follow in the packets given out last year. Main Street set to start next year, and the water main between Cook/Broad will impact West bound lane only. The 2017 paving is complete. There are two lights on Main St. still out. Contracts are in. Finger pointing match to finish.

**Parking Manager Revenue Report**

Summary year to date does not include the credit card fees or taxes, but we saw a 10% increase and are up \$112,000. The change to the lake zones from \$1 - \$2 was an increase of \$136,000 in a couple of months, from July 1<sup>st</sup>. The 700-800 block decreased by 4%, and the Library Park saw a decrease where residents park. The Center lot was the same as last year and it's a good candidate for increase. The Parking app saw an increase of about \$6,000.00 and we anticipate \$20,000 by year-end. Overall positive. The kiosk in front of Oakfire was removed during construction and has since been put back.

The Committee would like the Parking Manager to be included as a standard agenda report item after the DPW's report.

The committee requested for the end of season beach pass revenue.

**Discussion on Parking Department's acceptance of GEM Car from the Police Department**

Sylvia still researching where to store GEM car.

Kordus/Skates motion to continue. Passed 4-0.

**Discussion/Recommendation on placement of Historical Markers representing Railroad Roundabout (requested by Lake Geneva Historical Committee) - Ken Etten present.**

Would like a special budget meeting to find out the cost of the pavers and installation. Showing on map the location for the Roundabout. Cost will be \$2200.00 for 360 8x8 pavers. Cost will be \$5400.00 to install 360 pavers. \$7600.00 total cost. \$3500.00 in 2017 budget. \$1000.00 from Nancy Yaeger, raised at Memorials. \$3500.00 from 2018 budget. Possible teaming up with Museum to raise funds or more Memorial donations to cover some of the cost.

Tom Earle likes the idea that the area at the Roundabout would be improved as it would be easier to take care of.

There is a concern that the 2018 budget will be left with only 400.00 for remaining projects. There is a concern that the 2017 budget money will be lost if not used by year end.

Flower/Hedlund motion to approve placement of ghost bricks at Sage St Railroad site. Passed 4-0.

**Discussion/Recommendation on request from Lake Geneva Business Improvement District to install Christmas lights above the roadway in the downtown area**

Bridget described the placement of the lights and it was decided they will not work. Moved on to Garland w/ lights to sweep across Main St. attaching garland building to building with cable. Treasure Hut would have to prove they have insurance. Holding the City harmless.

Hedlund/Skates motion to approve lights and garland across Main St and Broad St. Passed 4-0.

**Discussion/Recommendation on request from WE Energies for an easement on Manning Way Tax Key Parcel ZYUP00190**

Kordus/Skates motion to approve. Passed 4-0

**Discussion on possible abandonment of Manning Way Tax Key Parcel ZYUP00190**

Tom Earle explained it is impossible to maintain the easement that backs up to other properties. Dan explains that home owners will acquire a portion of the 10 foot easement if city abandons the property.

Flowers asked to continue. No action taken.

**Discussion/Recommendation on 2017 Fall Tree planting bid award to Dan Larsen Landscaping in an amount not to exceed \$9,242.00**

Skates/Flower motion to approve. Passed 4-0.

**Discussion/Recommendation on bid approval for Generator Set including fencing at 1065 Carey Street to be funded from Capital Projects**

Generac Generator. \$4100.00. Full Warranty. With permits and labor to cost \$6000.00. These are at a premium need to get on list or could wait 2 years. On capital borrowing budget for 2017.

Hedlund/Kordus motion to approve the bid from Giraffe Electric for a 20kw Generator with permits, labor and an Automatic Transfer Switch not to exceed \$6000. Passed 4-0.

Fence around generator. Only one bid has been received to date for a 12x12 foot fence around the generator. Request for more than one bid before approval.

**Discussion/Recommendation on Payne & Dolan's Pay Request #1 for the 2017 Street Improvement Program in the amount of \$433,950.18 funded from Capital Projects**

Hedlund/Skates motion to approve. Passed 4-0.

**Adjournment**

Hedlund/Skates motion to adjourn at 6:06 p.m. Passed 4-0.

/s/ Martha Nyrkkanen

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

**PIERS, HARBORS & LAKEFRONT COMMITTEE**  
**WEDNESDAY, OCTOBER 18, 2017 AT 5:30 P.M.**  
**CITY HALL, COUNCIL CHAMBERS**

The meeting was called to order by Chairman Skates at 5:41 p.m.

**Roll Call.** Present: Aldermen Skates, Flower, Howell, Hedlund. Also Present: Harbormaster Chuck Gray, Parking Manager Sylvia Mullally, Lt. Ed Gritzner and DPW, Tom Earle and Jeff Miskie.  
Alderman Flower came in at 5:47pm

**Approval of Minutes from August 30, 2017 meeting as prepared and distributed.**

Ald. Howell motion to approve August 30, 2017 minutes, second by Hedlund motion. Motion carried 3 to 0.

**Comments from the public limited to 5 minutes.** None

**Harbormaster's Report.** Piers and Buoys are coming out. Boat launch will stay open until mid November. Higher revenue this summer due to the Chain being closed from the flooding.

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

Lt. Ed Gritzner and Jeff Miskie presented a Downtown Camera System overview. Gritzner asked the Alderman for their expectations of the cameras. Discussion was based on there being enough vandalism at the location to justify the cost of the cameras.

Discussion on this item to be continued.

**Discussion/Action/Recommendation on West Pier Gate.**

The discussion is on hold.

**Discussion/Action/Recommendation on Riviera Beach Rates.**

Sylvia Mullally presented a few options to increase the revenue at the beach to help Lake Geneva be in line with the pricing and hours at Fontana Beach. A dollar increase on the fee and extend the beach hours were proposed.

Discussion on this item to be continued.

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

Proposal of a 3% increase in fees.

Discussion on this item is to be continued.

**Discussion/Action/Recommendation on Replacement of (East & West) buoys with slips.**

Discussion to put Piers in at West End take Buoys out.

Ald. Hedlund motion, second by Flower to recommend to council to pursue a design contract for going from Buoys to Piers. Motion carried 4-0 .

**Discussion/Action/Recommendation on Riviera improvement project.**

Suggestion to have Historic Preservation come in and give ideas before request for bids.

Ald. Hedlund motion to carry discussion to next meeting, second by Skates. Motion carried 4-0.

**Discussion/Action/Recommendation on Beach erosion and corresponding wall.**

Ald. Skates motion to fix the erosion and extend the wall, second by Howell. Motion carried 4-0.

**Discussion/Action/Recommendation Beach wood decking Replacement**

Ald. Skates motion to have Dan the Concrete Man replace the boardwalk at Riviera Beach, second by Howell.

Motion carried 4-0.

**Agenda items for next meeting**

Riviera improvement project  
Slip, Buoy and Rack Rental Rates  
Riviera Beach Rates  
West Pier Camera

Ald. Skates motion to go into closed session at 7:51pm, second by Howell. Motion carried 3-0.

Ald. Hedlund departed meeting.

**Roll Call:** Alderman Flower, Howell, Skates.

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 Riviera Concourse Leases.

Ald. Flower motion to go into open session, second by Skates at 7:59 pm. Motion carried 3 to 0.

Flower/Howell-Motion to direct staff to deny request for the Riviera Concorde Lease. Motion carried 3 to 0.

**Adjournment**

Ald. Skates motion to adjourn at 8:00pm, second by Flower. Motion carried 3 to 0.

/s/ Nan Elder

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

**Lake Geneva Utility Commission Minutes**  
**Regular Lake Geneva Utility Commission Meeting**  
**Wednesday October 18, 2017 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

**Call Meeting to Order-** by President Lyons on October 18<sup>th</sup>, 2017 at 4:07pm in Room 2A

**Roll Call - Members present:** President Dennis Lyon, Ald. Rich Hedlund, Ann Esarco, Brett Stanczak, Ald. Flower came in at 4:10pm.

**Staff in attendance:** Josh Gajewski

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

**Approve Utility Commission Minutes from September 20, 2017 as prepared and distributed**  
Hedlund/Stanczak motion to approve. Motion carried 5 to 0.

**Acknowledgement of Correspondence.** None

**Financials Update**

Gajewski reviewed the financial information through September. Both Utility revenue lines include impact fees, which will be transferred to the LGIP in the near future. Additional maintenance line items have been created for the Wastewater Utility. Ald. Flower asked about Impact Fees and requested they be reviewed at the next meeting.

Hedlund/Flower motion to approve. Motion carried 5 to 0.

**Approval of the September Bills**

Hedlund/Stanczak motion to approve. Motion carried 5 to 0.

**Directors Report**

Gajewski reviewed the items presented in the report that was submitted to Commissioners.

**Discussion/Action on adopting Employee Policy: General-02 regarding Personal Communication Devices**

Flower/Hedlund motion to approve. Motion carried 5 to 0.

**Discussion/Action on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018**

Hedlund/Stanczak motion to approve. Motion carried 5 to 0.

**Discussion/Recommendation on 2018 Water Budget**

Year to date information was presented and reviewed along with preliminary projections and requests for 2018. A final draft will be presented at the November meeting. No action taken.

