COMMITTEE OF THE WHOLE
MONDAY, FEBRUARY 1, 2021 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

COUNCIL PRESIDENT, RICH HEDLUND
ALDERPERSONS: JOAN YUNKER, MARY JO FESENMAIER, TIM DUNN, CINDY FLOWER, SHARI STRAUBE, KEN HOWELL, AND JOHN HALVERSON

AGENDA

THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC. IN-PERSON ATTENDANCE WILL BE LIMITED TO NO MORE THAN 13 PEOPLE, ON A FIRST COME FIRST SERVED BASIS. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

- Links to the City of Lake Geneva's live video stream can be found at www.cityoflakegeneva.com/video
- Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
- Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free)
- **Access Code**: 9746153
- You can provide public comment on agenda items by appearing in person or by emailing your comments to the City Clerk at cityclerk@cityoflakegeneva.com or you may deliver your written comments to the City of Lake Geneva City Hall, 626 Geneva Street, Lake Geneva, WI 53147. All written comments must be provided to the City Clerk by 5:00 P.M. on the date of the meeting. All written comments will be read aloud during the agenda item when public comments are allowed during the meeting.

1. Council President Hedlund calls the meeting to order
2. Pledge of Allegiance – Ald. Howell
3. Roll Call
4. 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.
5. **Presentation regarding CD3 Boat Cleaning Kiosk**
6. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
    a. Finance, License & Regulation Committee, Alderperson Howell
    b. Personnel Committee, Alderperson Hedlund
    c. Public Works Committee, Alderperson Flower
    d. Piers, Harbors, & Lakefront Committee, Alderperson Yunker
7. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
    a. Utility Commission, Alderperson Flower

b. Tree Board, Alderperson Halverson

c. Police & Fire Commission, Alderperson Yunker

d. Plan Commission, Alderperson Dunn

e. Board of Park Commissioners, Alderperson Fesenmaier

f. Library Board, Alderperson Halverson

g. Historic Preservation Commission, Alderperson Dunn

h. Cemetery Board, Alderperson Howell

i. Avian Committee, Alderperson Flower

j. Tourism Commission, Alderpersons Hedlund & Fesenmaier

k. Riviera Ad Hoc Restoration Committee, Alderperson Fesenmaier

l. Communications Ad Hoc Committee, Alderperson, Fesenmaier

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

a. VISIT Lake Geneva, Alderperson Straube

b. Geneva Lake Museum, Alderperson Dunn

c. Lake Geneva Economic Development Corporation, Alderpersons Hedlund & Howell

d. Geneva Lake Environmental Agency, Alderperson Fesenmaier

e. Geneva Lakes Family YMCA, Alderperson Flower

f. Geneva Lake Use Committee, Alderperson Dunn

g. Business Improvement District, Alderperson Straube

9. Adjourn

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

cc: Aldermen, Mayor, Administrator, Attorney, Media

COMMITTEE OF THE WHOLE MINUTES
MONDAY, DECEMBER 7, 2020 – 6:00 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

COUNCIL PRESIDENT, RICH HEDLUND, ALDERPERSONS: JOAN YUNKER, MARY JO FESENMAIER, TIM DUNN, CINDY FLOWER, SHARI STRAUBE, KEN HOWELL, AND JOHN HALVERSON

Council President Hedlund called the meeting to order at 6:00 p.m.

Alderperson Hedlund led the Committee of the Whole in the Pledge of Allegiance.

Roll Call

Present: Hedlund, Halverson, Howell, Flower, Fesenmaier, Yunker, and Dunn

Absent: Straube

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.

None

STANDING COMMITTEE REPORTS. The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.

Finance, License & Regulation Committee, Alderperson Howell

The next FLR meeting is immediately following this Committee of the Whole meeting. Agenda items include Riviera leases and rates. Items to be discussed in upcoming meetings include bank borrowing rates, the Veteran's Park Concession Stand, and the YMCA contract.

Personnel Committee, Alderperson Hedlund

The new harbormaster search is ongoing. The employee compensation schedule is a future agenda item.

Public Works Committee, Alderperson Flower

Paid parking will begin February 1st, 2021. The 2020 street paving project is wrapping up. Updates are given on the 2021 paving project. Evaluations have begun for the 2022 street paving project.

Discussion regarding traffic signal on Edwards Blvd and Townline Rd

Alderperson Flower noted the signal is located on Edwards Blvd and Bloomfield Rd, not Townline Rd. She is looking for general feedback from the Council on the signal as well as the Agreement between the City and Town of Geneva

Alderperson Hedlund directs that this item should be referred to a committee, either Public Works or FLR, as an agenda item.

Garbage can placement informational flyers will be distributed.

The Street department is holding an online auction.

Piers, Harbors, & Lakefront Committee, Alderperson Yunker

The meeting in December is canceled, and future agenda items include the updating of the boat slip/buoys/kayak rates, as well as the Harbormaster hiring process.

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

Utility Commission, Alderperson Flower

Dodge tower has been raised.

The Commission has approved two new payment options, elected its officers, approved its budget, and completed all employee evaluations.

Tree Board, Alderperson Halverson

The Tree Board is working on getting identification tags on trees. They are working on a program where grade school children take and plant seedlings, and then return them to Maple Park after a few years of growth. The Board is also looking for more funds.

Police & Fire Commission, Alderperson Yunker

Command unit, fire boat, and fire engine #2 are approved and in the budget.

Plan Commission, Alderperson Dunn

Future agenda items include possible Ordinance changes and the suggestion of a Gateway ordinance.

Board of Park Commissioners, Alderperson Fesenmaier

Each commissioner has been assigned specific parks to monitor for needs. There is an opening on the Park Board after a resignation.

TAP grant. Park & Open Space Plan expired.

Library Board, Alderperson Halverson

The Library is back to curbside pickup only; this includes copy and fax services.

Historic Preservation Commission, Alderperson Dunn

Committee is continuing to distribute Historic plaques. The Oakhill Cemetery Historic Site application has been approved.

Cemetery Board, Alderperson Howell

Has not met, but will soon in order to discuss how the Historic Site application will affect them.

Avian Committee, Alderperson Flower

The Bird City application is being worked on. The committee received a grant and a donation to assist in education programs.

Tourism Commission, Alderperson Fesenmaier

VISIT Lake Geneva contract was renewed. New contract with Walworth County Visitor's Bureau with a large focus on bus trips.

Riviera Ad Hoc Restoration Committee, Alderperson Fesenmaier

Mayor Klein gave an update on restoration progress including the chandelier. Design team renderings of first floor and ballroom are coming soon. Terrazzo flooring was discovered on the first floor under epoxy flooring. The elevator has been ordered. Fundraising efforts are ongoing and the committee is exploring options such as professional fundraisers and grants, as well as private donations. The next meeting will be called as soon as color samples for window treatments are received.

Communications Ad Hoc Committee, Alderperson, Fesenmaier

The Committee has received an extension for the next 6 months. The next project the committee is looking at is a website update. They would like to find a way to receive information from the public, similar to how we are able to push information to the public via Nixle. The Committee is looking at holding a public information/input session on the Riviera progress via ZOOM on Wednesday, January 20th at 6:00 pm.

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

VISIT Lake Geneva, Alderperson Straube

Alderperson Straube absent, no update was given.

Geneva Lake Museum, Alderperson Dunn

Parade of Trees is open on the first level of the Museum; more participants are involved this year including reigning champions Simple Bakery. This has increased weekend attendance.

The Museum is in need of more members as well as volunteers.

Lake Geneva Economic Development Corporation, Alderpersons Hedlund

A meeting was held in October, and the November meeting was cancelled. Recent topics include the sale of all but 20 acres by the bypass, and the election of officers.

They are actively looking for property to develop.

Geneva Lake Environmental Agency, Alderperson Fesenmaier

Next meeting will be held on December 17th. Topics to discuss will be the filling of Ted Peters' job, and the continuing efforts with Starry Stonewart elimination.

Geneva Lakes Family YMCA, Alderperson Flower

No November meeting. Membership is down-outdoor events this year were more successful. Working on fundraising-possibility of a virtual annual dinner.

Geneva Lake Use Committee, Alderperson Dunn

Uniform noise ordinance for the lake was not approved by all governing bodies.

Business Improvement District, Alderperson Straube

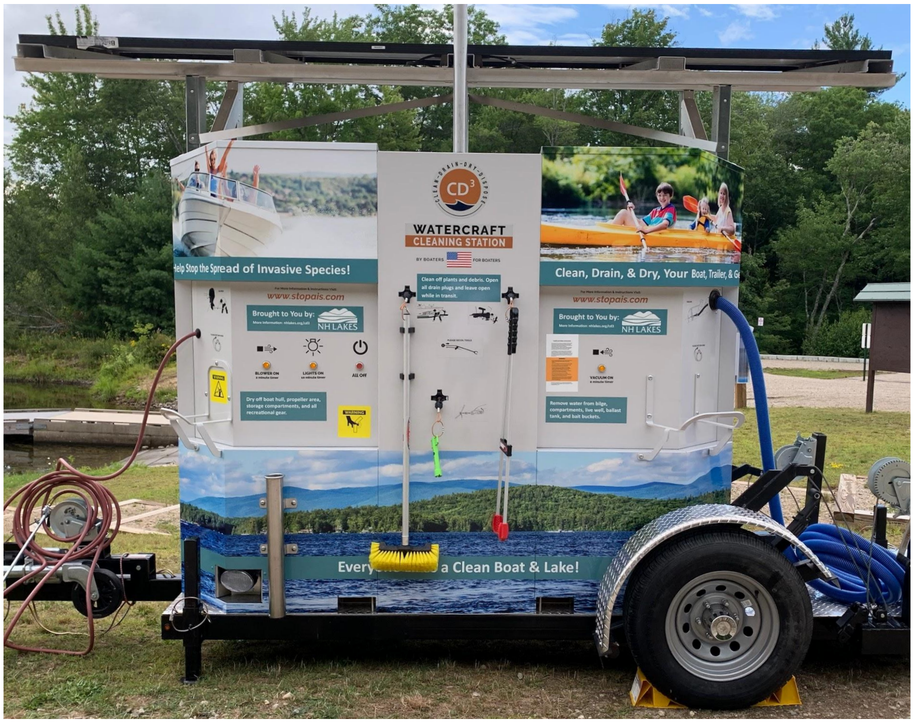
Alderperson Straube absent, no update given.

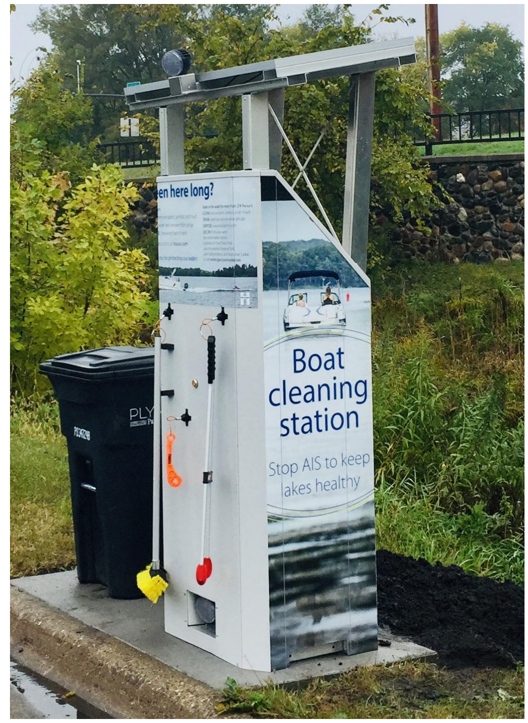
Adjourn

Motion to adjourn by Alderperson Yunker second by Alderperson Fesenmairer. Motion carried 7-0; the meeting adjourned at 7:04 pm.

CD³ Systems Educational Kiosk
Custom Wrap Overview

Engage the public at access sites with custom AIS information, community partner decals & specific call-to-action on all sides.*

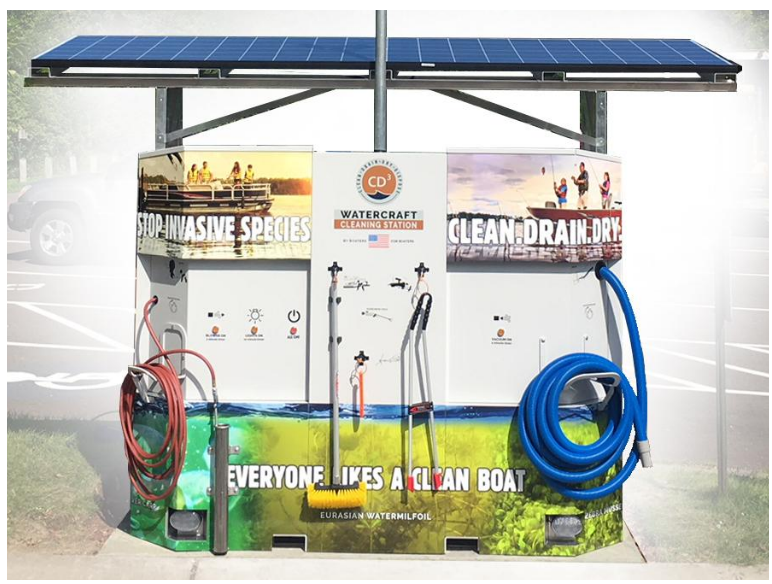




CD³ Station/Wayside/Trailer:
Top left: 41.8" x 20.3"
Top right: 41.8" x 20.3"
Bottom: 110" x 25"

CD³ Outpost:
Request dimensional templates

Material: 180-10C, laminated vinyl with UV protection



*All CD³ Systems will come standard with operational instruction decals, legal disclaimers and button functions in middle panel area for on/off of lights, vacuum & blower.

CD³ General Benefit Corporation
www.cd3station.com | stopais@cd3station.com | 612.467.9441

Patent Pending | Made in USA |

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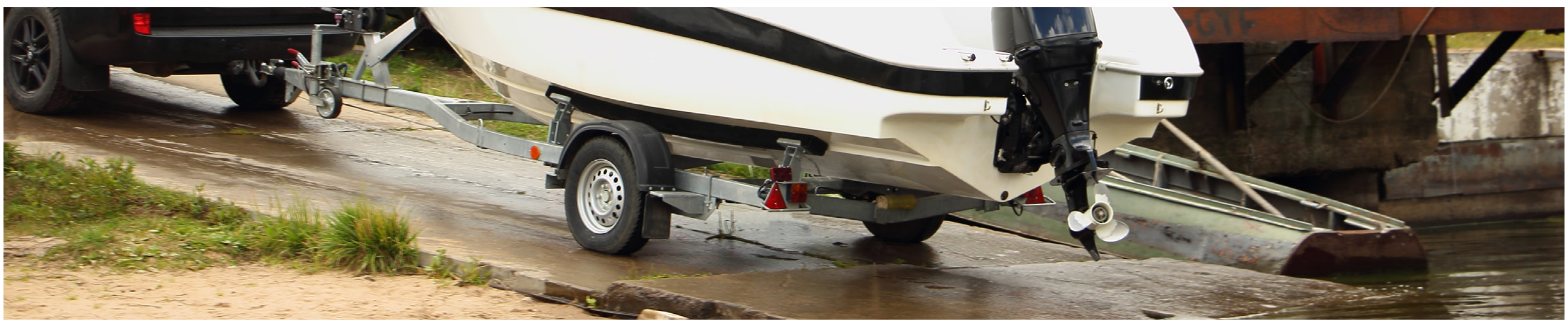
County-Wide Prevention Infrastructure: Hennepin County

CD³ Case Study

The Problem:

Located within the Minneapolis-St. Paul metro area, Hennepin County is home to over 60 public boat ramps that span the urban to rural spectrum. Ownership of public accesses is shared across many state and local government agencies. This presents challenges for regional standards for prevention actions.

Hennepin County is a leader in the State of Minnesota in the development of behavioral cues including signage, pavement markers, arrows, and cleanout zones at public accesses. After covertly observing behaviors of boaters without staffed inspectors, they realized that these efforts were not enough for the public to take 24/7 action.

