COMMITTEE OF THE WHOLE
MONDAY, JUNE 7, 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. Straube
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. **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
6. **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

7. **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 Halverson

   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 Straube

   f. Geneva Lake Use Committee, Alderperson Dunn

   g. Business Improvement District, Alderperson Straube

8. Discussion regarding the formation of an Ad Hoc Sustainability Committee

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
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:

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Council President Hedlund calls the meeting to order at 6:00 pm

Pledge of Allegiance – Ald. Howell

Roll Call

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

Absent: none

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.

Spyro Condos; 1760 Hillcrest Dr; spoke about snow removal, focusing on crosswalks and how snow removal pertains to the ADA.

Presentation regarding CD3 Boat Cleaning Kiosk

Bob Morava from Geneva Lake Association gave a presentation on the CD3 Boat Cleaning device and welcomed questions about the equipment.

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

Committee meets tomorrow, and will discuss possible Building and Zoning permit cost changes and Riviera project change orders.

Personnel Committee, Alderperson Hedlund

Met earlier this afternoon, discussed WRS contributions, wage scales, and the new harbormaster starting in the next 10 days.

Public Works Committee, Alderperson Flower

Paid parking started today. Beach kiosk purchase was approved.

Street improvement project work continues. Sidewalk installations along Edwards Blvd will be coming. A status update on traffic lights on Edwards and Bloomfield will be discussed. Trouble spots are being looked at on Townline, Cumberland, and Edwards at Walgreens.

Future items to be discussed include garbage collection, snow removal, the Sage/Water St curb issues, and Pine Tree Lane/Marion Terrace.

Piers, Harbors, & Lakefront Committee, Alderperson Yunker

The 3% rate increase was approved for boat slips and buoys.

The Committee will next meet on February 9th.

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

The Water Department has done some repainting on reservoir #3. Wastewater is taking out an RFQ and is looking to hire a couple new employees.

Tree Board, Alderperson Halverson

Board is still working on the Maple Park seedlings project with elementary school students.

Police & Fire Commission, Alderperson Yunker

Looking into body cams for the PD and associated costs.

Plan Commission, Alderperson Dunn

Plan commission training is underway and going great.

Board of Park Commissioners, Alderperson Fesenmaier

An open house is scheduled for Feb 18 5:30-7:00 regarding the Tap grant, and they are hoping to meet upstairs in City Hall.

Library Board, Alderperson Halverson

The Library closed to the public in Nov, is looking at the possibility of opening in Feb by appointment only. Curbside pickup has been going very well.

Historic Preservation Commission, Alderperson Dunn

Meetings with the state historical society have been cancelled recently due to Covid precautions. Commission is working on being more efficient, and continuing to assign historical plaques. Oakhill Cemetery will be applying to be a National Historic site.

Cemetery Board, Alderperson Howell

Has not meet.

Avian Committee, Alderperson Flower

Is meeting tomorrow. The backyard bird watch takes place Feb 12-15th. Community involvement is encouraged, there are directions on the City's website. Looking into improving the Four Season Nature Preserve for birds. The Bird City application has been turned in.

Tourism Commission, Alderpersons Hedlund

Meets next week with a full agenda, including the Contract with Walworth county visitor's bureau for bus trips and several grant applications. Winterfest is this weekend, and is a huge event for the city.

Riviera Ad Hoc Restoration Committee, Alderperson Fesenmaier

The first floor and some items for the second floor have been approved, and renovation items are on their way.

Mayor gives update on where the committee goes next-will focus on details. 1st floor uncovering of terrazzo is looking really good.

Fundraising update-proposal was received by an outside contractor, it will be reviewed at the next meeting.

Wedding requests have increased by quite a bit. About 55 have been booked for this year, including many reschedules from last year.

Communications Ad Hoc Committee, Alderperson, Fesenmaier

The YouTube video for the Riviera generated 250 views in a week with 30 responses to the survey. Committee is exploring the possibility of creating a group for event planning and sourcing fundraising efforts.

Update on the electronic sign.

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

Nothing to report. Alderperson Halverson has been appointed as replacement.

Geneva Lake Museum, Alderperson Dunn

Brick and Mortar won the parade of trees contest and the Fire Department took second.

Lake Geneva Economic Development Corporation, Alderpersons Hedlund

The LGEDC sold a substantial part of the business park by the bypass. Their last meeting was cancelled.

<u>Geneva Lake Environmental Agency, Alderperson Fesenmaier</u>

Last met in January at City Hall using a hybrid of virtual and in person attendance, which worked great.

A link to the Agency's website was added to the Committee's page on the City's website.

<u>Geneva Lakes Family YMCA, Alderperson Flower</u>

No update

<u>Geneva Lake Use Committee, Alderperson Dunn</u>

Noise ordinance is on hold-there were problems with how it was drafted.

<u>Business Improvement District, Alderperson Straube</u>

Winterfest is this weekend. The Coco Crawl is Saturday from 4pm-6pm, and 1200 people have already signed up.

Ad hoc committee has been created to generate more local participation in downtown businesses. 1st Friday of each month-businesses invited to stay open later.

Snow removal remains an issue.

BID is considering contracting private snow removal on sidewalks in the BID.

<u>Adjourn</u>

Motion by Howell second by Hedlund- motion carries unanimously. Committee adjourned at 7:18 pm

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

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, JANUARY 19, 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, Hedlund, Halverson, Fesenamier, 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

Approve the minutes of the January 5, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding a Tier II Event Permit Application filed by the Geneva Lake Arts Foundation INC for the event of Art in the Park to take place on August 14, 2021 and August 15, 2021 located in Flat Iron Park
Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendations regarding pay request #2 for Project 4453A- The Riviera Phase II- Interior Remodel and MEP Work in an amount not to exceed $478,823.75
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R06** a resolution amending the fee schedule as it relates to the 2021 rates for Slips, Buoys, and Kayak Racks
Motion by Howell to approve, second by Hedlund.

Motion to amend by Fesenmaier that the 2021 resident rate have no increase, second by Halverson. Fesenmaier stated that the Council has voted several times to not approve an increase for residents and that decision should be honored. She also felt that the funds being generated from the rates were being used for other expenditures other than pier replacement and it shouldn't be. She further added that the pier maintenance contract should be reviewed and sent out for bid. Hedlund noted that this decrease will greatly affect the budget, as the budget was approved with that increase.
Motion to amend was voted on the motion carried 3-2, with Yunker and Hedlund voting no.

Motion carried 4-1, with Hedlund voting no.

Discussion/Recommendation regarding approval of payment of 2021 Snow Plow purchase from the Equipment Replacement Fund in an amount not to exceed $178,092.00
Clerk Kropf stated that the Council had approved the intent to purchase this truck at the end of 2020. Motion by Hedlund to approve, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding possibly increasing building permit fees
Motion by Fesenmaier to direct the Building & Zoning Administrator to review and to recommend an increase on building permit fees for the next meeting, second by Halverson. Motion carried 5-0.

Discussion regarding December 2020 Treasurer's Report and Budget versus Actual
Finance Director Hall reviewed the December 2020 Treasurer's Report and Budget versus actual report as prepared in the packet. She added that the City did receive an additional $13,990 from the CARES grant. No action taken.

Presentation of Accounts

<u>Prepaid Bills in the amount of $ 59,670.33</u>
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

<u>Regular Bills in the amount of $171,690.54</u>
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Adjournment
Motion by Hedlund to adjourn, second by Fesenmaier. Motion carried 5-0. The meeting adjourned at 4:54 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, FEBRUARY 2, 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, Fesenmaier, Halverson, Hedlund, 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

Approve the minutes of the January 19, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding an agent change for Kwik Trip Inc d/b/a Stop-N-Go #1520, located at 896 S Wells St to Brigett Kohn
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding purchasing three Cale Stealth Terminals to be placed at the Riviera Beach in an amount not to exceed $35,127
Motion by Hedlund to approve, second by Yunker. Hedlund noted that this expense is in the budget to replace the old kisoks. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #1 from Payne & Dolan, INC for the 2020 Street Improvement Project in an amount not to exceed $522,663.53
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R08** a resolution designating Local Depositories, pursuant to Section 34.05, Wisconsin Statutes and Authorized Signatories for the City of Lake Geneva
Motion by Halverson to approve, second by Hedlund. Finance Director Hall noted that this is being updated due to the hire of the new Treasurer. Motion carried 5-0.

Discussion/Recommendation regarding possibly increasing permit fees issued by the Building & Zoning Department
Motion by Yunker to approve as presented, second by Hedlund. Building & Zoning Administrator Fred Walling addressed the committee regarding the possible increase of fees. He noted that the increase is minimal to help the budget for the new full time position within the Building & Zoning Department, these fees are also not out of line with surrounding communities. He added that he wanted the fees to be accurate without being prohibitive. Motion carried 5-0.

Discussion/Recommendation regarding lease with the Lake Geneva Chamber of Commerce Inc for the Lake Geneva "Visitor's Center" Building
City Administrator Nord noted that the current agreement is expiring this year and he wanted the committee's input regarding the fee for the building use and which body may be in charge of certain aspects of maintenance of the building. The current agreement states that VISIT Lake Geneva will pay the City one dollar a year for the building; he wondered if the committee wanted to visit that topic.

Motion by Howell to direct the City Administrator to refer to the City Attorney for review, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding **Ordinance 21-01** an ordinance amending Chapter 2, Administration, Article II, City Council, Section 2-49, Standing Committees, subsections (1) (a) of the Lake Geneva Municipal Code, Lake Geneva; as it relates to the ability to reschedule Finance, Licensing, and Regulation Committee meetings due to an election
Clerk Kropf explained that the municipal code does not allow for the chair to reschedule regular meetings and as elections only occur on first and third Tuesdays, she needs this change to allow for flexibility to reschedule to use Council Chambers as a polling location.
Motion by Hedlund to approve, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding rescheduling the February 16, 2021 Regular Finance, Licensing, and Regulation Committee to February 17, 2021 at 4:30 p.m. due to the Spring Primary Election
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Possible Recommendation regarding the Riviera Renovation project including an Owner Change Order 2 and Contingency Summary through January 28, 2021
Dave Luterbach from MSI addressed the committee regarding the change order and contingency summary. He noted that the contingency summary as ten items to be considered. These items were for plumbing work, additional demolition, jetting/flushing of the existing plumbing, sorting/reviewing the doors/hardware, the extension of the water service (this including several issues that needed to be addressed), piping that had been done by previous tenants that was discovered, the fire alarm system, the elevator shaft reconstruction, the installation below-slab sanitary sewer, and the boiler was not being fed by water lines with backflow preventers.
He further explained that the total change for the contingency is 146,849.00.
Luterbach explained the owner change order. The change order included a quote for separate water, sanitary, venting and electrical for each of the tenants within the concourse. They were asked to incorporate some foot wash stations between the beach access and the Riviera. Another item addressed some plumbing upgrades including the water softener. Including the plumbing requests included the re-piping of the water discharge for the kitchen area. The HVAC system also needs some upgrades including some air curtain and radiant ceiling heat for the vestibule. The boiler needs to be increased in size as well to help the radiant heat system. He added that the air conditioning in the concourse is being eliminated as the doors to the outside are usually open during the day. There were several items that were removed including the replacement of the balcony stairs and the motorized shades in the ballroom. Also, in our to propel the Riviera into the future, it was discussed that the Audio Visual equipment raceway and junction boxes be updated as well. The total on the change order summary comes to $83, 586.
Hedlund questioned who asked them about omitting the motorized shades and Luterbach explained that was recommended by the Riviera Restoration Ad Hoc Committee. Fesenmaier stated that the leases need to have provisions about altering the concourse spaces.
Motion by Howell to accept the change order and contingency summary, second by Hedlund. Motion carried 5-0.

Presentation of Accounts

Prepaid Bills in the amount of $2,058,545.52
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Regular Bills in the amount of $ 220,347.07
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Adjournment
Motion by Hedlund to adjourn, second by Yunker. Motion carried 5-0. The meeting adjourned at 5:19 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
WEDNESDAY, FEBRUARY 17, 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, Fesenmaier, Halverson, Yunker, 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
None

Approve the minutes of the February 2, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by Side by Side Inc for the event of Pop-Up Dinner on February 27, 2021 from 6:00 p.m. to 10:00 p.m. located at 711 W Main St, Lake Geneva
Motion by Howell to approve, second by Halverson. Clerk Kropf explained that this license was filed by a non-profit for an event in conjunction with Lake Geneva Country Meats. Fesenmaier stated that the building that will be using is a retail space and a pop-up dinner is not an allowed use.

Motion by Fesenmaier to continue to determine if the space can be used for this purpose, second by Halverson. Halverson stated that he would like to see this go to Council without recommendation based on the timing of the event. Motion to continue failed 1-4, with Howell, Halverson, Hedlund and Yunker voting no.

Main motion to approve was re-read, motion failed with Fesenmaier, Yunker, and Hedlund voting no.

Motion by Halverson to forward to Council without recommendation, second by Hedlund. Motion carried 4-1, with Fesenmaier voting no. Halverson noted that this could give time to get answers about this event without possibly hindering the event. The committee would like to see a representative at the Council meeting. Motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by Open Arms Free Clinic for the event of Pop-Up Dinner on March 6, 2021 from 6:00 p.m. to 10:00 p.m. located at 711 W Main St, Lake Geneva
Motion by Hedlund to forward to Council without recommendation, second by Halverson. Motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by My Team Triumph for the event of Pop-Up Dinner on March 13, 2021 from 6:00 p.m. to 10:00 p.m. located at 711 W Main St, Lake Geneva
Motion by Hedlund to forward to Council without recommendation, second by Halverson. Motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding a Tier II Event Permit Application filed by The Lake Geneva Regional News for the event of Bacon Fest to be held May 8, 2021 from 11:00 a.m. to 7:00 p.m. located in Flat Iron Park, Lake Geneva
Motion by Howell to approve, no second was offered. Motion failed for a lack of second.
Motion by Halverson to suspend the rules to allow a representative to speak, second by Howell. Motion carried 5-0.
No representative was present to discuss the event. Hedlund noted that this was supposed to happen last year, however as it is a first time event he would like to have a representative present to discuss.

Motion by Howell to continue, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding a Tier II Event Permit Application filed by the Lake Geneva Jaycees for the event of Venetian Fest to be held August 18, 2021 through August 22, 2021 (Setup on August 16 and 17 with cleanup on August 23) located in Flat Iron Park, Library Park, and Seminary Park, Lake Geneva
Motion by Hedlund to approve, second by Halverson. Hedlund noted the parking amount that the City is waiving and that it is the sponsorship on behalf to the City to the Jaycees. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by Lake Geneva Jaycees for the event of Venetian Festival Beer Garden to be held August 16, 2021 through August 23, 2021 from 6:00 a.m. through 11:59 p.m. located at the Flat Iron Parking Lot, on the 100 Block of Center St, Lake Geneva
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #3 filed by MSI General Corp for work completed on Project 4453A- The Riviera Phase II- Interior Remodel and MEP in an amount not to exceed $189,181.10
Motion by Fesenmaier to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R11** a resolution approving the assigned fund balance for the Avian Committee donations account as of 12/31/2020
Motion by Hedlund to approve, second by Fesenamier. Finance Director Hall noted that this is the balance from the Avian Committee from the end of 2020. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R12** a resolution approving the assigned fund balance for the Historic Preservation Committee donations account as of 12/31/2020
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R13** a resolution adopting 2020 transfers from the Lakefront Special Revenue Fund and the Parking Special Revenue Fund to the General Fund
Motion by Hedlund to approve, second by Halverson. Fesenmaier stated that she would like to see the money within this fund used towards a RFP for the pier maintenance and for a kiosk for the boat launch. She would be voting against the resolution as she feels that the residents should not have had a rate increase. Motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding **Resolution 21-R14** a resolution authorizing carryover of Capital Projects and Equipment Replacement Funds budgets from 2020 to 2021 and 2022
Motion by Hedlund to approve, second by Yunker. Finance Director Hall noted that these are project monies being carried over to the 2021 and 2022 budgets. She added that the traffic signal was moved to 2022 initially, but that the project may occur in 2021. Motion carried 5-0.

Discussion/Recommendation regarding possible changes to Sections 90-191, 90-192, 90-193, and 90-199 of the City of Lake Geneva Municipal Code; as it relates to kayak rentals, rental fees, lease applications and rentals of boat stalls and buoys
Motion by Hedlund to approve, second by Halverson. The committee discussed the fee of $5 for leaving the kayaks in the racks at the end of the season. Motion carried 5-0.

Discussion regarding December 2020 Budget versus Actual
Finance Director Hall reviewed the Budget versus Actual. She noted that any 2020 expenses or revenues can be applied until the end of February 2021. Any budget amendments and any carryover funds will be presented at the next meeting. No action taken.

Discussion regarding January 2021 Treasurer's Report and Budget versus Actual
Finance Director Hall gave the 2021 Treasurer's Report and the Budget versus Actual. The budget use is currently at 8% and that the proceeds for the borrowing will show in the February Treasurer's Report. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $1,042,468.35
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Regular Bills in the amount of $ 196,749.08
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Adjournment

Motion by Hedlund to adjourn, second by Yunker. Motion carried 5-0. The meeting adjourned at 5:06 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, MARCH 2, 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, Fesenmaier, Yunker, Hedlund, and Halverson
Absent: None

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

Approve the minutes of the February 17, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Halverson to approve, second by Hedlund. Fesenmaier stated that she would like to have a written explanation of licensing process for retail spaces. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding a Tier II Event Permit Application filed by The Lake Geneva Regional News for the event of Bacon Fest to be held May 8, 2021 from 11:00 a.m. to 7:00 p.m. located in Flat Iron Park, Lake Geneva
Motion by Halverson to allow Rob Ireland to speak, second by Hedlund. Motion carried 5-0.

Rob Ireland stated that the event will involve vendors serving bacon inspired appetizers in Flat Iron Park.

Motion by Halverson to approve, second by Howell. Fesenmaier inquired if there was going to be a street closure. Clerk Kropf noted that a road closure was not requested. Clerk Kropf noted that this event was paid for last year. Motion carried 5-0.

Discussion/Recommendation regarding a Tier I Event Permit Application filed by Semper Running Foundation for the event of Semper Running Half Marathon to be held July 10, 2021 from 7:00 a.m. to 10 a.m. using South Street and South Lakeshore Drive, Lake Geneva
Motion by Hedlund to allow Carlie Blackman to speak, second by Halverson. Motion carried 5-0.
Ms. Blackman noted that this is a community event that involves a half marathon to give scholarships to high school seniors who run long distance. She noted that the race will have 300 runners that starts in Walworth and would end in Lake Geneva. She added that she is not requested any roads to be closed and that the race with start at 7:00 a.m.

Motion by Hedlund to approve, second by Yunker. Blackman stated that volunteer and Community Service Officers will be available to assist with traffic control as needed. Motion carried 5-0.

Discussion/Recommendation regarding an agent change filed by Maya Geneva Inc to Vikas Dadhwal
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding 2021 Street Improvement Project Bid award to Wolf Paving in an amount not to exceed $648,631.82
Motion by Hedlund to approve, second by Howell. Hedlund asked if Wolf Paving could be given the base bid and the additional bid to another contractor. Earle noted that this may affect the bid price. Earle stated that he could check with the Engineer to see the bid could be split between to contractors.

Motion by Halverson to refer to Council without recommendation, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #2 from Payne & Dolan, INC for the 2020 Street Improvement Project in an amount not to exceed $32,055.79
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding purchase of van from the 2021 Equipment Replacement Fund
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding repurposing Vac-All #29 Chassis into a dump truck to be paid from the 2020 Surplus Auction Funds
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #4 filed by MSI General Inc for work completed on the Riviera Phase II-Interior Remodel & MEP Work in an amount not to exceed $750,406.90
Motion by Hedlund to allow Dave Luterbach to speak, second by Yunker. Motion carried 5-0.
Dave Luterbach stated that this is the application for work already completed on the Riviera project.
Motion by Halverson to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Riviera Restoration Project Change Order #3
Dave Luterbach noted that there are nine items on the contingency summary from March 1, 2021. He then reviewed the items within the contingency summary as listed in the packet. Luterbach noted that the project is about 60% complete and that there may be savings from Phase I completion in the range of $60,000 to $70,000.
Luterbach then reviewed change order number three summary as listed in the packet. With the additions and revisions, the total change order request came to $365,946. Finance Director Hall explained that this new change order concerns her in that Wis Stats states that the City cannot go over 15% of the budget for the project and if this is accepted this project would be 11% over budget. Hall also stated that the committee would need to determine where these additional funds would come from. Mayor Klein noted that the Riviera Restoration Ad Hoc Committee did not approve any of the proposed changes to the largest cost for the glazed tile and brick. Luterbach noted that most of the work in the change order has already been completed and that the timeline for the project doesn't allow for pre-approval before work can commence. Howell asked if Mr. Luterbach if he could determine what costs could be removed and if that could be presented at the next Council meeting. Howell stated that he would like Finance Director Hall to determine where the costs could be paid from. Howell also asked that Mr. Luterbach be prepared to make a presentation to the Council regarding the change order and any possible changes.

Motion by Howell to refer to Council without recommendation, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R18** a resolution adopting a 2020 year-end budget amendment authorizing the re-allocation of funds in the 2020 budget for certain revenues and expenditures exceeding their 2020 budgets
Finance Director Hall stated that this is the end of year resolution to make sure that departments are not over budget. She added that all budgets balanced without the use of contingency due to additional revenue collected.
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R19** a resolution authorizing carryover of General Fund budget amounts from 2020 to 2021
Finance Director Hall stated that this resolution would allow for carryover from 2020 to 2021/
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R20** amending the City of Lake Geneva Fee Schedule to add cost for large set plan printing
Motion by Fesenmaier to approve, second by Yunker.
Motion to amend by Fesenmaier to change the price to $1.75, second by Hedlund. This increase could help the City

Discussion/Recommendation regarding possible reduction of 2020 Personal Property Tax bill amount for Tique Furnishings
Motion by Yunker to reduce the personal property tax assessment amount from $5,000 to $500, second by Howell. Motion carried 5-0.