**Discussion/Recommendation on 2018 Wastewater Budget and Potential Rate Increase**

Year to date information was presented and reviewed along with preliminary projections and requests for 2018. A final draft will be presented at the November meeting. No action taken.

**Adjourn**

Hedlund/ Lyon motion to adjourn. Motion carried 5 to 0.

Meeting was adjourned at 5:35 p.m.

/s/ Martha Nyrkkanen, Asst. Counter Clerk

**TREE BOARD COMMITTEE MEETING  
WEDNESDAY, SEPTEMBER 27, 2017 – 5:30 PM  
CONFERENCE ROOM 2C, CITY HALL**

**Call to order:** 5:33PM Meeting called to order by President Kirchberg. Bob Flemming 2nd

**Roll Call:** Present were: Candy Kirchberg, Bob Flemming, Joe Esposito, Steve Peters, Mayor Kupsik

**Approval of minutes from June 28, 2017**

A motion was made by Steve Peters and 2nd by bob Flemming to approve June 28, 2017 minutes

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

Comments from the public: John Swanson presented a document noting all the trees that have been planted and that have since either died or have been removed in the Office Parks on South Edwards Blvd. His concern is that the businesses that were issued permits to build their companies were bound to landscape and maintain grounds surrounding their companies. These aforementioned trees were not replanted.

The Tree Board is concerned and grateful to John Swanson for bringing this to the Tree Board, but as Mayor Kupsik responded we learned that this would not be a Tree Board issue. He advised it would need to go to the Building and Zoning Departments for follow up. The Tree Board does not have jurisdiction for the trees planted in the Office Parks on South Edwards Boulevard.

**Park Board Report:** Unavailable as Doug Skates not in attendance

**Street Department and Arborist Report – Jon Foster:** Unavailable as Jon Foster not in attendance.

**Continued discussion on Fall Tree Planting and compliance with Tree City requirements**

Emailed the following tree planting for Autumn 2017 and this statement concerning budget:

“The fall list is attached and remember we are planting 20 trees along hwy 50, we are still removing trees and the list is up to 75, some are ash and there will be more ash coming down over the next few years. It would be good to have at least 20,000 in the replacement budget generally we get 3-4 trees per thousand depending on the type of tree and who bids on the contract. Here is the website for the tree benefits calculator. <http://www.treebenefits.com/calculator/>”

**New Business: Tree Replacement Budget**

Discussion concerning the Budget for Tree Replacement Program for 2018 season. See above for Jon’s recommendation. Mayor Kupsik stated that the city was recommending a \$10,000 budget. President Kirchberg urged that the Tree Board needs \$20,000 to continue to replace trees throughout the city and reminded the Mayor that we are a Tree City USA. Joe Esposito had said he would try to go to Budget meeting on the 28th. He will report his findings on the next board meeting.

**Old Business: Tree Identifier Plaques and Tree Mapping**

Steve Peters showed photos of leaves for I.D. plaques and will get pdf #'s so we can move forward to order ID/'s. Items to discuss at Next Meeting: Budget. Should the Tree Board be looking at more creative ways to gain funds to replace trees if the city isn't supporting our needed budget?

**Items to Discuss at Next Meeting.** None

**Set Next Meeting Date:** Next Meeting set for Oct 25, 5:30PM

**Adjourn:** President Kirchberg adjourned meeting at 6:15PM. Bob Flemming 2nd

/s/ Candy Kirchberg

## **PLANTING LIST FALL 2017**

932 Cumberland Trail- 1 Hackberry  
965 Cumberland Trail- 1 Hackberry  
944 Hudson Trail- 1 Hackberry  
801 Hudson Trail- 1 Hackberry  
223 Skyline- 1 Hackberry  
501 Manning Way- 1 Hackberry  
947 Clover St.- 1 Flowering Pear Cleveland Select  
619 Geneva St.- 1 Princeton Elm  
827 Main St.- 1 Flowering Pear Cleveland Select  
239 Cook St.- 1 Flowering Pear Cleveland Select  
672 Main St. Post Office- 1 Japanese Lilac  
308 Maxwell St.- 1 Hackberry  
319 Warren St.- 1 Hackberry  
520 Madison St.- 1 Hackberry  
1016 Madison St.-1 Flowering Pear Cleveland Select  
1325 Madison St.- 1 Princeton Elm  
1221 Tomike St.- 1 Tulip Poplar  
728 Milwaukee St.- 1 Princeton Elm  
526 Spring St.- 1 Hackberry 1 Princeton Elm  
321 Water St.- 1 Hackberry 1 Princeton Elm  
Seminary Park- 2 Hackberry 2 Princeton Elm  
Donian Park- 2 Bald Cypress

13- Hackberry  
7- Princeton Elms  
4- Flowering Pear Cleveland Select  
2- Bald Cypress  
1-Tulip Poplar  
1-Japanese Lilac

TOTAL 28 TREES

# Lake Geneva Tree Board Minutes

Wednesday October 25, 2017

City Hall, Conference Room 2C

**Called to order** by President Kirchberg at 5:30 p.m.

**Roll Call:** Present: Candy Kirchberg, Clara Jacobs, Jon Foster, Bob Flemming, Steve Peters and Mayor Al Kupsik, Park Board members: President, Ann Esarco, John Swanson,

## **Approval of minutes from September 27, 2017.**

Motion by Steve Peters, seconded by Bob Flemming. Motion carried unanimously.

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

Candy Kirchberg brought up for discussion, The Park Commission Tree Policy. Further discussion was tabled for Candy and the Park Commission to review and update, if needed, the current policy. John Swanson still had a concern about the dead trees in parks and on business and private property and wished us all to view the areas.

**Park Board Report:** It was reported that the Manning Way Park is completed.

**Street Department & Arborist Report:** Jon Foster stated that the 20 pears trees should be planted this fall and 23 elsewhere in town. About 80 have been removed this summer with about 20 more to removed this year.

## **New & Old Business:**

Jon also reported that Maureen Larson had noticed the plaque for her dedicated tree was missing. Clara will try to find any records for wording. The tree was placed in 1996 by the 3 Graces.

Mayor Kupsik stated that we were well within the requirements for retaining our Tree City status and not to be concerned. Candy expressed a concern on continuing to encourage planting of trees in the future. She and Steve are completing the Tree Tag Program.

**Items to Discuss at Next Meeting:** None

**Set Next Meeting Date:** January 24, 2018.

Adjourn. Meeting adjourned at 6:22 p.m.

*/s/ Clara Jacobs*

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

*October 25, 2017 Tree Board Committee Minutes*

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY, OCTOBER 5, 2017, AT 6:00 P.M.**

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

1. Call meeting to order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Bittner

3. Roll call

Commissioners Bittner, Horne, Pollard and Hartz were present. Commissioner Jordan was absent. Also present: Police and Fire Liaison Howell, City Administrator Oborn, Police Chief Rasmussen, Police Lieutenant Gritzner, Fire Chief Peters, Assistant Fire Chief Derrick and Confidential Administrative Assistant Papenfus

Commissioner Hartz took a moment to honor the 58 people killed and the 527 people injured in Las Vegas and their families and honor the First Responders who responded to the incident.

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 September 7, 2017

Horne motioned to approve the regular meeting minutes September 7, 2017. Pollard seconded. Motion carried 4-0.

7. City Council Report

City Administrator Oborn stated that police union negotiation contracts have started and he extended the offer to have the Police and Fire Commission participate in the negotiations. There was a rise in high insurance claims costs in the last six months, which made the City unmarketable. The only viable option is to look into the State insurance plan at this time. The City Council authorized Administrator Oborn to fill out the application for the State plan. The City's insurance broker indicated that the City could potentially save \$1,000,000 over the next three years switching to the State's Insurance plan. There may be some technicalities regarding the retirees but it was worth reviewing and getting information. Administrator Oborn also indicated that 2018 budget hearings are underway. There is a \$440,000 deficit and some items will need to be cut on both the Fire Department and Police Department budgets. The City Council completed the Walworth Fire EMS Study and that will be sent out to the Fire/EMS Committee. The City Council will be rescheduling the Powers and Duties of Elected and Appointed Officials presentation from the League Insurance CEO.