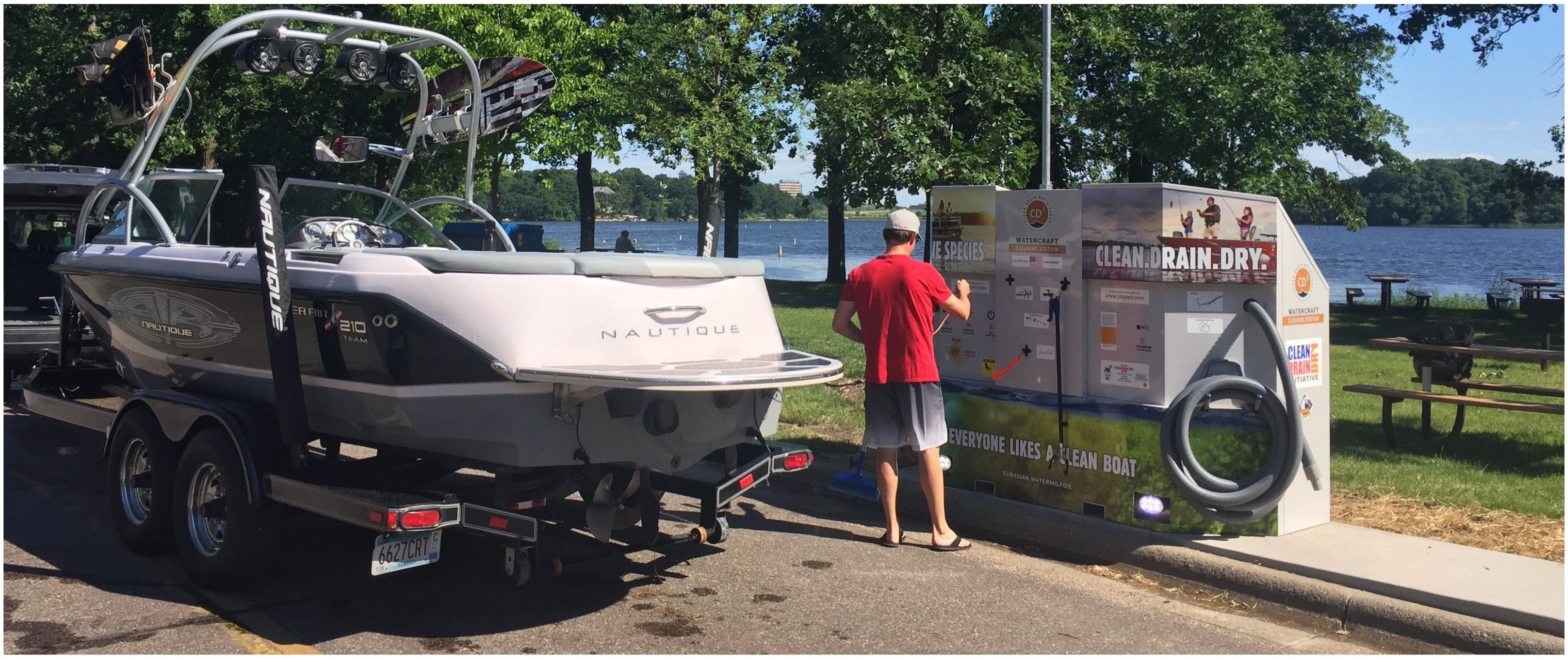


The Solution:

Starting in 2017 the county began investing in CD³ Waterless Cleaning Systems as a pilot to see if CD³ systems can facilitate positive behavior changes and empower the day-boating public to self-decontaminate boats by cleaning, draining, and drying.

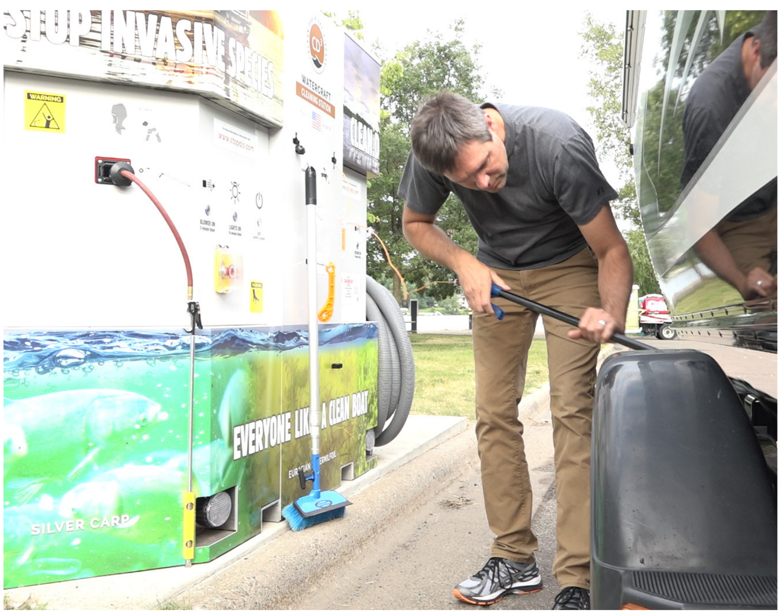
"Arrows away from the launch to a 'Stop Here' pavement markers or sign have really worked to increase awareness and develop behavior patterns that direct people to use the tools." Stated Tony Brough, Senior Water Resource Planner. He continued, **"After seeing how well this worked, we realized that on some sites multiple units will help move boaters away from the launch in periods and increase prevention actions."**

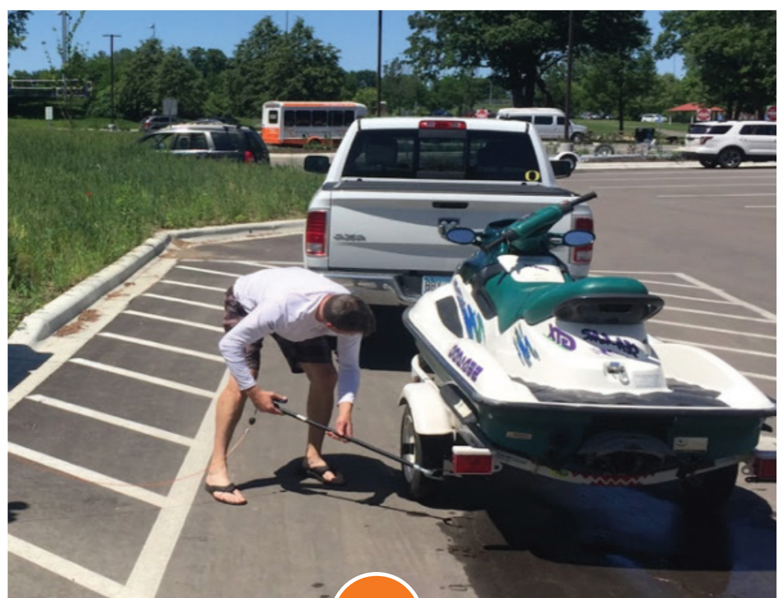
The county also developed an AIS community engagement strategy that provides grants for CD³ Systems for partners that would help take on operations and maintenance of the equipment. By the end of the 2019 boating season, three local government agencies, two lake associations and one non-profit have partnered with the county to procure and manage CD³ systems at 8 locations.



The Results:

Over the first season in 2017 at 3 public access locations, CD³ Systems logged over 6,000 tool uses. In 2018, the tool use increased by 50% and the county had covert observations of boaters and determined that with CD³ Systems present there is a 70% reduction in AIS violations. In 2019, with 7 CD³ systems in the county, the equipment had nearly 25,000 total tool uses. Accessible 24/7, CD3 Stations had been proven to extend AIS budgets and that the public used the equipment. CD³ Stations will be part of the AIS plan and budget options for the foreseeable future of Hennepin County.





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FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, DECEMBER 1, 2020 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

Alderperson Howell called the meeting to order at 4:30 p.m.

Roll Call
Present: Howell, Yunker, Fesenmaier, Halverson, and Hedlund
Absent: None

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes
Spyro Condos; 1760 Hillcrest Dr; Spoke in favor of Resolutions 20-R81 and 20-R82.

Charlene Klein; 817 Wisconsin St; Spoke in favor of Resolutions 20-R81 and 20-R82.

Cindy Flower; 533 Haskins St; Spoke in regards to the new buoys and slip rates and would like that they be structured similarly to the other buoys/slips. She added that the people on the waiting list should have first right of refusal for these newly acquired slips/buoys.

Joan Dunham; 1341 Dodge St; Spoke in favor of the newly acquired slips/buoys being awarded to individuals on the waitlist.

Approve the minutes of the November 17, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Fesenmaier to approve, second by Hedlund. No discussion. Motion carried 5-0.

Licenses & Permits

NONE

Discussion/Recommendation regarding setting the rates for the newly acquired slips and buoys located at the Riviera ***(Piers, Harbors, and Lakefront Committee recommended the 2021 Slip Rate to be $5,934.22 and the 2021 Buoy Rate to be $2,591.08; both rates to include tax)***
Motion by Hedlund to approve, second by Yunker.

Motion to amend by Fesenmaier to change the 2021 rates for Riviera slips and Riviera buoys to three categories: resident rate, set at a 0% increase for 2021, non-resident property owner rate, set at a 2%, and non-resident rate, set at a 5% increase from the rates previously set by Gage Marine, second by Halverson.
Fesenmaier stated that this change would allow for the different tiers based on the other slips and buoys.
Amended motion carried on a roll call vote 3-2 with Yunker and Hedlund voting no.
Main motion as amended carried a roll call vote 3-2, with Yunker and Hedlund voting no.

Discussion/Recommendation regarding 2021 rates for Boat Slips, Buoys, and Kayaks ***(Piers, Harbors, and Lakefront Committee recommended the 2021 rates increases as 5% for residents and 8% for non-resident & non-resident property owners)***
Motion by Hedlund to approve, second by Yunker.

Motion to amend by Fesenmaier that the resident rate not increase for 2021, no second was offered. Amendment failed.
Motion carried on a roll call vote 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding approval of the 2021 contract for landscaping maintenance services with Breezy Hill Nursery, including Addendum #1 in an amount not to exceed $19,853.42
Motion by Hedlund to approve, second by Yunker. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R81** Providing for the Sale of Approximately $2,360,000 Taxable General Obligation Promissory Notes, Series 2021A
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried on a roll call vote 5-0.

Discussion/Recommendation regarding **Resolution 20-R82** Providing for the Sale of Approximately $7,120,000 General Obligation Promissory Notes, Series 2021B
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried on a roll call vote 5-0.

Presentation of Accounts

Prepaid Bills in the amount of $ 22,208.26
Motion by Howell to approve, second by Halverson. No discussion. Motion carried 5-0.

Regular Bills in the amount of $166,571.03
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Motion to go into Closed Session pursuant to Wis. Statute 19.85 (1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, RE: **1) 2021 Riviera Lower Level Lease Rates & 2) 2021 Riviera Lower Level Tenant List**
Motion by Hedlund to convene the committee into Closed Session and to include aldermen, the Mayor, Attorney, and City Staff, second by Howell. Motion carried on a roll call vote 4-1, with Fesenmaier voting no. The Committee convened into Closed Session at 4:58 p.m.

Motion to return to open session pursuant to Wisconsin Statues 19.85 (2) and take action on any items discussed in closed session
Motion by Fesenmaier to reconvene the Committee into Open Session, second by Halverson. Motion carried on a roll call vote 5-0. The Committee reconvened into Open Session at 5:03 p.m

Motion by Fesenmaier to continue to the next Finance, Licensing, and Regulation Committee meeting, second by Halverson.

Adjournment

Motion by Fesenmaier to adjourn, second by Hedlund. Motion carried 5-0. The meeting adjourned at 5:03 p.m.

SPECIAL FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
MONDAY, DECEMBER 7, 2020 – 7:00 PM
CITY HALL, COUNCIL CHAMBERS

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

The meeting was called to order by Chairperson Howell 7:09 p.m.

Roll Call
Present: Howell, Halverson, Hedlund, Fesenmaier, and Yunker
Absent: None

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

Discussion/Recommendation regarding 2021 rates for Riviera Lower Level Space Rentals
City Administrator Nord stated that the conversation at the Piers, Harbors, and Lakefront Committee regarding the rates for the Riviera lower level spaces, was that it remains the same as 2020 at $43.50 per square foot.

Motion by Hedlund to approve the 2021 rate as $43.50/square foot for rental of the Riviera Lower Level Concourse Spaces, second by Yunker. Motion carried 5-0.

Discussion/Recommendation regarding 2021 lease terms for Riviera Lower Level Space Rentals
Attorney Draper explained that he had reviewed the current lease agreement. He offered several provisions that needed Committee discussion and review. Hedlund expressed that he felt that the security deposit amount may be too low if the lessee were to walk away from the lease.

Motion by Hedlund to approve the 2021 lease terms, second by Fesenmaier.

Motion to amend by Hedlund to increase the security deposit from $1,000 to $2,000, second by Halverson. Motion carried on a roll call vote 5-0.

Fesenmaier stated concerns with allowing signs on the exterior of the building and wondered if signs in the windows should be prohibited too. Attorney Draper stated that advertisements are not allowed on the exterior of the building but with City approval, signs can be placed in the windows within the concourse.

Motion to amend by Fesenmaier that no signs shall be permitted on exterior windows or the exterior of the building, second by Hedlund. Motion carried on a roll call vote of 5-0.

Main motion was re-read as amended. Fesenmaier noted the closing times within the agreement and if that should be amended as well. Hedlund noted that he would like to see that the concourse be open later as some of the dinner boats don't come in until after the closing time within the agreement. Attorney Draper stated that it is not clear if the City still secures the concourse at night and if not, then does there need to be a provision as such.

Motion by Hedlund to suspend the rules to allow vendors to address the committee, second by Fesenmaier. Vendors stated that there currently not any restrictions on when they are required to close.

Motion by Fesenmaier to amend that the concourse be closed from 10:30 p.m. to 8:00 a.m., second by Hedlund. Motion carried on a roll call vote 5-0.

Original motion as amended carried 5-0.

Adjournment
Motion by Hedlund to adjourn, second by Fesenamier. Motion carried 5-0. The meeting adjourned at 7:29 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, DECEMBER 15, 2020 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, MaryJo Fesenmaier, John Halverson and Rich Hedlund

The meeting of the Finance, Licensing, and Regulation Committee was called to order by Chairperson Howell at 4:30 p.m.

Roll Call
Present: Howell, Yunker, Fesenmaier, Halverson and Hedlund
Absent: None

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. There were no comments from the public.

Approve the minutes of the December 1, 2020 and December 7, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed. Motion to approve the minutes by Hedlund seconded by Yunker. Motion carried by unanimous voice vote.

Licenses & Permits.

Discussion/Recommendation regarding a Tier II Event Permit Application filed by VISIT Lake Geneva for the event of Lake Geneva Winterfest & U.S. National Snow Sculpting Championship to take place on February 3 through February 7, 2021 located at Riviera Plaza, Flat Iron park, Wrigley Drive (From Board Street to Center Street) and Riviera Beach. Motion by Hedlund to approve. Seconded by Yunker. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding an Original "Class A" Intoxicating Liquor License application and a Class "A" Fermented Malt Beverage License application filed by Kwik Trip, INC d/b/a Stop N Go #1520, agent, Laura Meinen, located at 896 S Wells St, Lake Geneva, WI. Motion to approve by Yunker, seconded by Halverson. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding an Original Class "A" Fermented Malt Beverage application filed by Evergreen BP Operating Corp d/b/a Evergreen BP, agent, Judith Schwartz, located at 300 Peller Rd, Lake Geneva, WI. Motion to approve by Fesenmaier, seconded by Hedlund. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the Agreement for Post-Issuance Debt Compliance Policy and Procedures Templates with Ehlers & Associates, INC. Finance Director Karen Hall reported that the City did not have a policy and procedure in place and that the it would be highly preferred to have a policy in place as the city prepares to issue additional debt. After brief additional discussion, Halverson so moved that the City approve the use of the policy and procedures provided by Ehlers & Associates. Hedlund seconded the motion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 20-R86 a resolution adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds. After brief discussion Fesenmaier so moved to approve Resolution 20-R86 a resolution adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds. Hedlund seconded the motion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 20-R83 a resolution approving the wage scales for Part-time Non-Represented Employees for the 2021 Budget Year effective January 1, 2021. Motion to approve by Halverson. Seconded by Hedlund. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 20-R84 a resolution approving the wage scales for Full-time Non-Represented Employees for the 2021 Budget Year effective January 1, 2021. Motion to approved by Hedlund. Seconded by Yunker. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 20-R85 a resolution approving the 2021 wages for Mayor and Alderperson. Motion to approve by Hedlund. Seconded by Ken Howell. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Pay Request #1 from MSI General Corp for project #4453A- The Riviera Phase II- Interior Remodel & MEP Work in the amount of $70,732.25. Motion by Hedlund to approve. Seconded by Fesenmaier. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 20-R87 a resolution authorizing the use of contingency funds for a guard rail repair project on S. Lakeshore Drive and Sue Ann Dr. in an amount not to exceed $3,160. Motion by Fesenmaier to approve. Seconded by Yunker. General discussion was held. It was the consensus of the committee to have the City Administrator confirm with the Public Works Director as to whether or not any portion of the bill was the responsibility of the adjoining property owner prior to a final vote at the city council meeting. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding obtaining Requests for Proposals for the City of Lake Geneva five-year Park and Open Space Plan. After brief discussion Fesenmaier so moved to approve. Yunker seconded. Consensus of the committee to have the draft RFP brought back to FLR for review prior to publication. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding agreement between City of Lake Geneva and the Geneva Lakes YMCA related to Recreational Services and Veteran's Park Concessionaire. General discussion was held by the committee. Hedlund so moved to suspend the rules to allow Alderperson Flower to speak. Seconded by Halverson. Motion carried by unanimous voice vote. After additional discussion; motion by Hedlund to approve. Seconded by Fesenmaier. Motion carried by unanimous voice vote.