Presentation of Accounts

Prepaid Bills in the amount of $2,246,102.78
Motion by Yunker to approve, second by Hedlund. Fesenmaier inquired about the Sweeney Group invoice and Finance Director Hall stated that was an invoice from the Library Board. Motion carried 5-0.

Regular Bills in the amount of $ 232,659.71
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Adjournment
Motion by Hedlund to adjourn the meeting, second by Yunker. Motion carried 5-0. The meeting adjourned at 5:28 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
Tuesday, March 16, 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, Fesenmaier, Yunker, and Hedlund
Absent: Halverson

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

Approve the minutes of the March 2, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed. Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried by unanimous voice vote.

Licenses & Permits

a. Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by Walworth County Food and Diaper Bank for the event of "Baconfest" to be held May 8, 2021 from 11:00 a.m. to
9:00 p.m. Motion by Yunker to approve, seconded by Hedlund. Motion carried by unanimous voice vote.

b. Discussion/Recommendation regarding Temporary Operator License Applications filed by: Ann Desecki, John Hughes, Robert Ireland, Colleen Myers, and Steven Romani. Motion by Fesenmaier to approve, seconded by Hedlund. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 21-R15 approving the assigned fund balances for the Police Department accounts as of 12/31/2020. Motion by Yunker to approve, seconded by Hedlund. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 21-R16 approving the assigned fund balances for the Fire Department accounts as of 12/31/2020. Motion by Yunker to approve, seconded by Hedlund. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding RFP award for the five-year update of the City of Lake Geneva Park and Open Space Plan to MSA Professional Services, INC. Motion by Fesenmaier to approve, seconded by Yunker. Motion carried by unanimous voice vote.

Discussion regarding February Treasurer's Report and Budget versus actual. Comptroller Karen Hall provided an overview of the February 2021 Treasurer's report. Hall also noted that the Final 2020 budget amendments were not included in the meeting packet, but will be completed in the near future. General questions and discussions were held by the committee members.

Presentation of Accounts

a. Prepaid Bills in the amount of $ 936,752.36. Motion by Hedlund to approve. Seconded by Yunker. Motion carried by unanimous voice vote.

b. Regular Bills in the amount of $ 122,984.47. Motion by Hedlund to approve. Seconded by Yunker. Motion carried by unanimous voice vote.

Adjournment. At 4:11p.m. Hedlund so moved to adjourn. Seconded by Yunker. Motion carried by unanimous voice vote.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
WEDNESDAY, APRIL 7, 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, 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

Approve the minutes of the March 16, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by Semper Running Foundation for the event of Semper Running Half Marathon to take place on July 10, 2021 located at 700 N Bloomfield Rd
Motion by Halverson to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Tier II Event Permit Application filed by Grand Mission for the event of Phlowfest to take place on August 4, 2021 from 6:00 a.m. through 11:00 p.m. located in Flat Iron Park
Halverson expressed concerns with how late the event is slated to occur along with the request of amplified sound. Hedlund noted that a lot of the activities in the event were to occur outside of the City. Howell also cited concerns with the absence of the applicants from the meeting; the committee wished to ask questions about the details of the event. Howell stated that this should be continued until the applicants can be present; Clerk Kropf added that the applicants were made aware of the event permit being on the agenda.

Motion by Howell to continue, second by Fesenamier. Motion carried 5-0.

Discussion/Recommendation regarding a Public Assembly Permit filed by Mount Zion Christian Church for the event Sunday Morning Worship Service and Community Outreach to take place on June 27, 2021 from 7:00 p.m. through 2:00 p.m. located in Flat Iron Park/Brunk Pavilion; Applicant has requested use of electricity for amplified sound
Hedlund stated that this is an annual event and they have not had any complaints about the event. Clerk Kropf stated that this event was before the committee to discuss the request of amplified sound. The committee did not have any issues with the group using amplified sound for the event.

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

Discussion/Recommendation regarding a Tier II Event Permit Application filed by Horticultural Hall for the event of Lake Geneva Farmer's Market to take place every Thursday from May 6, 2021 through October 28, 2021 from 7:00 a.m. through 2:00 p.m. located at 330 Broad Street
Motion by Hedlund to approve, second by Halverson. Hedlund stated that this is a great event and that the City is waiving $6,070 in parking fees. Motion carried 5-0.

Discussion/Recommendation regarding a Tier II Event Permit Application filed by VISIT Lake Geneva for the event of Concerts in the Park to take place July 1, 8, 15, 22 & 29, 2021 and August 5 & 12, 2021 from 6:00 p.m. to 8:00 p.m. located in Flat Iron Park/Brunk Pavilion
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Tier I Event Permit Application filed by the Lake Geneva Public Library for the event of Beachside Authorfest to take place on July 8, 9, & 10, 2021 located in Library Park
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original "Class A" Intoxicating Liquor license and Class "A" Fermented Malt Beverage license application filed by Wisconsinbly Holdings LLC d/b/a Drink Wisconsinbly, 223 Cook St, John Casanova, Agent
Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original "Class A" Intoxicating Liquor license and Class "A" Fermented Malt Beverage license application filed by Spirited MB LLC d/b/a Parley Cigars, Spirits & Craft Beer, 830 W Main St, Ste E, Meribeth Shovick, Agent
Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original Class "B" Fermented Malt Beverage license and "Class C" Wine license application filed by Poke Partners LLC d/b/a Wicked Poke Hut, 120/122 Broad St, Madelin Vonasten, Agent
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original Massage Establishment License Application filed by Elevate Wellness Center LLC, located at 801 Geneva Parkway North
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding MSI General Corp Pay Request #5 for completed on The Riviera Phase II Interior Remodel & MEP Work in an amount not to exceed $1,105,351.60
City Administrator Nord stated that the request had been reviewed and had been approved for payment.

Motion by Yunker to approve, second by Howell. Motion carried 5-0.

Discussion/Recommendation regarding elimination of the city code related to the Cemetery Board and moving any remaining responsibilities to the Public Works Department. (Division 5 Cemetery Board, Sec 2-301 thru Section 2-312)
Motion by Hedlund to approve, second by Howell.

Howell stated that the Cemetery Board has not met in over a year and that currently, the Public Works Department is handling everything for the Cemetery. DPW Director Tom Earle explained that he currently sets the budget for the Cemetery and that he manages the funds. Motion carried 5-0.

Discussion/Recommendation regarding potential construction of additional public bathrooms located near the Library using funds from the American Rescue Plan
Motion by Halverson to allow Library Director Emily Kornak to speak, second by Hedlund. No discussion. Motion carried 5-0.

Kornak addressed the committee regarding her desire to use some of the incoming American Rescue Act funds to construct new bathrooms on the outside of the Library near the entrance. The current restrooms attached to the library are closed seasonal and that the bathrooms inside of the Library are not ADA compliant.
Finance Director Karen Hall stated that this would be a great project, but has concerns if this would qualify under the act. She added that she has been listening to many webinars regarding this incoming money and the advice from the League of Wisconsin Municipalities is to wait until the list of allowable projects/uses is more specific.

Motion by Howell to table, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding the 2021 Water Safety Patrol contract in an amount not to exceed $36,750.00
Hedlund questioned what the amount was on the contract from 2020. City Administrator Nord explained that he wasn't sure, but that he could find out before the next Council meeting.

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

Discussion/Recommendation regarding the changing the Harbormaster position to report directly to the City Administrator
Motion by Fesenmaier to approve, second by Hedlund. Fesenmaier noted that the Organizational Chart shows as such and it should remain that way. Motion carried 5-0.

Discussion/Recommendation regarding the creation of the seasonal Lakefront Attendant position
Motion by Hedlund to approve, second by Halverson. DPW Director Tom Earle addressed the committee regarding this position. He noted that this is a house keeping item. He added that this position will be responsible for cleaning up the parks and bathrooms; they would be rotated around more than just the Lakefront. They would work a rotating 20-30-hour schedule and would report to several positions within the DPW. He noted that last year there was one group of people hired to service both the beach and the lakefront. This would change so that beach attendants are only doing work on the beach. Motion carried 5-0.

Discussion/Recommendation regarding the compensation for the City Attorney position
Hedlund explained that the City Attorney has begun to work more hours than in the past and that the salary proration should be increased to reflect that increase; this position is paid at a prorated salary, not hourly. It is currently paid at 60% of a grade 22 and Hedlund would like to see that increased to 70%. That proration would equate to about 28 hours per week.

Motion by Hedlund to approve the wage proration increase to 70% of a grade 22, second by Halverson.

Fesenmaier noted that she would like to see what our communities do for their legal services, as having an elected City Attorney is fairly rare. She noted that this would not be a simple approval/denial of an elected or appointed City Attorney, but rather to determine if the costs are in line with what the City is currently paying.

Motion by Fesenmaier to continue for further research regarding wages for elected and appointed Attorneys, second by Halverson. Motion failed 1-4, with Howell, Halverson, Hedlund, and Yunker voting no on a roll call vote.

Motion by Howell to continue to obtain more information about economic impact and how many hours the Attorney works, second by Fesenmaier. Motion carried 3-2, with Hedlund and Yunker voting no.

Discussion regarding the American Rescue Plan Act funding
City Administrator Nord explained that the City is eligible to receive approximately $800,000 in American Rescue Plan funds. He noted that there has not been a lot of information given on what exactly the money can be used for. Until those specifications are given, the City will hold tight on spending any money but that the Leadership Team will be brainstorming. Nord encouraged the public to send suggestions/recommendations to their Alders or to the City Administrator. Finance Director Hall noted that there are some infrastructure projects that the money can be used for and that the City would have until December 31, 2024 to spend the money. This item will be congoing for discussion. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $ 181,306.56
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Regular Bills in the amount of $ 191,776.90
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Adjournment
Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:26 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, APRIL 20, 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, Yunker, Halverson, 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

Approve the minutes of the April 7, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding a Tier I Event Permit Application filed by the Downtown Business Improvement District for the event of Lake Geneva Wine Walk to take place on May 23, 2021 located on various streets of Lake Geneva and businesses
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Tier I Event Permit Application filed by J3 Events, Inc for the event of Wine Run 5K to take place on June 6, 2021 from 9:00 a.m. to Noon
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Tier I Event Permit Application filed by Holy Communion Church for the event of Farmer's Market to take place every Thursday from May 6, 2021 through October 28, 2021 from 8:00 a.m. through 1:00 p.m. located at Holy Communion Church- Broad Street and Geneva Street
Motion by Fesenmaier to approve, second by Yunker.
Hedlund noted that the applicant is requesting $6,240 in parking fees to be waived and feels that the taxpayers shouldn't have to bare that burden. Fesenmaier stated that the Event Permit policy should be reviewed to address the waiver of parking fees; she would like to see that on the next agenda. Hedlund added that maybe the applicant only pay half of the parking costs, instead of the City waiving all of the fees.
Motion to amend by Hedlund to approve the permit and that the applicant pay half of the parking costs at approximately $3,120, second by Halverson. Motion carried 3-2, on a roll call vote with Fesenmaier and Howell voting no.
Original motion as amended was read; motion carried 5-0 on a roll call vote.

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by Never Say Never Playground for the event of the Lake Geneva Wine Walk to take place on May 23, 2021 from 1:00 p.m. to 4:00 p.m. located in various downtown Lake Geneva businesses
Motion by Hedlund to approve, second by Yunker. Clerk Kropf explained that this license goes with the event permit filed by the Downtown Business Improvement District for the Wine Walk. She noted that the businesses that are participating in the event, that are not currently licensed by the City, would be covered under this license. This would these licenses to serve alcohol in their locations for the day of the event. Motion carried 5-0.

Discussion/Recommendation regarding acceptance of an Arbor Day sponsorship from American Transmission Company

Motion by Hedlund to approve, second by Yunker. Clerk Kropf explained that this is an annual donation from the American Transmission Company and that they specified that the donation go towards an Arbor Day sponsorship. This donation has typically been around $300 in the past. Motion carried 5-0.

Discussion/Recommendation regarding the compensation for the City Attorney position

Motion by Hedlund to approve the wage proration increase for the City Attorney from 60% to 70%, second by Yunker. Fesenmaier stated that she surveyed the other surrounding communities. Her findings were that most other Attorneys are contracted/appointed and they earn about $110 to $155 per hour. She added that she would like to see the discussion of the attorney position being elected/contracted to continue.

Motion carried 4-1 on a roll call vote, with Fesenamier voting no.

Discussion regarding March 2021 Treasurer's Report and Budget versus Actual

Finance Director Hall gave her report regarding the March 2021 Treasurer's Report. She noted that the 2011 General Obligation Promissory Notes from 2011 have been paid off in full. She added that the cash balance for the City is down due to the payments to MSI General Corp.

Hall then presented the Budget versus Actual. She noted that the buoy and slips leases are at 90% capacity, but that the budgeted amount will be short due to the Council's change to the rate to be charged. She further added that the parking revenue for March 2021 was approximately $118,000. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $ 1,149,016.39

Motion by Yunker to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Regular Bills in the amount of $ 285,700.63

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

Adjournment

Motion by Halverson to adjourn, second by Howell. Motion carried 5-0. The meeting adjourned at 4:51 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, MAY 4, 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 April 20, 2021 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

Discussion/Recommendation regarding an Original Sidewalk Café Application filed by Poke Partners LLC d/b/a Wicked Poke located at 120 Broad St
Motion by Yunker to approve, second by Howell. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding an Alcohol Premises Extension filed by Roberta Robers d/b/a The Farmstand located at 707 W Main St ***(Applicant is requesting use of sidewalk in front of business and permission to use sidewalk directly in front of 703 W Main St)***
Motion by Yunker to approve, second by Howell. Kropf noted that this is not different from any other cafes in the city. Motion carried 4-0.

Discussion/Recommendation regarding an Original Sidewalk Café Application filed by Roberta Robers d/b/a The Farmstand located at 707 W Main St ***(Applicant is requesting use of sidewalk in front of business and permission to use sidewalk directly in front of 703 W Main St)***
Motion by Yunker to approve, second by Halverson. Fesenmaier noted that they will have alcohol in that area and that there needs to be bollards to contain the area. Motion carried 4-0.

Discussion/Recommendation regarding applications for Temporary Operator Licenses to be used during the May 23, 2021 Wine Walk, filed by: Thomas Bachmann, William Briggs, Anthony Diedrich, Meagan Lamon, Stephen Monticello, Erin Sasak, Sharon Smith, Tanya Summerville, Matthew Wade and Roger Wolff
Motion by Halverson to approve, second by Yunker. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding pay request #7 for the Riviera Restoration Project Phase I filed by MSI General Corp in an amount not to exceed $ 94,134.55
Motion by Yunker to approve, second by Halverson. Fesenmaier stated that she received a call stating that some wiring was exposed on the first floor and she would like to see it. Motion carried 4-0.

Discussion/Recommendation regarding pay request #6 for the Riviera Restoration Project Phase II- Interior Remodel & MEP Work filed by MSI General Corp in an amount not to exceed $ 956,536.95
Motion by Halverson to approve, second by Yunker. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 21-R33** a resolution authorizing carryover of Capital Projects Security Gate and Cameras Dunn Field Project from 2020 to 2021
Motion by Yunker to approve, second by Howell. Finance Director Hall noted that this had been missed in the original carry forward resolution and that this is a bookkeeping item. Motion carried 4-0.

Discussion/Recommendation regarding a shared Emergency Services Agreement with the Town of Geneva
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding approval of an invoice for parking maintenance services from Total Parking Solutions Inc in an amount not to exceed $28,000
Motion by Fesenmaier to approve, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding free parking at Seminary Park for the Geneva Lake Museum Ice Cream social to occur May 5, 2021
Motion by Halverson to approve, second by Fesenmaier. Clerk Kropf noted that based on the time, this will not go to the Council for approval. Fesenmaier stated that she would like to see the event permit policy addressed specifically to parking fees. Motion carried 4-0.

Discussion/Recommendation regarding free parking for City of Lake Geneva resident sticker holders on July 15, 2021 for "Lake Geneva Day"
Motion by Halverson to approve, second by Yunker. Mayor Klein addressed the committee regarding her plans to hold "Lake Geneva Day" On this day the resident parking sticker holders could park all day for free. That day will also be the Riviera Grand Opening along with a concert in Flat Iron Park.
Motion to amend by deleting "resident", second by Halverson. Motion carried 4-0.
Original motion was read as amended, motion carried 4-0.

Discussion/Recommendation regarding payment for vendor placement of collateral within the Riviera Events Office
Mayor Klein addressed the committee regarding this request. This is a proposal to display vendor collateral in the Riviera at a cost of $250.00, annually. Attorney Draper stated that the City would have a say in what can be displayed.

Motion by Yunker to approve, second by Howell. The vendor materials be placed and arranged by the Riviera Events Coordinator. Klein noted that this could help to recoup some costs for the City. The materials will be displayed in the Events Coordinator's office and that the coordinator will facilitate the materials.
Motion carried 4-0.

Discussion/Recommendation regarding the acceptance of a donation of a Yamaha C7 Grand Piano by the Grand Geneva Resort for the Riviera
Motion by Yunker to approve, second by Halverson. Fesenmaier noted that she would like to see a donation policy discussed in the near future. Motion carried 4-0.

Discussion/Recommendation regarding the acceptance of a donation of a TV monitor by Lyle TV for the Riviera
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Presentation of Accounts

Prepaid Bills in the amount of $ 21,278.19
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Regular Bills in the amount of $119,046.47
Motion by Halverson to approve, second by Yunker. No discussion. Motion carried 4-0.

Adjournment
Motion by Yunker to adjourn, second by Halverson. Motion carried 4-0. The meeting adjourned at 4:54 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, MAY 18, 2021 – 4:30 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 at 4:30 p.m.

Roll Call
Present: Howell, Halverson, Fesenmaier, Yunker, 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
George Chironis; 808 Main St; Spoke in favor of the liquor license for Harrys Café being renewed.

Spyro Condos; 1760 Hillcrest Dr; Spoke in opposition to free parking on Wrigley Dr for Riviera Rentals.

Approve the minutes of the May 4, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding **Resolution 21-R35** a resolution authorizing and directing the proper city official(s) to issue the Liquor License renewals for the period of July 1, 2021, to June 30, 2022
Motion by Yunker to approve, second by Halverson. Hedlund inquired who the proper city officials to issue the licenses were. Clerk Kropf explained that it was herself and the Chief of Police. Motion carried 5-0.

Discussion/Recommendation regarding the renewal application of a “Class B” Intoxicating Liquor license and Class “B” Fermented Malt Beverage license filed by Mangiami Italiano LLC d/b/a Cuoco Pazzo Eatz & Drinkz, Agent, Eric Webber, located at 393 N Edwards Blvd, Lake Geneva
Motion by Yunker to approve, second by Halverson. Fesenmaier noted that the building is for sale and inquired if that if the building is sold, will the City be given that license back. Clerk Kropf explained that if the building sold, it doesn’t necessarily mean that the business will no longer be operating within the building. The business could still lease from a new owner and continue to operate. Motion carried 5-0.

Discussion/Recommendation regarding the renewal application of a “Class B” Intoxicating Liquor license and Class “B” Fermented Malt Beverage license filed by Harrys Café & Place Inc d/b/a Harry’s Café, Agent, James Chironis, located at 808 Main St, Lake Geneva
Motion by Yunker to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original Class “B” Fermented Malt Beverage License Application filed by Decorum Lake Geneva LLC d/b/a Comfort Suites Lake Geneva East, Agent, Eric Schmitt, located at 300 E Main St, Lake Geneva
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original Class “B” Fermented Malt Beverage License Application filed by Tienda El Rancho Inc d/b/a Tienda El Rancho, Agent, Mercedes Jaramillo, located at 1151 Elkhorn Rd, Lake Geneva
Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Sidewalk Café Renewal Applications, for the license term July 1, 2021 through June 30, 2022, filed by: Barrique Bistro & Wine Bar, 835 Wrigley Dr, Harry's Café & Place, 808 Main St, Lake Aire Restaurant, 804 W Main St, Oakfire, 831 Wrigley Dr, Popeye's, 811 Wrigley Dr and Sopra, 724 W Main St
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Taxi Company License Renewal filed by Lakefront Shuttle located at 300 Wrigley Dr
Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Tier I Event Permit application filed by Badger High School for the event of Badger High School Graduation Ceremony to be held June 6, 2021 (rain date June 7, 2021) from 12:30 p.m. to 3:30 p.m. located at Badger High School and Lake Geneva Middle School
Motion by Yunker to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Tier II Event Permit application filed by Mayor Charlene Klein for the event of New Year's Eve Gala to be held December 31, 2021 from 7:00 p.m. to Midnight located at the Riviera Ballroom
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Tier II Event Permit application filed by Mayor Charlene Klein for the event of "String of Pearls" Gala to be held August 28, 2021 from 6:00 p.m. to 11:00 p.m. located at the Riviera Ballroom
Motion by Yunker to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Tier I Event Permit application filed by Mayor Charlene Klein for the event of Riviera Open House to be held July 15, 2021 from 10:00 a.m. to 8:00 p.m. located at the Riviera Ballroom
Motion by Yunker to approve, second by Halverson. Mayor Klein noted that the City is donating parking to itself for the reservation of Lot B on Center Street. She plans on inviting dignitaries to attend. Reservation of the lot would allow them and orchestra performers to be able to park closer to the Riviera. Motion carried 5-0.