8. Fire Department Business

a. Approval of bills for the month of September 2017, Operating in the amount of \$58,583.89, Fire Impact Expenditures in the amount of \$629.36, Capital in the amount of \$3,370.00, and Equipment Purchases in the amount of \$8,929.50, for a total of \$71,512.75

Bittner motioned to approve the bills for the month of September 2017. Horne seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

Chief Peters stated that revenue accounts for CPR classes and EMS transport are expected to rise. Outside Repairs for equipment and Inside Repairs for Equipment are over budget but should be completed now unless there are some unexpected repairs. Bittner asked how much the CPR classes cost. Peters stated the cost is approximately \$30.00/person. Hartz questioned whether the Fire Department would stay within budget considering the overages in the budget. Chief Peters said the budget was at 71.8% and he felt confident the department will be within budget.

b. Discussion Monthly EMS Medical Billing/Stark Report

September's monthly billing summary still reports zero but it is trying to catch up with the billing errors from last month. Hartz noted that the billable amount for over 60-90 days was over 50% and he was going to keep track of the amount for industry standards.

c. Discussion Monthly Fire Department Report Overview

The spotlight member of the month was Firefighter/AEMT Bastek who has been with the department 13 years. He has completed Firefighter I as well as Pump Operator, Fire Inspector and AEMT. FF Bastek states the Lake Geneva Fire Department is one big family. The Fire Department welcomed students back to school on the first day. The "Stop the Bleed" program has begun to educate the non-medically trained what to do in an emergency when someone gets cut or sustains significant trauma leading to life threatening bleeding. October 8-14 is Fire Prevention Week and the theme is "Every Second Counts: Plan 2 Ways out!"

d. Discussion Monthly Paratech report

Chief Peters stated that the Paratech reports shows that Paratech has fewer units available, are busier and unable to go to calls. Bittner stated this is a good document to show the City Council the need for 24-7 coverage. Chief Peters has had regular conversations with the City Administrator and he has shown a strong support for the 24-7 coverage. Liaison Howell stated that, although he was not aware of how the City Council would vote, he felt the number one concern of the City Council is for the health and safety of the city and they support the additional officer and the Fire Department 24-7 staff.

e. Discussion- 2017 Fire Department Awards Ceremony

Thursday October 12, 2017, 6pm  
Lake Geneva Police Department  
Second Floor Training Room

Chief Peters stated that the annual Awards Ceremony is scheduled for October 12, 2017 at 6:00 p.m. and all Commissioners are invited to attend.

f. Discussion- Fire Department Open House

Sunday October 29, 2017, 12pm

The Open House is scheduled for October 29, 2017. The Department will also offer trick or treating. Public Safety Partners will also be in attendance.

g. Discussion- Dive Team demonstration

Saturday October 14, 2017, 10am  
Riviera Pier

Dive Team demonstration is scheduled for Saturday October 14 at 10:00 a.m. at the Riviera Pier and everyone is invited to attend and watch the intergovernmental dive team procedure.

h. Discussion/Action- Acceptance of \$50 donation from Stephen & Gail Evans

Pollard motioned to accept the \$50 donation from Stephen and Gail Evans. Horne seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

i. Discussion Thank You letters - No action/Discussion

- Family of Dean Walz
- Stephen & Gail Evans
- Simple Bakery
- Archer

j. Discussion/Action- Acceptance of leave of absence, Derek McKaig

Horne motioned to accept the leave of absence for Derek McKaig. Bittner seconded. Motion carried 4-0. Chief Peters stated Derek McKaig requested a 30 day leave of absence for medical reasons.

k. Items to be forwarded to city council

Monthly report, Paratech report, Fire Department Awards Ceremony, Fire Department Open House, Dive Team Demonstration

9. Police Department Business

a. Approval of bills for the month of September 2017, operating in the amount of \$233,118.22, Equipment Purchases in the amount of \$0, for a total of \$233,188.22

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

Chief Rasmussen noted that 11-21-00-5127 PD Compensation per Contract shows an Insurance payout of \$24,818.27, which Chief Rasmussen did not know would be taken out of his budget. Pollard asked for clarification on what the amount was for. The payout is an insurance payout for Reuss' retirement where he used his sick leave and vacation pay for his insurance payments. He is eligible to be on the City's health insurance plan until he reaches Medicare age. Although the amount was not actually paid out, Administrator Oborn stated that the expenditure had to be posted somewhere because it creates a liability to the city. Horne indicated this was a communication breakdown because the amount was taken out before the police department was aware it happened. Administrator Oborn said the amount could be taken out of an alternative place and Chief Rasmussen suggested it be taken out of the health care budget. Horne asked for a better communication process between City Hall and the Police Department regarding these issues. Hartz noted that Administrator Oborn was aware of this insurance amount as well as the sick payout and did not inform the PFC. Hartz also asked for a better communication process so these errors do not continue to happen. Oborn said he attends every PFC meeting and is trying to improve on the communication process.

b. Discussion - 2018 Budget/Capital/Equipment Replacement

Chief Rasmussen stated the next meeting is the FLR Workshop and is scheduled for Tuesday October 10, 2017 at 6:00 p.m. The following Tuesday, October 17, 2017 at 6:00 p.m. is the FLR recommendation meeting.

c. Discussion - Contract updates

The Sergeant and Lieutenant contracts are complete. Chief Rasmussen's contract, Communication Supervisor Froggatt's contract and Confidential Administrative Assistant Papenfus' contract is being reviewed and will be discussed at the next City Council meeting.

d. Discussion/Action Hiring full time Telecommunicator Tonia Wojtas

Bittner motioned to hire full time Telecommunicator Tonia Wojtas. Horne seconded. Motion carried 4-0.

Chief Rasmussen stated that Telecommunicator Wojtas was a part time Telecommunicator and the department would like to hire her as a full time Telecommunicator.

e. Discussion on modifying the application requirements for staff positions of sergeant and above

Bittner addressed the reason for bringing this discussion back on the agenda. There was a long discussion on the requirements for Sergeant and above pertaining to education versus experience. Bittner agrees with education but he feels that it may be necessary to include or evaluate a person with years of experience. He feels education is important at the beginning but feels with what is happening in the world experience is also important. He stated an error may have been made and perhaps in the future consideration should be given for experience or non-degree people. Bittner felt it was a good time to evaluate this process. Hartz also agreed and asked to review if other departments have considered experience without a degree. Horne understood the concept for the most part but wondered where to draw the line on what amount of experience was necessary for the position versus a degree. The job description would have to be longer and more detailed. Pollard and Bittner also suggested simply adding "preferred" to the job description regarding education. Pollard also indicated that if a Bachelor's degree is required for an entry level position, it should be required for a Supervisor position as well. Chief Rasmussen suggested reaching out to other departments to see if they have made any exceptions. The topic will be revisited at the next meeting and the city attorney will be asked to attend.

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

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

2017 Dispatch activity for September 2017: Telephone calls–2,738 911 Calls–200 Window assists– 988

2016 Dispatch activity for September 2016: Telephone calls–3,041 911 Calls–191 Window assists–1,051

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

2016 Patrol activity for September 2016: Calls for service– 1,502 Arrests – 149

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

- ALS-Ice Cream Ride
- Danielle Hanna

i. Items to be forwarded to City Council  
Monthly reports, Chief's monthly report

10. Agenda items for the next regular meeting November 9, 2017

Application process and 2018 budget

11. 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: Appraisals for Fire Chief Peters

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: Appraisals for Police Chief Rasmussen

Pollard motioned to go into closed session. Bittner seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Hartz-Y. Motion carried 4-0 at 7:00 p.m.

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

Horne motioned to return to open session. Bittner seconded. Roll call vote: Bittner-Y, Horne-Y, Pollard-Y, Hartz-Y. Motion carried 4-0 at 8:05 p.m.

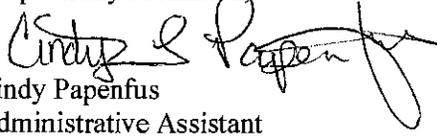
13. Discussion and action on closed session items if needed

Horne motioned that the City Administrator direct the City Council based on discussion in closed session. Bittner seconded. Motion carried 4-0.

14. Adjourn

Pollard motioned to adjourn the meeting. Bittner seconded. Meeting adjourned at 8:08 p.m.

Respectfully submitted,

  
Cindy Papenfus  
Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members – Mayor

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

**JOINT CITY COUNCIL & PLAN COMMISSION MEETING  
MONDAY, OCTOBER 16, 2017 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

City Council Meeting called to order by Mayor Kupsik at 6:00 p.m.

Plan Commission Meeting called to order by Mayor Kupsik at 6:00 p.m.

**Roll Call of City Council.** Present: Mayor Kupsik, Alderman Elizabeth Chappell, Alderman Doug Skates, Alderman Bob Kordus, Alderman Cindy Flower, Alderman Shari Straube, Alderman John Halverson, Alderman Richard Hedlund, Alderman Ken Howell. Absent: Shari Straube. Also Present: City Administrator Oborn, City Attorney Draper, Assistant Follensbee.

**Roll Call of Plan Commission.** Present: Mayor Kupsik, Doug Skates, John Gibbs, Sarah Hill, Ted Horne, Ann Esarco, Tyler Frederick. Also Present: City Planner Slavney, City Attorney Draper, City Administrator Oborn. Building and Zoning Administrator Walling, Assistant Follensbee.

**Election of Joint Committee Chairperson.**

Kordus/Flower motion to nominate Mayor Kupsik as the joint committee chairperson. No other nominations. Motion carried 14-0.

**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.**

Speaker 1: Terry O'Neil, 954 George Street, Lake Geneva, questioned why his request to change the Comprehensive Plan was not legal.

Speaker 2: Bill Huntress, 1015 Pleasant Street, Lake Geneva, stated the items on the agenda are too important to discuss in just one night.