Discussion regarding Committee/Commission/Board Composition rules related to citizen appointments. Fesenmaier addressed the committee to discuss the need to review the current rules for clarity and consistency. After some discussion, Hedlund so moved to allow Mayor Klein to speak, Seconded by Halverson. Motion carried by unanimous voice vote. After additional discussion, it was the consensus of the committee to have Fesenmaier work with the City Attorney to generate additional, clarifying language.

Discussion regarding November Treasurer's Report and Budget versus Actual Report. Comptroller Hall provided an overview of the city's Budget versus Actual Report for November 2020.

Presentation of Accounts
Prepaid Bills in the amount of $ 63,100.12. Hedlund so moved to approve. Seconded by Yunker. Motion carried by unanimous voice vote.

Regular Bills in the amount of $226,303.99. Hedlund so moved to approve. Seconded by Howell. Comptroller requested that one bill from Kapur Engineering (related to document scanning for the Building and Zoning Department) be held for payment until Hall could speak with the Building and Zoning Administrator. Motion carried by unanimous voice vote.

Motion to go into Closed Session pursuant to Wis. State. 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: 1) Fire Department Administrative Assistant. At 5:11 pm Hedlund so moved to go into closed session and to include all city staff present. Yunker seconded the motion. Motion carried by unanimous voice vote.

Motion to return to open session pursuant to Wisconsin Statues 19.85 (2) and take action on any items discussed in closed session. At 5:28 pm Hedlund so moved to return to open session. Fesenmaier seconded. Motion carried by unanimous voice vote.

Roll Call was taken:
Present: Howell, Yunker, Fesenmaier, Halverson and Hedlund
Absent: None

Hedlund so moved that city staff take action as directed in closed session. Fesenmaier seconded the motion. Motion carried by unanimous voice vote.

Adjournment. At 5:29 pm Hedlund so moved to adjourn. Seconded by Halverson. Motion carried by unanimous voice vote.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, JANUARY 5, 2021 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

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

Roll Call
Present: Howell, Halverson, Fesenmaier, and Yunker
Absent: Hedlund

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

Approve the minutes of the December 15, 2020 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Licenses & Permits
NONE

Discussion/Recommendations regarding Committee/Commission/Board composition rules related to citizen appointments
Fesenmaier stated that there are discrepancies in the ordinance regarding how committee membership is defined specifically concerning resident appointments. Fesenmaier stated that the citizen appointments shall be those whose primary domicile is within the City of Lake Geneva. She also feels that the representation on the boards and committees

Motion by Fesenmaier to refer the committee language to the City Attorney for clarification in that the citizen members must be primarily domicile residents, second by Halverson. Motion carried 4-0.

Discussion/Action regarding obtaining Requests for Proposals (RFP)s for the City of Lake Geneva five-year Park and Open Space Plan
Motion by Fesenmaier to accept the wording for the RF to include the change to include meeting presentation sequence, that email is not acceptable, and that bids be received of the Clerk and the opening date and time be specified. Motion carried 4-0.

Presentation of Accounts
Prepaid Bills in the amount of $ 150,308.10
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Regular Bills in the amount of $ 100,098.39
Motion by Yunker to accept, second by Fesenmaier. No discussion. Motion carried 4-0.

Adjournment
Motion by Halverson to adjourn, second by Fesenmaier. Motion carried 4-0. The meeting adjourned at 4:50 p.m.

PERSONNEL COMMITTEE MINUTES
MONDAY, DECEMBER 7, 2020 – 4:00 PM
CITY HALL, COUNCIL CHAMBERS

Members: Chairperson Rich Hedlund, John Halverson, Ken Howell, Cindy Flower, and Shari Straube

The meeting called to order by Chairperson Hedlund at 4:00 p.m.

Roll Call
Present: Halverson, Hedlund, Howell, and Flower
Absent: Straube

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

Approval of the October 5, 2020 Personnel Committee minutes as prepared and distributed
Motion by Halverson to approve, second by Howell. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 20-R83** a resolution approving the wage scales for Part-time Non-Represented Employees for the 2021 Budget Year effective January 1, 2021
Motion by Howell to approve, second by Halverson. Hedlund stated that each year the wage scales are increased by the percentage allowed by the budget; the 2021 rate is 2%. Raising this scale would keep the rates competitive and would allow employees to still obtain an annual raise without them capped at the top of their scale. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 20-R84** a resolution approving the wage scales for Full-time Non-Represented Employees for the 2021 Budget Year effective January 1, 2021
Motion by Halverson to approve, second by Flower. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 20-R85** a resolution approving the 2021 wages for Mayor and Alderperson
Motion by Howell to approve, second by Halverson. Flower stated that she would like to see that the wages for the elected officials follow a similar increase as the employees. This resolution is not offering any kind of raise to the elected officials. Hedlund would like to see this go to FLR as a future agenda item to discuss further. Motion carried 3-1, with Flower voting no.

Motion to go into Closed Session pursuant to Wis. State. 19.85(1)(c)for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: **1) Fire Department Administrative Assistant**
Motion by Howell to convene the Personnel Committee into Closed Session and to include all staff, second by Halverson. Motion carried 4-0 on a roll call vote. The committee convened into Closed Session at 4:14 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session
Motion by Howell to reconvene the Personnel Committee into Open Session, second by Halverson. Motion carried 4-0 on a roll vote . The Personnel Committee reconvened into Open Session at 4:47 p.m.

Motion by Flower to refer to Finance, Licensing, and Recommendation Committee without a recommendation, second by Halverson. Motion carried 4-0.

Future Agenda Items

- Potential Wage Study RFP
- Organizational Chart Review
- Recreation Director

- Vacation Time Policy

Adjourn

Motion by Howell to adjourn, second by Flower. Motion carried 4-0. The meeting adjourned at 4:55 p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE
THURSDAY, DECEMBER 17, 2020 5:00 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

Members: Chairperson Cindy Flower, Mary Jo Fesenmaier, Rich Hedlund, Tim Dunn, and John Halverson

Meeting called to order by Chairperson Flower at 5:02 p.m.

Roll Call
Present: Flower, Fesenmaier, Halverson and Dunn
Absent: Hedlund (excused)

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes
No comments from the public.

Director of Public Works Report
DPW Director Tom Earle provided a brief overview of the report of the city's most recent snow event as submitted by Neil Waswo. Earle also reported on the results of the most recent Wisconsin Surplus Online Auction where the city's surplus items brought in over $45,000. General discussion was also held on the condition of various city streets, with additional discussion to be held at the January 2021 meeting.

Parking Manager Report
Parking Manager Seth Elder reviewed the written report submitted in this month's meeting packet in regard to parking revenues. Elder reported that paid parking starts February 1, 2021 and that parking staff is currently dealing with various off season tasks including outstanding / unpaid parking tickets, suspensions, etc. Elder also reported that the city's old kiosks have been purchased and are no longer in the possession of the city. Elder also showed the committee various additional parking related signage that will be installed in the near future.

Discussion/Recommendation regarding 2021 Street Improvement Project
Greg Governatori and Emma Connell of Kapur Engineering addressed the committee concerning the "PWC Update Memo to the City of Lake Geneva" dated December 16, 2020 which was included in the meeting packet. General discussion was held on a variety of topics related to the vicinity of Highway 50 and Edwards Blvd. which included restriping of Edwards Blvd., dedicated left turn lane into the Mobile gas station and sidewalk installation, possible closing of the southernmost entrance of Walgreens, various restriping, review of crash data at the Edwards Blvd. intersection and Highway 0 and the installation of sidewalk on the east side of Highway 120. Also discussed was possibly requesting the Wisconsin Department of Transportation to conduct a traffic study at the Highway 50 / Edwards Blvd. intersection.

The committee discussed the idea of having city staff and Kapur meet with the owners of Kelley-Williamson to go over the proposed redesign of the intersection and the possible changes to the gas station's access. After additional discussion by the committee, Chairperson Flower so moved to approve the following recommendations:

Kapur Engineering to integrate the 'yellow line' changes discussed with Chairman Flower on the turn lanes on Edwards. Including the reconfiguration of the north bound lanes from Main St. The southern entrance to Walgreens would remain. The right turn lane at Sheridan Springs would remain. Reconfigure the south bound lanes at the southern ingress/egress to Home Depot to possibly include the recommendations of Chairman Flower's 'yellow line' drawings. Fesenmaier seconded the motion. Motion carried by unanimous voice vote.

Governatori (Kapur) then reviewed the list of proposed sidewalk installations as outlined in Kapur's current task order. General discussion was had by the committee as to the various locations being recommended for sidewalks. It was the consensus of the committee to have Kapur provide additional information for the committee to consider at the January meeting. The committee expressed their desire to go out for bid on this project as well as taking next steps to hold a public hearing for the special assessment for sidewalks.

The committee then had discussion on the options for improvements to Snake Road. It was consensus of the committee to have Kapur work with the Public Works Director to further discuss / review this project and report back to the committee.

Future Agenda Items

- Native Plantings
- Cost share sidewalk policy
- Comprehensive Plan
- Public notification of Public Works Projects
- 2022 Street Improvement Project
- Bigfoot Beach area and shoulder on S Lake Shore Drive near Bigfoot Beach
- Townline Road speed and crash data
- Possible annexation/boundary agreement related to Bloomfield Road and Edwards Blvd

Adjourn

At 6:31p.m. Fesenmaier so moved to adjourn. Seconded by Dunn. Motion carried by unanimous voice vote.

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
Tuesday, November 10, 2020 – 5:00 PM
CITY HALL / VIRTUAL MEETING VIA ZOOM

Members: Chairperson Joan Yunker, Shari Straube, Ken Howell, Rich Hedlund and Tim Dunn

Meeting called to order:
Meeting called to order by Chairman Yunker at 5:00 pm

Roll Call: Chairperson Joan Yunker, Tim Dunn, Rich Hedlund, Ken Howell and Shari Straube (arrived at 5:23 pm)

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

Kent Martzke from Lake Geneva Boat Line expressed interest in possibly renting three additional boat slips (north side) from the City as well as the four buoys the city will be acquiring back from Gage Marine at the end of the year.

Terry Johnson from Marina Bay expressed his interest in also renting the four buys from the city.

Discussion / Possible Recommendation regarding amending the 2022 Riviera Ballroom Wedding Lease Agreement.

Mayor Charlene Klein addressed the current Riviera Ballroom wedding lease agreement and recommended the following changes which would be in place for the 2022 season:

Require 50% of the rental fee to secure the date, plus Require a one thousand dollar ($1,000) damage deposit from ballroom renters

Cancellation of reservation six months or more prior to the event; return of 50% of the fee forfeiture of 50% of the fee, damage deposit will be refunded

Cancellation of reservation less than six months prior to the date of event; forfeiture of 100% of the fee. Damage deposit will be refunded

It was also stated that 2022 rates and updated rules would apply to any renters who may reschedule from 2021 to 2022.

After further discussion by the committee, Hedlund so moved to approve the recommended amendments, Dunn seconded. Motion carried by voice vote. This will be placed on the next FLR agenda.

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
Tuesday, November 10, 2020 – 5:00 PM
CITY HALL / VIRTUAL MEETING VIA ZOOM

Discussion/ Recommendation regarding setting the rates for the newly acquired slips and buoys located at the Riviera. Discussion was held by the Committee concerning how to address the ten (10) boat slips that the City will be gaining at the end of the year on the east side of the Riviera. General discussion was held.

After additional discussion Howell so moved to offer the boat slips to the current (Gage Marine) renters at an adjust rate of $5,624.85 (excluding tax) and that buoys would be offered at the current rate plus five percent (5%)

After additional discussion, Dunn so moved to amend the original motion and keep the current rate for buoy rentals unchanged. Howell seconded the motion. Amendment motion carried by unanimous voice vote.

After the amendment was approved, the original motion (with amendment) was approved by unanimous voice vote. As of today's date the Riviera Slip rates are proposed to be $5,934.22 (including tax) and Riviera Buoy rates are proposed to be $1310.00 (including tax). This item will be forwarded to the next FLR meeting.

Adjournment
Hedlund so moved to adjourn at 5:28 PM. Howell seconded. Motion carried by unanimous voice vote.

Special PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
TUESDAY, November 24, 2020– 5:00PM
CITY HALL / VIRTUAL MEETING VIA ZOOM
Members: Chairperson Joan Yunker, Shari Straube, Ken Howell, Rich Hedlund and Tim Dunn

Meeting called to order:
Meeting called to order by Chairman Yunker at 5:00 pm

Roll Call: Chairperson Joan Yunker, Tim Dunn, Rich Hedlund, Ken Howell
Excused Absence: Shari Straube

Comments from the public limited to 5 minutes, limited to items on this agenda
There were no comments from the public.

Discussion/Recommendation regarding setting the rates for the newly acquired slips and buoys located at the Riviera *(referred back for consideration by the Finance, Licensing, and Regulation Committee on November 17, 2020)*
General discussion among the committee members concerning establishing rates for the slips and buoys that Gage Marine is returning to the City's at the end of 2020. After additional discussion Hedlund so moved that the Riviera Slip rates for 2021 be set at $5,934.22 (tax included) and that the Riviera buoy rates for 2021 be set at $2,591.08 (tax included). Howell seconded the motion. Motion carried by unanimous voice vote.

Discussion/Possible recommendation regarding 2021 rates for boat slips, buoys and kayaks
Administrator Nord reported to the committee that as of right now, no rate adjustments for the balance of the city's boat slips, buoys and kayaks has been made for the 2021 season. General discussion among the committee members. Hedlund so moved to recommend that resident boat slips, buoys and kayaks rate be increased five percent (5%) in 2021 and that Non-resident property owner and Non-resident rates be increased eight percent (8%) in 2021. Motion carried by unanimous voice vote.

Motion to go into Closed Session pursuant to Wis. Statute 19.85 (1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, RE: 1) 2021 Riviera Lower Level Lease Rates & 2) 2021 Riviera Lower Level Tenant List. Hedlund so moved to go into closed session. Howell seconded. Motion carried by unanimous voice vote at 5:18 pm.

Chairman Yunker called the meeting back into open session at 6:15pm. Roll call was taken: Chairperson Joan Yunker, Tim Dunn, Rich Hedlund, Ken Howell present.

Howell so moved that staff proceed with action items as directed in closed session. Hedlund seconded the motion. Motion carried by unanimous voice vote.

At 6:17 pm Hedlund so moved to adjourn. Dunn seconded. Motion carried by unanimous voice vote.

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday December 21, 2020 4:00 PM
Council Chambers, City Hall – 626 Geneva Street

THIS MEETING WAS HELD IN COUNCIL CHAMBERS WITH AN IN-PERSON ATTENDANCE LIMIT OF NO MORE THAN 13 PEOPLE ON A FIRST COME FIRST SERVED BASIS AS WELL AS BEING HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.

Call Meeting to Order - Lyon called the meeting to order at 4:00pm

Roll Call – Lyon, Klein, Nord, Binn & Esarco. Flower joined the meeting virtually at 4:09pm.
Excused: Hedlund

Staff in Attendance – Gajewski & Busch

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 November 16, 2020 as prepared and distributed
Esarco/Nord motion to approve. Passed 5-0.

Acknowledgement of Correspondence
Gajewski said we have received an application for sanitary sewer service from a Town of Linn resident that is to be addressed on this agenda.

Approval of November Financials
Gajewski reported that there is one more bill cycle for 2020 but the receivables from that billing will be included in 2021 revenue.
Esarco/Binn motion to approve the November financials. Passed 5-0.

Approval of the November 2020 Bills
Esarco/Binn motion to approve the November 2020 bills and allow President Lyon to sign on behalf of all commissioners. Passed 5-0.

Flower joined the meeting at 4:09pm

Directors Report
Gajewski reviewed the submitted Directors report.

Discussion/Action on revision to the Dodge Tower Water Tower Improvement Agreement proposed by Omega Homes – Vistas LLC
Gajewski gave an overview of the history of the agreement drafts and the proposed revisions to it. He explained when each payment would be due from Omega-Homes Vistas LLC under the revised agreement. This has undergone legal review and is dependent on gaining PIP approval through Plan Commission and Council.
Klein/Binn motion to approve the revised Omega Homes – Vistas LLC Dodge Water Tower Improvement Agreement. Passed 6-0.