Discussion/Recommendation regarding Strand Engineering Contract for the South Street Trail Project
City Administrator Nord explained that there was a request for proposals posted for this project and that only Strand Engineering firm responded. The contract corresponds with the proposal submitted.
Motion by Hedlund to approve, second by Yunker.
Fesenamier explained that the contract is not in the packet and that she would like to review it prior to voting on it. She asked that it be referred to Council without recommendation and that the contract should be in the Council packet for review.

Motion to amend by Hedlund to refer to Council without recommendation, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding eliminating Lagoon Slip #32 and converting Lagoon Slips #18 and #31 to Personal Water Craft only slips
Motion by Yunker to approve, second by Hedlund. City Administrator Nord explained that these slips in lagoon cannot be rented; there are too small and confined for boats to use. The Harbormaster suggested that slip #32 be eliminated and that slips #18 and #31 be combined to serve as personal watercraft slips only. Motion carried 5-0.

Discussion/Recommendation regarding establishing a resident fee for the Personal Water Craft slips at $1,200 per year
Motion by Hedlund to approve, second by Yunker.
Hedlund explained that this was approved at the last Piers, Harbors, and Lakefront Committee. This would be the first year to have this and that it would be made available to residents by a lottery system. Fesenmaier stated that she would like to have the lease agreement for review at the next Council meeting, when this is considered. Motion carried 5-0.

Discussion/Recommendation regarding disposal of Parking Stall marker signs
Parking Manager Elder explained that the stall markers have been removed and that there have been inquiries from individuals to purchased them. He added that if the committee doesn't want to sell them individually, then they could be sold in one or two lots on the Wisconsin Surplus Auction.
Motion by Halverson to approve selling the individual stall marker signs at $20 apiece, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding rental of Lower Center Street parking lot in combination with Riviera Ballroom Rental

Mayor Klein explained that she had proposed that individuals booking the Riviera could have the option to book the Center Street parking lot at a premium. This could potentially eliminate the need for people to reserve parking stalls on Wrigley Drive. Parking Manager Elder stated that the lot could be reserved at a cost of $510, if the current parking rates are used. Elder added that the whole lot would have to be blocked off and that anyone parking there would have to be given a pass to display. This would also be enforced by the Parking Enforcement department. Howell added that this reservation along with the extra enforcements steps should have a higher rental price.

Motion by Howell to approve the rental of the lower Center Street parking lot in combination with Riviera Ballroom rental at a rate of $650, second by Halverson.

Fesenmaier stated that City Attorney Draper should review the ordinances to see if an amendment needs to be made to allow it. Motion carried 5-0.

Discussion/Recommendation regarding disallowance of private parking stall reservations on Wrigley Dr (from Main St to Broad St)

Hedlund and Fesenmaier inquired if this was allowable. Elder noted that the reservation of parking stalls is allowable under the City's event permit policy and that there are current practices that allow individuals to pay to reserve stalls for various reasons. Mayor Klein would like to see this process disallowed to give ample parking for those wishing to visit businesses on Wrigley Drive.

Motion by Howell to continue, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding establishing Riviera Ballroom corporate and not-for-profit rental rates

Riviera Events Coordinator, Stephanie Copsey, addressed the committee regarding the proposed rate changes. She added that she is focusing on making the Riviera more marketable for corporate events and would make the Riviera rates more comparable with surrounding area venues. She also added that she would be changing the months that would constitute the off peak season to December 1 through April 30.

Motion by Howell to accept the proposed changes to the Riviera Rental rates as presented, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation authorizing the Mayor to sign contracts for orchestra entertainment in conjunction with Riviera Ballroom events

Mayor Klein explained that this would allow her to sign the contracts for the Riviera Ballroom grand opening and gala entertainment. Finance Director Hall noted that the Tourism Commission is paying for this through the grant process.

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

Discussion/Recommendation regarding City of Lake Geneva Impact Fees

City Attorney Draper explained that the collection and use of impact fees is set by state statute. Before the City could collect any kind of impact fee, there would need to be facilities identified as impacted by development, and there would need to be a study conducted for each intended use. The last time the City had a study conducted is cost approximately $10,000, back in 2014. The City current collects water and sewer impact fees. For each need identified by the City, there would need to be an individual study completed along with public hearing prior to implementation.

Motion by Hedlund to direct Ehler's to conduct an impact fee study, second by Fesenmaier. Hedlund noted that the last study was done in 2014 and that they should probably be updated. Attorney Draper indicated that each impact fee need explored would have to be its own study. Howell would like to see what surrounding communities charge for their impact fees. Attorney Draper explained that could be obtained and distributed to the committee for review. The fees for the studies would be based on the type of facilities to be explored. Attorney Draper explained that these could be explored with Ehler's for further consideration. Hedlund would like the Leadership Team to explore the potential the needs for an impact study. Hedlund withdrew his motion.

Motion by Hedlund to direct the City Administrator to meet with the City Leadership Team to explore the need for an impact fee study, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding the City of Lake Geneva Donation Policy
Fesenmaier stated that the current policy is very specific to just Park donations and should the policy be amended to include other things. City Administrator Nord stated that he would like to see an all-encompassing policy to be used City-wide.
Motion by Fesenmaier to direct the City Administrator to draft a donation policy that is all encompassing and applicable to more than just park donations, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding the possible creation of a policy addressing the waiver of parking fees as it relates to the Special Event Permit Application process
Fesenmaier stated that currently there is not a policy that addresses the waiver of parking fees as it relates to the special event permit process. The waivers are reviewed on a case by case basis. Howell stated that he would like to see that continue. Fesenmaier would like that the waivers are compiled into one place for consideration as the cases arise. Parking Manager Elder noted that a policy could be helpful, but developing one policy could offer complications as well. No action taken.

Discussion/Recommendation regarding possible creation of a permanent Communications Committee
Fesenmaier addressed the committee regarding the potential for the Ad Hoc Communications Committee to become a permanent committee. At one point in time there was a City Communications Committee that was developed to address the cable television franchise. She noted that the Ad Hoc Committee has been in place for a year and would like to have this referred to the Council.
Motion by Fesenmaier to make the Ad Hoc Communication Committee permanent and to draft an ordinance as such, second by Halverson.
Halverson stated that the committee should be permanent and would be vital to the public. Clerk Kropf asked questions regarding the committee's composition, terms, and duties. Fesenmaier stated that the new committee would closely follow what was developed in 2008 with some changes, as recommended by the Ad Hoc Communications committee.
Motion failed with Howell, Yunker, and Hedlund voting no.

Discussion regarding April Treasurer's Report and Budget versus Actual
Finance Director Hall reviewed the April Treasurer's Report and the Budget versus Actual report. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $1,147,452.92
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Regular Bills in the amount of $ 131,407.64
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Adjournment
Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:56 p.m.

SPECIAL PERSONNEL COMMITTEE
TUESDAY, JANUARY 19, 2021 – 5:30 PM
CITY HALL, CONFERENCE ROOM 2A

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

Meeting called to order by Chairperson Hedlund at 5:35 p.m.

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

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

Discussion/Recommendation regarding Resolution 21-R05 a resolution extending the Family First Coronavirus Response Act (FFCRA) through March 31, 2021. General discussion was had among the members present. This is a partial extension of the Family First Coronavirus Response Act (FFCRA) which expired December 31, 2021. The proposed extension would run through the last day of March, 2021. Howell so moved to approve, seconded by Halverson. Motion carried by unanimous voice vote.

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session RE: Employment Contracts for: Sgt. Jason Hall, Sgt. Sean Hinzpeter, Sgt. Dan Derrick, Detective Sgt. Glen Nettesheim, Lt. Bridgett Way, Lt. Ed Gritzner and Chief Michael Rasmussen. At 5:40 p.m. Howell so moved to go into closed session, seconded by Straube. 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 6:45 p.m. Howell so moved to return to open session and take action as discussed in closed session, seconded by Halverson. Motion carried by unanimous voice vote.

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

Adjourn
At 6:46 p.m. Howell so moved to adjourn, seconded by Halverson. Motion carried by unanimous voice vote.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, JANUARY 25, 2021 4:00 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

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

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

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

Motion by Fesenmaier to move up items #11 & #12, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding possible intersection improvements at Bloomfield Rd and Edwards Blvd
Public Works Director Earle stated that the City is waiting for the intersection study from the WI DOT and that they are evaluating the intersection for multiple potential traffic control options. He added that they are not sure if that the intersection warrants a traffic signal. Walworth County has a safety task force that has looked into the intersection. Earle stated that there has also been conflicts over the ownership of the intersection.

Hedlund joined the meeting at 4:10 p.m.

School Superintendent Jim Gottinger, addressed the committee regarding the school's concerns with the intersection. He added that there was study done in 2016 and noted that several schools are located in the vicinity that face traffic concerns in that area. He stated that he had received correspondence from the Walworth County safety task force that they felt an intersection wasn't warranted. He added that this is not acceptable and that something needs to be done before there's another accident. He further added that the school district is prepared to help pay for this intersection.

Concerns from the WI DOT included that it is a state controlled road, that is located in the township and that the City is going to potentially pay for some kind intersection improvement. This is also not part of the City of Lake Geneva connecting highway agreement.

Motion by Fesenmaier to direct staff to apply for the permit with the WI DOT for the intersection traffic signal to also include the Memorandum of Understanding and the Walworth County Safety Committee's investigation as backup to the permit application, second by Halverson. Flower expressed concerns with applying for a permit without having a task order for the engineering. Flower added that she would like to see a boundary agreement explored; that way the intersection and potential signal to be located within the City limits. She noted that agreement would likely have to start with the Mayor and work with the township to move it forward. Fesenmaier stated that this has been an ongoing issue and that applying for the permit may help the WI DOT move the process along.
Director Earle stated that the WI DOT does already have the Memorandum of Understanding, but he does not believe they have the other documentation.
Flower re-read the motion. Motion carried 5-0.

Motion by Flower to ask Mayor Klein to address the boundary agreement with the Town of Bloomfield, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding possible placement of flexible lane delineators on Cumberland Trl and Townline Rd
Chief Rasmussen stated that he does not have any further crash data from prior reports. Flower noted that this section is partially in the City and partially in the township. Flower would like to see delineators from the traffic island to the east, during the summer time only.

Motion by Flower that the City annually install the flexible delineators at staff's preferred direction, second by Fesenmaier. Earle stated that he does have the funds to purchase these and that he wouldn't need to ask for any special funding. Motion carried 5-0.

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

Approval of the December 17, 2020 Public Works Committee meeting minutes as prepared and distributed
Motion by Hedlund to approve, second by Dunn. No discussion. Motion carried 5-0.

Director of Public Works Report
Public Works Director Tom Earle stated that the Bigfoot Beach area has been discussed with the WI DOT and WI DNR. Their staff is still trying to find the records that pertain to the ownership of the Bigfoot Beach to work towards a solution to fix that area. Earle stated that the "Do Not Block Intersection" sign for Country Club Dr is ordered and will be installed soon.
Streets Superintendent Neil Waswo addressed the committee regarding the snow operations for 2021 thus far. He noted that the DPW has been experimenting with pre-treating and brining. He added that the approach is more proactive and the public has been very receptive to their efforts. Fesenmaier cited the City's snow removal policy and wondered if this policy was being followed. Waswo added that the policy is being followed and noted that it's being enhanced with the use of primary and secondary routes. Fesenmaier noted that the welcome sign coming in to the City had been damaged and wondered if they could be replaced instead of just fixed. Waswo noted that those signs were purchased by VISIT Lake Geneva (Chamber of Commerce). No action taken.

Parking Manager Report
Parking Manager Elder addressed the committee and noted that paid parking will commence on February 1. He noted that the DPW has been helping with the placement signs that note when in a paid parking zone and that parking is pay by plate. He added that the Parking Department will be putting out the notice regarding the commencement of paid parking on all of the City's social media platforms. There will be a Winterfest Shuttle on the Saturday and Sunday of that weekend. He added that snow removal around the kiosks had been added to all of the job descriptions for all of the Parking staff. No action taken.

Discussion/Recommendation regarding purchasing three Cale Stealth Terminals to be placed at the Riviera Beach in an amount not to exceed $35,127
Motion by Hedlund to approve to be paid from the Parking Fund, second by Fesenmaier. Parking Manager Elder stated that these new kiosks will have the ability to accept cash as 23% of the money collected at the beach is cash. Elder added that this expense was budgeted for in 2021. Flower stated that she understands the need to accept cash, but would like to start to move away from it. She would also like to see the VIPLY app move forward. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #1 from Payne & Dolan, INC for the 2020 Street Improvement Project in an amount not to exceed $522,663.53
Earle stated that he would recommend approval of the payment and this does not include the retainage.
Motion by Hedlund to approve, second by Halverson. Flower noted that there are ongoing conversations regarding the curb that was installed on Sage St as part of the 2020 program. Motion carried 5-0.

Discussion/Recommendation regarding the 2021 Street Improvement Project
Director Earle stated that the program is moving along but there is issues with the possible reconfiguration of the intersection. He would like to see Edwards Blvd from the intersection of Hwy 50 to the first entrance of Home Depot be held over to 2022. With that section removed, the City could add more roads and alleys as part of the 2021 program. The largest project that should be considered in the 2021 project is Snake Road. Flower noted that the state may be hesitant to move forward with the intersection without the traffic study. Flower inquired about the bid notice in regards to the special assessment timelines. City Clerk Kropf explained the special assessment timeline and process. City Engineer Governatori explained that the project won't require a full closure of Edwards Blvd. No action taken.

Discussion/Recommendation regarding 2022 Street Improvement project
Director Earle stated that there have been some issues with Marriane Terrace and would encourage the Alders to talk to the City Attorney regarding that issue. Some of the roads on the 2022 project, such as Snake Road, have been removed and placed on the 2021 project list. Flower stated that Wells Street and parts of Broad Street have started to deteriorate, since those are main thoroughfares, is the volume of traffic considered into the plan. Governatori stated that it is not a

main factor, but something that is concerned. Earle stated that Wells Street is not on the list as of yet due to ongoing conversations with the Utility Commission regarding water mains.

Motion by Flower to obtain RFQs for design services for the 2022 Street Improvement Project, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding the Sidewalk Cost Share Policy- Ald Fesenmaier

Flower stated that the City currently has a sidewalk policy and that the City's share will not exceed $1.75 per square foot. Fesenmaier stated that she would like to see City staff reviewing those troubled sidewalks. The Code Enforcer could tag those that do not meet the standards and give the owner 20 days to repair. If the owner does not repair it per the timeline, the City would then repair it and bill the owner.

Motion by Flower to amend the policy to add that "as part of our annual street improvement project sidewalks will be identified for repair…", second by Hedlund. Hedlund stated he would like to see the amount of time increased to 45 days. Flower stated that this amendment would take some of this off the code enforcer and then would become part of the annual street improvement project. Earle stated that he would be in favor of increasing the City's portion as part of the program.

Motion by Fesenmaier to refer to staff for recommendations and changes, second by Halverson.

Flower and Hedlund retracted the original motion made. Earle stated that he would start working on this for the next meeting. Flower stated she would also like to see the replacement justification as part of the City code. Motion carried 5-0.

Discussion/Recommendation regarding Downtown Snow Removal and possible Downtown Business Improvement District Special Assessment – Mayor Klein

Mayor Klein noted that she had a meeting after the last snow fall and felt pretty comfortable with the discussion. Earle stated that the BID had talked about possibly hiring a snow removal company to just clear the sidewalks in the BID. This could be paid for through a special assessment, but that the City would need to approve a change like that. No action taken.

Future Agenda Items

- Native Plantings
- 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
- Recycling and garbage collection frequency

Adjourn

Motion by Hedlund to adjourn, second by Dunn. Motion carried 5-0. The meeting adjourned at 5:53 p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, FEBRUARY 22, 2021 4:00 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

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

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

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

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
Jim Gottinger; Lake Geneva School District Administrator; Spoke in opposition of the committee convening into Closed Session to discuss the Edwards Blvd and Bloomfield Road Traffic Signal RFQ and spoke to the need to move this project along without delay.

Colorado Goldway; 150 West St; Spoke in concern of the trash and recycling pickup for the City and would like to see efforts made to increase the amount of recycling done throughout the City.

Approval of the January 25, 2021 Public Works Committee meeting minutes as prepared and distributed
Motion by Dunn to approve, second by Halverson. No discussion. Motion carried 4-0.

Director of Public Works Report
Public Works Director Tom Earle addressed the committee regarding the snow events and snow emergency that was declared earlier in the month. Street Superintendent Neil Waswo addressed the committee regarding the events during the snow emergency. He noted that this storm wasn't large, with only three inches of snow falling, but that the timing of the storm with Winterfest happening warranted a snow emergency. He explained that this worked really well and thanked everyone involved. He added that there have been seventeen total snow events and that nine of them occurred in late January through February. Fesenmaier stated that she appreciated the policy being followed in that snow was windrowed, but that the Council needs to approve a snow emergency as City functions are being changed. Public Works Director Earle noted that only two things occurred during the snow emergency that were different than past practices; one being that the snow emergency was called and the second was that the downtown business owners did have their twelve-hour window to remove the snow from their sidewalks. He added that he had scoured the City ordinances and policies and could not find any reference to allowing the downtown business owners to put the snow from their sidewalks into the street. He added that this practice is not allowed anywhere throughout the City and is not sure why it has been allowable in the downtown. Halverson thanked Earle and Waswo for their hard work and efforts during the snow emergency. No action taken.
Earle stated that he has been having of phone calls regarding the traffic signal and has been working on the Memorandums of Understanding for all of the interested parties. He added that he has be in conversation with the WI DOT trying to determine who will be responsible for the light and which party will be responsible for what parts of its installation. Earle stated that since the light will not be part of the City's connecting highways, therefore the WI DOT will assume responsibility of the light; i.e. maintenance and associated expenditures. Fesenmaier noted that there was talk of a task order being completed for the traffic signal and inquired about the signed copy. City Administrator Nord stated that the former Mayor had requested a task order to be completed, but he was only in possession of an unsigned copy. Flower directed the City Administrator to research if that type of request is within the scope of the Mayor's authority, particularly what dollar amount can be authorized. Earle added that the committee had directed him to file a permit with the state to start the work, but after discussions with the WI DOT he concluded that since the traffic signal will fall under the state's responsibility that the WI DOT would be the agency to file for the permit. No action taken.

Parking Manager Report
Parking Manager Seth Elder addressed the committee regarding the parking team and the February revenues. He stated that they are all healthy and back to work. He noted that the while February is not over as of yet, he couldn't offer a complete synopsis of the month, but could give an idea of what has transpired thus far. He noted that Winterfest weekend alone generated over $30,000 in revenue between the kiosks and the Park Mobile app. He added that month to date the

parking revenue is at $80,000 and that 16% of the revenue was generated from the Park Mobile app. He added that the team has been out educating business owners and visitors about the parking enforcement starting sooner than it had in the past. Fesenmaier stated that she would like to see a kiosk moved closer to the boat launch and would call Elder to discuss logistics. No action taken.

Discussion/Recommendation regarding 2021 Street Improvement Project Bid award
Earle indicated that the City had received four bids for the 2021 Street Improvement Project. He added that Wolf Paving was the lowest apparent bidder at $648,631.82 for both the base bid and the additional bid for Snake Road. Flower stated that the Council will need to have the final approval of the bid award, which will coincide with the Public Hearing for the sidewalk special assessment.

Motion by Fesenmaier to approve the bid award to Wolf Paving for the 2021 Street Improvement Project base bid in an amount not to exceed $525,186.22 and for additional bid #1in amount not to exceed $123,445.60, second by Flower. Motion carried 4-0.

Discussion/Recommendation regarding Pay Request #2 from Payne & Dolan, INC for the 2020 Street Improvement Project in an amount not to exceed $32,055.79
Public Works Director Earle stated that this is pay request #2 for the 2020 street project and that the retainage is being held until sidewalk work is completed.

Motion by Fesenmaier to approve, second by Dunn. Earle stated that the City is not happy with the sidewalk work that has been completed as they do not adhere to our ordinances. The contractor was made aware of the changes that need to be made and that the City will not pay the remaining balance until it is fixed. Motion carried 4-0.

Discussion/Recommendation regarding changing parking stall designations on Center Street near Geneva Towers entrance/exit
Parking Manager Elder addressed the committee regarding a concern that was brought to his attention for the parking stalls near the Geneva Towers entrance/exit; there had been issues with visibility. He noted that those immediate stalls are compact only and that a remedy could be to make them motorcycle only or to increase the length of no parking. Elder did note that the Police Department indicated that there has not had an accident there in the past three years. No action taken.

Discussion/Recommendation regarding the 2022 Street Improvement Project
Earle noted that streets that are a part of the 2022 Street Improvement Project as: Sheridan Springs Rd Circle Drive and two alleys. Earle added the Circle Drive may be pushed into 2023 as there have been utilities issues identified that require coordination with the Utility Commission. Earle added that there is another alley on Curtis Street that is failing quickly that could be added to the 2022 project as well.

Discussion/Recommendation regarding engineering RFQs for the 2022 Street Improvement Project
Earle stated that he had crafted the Request for Proposals and is under City Attorney review as of now. No action taken.

Discussion/Recommendation regarding possible changes to the sidewalk cost-share policy
Earle noted that the committee has been discussing possibly updating the policy. He reviewed the policy and offered some proposed changes including updated pricing. Updating this would possibly incentivize residents to participate in the program. Earle's other thought was to maybe include those sidewalks as part of the current street improvement project. He also cited concerns with the sidewalk repair rebate section as well. Flower stated that the road program looks at roads on a fifteen basis and that the sidewalk policy should match that. Earle also stated that there needs to be clarification on when sidewalks get ruined due to trees and he further asked that there be clarification regarding the corner lots. That section references that the City will pay full costs of the intersection portion; Earle noted that language is extremely unclear and should be clarified as well.