**Acknowledgement of Correspondence.**

Correspondence received opposing the Hillmoor Property Comprehensive Plan Amendment:

James Good, 100A and 104F Evelyn Lane, Lake Geneva, WI

Don Ogden, 108 Evelyn Lane, Unit D, Lake Geneva, WI

Donald G Forbes, Lake Geneva, WI

Thomas J Anthony, 482 Country Club Drive, Lake Geneva, WI

Penni & Dave Jones 1321 Dodge Street, Lake Geneva, WI

Julie Whalen, 100G Evelyn Lane, Lake Geneva, WI

Greg Sipla, 118H Evelyn Lane, Lake Geneva, WI

Grace Hanny, 311 Oakwood Lane, Lake Geneva, WI

Trish Schaefer, 403 Center Street, Lake Geneva, WI

Ann Boch, Golfview Condominimums, Unit 110E, Lake Geneva, WI

Robert Boch, Golfview Condominimums, Unit 110E, Lake Geneva, WI

Jeri Bozovsky, 1800 LaSalle Street, Unit 5, Lake Geneva, WI

Glenn Cox, British Columbia, Canada

Peter and D. Patti Geissal, 1010 Bonnie Brae Lane, Lake Geneva

Charlene Klein, 817 Wisconsin Street, Lake Geneva, WI

Alice Ogden, 108 Evelyn Lane, Lake Geneva WI

Kathleen McFarland, 108 Evelyn Lane Unit C, Lake Geneva, WI

Walter & Bonnie Haydock, 110G Hankjay Drive, Lake Geneva, WI

Maureen Redmer, 1155 Lake Geneva Blvd, Lake Geneva, WI

Joyce Featherstone Huml, Lake Geneva, WI

Casey Schiche, Ridge Road, Lake Geneva, WI

Diane Emerson

Denise Ocker

Scott Griffin

Correspondence received opposing the Geneva Inn Comprehensive Plan Amendment:

John Strong, 846 Tarrant Drive, Fontana, WI  
Richard Malmin, N1991 S Lakeshore Drive, Lake Geneva, WI  
Penni & Dave Jones 1321 Dodge Street, Lake Geneva, WI  
Peter and D. Patti Geissal, 1010 Bonnie Brae Lane, Lake Geneva  
Charlene Klein, 817 Wisconsin Street, Lake Geneva  
Denise Ocker

Correspondence received opposing 905 W Main St Comprehensive Plan Amendment

Sarah Binor, 921 W. Main Street, Lake Geneva WI  
Mary Jaros, 927 W Main Street, Lake Geneva  
Dr. Edward Jaros & Mrs. Joan Jaros, 927 1/2 Main Street, Lake Geneva  
Joe and Carol Railton, 930 Geneva Street, Lake Geneva

Correspondence received opposing all map changes:

Trish Schaefer, 403 Center Street, Lake Geneva, WI, opposing all map changes.  
Sonette Tippens, N1524 Wildwood Road, Lake Geneva, WI, opposing any commercial zoning for the Geneva Lake Lakefront.  
Mark Pienkos, 703 S. Lake Shore Drive, Lake Geneva, WI, opposing proposed rezoning for expansion of commercial interests on Geneva Lake.  
Pete Peterson, 1601 Evergreen Lane, Lake Geneva, WI, opposing all map changes.

All correspondence is on file in the clerk's office and has been distributed to the City Council and Plan Commission.

An overview of the Comprehensive Plan Amendment process was presented by City Planner Slavney. Slavney stated the Comprehensive Plan is not an annexation or zoning map amendment.

- 9. A. Consultant and City Staff presents a summary of the proposed Amendment to the Comprehensive Plan for 905 West Main Street to change from the Neighborhood Mixed Use land use category to the Central Business land use category. Tax Key No. ZOP00243A.**  
Planner Slavney explained the proposed Amendment and stated that for years Cook Street has been the boundary for Central Business.
  - B. Public Hearing regarding a proposed Amendment to the Comprehensive Plan for 905 West Main Street to change from the Neighborhood Mixed Use land use category to the Central Business land use category. Tax Key No. ZOP00243A.**  
Applicant Jeff & Beverly Leonard, 1504 Dodge Street, owners of Delaney Street Mercantile at 905 West Main Street, presented their request for change in future land use.  
Alderman Flower asked Planner Slavney about options to help the applicant meet their vision. Slavney stated the Planned Development process would allow the Plan Commission & City Council to advise the applicant on flexibilities of the Neighborhood Mixed Use category.
  - C. Public Testimony**  
Speaker #1. Jim Strauss, N1517 Meadow Ridge Circle, Lake Geneva, Town of Linn, in favor of the proposed Comprehensive Plan Amendment.
  - D. Close Public Hearing.**  
Hill/Kordus moved to close the public hearing. Motion carried 14 to 0.
- 10. A. Consultant and City Staff presents a summary of the proposed Amendment to the Comprehensive Plan for the former Hillmoor Golf Course:**
    - 1. North section to remain in the Private Recreation Facilities land use category;**
    - 2. Central section to change from the Private Recreation Facility land use category to the Planned Mixed Use land use category;**
    - 3. Southwest section to change from the Private Recreation Facility land use category to the Two-Family / Townhouse Residential land use category; and,**

**4. WI Hwy 50 frontage to remain in the Private Recreation Facilities land use category.**

**Tax Key Nos. ZYUP00001C, ZOP00001, ZYUP00131 and ZYUP00153.**

Planner Slavney explained the proposed Amendment.

Alderman Kordus asked Planner Slavney for the width of the green space along Hwy 50. Slavney stated it scaled around 100 feet.

**B. Public Hearing regarding a proposed Amendment to the Comprehensive Plan for the Former Hillmoor Golf Course:**

**1. North section to remain in the Private Recreation Facilities land use category;**

**2. Central section to change from the Private Recreation Facility land use category to the Planned Mixed Use land use category;**

**3. Southwest section to change from the Private Recreation Facility land use category to the Two-Family / Townhouse Residential land use category; and,**

**4. WI Hwy 50 frontage to remain in the Private Recreation Facilities land use category.**

**Tax Key Nos. ZYUP00001C, ZOP00001, ZYUP00131 and ZYUP00153.**

Applicants Paul Fitzpatrick, 3140 North Sheffield, Chicago, IL; Tom Kampkus, 11 East Partners - design and construction; Brad Gauss, and David Burroughs, Gensler - architect and planner, presented their request, recognizing Planner Slavney's suggestion to limit the use in the southeast portion of the property.

Alderman Kordus asked applicant about the width of green space along Hwy 50. Fitzpatrick stated it is 100 feet wide. Mayor Kupsik asked if the overlay zoning for entry ways into the city played a role in this amendment.

Slavney stated the overlay is an independent factor which would apply to this property but it would not affect this request. Alderman Flower asked about traffic patterns. Fitzpatrick stated the next step would analyze the traffic needs based on use of property. Flower also asked about traffic signals. Slavney said traffic needs would be determined after receiving the proposed details of the land use & traffic pattern. Flower referenced the Planned Mixed Use, and asked if big box stores would be allowed. Slavney said it is one potential. Flower asked about Recreation possibilities in the plan. Fitzpatrick said potentially a health club; the YMCA.

Alderman Flower excused herself at 6:47 pm.

**C. Public Testimony**

Speaker #1: Tom Anthony, 42 County Club Dr, owns a unit at Golfview Condominiums, President of Golfview Condominium Association, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #2: Rick Steinburg, 1032 Williams Street, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #3: RA Kasper, attorney representing Golfview Condominium Association, which opposes the Comprehensive Plan Amendment and voiced their concerns.

Speaker #4: Jim Strauss, N1517 Meadow Ridge Circle, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #5: Debbie Beagle, 116 Evelyn Lane, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #6: Karen Yancy, director, representing the Geneva Lake Conservancy, which opposes the Comprehensive Plan Amendment and voiced the Conservancy's concerns and solutions.

Speaker #7: James Smith, Linn resident representing the Geneva Lake Association, which opposes the Comprehensive Plan Amendment and voiced their concerns.

Speaker #8: Trish Schafer, 403 Center Street, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #9: Casey Schiche, Ridge Road, Lake Geneva, representing Care for Lake Geneva, which opposes the Comprehensive Plan Amendment and voiced their concerns.

Speaker #10: Stan Redmer, 1155 Lake Geneva Blvd, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #11: Antone DeCorre, New Zealand, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #12: Al Schwartz, 118 Evelyn Drive, Unit G, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #13: Pete Peterson, 1601 Evergreen Lane, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #14: Ernest Garygacks Jr, 3157 W Barry Drive, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #15: Ryan Salvik, business owner in Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #16: Rosemary Ross, 100 Evelyn Lane, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #17: Charlene Kline, 817 Wisconsin Street, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #18: David Frost, 1556 Orchard Lane, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #19: Pauline Bodine, 906 Badger Lane, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #20: Terry O'Neil, 954 George St, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #21: Marianna Hanchar, N1831 Birch, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #22: Sherry Ames, 603 Center Street, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #23: Maureen Marx, 834 Dodge St, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #24: Dredre Toner, Old Mill Creek, IL, a Landscape Architect, encouraged citizens, Plan Commission, and the City Council to work with the developer regarding this Comprehensive Plan Amendment.