Discussion/Action on the wage scale for Utility Commission employees effective January 1, 2021
This item was continued from the November meeting. The Personnel Committee and the Finance License & Regulation Committee have both approved a 2% increase to the City's wage scale, but it has not yet been approved by the City Council. Discussion was had on whether the Utility Commission needs to follow what the City does given that they are autonomous. Esarco expressed concern that making the approval of the increase contingent upon City Council action sets a precedent. The general feeling of the Commission was that this does not set a precedent.
Flower/Lyon motion to approve the 2021 wage scale for the Utility Commission and to include a 2% increase on the incentives for licenses both contingent upon the City Council approving a 2% increase to their wage scale. Passed 5-1. Esarco opposed.

Discussion/Action on assignment of Performance Based Increase percentage for Utility Commission Employee Performance Evaluations effective January 1, 2021
This item was continued from the November meeting to confirm what percentage was being approved by the City. The City approved 2% as the basis for employee performance reviews.
Flower/Binn motion to approve a 2% performance-based increase percentage for Utility Commission employees. Passed 6-0.

Review of Letter of Engagement with Clifton Larsen Allen to provide 2020 year-end auditing services for the Utility Commission
Discussion was had regarding who decides the split of the audit cost between the City and the Utility Commission and on what basis is it decided. Nord said he would get together with the City Comptroller and Gajewski to see if they could determine the best way to split the cost in the future. No action taken.

Discussion/Action on Pay Request #4 by Pittsburg Tank & Tower Co., Inc. for work completed on the Dodge Tower Raising and Coating Project – Bid #1 in an amount of $18,347.99
Gajewski confirmed that Pittsburg Tank & Tower have completed their portion of the project and he recommends approval of this payment.
Binn/Lyon motion to approve pay request #4 by Pittsburg Tank & Tower Co., Inc in an amount not to exceed $18,347.99. Passed 6-0.

Discussion/Action on Pay Request #1 by LC United Painting Co. Inc. for work completed on the Dodge Tower Raising and Coating Project – Bid #2 in an amount of $377,965.00
The original pay request from LC United has been revised to hold back $2,000 until the completion of bid item *2.7 Pit Piping Full Coating Removal and Recoating*, which is currently only one third complete. The work to finish this is expected to be completed in early Spring and a subsequent final pay request will be submitted at that time.
Lyon/Binn motion to approve pay request #1 by LC United Painting Co. Inc in an amount not to exceed $377,965.00. Passed 6-0.

Discussion/Action on Change Order #3 to Professional Services Agreement with SCS Engineers to provide environmental engineering related services
Gajewski gave a history of the work SCS has performed to date and the results of the soil borings that were completed in November. Contaminants have been found upgradient from the groundwater shed and the DNR have agreed to rescind their Responsible Party Letter, but they require the monitoring wells be abandoned. SCS Engineers have submitted a change order to include abandoning the wells and submit the required documentation to the DNR.
Lyon/Flower motion to approve change order #3 to the Professional Services Agreement with SCS Engineers. Passed 6-0.

Discussion/Action on advertisement of bidding for the proposed Warren Street Water Main Extension Project, and the design of a 2021 project alternate along Wells St.
Gajewski explained the change to the project and the reasons behind it. The Warren St project manual is ready for release but with the change to include a section of Wells St. as an alternate to Sky Lane Dr , there is additional work required for surveying and engineering. Even with this change, a February bid opening is still being planned.
Esarco/Klein motion to move forward with the Warren Street and Wells Street project. Passed 6-0.

Discussion/Action on requisitioning of engineering services for septage receiving station improvements at the Wastewater Treatment Plant
Gajewski gave an overview of our current facilities and the improvements that are being proposed, which may include relocation of the facilities to the WWTP. Plans would need to be prepared by a professional engineer and would then require DNR plan approval. This project was included in the 2021 budget.
Flower/Binn motion to approve requisitioning of engineering services for the septage receiving station improvements through a proposal process. Passed 6-0.

Discussion/Action on suburban sewer service application from Jay Macchitelli and Michael Lazzaroni at Town of Linn tax parcel IL 1200003A, N2062 S Lakeshore Dr.
Gajewski said he received correspondence inquiring if sanitary sewer facilities are available at this location and requesting service whilst remaining in the Town of Linn. Discussion followed. There are two options available; they could partner with Geneva Inn and request use of their private force main or, they would need 600 feet of sanitary main and possibly a grinder station in the building. The existing facilities at this location consist of a holding tank. Discussion was had regarding applicants who do not wish to annex into the City of Lake Geneva.
Lyon/Binn motion to deny the suburban sanitary sewer request from Jay Macchitelli and Michael Lazzaroni as proposed. Passed 6-0.

Adjourn
Binn/Lyon motion to adjourn at 5:12pm Passed 6-0.

/s/ Jo Busch, Office Manager

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

Lake Geneva Tree Board

Wednesday, November 18, 2020

City Hall, Council Chambers

The Lake Geneva Tree Board was called to order by President Kirchberg at 5:35 p.m. In attendance: Candy Kirchberg, Mayor Klein and Clara Jacobs. By virtual, Arborist: Jon Foster, and introduced as new members: Alderman: John Halverson, Sonja Daily and Dr. Cindy Forster-Fueredi.

Minutes from February 26, 2020 could not be approved since all had not received them.

Arborist Jon Foster presented his Tree Removal List and New plantings. Removals totaling 108 and planting of 81. Jon also stated that 8 trees had been donated.

President Kirchberg informed us of the Lake Geneva Museum Tree Decoration Challenge. An idea for year 2021 to participate.

Still need more information on the guidelines for Article VI: Section 98-601. Landscaping and Bufferyard Regulations.

Arborist Foster questioned the budget for 2021, further information on this.

Meeting adjourned at 6:05 p.m

Next meeting scheduled for Wednesday, December 16, 2020 at 5:30 p.m.

Clara Jacobs, Secretary

City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, DECEMBER 10, 2020 – 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS

Commission Members: President Jim Connors, Vice President Ted Horne, Commissioners: Brian Pollard, Chuck Saul and Spyro Condos, Police and Fire Liaison JoanYunker and Town of Geneva Fire Liaison Larry Kulik

1. Call Meeting to Order
The meeting was called to order at 6:01 p.m. by Commissioner Connors.

2. Pledge of Allegiance
The Pledge of Allegiance was led by Lt. Gritzner

3. Roll Call
Commissioners Connors, Saul, Condos, Horne and Pollard were present. Also present were Police and Fire Liaison Yunker, Town of Geneva Fire Liaison Larry Kulik, Police Chief Rasmussen, Police Lieutenant Gritzner, Fire Chief Peters, Fire Captain Detkowski, Mayor Klein, City Administrator Nord and Administrative Assistant Papenfus

4. 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

5. Acknowledge Correspondence - None

6. City Council Report
Police and Fire Liaison Yunker stated the budget has passed, the loan is approved and the Riveria project is underway.

7. Approval of the Regular Meeting Minutes of November 5, 2020
Horne motioned to approve the regular meeting minutes of November 5, 2020. Pollard seconded. Motion carried 5-0.

8. Police Department Business
(Lt. Gritzner presented the Police Department business with Chief Rasmussen present)

   a. Approval of bills for the month of November 2020, operating in the amount of $125,038.26, Capital in the amount of $995.03, Equipment purchases in the amount of $951.11, for a total of $126,984.40
   Horne motioned to approve the bills for the month of November. Condos seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0.

   b. Discussion/Action – 2021 Budget update
   Lt. Gritzner stated the budget and borrowing has been approved. The Letter of Intent has been approved and sent out for the mobile command vehicle. Meetings are underway to finalize specifications on the Mobile Command Unit.

   c. Discussion/Action – Full time Telecommunicator Hiring
   Connors motioned to establish a new Telecommunicator eligibility list. Pollard seconded. Motioned carried 5-0. An additional Telecommunicator was approved in the 2021 budget. Lt. Gritzner asked to establish a new telecommunicator list and begin hiring for the new position.

d. Discussion/Action – Accept letter of resignation from Booking Officer Andrew Nugent
Horne motioned to accept the letter of resignation for Booking Officer Nugent. Saul seconded. Motion carried 5-0.

e. Discussion/Action – Side Letter of Agreement between the City of Lake Geneva and the Lake Geneva Police Association, Local 239

1. Probation
2. Vacation requests
3. Summer Staffing

1. Probation

Horne motioned to accept the Side Letter of Agreement regarding probation as presented. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0.
Lt. Gritzner stated that new officers are put on a one-year probation period. Recently employees have been hired and then put through the police academy for four months so by the time they begin the field training program they are already five months into their probation. The agreement would change the probation to start on the date of field training rather than the hire date. Seniority will begin on the date of hire once probation is complete.

2. Vacation requests

Connors motioned to accept the Side Letter of Agreement regarding vacation requests as presented. Horne seconded.
Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0.
Lt. Gritzner stated currently employees have to request their time off by the 15th of the month for next month's scheduling. The date will now be the 10th of the month. The Administrative Staff will make every effort to get a preliminary schedule out on the 13th of the month with a final schedule to be posted on the 15th of each month.

3. Summer Staffing

Horne motioned to accept the Side Letter of Agreement regarding summer staffing as presented. Condos seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0.
The union has requested that there be a minimum of three officers scheduled during Memorial Day to Labor Day.
Lt. Gritzner stated that all three changes benefit both the department and the union.

f. Discussion/Action – Lexipol Policy Updates

- 300 - Use of Force
- 320 - Domestic Abuse
- 336 – Victim and Witness Assistance
- 338 – Bias-Motivated Crimes
- 340 – Standards of Conduct
- 379 – Public Safety Video Surveillance System
- 402 – Biased-Based Policing
- 428 – Immigration Violations
- 450 – Portable/Audio Video Recorders
- 466 – First Amendment Assemblies
- 468 – Suspicious Activity Reporting
- 613 – Unmanned Aerial System (UAS) Operations
- 1002 – Department Member Performance Appraisals
- 1006 – Grievances Non-Sworn

Lieutenant Gritzner stated most of the changes to the policies are minor changes involving wording. The Use of Force Policy needs to be certified by the Federal Government with the wording as presented so that the department qualifies for Federal grants. Condos asked about the status of body cameras. Lt. Gritzner advised that the cameras are a cost issue, not only because of the camera cost but also the need to hire additional records staff. Lt. Gritzner has not received information from Axon regarding the cameras but he will make a presentation when he gets camera information and costs.

- 300 - Use of Force

Saul motioned to approve Policy 300 – Use of Force. Horne seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0.
Lt. Gritzner discussed the changes to the Use of Force Lexipol policy. Carotid control hold wording has been added to the policy for the federal grant purposes only. The department does not train the carotid control hold and it is

not used. Saul questioned how often the officers were trained on these policies. Lt. Gritzner stated the officers are trained frequently on these policies.

- 320 - Domestic Abuse

Connors motioned to approve Policy 320 – Domestic Abuse. Horne seconded. Motioned approved 5-0. Connors stated that the policy changes the protective class language.

- 336 – Victim and Witness Assistance

Horne motioned to approve Policy 336 -Victim and Witness Assistance. Pollard seconded. Motioned approved 5-0.

- 338 – Bias-Motivated Crimes

Pollard motioned to approve Policy 338 – Bias-Motivated Crimes. Connors seconded. Motion carried 5-0.

- 340 – Standards of Conduct
- 379 – Public Safety Video Surveillance System
- 402 – Biased-Based Policing
- 428 – Immigration Violations
- 450 – Portable/Audio Video Recorders
- 466 – First Amendment Assemblies
- 468 – Suspicious Activity Reporting
- 613 – Unmanned Aerial System (UAS) Operations
- 1002 – Department Member Performance Appraisals
- 1006 – Grievances Non-Sworn

Condos motioned to approve Policies 340 through 1006 as listed. Pollard seconded. Motion carried 5-0.
Lt. Gritzner presented the Lexipol Policy Updates.
Pollard asked if there was anything controversial on the remaining policies. Lt. Gritzner stated the policies are in line with Wisconsin accreditation standards and he recommended not deviating from any of the standards. Pollard and Horne were fine with approving the remaining policies.

g. Discussion – Shop with a Cop
Lt. Gritzner stated that the Shop with a Cop program assisted nine families. Officer Greetham put the program together and it was very successful for the first year. Donations were received from Stinebrink's Piggly Wiggly, Wal-Mart, the Police Association and the Fire Association. The Police Association will be heading up the program in the future.

h. Discussion/Action – Accept $100.00 donation from Albert C. Exner II
Horne motioned to accept the $100.00 donation from Albert C. Exner, II. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0.

i. Discussion – Chief's Report (briefing only – no action will be taken)
Five employees were out due to COVID, either by exposure or illness. The staff did a wonderful job keeping up with staffing needs. Antonio Gonzalez graduates from the academy December 11 and will start training on December 14.

j. Discussion – Chief's Top Monthly Incidents
There was an attempted homicide at Wal-Mart and the department was able to take the person into custody through the cooperation with the Janesville Police Department.

k. Discussion – Monthly activity reports -

2020 Dispatch activity for November 2020:	Telephone calls – 2,292	911 calls - 228	Window assists – 431
2019 Dispatch activity for November 2019:	Telephone calls – 2,225	911 calls - 198	Window assists – 817

2020 Patrol activity for November 2020:	Calls for Service – 1,352	Arrests – 105
2019 Patrol activity for November 2019:	Calls for Service – 1,559	Arrests – 246

Lt. Gritzner stated that contacts with the public were down in November due to Covid restrictions.

l. Discussion –Thank You notes – No discussion/action

- Rush family
- Calvary Community Church

m. Discussion/Action – Items to be forwarded to City Council
Expenditures, Shop with a Cop, Chief's Top Five monthly incident report, Activity reports and Thank you notes.

9. Fire Department Business
a. Approval of bills for the month of November 2020, operating in the amount of $61,280.84, Equipment purchases in the amount of $31,770.53, for a total of $93,051.37
Horne motioned to accept the bills for the month of November. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0.

b. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion/action

c. Discussion – EMS Call Summary – No discussion/action

d. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
Chief Peters presented the monthly report. He reviewed the process of fire investigations, Department and Community events, personnel anniversaries and notable calls for service. Calls are increasing and are comparable to last year. Condos stated the fire department did a great job with the fire on South Lakeshore. Connors reviewed an email from the head of the Owner's Association commending the Fire Department and the Police Department on handling the fire department. Chief Peters stated there has been some miscommunication with the business district on snow removal in the downtown area. Condos stated that snow removal has been terrible in the business district and the street department's protocol for snow removal is not safe and needs to be addressed. Condos asked to get together with the City Administrator, a member of the Fire Department and a member of the Police Department after the meeting to solve the snow removal problem in the downtown district. Connors stated that the Mayor, the City Administrator and Alderman Yunker would hopefully pass the information on to the Public Works Commission. Chief Peters stated that ambulance inspections passed and the department is working on getting approval for implementing a program for COVID vaccinations for public safety employees.

e. Discussion/Action – Approval of Lexipol Policies
- 301 Emergency Response (statute update)
- 1000 Recruitment and Selection (update)
- 1001 Performance Evaluations (update)
- 1012 Discriminatory Harassment (update)
- 1013 Conduct and Behavior (update)
- 1028 Personal Appearance Standards (update)
- 1037 Line-of-Duty Death (new)
- 1038 Line-of-Duty Death and Serious Injury Notification (new)
- 1039 Family Support Liaison (new)
- 1040 Funerals (new)

Saul motioned to approve Lexipol policies 301 to 1040 as presented. Pollard seconded. Motion carried 5-0.
Policies 301 through 1028 are all update policies. Policies 1037 to 1040 are all new policies.

f. Discussion/Action - EMS billing contract renewal
Saul motioned to recommend approving the EMS billing contract for a 3-year renewal with a possible 2-year extension pending review by the City Attorney. Condos seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0.
Captain Detkowski discussed the EMS billing contract. No other vendors in the area provide collection terms like EMS medical. The terms would be the same as the current contract. The Fire Department pays 7.65% of what is collected by EMS medical billing. The department's collection rate is approximately 85% post collection, which well above the average collection rate of 74-76%.

g. Discussion/Action - PFAS update
Chief Peters stated that the foam has been removed. The department is just waiting on the DNR to approve the new foam to be purchased. The project will be done by the end of the year.

h. Discussion/Action – Copier contract
Pollard motioned to approve the copier contract with City Attorney approval. Condos seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0.
Chief Peters stated three different prices were collected from different companies and asked for the Commission to approve the contract and pricing for the new copier.

i. Discussion/Acton - Items to be forwarded to City Council
Expenditures, EMS summary, monthly report, PFAS

Connors introduced Larry Kulik, as the new Fire Liaison for the Town of Geneva Police department.

10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session specifically: Linn Township Intergovernmental Agreement
Connors motioned to go into closed session to include Fire Chief Peters, Fire Captain Detkowski, Mayor Klein, Police and Fire Liaison Yunker, Captain Detkowski, and Administrative Assistant Papenfus. Pollard seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0 at 7:27 p.m.

11. Motion to return to open session per Wisconsin State Statute 19.85(2)
Connors motioned to return to open session. Horne seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 5-0 at 7:56 p.m.