Motion by Fesenmaier to direct to staff to review and revise the sidewalk cost hare policy based on recommendations, second by Halverson. Fesenmaier would like to see this come back to the next meeting for discussion. Motion carried 4-0.

Discussion/Recommendation regarding purchase of van from the 2021 Equipment Replacement Fund
Earle stated that this van is on the schedule to be replaced this year and was a previous donation from the Utility Commission. He acquired three proposals for the replacements and that he would recommend purchasing the van from

Lake Geneva Ford. He noted that this vehicle is older with limited miles, but is the exact model the department is looking to obtain.

Motion by Dunn to approve the purchase of the 2020 Ford Transit F-350 Cargo van from Lake Geneva Ford not to exceed $39,458, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding repurposing Vac-All #29 Chassis into a dump truck to be paid from the 2020 Surplus Auction Funds
Earle explained that the department could use the cab and chassis from the old vac all to turn it in to a tandem to help haul brush. The funds to pay for the upgrades would be paid from the surplus auction items, sold in 2020.

Motion by Dunn to approve, second by Fesenmaier. Motion carried 4-0.

Discussion regarding possible paid parking on Geneva Street, Madison Street, Warren Street, and Maxwell Street
Earle stated that this item was requested by Hedlund, who is not present and wondered if the committee wanted to continue to next month. Parking Manager Elder stated that those additional stalls could potentially bring in approximately $150,000 in parking revenue and the costs could be minimal. Additional kiosks could be purchased but maybe not necessary, but would suggest additional signage.

Motion by Flower to continue, second by Fesenmaier. Fesenmaier encouraged the Lake Geneva Regional News to publish an article and put something on Facebook about this topic.

Discussion regarding garbage and recycling pickup frequency
Halverson stated that there has been interest in possibly increasing the frequency of when recycling gets picked up; the idea of possible weekly pickup was brought up and that John's Disposal would be agreeable to potentially negotiating the contract as such. Fesenmaier would like to identify the goal for this and then work towards that; Halverson noted that this should be on the agenda on going for discussion. Halverson added that the committee could always invite a representative from John's Disposal to address the committee as well. No action taken.

Motion to go into Closed Session pursuant to Wis. Stat. 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 regarding: **Edwards Blvd and Bloomfield Road Traffic Signal RFQ** and pursuant to Wisconsin Statutes 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding: **Potential road work on Marianne Terrace and Pine Tree Lane**
Motion by Flower to convene into closed session, second by Halverson. Motion carried 3-1 on a roll call vote, with Fesenmaier voting no. The Public Works Committee convened into closed session at 5:29 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 Flower to reconvene into Open Session, second by Fesenmaier. Motion carried 4-0 on a roll call vote. The committee reconvened into Open Session at 5:59 p.m.

Motion by Halverson to schedule a special Public Works meeting to discuss the Edwards Blvd and Bloomfield Road Traffic Signal RFQ, second by Fesenmaier. Motion carried 4-0.

Motion by Flower to direct staff to continue as discussed in closed session in regards to potential road work on Marianne Terrace and Pine Tree Lane, second by Halverson. Motion carried 4-0.

Adjourn
Motion by Dunn to adjourn, second by Halverson. Motion carried 4-0. The meeting adjourned at 6:01 p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, MARCH 22, 2021 4:00 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

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

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

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

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
Shari Straube; 1014 Wisconsin St; Spoke in opposition to the additional streets to the paid parking program.

David McConnell; 21 Lake View Dr; Spoke in opposition to the additional streets to the paid parking program.

Ted Krause; 1112 Wisconsin St; Spoke in opposition to the additional streets to the paid parking program.

Buzz Yaeger; 1084 Edgewater; Spoke in opposition to the additional streets to the paid parking program.

Sherri Ames; 603 Center St; Spoke in opposition to the additional streets to the paid parking program.

Alderperson Halverson joined the meeting at 4:12 p.m.

Karen Gallo; 222 Warren St; Spoke in opposition to the additional streets to the paid parking program.

Colorado Goldwyn; 150 West St; Spoke in favor of increased recycling pickup throughout the City.

Wendy Smith; 1004 Geneva St; Spoke in opposition to the additional streets to the paid parking program.

Sarah McConnell; 21 Lake View Dr; Spoke in opposition to the additional streets to the paid parking program.

Robin Kokodynski; 920 Geneva St; Spoke in opposition to the additional streets to the paid parking program.

Cynthia Clemco & Nick Grizalia; 1122 Geneva St; Spoke in opposition to the additional streets to the paid parking program.

Clerk Kropf read the correspondence from the following:

Leo Potter; Spoke in opposition to the additional streets to the paid parking program.

Nicole Pease; Spoke in opposition to the additional streets to the paid parking program.

Bill & Jimalee Binn; Spoke in opposition to the additional streets to the paid parking program.

Michael Schitling; Spoke in opposition to the additional streets to the paid parking program.

Linda Schubert; Spoke in opposition to the additional streets to the paid parking program.

Yvonne Kavaughn; Spoke in opposition to the additional streets to the paid parking program.

John Kavaughn; Spoke in opposition to the additional streets to the paid parking program.

Barbara Lucksinger; Spoke in opposition to the additional streets to the paid parking program.

Jennifer Klug; Spoke in opposition to the additional streets to the paid parking program.

Elizabeth DeVito; Spoke in opposition to the additional streets to the paid parking program.

Jessica Salgado; Spoke in opposition to the additional streets to the paid parking program.

Todd & Barb Krause; Spoke in opposition to the additional streets to the paid parking program.

John Summers; Spoke in opposition to the additional streets to the paid parking program.

Anthony DeVito; Spoke in opposition to the additional streets to the paid parking program.

Kevin Flemming; Spoke in opposition to the additional streets to the paid parking program.

Motion by Flower to move the parking item next on the agenda, second by Fesenmaier. Motion carried 5-0.

Discussion regarding possible paid parking on Geneva Street, Madison Street, Warren Street, and Maxwell Street
Hedlund stated that he had requested this item to be placed on, only for Geneva Street. He added that he sees many out of state cars parked in that area before 9:00 a.m. and thought it would be good idea. After hearing the input from the citizens he stated that he changed his mind and that it doesn't appear to be a good idea. Dunn stated that he is opposed to adding these streets to the paid parking program and is fearful that this would discourage visitors from town. Halverson and Flower echoed that they are opposed to this proposed change as well. Halverson added that the idea of a parking garage was proposed some time ago and it was overwhelming shut down. No action taken.

Approval of the February 22, 2021 Public Works Committee meeting minutes as prepared and distributed
Motion by Hedlund to approve the minutes, second by Halverson. No discussion. Motion carried 5-0.

Director of Public Works Report
Update regarding Bloomfield and Edwards Blvd Traffic Signal Agreements with City, Schools, Township and State
Director of Public Works Tom Earle stated that the Attorney is working with the WI DOT, school and Township regarding this matter.

Update regarding City Snow Plowing
Earle stated that they have had 18 events this winter and that there may be more coming.

Update regarding Engineering Services RFQs for 2022 Paving
Earle explained that the RFQ's are due tomorrow and once they are received they will be reviewed by the committee.

Update regarding 2020 Street Program sidewalks
Earle noted that the project should be starting within the next couple of months as the weather starts to get warm.

Director Earle stated that the RFQ's for the TAP grant are due this week and that he will having a final meeting to finalize details with more information to follow.

Fesenmaier inquired if Director Earle had received anything regarding the Bigfoot Beach. Earle added that he has not heard anything from the WI DNR to date.

Fesenmaier also inquired about the City entrance sign near Bigfoot Beach. Halverson stated that the Chamber of Commerce decided that they did not want to pursue replacing the sign and that the DPW had taken the sign down. Earle added that the City doesn't have present intent to replace it, but that he could add it to the budget for future.

Earle explained that the bollards slated to be installed on Townline Road will be installed once the pavement temperature reaches 45 degrees for 24 consecutive hours. No action taken.

Parking Manager Report
Parking Manager Elder explained that a lot of the parking staff will be returning for the summer and that he will be hiring one more as well. He added that the new beach kiosks will be going in soon and will be running sometime in May. He added that March has brought approximately $108,000 in parking revenues. The parking staff is continuing to work on sign placements through the City has the stall markers come down, while still enforcing parking. Fesenmaier stated that the City should be looking into a kiosk near the boat launch as well. Halverson inquired why the people parking now have to put the receipt in the dash of the car. Elder explained that this will help with the number of appeals from people who may put in their license plate incorrectly and it helps cut down on the amount of litter. No action taken.

<u>Discussion/Recommendation regarding 2021-2022 TAPCo Signal Maintenance Contract</u>
Earle explained that this is the annual contract with TAPCo to maintain the City's traffic signals. He added that he would recommend that the committee approve this as it helps aid with crash investigations.
Motion by Hedlund to approve the 2021-2022 TAPCo Signal Maintenance Contract, second by Flower. Flower inquired if this contract would cover the new signal on Bloomfield to be installed. Earle explained that the signal isn't within the City and that would be the responsibility of the of WI DOT. Motion carried 5-0.

<u>Discussion/Recommendation regarding 2021 Street Program Special Assessment Impacts including crosswalks, trees, etc</u>
Flower explained that she placed this on the agenda based on the public input at the last Council meeting. That input included installing a crosswalk at Park Drive. Naomi Rausch from Kapur Engineering explained that the City would need to install ADA crossings and lights for a crosswalk in that area.
Motion by Flower to direct the City Engineer to review the possible inclusion of a crosswalk on Edwards Blvd to Park Drive from the west to the east side and that a task order be drafted for further committee consideration, second by Fesenmaier. Fesenmaier would like to see the crosswalk to have solar powered flashing signs at that crosswalk as is at Townline Road.
Motion to amend by Fesenmaier to include a flashing pedestrian sign, second by Dunn. Earle stated that may require a special permit to install but he will research it. Flower stated that she would like to see more information brought back to the committee for consideration.
Amendment failed 2-3, with Flower, Halverson, and Hedlund voting no.
The original motion was read and carried 5-0.

Flower questioned the removal of trees and inquired if trees will be replanted. Earle stated that if any trees are taken down, the City arborist will look at the urban forestry program to replace them. He added that he is not in favor of adding more trees in the right of way on a larger highway.

<u>Discussion/Recommendation regarding Sidewalk Cost Share policy</u>
Earle stated that he has made some changes to the existing policy that would make the policy more current. He has questions for the committee and would like their input. He noted that any costs should be paid within ninety days of the installation and if not, they would be put on the tax roll; this is past practice but is not in the policy currently. He added that he would like the policy to have a limit on how many times a property can apply for this. Another change would be the cost per square foot; currently the policy says $4 a square foot but that quotes that he has received have been closer to $20. There were also questions about allowing residents to tie into the annual street improvement project and would the City need to have a separate agreement with the property owner. Earle noted that since he has been with the City, no one has taken part in this program. Flower noted that the City should probably be responsible for half of the cost of sidewalks in the right of way; hazardous sidewalks are a liability for the City and they should be in the best condition possible. Flower would like to see adjacent sidewalks addressed during the street improvement projects, but that maybe sidewalks in front of streets that will not be repaired for ten of fifteen years could be considered on a case by case basis. Flower would like there to be considerations of tree roots causing any heaving in the sidewalk. This will be brought back next month for further discussion.

<u>Discussion/Recommendation regarding possible vacation of Right-of-Way on Logan Street at Cty Rd H</u>
Motion by Flower to continue, second by Hedlund. Motion carried 5-0.

<u>Discussion/Recommendation regarding plowing of City Bike Paths</u>
Motion by Flower to continue, second by Hedlund. Fesenmaier asked that there be documentation in the packet to accompany this item. Motion carried 5-0.

Discussion regarding garbage and recycling pickup frequency
Motion by Halverson to continue, second by Flower. Motion carried 5-0.

Adjourn
Motion by Hedlund to adjourn the meeting, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:57 p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, APRIL 26, 2021 4:00 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

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

Chairperson Flower called the meeting to order at 4:04 p.m.

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

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

Approval of the March 22, 2021 Public Works Committee meeting minutes as prepared and distributed
Flower noted that she had questions about the minutes that were presented. She noted that the minutes requested the crosswalk on Edwards Blvd at Park Drive, but that the packet now says Geneva Parkway. Public Works Director Earle stated that his notes said that the crosswalk would be at Geneva Parkway. Flower asked that the minutes be reviewed.

Motion by Fesenmaier to continue to the next meeting, second by Hedlund. Motion carried 5-0.

Director of Public Works Report

Update on bollards on Townline and Edwards Blvd
Earle stated that it is still too cold to put those out at this time, but that they will go in once the weather warms up. No action taken.

Update on various patches around town
Street Superintendent Waswo is working with Utility Commission to coordinate the installation of the various patches around town. No action taken.

Update on Bloomfield Rd and Edwards signal
Earle noted that the City Engineer is working with the WI DOT on this project currently. No action taken.

Update on City Snowplowing
There have not been any snow events in April so the equipment is starting to be torn apart to get the trucks ready for the summer. He added that any remaining salt has been placed in the City's salt shed for this coming winter. He noted that the issues that usually occur downtown with the snow have not been resolved but that a solution will be coming forward soon. He added that the Committee will also need to discuss the now plowing on the bike paths as well. No action taken.

Update on 2020 Sidewalk Improvements
Earle stated that the curbs on Crawford were removed and that project should be close to completion. No action taken.

Update on Pioneer Cemetery
Earle explained that he has been exploring getting some of the headstones repaired and getting dirt in the cemetery to help flatten the landscape out. Some of the headstones that are buried under the dirt/grass which poses a problem for landscaping. No action taken.

Fesenmaier asked if there are any perpetual care funds for the Pioneer Cemetery. Earle stated that he doesn't have any records of that for Pioneer Cemetery. Earle stated that those types of funds would cover the maintenance of the grass, trees, roads, etc for the cemetery not the headstones or structures within the cemetery.

Fesenmaier asked about the DPW's use of the Nixle program. Earle added that he or Neil will set up the Nixle messages or if they are busy he will ask help from City Hall. He noted that program has been used for tornados, brush pickup, snow emergencies or various other DPW related things. No action taken.

Parking Manager Report
Parking manager Elder addressed the committee; he explained that they have hired a new parking enforcement officer and that the new beach kiosks have been installed. He reviewed the March 2021 parking revenue; he noted that there was approximately $123,000 collected. Of that amount 18.1% ParkMobile app, 3.2% coin and that 78.7 % was credit card. He added that the Public Works Department was almost concluded with the removal of the numbered stall markers. He also announced that July 15, 2021 will be proclaimed by Mayor Klein as Lake Geneva Day, wherein residents can come to the unveiling of the Riviera. Elder noted that the Mayor would like to offer free parking to those with residential stickers for that day and that should be considered by the committee at the next meeting. Flower added that this could probably go straight to the Finance, Licensing, and Regulation Committee too. Flower stated that she has received many expressions of praise for the removal of the stall markers. No action taken.

Discussion/Recommendation regarding 2021 Paving Project and Sidewalk Updates
Naomi Rausch with Kapur Engineering stated that she thought the crosswalk discussion included that it would be placed at Geneva Parkway, more specifically on the north side. She added that this was determined by the slope in the median. They have looked at what would be involved with putting ramps at that location and at the east side bike path. They have also researched the flashing beacons, and that three would need to be in. 27.20
Discussion/Recommendation regarding City entrance signs

Discussion/Recommendation regarding 2022 Street Improvement Engineer RFQs

Discussion/Recommendation regarding Bloomfield Rd condition and potential road patch cost

Discussion/Recommendation regarding possible vacation of Right-of-Way on Logan Street at Cty Rd H

Discussion/Recommendation regarding possible plowing of City bike paths

Discussion/Recommendation regarding Parking Invoice approval

Discussion/Recommendation regarding free parking at Seminary Park for the Lake Geneva Museum Ice Cream Social

Adjourn
Motion by to adjourn, second by. Motion carried. The meeting adjourned at p.m.

PIERS, HARBORS & LAKEFRONT COMMITTEE MINUTES
Tuesday, January 12, 2021 – 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 5:07 pm)

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

Buzz Yeager of 1284 Edgewood, Lake Geneva addressed the committee to voice his opposition to the proposed increase for the 2021 rates schedule for boat slips, buoys and kayaks.

Cindy Yeager of 1284 Edgewood, Lake Geneva addressed the committee to express her opposition to the proposed increase for the 2021 rates schedule for boats slips, buoys and kayaks.

Terry Johnson of 5140 Bailey Road, Delevan addressed agenda item five, expressing interest in renting some of the former Gage Marine buoys for the 2021 season.

Kent Martske, 1144 Rolling Lane addressed agenda items five and seven, expressing interest in renting some of the former Gage Marine slips and buoys for the 2021 season.

Darrell Vanhorn of 1025 Timothy Drive, Lake Geneva addressed the committee to express his opposition to increasing the boat slip, buoy and kayak rental rates for 2021.

Brian Olsen of 1212 Horace Street addressed the committee to express his opposition to increasing the boat slip, buoy and kayak rental rates for 2021.

City Administrator, Dave Nord read an email from Kevin Klemke, 700 High Street, Lake Geneva that was addressed to the City Clerk. Mr. Klemke's email expressed his opposition to the proposed increase for the city's boat slip, buoy and kayak rental rates for 2021.

Discussion/Recommendation regarding the approval of the November 10, 2020 and November 24, 2020 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed. Howell so moved to approve the minutes of November 10, 2020 and November 24, 2020, seconded by Hedlund. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding setting the rates for the newly acquired slips and buoys located at the Riviera. General discussion among the committee members. Howell so moved that the rate for slip rate for 2021 be set at $5,357.00 plus tax and the buoy rate be set at $2,456 plus tax. Seconded by Hedlund.

Discussion/Recommendation regarding 2021 rates for boat slips, buoys and kayaks. Initial discussion resulted in Howell making a motion to have a zero percent (0%) increase in the boat slip, buoy and kayak rates for 2021. Straube seconded. Motion failed on a 3-2 roll call vote. After additional discussion among the committee members and additional information from Comptroller Hall and Public Works Director Earle, Howell so moved to increase boat slip, buoy and kayak rental rates three percent (3%) for 2021. Hedlund seconded. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding authorizing City staff to contact existing Riviera slip and buoy renters. Nord asked the committee that this items be removed from the agenda, as he will not be able to approach the renters until final rates are set by the City Council. Consensus of the committee to permanently table this agenda item.

Adjournment. At 5:37 p.m. Howell so moved to adjourn, seconded by Straube. Motion carried by unanimous voice vote.

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.

PIERS, HARBORS, AND LAKEFRONT COMMITTEE
TUESDAY, FEBRUARY 9, 2021 5:00 PM
CITY HALL / Virtual Meeting Via Zoom

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

Meeting called to order:
Meeting was called to order by Chairperson Yunker at 5:00 pm.

Roll Call: Chairperson Yunker, Tim Dunn, Rich Hedlund, Ken Howell and Shari Straube (arrived at 5:10pm)

Comments from the public limited to 5 minutes, limited to items on this agenda. Administrator Nord read an email sent to the City Clerk by Casey Schiche concerning agenda item number 9 and his recommendation to vote it down.

Discussion/Recommendation regarding the approval of the January 12, 2021 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed. Hedlund so moved to approve. Howell seconded. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding possibly amending Section 90-199 of the Lake Geneva Municipal Code regarding the Slip/Buoy/Kayak wait list. Nord presented the committee with a memo from various staff related to agenda items five through nine. General discuss was held on the topic. Hedlund so moved that the city create a separate wait list for the ten boat slips and four buoys at the Riviera and that the Riviera slip and buoy lease holders from 2020 will be given the opportunity to renew for 2021 at the new rate established by the City Council. As the Riviera slips and buoys become available, the city contact Riviera wait list applicants in order. If an applicant declines the slip or buoy they will be removed from the Riviera wait list, but may reapply to be placed at the bottom of the wait list after paying the required $50 deposit. Dunn seconded. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding amending Section 90-192 of the Lake Geneva Municipal Code as it relates to removing the requirement of a certified mailing. General discuss was held on this topic. Hedlund so moved to remove the requirement that the city send certified letters who do not respond to the city's annual, regular letter concerning boat slips, buoys and kayaks. Dunn seconded the motion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding establishing number of days a waitlist applicant must respond to the City to obtain a vacancy. General discussion concerning the current letter that is sent out each March. After general discussion, Hedlund so moved to allow slip, buoy and kayak applicants a five (5) working day grace period past the city's deadline to respond. If no response is received within five days; applicant will forfeit their $50 deposit and be removed for the wait list. Applicant may reapply to be placed at the bottom of the list by paying the required $50 deposit.

Applicants have five business days to accept offer of a buoy or Slip. Declination will result in forfeiture of deposit and position on the list. Reapplication will result in application being added to the bottom of the list, on the following season. Howell seconded. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding potentially setting a limit of number of acceptable days a lessee shall provide proper proof of residency. After general discussion, Hedlund so moved that all slip, buoy and kayak applicants must submit all required information at the time the application is submitted to the city for processing. Incomplete applications will be accepted under any circumstance. Dunn seconded the motion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding possibly extending the rental season for Kayaks and possible storage at Department of Public Works with a fee. Discussion was held concerning an annual issue where some kayaks are left on city property after the deadline to remove. Possible options discussed on how to address it. Hedlund so moved that any kayaks left more than ten days after the end of the season will be charged $5.00 per day but not removed. Howell seconded. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding request from commercial entities to lease available Riviera buoys. Nord reported that in 2020 all four buoys were leased. After general discussion Howell so moved that the renters from the 2020 season be contacted first to determine their interest in renting the buoys at the current rate established by the city council. Hedlund seconded. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding seeking Request for Proposals for Pier and Buoy maintenance for City owned piers and buoys. Nord reported that the current contract for Pier and Buoy maintenance is set to expire at the end of the 2021 season. After some discussion, Howell so moved that the city goes issue a request for proposals (RFP) for pier and buoy maintenance services. Hedlund seconded the motion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding possibly creating an ordinance to identify procedures as it relates to the Riviera slips and buoys. Nord noted that in previous meetings, some mention was made concerning possibly requiring shore stations to prevent damage to city slips and/or possibly requiring a $1,000.00 damaged deposit from slip renters. General discussion whether these and other ideas should be discussed at future Piers & Harbors meetings. Consensus of the committee to discuss these topics at future committee meetings.