Speaker #25: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #26: Dick Melman, N1991 S Lake Shore Dr, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

#### **D. Close Public Hearing.**

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

- 11. A. Consultant and City Staff presents a summary of the proposed Amendment to the Comprehensive Plan for the Geneva Inn Parcels:**
- 1. Several Geneva Inn parcels west of S. Lakeshore Drive are designated for the Planned Business future Land use category and are proposed to remain in this category;**
  - 2. The western one-third of the parcel east of South Lakeshore Drive is to change from the Agricultural & Rural land use category to the Planned Business land use category; and,**
  - 3. Several western parcels (west of S. Lakeshore Drive) are to change from the Agricultural & Rural land use category to the Planned Business land use category, so that all of the Geneva Inn parcels west of S. Lakeshore Drive are designated as Planned Business land use category. Tax Key Nos. IL120000-5C, IL120000-5C2, IL120000-5D, IL120000-5E, IL120000-5F and IL120000-4.**
- Planner Slavney explained the proposed Amendment.
- B. Public Hearing regarding a proposed Amendment to the Comprehensive Plan for the Geneva Inn Parcels:**
- 1. Several Geneva Inn parcels west of S. Lakeshore Drive are designated for the Planned Business future Land use category and are proposed to remain in this category;**
  - 2. The western one-third of the parcel east of South Lakeshore Drive is to change from the Agricultural & Rural land use category to the Planned Business land use category; and,**
  - 3. Several western parcels (west of S. Lakeshore Drive) are to change from the Agricultural & Rural land use category to the Planned Business land use category, so that all of the Geneva Inn parcels west of S. Lakeshore Drive are designated as Planned Business land use category. Tax Key Nos. IL120000-5C, IL120000-5C2, IL120000-5D, IL120000-5E, IL120000-5F and IL120000-4.**

Applicant Richard Torhorst, 500 Geneva Court, Lake Geneva, attorney representing Geneva Waterfront Inc & Big Foot Holdings LLC, requests a uniform classification for their properties. Commissioner Hill questioned the need for the request regarding the wetlands. Hill also shared her concern for Town of Linn. Planner Slavney stated it is common for a city to recommend land use beyond the city limits.

### C. Public Testimony

Speaker #1: Jim Strauss, N1517 Meadow Ridge Circle, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #2: Merilee Holst, a board of directors member for Geneva Lake Conservancy, which opposes the Comprehensive Plan Amendment and voiced the Conservancy's concerns.

Speaker #3: Pete Peterson, 1601 Evergreen Lane, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker# 4: Sonette Tippens N1524 Wildwood Road, Town of Linn, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #5: Jackie Getzen, 1550 Lakeview Drive, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #6: Tom Kinkaid, architect & land planner, owner of various homes around Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Speaker #7: Ted Peters, director of the Geneva Lake Environmental Agency, opposes the Comprehensive Plan Amendment and voiced the Agency's concerns.

Speaker: #8: Casey Shakey, Ridge Road, Lake Geneva, representing Care for Lake Geneva, which opposes the Comprehensive Plan Amendment and voiced their concerns.

Speaker #9: Denise Schnur, 701 Joshua Lane, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #10: Sally Edleman, 2312 W Main Road, Town of Linn, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #11: Don Vincent, representing for Grace Hanny, 311 Oakwood Lane, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced their concerns. Don Vincent, a member of Care for Lake Geneva, brought in petitions opposing this request.

Speaker #12: Dick Melman, N1991 S Lake Shore Dr, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced his concerns.

Alderman Straube arrived at 8:25pm.

### D. Close Public Hearing.

Kordus/Hill moved to close the public hearing. Motion carried 14 to 0.

## 12. A. **Consultant and City Staff presents a summary of the proposed Amendment to the Comprehensive Plan For 751 Geneva Parkway North plus adjacent remnant of Lot 2 to change from the Planned Industrial land use category to the Planned Business land use category. Tax Key Nos. ZGBC00001, ZGBC00001A, and ZGBC00002.**

Planner Slavney explained the proposed Amendment.

## B. **Public Hearing regarding a proposed Amendment to the Comprehensive Plan for 751 Geneva Parkway North plus adjacent remnant of Lot 2 to change from the Planned Industrial land use category to the Planned Business land use category. Tax Key Nos. ZGBC00001, ZGBC00001A, and ZGBC00002.**

Applicant Kim Pischke, Core Commercial, Appleton WI; Jennifer Kepple, attorney for Core Commercial, presented their request. Property owners were contacted and 75% of the owners signed off to release this parcel from the business park.

### C. Public Testimony

Speaker #1: Andy Dammeir, 908 Wells Street, Lake Geneva, executive director of the Lake Geneva Economic Development Corporation, in favor of the Comprehensive Plan Amendment and voiced potential concerns.

Speaker #2: Charlene Kline, 817 Wisconsin Street, Lake Geneva, opposes the Comprehensive Plan Amendment and voiced her concerns.

Speaker #3: Roger Wolff, 751 Geneva Parkway Blvd, Lake Geneva, owner of the property, in favor of the Comprehensive Plan Amendment.

**D. Close Public Hearing.**

Kordus/Hedlund moved to close the public hearing. Motion carried 14 to 0.

**Adjourn the City Council.**

Kordus/Hedlund motion to adjourn at 8:57p.m. Motion carried 14 to 0.

Plan Commission reconvened at 9:10 p.m.

**14. Discussion/Recommendation from Plan Commission regarding a proposed Amendment to the Comprehensive Plan for 905 West Main Street to change from the Neighborhood Mixed Use land use category to the Central Business land use category. Tax Key No. ZOP00243A.**

Planner Slavney echoed his thoughts of keeping the Neighborhood Mixed Use category for this property and making small scale changes through the Planned Development process. It would allow the Plan Commission & City Council to work with the applicant to craft unique regulations for a property. Changing to Planned Business Land Use would signal a full scale use of the property. Attorney Draper verified with Planner Slavney the process for the Comprehensive Plan. Draper stated the Comprehensive Plan process continues with the Plan Commission passing a resolution to certify to the City Council our recommendations. A resolution is adopted after the Plan Commission takes action.

Horne/ Gibbs motion to approve the change from the Neighborhood Mixed Use land use category to the Central Business land use category.

Roll Call: Kupsik, Gibbs, and Horne voting “yes” and Skates, Hill, Esarco, and Frederick voting “no.”

Motion failed 4 to 3.

**15. Discussion/Recommendation from Plan Commission regarding a proposed Amendment to the Comprehensive Plan for the Former Hillmoor Golf Course:**

- a. North section to remain in the Private Recreation Facilities land use category;
  - b. Central section to change from the Private Recreation Facility land use category to the Planned Mixed Use land use category;
  - c. Southwest section to change from the Private Recreation Facility land use category to the Two-Family /Townhouse Residential land use category; and,
  - d. WI Hwy 50 frontage to remain in the Private Recreation Facilities land use category.
- Tax Key Nos. ZYUP00001C, ZOP00001, ZYUP00131 and ZYUP00153.**

Commissioner Hill stated the former Hillmoor parcel is private property and addressed the wetlands portion of the property which is green space and cannot be developed. Hill recognized the applicant’s vision and willingness to work with the city and believes this project would be responsible development which will go through the Plan Commission. Hill approved of Planner Slavney’s recommendation to modify the southeastern portion of property to the Neighborhood Mixed Use land category. Fredericks discussed the Geneva Lake Conservancy ideas and Planner Slavney stated the Plan Commission would still control the zoning if the land use is specified private or public. City Administrator Oborn said the city continues to pursue grants for wetlands on this property. Alderman Skates recognized the history of the citizens wanting to partner with someone and discussed options for this development and how the developer wants to work with the city. Mayor Kupsik reiterated Planner Slavney’s modification to this proposed Amendment to the Comprehensive Plan, stating the Planned Mixed Use land use would be in the middle of the property and the southeastern portion would be Neighborhood Mixed Use land use.

Hill/Horne motion to recommend a resolution adopted by the Planning Commission to City Council, recommending an approval for parcels comprising the former Hillmoor Golf Course on the north side of Main Street, Tax Key Parcels ZYUP00001C, ZOP00001, ZYUP00131 and ZYUP00153 to include Planner Slavney's recommendations to retain the Private Recreation Facilities land use category in the northern portion of the site, mostly located in the environmental corridor, to retain the Private Recreation Facilities land use category along the immediate frontage of Hwy 50, to change the large central area from Private Recreation Facilities land use category to Planned Mixed Use land use category and to change the southwest area from Private Recreation Facilities land use category to Two Family Townhouse Residential and to include the southeastern central portion from Private Recreation Facilities land use category to Neighborhood Mixed Use land use category for all the reasons stated and discussed.

Roll Call: Kupsik, Skates, Hill, Horne, Frederick voting "yes" and Gibbs and Esarco voting "no." Motion carried 5 to 2.

**16. Discussion/Recommendation from Plan Commission regarding a proposed Amendment to the Comprehensive Plan for the Geneva Inn Parcels:**

- a. **Several Geneva Inn parcels west of S. Lakeshore Drive are designated for the Planned Business future land use category and are proposed to remain in this category;**
- b. **The western one-third of the parcel east of South Lakeshore Drive is to change from the Agricultural & Rural land use category to the Planned Business land use category; and,**
- c. **Several western parcels (west of S. Lakeshore Drive) are to change from the Agricultural & Rural land use category to the Planned Business land use category, so that all of the Geneva Inn parcels west of S. Lakeshore Drive are designated as Planned Business land use category.**  
**Tax Key Nos. IL120000-5C, IL120000-5C2, IL120000-5D, IL120000-5E, IL120000-5F and IL120000-4.**

The Plan Commission discussed what this proposed Amendment to the Comprehensive Plan would mean for the Town of Linn and the City of Lake Geneva in the future. Commissioner Frederick stated Geneva Lake needs to be protected since it is our biggest asset and resource.