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

13. Adjourn
Pollard motioned to adjourn the meeting. Saul seconded. Motion carried 5-0. Meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Cindy Papenfus

Cindy Papenfus
Administrative Assistant

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

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

cc: Commission Members, Mayor, Council, Administrator, Attorney

PLAN COMMISSION MEETING
MONDAY, NOVEMBER 16, 2020 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM/IN PERSON – LIMIT: 13

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

Roll Call. Present: Mayor Klein, Alderman Tim Dunn, John Gibbs, Joseph Zimmer, Cindy Forester Feuredi, Michael Krajovic. Absent (Excused) William Catlin. Also Present: City Planners Mike Slavney and Jackie Mich, City Attorney Draper, City Administrator Nord, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the October 19, 2020 Plan Commission Meetings as distributed.
Commissioner Krajovic clarified the discussion of the Comprehensive Plan Implementation items for the October 19, 2020 Minutes.
Klein/Krajovic motion to approve. Motion carried unanimously.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes.
Speaker 1: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, shared her thoughts on allowing the public to participate virtually in Plan Commission meetings and all city meetings. Fesenmaier also commented on item #12, giving suggestions for future discussion items.

Acknowledgement of Correspondence. None.

Downtown Design Review:

Application by John Casanova d.b.a. Wisconsinbly Holdings LLC. for the request to a install a blade sign at the business located at 223 Cook St., in the Central Business (CB) zoning district, Tax Key No. ZOP00253.
John Casanova, tenant, presented his request. Commissioner Zimmer asked about lighting with the sign. Zoning Administrator Walling stated there is no change in the lighting for this project.

Dunn/Krajovic motion to install a blade sign on the building and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Zimmer, Feuredi, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit for Kelsey Hartland 783 Indian Hills Rd. Fontana WI. 53125, for a request to utilize 912 S. Wells St for Physical Activities Studio land use in the Planned Business (PB) zoning district, Tax Key Nos. ZWEL00001 – ZWEL00012.
Kelsey Hartland, 783 Indians Hills Road, presented her request. Zimmer asked if there would be any structural changes to the building. Hartland said no.

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

City Planner Slavney thanked the applicant for the detailed application which he found easy to review. Slavney has no concerns with this project.

Dunn/Krajovic motion to approve the Conditional Use Permit to allow a Physical Activities Studio land use and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Zimmer, Feuredi, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit for Steve Garrels 1622 Evergreen Ln. Lake Geneva, for a request to install a deck and pool at 1622 Evergreen Ln. in the Estate Residential – 1 (ER-1) zoning district and utilize the SR-4 zoning standards, Tax Key Nos. ZLM00014 & ZLM00015.
Steve Garrels, 1622 Evergreen Lane, presented his request. Garrels met with three neighbors who had questions regarding drainage so the applicant will add a rain garden to this development to address their concerns.

Zimmer addressed the ordinance for substandard lots to understand the possible ER-1 & SR-4 applications for this project. Zimmer stated the Zoning Code 98-407(3) is currently written to distinguish the difference between ER-1 and SR-4, including the substandard lots. Zimmer also suggested there is nothing in the code to prevent ER-1 owners with substandard lots from applying for a zoning map amendment to SR-4 which allows a decreased LSR and increased primary building area coverage.
Slavney agrees the 50% landscape surface ratio was not mentioned in this section of the ordinance. Slavney said he has used the SR-4 landscape surface ratio in every case for the last 22 years. Slavney shared history of the properties on the lake and explained why the zoning codes were created for future development. Krajovic asked about the neighbors concern of a steep slope in southeast corner of the property. Andy Wiltberger, contractor for the Garrels, stated some regrading is needed and a rain garden will be placed on this parcel to collect water. Krajovic asked if the rain garden is adequate for this site and if the city needs an engineering review for the calculations of storm water run-off. Slavney stated that projects with questions about storm water in the ER-1 zoning district are referred to the city engineer. Further discussion followed.

Speaker #1: John Martin, 1629 Lake Shore Drive, via phone, shared his concerns for the impact of storm water run-off on his property and his neighbors.

Speaker #2: Ruth Monico, 1625 Lake Shore Drive, shared her concerns for this project which will have adverse impacts on her property & her neighbors such as storm water, lighting, changing the character of the neighborhood and possibility of losing a 150 year-old Ash tree.

Speaker #3: Don Blonda, 1617 N Lake Shore Drive, shared his concerns for storm water run-off, especially with the sub-standard size lots.

Speaker #4: Ken Monico, 1625 Lake Shore Drive, shared his objections to this big project because of lot size, the higher grade of the lot, concerns for water run-off, and lack of grading plan.

Krajovic asked if the Plan Commission should amend the ordinance referenced earlier in the discussion.
Slavney said amending the ordinance to clarify the amount of impervious surface allowed is an action the city should undertake right away. Slavney recommended the city to specify a maximum of 50% impervious surface which is what has been administered for decades. Slavney suggested asking the applicant for a lighting plan, submitting civil engineering storm water calculations to the city engineer, and topography. Slavney proposed continuing this application for 2 months to allow for the ordinance change to take place and for the applicant to get additional information to city staff and engineers. A discussion followed.

Zimmer/Gibbs motion to continue this Public Hearing until the January 18th, 2021 Plan Commission Meeting and request the applicant to provide a lighting plan, storm water calculations and a topography plan which meets ordinance requirements prior to the meeting for review.
Roll Call: Klein, Dunn, Gibbs, Zimmer, Feuredi, Krajovic "yes." Motion carried unanimously.

Continuation - Review and discuss 98-704(6)(a), a request by Plan Commission Joe Zimmer.
Zimmer explained the proposed modifications to the ordinance which are shown in orange in the document.

7:18pm – Commissioner Feuredi left the Zoom Meeting.

A discussion followed. Slavney recommended making the goal more concise, send the ordinance to the Development Review Team to review material, asking for input from the City Engineer and Director of Public Works and then bring it back to the Plan Commission to consider submitting this code amendment to the Council and include recommendations for a Public Hearing.

Zimmer/Krajovic motion to submit this ordinance amendment to City staff for review and bring it back to the next Plan Commission Meeting for consideration to move forward to a Public Hearing in the future.
Roll Call: Klein, Dunn, Gibbs, Zimmer, Krajovic "yes." Motion carried unanimously.

Review and discuss Gateway Overlay Zoning District – Jackie Mich/Mike Slavney

Walling stated agenda items #10 & #11 may need to be moved to 2021 or 2022 since the city is over budget for 2020 and the Building & Zoning Department is over budget for 2020 due to the Comprehensive Plan extension and other items which have happened throughout the year. Zimmer asked if revisions to the Zoning Map including all Overlay District locations can still happen this year. Walling said the Zoning Map revisions can be achieved by staff with some training from the city engineer. Planner Mich provided a brief overview for project. A discussion followed.

Considerations for Comprehensive Plan Implementation Task - Jackie Mich/Mike Slavney
Krajovic inquired about funding future initiatives by the Plan Commission and how to include this cost as a budget item. Funding information was provided by City Administrator Nord.

Future agenda items suggested by Plan Commission members.
Zimmer & Krajovic asked Planners Slavney & Mich to define the Plan Commission the Plan Development, 98-914, and address the qualification process for Plan Development.

Adjournment. Dunn/Zimmer motion to adjourn at 7:52 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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PLAN COMMISSION MEETING
MONDAY, DECEMBER 21, 2020 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM/IN PERSON – LIMIT: 13

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

Roll Call. Present: Mayor Klein, Alderman Tim Dunn, John Gibbs, William Catlin, Joseph Zimmer, Michael Krajovic. Absent (Excused) Cindy Forester Feuredi. Also Present: City Planners Mike Slavney and Jackie Mich, City Engineer Naomi Rauch, City Attorney Draper, City Administrator Nord, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the November 16, 2020 Plan Commission Meetings as distributed.
Commissioner Zimmer clarified the discussion for agenda item #8 with regards to the Zoning Code in the ER-1 & SR-4 Districts and Commissioner Krajovic highlighted his request for the City Planners to define the Plan Development qualification process. Both modifications are reflected in the revised November 16, 2020 Minutes.
Krajovic/Dunn motion to approve. Motion carried unanimously.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes.
Speaker 1: John Halverson, 1159 S Wells Street #7, Alderman & City Library Board member, shared his thoughts in favor of changing the timing for electronic signs in the ordinance.

Acknowledgement of Correspondence. None.
Correspondence was received by John Halverson in favor of changing the timing for electronic signs.

Discussion on Plan Commission Member Training outline for 2021 presented by Vandewalle and Associates.
Planner Mich presented updated Plan Commission Training for 2021. Zimmer asked if these items are budgeted for 2021. Mich and Zoning Administrator Walling said the listed items are in the 2021 budget. Krajovic requested the addition of Open Meeting Law information to be added to the Roberts Rules of Order in the first session, the distinction between a Conditional Use & Limited Conditional Use, the functions & responsibilities of the Downtown Design review team, and hand-outs for all the processes discussed. The Plan Commission discussed scheduling the training. Walling to send email with dates and times to the Plan Commission.

Downtown Design Review:

Application by Jim Patera representing the Cove of Lake Geneva, request to a change to the roofing color of the building located at 111 Center St., in the Central Business (CB) zoning district, Tax Key Nos. ZCOV00001 thru ZCOV00467.
Jim Patera, representing the Cove of Lake Geneva, presented 3 color choices found in the historical pallet for the roof. The Cove prefers to use the Weathered Copper color which Mayor Klein stated is a brown tone. Patera stated Sprecher's will not change the color of their roof. Klein asked if the gutters and railing color would change. Patera said the gutters and railings would be painted to match the roof in the spring.

Krajovic/Gibbs motion to change the roof color to Weathered Copper, with gutters & railings to be painted to match and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

Review and Recommendation of a Certified Survey Map (CSM) for Theodore Ahrens, 800 Platt Ave., to create 2 newly dimensioned lot CSM in the Single Family – 4 (SR-4) zoning classification as identified on the certified survey dated 10/27/20 Job # s-1778 for Tax Key No. ZLH00015.
Ted Ahrens, 800 Platt Avenue, presented his request. Walling clarified 1 lot would be divided into 2 lots.
Planner Slavney stated the Certified Survey Map is regulated by the Land Division Ordinance and dividing land is a matter of right. Zoning District locations also play a part in this process.

Dunn/Krajovic motion to create a new 2 lot CSM and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

6:35pm Commissioner Zimmer left the meeting.

Public Hearing and Recommendation on an application for a Precise Implementation Plan (PIP) filed by Omega Homes, 210 O'Connor Dr. Elkhorn WI. 53121, requesting a Planned Development to build 58 single family homes in 3 phases. The property is 17.26 acres located at LaSalle St and Edgewood Dr., in the Multi-family Residential - 8 (RM-8) zoning district, Tax Key No. ZA424700001.
Ryan Cardinal, Cardinal Engineering, representing Omega Homes, presented the request. Paul VanHenkelum, Survey & Engineering, Chad Pollard, Attorney, John Giampoli, Owner, were also present. Cardinal gave a history of the project to date and presented the PIP. Klein asked about approvals for the cul de sacs in this project. Cardinal explained the 2 cul de sacs in the middle of development will remain private and maintained by the association. The new LaSalle Street on the south side of the development and the SW cul de sac, Forestview Court, will both be dedicated to the city in the future, as well as the 'eyebrow' drive-around opposite Forestview Court. Cardinal and Walling stated all cul de sacs meet city regulations for an emergency vehicle turning radius. Cardinal explained the mail bank will be located on the eyebrow location in phase 2. Krajovic referenced the sidewalks and recreational area. Paul VanHenkelum said fill will be brought in so the recreational area is level and the developer will try to save as many trees as possible. Krajovic asked if the ponds will be wet or dry. Cardinal said the ponds are wet. Krajovic asked if wet ponds are needed and shared safety concerns. Slavney said DNR requires water in ponds, including a 10' safety shelf. This requirement is also reflected in the City's subdivision ordinance. Slavney believes this submittal is complete and addressed all the requirements.

Speaker #1: Robert & Victoria Connors, 1800 LaSalle Street, shared his concerns for the wooded area, wildlife, more traffic and more noise in this neighborhood.

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

Attorney Draper addressed the construction traffic, sharing concerns from the Edgewood Hills neighborhood and suggested restricting construction traffic to LaSalle Street.

Dunn/Krajovic motion to approve the Precise Implementation Plan for a Plan Development to build 58 single family homes in three phases, to include the requirement for construction traffic to access project from LaSalle Street only and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a "Limited" Conditional Use Permit filed by Tom Keefe & Samantha Strenger, 751 Geneva Pkwy / 615 Center St, for the request to allow for Commercial Indoor Lodging on the second floor of the property located at 731 W. Main St., within the Central Business (CB) zoning district, Tax Key No. ZOP00274.
Samantha Strenger, 615 Center Street, presented her request. Walling shared Zimmer's request for applicants to apply through the DSPS on the use of the buildings, due to the 2 separate uses of this building.

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

Krajovic/Dunn motion to approve a Limited Conditional Use Permit to allow Commercial Indoor Lodging and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a "Limited" Conditional Use Permit filed by Tom Keefe & Samantha Strenger, 751 Geneva Pkwy / 615 Center St, for the request to allow for Commercial Indoor Lodging at the property located at 755 ½ Broad St., within the Central Business (CB) zoning district, Tax Key No. ZOP00270.
Samantha Strenger and Tom Keefe, presented their request. Klein asked about the entrance of the building and possible address change. Strenger stated there are two entrances. Walling spoke with the fire department and it was decided the building address will have a Geneva Street address since the front door faces the parking lot which is also located on

Geneva Street. This update is needed for 911 Emergency calls. Walling said the parking for this building is on adjacent properties. Strenger obtained the parking leases. Slavney asked for the term of the lease. Tom Keefe stated terms are 3 or 10 years which can only be cancelled by the lessee.

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

Krajovic/Dunn motion to approve a Limited Conditional Use Permit to allow Commercial Indoor Lodging and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit filed by Brian & Katie Coderre, 16 Lakeview Dr., for a request to utilize the Single Family – 4 setbacks for a home addition in the Estate Residential -1 (ER-1) land use located at 16 Lakeview Dr., Tax Key No. ZLM00088.
Jacob Addis, Architect for applicant, presented request. Walling stated the City has received an approval letter for this project from The Manor Home Owners Association. Krajovic & Gibbs feel this is a beautiful addition & improvement to the property.

Dunn/Klein motion to close the Public Hearing. Motion carried unanimously.

Gibbs/Klein motion to approve a Conditional Use Permit to utilize the Single Family – 4 setbacks for a home addition and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit filed by Sherri Moll, W8305 Springwood Ln., Delavan, WI, 53115, for a request to utilize the Commercial Animal Boarding land use located at 401 Host Dr. in the Planned Business (PB) zoning district, Tax Key No. ZA479600002.
Sherri Moll, applicant, presented her request. Moll explained the upscale animal boarding facility would have bedrooms which are doggy proofed. Moll will also provide a daycare and grooming. Krajovic asked Moll to explain doggy proofed, if the dogs would go outside and if barking would affect the neighbors. Moll described the proposed facility inside and outside and Walling stated the nearest neighbor is about 500' away. Gibbs asked about hours of operation, outside time for dogs and overnight boarding. Moll explained when dogs would be permitted to go outside and how many dogs are allowed for daycare and overnight boarding. Krajovic asked Attorney Draper about barking outside at the facility. Draper said if the barking got out of hand, it would be a nuisance issue. A discussion followed.

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

Krajovic/Klein motion to approve a Conditional Use Permit to utilize the Commercial Animal Boarding land use, to include outside time limited to 8am-7pm and a 6 month review for the CUP and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit filed by Malissa Johns, 532 Wisconsin Ave., Twin Lakes, WI, 53181 for a request to utilize the Personal or Professional Service involving tattoos and permanent cosmetics above the clavicle land use located in the Central Business (CB) zoning district, at 516 Broad St., Unit B, Tax Key No. ZGD00003.
Malissa Johns, tenant & business owner, presented her request. Walling helped identify this space which fits the zoning and land use. Alderman Dunn asked if she will only do eyebrows. Johns stated she will start with eyebrows and expand to the services of permanent eye make-up, eyeliner and lip blushing.

Dunn/Klein motion to close the Public Hearing. Motion carried unanimously.

Krajovic/Dunn motion to approve a Conditional Use Permit to utilize the Personal or Professional Service involving tattoos and permanent cosmetics above the clavicle land use and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Downtown Design Review Application filed by Malissa Johns, 532 Wisconsin Ave., Twin Lakes, WI, 53181 for a request to install an on-building sign at 516 Broad St., Unit B, in the Central Business (CB) zoning district, Tax Key No. ZGD00003.
Malissa Johns, tenant & business owner, presented her request. Walling asked if the decal included the letters only, not the box around it. Johns said it would only be the words, hopefully to include a phone number and website. Walling said these items would be under the maximum allowed for the window.