Adjournment. At 5:37pm Howell so moved to adjourn. Hedlund seconded. Motion carried by unanimous voice vote.

PIERS, HARBORS, AND LAKEFRONT COMMITTEE
TUESDAY, March 9, 2021 5:00 PM
CITY HALL / Virtual Meeting Via Zoom

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

Meeting called to order:
Meeting was called to order by Chairperson Yunker at 5:00 pm.

Roll Call: Chairperson Yunker, Tim Dunn, Rich Hedlund, Ken Howell and Shari Straube (arrived at 5:03pm)

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

Harbormaster Report: Recently hired Harbormaster, Steve Russell introduced himself to the Committee and provided a report on the status of slip, buoy and kayak rentals. Russell further reported that all renewal letters have been sent out and the deadline for returning signed contracts is March 26, 2021 (with a 10-day grace period extending to April 6, 2021.

Discussion/Recommendation regarding the approval of the February 9, 2021 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed. Hedlund so moved to approve. Dunn seconded. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding possibly limiting the number of waitlist applicants. Harbormaster Russell reported his initial thoughts on the current waiting list system the City is using in regard to slips, buoys and kayaks. Russell reported that he is working on some proposals for the next Piers Committee meeting that may help improve the city's current process. After some general conversation among the committee members, Hedlund so move to carry over this topic until the next Piers, Harbors & Lakefront Committee meeting. Howell seconded. Motion carried by unanimous voice vote.

Discussion / Recommendation regarding possible "resident only" admission at the Riviera Beach. Nord reported that last year's Council action to designate a "residents only" time at Riviera Beach applied only to the 2020 season. Discussion was held as to the possibility of doing the same designation for the 2021 season. After additional discussion, Hedlund so moved that no action be taken on this matter. Dunn seconded. Motion carried by unanimous voice vote.

Adjournment. At 5:12pm, Howell so moved to adjourn. Seconded by Dunn. Motion carried by unanimous voice vote.

PIERS, HARBORS, AND LAKEFRONT COMMITTEE MINUTES
TUESDAY, APRIL 13, 2021 5:00 PM
CITY HALL, COUNCIL CHAMBERS

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

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

Roll Call
Present: Yunker, Howell, Hedlund, and Dunn
Absent: Straube

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

Harbormaster Report
Harbormaster Russell addressed the committee regarding several items that he has been working on. He noted that the Viply app will be going live for the 2021 beach season. He added that the deadline for signed contracts for buoys and slips to be received has passed. He explained that he will be contacting individuals to work on filling those empty slots. He noted that he has been working on implementing certain procedures to help identify waitlist applicants wishes for slip/buoy placements. This would alleviate multiple phone calls trying to obtain specific location from those wishing to be on the waitlist.
Straube joined the meeting at 5:05 p.m.

He added that he would like to update forms for this and have them uploaded to the website as well.
Motion by Hedlund to have this item come back before the committee for further discussion, second by Howell. Motion carried 5-0.

Discussion/Recommendation regarding the approval of the March 9, 2021 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed
Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding the CD3 Boat Cleaning Machine
Bob Morava addressed the Committee on behalf of the Geneva Lake Environmental Agency. He noted that the machine would aid in cleaning and education of bot cleaning. This is a portal unit that would be used to vacuum the outside of the boat before and after launching. It can also vacuum out the live wells on boats. This would help boaters to, not only understand the invasive species that could be detrimental to the lake, but would also help abate them. He added that the battery life span of about seven years. The costs associated with these machines will start with the municipalities, but that the Geneva Lake Conversancy has received grants to help pay for these machines. Other environmental agencies have also come forward with additional funds. The machine has been ordered and is set to arrive in late May/early June of 2021. The Geneva Lake Environmental Agency will be facilitating the overseeing this machine. They will also encourage boaters to use the machine and take that opportunity to educate. Any water that is taken off any boat will be held and will be disposed of outside of the watershed; he added that this could be done by a waste management company.
He is asking for the committee of the approval and is looking for a good location to have this machine on a traveling basis. He added that the education of this machine would be targeted more so to pleasure boaters versus anglers; the data has shown that anglers are very in tune with the clean waters initiatives already. This also wouldn't cost the boaters anything to use.
Hedlund noted that he would be disappointed if this was not approved.
Howell noted that he would like Mr. Morava to research with City staff, on where this machine would be placed and come back at the next month's meeting for consideration. No action taken.

Discussion/Recommendation regarding possibly combining Lagoon Boat Slips 31 and 32 into one slip

Yunker noted that these slips are very tight and it's hard to get a boat in/out. Habormaster Russell noted that these slips have not been leased in quite some time. He noted that these could be combined for parallel tie up to the pier, ask the Lake Geneva Boat Line about leasing them for the business or turning them in to resident, jet ski only. He added that he would like to see how it looks when the lagoon is full with boats and would like to study the layout.

Motion by Howell to continue until the May 2021 meeting for further research, second by Straube. Motion carried 5-0.

Adjournment

Motion by Hedlund to adjourn, second by Straube. Motion carried 5-0. The meeting adjourned at 5:34 p.m.

Piers, Harbors, and Lakefront Committee Minutes
Tuesday, May 11, 2021 5:00 PM
City Hall, Council Chambers

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

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

Roll Call
Present: Yunker, Howell, Hedlund, and Dunn
Absent: Straube (excused)

Comments from the public limited to 5 minutes, limited to items on this agenda
A representative of KC Enterprises addressed the committee concerning agenda item number six.

Kent Martzke of Lake Geneva Boat Lines, 1144 Rolling Meadow addressed the committee concerning agenda item number eight.

Harbormaster Report
Harbormaster Russell addressed the committee regarding the status of slip, buoy and lagoon leases for 2021. Russell also provided a status report on the hiring of summer help. He also reported that the "Vipley" app is scheduled to be used this year for the purchase of Riviera Beach passes. Russell also reported that he is in discussion with several of the city's department heads to use municipal lot "I" as a possible staging area for the municipal boat launch, instead of allowing vehicles to line up on the street, at the actual launch.

Discussion/Recommendation regarding the approval of the April 13, 2021 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed
Motion by Hedlund to approve, second by Dunn. No discussion. Motion carried 4-0.

Discussion/Possible Recommendation regarding tenant merchandise/product sales at the first floor shops of the Riviera
General discussion was held by members of the committee. Motion by Hedlund to not place restrictions or exclusive right for the sale of products at the 1st floor Riviera shops for the 2021 season. Seconded by Howell. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding issuance of Request of Proposals (RFPs) for Piers and Buoy Services
City Administrator Nord reported that the request for proposal (RFP) for Piers and Buoy Services is ready to be published. The current contract expires at the end of the 2021 season. Hedlund so moved that the RFP for Piers and Buoy Services be published. Seconded by Yunker. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Pier Lease Agreement with the Lake Geneva Boat Line

Hedlund so moved to suspend the rules to allow the owner of Lake Geneva Boat Line to address the committee. Seconded by Dunn. Motion carried by unanimous voice vote. General conversation concerning the current pier lease that expires at the end of 2021. Consensus of the committee members to have the City Administrator attempt to combine the two existing agreements into a single agreement that will be for five years with a potential five year extension if agreed to by both parties.

Discussion/Recommendation regarding Amy Krause Letter requesting school activity on piers

General discussion among the committee members. Concern over insurance and liability issues with allowing the request. Howell so moved to deny the request. Seconded by Dunn. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the CD3 Boat Cleaning Machine

Hedlund so moved to suspend the rules to allow Mr. Morava to address the committee. Seconded by Dunn. Motion carried by unanimous voice vote. Bob Morava addressed the Committee on behalf of the Geneva Lake Environmental Agency. Morava reported that the cleaning machine will be located south of the municipal boat launch Monday-Thursday on those days when stationed in the City of Lake Geneva. Friday – Sunday the cleaning machine will be placed in the parking lot in Seminary Park when the equipment is stationed within the City. Motion by Howell to approve the arrangement, seconded by Hedlund. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding possibly combining Lagoon Boat Slips 31 and 32 into one slip

Harbormaster Russell presented the committee with a recommendation concerning the slips 31 and 32 as well as slip 18. Hedlund so moved to proceed with the recommendations of the Harbormaster. Yunker seconded. Motion carried by unanimous voice vote.

Adjournment

At 5:37 pm, motion by Hedlund to adjourn, second by Yunker. Motion carried by unanimous voice vote.

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Monday February 15, 2021 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 – President Lyon called the meeting to order at 4:00pm

Roll Call – Lyon, Klein, Flower, Hedlund, & Nord. **Excused:** Esarco & Binn

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 January 18, 2021 and February 4, 2021 as prepared and distributed.
Hedlund/Klein motion to approve. Passed 5-0.

Acknowledgement of Correspondence – DNR Letter RE:499 Main St. and MSA request – Dodge Tower project
Gajewski reported that we have received a letter from the DNR that relinquishes the Utility Commission's responsibility for the CVOC contaminants found at 499 Main Street. He also reported that MSA Professional Services have requested permission to submit the Dodge Tower Raising Project to WI Rural Water Association and AWWA for a conference presentation. Discussion followed. There was no objection to MSA submitting the Dodge Tower project.

Approval of January 2021 Financials
Hedlund/Lyon motion to approve. Passed 5-0.

Approval of the January 2021 Bills
Hedlund/Klein motion to approve and allow President Lyon to sign on behalf of all Commissioners. Passed 5-0.

Directors Report
Gajewski reviewed the submitted Directors report.

Discussion/Action on proposed improvements for Symphony Bay – Phase 4
Gajewski reported that this phase of the development requires a lift station. The developers would like to make some changes to the original design of the building and some of the pumping equipment which staff is not opposed to. When the developer originally submitted the project, they had hired Kapur & Associates to design the lift station. Gajewski thinks it would be prudent to use an independent company to review the changes being proposed now. Discussion followed. The consensus was that the Utility should proceed in having a separate Engineering firm review the lift station re-design. No formal action taken.

Discussion only on proposals for Technical Report Services for Hauled Waste Receiving Facility Upgrade.
Gajewski provided the history to date on this project and reported that we had received only two proposals in response to our RFP. Discussion followed. No action taken.

Lyon/Hedlund motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding a) proposals for Technical Report Services for Wastewater; and further pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically for b) the recruitment of a Wastewater Operator.

The Commission convened into closed session on a 5-0 roll call vote at 4:28pm

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

The Commission returned to open session on a 5-0 roll call vote at 5:20pm.

a) Lyon/Hedlund motion to direct the Utility Director to pursue completing a professional services agreement with Strand & Associates, as discussed in closed session. Passed 5-0.
b) Flower/Hedlund motion to direct staff to proceed as discussed in closed session. Passed 5-0.

Adjourn
Hedlund/Klein motion to adjourn at 5:23pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Monday March 15, 2021 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 – Mayor Klein called the meeting to order at 4:02pm

Roll Call – Klein, Flower, Hedlund, Binn & Nord. Esarco joined the meeting at 4:10pm and left at 4:14pm. **Excused:** Lyon
Staff in Attendance – Gajewski & Busch

Flower/Hedlund motion to elect Mayor Klein as chairperson. Passed 5-0.

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

Approve Utility Commission Minutes from February 15, 2021 as prepared and distributed.
Hedlund/Binn motion to approve. Passed 5-0.

Acknowledgement of Correspondence
None

Approval of the February 2021 Financials
Gajewski reviewed the February financials.
Hedlund/Binn motion to approve. Passed 5-0.

Approval of the February 2021 Bills
Hedlund/Binn motion to approve. Passed 5-0.

Directors Report
Gajewski reviewed the submitted Director's report.
Binn/Hedlund motion to approve the Director's report. Passed 5-0.

Discussion/Action on COVID Leave Pay Policy
Gajewski explained that this would be an extension of the policy in place with some amendments to more closely follow the City's policy. Utility employees now qualify for the COVID-19 vaccine and the majority of employees signed up and have received their first dose. The current policy ends on March 31, but it is expected that employees would not be fully vaccinated with both doses until mid to late April, so Gajewski would like to extend the COVID Leave Pay Policy until May 31, 2021. Discussion followed.
Hedlund/Nord motion to approve extending the COVID Leave Pay Policy until May 31, 2021. Passed 5-0.

Discussion/Action on Plant B – Intake Pipe Gallery Coating Project
Gajewski reported that there will be a preliminary site visit the week of March 22 and then work is expected to begin the first or second week of April. We received three proposals all of which came in higher than the budgeted amount, but there are funds available from the filter project that can be reallocated to this project. Discussion followed.
Hedlund/Flower motion to approve the proposal submitted by Lane Tank Co with a not to exceed amount of $42,500. Passed 5-0.

Discussion on future cellular carrier projects at Host, Dodge and Center Water Towers
Gajewski gave an overview of some potential upgrades that are being discussed with cell carriers regarding their equipment on the water towers. Some of these upgrades may require some lease revisions and some will require additional anchor bolts to comply with the structural analysis done previously. Gajewski is working with the original manufacturer of the tower to go over the structural analysis for foundation review. Each of the projects will be brought to the Commission for approval once the requests are finalized.
No action taken.

Adjourn
Klein/Hedlund motion to adjourn at 4:34pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Monday April 19, 2021 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, Flower, Hedlund, Nord & Binn. Esarco joined the meeting at 4:03pm.

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 March 15, 2021 as prepared and distributed.
Hedlund/Binn motion to approve. Passed 6-0.

Esarco joined the meeting via Zoom at 4:03pm.

Acknowledgement of Correspondence – SCS Engineers Summary Letter 499 Main St.
Gajewski reported that he had received the summary report from SCS Engineers regarding all of the site work done at tax parcel ZOP00302 and the DNR's letter confirming the case is now closed.

Approval of the March 2021 Financials
Hedlund/Binn motion to approve the March 2021 financials. Passed unanimously.

Approval of the March 2021 Bills
Hedlund/Binn motion to approve the March 2021 bills and allow Lyon to sign on behalf of all commissioners. Passed unanimously.

Directors Report
Gajewski reviewed the submitted report. He informed the Commission that the Public Service Commission have ruled to allow disconnections of service to recommence from April 15, and answered some questions regarding current number and dollar value, of delinquent accounts. Discussion was had regarding door notices when work is being performed in residential areas, and regarding lead service lines to potentially be replaced as part of the Warren/Wells St project. Binn/Klein motion to approve the Directors Report. Passed unanimously.

Discussion/Action on request from Geneva Lake Water Safety Patrol to place radio equipment on the Host Drive water tower
The Geneva Lake Water Safety Patrol have requested to place radio equipment on the Host Water Tower. Staff recommend drafting a license agreement to outline all equipment and location information and any costs. Discussion followed. One option would be to allow them to use the space with no cost but require them to be responsible for the electric bill. Discussion was had regarding space for the equipment on the tower and future demands. Gajewski said space for future

requests should not be an issue. Discussion was had regarding whether the radio equipment would benefit other City departments but it is believed that it would not.
Klein/Hedlund motion to direct staff to draft a formal license agreement for Geneva Lake Water Safety Patrol. Passed unanimously.

Discussion/Action on Deferred Payment Agreement Policy
With restrictions being lifted on disconnections, staff felt it was an appropriate time to update prior practices and formalize a new DPA agreement, which is being presented for approval.
Hedlund/Binn motion to approve the Deferred Payment Agreement Policy as presented. Passed unanimously.

Discussion/Action on amendments to the utility plan for Symphony Bay Subdivision, related to a pending request for Precise Implementation Plan amendment
An owner letter of approval has been requested but the PIP amendment has not been approved by Planning Commission or Council yet. The only change that affects utilities is the switch from duplex housing to single family homes, which creates a reduction in and relocation of water & sewer service laterals. Discussion followed. Engineering would also need to approve this change.
Binn/Hedlund motion to approve issuing an owner letter of approval contingent upon the PIP being approved by Planning Commission, City Council and Engineering. Passed unanimously.

Discussion/Action on window replacement project scope for the utility office and water plant
Since budgeting for this project, the cost of building materials has continued to rise and may now exceed what had been allocated. The project is compiled of three related items, roof replacement, window replacement and awning recovering. The windows are expected to cost over $25K and will therefore need to be bid. There is money in the budget to cover the increase in expected costs from other project savings. Discussion was had regarding the urgency of doing this project and whether the items should be bid together. Gajewski explained where we are with the project and the different bidding options available. The Commission felt that staff should proceed in putting together project details and move forward. No action taken.

Discussion/Action on award of the Warren St and Wells St Water Main Project
Gajewski presented the bid results and discussion was had on the disparity of the bids. Gajewski explained that the bidding process is now handled electronically. Bidders are required to download the packet, electronically submit their prequalification application and then electronically submit their bid. Some of the bidders had difficulty with the electronic nature of the bidding process. Discussion followed.
Hedlund/Flower motion to award the project to Genesis Excavators Inc with a not to exceed amount of 148,485.50.
Gajewski noted that some of the bid pricing is quantity based and so the final cost could differ. Discussion followed regarding leeway on the costs, and it was noted that the state has a statute that demands any bids that exceed 15% of the original bid must be rebid.
Hedlund/Flower motion to amend the original motion by removing the not to exceed amount. Passed unanimously.

Lyon/Binn motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically for the recruitment of a Wastewater Operator and a Water Operator; and pursuant to Wis. Stat 19.85(1)(e) for deliberating or negotiating an offer to purchase of parcel NLY 3200008.

The Commission entered closed session on a roll call vote at 5:00pm

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

The Commission returned to open session on a roll call vote at 5:11pm.

Hedlund/Lyon motion to direct the Utility Director to proceed as discussed in closed session with regard to the recruitment of a Wastewater Operator and a Water Operator. Passed unanimously.

Binn/Hedlund motion to deny the offer to purchase as written. Passed unanimously.

Adjourn
Hedlund/Klein motion to adjourn at 5:13pm Passed unanimously.

/s/ Jo Busch, Office Manager

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

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Monday May 17, 2021 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 – President Lyon called the meeting to order at 4:00pm.

Roll Call – Lyon, Esarco, Klein, Hedlund, Nord & Binn. **Excused -** Flower

Staff in Attendance – Gajewski

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

Approve Utility Commission Minutes from April 19, 2021 as prepared and distributed.
Hedlund/Binn motion to approve. Passed 6-0.

Acknowledgement of Correspondence
None

Approval of the April 2021 Financials
Hedlund/Binn motion to approve. Passed 6-0.

Approval of the April 2021 Bills with designated signatory of President Lyon
Binn/Hedlund motion to approve. Passed 6-0.

Directors Report
Gajewski reviewed the submitted Directors Report. Discussion was had regarding disconnections of service and the procedure leading up to them.

Discussion/Action on request from Geneva Lake Water Safety Patrol to place radio equipment on the Host Drive water tower and draft License Agreement
This item was discussed last month and is being brought back with the draft License Agreement as requested. Gajewski highlighted some of the terms in the License Agreement and stated that it still needs to be reviewed by the City Attorney.
Klein/Hedlund motion to approve the draft License Agreement and send it to Attorney Draper for final review before signing. Passed 6-0.

Discussion/Action on approval of the 2021 Identity Theft Prevention Program
Gajewski presented the Identity Theft Prevention Program which is reviewed on an annual basis. No changes have been made since this was last approved.
Hedlund/Klein motion to approve the 2021 Identity Theft Prevention Program. Passed 6-0.

Discussion/Action on 2021 Sanitary Sewer Main CCTV proposals
Gajewski said an RFP was drafted and sent to four contractors, all of whom responded. The lowest responding contractor was Great Lakes TV Seal, and they would be able to start work in the Fall. This request was quantity based and may change in the field. Staff recommend Great Lakes TV Seal as proposed and outlined. Discussion followed.
Hedlund/Binn motion to approve the 2021 Sanitary Sewer Main CCTV proposal from Great Lakes TV Seal with a not to exceed amount of $30,865.
Lyon clarified with Gajewski whether having a not to exceed amount as part of the motion would hinder this project if it were quantity based. Gajewski recommended the unit price be used as a condition of approval instead of a not to exceed amount.
Hedlund/Binn amended motion to approve the 2021 Sanitary Sewer Main CCTV proposal from Great Lakes TV Seal as unit priced. Passed 6-0.

Discussion/Action on proposal from LW Allen for the replacement of Water Utility SCADA computer
Gajewski explained the reasons behind the need to change the SCADA computer and mentioned that the proposal from LW Allen itemizes the individual costs. Lyon mentioned the importance of focused IT security and network security these days, especially considering the ongoing ransomware attacks.
Binn/Lyon motion to approve the proposal from LW Allen. Passed 6-0.

Adjourn
Hedlund/Klein motion to adjourn at 4:24pm. 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, January 27, 2021

City Hall, Council Chambers

The Lake Geneva Tree Board was called to order by President Kirchberg at 5:40 p.m. In attendance: Candy Kirchberg, Mayor Klein and Clara Jacobs. By virtual, Arborist: Jon Foster, Alderman: John Halverson, later Sonja Daily.