Hill/Skates motion to deny the proposed Amendment to the Comprehensive Plan for Geneva Inn.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco, Frederick voting "yes" to deny. Motion carried 7 to 0.

**17. Discussion/Recommendation from Plan Commission regarding a proposed Amendment to the Comprehensive Plan for 751 Geneva Parkway North plus adjacent remnant of Lot 2 to change from the Planned Industrial land use category to the Planned Business land use category. Tax Key Nos. ZGBC00001, ZGBC00001A, and ZGBC00002.**

Planner Slavney stated the developer has the support of the property owner and the members of the business park and approves this request.

Kupsik/Horne motion to adopt a resolution from the Plan Commission to the City Council to approve the proposed Amendment to the Comprehensive Plan for 751 Geneva Parkway North plus adjacent remnant of Lot 2 to change from the Planned Industrial land use category to the Planned Business land use category for Tax Key Nos. ZGBC00001, ZGBC00001A, and ZGBC00002.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco, Frederick voting "yes." Motion carried 7 to 0.

**Adjournment of Plan Commission.** Hill/Skates motion to adjourn at 10:05 p.m. Motion carried 7 to 0.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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

**PLAN COMMISSION MEETING  
MONDAY, OCTOBER 16, 2017 – 10:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 10:08 p.m.

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

**Approve the Minutes of September 18, 2017 Plan Commission meeting as distributed.**

Horne/Gibbs motion to approve. Motion carried 7 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.**

**Downtown Design Review**

**Application by Elizabeth Chappell, 513 Broad Street, Lake Geneva, WI 53147, to add a sign and alter the facade at 511 Broad Street, Americuts, Tax Key No. ZOP00029.**

Elizabeth Chappell, 513 Broad Street, Lake Geneva, presented her request to add a new sign with a new name and update the façade at 511 Broad Street. Chappell stated with new name change, their business license will read Americuts doing business as Organi-Cuts.

Skates/Kupsik motion to approve and include any and all staff recommendations.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco, Frederick voting “yes.” Motion carried 7 to 0.

**Public Hearing and Recommendation for a CSM Lot Division Review filed by Richard Torhorst, PO Box 1300, Lake Geneva, WI 53147, on behalf of P & T Krueger Road LLC, for Tax Key Nos. JHIC00001, JHIC00002, JHIC00003, JHIC00004, JHIC00005, JHIC00006, JHIC00007 and JHIC00008.**

Richard Torhorst, representing P & T Krueger Road LLC, presented the Extraterritorial Jurisdiction (ETJ) request to vacate the existing 8 condominium lots and create 3 new lots.

Hill/Kupsik motion to approve the ETJ CSM.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne, Esarco, Frederick voting “yes.” Motion carried 7 to 0.

**Adjournment.** Hill/Skates motion to adjourn at 10:15pm. Motion carried 7 to 0.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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

**Board of Park Commissioners' Minutes**  
**Wednesday, September 27, 2017 – 6:30pm**  
**City Hall, Meeting Room 2A**

**Roll Call:** Present: Mayor Alan Kupsik, Park Board President Ann Esarco, Park Board Commissioners: Lynn Hassler, Barbara Philipps, Peggy Schneider, John Swanson, Dave Quickel. Excused absences: Brian Olsen, Alderman Doug Skates

Staff Present: Blaine Oborn (City Administrator), Neil Waswo (Street Superintendent)

Public Present: Emily Karls, Andy Kerwin, Rod Brenner, Claire Mathison

**Approval of Minutes from prior meeting:**

Motion by Swanson, second by Kupsik to accept minutes of June 28, 2017 as presented.  
Motion carried.

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

None

**YMCA/Veterans Park Report**

Scheduled: Soccer Tuesday and Thursdays. Fall Basketball and Flag Football on Saturdays.

Fields are maintained by the YMCA even when games are not being played.

**Permits/Park Donations:**

Motion by Kupsik, second by Swanson to accept the Ginkgo Tree donation from Baha'i Temple for placement in Library Park including that the plaque to be accepted as submitted.  
Motion carried.

Motion by Quickel, second by Kupsik to accept the permit request as submitted: Alzheimer's Walk on September 15, 2018 at Library Park from 7am – 1pm. Permit is for the use of Library Park only, not for Shore Path.

Motion carried.

Motion by Kupsik, second by Hassler to accept the permit request as submitted: Lakeland Community Church at Flat Iron Park on July 1, 2018 from 7am – 1pm, including the Brunk Pavilion.

Motion carried.

Motion by Kupsik, second by Swanson to accept the permit request as submitted, with verification: Bunge Family Reunion at Seminary Park Pavilion on July 14, 2018. Verify with Bunge Family that there will not be the use pyrotechnics, or the selling of liquor, food or merchandise. Motion carried.

### **Park Assignments/Repair Update/Maintenance**

Mr. Swanson reported that the Parks are in very good repair and commended City staff on their fine work. Minor items were brought to the attention of staff.

Vets Park play equipment vandalized. Equipment outdated and cannot be repaired, will need to be replaced.

Dunn Field and Vets Park had doors vandalized.

### **New Business**

Beautification Committee and BID suggest City Holiday Tree on Brunk Pavilion, decorate tree to expand the festive spirit of Lake Geneva into Flat Iron Park. Perhaps Beautification Committee can put up lights. Perhaps each year a business, BID, Club, etc. could sponsor the tree to help create a Winter Wonderland.

Section of Dog Park for small dogs only. Estimated cost in 2015 was \$6,100.

Motion by Quickel, second by Kupsik to carry forward to the next meeting to allow time for additional information on cost and design.

Motion carried.

### **Old Business**

Vandewalle Bicycle & Pedestrian Plan first workshop is October 30, 2017 at 6pm at City Hall. Workshop will be announced in City Alert Public Works will be the steering committee for this project.

Manning Way Park, equipment is in place, sidewalks and borders to be completed in early October. Manny Way Park is the first new park in the city in 22 years, and it includes an adaptive swing.

Tree Board Policy, carried forward.

Contract at Veterans Park for concession stand is expiring. Operated by the same person for the last seven seasons. This past season was the slowest in sales. Weather and youth tournaments affected the sales. Current individual willing to continue.

Motion by Hassler, second by Kupsik to renew Mr. Brenner's contract for Vets Park for the next season. At the same price of \$1,500.

Motion Failed.

Motion by Swanson, second by Philipps to put concession stand operations out for bid.

Motion carried.

Flat Iron Park wind sculptures come down easily, but go back up with difficulty. Therefore they won't be taken down for Venetian Fest in the future. Mayor Kupsik suggested that the sculptor be contacted as he stated he would repair if needed. Also there is a sculptor in town that will donate time towards the repair if needed.

**Future Meeting Agenda Items Old:**

Tree Board Policy – Need to distribute current policy before meeting date.  
Additional usage for Dunn Park/Disc Park

**Future Meeting Agenda Items New:**

Impact Fee Report  
Dedication for Manning Way Park

**Next Meeting:**

October 25, 2017 at 6:30 pm

**Other Meetings:**

Tree Board Meeting: October 25, 2017 at 6:00 pm (City Hall)  
Vandewalle Bicycle & Pedestrian Plan: October 20, 2017 at 6 pm (City Hall)

**Adjourn**

Schneider/Kupsik: Motion to adjourn at 8:32 pm. Unanimously carried.

/s/ Ann Esarco, Park Board President

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

**Board of Park Commissioners' Minutes**  
**Wednesday, October 25, 2017 – 6:30pm**  
**City Hall, Meeting Room 2A**

**Roll Call:** Present: Mayor Alan Kupsik, Park Board President Ann Esarco, Park Board Commissioners: Lynn Hassler, Barbara Philipps, Peggy Schneider, John Swanson, Dave Quickel. Absent: Brian Olsen Note: Lynn Hassler arrived at 6:45pm. Staff Present: None

**Approval of Minutes from prior meeting:**

Motion by Skates, second by Kupsik to accept minutes of September 27, 2017 with the change of Dingo Tree to Gingko Tree. Motion carried unanimously.

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

None

**YMCA/Veterans Park Report**

Currently in-between sports seasons. Last week finished up football and soccer. Basketball to begin in November. Pickle ball teams are full, and hard to get into. Boxing program for those that have Parkinson's Disease. About 11-12 participates that are in the boxing program suffer from Parkinson's.

**Permits/Park Donations:**

None

**Park Assignments/Repair Update/Maintenance**

Mr. Swanson reported that the Parks are in very good repair and commended City staff on their fine work. He stated that Vets Park is spotless and very well maintained. The West parking lot has had new grass planted and looks great.

Some minor repairs are noted: Vets Park, Field 5 needs some work and some trim needs to be repainted; Dunn Park – Dog Park, needs bags in middle of field, has some exposed wire by picnic table, some drain tile has been dug up – maybe consider football field grass in some of these dog park areas.