Klein/Dunn motion to install an on-building sign and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Review and discussion to amend Zoning Section 98-804(1)(c) pertaining to the request to review and possible reduction of the electronic message time from the current 60 seconds.
Walling reviewed the history of the electronic message sign for the Library which has an approved Conditional Use to display a message every 30 seconds. Draper clarified the Library received the CUP for the 30 second timing because the sign was framed as a message center. The Plan Commission discussed amending the Zoning Code to less than 60 seconds city-wide. Administrator Nord stated the request for this change was a request of the FLR Committee. Slavney suggests there is a rule which applies to all properties is needed. Slavney suggested the Plan Commission could allow the City Attorney, City Planner & Zoning Administrator to review this Zoning Code and bring it back to the Plan Commission members for further discussion.

Adjournment. Klein/Dunn motion to adjourn at 8:30 p.m. Motion carried unanimously.

____
/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Board of Trustees Meeting
Lake Geneva Schools - District Administration Center
208 E South Street, Lake Geneva
Thursday, December 10, 2020 - 5:00 pm

1. Call to order by President Lyon at 5:00 pm
2. Present: Lyon, Henningfeld, Bartz, Kundert, Pennington, Halverson, Eckola, Gramm, Kersten. Also present: Kornak, Strehlow, Gregg Baum and Karen Greiner from FEH Design,Jason Allen from Henneman Engineers, Jill Rodriguez, Chris Brookes
3. Approval of previous meeting minutes: Kudert/Bartz motion to approve the previous meeting minutes passed unanimously.
4. FEH update
    a. Proposed layout of the Library to meet with Social Distancing safety measures
        i. No improvements to the two level adult area or Smith Meeting Room due to cost
        ii. Open lakeside windows to public access for clear views of Geneva Lake
            1. All furniture is viewed as movable.
        iii. Expand Children's Collections to where the Library Director's office and staff break room were, add teen area
        iv. New restrooms to go where the old Circulation desk was and put them in between the doors / vestibule
            1. New single-occupancy restrooms near the Smith Meeting Room so it could be used independently from the rest of the library
        v. New configuration of the Adult section which includes shorter shelving units and wider spaces between shelves for sightlines and accessibility
        vi. Includes an outdoor patio area with fencing and landscaping.
        vii. Includes a working fireplace with smaller hearth
    b. Study of the Mechanical side of the new layout
        i. Code minimum ventilation
        ii. COVID-19 recommendations
            1. Increased filtration (MERV-13) - outside air intake
        iii. Option 1: Keep the current system and modify it to run the best it can. Option 2: keep the system with more modifications for filtration. Option 3: Completely new system
            1. Recommendation for option one
    c. Cost
        i. Presented a detailed spreadsheet for each item as well as contingency numbers

            1. $1,037,793.00 includes amount already paid for the FEH study
5. Financial report by Kundert
    a. November expenses of $54,465.37 motion for approval by Kundert/Lyon passed unanimously
    b. Library impact fee question
        i. Currently this only affects parks. Per city attorney, a study would have to be done for library to qualify for impact fees. Alderman Halverson will find out more information.
6. President's report by Lyon
    a. FEH report to strategic planning committee for review and board recommendations
7. Director's report by Kornak
    a. Usage statistics are on target with other local libraries
    b. Staff is currently working on a reopening plan. This will be ready for Board approval in January. Reopening / public access date TBD and will depend on COVID situation in our area and county. Library is offering almost full services via curbside (check out, holds, printing, faxing, copies, WiFi access from parking stalls, virtual programs, winter reading challenges, customer appreciation drawings with local businesses)
8. Strategic Planning Committee by Lyon
    a. Based on FEH's recommendations, Lyon believes in January the Strategic Planning Committee should meet at a mutually agreeable date/time and vote on priorities - next meeting will be set after the holidays.
9. Communications Committee by Kersten
    a. Nothing to Report
10. Personnel Committee by Halverson
    a. Nothing to Report
11. City Liaison report by Halverson
    a. Vote to turn Riviera into a convention type center with no shops on the first floor was voted down.
12. Friends of the Library report by Kundert
    a. Stephanie Garcia presented an idea on how to sell some of the books through Amazon. This involves a scanner which will be provided to Friends by Garcia's company.
13. Foundation report by Kundert
    a. Frank Scott retired from the Foundation. Which puts the foundation board down to six members. Looking to fill three spots
14. Adjournment at 6:12 pm moved by Kundert/Lyon, unanimously passed.

Respectfully submitted,
Rachel Strehlow, Head of Adult Services

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Board of Trustees Meeting
Smith Meeting Room, Lake Geneva Public Library
Thursday, January 14, 2021 - 5:00 pm

1. Call to order by President Lyon at 5:00 pm
2. Present: Lyon, Henningfeld, Kundert, Pennington, Halverson, Eckola, Gramm, Kersten. Also present: Kornak, Strehlow
3. Approval of previous meeting minutes: Kundert/Halverson motion to approve the previous meeting minutes passed unanimously.
4. Financial report by Kundert
    a. December expenses of $58,335.40 motion for approval by Kundert/Lyon passed unanimously
    b. 2020 year-end Voyager/Fidelity report
        i. Currently there are three accounts with Voyager, all are designated funds to varying degrees.
    c. Swanson endowment
        i. Original agreement was distributed and the Board refreshed themselves on the parameters.
5. President's report by Lyon
    a. FEH project - review scope, funding options, next steps
        i. Interior renovation project proposal needs Board's comments and approval to move forward with the FEH addressing health and safety issues and improvements to the Lake Geneva Public Library to an approximate estimated budget of $1,037,000.00
            1. Question of ceiling bulkheads and the removal of them: FEH can look at these to see if they are structural or ornamental. Removing these would be included in the current estimate.
                a. The Board would like to ask patrons how they would feel about the removal out of respect to architectural integrity.
            2. New public restrooms at the front of the building - feasibility and staffing?
                a. Discuss with the City to see if they could take over the maintenance/cleaning of them. The restrooms could be potentially available when the library is closed. This would likely have to go to City Council for review.
                b. If the above happens, the question was asked if the City would be willing to pay for them or a portion of them?
            3. Would it be possible to do the project in phases? Perhaps delay items such as the fireplace.
                a. This could be addressed while the project is underway. FEH has created a design and plan to accommodate for contingencies.

    ii. Motion to forward with the project as outlined by FEH by Gramm/Pennington, passed unanimously

6. Director's report by Kornak -
    a. 2020 usage is good considering COVID-19 related closures and restrictions. Total items checked out for the year: 96,182.
        i. Curbside pickup service continues to be well used.
        ii. We had 720 new cards issued, and 275 of those were online registrations.
        iii. We continue to communicate with patrons via phone, email, email newsletter, website, social media, Nixle messaging service (City), press releases and the newspaper.
    b. 2020 highlights in addition to successful rapid implementation of curbside service included
        i. Popular virtual programming,
        ii. Alliant Energy grant for STEM kits,
        iii. Wisconsin Libraries Transforming Communities initiative with LG Rotary (still in progress)
        iv. Reader advisory via book baskets and requests.
    c. Upcoming projects for 2021:
        i. DPI annual report
        ii. County library plan of service revision
        iii. Reopening/building access - Draft
            1. Controlled opening for mid-February - depends on COVID-19 situation
            2. Appointments only / limited number of patrons in the building at a time for limited visit duration
            3. Limited hours
            4. Masks required - no exceptions
    d. Review/action on COVID-19 leave in coordination with the City.
        i. Motion to approve the City COVID-19 Emergency Leave Policy Kundert/Lyon, approved unanimously
7. Strategic Planning Committee by Lyon
    a. Addressed in the President's Report
8. Communications Committee by Kersten
    a. Nothing to Report
9. Personnel Committee by Halverson
    a. Nothing to Report
10. City Liaison report by Halverson
    a. Nothing to report
11. Friends of the Library and LGPL Foundation report by Kundert
    a. Foundation will have a meet and greet with potential board member this Saturday January 16, 2021
    b. Friends continue to process donated and withdrawn books for future sale
        i. Meeting will be held next week Wednesday January 20, 2021
12. Adjournment at 6:02 pm moved by Kundert/Lyon, unanimously passed.

LAKE GENEVA PUBLIC LIBRARY

Respectfully submitted,
Rachel Strehlow, Head of Adult Services

LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
DECEMBER 8, 2020 – 7:00 P.M.
LAKE GENEVA CITY HALL

President Ken Etten called the meeting to order at 7:00 P.M. at Lake Geneva City Hall.

Present: **Ken Etten, Patrick Quinn, Jim Davis, Chris Brookes, Grace Hanny & Tim Dunn**
Absent: Louise Rayppy & Jackie Getzen Also in attendance was Mayor Charlene Klein

Approval of minutes **from October 13, 2020, Historic Preservation Commission meeting.**

Reports from Geneva Area Museum and Maple Park Homeowners Association. **No "Tuesdays @ Two" programs due to coronavirus. The 2nd Annual "Parade of Trees" will be on display from November 21, 2020, to January 5, 2021. Carol Wyant and the Lake Geneva Beautification Committee are looking into options for replacing existing street signs in Maple Park with signs that are more historic.**

Update regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. **While Black Point is now closed for the season, they are doing on-line virtual Zoom programs and presentations. Mayor Charlene Klein reported that Bill Thompson was named the new Horticultural Hall Board President in September.**

Update on the restoration work at The Riviera **and potential new Historic Plaque, programs at the 1928 Geneva Theater, and local news relating to the Lake Geneva Historic Preservation Commission.**

- **No new programs are being staged at the Geneva Theater due to the pandemic, but Tim Dunn suggested we look at working with Shad Brannen and the Geneva Theater to do fundraising programs when things return to normal.**

- **Work continues a on *The Riviera* including adding new chandelier and new ceiling tiles, renovating bathrooms and plumbing, mechanical and electrical, installing a new elevator, and revising First Floor commercial spaces, including removal of three tenant spaces due to expansion of bathrooms. *Mayor Klein reported that the City will be doing an on-line Zoom program to allow the public to see the work that has been done at The Riviera and what is being proposed. The Zoom program is scheduled to take place in January with the specific date and time to be determined.***

We reviewed recent bills and invoices, updated current balance in the Lake Geneva Historic Preservation Commission 2020 City Budget and the proposed new 2021 LGHPC City Budget. **Balance in 2020 LGHPC account is $5,179.00 which would not carry over into 2021. Tim Dunn said our approved 2021 LGHPC City Budget was $6,500.00. We discussed purchasing**

new Historic Plaques for The Riviera and Oak Hill Cemetery and possibly applying for a National Trust for Historic Preservation Grant. We would like these two new plaques to be higher quality bronze rather than wood plaques and we are doing research on potential plaque manufacturers. We also reviewed two invoices, one from Gail Klein for $580.00 for the final installment of her fee for the Oak Hill Cemetery Historic Site Application and the other for reimbursement to Grace Hanny for $45.00 for her registration fee for the 2020 Local History and Historic Preservation Conference in October. *Both invoices were approved for payment and forwarded on to City Comptroller Karen Hall.*

***No new updates from Stephanie Klett* at Visit Lake Geneva / Lake Geneva Chamber of Commerce or from City Administrator David Nord.**

Discussion regarding LGHPC Design Review rules for building projects within the National & State Historic Districts* and current building projects including the status of the 1902 Frank Johnson Residence / Bricks & Mortar Building at 832 Geneva Street, the Douglas House at 322 Madison Street, the Layng House at 302 Maxwell Street, and the remodeling of the houses at 930 and 932 Geneva Street. *Ken contacted Zoning Administrator / Building Inspector Fred Walling in October to remind him that the LGHPC should be notified when contributing structures in National & State Historic Districts are being remodeled, razed or significantly altered so that we can give an opinion and suggest options to the building owner.

- **The remodeling at Bricks & Mortar at *832 Geneva Street* is completed with a glass addition wrapped around the existing house.**

- **We are awaiting to see if the Douglas House at *322 Madison Street* will be razed.**

- **Karen Layng has completed the remodeling and upgrade of the house at *302 Maxwell Street* and the house has been significantly improved.**

- **The remodeling and "modernization" of the house at *932 Geneva Street* has been completed but the remodeling of the house at *930 Geneva Street* is still underway. Ken Etten contacted the owners and strongly suggested they consider restoring the original Queen Anne style of the 1895 house when they reside it rather than replicating the "Modern Farmhouse" style they did at *932 Geneva Street. We have not heard back from the owner and will have to see what they decide to do.***

***We will continue our discussion regarding the possible creation of a Local Historic Landmark Ordinance* to the January 2021, meeting and hope to have a presentation by Pat Blackmer from Whitewater regarding the ordinance they have created there.**

We received the good news from Gail Klein that our nomination of Oak Hill Cemetery to be named a National & State Historic Site was approved* at the Wisconsin Historical Society / SHPO Historic Review Board as a State Historic Site. It will now be sent to the National Park Service for review for designation as a National Historic Site. *We are looking forward with anticipation to getting their approval!

There are currently two approved applications for our Historic Plaque Program*, one for Sean & Stephanie Princis' 1873 home at 1029 Dodge Street and the other for Rob & Sue Hughes 1920 home at 1116 Dodge Street. *Both signs have been approved and Jim Sherin at Timber Line Signs should have them ready soon.

We are looking to make updates to our I-phone app and Android phone app of "A Historic Lake Geneva Walking Tour"*, find better ways to promote the apps, and consider giving a future presentation to the Lake Geneva City Council when things return to normal. *Mayor Klein suggested we contact Jeff Miskie to see if he can help us prepare a presentation in a format that can be projected on the large screens in the City Council chamber.

Update regarding the Lake Geneva Historic Railroad Site* on Sage Street north of the Museum. We have had no new information from the Lake Geneva Park Board regarding the memorial bench for Ed Yaeger. *Mayor Klein suggested we contact Cindy Forster-Fueredi at the Park Board for additional information.

***Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva"* and the status of our website www.historyoflakegeneva.org. While no new *"Tales of Lake Geneva"* programs are scheduled at this time, we had a brief discussion on doing events at the Geneva Theater at some point in the future. We recently received an e-mail from Kristin Yorko who is pursuing a Masters' degree in Historic Preservation and would like to do a project on Maple Park and other older homes and buildings in the City and around the lake to trace their history and ownership. We are waiting to see how we might help. We also received inquiries from Valori Weber regarding the history of the old Church and House at 429 Walworth Street and from Brittany Harris regarding the Cobb House now located at 251 Cook Street. It is currently the Jasmine Salon.**

We reviewed information from the *Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians*, and the *Wisconsin Association of Historic Preservation Commissions.*

The meeting adjourned at 8:10 P.M.

Respectfully submitted
Ken Etten

THE NEXT LAKE GENEVA HISTORIC PRESERVATION COMMISSION MEETING WILL BE AT CITY HALL @ 7:00 P.M. ON TUESDAY, JANUARY 12, 2021.

Avian Committee

Tuesday, December 1, 2020, 6:00 P.M.
City Hall, Council Chambers

Minutes:

1. Call to order: 6:04 P.M**.** by Alderperson Flower

2. **Roll Call. The following members were present in the Chamber or online:** Cindy Flower, Alderperson, Carol Zimmermann, Sarah McConnell, Beverly Leonard, Jill Rodriguez, Karen Gallo, Kelley Happ.
No members of the public were present physically or online.

3. **Approval of Avian Committee meeting minutes from November 11, 2020:**
Motion to approve minutes by Zimmermann, second by McConnell. The motion was passed.

4. Four Seasons Nature Center
Several members toured Four Seasons and the whole group enthusiastically believes we should move forward with ideas to include Four Seasons in our activities: We would like to meet with Neil Waswo (Public Works) to see what we may be able to do and see if we can get partners to work with. Flower will contact Tom Earle to set up a meeting, possibly in January.

5. Discussion of Bird City Application:
Zimmermann displayed the Bird City application online. It is almost complete except for the Resolution from the city. The group discussed additions and changes to the application, as well as the addition of photos from Rodriguez.

6. Bird City Resolution:
Zimmermann presented a draft of a resolution declaring Lake Geneva a bird friendly city to submit to the City Council. The city's resolution needs to be included in the Bird City Application. A few changes were suggested and Zimmerman will send the document to Flower and to David Nord and request a vote by the Council at a meeting in December. The completed application needs to be posted by December 31, along with an application fee of $35.00.

7. Christmas Tree Walk:
Rodriguez reported that the Avian Committee's tree is beautifully decorated and that 50 to 60 people a day are visiting the museum. Vote for our tree to be the favorite.

8. Discussion Regarding Press Release about the Purple Martin Project:
Happ commented that our successes with the purple martin project needs to be publicized, and the group agreed that the best time would be in April as we're getting the houses ready for a new season. In addition to local news outlets, we will send the press release to the Bird City site and to Lakeland Audubon. Happ will initiate work on this project in early spring.