Minutes from November 18, 2020 were approved with a motion from Mayor Klein, seconded by John Halverson. Motion carried.

Arborist Jon Foster reported that there will be stump removal in March/April. Jon reported that funds have been offered as a donation toward a tree to be planted in memory of a former Police Chief for our Arbor Day celebration. More information at the next meeting. Jon also reported that he has ordered approximately 70 trees for spring planting. These are 25 gallon size containers. Our budget is $10,000. Variety of trees ordered are as follows: Sugar Maples, Crimson Sunset-Maple, Autumn Brilliance-Service Berry, Ginkgo, Early Globe-Buckeye, Bur Oak, Kentucky Coffee Tree, Hackberry, State Street Maple, and the Cleveland Select Pears for the downtown street plantings.

President Kirchberg stated that we had a long ways to go on the Tree Ordinance issue. She would like John Swanson to take the lead. Mayor Klein made a motion to continue, seconded by John Halverson. Motion carried.

President Kirchberg will continue to find a leader on the Tree Parade at the Museum for winter of 2021. More later.

Sonja Daily has volunteered to investigate the process of collecting seeds of historic Lake Geneva Maple trees for future plantings.

Meeting adjourned at 6:15 p.m. with a motion by Mayor Klein, seconded by John Halverson.

Next meeting scheduled for Wednesday, March 24, 2021 at 5:30 p.m.

Clara Jacobs, Secretary

Lake Geneva Tree Board

Wednesday, April 14, 2021

City Hall, Council Chambers

The Lake Geneva Tree Board was called to order by President Kirchberg at 5:25 p.m. In attendance: Candy Kirchberg, Mayor Klein, Sonja Daily and Clara Jacobs. By virtual, Arborist: Jon Foster and Alderman: John Halverson.

No comments from the public.

Arborist Jon Foster reported that a Fall Fiesta, Sugar Maple tree had been planted in preparation for Arbor Day. The tree was placed near City Hall. Arbor Day Celebration will be held on Saturday, May 1 at 9:00 a.m. This is in dedication to former Police Chief Richard Newberry. The tree was also financed by the Newberry family. Jon will place the Arbor Day flags soon. A second tree had been donated by the American Transmission Company to be placed near City Hall or the Police Station.

President Kirchberg asked Alderman John Halverson to do a follow up on the Tree Ordinance.

The Tree Parade at the Museum to be discussed later.

Sonja also will check with the schools and students for assisting in collecting and raising the seeds from the historic maple trees. Ideal time to collect is September.

Next meeting May 19, 2021 at 5:00 p.m.

Meeting adjourned at 6:00. Motion by John Halverson, seconded by Sonja Daily. Meeting adjourned.

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, JANUARY 7, 2021 – 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, Town of Geneva Fire Liaison Larry Kulik

1. Call Meeting to Order
The meeting was called to order at 6:00 p.m. by Commissioner Connors.

2. Pledge of Allegiance
The Pledge of Allegiance was led by Town of Geneva Fire Liaison Larry Kulik.

3. Roll Call
Commissioners Connors, Condos, Horne and Pollard were present. Commissioner Saul was excused. 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 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 had nothing to report.

7. Approval of the Regular Meeting Minutes of December 10, 2020
Horne motioned to approve the regular meeting minutes of December 10, 2020. Pollard seconded. Motion carried 4-0.

8. Police Department Business

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

a. Approval of bills for the month of December 2020, operating in the amount of $321,092.73, Capital in the amount of $74,934.90, Equipment purchases in the amount of $10,138.52, for a total of $406,166.15
Horne motioned to approve the bills for the month of November. Condos seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 4-0.

b. Discussion/Action – Full time Telecommunicator Hiring Update
Lieutenant Gritzner stated that the deadline for the hiring process is January 8, 2021 and we have received four applications at this time. The deadline may be extended for a few weeks.

c. Discussion/Action – Accept letter of resignation from Part Time Telecommunicator Sarah Dominguez
Horne motioned to accept resignation of Part Time Telecommunicator Sarah Dominguez. Connors seconded. Motion carried 4-0.
Lt. Gritzner noted that Sarah started in September but has been unable to provide the shifts for her training due to her full time job.

d. Discussion/Action – Employee School reimbursement
Lieutenant Gritzner advised that the current collective bargaining agreement pays employees attending school up to 15 credits per year at the UW-Whitewater rate. Officer Tietz presented to the Commission comparisons between taking classes at Upper Iowa University and UW-Whitewater. While the credits at UW-Whitewater are cheaper per class than Upper Iowa, more classes are needed for graduation. Therefore, a degree from Upper Iowa University is more cost effective for the city than the UW-Whitewater degree. The Commission did not object to changing the cost margin listed in the union contract but felt it needed to be done when the contract was up for renewal, which is the end of 2021. No action was taken at this time.

e. Discussion – Body Camera Update
Lieutenant Gritzner was able to get a quote from Axon, who is the premier company for body cameras. The cost is initially $44,000.00 with an additional $20,000.00 per year for additional records personnel. The cost would be an additional $19,000.00 per year after the first year, which includes licensing, software, cloud storage, etc. and at least $20,000.00 per year for personnel. Lieutenant Gritzner will make a presentation at next month's meeting.

f. Discussion – Chief's Report (briefing only – no action will be taken)
It has been a busy start to 2021 with several overdose calls and an OWI offense where the person sustained a life-threatening injury during the incident and was saved by officers.

g. Discussion – Chief's Top Monthly Incidents – No discussion

h. Discussion – Monthly activity reports – No discussion

2020 Dispatch activity for December 2020:	Telephone calls – 2,262	911 calls - 188	Window assists – 463
2019 Dispatch activity for December 2019:	Telephone calls – 2,336	911 calls - 236	Window assists – 645

2020 Patrol activity for December 2020:	Calls for Service – 1,421	Arrests – 118
2019 Patrol activity for December 2019:	Calls for Service – 1,505	Arrests – 235

i. Discussion - Yearly Statistics

2020	Dispatch activity:	Telephone calls– 33,524	911 Calls– 3,184	Window assists– 7,277
2019	Dispatch activity:	Telephone calls 33,409	911 Calls– 3,065	Window assists– 9,692

2020	Patrol activity:	Calls for service- 19,651	Arrests- 2,167
2019	Patrol activity:	Calls for service- 19,877	Arrests- 1,884

Lt. Gritzner stated that arrests are up from last year and calls for service were about the same as last year even with COVID and without special events. Mental health calls were up.

j. Discussion –Thank You notes – No discussion/Action

- Habitat for Humanity – Chief Rasmussen, Lieutenant Gritzner, Detective Sergeant Nettesheim, Officer Hansen, (Detective Keller)
- Judy Pengra – Lake Geneva Police Department
- Visit Lake Geneva – Lieutenant Way

Detective Keller was not listed on the Thank You from Habitat for Humanity but he also helped with building the house.

k. Discussion/Action – Items to be forwarded to City Council \
Expenditures, Chief's top five monthly incidents, Monthly activity reports, Yearly activity reports and thank you notes.

9. Fire Department Business

a. Approval of bills for the month of December 2020, operating in the amount of $85,064.10, Capital purchases in the amount of $4,990.00, Equipment purchases in the amount of $4,837.00, for a total of $94,891.10
Horne motioned to approve the bills for the month of December 2020. Pollard seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 4-0.
Chief Peters stated that a bill went out to Town of Geneva for $25,000.00 and a bill to the State for COVID testing. The department is currently at 85% for budget expenses.

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. The Department Services spotlight was for the Jaws of Life which was originally purchased in 1972. The department now has two Jaws of Life. Chief Peters highlighted anniversaries, which includes Deputy Chief Derrick celebrating 49 years of service. Also highlighted were two Santa visits and notable calls. Chief Peters stated that calls for service were down just slightly over the year despite no major events.

e. Discussion/Action – Engine Replacement RFP
Chief Peters noted that the RFP was sent out at the beginning of the year to four different vendors. The department has received one quote and they are still waiting for two more quotes. Chief Peters would like to have a special meeting once the RFP's are received from the other vendors to choose the vendor as soon as possible because the cost of the engine can go up monthly.

f. Discussion/Action – Approve hiring of Firefighter Joshua Hicks and Firefighter Tristan Geaslin
Horne motioned to approve the hiring of Joshua Hicks and Tristan Geaslin pending background. Pollard seconded. Motion carried 4-0.

g. Discussion – Thank You notes – No discussion

- Victorian Square Neighborhood

h. Discussion/Action - Items to be forwarded to City Council
Expenditures, Monthly Chief's report, thank you note

Prior to closed session, Town of Geneva Liaison Kulik had some questions about the Town of Geneva contract and Chief Peters answered his questions.

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: a) Town of Geneva contract and b) Shared Services Update
Connors motioned to go into closed session to include Fire Chief Peters, Fire Captain Detkowski, Police and Fire Liaison Yunker and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Pollard-Y. Motion carried 4-0 at 6:52 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, Condos-Y, Horne-Y, Pollard-Y. Motion carried 4-0 at 7:04 p.m.

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

13. Adjourn

Pollard motioned to adjourn the meeting. Condos seconded. Motion carried 4-0. Meeting adjourned at 7:05 p.m.
Respectfully submitted,

Cindy Papenfus
Administrative Assistant

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

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

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

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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, FEBRUARY 4, 2021 – 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, Town of Geneva Fire Liaison Larry Kulik

1. Call Meeting to Order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Fire Captain Derrick

3. Roll Call

Commissioners Connors, Condos, Horne, and Saul were present. Commissioner Pollard was excused. Also present were Police and Fire Liaison Yunker, Police Chief Rasmussen, Police Lieutenant Gritzner, Fire Chief Peters, Fire Captain Derrick 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 reported that the Mayor declared a snow emergency for 11:59 p.m. tonight.

7. Approval of the Regular Meeting Minutes of January 7, 2021

Horne motioned to approve the regular meeting minutes of January 7, 2021. Condos seconded. Motion carried 3-0-1.

Saul abstained because he was not present at the January meeting.

8. Police Department Business

a. Approval of bills for the month of December 2020, operating in the amount of $17,047.75, Capital in the amount of $5,155.00, Equipment purchases in the amount of $620.00, for a total of $22,822.75

Horne motioned to approve the bills for the month of December 2020. Connors seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.

b. Approval of bills for the month of January 2021, operating in the amount of $355.273.29 and Equipment purchases in the amount of $14,000.00, for a total of $369,273.29

Horne motioned to approve the bills for the month of January 2021. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.

c. Discussion – Full time Telecommunicator Hiring Update
Chief Rasmussen stated that the initial deadline for applications was extended. We now have 24 applicants and will be moving forward with the testing and interview process.

d. Discussion/Action – Accept letter of resignation from Part Time Officer Steven Fraser
Horne motioned to accept the letter of resignation for Part Time Officer Steven Fraser. Saul seconded. Motion carried 4-0.

e. Discussion – Body Camera Update
Lieutenant Gritzner gave a presentation on body cameras. He listed the costs, benefits, disadvantages and grant opportunities. The cost and storage recommendations were discussed. The Commission agreed to look into body cameras for the 2022 budget.

f. Discussion/Action – Deadly Force Policy approved by Federal Government
Chief Rasmussen stated that the deadly force policy was approved and the department is now eligible for Federal Grants.

g. Discussion – Chief's Report (briefing only – no action will be taken)
Chief Rasmussen stated that one of our officers was involved in a crash but the officer was not hurt. We are waiting to see if the squad car is totaled. Congressman Steil visited the department to show support for law enforcement. Approximately 50% of the department received their COVID vaccination.

h. Discussion – Chief's Top Monthly Incidents
Chief Rasmussen pointed out that the overdose incident resulted in a homicide arrest. Our detectives with the assistance from the Beloit Police Department did a great job with the investigation.

i. Discussion – Monthly activity reports – No discussion/action

2021 Dispatch activity for January 2021:	Telephone calls – 2,180	911 calls - 218	Window assists – 453
2020 Dispatch activity for January 2020:	Telephone calls – 2,312	911 calls - 165	Window assists – 632

2021 Patrol activity for January 2021:	Calls for Service – 1,385	Arrests – 152
2020 Patrol activity for January 2020:	Calls for Service – 1,410	Arrests – 268

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

- Francis Fish - Detective Seth Keller ($25.00 Starbucks gift card)

k. Discussion/Action – Items to be forwarded to City Council
December 2020 and January 2021 expenditures, Chief's Top Five report, monthly reports and thank you note.

9. Fire Department Business
a. Approval of bills for the month of December 2020, operating in the amount of $35,255.05 and Equipment purchases in the amount of $1,053.80, for a total of $36,308.85
Horne motioned to approve the bills for the month of December 2020. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.

b. Approval of bills for the month of January 2021, operating in the amount of $97,473.36, Capital purchases in the amount of $0, Equipment purchases in the amount of $0, for a total of $97,473.36
Horne motioned to approve the bills for the month of January 2021. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.

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

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

e. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
Chief Peters reviewed the monthly report. The Department Services Spotlight was for the Technical Rescue Team, which was created in the early 1990's. The team provides rope rescue, confined space rescue and trench collapse rescue. FF/Engineer Ken Larsen is the team's coordinator. Chief Peters stated the fire department won second place in the Parade of Trees competition at the Geneva Lake Museum. Also reviewed were the called for service.

f. Discussion/Action – Approval of billing contract with EMS Medical Billing Associates
Attorney Draper reviewed the billing contract and it was approved.

g. Discussion/Action – Approval to purchase replacement fire engine to be funded by Equipment Replacement Program per 2021 approved budget
Horne motioned to approve the RFP to purchase a Pierce Fire Truck through Reliant Fire Apparatus not to exceed $775,000 as budgeted after review by City Attorney Draper to ensure safeguards are in place especially with prepayment and to make sure the city's assets are protected. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.
Chief Peters and Captain Derrick presented a memo regarding Engine 2 replacement. Quotes were solicited from four companies and the only complete quote was from Reliant Fire Apparatus. Two companies declined and one company was in excess of the budget and was not the requested specifications. This apparatus is similar to other vehicles within the department's fleet.

h. Discussion/Action – Accept resignation of FF/EMT Piper Lindner-Turnage
Connors motioned to accept letter of resignation for FF/EMT Piper Lindner-Turnage. Horne seconded. Motion carried 4-0.

i. Discussion/Action – Thank you notes – No discussion/action

- Mary and Henry Hoerth – FF/AEMT Hughes, FF/EMT Martinez and FF/P Neumueller

j. Discussion/Action - Items to be forwarded to City Council
December 2020 and January 2021 expenditures, monthly report, thank you note.

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: a) Town of Linn Shared Services Update and b) Town of Geneva contract.
Connors motioned to go into closed session to include Fire Chief Peters, Police and Fire Liaison Yunker, and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0 at 6:58 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, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0 at 7:34 p.m.

12. Discussion and action on closed session items if needed.
10a) Connors motioned to recommend to FLR and the City Council to approve the 2021 Town of Geneva Emergency Services Agreement. Condos seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.

10b) Connors motioned to recommend to FLR and City Council to approve the 2021 Town of Linn Emergency Services Agreement with minor corrections and final review by City Attorney Draper. Horne seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y, Condos-Y. Motion carried 4-0.

13. Adjourn

Condos motioned to adjourn the meeting. Horne seconded. Motion carried 4-0. Meeting adjourned at 7:37 p.m.

Respectfully submitted,

Cindy Papenfus

Cindy Papenfus
Administrative Assistant

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

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

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

POLICE AND FIRE COMMISSION SPECIAL MEETING MINUTES
MONDAY, MARCH 1, 2021 – 5:00 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, Town of Geneva Fire Liaison Larry Kulik

1. Meeting proceedings may be listened to via phone:(602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free)

   Access Code: 9746153

1. Call meeting to order
   The meeting was called to order at 5:01 p.m. by Commissioner Connors

2. Pledge of Allegiance
   The Pledge of Allegiance was led by Mayor Klein

3. Roll Call
   Commissioners Connors, Horne (via ZOOM), Saul and Condos were present. Commission Pollard was excused. Also present were Police and Fire Liaison Yunker, Police Chief Rasmussen, Police Lieutenant Gritzner, Fire Chief Peters, Fire Captain Detkowski, Mayor Klein 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. Discussion/Action - Approval of Resolution 21-R19 authorizing carryover of General Fund Budget amount from 2020 to 2021
   Commissioner Condos motioned to approve the Police Department and Fire Department carryover portions of the General Fund budget amounts of Resolution 21-R19. Saul seconded. Roll call vote: Connors-Y, Horne-Y, Saul-Y and Condos-Y. Motion carried 4-0.
   Chief Rasmussen advised that Comptroller Hall suggested that monies that were not spent in 2020 due to COVID be carried forward into the 2021 budget to complete the budgeted projects.

6. Adjourn
   Connors motioned to adjourn the meeting. Condos seconded. Motion carried 4-0 at 5:06 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
Council Members - Mayor

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

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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, MARCH 4, 2021 – 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, Town of Geneva Fire Liaison Larry Kulik

1. Call meeting to order
   The meeting was called to order by Commissioner Connors at 6:00 p.m.

2. Pledge of Allegiance
   The Pledge of Allegiance was led by Town of Geneva Fire Liaison Kulik

3. Roll Call
   Commissioners Connors, Pollard, Saul, Condos and Horne were present. Also present were Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Derrick, Police and Fire Liaison Yunker, Town of Geneva Fire Liaison Kulik, Mayor Klein, 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 had nothing to report. Connors asked if the resolution from the March 1, 2021 special meeting was approved at the FLR meeting. Police and Fire Liaison Yunker advised that it was approved.

7. Approval of the Regular Meeting Minutes of February 4, 2021
   Horne motioned to approve the regular meeting minutes of February 4, 2021. Condos seconded. Motion carried 5-0.

8. Approval of the Special Meeting Minutes of March 1, 2021
   Connors motioned to approve the special meeting minutes of March 1, 2021. Horne seconded. Motion carried 5-0.

Lt. Gritzner presented the Police Department business with Chief Rasmussen present

9. Police Department Business
   a. Discussion/Action - Approval of bills for the month of December 2020, operating in the amount of $545.00 and Equipment purchases in the amount of $1,037.10, for a total of $1,582.10
   Horne motioned to approve the bills for the month of December 2020. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

   b. Discussion/Action - Approval of bills for the month of February 2021, operating in the amount of $195,863.27 and Equipment purchases in the amount of $77,457.00, for a total of $273,320.27
   Horne motioned to approve the bills for the month of February 2021. Condos seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

c. Discussion/Action - Approval of Resolution 21-R15 - Approving the assigned fund balances for the Police Department accounts as of 12/31/20
Horne motioned to approve Resolution 21-R15, approving the assigned fund balances for the Police Department accounts as of 12/31/20. Saul seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

d. Discussion/Action – Disposal of Mobile Command 212-80
Connors motioned to recommend the disposal of mobile command vehicle 212-80 by selling it on Wisconsin Surplus with the proceeds to go to the Police Equipment Replacement Fund. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.
Lieutenant Gritzner requested to dispose of the Mobile Command Unit. The vehicle is 41 years old and has a brake issue.

e. Discussion/Action – Confirmation of full time Telecommunicator eligibility list
Connors motioned to confirm the full time Telecommunicator eligibility list. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.
Lieutenant Gritzner advised that a final decision for Telecommunicator hiring should be made by next month.

f. Discussion – Police Department museum display
Lieutenant Gritzner advised that the Police Department is currently working with the museum to make a display. The police department is currently collecting items from as far back as possible and will be displaying them at the museum along with a uniformed mannequin.

g. Discussion – 2020 annual report
A copy of the 2020 annual report was handed out to the Commission members for review. It will be discussed at next month's meeting.

h. Discussion – Chief's Report (briefing only – no action will be taken)
Lieutenant Gritzner reported that squad 203-20 that was struck on the freeway had $18,000 worth of damage but it will be repaired and should be returning to the fleet in a few weeks.

i. Discussion – Chief's Top Monthly Incidents
Lieutenant Gritzner noted that a countywide Peer Support Group has been established and three employees from the department will be trained. Additionally, the state is establishing a Peer Support Group and the same three employees have applied for the group.

j. Discussion – Monthly activity reports – No discussion/action

2021 Dispatch activity for February 2021:	Telephone calls – 2,170	911 calls - 212	Window assists – 514
2020 Dispatch activity for February 2020:	Telephone calls – 1,699	911 calls - 134	Window assists – 477

2021 Patrol activity for February 2021:	Calls for Service – 1,220	Arrests – 116
2020 Patrol activity for February 2020:	Calls for Service – 1,375	Arrests – 148

k. Discussion/Action – Items to be forwarded to City Council
December 2020 and February 2021 expenditure reports, Resolution 21-R15, Mobile command unit, Top five monthly incidents and monthly activity reports.

10. Fire Department Business

a. Discussion/Action - Approval of bills for the month of December 2020, operating in the amount of $21.78
Horne motioned to approve the bill for the month of December 2020. Saul seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

b. Discussion/Action - Approval of bills for the month of February 2021, operating in the amount of $43,858.76, Capital purchases in the amount of $0, Equipment purchases in the amount of $0, for a total of $43,858.76
Horne motioned to approve the bills for the month of February 2021. Condos seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

c. Discussion/Action - Approval of Resolution 21-R16 - Approving the assigned fund balances for the Fire Department accounts as of 12/31/20
Horne motioned to approve Resolution 21-R16- Approving the assigned fund balances for the Fire Department accounts as of 12/31/20. Saul seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.