Manning Way – public is very pleased with the new park. Sidewalk from path to park has some metal stakes that need to be removed.

Dog Park – when entering the Dog Park there is a sidewalk that is on a decline, it can be slippery in the winter. A railing to help walkers grip onto may be helpful on that sidewalk.

Much appreciation to City staff for the great care that is given our parks.

## **New Business**

*Impact Fee Report* – We had \$47,000 in the account and have \$15,000 reserved for the Never Say Never Play lot. We also allocated \$20,000 to Manning Way, but need clarification of whether the \$20,000 has been withdrawn from the account. We also have park fees, but need verification of the dollar amount. Park Board ask City staff to provide a report on Impact and Park Fees monthly.

*Dedication of Manning Way Park* – Tentatively have planned for a dedication of the park on November 11, 2017 in the earlier morning hours. City staff to assist with scheduling and promoting. Manning Way Park is our first new park in a couple of decades.

*Bloomfield Dog Park* – On the Northwest end of Bloomfield property being developed by Brian Pollard there is a 12-14 acre area that may be able to be used for a park.

*Smaller Dog Park within Dog Park* – City staff to review and design options for a 50x60 or 60x60 small dog park area inside of the big dog park. Alderman Skates to work with City staff to develop a visual for a Park Board presentation, maybe for the December meeting.

## **Old Business**

*Tree Board Policy*, carried forward. The policy must be distributed to Park Board members at least one week before the next Park Board meeting on December 6, 2017.

*Additional use for Dunn/Disc Park area*, would like to use this for biking trail, including fat tire biking in the winter. Esarco to contact Attorney Draper for direction.

*Center Street* – Alderman Skates to contact Attorney Draper about getting Center Street noted as a park on city maps and other notations. Also consideration of parking options and signage.

## **Future Meeting Agenda Items Old:**

Tree Board Policy – Need to distribute current policy before meeting date.

Center Street Parking – Checking with P.D.

Small Dog Park Fencing

Impact/Park Fee Report

Pedestrian Path Workshop

Disc Golf usage as bike trail

## **Future Meeting Agenda Items New:**

Wish List Development

## **Next Meeting:**

December 6, 2017 at 6:30 pm

## **Other Meetings:**

Vandewalle Bicycle & Pedestrian Plan: October 30, 2017 at 6 pm (City Hall)

Tree Board Meeting: January 24, 2018 at 5:30 pm (City Hall)

**Adjourn**

Motion to adjourn by Quickel, second by Philipps: Motion at 7:53 pm. Motion carried unanimously.

/s/ Ann Esarco, Park Board President

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



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Ad-Hoc Strategic Planning Committee Meeting  
Wednesday, September 6, 2017, 9:30 a.m. to 11:00 a.m.  
Library Director's Office, 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, Lafrenz, Lyon, and Oppenlander  
Also Present: Library Director Kornak

### Minutes

Lyon/Oppenlander motion to approve the minutes of the August 23, 2017 meeting. Motion carried unanimously.

### Discussion

Committee Commission: Gelzer presented a draft statement defining the committee's milestones; setting timetable not to exceed June 2018; and outlining responsibilities. There was a brief discussion on clarifying some of the points – Gelzer indicated this could be modified if needed.

Lyon/Halverson motion to approve the Committee Commission for presentation at the September 14, 2017 Board of Trustees meeting. Motion carried unanimously.

### Information gathering:

- The Lake Geneva Schools Strategic Plan 2016 was discussed as a model summary/schematic for public presentation and use on website; more plans will be sought as models.
- City of Lake Geneva Comprehensive Plan is available at:  
[http://www.626geneva.com/Compplan/City%20of%20Lake%20Geneva%20Comprehensive%20Plan%20Adopted%208.30.11%20\(with.pdf](http://www.626geneva.com/Compplan/City%20of%20Lake%20Geneva%20Comprehensive%20Plan%20Adopted%208.30.11%20(with.pdf)
- Geneva Lake Museum has published mission statement but no formal strategic plan
- Community Input Worksheet (attached) focused discussion of the information gathering process: solicit input from audience or groups ; information sought; methods and costs; special needs.



# LAKE GENEVA PUBLIC LIBRARY

## Planning Calendar:

- Last Wednesday of the month, 9:30 a.m.
- September 27 (topic: how we got here: archives, deed, exterior building tour, etc.)
- October 25 (topic: data collection, what we know, what we need, UW-W guest)
- November 29 (topic: finalize plan processes and assignments)
  
- December 20 (topic TBD)

## Budget draft:

- Possible funds available: City of Lake Geneva, Library contingency fund, Trustees budget, LGPL Foundation, Friends
- Range \$10,000 - \$15,000 is estimated cost
- Gelzer will provide any needed support representing committee.

Gelzer asked Oppenlander if presentations could be made as part of the process at Trustee meetings. Example is area library leaders talking about challenges and opportunities in their communities. Oppenlander stated this is a real possibility, agenda and business load as variables.

## Adjournment

Halverson/Oppenlander motion to adjourn. Motion carried unanimously.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,  
Chris Brookes  
Secretary

**Next meeting: Wednesday, September 27, 9:30 a.m., Smith Meeting Room**



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## Adjournment

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The meeting was adjourned at 11:00 a.m.

Respectfully submitted,  
Chris Brookes  
Secretary

**Next meeting: Wednesday, September 27, 9:30 a.m., Smith Meeting Room**

## Lake Geneva Historic Preservation Commission Meeting Minutes

September 14, 2017 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, Louise Rayppy, Jim Davis. Mary Tanner, Patrick Quinn, Jackie Getzen and Elizabeth Chappell were absent. Provisional member: Chris Brookes.

Approval of minutes of Historic Preservation Commission Meeting of August 10, 2017.

Comments from the public and correspondence. Mary Jo Fesenmaier attended our meeting to discuss the future of Hillmoor Country Club. She is in favor of preserving the property as open space; and she is asking if we would write a letter to the Lake Geneva Conservancy explaining that this land should be saved as private recreation. And that the Comprehensive Master Plan should not be changed.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners.

The Museum had a very good turnout for their Grand Opening of the Northwestern Military and Naval Academy Exhibit on September 16th, with quite a few alumni attending. And of course, Chris Brookes was there as her father was the Headmaster of the school. Tuesdays @ Two programs: Levi Leiter to Lake Geneva Manor, October 17th.

Update on the historic 1928 Geneva Theater Building and the restoration work at The Riviera. The Geneva Theater Actor's Guild will be bringing theater performances to the theater once a month from September through May. The founders of the Guild, who will also be performing, are: Harold Johnson, Janelle Powers and Gordon Wisniewski. For October: A collection of work by Edgar Allen Poe, just in time for Halloween. The work on the Riviera will start in the next few months.

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 is having their Maple Park Lantern Tour on Saturday, September 30th at 6-8 P.M., \$15.00 per person.

Review of recent bills, invoices and the current balance in the 2017 Historic Preservation Commission City Budget and discussion regarding proposed 2018 LGHPC Budget. The current balance is : \$1,342.67. We are requesting that the budget for 2018 remain the same at \$6,500.00.

Update regarding proposed Lake Geneva Historic Railroad Site proposed by the late Ed Yaeger, creation of a plan for Proposed Historic Railroad Site for review and comment by the City of Lake Geneva and acknowledgement of Ed Yaeger’s contribution to historic preservation in Lake Geneva. Tom Earle of the Street Department said that when things slow down in the Fall, they will clean up the railroad site. The paving stones are O.K., the crew will just mow over them. Doug Skates needs to put it on the agenda. Ken will call Doug. If this all works out it will be a wonderful tribute to Ed Yaeger.

Update regarding the status of the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center, getting the app in the Apple App Store and creation of an Android version. The City has joined the Apple Developer Program. Now that the account has been set up Dr. Platt can upload the app for approval from Apple—which is a process that can vary in duration. She will keep us posted on the process.

Report regarding restoration of the wall signs at the Dunn Lumber Warehouse Building on North St. and potential new projects for the LGHPC, including future “Tales of Lake Geneva” and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). No new information.

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, and creation of new Historic Plaque for the 175th Anniversary of St. Francis de Sales Parish. We issued two new plaques: Karen & Daniel Gallo, 222 Warren St.-1870. Steve Drebois, 1012 Dodge St.-1915. St. Francis de Sales had their Historic Plaque Presentation on September 20th at 4:30 p.m., in honor of their 175th Anniversary of the Parish.

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 7:35 P.M.

Respectfully submitted,

Louise M. Rayppy

## Lake Geneva Historic Preservation Commission Meeting Minutes

October 12, 2017 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. Mary Tanner, Jackie Getzen and Elizabeth Chappell were absent. Provisional member: Chris Brookes.

Approval of minutes of Historic Preservation Commission Meeting of September 14, 2017.

Comments from the public and correspondence. Received an E-mail from Bridget Leech. The Bid is applying to become a Connect Community. She is asking for our help in providing dates on buildings that are only in the Bid District.

Reports from the Geneva Lake Area Museum and Maple Park Homeowners. Tuesdays @  
Two programs: Black Point—The Novel, November 7th; Eastland Disaster of 1915, November 14th.