9. Update on Grants:
a. Environmental Education Association (Learn to Soar)
The Avian Committee received a grant of almost $1000 from the Environmental Education Foundation for our Learn to Soar educational program. Zimmermann explained the committee's

goal is to expand the program from 20 students to 40 by including students from the public schools or local groups. Committee members brainstormed ideas to target other groups such as Scouts, 4-H, and FFA, as well as incentives for groups or group leaders. We can provide the mentors and structured materials. The committee agreed to reach out to Girl Scouts. Age is not the important factor, as the information can be modified to fit different age groups, but it was decided not to include high school age students, as most are already very busy.

Zimmermann will reach out to Eastview and Star elementary schools to see if there is interest, as well as service or environmental clubs at the middle school. McConnell also mentioned the 4-H in Elkhorn as an active group. The committee agreed to keep each other informed of progress on an email chain.

Zimmermann stated that we need to continue to work on the program for World Migratory Bird Day in May, and also for the bird walk. We will figure out the details as the lockdown allows.

b. Cookies for a Cause
Discussed last meeting

c. We Energies
Keep on the agenda. We need to make plans through the Lake Geneva Museum or the Geneva Lake Conservancy because of their 501(c) 3 status.

10. Future Agenda Items

- Meet with Neil Waswo about Four Seasons Nature Center, possibly at the January meeting.
- Bird City Application update
- Christmas Tree Walk update
- Environmental Education Foundation update
- Library Partnership Donation ($649) for books or bird watching kits
- Press release for purple martins – plans for April
- Great Backyard Bird Count, to be held in February. We need to discuss publicizing this event

11. Next Meeting Date -Tuesday, January 5
6 pm in the City Council Chamber or online

12. Adjourn: Happ moved to adjourn the meeting at 6:55. The motion was seconded by Zimmermann and passed unanimously.

Respectfully submitted
Kelley Happ
12/31/2020

TOURISM COMMISSION MINUTES
MONDAY, December 14, 2020 – 4:00 PM
COUNCIL CHAMBERS, CITY HALL

Meeting was called to order by Chair Waspi at 4:02 p.m.

Roll Call
Present: Chair Waspi, Vice Chair Trilla, Alderman Fesenmaier, Alderman Hedlund, Zakia Pirzada, Linda Moritz.
Absent: None

Comments from the Public limited to 5 minutes, limited to items on the agenda:
None
Valley Media Group was present but could not give an update because it was not listed on the agenda. They left hard copies of their report for the Commissioners.

Approval of Tourism Commission minutes from November 9, 2020
Ald. Hedlund moved to approve the November 9, 2020, minutes, second by Moritz.
Motion to amend by Ald. Hedlund, second by Pirzada, adding to the Open Session discussion that the Walworth County Visitor Bureau contract was for two (2) years. Unanimously carried.

Update from Stephanie Copsey (Independent Contractor for Tourism Commission) Meet at the Lake
Copsey explained that the marketing booklet catalog for the Riviera will be sent out the first week of January targeting winter weddings and corporate holiday parties. In past promotions, Stephanie offered discounts for simultaneous bookings at local city hotels. It was suggested that she apply for a grant in January to cover the cost of these discounts.
Discussion focused on the differences in information for hotels with 30 or more hotel rooms and/or meeting space versus smaller lodging facilities. Copsey said the **marketing pamphlet** is for corporate events only and made sense to only promote the larger hotels. She will revamp the **website** to give equal promotion to ALL lodging in the City of Lake Geneva.

Update from Tourism Entity – Visit Lake Geneva
Deanna Goodwin, Visit Lake Geneva Director, explained the Snow Sculpting event will have up to 15 teams depending on the state mandates applicable to different teams. There will not be a laser light show or indoor marketplace. The bonfire on the beach is still being held on Friday and Saturday but not Sunday this year. They are working with the City on pedestrian one-way foot traffic maps for downtown. The downtown Ice Sculpture Walk has close to 20 applicants at this point with another potential dozen businesses yet to apply. Winterfest 2021, February 3 through 7, should be another huge success.

Update from Lake Geneva Business Improvement District (BID)
Kristi Tarantino recapped the Holiday Tree Lighting on December 5: 150 attendees, over 2000 Facebook views and many positive comments, hotel occupancy up over 40%. Next weekend BID is sponsoring Santa's Workshop and his reindeer for safe children's visits plus Santa will walk the sidewalks and be visible to the holiday shoppers downtown. Thursday, the stores will sponsor a holiday shopping event for locals staying open until 7:00 p.m. instead of the regular 5 p.m. Thursday, December 17th.

The Winterfest Ice Sculpture Walk will be a repeat this year with help from VISIT Lake Geneva and the expectation that BID will entirely take over the event and costs next year. Short discussion on the grant money is still outstanding. The amount from the proposed electronic sign in Flat Iron Park for advertising events for $20,000 was assumed back into the Tourism Commission budget although another $5000 is there for the pole banner signs.
Kristi is working on the 2021 line up of events which she will present at our January meeting.

Written Financial Update provided by Comptroller
Written report submitted as part of the meeting packet. Chair Waspi pointed out that the documents show $237,000 in outstanding grants not including the contract amount for VISIT Lake Geneva for 2021. We do not know the current fund balance. Waspi asked Nord to again have changes made in the formatting of the report to show accurate balances. Chair Waspi agreed to meet with Nord to clarify outstanding grants.

Discussion/Action on Tourism Promotional Grant Program and Requests:
Business Improvement District – Holidays on the Streets of Lake Geneva
Kristi Tarantino submitted the request in November but because of the recent transitions missed the deadline for the agenda. This grant includes promotional printing, the Tree Lighting Ceremony costs, radio and social media ad costs, plus a complete overhaul of the BID website detailed in the application.
<u>Motion by Chair Waspi, second Alderman Hedlund, to award the Holidays on the Streets of Lake Geneva grant application for an amount not to exceed $13,068 with the understanding that the original grant request from September 11, 2019, is completely cancelled. Unanimously carried</u>.

Lake Geneva Regional News – Baconfest
This $10,000 grant was already awarded, the event had to be rescheduled due to COVID to the second Saturday in May 2021. The mayor asked Chair Waspi to reconsider the event location, previously approved for inside of what will be the newly renovated ballroom of the Riviera. Rob Ireland from the Regional News was graciously willing to relocate Baconfest to Flat Iron Park for the same date, May 8, 2021.

Future meeting agenda items and next meeting date – Monday, January 11, 2021 at 4:00 P.M. Grant requests expected from Stephanie Copsey as well as Baker House and Grand Mission, who both missed the December application deadline.

<u>Motion by Ald. Hedlund, second by Trilla, to adjourn at 5:09 p.m. Carried</u>.

Respectfully submitted,
Alderman Fesenmaier, Secretary

TOURISM COMMISSION MINUTES
Monday, January 11, 2021
COUNCIL CHAMBERS, CITY HALL

Meeting was called to order by Chair Waspi at 4:00 p.m.

Roll Call
Present: Chair Brian Waspi, Vice Chair Dana Trilla, Alderman Hedlund, Alderman Fesenmaier, Zakia Pirzada
Absent: Linda Moritz

Comments from the Public limited to 5 minutes, limited to items on the agenda: None

Approval of Tourism Commission minutes from December 14, 2020
Trilla moved to approve the December 14, 2020 minutes, second by Hedlund. Unanimously carried.

Update from Stephanie Copsey, Independent Contractor for Tourism Commission, Meet at the Lake Promotional Activity
Copsey pointed out that the Hotel and Lodging tab on the Riviera website has been changed to give equal visual benefit to all establishments in the City boundaries. The Weddings tab will soon be updated to do the same.
Copsey is preparing for the 2nd Annual Winter Bridal Expo on January 23 to be held both virtually and in-person at the Bella Vista Suites. The event is free, but tickets must be reserved online. https://lgwinterbridalexpo.com/
Events and inquiries are up from 2020. Commissioners asked for next month's report to include data on reservations, website analytics, details/examples of marketing promotions, RFPs from VISIT Lake Geneva. Parameters will be set up to direct how RFPs are shared.

Update from Tourism Entity – Visit Lake Geneva
Deanna Goodwin, Visit Lake Geneva Director, gave highlights from the December 2020 report. Winterfest is February 3 – 7 and includes 12 national snow sculpting teams, 26 sculptures for the downtown Ice Sculpture, Walk, and free shuttle rides.
https://www.visitlakegeneva.com/winterfest/ Hovercraft rides from TLS WindSled will be present using a vendor footprint. Details and permit information is available through the City.
Other events for the upcoming year were mentioned: Restaurant Week (April 24 – May 2), Concerts in the Park (weekly from July 1 – August 12), and Christmas Parade (December 4).
In the Top Cities section of the website data, Chicago's percentage was a bit down (usually in the 25-30% range) due to COVID and quarantine restrictions.
The 2021 Lake Geneva Visitors Guide print edition will be available next week with the online edition available earlier.
Commissioners asked Goodwin to include the general category/contract type in another column for the RFP Report.

Update from Lake Geneva Business Improvement District (BID) None

Wisconsin Valley Media Group – Grant Status Report
Craig Grove dissected the Campaign Performance Report dated October 28 to December 31 included in the Commission packet. He interpreted the data for their Targeted Display ads (3),

20,000 Targeted Emails (one burst), and the subsequent Riviera Website Analytics. Commissioners asked about the cost-benefit ratio for the $1500/month grant.

Written financial update provided by City Comptroller
Commission reviewed financial data included in the packet. The fund balance is $335,987.19 to date leaving approximately $198,683.75 unencumbered with about $50,000 left until September for additional grants.

Walworth County Visitors Bureau Payment Schedule
Discussion regarding Visitors Bureau Payment beginning in January. There has been no sign of an official contract sent to the city attorney. Kathy Seeburg, Director of the Visitors Bureau, was in attendance to hear the explanation. Waspi asked about making the payment ahead of contract completion. City Attorney Draper confirmed that he will view the RFP details to write a contract. Motion by Hedlund, second by Fesenmaier, to approve payment for the first quarter after the city attorney drafts the two-year contract in one week's time and that contract is approved and signed by Vice Chair Trilla and Pirzada. Unanimously carried.

Tourism Promotional Grant Program and Requests:
Baker House: Ice Bar
Request was withdrawn.
Grand Mission: Flow Fest
Amber Cumming presented the Flow Fest request for $55,000. They anticipate this would become a yearly event. Some Commissioners like the location and the event date but didn't think there was enough detail worked out at this point. Other Commissioners thought holding an event of this size during the summer months was not necessary and suggested a different location such as Hillmoor. The applicants will revise and return in the future.
Geneva Lake Arts Foundation: Art in the Park
This is the 41st annual event which will continue to be held in Flat Iron Park on August 14 and 15, 2021. Motion by Hedlund, second by Trilla, to approve the $8,000 grant application for Art in the Park. Unanimously carried.
Wisconsin Valley Media Group: Digital Marketing Campaign
Waspi pointed out that the focus of promoting bookings/reservations for mid-week and off season seemed to have morphed into a wedding focus. From the data presented it was questioned whether the outcome was worth the expense. Commissioners encouraged Copsey to use part of her $5000 promotional grant money to continue with this Digital Marketing Campaign in the next few months if she deemed it necessary. Motion by Hedlund, second by Pirzada, to deny the additional grant request beginning January 22nd. Unanimously carried.

Future meeting agenda items and next meeting date – set up parameters for sharing RFPs; Monday, February 8 at 4:00 PM

Motion by Trilla, second by Waspi, to adjourn at 5:56 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier, Secretary

City of Lake Geneva Riviera Restoration Ad-Hoc Committee

Wednesday, November 19, 2020 6:30 P.M.

Lake Geneva City Hall, Council Chambers

Present: Chair: Mayor Klein, Tom Earle -Director of Public Works, Dave Desimone -Wisconsin Historical Society, Tim Dunn, - Piers and Harbor Committee, Mary Jo Fesenmaier- Public Works Committee, Grace Hanny- City of Lake Geneva General Historic Preservation Committee, Carroll Pearson- citizen, Fred Gahl- chair, fundraising committee, Cindy Flower, City Council. Stephanie Copsey- Events Manager

Meeting called to order at 6:32 P.M. by Mayor Klein.

Roll Call taken at 6:33 P.M.

Mayor Klein called for comments from the public, there were none.

Approval of minutes from September 22nd, 2020

Motion by Mary Jo Fesenmaier, second by Grace Hanny. Unanimously carried.

Discussion / Recommendation of color selection for first floor windows

Mayor Klein reviewed the two options for window trim color presented by MSI. Current options were a dark / black trim and a white trim. There was considerable discussion among the committee that neither option was ideal. Tim Dunn suggested a grayish brown color. Tim Dunn also recommended the committee request color samples of materials from the window vendor. Additional discussion centered on the issue of whether or not we wanted the windows to be a focal point.

Tim Dunn made a motion to request samples from the window vendor in the brown / gray / bronze color pallet. Second by Caroll Pearson. Unanimously carried.

Discussion / Recommendation of exterior wood doors

Discussion centered on whether or not to include windows in the first floor doors. Grace Eckland made a motion that the committee recommend including windows in the doors. Second by Grace Hanny. Unanimously carried.

Discussion / Recommendation of a ballroom chandelier

Fred Gahl was able to secure a donation of an ornate and large (8 feet in diameter) chandelier for the Riviera Ballroom if the committee was interested. There was a brief discussion on how best for the City of Lake Geneva to accept this type of donation Tim Dunn made a motion that the committee recommend that the City of Lake Geneva accept the chandelier donation. Second by Grace Hanny. Unanimously carried.

Report from the Fundraising Committee

Fred Gahl presented an image of a stained glass window based upon a Frank Lloyd Wright design. This window could be used as a premium for larger private donations. Any donated funds would need to go into a restricted fund designated for use only on the Riviera Building.

Additional discussion centered on the desire to hire a Cultivation Consultant / Firm to assist with fundraising. No formal action taken.

Mary Jo Fesenmaier discussed the idea of hosting a public forum type of event through Zoom. The event would help promote the idea that the Riviera Building is a key component to community building. The event could showcase some of the history of the building, share an update on work done to date, and solicit input from city residents on how they would like to see the building used in the future. The committee was in favor of this type of event. Mary Jo Fesenmaier stated she would develop this concept further.

Next Meeting Date

Not set at this time

The meeting was adjourned at 7:50PM.

Motioned by Grace Hanny, second by Tim Dunn, unanimously carried.

Respectfully submitted,

Dave Desimone, recording secretary of Riviera Ad-Hoc Committee.

RIVIERA AD HOC COMMITEE MINUTES
MONDAY, January 14, 2021 – 6:30 PM
City Council Chambers, City Hall

Meeting was called to order by Mayor Klein at 6:32 p.m.
Without objection, Alderman Fesenmaier was allowed to record minutes.
Roll Call
Present: Mayor Klein, Alderman Tim Dunn, Alderman Mary Jo Fesenmaier, Carrol Pearson, Fred Gahl, Janet Ewing, Grace Eckland.
Absent: Dave Desimone, Committee Secretary; Grace Hanny, Stephanie Copsey
Quorum present.
Others in attendance: City Administrator Dave Nord; Nancy Mooney Buske, MSI

Approval of minutes from August 19, 2020
<u>Motion by Dunn, second by Eckland, to approve the November 19, 2020, minutes. Unanimously carried</u>.

Interior Finish Progress
Nancy Mooney Buske from MSI presented a power point presentation of options for the continued renovations. Color samples of materials were passed around for each section.
Elevator (page 2): inside panels – Brazilian redwood color; floor and vestibule – heavy performance, no slip sheet vinyl; inside door – brushed stainless steel; ceiling - LEDs in ceiling stainless steel panels; outside door – painted off white flax finish. The new elevator will be within inches of the current size.
First Floor Restrooms (page 3): current terrazzo floor remains; beige toilet partitions; Gridstone National Gypsum white ceiling panels; mirrors TBD
First Floor Ceiling (page 4): spaces G, H, K, and L - Gridstone National Gypsum white ceiling panels (same as restrooms)
<u>Motion by Eckland, second by Mayor Klein, to select Option 3 Elk Lighting (page 5) for eight (8) light fixture in Concourse ceiling</u>. LEDs will be 3,000 Kalvin which is a warmer light. The Concourse lights will NOT be recessed. Buske will find and present companion lighting pieces to match in the restrooms. There will be a 2-feet deep soffit to hide the ceiling mechanicals. <u>Unanimously carried</u>.
Terrazzo floors in main Concourse will remain if possible. In the retail spaces (page 6), the floor will remain glazed and walls will be repainted a White Dove eggshell finish. Possibility that the retail space back walls can be painted with an accent color of each leasee's choice.
Ballroom (page 12): ceiling – Palladian Blue matte finish; floor – maple wood plank with natural clear coat and oil finish on top, not parquet or laminate as it does not fit the historical nature and doesn't perform as well for dance floors; drapery – sample shown but the drapes will go back out to bid separately.
Elevator outside shaft (pages 8, 9, 10, 11): <u>Motion by Mayor Klein, second by Eckland, to choose the gold color paint above white wainscoting. Unanimously carried</u>.
Ballroom Set Up (page 13): actual photos are shown to give perspective.
Ceiling Second Floor (page 14): white Natural Gypsum Gridstone ceiling panels for kitchen and blizzard white Ultima Health Zone for bathrooms and storage/mechanicals.
Ballroom Light Fixtures (page 15): The chandelier pictured has already been accepted by City Council as a donation. It is approximately 48" wide by 50" tall, without the chain, weighing close to 500 pounds with 50-60 individual crystals. <u>Motion by Eckland, second by Pearson, to select Option 2 Ralph Lauren Gold Flush Mount.</u> All four options are comparable in price. The wall sconces (examples visible for location/placement only) will be decided on at another meeting. <u>Unanimously carried</u>.