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

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

f. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
Chief Peters reviewed the monthly report. The monthly report spotlighted the Dive Team. The dive team recently upgrade its equipment and became the first municipal dive team in the state to utilize a surface supplied air system and full diver encapsulation. The Dive Team is working on getting their Dive Rescue International Rescue Dive Certification. In 2016, Walworth County established the Division 103 Water Rescue and Recovery Team. Chief Peters highlighted community events and notable calls. He thanked his department for all the work they do every day.

g. Discussion/Action – EMS Medical Billing Associates Update
Captain Detkowski advised that the EMS medical billing company has been sold, fortunately for the department the contract had not been signed. Currently billing is still being done and Captain Detkowski is working on a new contract. He is hoping to have more information at next month's meeting regarding a new EMS billing contract.

h. Discussion/Action – Purchase and installation of security cameras at fire stations 1 & 2
Horne motioned to approve the purchase and installation of security cameras at fire stations 1 & 2. Pollard seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0.
Captain Detkowski recommended that the installation of the security cameras at fire stations 1 & 2 be awarded to Southern Lakes Alarm. The project was approved for the 2021 Capital Improvement budget and will not exceed the budgeted amount of $10,000.00.

i. Discussion/Action – Approval of hiring Firefighter Larry Kulik (pending background)
Horne motioned to approve the hiring of Firefighter Larry Kulik pending background. Connors seconded. Motioned carried 5-0.
Chief Peters recommended hiring of Firefighter Larry Kulik pending background investigation.

j. Discussion/Action – Accept resignation of FF/ENG Derek McKaig
Connors motioned to accept resignation of FF/ENG Derek McKaig, with regrets. Horne seconded. Motion carried 5-0.
Chief Peters advised that FF/ENG McKaig will be missed. Connors thanked FF/ENG McKaig for his service.

k. Discussion/Action – Thank you notes – No discussion/action

- Avant Cycle-Chili for Charity
- M. Buetell (FF/PM Ferger/FF/EMT Martinez, and FF/AEMT Cox)
- J. Somerville (FF/PM Harlaub, FF/Pm Epstein, and FF/AEMT Cox)
- Vets Roll

l. Discussion/Action - Items to be forwarded to City Council
December 2021 expenditures, January 2021 expenditures, resolution 21-R16, EMS call summary report, Chief's monthly report and thank you notes.

11. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session specifically: Town of Linn Shared Services Update Connors motioned to go into closed session to include Fire Chief Peters, Fire Captain Detkowski, Police and Fire Liaison Yunker, Mayor Klein, Alderman Fesenmaier and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0 at 6:42 p.m.

12. 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, Pollard-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 5-0 at :65 p.m.

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

14. Adjourn
Pollard motioned to adjourn the meeting. Saul seconded. Motion carried 5-0. Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Cindy Papenfus
Administrative Assistant

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

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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, APRIL 8, 2021 – 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, Town of Geneva Fire Liaison Larry Kulik

1. Call meeting to order
The meeting was called to order by Commissioner Connors at 6:00 p.m.

2. Pledge of Allegiance
The Pledge of Allegiance was led by Police and Fire Liaison Yunker

3. Roll Call
Commissioners Connors, Saul and Horne were present. Commissioner Pollard was excused. Commissioner Condos arrived at 6:02 p.m. Also present were Police Chief Rasmussen, Police Lieutenant Gritzner, Fire Chief Peters, Police and Fire Liaison Yunker, Town of Geneva Fire Liaison Kulik, Mayor Klein 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 had nothing to report.

7. Approval of the Regular Meeting Minutes of March 4, 2021
Horne motioned to approve the regular meeting minutes of March 4, 2021. Saul seconded. Motion carried 4-0.

Lieutenant Gritzner presented the Police Department business with Chief Rasmussen present.

8. Police Department Business
a. Discussion/Action - Approval of Capital purchase in the amount of $29,814.50
Horne motioned to approve the Capital purchase in the amount of $29,814.50. Condos seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 4-0.
Lieutenant Gritzner stated this was the final capital payment for the new storage building at the street department.

b. Discussion/Action - Approval of bills for the month March 2021, operating in the amount of $283,630.84, Capital in the amount of $609.43 and Equipment purchases in the amount of $1,807.54, for a total of $286,047.81
Horne motioned to approve the bills for the month of March 2021. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 4-0.

c. Discussion/Action – Confirmation of hiring of full time Telecommunicator Elizabeth du Chemin
Connors motioned to confirm the hiring of full time Telecommunicator Elizabeth du Chemin. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 4-0.
Lieutenant Gritzner stated that Elizabeth du Chemin started with the department on Wednesday, April 7, 2021. She has a Correctional Officer and Special Education background.

d. Discussion/Action – Accept letter of resignation of part time Telecommunicator Amanda Moeller
Horne motioned to accept letter of resignation of part time Telecommunicator Amanda Moeller with regret. Saul seconded. Motion carried 4-0.

e. Discussion – Annual Police Department Awards Ceremony is scheduled for May 13, 2021
Lieutenant Gritzner stated that the Police Department annual awards ceremony is scheduled for May 13, 2021 at 6:00 p.m. The ceremony will include swearing in eight new employees, presenting employee awards, and recognizing Commissioner Pollard for his years of service to the Commission and the City of Lake Geneva.

f. Discussion/Action –Traffic Grant
Saul motioned to allow lieutenants to participate in the traffic grants provided the sworn officers or sergeants did not want to take the positions. Horne seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 4-0.
Chief Rasmussen requested that the Lieutenants be allowed to fill the traffic grant openings. He advised that sometimes the positions are not filled because the officers or Sergeants do not want to fill the time slots. The traffic grants are managed by Walworth County and are either seatbelt grants or OWI grants. The Lieutenants are salaried positions but the traffic grants are paid hourly at an overtime rate but are reimbursed 100% for wages and benefits. Commissioner Connors asked if there was an order for staffing to fill the grant positions. Chief Rasmussen noted that the lieutenants would be allowed to fill the positions only if union members and sergeants did not fill the time slots first.

g. Discussion/Action – Approval of 2020 annual report
Connors motioned to approve the 2020 annual report. Saul seconded. Motion carried 4-0.
Lieutenant Gritzner reviewed the annual report which included the department working through COVID and local and civil unrest regarding police use of force. The Department maintained a high quality of service throughout COVID due to a change in sanitizing efforts throughout the department and changing face-to-face business during calls of service. There was only a difference of about 100 calls of service throughout the year, which was handled very well even with short staff and restrictions. Commissioner Saul noted both the Police Department and Fire Department deserve a lot of credit for a marvelous job they did throughout the year. Commissioner Connors stated that the annual report looked excellent. Lieutenant Gritzner stated that Data Specialist Reynolds did a great job putting the report together.

h. Discussion – Chief's Report (briefing only – no action will be taken)
Lieutenant Gritzner stated that next month the Civilian Handbook will be updated. The new squads are almost done and we should be receiving the third squad by May. Commissioner Condos discussed a new law by the legislature to allow bars and restaurants to allow carry out food and alcohol, as long as it has a tamper-proof seal. He would like to address this at next month's meeting. Chief Rasmussen stated that neither the Police Association or the Attorney General sent out any information about this law change and no one heard about the law until it was already passed. Commissioner Connors advised that the commission will get more information and discuss how to handle the law change for the city. Condos also noted the increased number of reckless driving incidents involving police department. Lieutenant Gritzner advised that the department is aware of the increase and stated that the two new squads have armored doors and he thanked the Commission for approving them for the budget.

i. Discussion – Chief's Top Monthly Incidents – No discussion/action

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

2021 Dispatch activity for March 2021:	Telephone calls – 2,365	911 calls - 244	Window assists – 554
2020 Dispatch activity for March 2020:	Telephone calls – 2,204	911 calls - 230	Window assists – 849

2021 Patrol activity for March 2021:	Calls for Service – 1,483	Arrests – 132
2020 Patrol activity for March 2020:	Calls for Service – 1,354	Arrests – 74

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

- Christmas for the Kids – Community Outreach Program
- Matt Phillips – Officer Bouland

l. Discussion/Action – Items to be forwarded to City Council
Capital December expenditures, March expenditures, annual report, top five monthly incidents and monthly reports.

Town of Geneva Fire Liaison Kulik asked to speak before the Fire Department business. He stated that last month Chief Peters handed out a report card regarding treating patients within 60 minutes. He talked about a real life situation for him and that the fire department responded quickly and he was treated within an hour that saved his life.

9. Fire Department Business
a. Discussion/Action - Approval of Equipment purchase of $3,130.00
Horne motioned to approve equipment purchase of $3,130.00. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 4-0.
The invoice is for the 2020 Engine 1-MDC replacement and will close out 2020.

b. Discussion/Action - Approval of bills for the month of March 2021, operating in the amount of $95,096.65, Fire Impact Fees in the amount of $0, Capital purchases in the amount of $0, Equipment purchases in the amount of $0, for a total of $95,096.65
Horne motioned to approve the bills for the March 2021. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 4-0.
Chief Peters stated that Medicare has stopped ambulance payments due to congressional acts effecting payments. Revenue may be down in the coming months. The claims from Medicare are 40-50% so the budget may be changing.

c. Discussion – EMS Medical Billing/Stark Medical Billing- No discussion/action

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

e. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
Chief Peters discussed the monthly report. The department services spotlight includes Tactical EMS (TEMS). In 2009, the department entered into a partnership with the Lake Geneva Police Department to provide medical staff to support SWAT operations. Chief Peters reviewed the personnel anniversaries, community events and notable calls. The calls for the year are increasing and it is trending towards the highest year.

f. Discussion/Action – Andres/EMS Medical Billing Associates Contract Approval
Horne motioned to approve the EMS medical billing contract. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 4-0.
Chief Peters asked to accept the approve the contract from Andres medical billing contract. There is a commission decrease of 2.1% and there is an open-ended contract with no time limit. City Attorney Draper has approved the contract.

g. Discussion/Action –ISO Inspection
There will be a review on April 9, 2021 from ISO. The last review was five years ago. Some insurances use ISO evaluation for ratings and savings on the commercial side.

h. Discussion/Action – Approval of engineering contract to evaluate Fire Station 1 and feasibility of options for future needs and use
Chief Peters asked to continue this agenda item to next month because the contract did not come back as anticipated.

i. Discussion/Action – Thank You notes – No discussion/action
- Rizzo Family (crew-Lt. Goorskey, FF/Eng Herwald, FF/PM Koller and FF/PM Neumueller)
- Walworth County Sheriff's office
- Family of "Jane Doe"

j. Discussion/Action - Items to be forwarded to City Council
December equipment expense, March expenditures, Chief's monthly report, EMS contract and thank you notes.

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: Town of Linn Shared Services Update
Connors motioned to go into closed session to include Fire Chief Peters, Police and Fire Liaison Yunker, Mayor Klein, Alderman Fesenmaier and Administrative Assistant Papenfus. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y. Motion carried 4-0 at 6:45 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. Motion carried 4-0 at 6:58 p.m.

12. Discussion and action on closed session items if needed. '
Connors motioned to recommend the Emergency Services agreement between the Town of Linn and City of Lake Geneva to be approved at the city council. Horne seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y and Horne-Y. Motion carried 4-0.
Connors thanked Chief Peters and Attorney Draper for their efforts and time to get the agreement approved.

13. Adjourn
Connors motioned to adjourn the meeting. Saul seconded. Motion carried 4-0. Meeting adjourned at 6:59 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
Council Members - Mayor

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

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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, MAY 6, 2021 – 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, Town of Geneva Fire Liaison Larry Kulik

1. Call meeting to order
   The meeting was called to order by Commissioner Connors at 6:00 p.m.

2. Pledge of Allegiance
   The Pledge of Allegiance was led by Commissioner Fairbanks

3. Roll Call
   Commissioners Connors, Saul, Condos, Horne and Fairbanks were present. Also present were Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Police and Fire Liaison Yunker, Mayor Klein, 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 Shared Agreement between Town of Linn and City of Lake Geneva was approved by the City Council.

7. Approval of the Regular Meeting Minutes of April 8, 2021
   Condos motioned to approve the regular meeting minutes of April 8, 202. Horne seconded. Motion carried 5-0.

8. Welcome newly appointed Commissioner Jay Fairbanks
   Connors welcomes newly appointed Commissioner Fairbanks. Commissioner Fairbanks introduced himself.

9. Election of Officers:
   a. President
   Saul moved to nominate Connors as President. Horne seconded. There were no further nominations. Condos moved to close the nominations. Connors seconded. Nomination carried 5-0.

   b. Vice President
   Saul moved to nominate Horne as Vice President. Connors seconded. There were no further nominations Connors moved to close the nominations. Saul seconded. Nomination carried 5-0.

10. Fire Department Business
   a. Discussion/Action - Approval of bills for the month of April 2021, operating in the amount of $102,695.05, Capital purchases in the amount of $464.97, Equipment purchases in the amount of $848.62, for a total of $104,008.64
   Horne motioned to approve the bills for the month of April 2021. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 5-0.

   b. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion/action
   Chief Peters reviewed the new reports. He advised that the department will be comparing and reviewing charges to increase costs to coincide with other departments in the area.

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

d. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
Chief Peters handed out the monthly report and the annual report at the meeting. The annual report will be reviewed next month. Chief Peters reviewed the monthly report. He discussed the City's fire ordinance. Chief Peters noted that Lt. Bauman was spotlighted in a national marketing campaign for being an inspirational figure. Chief Peters also noted anniversaries, department and community events, notable calls for service and the monthly numbers.

e. Discussion/Action – Update on Town of Linn staffing agreement
Chief Peters reviewed the Town of Linn staffing agreement. Each department has to submit plans to the State of Wisconsin and the Medical Director for approval. Chief Peters advised the process could take approximately 30-45 days. Once the contractual agreement is done, then staffing would begin. Saul asked about the staffing conditions and Chief Peters said it has been difficult filling right now, however, one highlight is the fact that there has been increasing interest at the high school level.

f. Discussion/Action – Engine 1 Update
Chief Peters stated the frame for Engine 1 is being built and the completion date is expected sometime in April.

g. Discussion/Action – Boat 1 Update
Delivery of the boat has been delayed due to trailer backups and COVID shutdowns. The boat is 80-90% complete.

h. Discussion/Action - Thank You notes - No discussion/action

- Elkhorn Fire department
- Lazzeroni family

i. Discussion/Action – Approval of hiring Firefighter/Paramedic David Fonder (pending background and medical)
Horne motioned to approve hiring of Firefighter/Paramedic David Fonder pending background and medical approval. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 5-0.

j. Items to be forwarded to City Council
Expenditure reports, Chief's monthly report and thank you notes.

11. Police Department Business

a. Discussion/Action - Approval of bills for the month April 2021, operating in the amount of $313,310.47, Capital in the amount of $452.75 and Equipment purchases in the amount of $25,361.04, for a total of $339,124.26
Horne motioned to approve the bills for the month of April 2021. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 5-0.
Chief Rasmussen advised that the police department is on budget for the first quarter. Saul noted that the Police Department and the Fire Department have done great jobs controlling their budgets.

b. Discussion – Civilian Handbook Update
Chief Rasmussen discussed updating the Civilian Handbook. Before Act 10 in 2011, records employee and Telecommunicators were all under the police union contract. At this time, civilian employees get both a department handbook and a city handbook. The current Police Department handbook has not been updated since 2016. Additionally, the civilian employee classification needs to be updated. The reclassification would allow Chief Rasmussen a little more flexibility to make minor changes without going to the Personnel Committee.

c. Discussion – Reevaluation of Telecommunicator wages
Chief Rasmussen would like to reevaluate the Telecommunicator wages and make a wage scale for Telecommunicators. The position already allows for lateral transfers but making a wage scale/schedule would make it easier to keep track of pay raises, rather than base it only on evaluations.

d. Discussion – Annual Police Department Awards Ceremony
Chief Rasmussen reminded the commission that the Annual Police Department Awards Ceremony is scheduled for May 13, 2021 at 6:00 p.m. in the Police Department Training Room.

e. Discussion – FIRSTNET wireless communication platform
The Police Department recently switched to FIRSTNET on all phones and squad cars. This allows first responders first access to the network. The Fire Department is currently in the process of switching their phones and computers. There is an initial cost of $4,000.00 but FIRSTNET offers a $2,000.00 rebate. The department will save money over time with better quality service and equipment.

f. Discussion/Action – Accept letter of resignation of Booking Officer Alicia Hufnagle
Connors moved to accept letter of resignation of Booking Officer Alicia Hufnagle. Saul seconded. Motion carried 5-0.

g. Discussion – Chief's Report (briefing only – no action will be taken)
Mayor Klein is going to do a fundraiser in the future to thank both the Police Department and the Fire Department. Chief Rasmussen also offered ride-alongs with the officers to the Commissioners.
Condos mentioned the new law regarding carry out cocktails enacted by the State. The city cannot change the ordinance so he feels that it will be difficult for the police department to handle the situation. Chief Rasmussen advised that the department will make changes as necessary.

h. Discussion – Chief's Top Monthly Incidents – No discussion/action

i. Discussion – Monthly activity reports
2021 Dispatch activity for April 2021:

Telephone calls – 2,287	911 calls - 247	Window assists – 517	Parking – 12

2020 Dispatch activity for April 2020:

Telephone calls – 2,144	911 calls - 218	Window assists – 267	Parking - 0

2021 Patrol activity for April 2021:	Calls for Service – 1,500	Arrests – 135
2020 Patrol activity for April 2020:	Calls for Service – 1,274	Arrests – 28

Arrests are up considerably from last year but no calls were being initiated last year due to COVID. The calls are back to normal.

j. Discussion/Action – Items to be forwarded to City Council
Expenditures, Awards Ceremony, Chief's Top Five, monthly reports.

12. Adjourn
Fairbanks motioned to adjourn the meeting. Horne seconded. Motion carried 4-0. Meeting adjourned at 6:44 p.m.
Respectfully submitted,

Cindy Papenfus
Administrative Assistant

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

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

PLAN COMMISSION MEETING
MONDAY, JANUARY 18, 2021 – 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, Cindy Forester Feuredi, Michael Krajovic. Also Present: City Planner Mike Slavney, City Attorney Draper, City Administrator Nord, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the December 21, 2020 Plan Commission Meetings as distributed.
Dunn/Klein 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, addressed agenda item #9, asking the Plan Commission to continue this item to the next meeting so all information can be collected, discussed, and presented.

Speaker #2: Richard Torhorst, 500 Commercial Court, Lake Geneva, spoke on item #6 & #7, referencing a slight change in the CSM per the State.

Acknowledgement of Correspondence.
Correspondence was received regarding agenda item #10 and will be address during the Public Hearing.
All correspondence has been distributed to the Plan Commission & the City Council.

Review and Recommendation of an Extra Territorial Zoning review of a proposed Certified Survey Map (CSM) for Edwin C. Meltzer Art Foundation Inc., 101 Broad St. Suite 207, to create 1 newly dimensioned lot as identified on the certified survey Project no. 20.908 for Tax Key No. JG1300010A.
Richard Torhorst, 500 Commercial Court, Lake Geneva, representing the applicant, presented the request.
Zoning Administrator Walling asked if the Town of Geneva has approved of this CSM. Torhorst said yes. Commissioner Krajovic asked for the future intended use. Torhorst stated it is single family residence.

Dunn/Gibbs motion to create a new single lot CSM pending all approvals by the Town and the County and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Review and Recommendation of an Extra Territorial Zoning review of a proposed Certified Survey Map (CSM) for Edwin C Meltzer Art Foundation Inc., 101 Broad St. Suite 207, to create 3 newly dimensioned lots as identified on the certified survey Project no. 17.612 for Tax Key No. JG1300010A.
Richard Torhorst, 500 Commercial Court, Lake Geneva, representing the applicant, presented the request.
The State of Wisconsin Plat Review reviewed the CSM, specifically, the 50' wide expansion of Trinity Lane in Lots 2 and 3. The State has requested a change for this section of the lots which the applicant will make and provide the City with the revised CSM.

Krajovic/Gibbs motion to create a new 3 lot CSM, including the condition to eliminate the 50' wide outlot and create an easement to allow access between lots 2 and 3 and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Review and discussion on an application for a Planned Development (PD) filed by Christine J. Quinn Revocable Trust, 435 Maxwell St Lake Geneva. Requesting a step 2 of the Concept Plan review which ultimately would allow for a Commercial Indoor Lodging land use at the property that is located 930 Marshall St., in the Single-Family Residential – 4 (SR-4) zoning district, Tax Key No. ZRA00031.
Christine Quinn, applicant, and Attorney Anthony Nudo were present. Quinn received a call from Attorney Draper stating there was an issue with the zoning. Nudo requested this item be continued to the next available meeting so he can speak with Draper to determine if this application can be amended or withdrawn and then resubmitted as a different application.

Klein/Dunn motion to continue this Public Hearing to the next Plan Commission Meeting.
Roll Call: Klein, Dunn, Gibbs, Catlin, Krajovic "yes." Motion carried unanimously.

Commissioner Feuredi joined the meeting at 6:25 pm.

Review and discussion to amend Zoning Section 98-407 pertaining to the Estate Residential -1 (ER-1) zoning district to allow the use of the Single-Family Residential – 4 (SR-4) land use zoning specifications as a Conditional Use Permit (CUP) request.
Planner Slavney gave a background of the ER-1 Zoning District and described the 2 items being considered as an amendment to Ordinance 98-407: maximum building coverage and minimum landscape surface ratios. Krajovic asked for clarification of Section 98-407 Substandard Lot Regulations & Section 98-409 Lakeshore Lots. Slavney referred to the packet material to explain this proposal to codify these ordinances for future use of the Plan Commission. Draper stated the Conditional Use Permit needs substantial evidence to approve or deny each application so by establishing standard requirements to the Ordinance, the Plan Commission will have a solid model to determine the outcome of these CUP requests. A discussion followed.

The proposed amendments to Sections 98-407 & 98-409 will be discussed during a Public Hearing at the February 15th Plan Commission Meeting.