Update on the historic 1928 Geneva Theater Building and the restoration work at The Riviera. The Geneva Theater Actor's Guild will be bringing theater performances to the theater once a month from September through May. The City is looking for a new architect for The Riviera.

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 will be closing for the season at the end of the month. No future information available at this time.

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

Update regarding proposed Lake Geneva Historic Railroad Site proposed by the late Ed Yaeger, creation of a plan for Proposed Historic Railroad Site for review and comment by the City of Lake Geneva, and acknowledgement of Ed Yaeger's contribution to historic preservation in Lake Geneva. Public Works Committee gave us approval to move ahead with the Site, but we still need to get approval from the entire City Council. We received two good bids from Lakes Brick & Block and B & J Landscaping. The question is how are we going to pay for this, since

our budget for next year has been reduced. Street Department will clean up the site sometime this Fall. Ed Yaeger's wife said at the Memorial people donated \$1,000 toward the site.

Update regarding the status of the I-phone app version of A Historic Lake Geneva Walking Tour created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center, getting the app in the Apple App Store and creation of an Android version. We are up and running concerning our Lake Geneva Walking Tour app. But there was a question concerning some of the pictures shown were not the best ones. Dr. Platt explained how we could change that. Concerning the Android version—the project 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.

Report regarding restoration of the wall signs at the Dunn Lumber Warehouse Building on North Street and potential new projects for the LGHPC, including future "Tales of Lake Geneva" and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). Patrick Quinn suggested that we write a letter to Mike Dunn concerning the building, that the City will not gain control of the building just because it has been painted. At our last meeting it was suggested that we have a "Tales of Lake Geneva" at the Geneva Theater sometime this winter.

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, and presentation of new Historic Plaque for the 175th Anniversary of St. Francis de Sales Parish. No new information.

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 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy

**OAK HILL CEMETERY BOARD MINUTES  
WEDNESDAY, May 3, 2017–4:00 PM  
LAKE GENEVA CITY HALL, ROOM 2A**

Meeting was called to order by Chairman Read at 4:00PM

**Roll Call.** Present: Clarence Read, Maureen Allenstein, Coryn Commare, and Alderman Bob Kordus. Absent: Arleen Krohn.

**Comments from the public limited to 5 minutes.** None.

**Approve Cemetery Commission minutes from May 3, 2017.**  
Allenstein/Kordus motion to approve the minutes. Motion carried 4 to 0.

**Discussion/Recommendation on Cemetery Equipment**  
No action taken.

**Discussion/Action on Cemetery Walk with the Museum.** Kordus/Allenstein motioned to continue to next meeting.  
Motion carried 4-0.

**Discussion/Update on Cemetery Software.**  
No action taken.

**Date and Agenda items for next meeting.** Next meeting is scheduled for October 18, 2017 at 4:30PM at City Hall.

**Adjournment.** Read/Kordus motion to adjourn at 4:35PM. Motion carried 4-0.

/s/Blaine Oborn, City Administrator

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY BOARD**

**OAK HILL CEMETERY BOARD MINUTES  
WEDNESDAY, OCTOBER 18, 2017 – 4:30 PM  
LAKE GENEVA CITY HALL, CONFERENCE ROOM 2C  
626 GENEVA ST, LAKE GENEVA**

Meeting was called to order by Chairman Read at 4:31pm

Present-Clarence Read, Maureen Allenstein, Coryn Commare, Arleen Krohn. Absent: Alderman Kordus and City 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. Comments will be limited to 5 minutes:** None

**Approve Cemetery Commission minutes from July 18, 2017.** Commare/Read motion to approve. Motion carried 4 to 0.

**Discussion/Recommendation on Cemetery Financials.** Sheila from Edward Jones provided annual financials updates. Portfolio needs to be rebalanced and authorization required. Sheila will contact City Administrator for assistance on obtaining authorization and getting account paperwork updated.

**Update/Recommendation on software program for Oak Hill Cemetery.** No updates. City Administrator to provide full update on project progress and time to completion during next meeting.

**Discussion/Recommendation on Cemetery Equipment.** No updates.

**Discussion/Recommendation on Cemetery Maintenance.** Chairman Read met with City Arborist on tree situation at Oak Hill. 8 trees are marked to be cut down. Discuss further during next meeting proposal for new tree planting at Oak Hill.

**Discussion/Action/Recommendation Walks at Oak Hill Cemetery.** Interested in a collaborative event with the Geneva Lakes Museum and will invite Jim Davis to next meeting in January for further discussion.

**Date and Agenda items for next meeting.** Next meeting will be January 17<sup>th</sup>, 2018, 4:30pm at City Hall.

**Adjournment.** Allenstein/Krohn motion to adjourn at 5:10pm. Motion carried 4-0.

/s/Coryn Commare, Secretary

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY BOARD**

**AVIAN (BIRD) COMMITTEE**  
**MONDAY, SEPTEMBER 25, 2017 – 5:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

**Meeting was called to order by Chairman Halverson at**

**Roll Call:** Present: Halverson, Leonard, McConnell, Swanson, and McConnell. Absent: Commare.  
Also present City Administrator Oborn.

**Approval of minutes from July 24, 2017 meeting as distributed**

Motion to approve minutes by McDonnell/Leonard and motion passed 4-0.

**Comments from the public limited to 5 minutes (None)**

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

Leonard reported that she is not pursuing additional money and inventory at this time given the need to focus on installation.

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

Leonard is working with expert and City staff on possible locations to consider including: 1) Museum, 2) Business Park, and 3) Library Park. Meeting with Street Superintendent Waswo regarding locations on Wednesday at 3:00 pm. Motion to approve Leonard handling the locations by Halverson/McDonnell and motion passed 4-0.

**Review of Swift Night Event**

Sara did an excellent job! Plan to continue with September date next year.

**Seeking volunteers for nest checking of Purple Martins**

Looking for volunteers. Leonard to work on hand out with help from experts. McConnell to go to Audubon.

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

Leonard to reach out to museum with possible Tuesday at 2:00 pm event. Halverson to reach out to the library.

**Discussion/Recommendation of future agenda items**

Future item: Volunteers. Next meeting on November 13 at 5:00 pm

**Adjournment**

Leonard/McDonnell motion to adjourn at 5:43pm. Motion carried unanimously.

/s/ Blaine Oborn, City Administrator

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

**TOURISM COMMISSION MINUTES  
WEDNESDAY, SEPTEMBER 13, 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 August 9, 2017**

Motion Carstensen/Lorenzi to approve and motion carries unanimously.

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

Svitak gave an update report on area hotel occupancy.

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

Leech gave report on BID and pedestrian study.

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

Gelting/Carstensen motioned to approve the 2018 Budget as present and motion carries unanimously.

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

Request to create a flyer with applications due October 1, 2017.

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

**The Riviera Building Promotion and Renovation.** Lorenzi noted that cancel wedding at the Riviera will determinably affects hotel occupancy. Commissioners to encourage the Piers, Harbor, and Lakefront Committee to schedule 2019 wedding and do the renovation in phases.

**Cooperative Convention Center (Lodging by the Lake).** Leech working on groups trying to coordinate conventions and lodging.

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

The consensus was for City Hotel occupancy rates, to use both the STR and City Room Tax Occupancy reporting. The Administrator was asked to get a City Attorney opinion on if the City on the Room Tax collection form could require or optional ask lodgings to report occupancy rates. Joe Tominaro from Visit Lake Geneva mentioned the possibility that STR may offer free subscriptions.

**Discussion/Action on 2018 Tourism Commission Budget Presentation of Proposals by Tourism Entities for Tourism Promotion Services/Functions**

No Action

**Future agenda items and meeting date**

Future items: Attorney opinion of Room occupancy reporting and update on Piers, Harbor, and Lakefront action on the Riviera. Next meeting October 11th at 5:00 PM

**Presentation of Proposals by Tourism Entities for Tourism Promotion Services/Functions**

**VISIT Lake Geneva.** VLG requesting the same funding as currently provided. Visitors Center encourages business development. DMO for 412 members with 80% of revenue coming from Room Tax with overall \$1 million budget. 2,300 hotel rooms and 70% of partners in Lake Geneva. #6 Tourism County in the state of WI. Asking for a 3 year commitment.

**Walworth County Visitors Bureau.** Walworth County VB has two full-time and 3 part-time staff and uses Nie Turner and also oversees Delevan Tourism Industry, and Dine Around the Lake with a focus on winter activities. Recognizes VLG with partnership for group travel since 2009. WCVB has 300+ members and a DMO. Commission could fund only promotion of coach travel.

**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 Tourism Entities Proposals**

Motion by Gelting/Carstensen with unanimous roll call vote to go into close session and include the City Administrator and Mayor.

**Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session.** Motion to return to open session by Carstensen/Hedlund with unanimous roll call vote.

Motion by Gelting/Flowers to negotiate a three year agreement with Visit Lake Geneva and motion carries unanimously.

**Adjourn.** Motion by Hedlund/Flowers to adjourn at 7:47 pm. Motion unanimously carried.

/s/ Blaine Oborn, City Administrator/Secretary

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