Ballroom Reception/Security Desk and Bar (pages 16-17): Motion by Eckland, second by Pearson, to select the Cambrian Laneshaw for the higher countertops. Affirmed in the discussion is the use of HanStone Strato for the lower work surface countertops. White Dove semi-gloss will be used for the wood millwork face of the desk and bar. Page 17 bottom right corner shows a museum postcard of the historical bar, although Ewing pointed out the colors were definitely altered. Kick plate color and finish is yet to be determined. Unanimously carried.
Second Floor Restrooms (pages 18 – 19): Discussion centered around using the current countertop sinks or pedestal sinks. Buske will present more options at a future meeting regarding sinks. Motion by Eckland, second by Pearson, to select the Cambria Quartz Shirebrook countertop for the Men's Restroom. Unanimously carried.
Kitchen and Back Stair (page 20): Kitchen ceiling will be white National Gypsum Gridstone panels. Flooring will be left "as is" because kitchen equipment and set up will not change. Stair Railings will be painted a soft dusty black semi-gloss Graphite.
Motion by Mayor Klein, second by Ewing, to send all recommendations above to the January 25 City Council meeting. Unanimously carried.

Update on Exterior Lighting Proposal from Beautification Committee
Grace Eckland presented the Holophane Granville fixtures for the exterior of the Riviera Building. The twelve (12) total fixtures match the current City lights. Additional Holophane Baraboo flush mount (3) and pendant (4) light fixtures will all be donated by the Beautification Committee. There was a question about which light bulbs to use. There still seems to be no official Donation Policy other than for the Parks.

Fundraising Concepts
Fesenmaier reviewed the January 24 Community Engagement Event called "The Riviera: Key to Building Community," sponsored by the Ad Hoc Communications Committee. The program will be a video of Riviera history, renovations, fundraising, and public survey of memories, suggestions for future use, and communication method. The video is being produced free-of-charge by Dieter Sturm and will be released on January 24 (time to be announced) on the City's YouTube channel.
Fred Gahl, Fundraising Sub-Committee Chair, reminded us that this Ad Hoc Committee began meeting in July 2020 with no plans in place from previous Riviera meetings. Traditional fundraising for the $6 million project has been non-existent due to COVID.
Ideas from the concept sheet included in the packet were discussed including Stained Glass Window of the Lake Geneva Tulip for which a prototype is in the works, a GoFundMe page, Textograph mural, direct donations, grants, and general contributions.
Gahl reached out to the Sweeney group again but was not in favor of paying a retainer instead on using a performance standard or percent.
The mayor reminded all that the Tourism Commission previously approved a $75,000 grant for stage one of the renovations and was confident they would approve additional grant money.
Mayor Klein suggested a New Year's Eve Gala for evening and/or daytime. She reached out to the Glenn Miller Orchestra as a possible band. Others suggested the Badger High School Jazz Band or the Lake Geneva Orchestra Swing Band. Prices and profit would depend on costs.
Gahl believes the Riviera Ballroom should be viewed as a new, emerging venue not just for weddings and corporate events. It should be a better revenue generator.
The Ballroom is expected to be completed by the end of April with the first floor before the end of May.

Next meeting date – TBD
Motion by Eckland, second by Ewing, to adjourn at 8:47 p.m. Carried.
Respectfully submitted, Alderman Fesenmaier

Ad Hoc Communication Committee Minutes

October 29, 2020 – 6:00 p.m.
City Hall, Council Chambers
Committee Members: Chairperson Fesenmaier, Alderman Flower, Jay Fairbanks, Mary Sibbing, Christine Quinn

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

Roll Call:
Present: Fesenmaier, Fairbanks, Sibbing and Quinn
Absent: Flower

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

> Strauss – Concerns about treatment of public works employees.
> Krajovic – Concerns about input from residents on key issues. The City needs to be aware of the needs of residents.

Approval of September 16, 2020, minutes as prepared and distributed.

> Motion by Fairbanks and second by Sibbing. No discussion. Motion carried 4-0.

New Member Christine Quinn was welcomed by the group.

Discussion of agenda items.
6) Discussion/Recommendations regarding Portal – Location where residents can get services and the City can notify status of permits and other city business. Purpose – expedites City services. Matter is on-going.
7) Discussion/Recommendation City e-newsletter – A newsletter could be sent 3-4x per year. Anyone that signs up for the newsletter would get it. Educational and informational. City Administrator would be responsible for the newsletter.
Recommendation: City Administrator Nord – Identify goals and ways to measure effectiveness of an e-newsletter. Additionally, provide an overall plan for the implementation of an e-newsletter.
8) Discussion/Recommendation for Technology and Communications vendor/contract currently Nyquist Engineering. – Postponed to next meeting.
9) Report from City Administrator Nord regarding flow of communications from Committees, Council, and Public. – Nord was not in attendance. Committee discussed and heard from Michael Krajovic – Shared his perceived need to engage with the public on important topics such as – short term rentals, Policies and future directions, expansion of bike paths, growth, expansion of parks, etc. Roundtable – meet your alderman would also be good. Discussion

Strauss also commented on the importance of knowing your target audience. GSR could help reach target audiences.

10) Report out and Further Recommendations from Action research –

a) Announcements for GSR and Regional News – (Sibbing/Nord) To be continued

b) Cell Towers – (Nord) To be continued

c) Nixel – (Rotondi) To be continued

d) Electronic Sign Ordinance –(Nord) Timing and location of another sign discussed. No action

e) Policy for future Virtual Participation of Committee members and Public – (Nord) No action yet.

f) Policy for Internal Technology Committee (Nord) no action.

11) Discussion/Recommendation – Future Research (Google doc) Amanda is researching. Review of research links and information.

12) Discussion/Recommendation Length/future of Ad Hoc Committee – Committee expires next month. Three options were considered:

* Extend for six months
* Stay as part of Finance & License
* Become a separate committee that meets 3 -4x per year. Looks at analytics.

Recommendation: Continue for six months

During that time the committee will clarify goals and priority projects.

Projects will be considered at the next meeting.

13) Next meeting dates:

November 18th – 6:30

December 16th – 6:30

Future agenda items:

Consider a community engagement event

Draft committee goals with outcomes

Adjournment:

Motion by Sibbing, second by Fairbanks. Motion carried 4-0. The meeting adjourned at 7:15 p.m.

Minutes submitted by Christine J. Quinn

Ad Hoc Communications Committee

Wednesday, November 18, 2020 – 6:30 PM
City Hall, Council Chambers
Committee Members – Chairperson Fesenmaier, Alderman Flower, Jay Fairbanks, Christine Quinn, and Mary Sibbing

1. Call to Order by Chairperson at 6:30

2. Roll Call – all members present

3. Comments from the public as allowed by Wis. Stats. 19.84(2), NOT limited to items on this agenda. Comments will be limited to 5 minutes.
   No comments

4. Approval of previous meeting minutes from October 29, 2020
   Motion by Jay Fairbanks and second by Alderman Fesenmaier. Passed 5-0.

5. **Discussion**/Recommendation regarding *Portal system* to assist residents/taxpayers in accessing City services and information (Rotondi) example: https://gogovapps.com/ to be continued to next agenda

6. **Discussion**/Recommendation regarding *City e-newsletter* (City Administrator Nord per October 29 Committee minutes)

   Idea: Brief. Headlines with short stories. Communication Committee could take leadership. City administrator will be invited to next meeting. To be continued

7. Report from City Administrator Nord regarding *flow of communications* from Committees, Council, and Public (continued from October). Nord not present. Topic to be continued.

8. **Discussion/recommendation** for *a community engagement event* (October minutes)
   Discussed ways to engage the public in community dialogue.

   Purpose: to give information or receipt of information – Build community.

   Format - Town Hall……share background, provide updates, and then ask for citizen input. **Potential Opportunity** - Work with Riviera subcommittee. Ask: How do you want to be a part of the future of the Riviera. How could the Riviera be used to grow community? **The Riviera as key to building community**

Collaborators- VISIT Lake Geneva, LG Shore Report, MSI assistance with presentation

Idea could be tested with this Riviera opportunity.

Title: Community engagement

Promotion: Web page, FB page, papers, radio

Issues to address:

Clarify purpose. Identify approach to getting a list of potential participants. Develop outreach plan using different media. Develop a post survey to get feedback on event and identify other topics. Survey for topics could be broader than participants.

Alderman Faesenmaier agreed to discuss the opportunity with the Riviera committee.

9. **Committee goals and outcomes** (October minutes) Google doc…will be utilized to build out committee goals…

   E newsletter

   Communication approaches to reach multi-generational audiences

   Ensure website and other forms of communication are mobile friendly

   Update the website

   Community engagement events

   Cell towers

   Technology Plan

   Clarify communication processes at the City

10. **Discussion**/Recommendation for *Technology Plan* (Ald. Flower) talked to a couple of firms. Resources need to be identified to develop a plan and communicated to Council. There are different approaches to this.
    To be continued and will appear in goals and prioritization of the goals.

11. Updates

    a) Announcements for Geneva Shore Report and Regional News (Sibbing/Nord)

    Announcement about placement of garbage and recycling bins on terrace or drive access not in the street.

    What needs to be in the news outlets and who puts it in the papers?

i.e. calendar events. Need a policy on what communications can be shared by who and where?

Committee will seek Dave's input on approach to dissemination of information.

Motion: Mary will talk with Dave Nord to clarify the protocol to get city meetings and calendar events weekly into the regional news at no cost after approval and then submitted by city clerk. Motion made by Sibbing and seconded by Alderman Flower. Motion passed 5-0

b) Cell Towers (Nord) to be continued

c) Nixel and Website (Rotondi) to be continued

12. Future agenda items – analytics from Nixel and Website

13. Next meeting dates- Wednesday December 16th at 6:30.

Motion made by Quinn and seconded by Sibbing to adjourn. Motion passed. Meeting adjourned at 8:12 p.m.

Minutes submitted by Christine J. Quinn

Ad Hoc Communications Committee Minutes
Wednesday, December 16, 2020 – 6:30 PM
City Hall, Council Chambers

Committee Members – Chairperson Fesenmaier, Alderman Flower, Jay Fairbanks, Christine Quinn, and Mary Sibbing

Task: *City Council adopted Resolution 20-R37 on May 11, 2020 to establish a temporary committee as follows: WHEREAS there is a need to form an Ad Hoc Committee on Communications to review, develop and recommend opportunities and systems to provide increased communications to the public with respect to city business and opportunities. Goals of the Committee include means to accomplish increased communications through existing committee structures or new committees if necessary; taking advantage of new technology and products to make communications more efficient and timely; establishment of responsibilities for increasing communications and measurements to evaluate the effectiveness of communications; and establish policies and procedures to guide future communications by the City to the public.*

1. Call to Order by Chairperson at 6:34 p.m.
2. Roll Call – all present
3. Comments from the public as allowed by Wis. Stats. 19.84(2), NOT limited to items on this agenda. Comments will be limited to 5 minutes. – No comments
4. Approval of previous meeting minutes from November 18, 2020 – Motion to approve by Jay Fairbanks and seconded by Mary Sibbing. Passed 5-0.
5. Discussion/Recommendation regarding Portal system to assist residents/taxpayers in accessing City services and information (Rotondi) example: https://gogovapps.com/
Item to be continued at a future meeting.
6. Discussion/Recommendation regarding City e-newsletter (City Administrator Nord per October 29 Committee minutes)
No report from City Administrator. To be continued
Mary Jo will talk with Nord to identify appropriate lead.

7. Report from City Administrator Nord regarding flow of communications from Committees, Council, and Public (continued from October)
Discussion – Draft a flow chart to capture communication channels and then seek feedback. Cindy and Mary and Christine will draft a flow chart for our January meeting
No report from City Administrator. To be continued

8. Discussion/recommendation for a community engagement event – Riviera, Jan. 24
Discussion of a community engagement event. Concept – Allow community to engage and connect with the iconic Riviera.

Event – Launch a video on the 24th that people can view at their leisure. Video will include the History of the Riv, current renovations, fund raising for the Riv and a possible sharing of stories related to the Riv. A survey will follow the event to get additional information from participants. This will be a joint event with the Riviera ad hoc committee.

Tasks related to implementation:

1. Conversation with Riviera ad hoc group – Mary Jo
2. Who is going to do the scripting? Resources – Pat Quinn……
3. Story – Mary attended teen dances there and was the first to be married at the Riviera.
4. Pre-publicity – Social media, press, and radio. Mary will lead some of this work.
5. Survey – Use a Google survey link

Motion made by Mary Sibbing and seconded by Jay Fairbanks to have a go-to-meeting for further planning for the January event. January 6th, 2021. 6:30 p.m. Passed 5-0.

9. Draft Committee goals and outcomes (October minutes)
   Christine and Mary Jo will draft for January meeting

10. Discussion/Recommendation for Technology Plan (Ald. Flower)
    Discussed with Dave and Ken – Next steps.... possibly an IT audit…

11. Updates
    a) Announcements for Geneva Shore Report and Regional News (Sibbing/Nord)
       Community Engagement Announcement – Mary will draft ad for print media. Work with regional news to announce Jan 24th event.
       Mary touched base with Dave, and he will post meetings and times on FB including changes. Refer to LG website too.
       Use of LG news…. good idea…. get FB going and then consider Regional News.

    b) Cell Towers (Nord)
    c) Nixel and Website (Rotundi) – Not available

12. Future agenda items – enewsletter, goals and outcomes, flow chart, event
13. Set next meeting dates
14. Adjourn –MaryJo Fesenmaier moved and Christine Quinn seconded. 5-0.
    Regular meeting Jan 20th.

Ad Hoc Communications Committee
Community Engagement Event Planning Meeting
Wednesday, January 6, 2021 – 6:30 PM
City Hall, Council Chambers or via GoToMeeting

Committee Members – Chairperson Fesenmaier, Alderman Flower, Jay Fairbanks, Christine Quinn, and Mary Sibbing

Task: *City Council adopted Resolution 20-R37 on May 11, 2020 to establish a temporary committee as follows: WHEREAS, there is a need to form an Ad Hoc Committee on Communications to review, develop and recommend opportunities and systems to provide increased communications to the public with respect to city business and opportunities. Goals of the Committee include means to accomplish increased communications through existing committee structures or new committees if necessary; taking advantage of new technology and products to make communications more efficient and timely; establishment of responsibilities for increasing communications and measurements to evaluate the effectiveness of communications; and establish policies and procedures to guide future communications by the City to the public.*

1. Call to Order by Chairperson 6:30 p.m.
2. Roll Call – all present. Mayor Klein also joined the group
3. Comments from the audience - None.
4. Discussion/recommendations for the first Community Engagement Event - Riviera, January 24.
5. **Overview of Event:**
   Logistics: Date of rollout 1/24 via YouTube
   Purpose of event: provide information about local happening and gather input.
   Pilot an engagement event.

   Implementation:
   Publicity: Channels of PR – City website, FB, Twitter, Regional News, and Radio spot
   Radio spot was created by Dieder Stern at no charge.
   WLKG will put on their FB page and as part of Tuesday Heidi's Hope.
   Video: Mayor suggested Kristen Stone to potential provide the narration.
   Patrick Quinn provided history. The museum may have pictures of the Riviera.
   Dieder will take the lead on this and Mary will assist as needed.
   Mary Jo will post a google doc to capture key messages.
   Survey: A google survey will be used to gather memories about the Riviera, suggestions on uses of the Riviera and event related questions.
   Name for our Engagement Events – Engage Lake Geneva or LG Engaged. To be discussed at next meeting.

6. Next meeting: 3rd Wednesday, January 20, 2021 at 6:30 p.m.
7. Motion to adjourn made by Jay Fairbanks and seconded by Christine Quinn to adjourn. Passed 5-0. Adjourned at 7:27 p.m.