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, together with Andy Wiltberger, contractor, Monica Oplawski, engineer, presented the project with additional packet materials which was requested by the Plan Commission and City Staff. Krajovic asked is the rain garden was review by the city engineer. Walling said he included the city engineer's report which identified all calculations and the rain garden meets the state DNR technical standards for this site and the amount of impervious surface to be added. Krajovic asked about inspections. Walling will inspect the site and the city engineer will inspect the install of the rain garden. Commissioner Gibbs asked if there is an easement. Engineer Oplawski said the easement was not shown on the plat of survey.

Speaker #1: John Martin, 1629 Lake Shore Drive, shared his concerns opposing this project which he believes will affect his home.

Speaker #2: Toni Vogel, 1629 Evergreen Lane, shared her thoughts in favor of this project.

Speaker #3: Ruth Monico, 1625 Lake Shore Drive, shared her concerns opposing this project which she believes will affect her home.

Commissioner Catlin left the meeting at 7:15 pm

Speaker #4: Don Blonda, 1617 Lake Shore Drive, shared his concerns opposing this project which he believes will affect his home.

Speaker #5: Ken Monico, 1625 Lake Shore Drive, shared his concerns opposing this project which he believes will affect his home.

Speaker #6: Jack Schafer, 1611 Evergreen Lane, sent correspondence opposing this project, which he believes will add to the existing water problem in their neighborhood.

Garrels presented his rebuttal based on the facts. Wiltberger also shared his knowledge regarding the landscaping.

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

Gibbs asked if the easement has an effect on the decision. Walling referred to the Kapur review on grading and rain garden on this property and stated the utility easement does not restrict the placement of the rain garden. Krajovic asked for clarification of the maintenance of the rain gardens. Slavney said rain gardens need to be maintained per the DNR. A discussion followed.

Dunn/Krajovic motion to approve a Conditional Use Permit to allow a deck and pool and include the following conditions: 1. City Engineer review and approval of as-built drawings for installation of the rain garden shall be required. 2. A maintenance plan for the rain garden, with the elements listed in WDNR Technical Standard 1009, shall be provided to the City prior to construction. 3. Silt fence location is provided on the site grading plan. The silt fence must be properly installed prior to land disturbance and maintained throughout. A stabilized construction entrance must be utilized to access the site to prevent mud or debris being tracked onto Evergreen Lane. If tracking of construction debris occurs, it shall be cleaned up at the end of each day. Land disturbance shall be kept to a minimum. Restoration of the property shall take place as soon as possible after final grading, add easement to final drawing and take special care with the tree and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Krajovic "yes." Motion carried unanimously.

Commissioner Feuredi was in and out of meeting due to connection problems.

Public Hearing and Recommendation of a Conditional Use Permit filed by Nicholas Kammes d.b.a. Kammes Investment Group LLC. 1224 E. Pinecrest Ln. Elkhorn, 53121, for the request to allow for Commercial Indoor Lodging on the second floor of the property located at 512 ½ Broad St., within the Central Business (CB) zoning district, Tax Key No. ZGD00005.
Nick Kammes, the applicant, presented his request and stated the property would be professionally managed.

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

Alderman Dunn asked Attorney Draper if this application is normally allowed. Draper said the property is properly zoned for this application and will be a Limited Conditional Use Permit, meaning it is limited to the applicant only. Slavney said a Limited Conditional Use is a safeguard for the city to review and manage.

Krajovic/Gibbs motion to approve a Limited Conditional Use Permit to allow for Commercial Indoor Lodging on the 2^{nd} floor of property and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Krajovic "yes." Motion carried unanimously.

Commissioner Feuredi was in and out of meeting due to connection problems.

Continued - 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 said for consistency in the city, he recommends allowing all electronic signs to change messages every 30 seconds, which is a reduction from the 60 seconds permitted at the present time. Draper noted the distinction between the Library and all other signs in the city, stating the Library received their request of changing messages every 30 seconds through a Conditional Use Permit as a public message center and this ordinance would allow all signs in the city to change messages every 30 seconds. Gibbs asked how it is regulated. Draper said it is complaint driven. Draper said the Plan Commission can recommend a public hearing for an ordinance change which is a Class 2 Notice – 30 days. Gibbs stated he would like to set a public hearing to change the ordinance for electronic message time to 30 seconds city-wide. Krajovic concurs with Gibbs.

Adjournment. Klein/Gibbs motion to adjourn at 8:09 p.m. Motion carried unanimously.

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

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

PLAN COMMISSION MEETING
MONDAY, FEBRUARY 15, 2021 – 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, Michael Krajovic. Absent (Excused) William Catlin, Cindy Forester Feuredi. Also Present: City Planners Jackie Mich & Mike Slavney, City Attorney Draper, City Administrator Nord, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the January 18, 2021 Plan Commission Meetings as distributed.
Dunn/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.

Acknowledgement of Correspondence.
Correspondence was received for agenda item #11 and will be presented during this discussion. All correspondence has been distributed to the Plan Commission and City Council.

Downtown Design Review:

Application by Veronica Anagnos 1001 Wisconsin, request to install 3 large umbrellas with the allowance to install fabric walls as weather requires adjacent to the building located at 811 Wrigley Dr., in the Central Business (CB) zoning district, Tax Key No. ZA483300003.
Dimitrius Anagnos, owner of 811 Wrigley Drive, presented his request and said the temporary walls would be placed on 3 sides of the seating area to protect from inclement weather. Anagnos asked for an additional valance for extra coverage from the sun on which he would like to place his restaurant logo. Both items are not part of the packet. Mayor Klein asked how the walls are attached. Anagnos said the walls hook on to a base and would only be put out on rainy or windy days. Klein asked Zoning Administrator Walling how the Plan Commission would resolve the logo request. A discussion followed. The applicant will wait to present the sign proposal at the March Plan Commission Meeting.

Gibbs/Dunn motion to install 3 large umbrellas with the allowance to install fabric walls as weather requires adjacent to the building and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Krajovic "yes." Motion carried unanimously.

Review and Recommendation of an Extra Territorial Zoning review of a proposed Certified Survey Map (CSM) for Ronald J. Amann, 5804 State Rd. 36, Burlington, WI, 53105, to create a lot as identified on the certified survey Job no. 20522 dated 12-30-2020 for Tax Key No. JA380100002.
Ryan Cardinal, representing the applicant, presented the request. Walling asked if the Town of Geneva has reviewed this CSM. Cardinal said the Town of Geneva has already approved this CSM.

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

Public Hearing and Recommendation of a Conditional Use Permit request by Christopher Meisner 1310 St. Andrews Rd. Lake Geneva, for the property located at 1886 Geneva Bay Dr., Lake Geneva, to allow for the renovation and addition of the existing home in the Estate Residential – 1 (ER-1) zoning district and utilize the SR-4 zoning standards, Tax Key No. ZGB00024.

Applicant has requested to continue the Public Hearing.

Krajovic/Gibbs motion to continue item #8 to the March Plan Commission meeting at the request of the owner. Motion carried unanimously.

Public Hearing and Recommendation of a Precise Implementation Plan filed by David Schwartz, for the building located at 300 Peller Rd., to allow for the raze and rebuilding of the existing multi-tenant fuel station property, within the Planned Business (PB) zoning district, Tax Key No. ZA129400002.
Jeff Sabel and David Schwartz, owner, attended to present the request. Walling said the applicant has sent all materials needed for the PIP application which was reviewed by the City Engineer, City Planner & staff. Krajovic asked if all questions from the GDP were addressed. Walling said the Fire Department signed off on the emergency vehicle access. Planner Mich stated the applicant needs to provide a separate landscape plan showing where the various species are located. Krajovic asked if the ROW could accommodate the widening of STH 50 in the future. Walling said the City Engineer has reviewed and recommended approval of these plans. Klein asked if the applicant will put in sidewalk and Walling explained a sidewalk would be installed along STH 50 and along Peller Road. Commissioner Gibbs said it is a good plan.

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

A discussion followed.

Gibbs/Dunn motion to approve a Precise Implementation Plan to allow for the raze and rebuilding of the existing multi-tenant fuel station property and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Krajovic "yes." Motion carried unanimously.

Continued - 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 presented the zoning text change.

No public comments

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

Klein/Dunn motion to approve the Zoning Text Change for the electronic message signs to change once every 30 seconds.
Roll Call: Klein, Dunn, Gibbs, Krajovic "yes." Motion carried unanimously.

Review and discussion to amend Zoning Section 98-407 pertaining to the Estate Residential -1 (ER-1) zoning district to allow the use of the Single-Family Residential – 4 (SR-4) land use zoning specifications as a Conditional Use Permit (CUP) request.
Klein asked if this item was published as a public notice. Walling said it was published as a public notice but more discussion is needed for this amendment. Attorney Draper said the public should be allowed to speak since it was published as a public notice.

Speaker #1: David Frost, 1556 Orchard Lane, asked if this change would require a Conditional Use Permit and notices to the neighboring homes. Slavney said this zoning code would require a CUP and notices to neighbors. Slavney stated the CUP allows for careful review by the City. Frost shared his concerns regarding drainage issues in The Manor and the trend to add pools. A discussion followed.

Speaker #2: Ken Monico, 1625 Lake Shore Drive, shared his concerns regarding impervious surfaces, landscape surface ratio and water run-off.

Speaker #3: Ruth Monico, 1625 Lake Shore Drive, shared her concerns regarding impervious surfaces and opposition to this zoning change.

Speakers #4: Steve Garrels, 1622 Evergreen Lane, shared his support for the Plan Commission & staff, regarding the consistent enforcement of the zoning code for the last 20 years and asked for their continued fair treatment going forward.

Correspondence was read into the record from Pete Peterson, 1601 Evergreen Lane, and Don Blonda, 1617 N Lake Shore Drive and Pete Peterson, 1601 Evergreen Lane, both opposing this amendment to the ER-1 zoning code.

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

Krajovic asked if the research from Monico and friends has been considered. Slavney appreciates the research from both Monico & Frost and plans to review this information further. Krajovic asked if the run-off could be regulated even though we would grant applicants the additional 10% building space. Walling said the City Engineer has given suggestions to regulate run-off by using a rain garden or engineered bio swale which would meet the requirements and not impact the lake. Gibbs stated the City is not changing the ER-1 zoning district but we are putting standards into black & white, which the city has followed for years, to make it clear to everyone. Draper said the City has tried to address these items in the Conditional Use process over the years, and this change would set standards in writing which would not allow the project to create a nuisance. More discussion to follow.

Adjournment. Klein/Dunn motion to adjourn at 745 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

PLAN COMMISSION MEETING
MONDAY, MARCH 15, 2021 – 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, Joel Hoiland, Cindy Forester Feuredi, Michael Krajovic. Absent (Excused) John Gibbs & William Catlin. Also Present: City Planner Mike Slavney, City Attorney Draper, City Administrator Nord, Building & Zoning Administrative Assistant Follensbee, Assistant Building Inspector Flowers.

Approve Minutes of the February 15, 2021 Plan Commission Meetings as distributed.
Dunn/Hoiland 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: Bruce Jaloszynski, 870 Lake Geneva Blvd, shared his concerns of increased traffic & noise, egress onto Lake Geneva Blvd and safety issues regarding the proposed project at 898 S Wells Street.

Speaker #2: Barbara Phillips, 1600 Evergreen Lane, shared her thoughts in support of the proposed project at 1626 Evergreen Lane.

Speaker #3: Jim Connors, 320 Oakwood Lane, stated his thoughts in favor of the applicants and their proposed project at 898 S Wells Street.

Acknowledgement of Correspondence.
Correspondence was received for agenda item #8 from Bruce Jaloszynski, 870 Lake Geneva Blvd. Correspondence was received for agenda item #8 from Chris & Karen Klockau, 903 Lake Geneva Blvd and was read into record in their absence. All correspondence has been distributed to the Plan Commission and City Council.

Downtown Design Review:

Application by Jennifer Keefe, PO Box 1086, Lake Geneva, WI for a request to install an awning on the building located at 120, 122, & 124 Broad St., in the Central Business (CB) zoning district, Tax Key No. ZOP00346.

Applicant has requested her application be continued to the April Plan Commission Meeting.

Klein/Krajovic motion to continue this item to the April Plan Commission Meeting at the request of the applicant.
Roll Call: Klein, Dunn, Hoiland, Feuredi, Krajovic "yes." Motion carried unanimously.

Application by Andy Brewer, 9406 S. Gustafson Rd., Clinton, WI 53525 for a request to install a deck on the property located at 306 Center St., in the Central Business (CB) zoning district, Tax Key No. ZOP00162.
Andy Brewer, 9406 S Gustafson Road, presented his request. Commissioner Krajovic asked about the cedar material and color. Planner Slavney said there is no issue with the deck surface but suggested the vertical elements on railing be painted a white to a light gray color, something to match a color on the house. Commissioner Hoiland asked if they considered a composite since the cedar could splinter. Brewer found the composites can get hot in the summer and brittle due to the weather conditions. A discussion followed.

Hoiland/Dunn motion to allow installation of a deck consisting of composite or natural wood finish maintained so as to not splinter and include all staff recommendations.
Roll Call: Klein, Dunn, Hoiland, Feuredi, Krajovic "yes." Motion carried unanimously.

7:15 Commissioner Feuredi left meeting

Application by Kirk & Bradley Booher, 700 Saratoga Circle, Algonquin, IL 60102 for a request to renovate the exterior façade on the building located at 830 – 836W. Main St., in the Central Business (CB) zoning district, Tax Key No. ZOP00334.

Kirk Booher & son, Brad Booher, owners, presented their request. Many questions were raised regarding the brick being painted, the proposed paint color, metal materials used, lighting, new signage & awnings. A discussion followed. Slavney suggested providing a complete plan in 2 weeks for a meeting with the Building & Zoning Department and City Planner. Slavney also suggested scheduling a site visit with the project architect and the Building & Zoning Department to determine if brick is already painted.

Klein/Dunn motion to continue this item to the April Plan Commission Meeting.
Roll Call: Klein, Dunn, Hoiland, Krajovic "yes." Motion carried unanimously.

Conceptual review of the proposed addition and deck installation by Joe Mukite, 637 Frazier St Unit 5, Elgin, IL 60123 to the property located at 1626 Evergreen Ln. in the Estate Residential – 1 (ER-1) Tax Key No. ZLM00016.

Joe Mukite, Xanadu Builders, presented his request. Jim Brozny and Jay Cox were also present. Slavney stated this project meets the requirements of the current zoning code and the draft zoning code being proposed. Currently the zoning code allows up to 50% impervious surface and this project meets those specifications. For final submittal, Slavney said the applicant shall provide the storm water management plan and erosion control plan which will be reviewed by the city engineer. Slavney also suggested the applicant provide more detail on how close the drainage for the rain garden would be to the rear lot line. Mukite asked when his project could go to public hearing. Slavney explained the public hearing process and stated Zoning Administrator Walling would determine the public hearing after receiving a complete packet.

Conceptual review step 2 of the Planned Development process for Kwik Trip for the property located at 898 S. Wells St. in the Planned Business (PB) Tax Key Nos. ZBL00006, ZBL00006A, ZBL00008, & ZBL00058. This request is for a conceptual review of the proposed the site plan discussion.

Troy Mleziva, real estate manager of Kwik Trip and Seth Waddell, project manager of Kwik Trip, presented their request. Waddell shared his screen as he presented the Site Plan. Waddell said the western property line along Lake Geneva Blvd would have a large amount of trees & a 6' privacy fence to create a sound buffer for the neighbors. Waddell asked Planner Slavney to clarify their prior discussion regarding trees or fence on the southern property line. Slavney explained the zoning code would allow for either trees or a fence but the fence would require extra landscaping on the outside of fence. Slavney stated any part of this property which abuts residential properties shall include this type of buffer with landscaping. Slavney said more landscaping along Well Street would be necessary and building foundation landscaping is also required. Slavney asked about the access to Lake Geneva Blvd. Waddell said the NW access to Lake Geneva Blvd was eliminated and the SW access was created for egress only, a bail out lane, for cars not going through car wash and Kwik Trip trucks leaving the site. Mayor Klein asked if the building plan could be flipped. Krajovic asked about the traffic flow, the increased traffic, the cut through issue, the traffic study and the noise generated from this project site. A discussion followed. The applicant asked if their concept was moving in the right direction. Klein said yes, as long as it is constructed in a responsible manner.

Adjournment. Klein/Dunn motion to adjourn at 8:45 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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PLAN COMMISSION MEETING
MONDAY, APRIL 19, 2021 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM/IN PERSON – LIMIT: 13

Mayor Klein called the meeting to order 6:04 p.m.

Roll Call. Present: Mayor Klein, Alderman Tim Dunn, John Gibbs, Joel Hoiland, Michael Krajovic. Absent (Excused) William Catlin, Cindy Forester Feuredi. Also Present: City Planner Slavney, City Engineer Rauch, City Attorney Draper, City Engineer Rauch, City Administrator Nord, Building & Zoning Administrator Walling, & Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the March 15, 2021 Plan Commission Meetings as distributed.
Klein/Hoiland 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: Ted Peters, Geneva Lake Environmental Agency, shared his concerns for item #16, opposing the decrease of pervious areas to 50% in the ordinance.

Speaker: #2: Karen Yancey, Geneva Lake Conservancy, 398 Mill Street, shared her concerns for item #16, opposing the increase of impervious surface proposed in the ordinance and encouraged more solutions to absorb water on properties, which in turn, will protect the Geneva Lake.

Speaker #3: Bruce Jaloszynski, 870 Lake Geneva Blvd, addressed items #6 & shared his concerns for increased traffic & noise, placement of the car wash and safety issues regarding the proposed project at 898 S Wells Street.

Speaker #4: Tom Hartz, 1051 Lake Geneva Blvd, in favor of a neighborhood market, but shared his concerns for the many pedestrians in the neighborhood and the buffering on the site for the homes on Lake Geneva Blvd.

Acknowledgement of Correspondence.
Correspondence was received for agenda item #6 by Jessica & Peter Pokorny, 1196 Lake Geneva Blvd, shared their concerns for proposed Kwik Trip project. All correspondence has been distributed to the Plan Commission and City Council.

Conceptual review step 2 of the Planned Development process for Kwik Trip for the property located at 898 S. Wells St. in the Planned Business (PB) Tax Key Nos. ZBL00006, ZBL00006A, ZBL00008, & ZBL00058. This request is for a conceptual review of the proposed the site plan discussion.
Troy Mleziva, Kwik Trip Real Estate, presented the revised site plan, which has no exit to Lake Geneva Blvd and a decreased the number of fuel pumps and dispensers in front the store. Kwik Trip has provided a buffering yard in the back of the building & a bypass lane for the carwash exit toward the north of the site. Mleziva also stated the revised plan provides a pedestrian connection on north side of lot & south side with connection to Lake Geneva Blvd. The building footprint was shifted per Planner Slavney's suggestion to create a larger landscape buffer and fence on the west side of property. Kwik Trip has provided a traffic study to city staff for review. Commissioner Krajovic had questions regarding the traffic study. Michael May, Traffic Analysis Design, presented specifics of the traffic study and answered all questions. A discussion followed. Commissioner Hoiland likes this project and applauded Kwik Trip for making changes to their plan based on the Plan Commission discussions. Alderman Dunn believes this traffic flow is better than it was in the past and he likes the plan. City Engineer Rauch stated the revised concept plan is much improved, the site plan is in a good place and the review of the storm water is still needed. Slavney said the next step would be the General Development Plan which is the zoning phase. Krajovic questioned the amount of additional traffic Kwik Trip may create at the intersection of Wells St. and Townline Rd. Krajovic said that there is significant new housing development scheduled for this side of town and suggested that an updated traffic study may need to be completed at a future date to determine if a light or other control methods might needed at the intersection, and if it is needed, he felt that the developer should help pay for the costs.

Review and decision on a Site Plan review for the property located at 1001 Geneva Parkway for a proposed building addition of the application submitted by the owner Scott Forsythe for the property located in the Planned Business Park (PBP) Tax Key No. ZA386300002.
Scott Dixon, the project manager, representing Medicoil, presented the request, stating the items detailed in the design review meeting have been addressed and the engineering has been sent to the city engineer for approval. Zoning Administrator Walling said the storm water engineering must be approved and the building plans need state approval as well. Both items must be reached before land disturbance can be permitted. Walling said the Plan Commission makes decisions regarding a Site Plan review. Slavney stated all aspects of the Site Plan comply with our code.

Krajovic/Gibbs motion for a Site Plan Review to allow an addition to the current building, contingent on the storm water engineering review & approval by the City Engineer, with no land disturbance or permits being issued until the approval is complete and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Hoiland, 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, owner, 1622 Evergreen Lane and contractor, Andy Wiltberger, presented the modified plans. The applicants have replaced asphalt driveway, sidewalks with pervious pavers to allow water to go into the ground and they are keeping the original sized rain garden which will also collect water on the site. Two engineers have approved this plan. Krajovic agreed the water run-off will be reduced. Commissioner Gibbs likes the plan and believes the applicant has listened to comments from the Plan Commission and the neighbors and applied this information to his revised plan. Hoiland also likes the plan and appreciates the accommodations the applicant has made to this final plan. Jennifer Garrels, owner, shared examples of improvements to various properties in the Manor and stated they would like to make improvements as well. The applicants have used professionals to develop their project and do not wish to cause harm.

Speaker #1: Ken Monico, 1625 Lake Shore Drive, shared his concerns opposing this project, specifically questioning pervious pavers, landscape ratio & water run-off which will impact his home.

Speaker #2: Dona Martin, 1629 N Lake Shore Drive, shared her concerns about the adverse effects this project will have on the properties which are at a lower elevation than the home of the applicant. Martin also asked who would be legally responsible if flooding did occur following this project.

Speaker #3: Ruth Monico, 1625 Lake Shore Drive, shared her concerns opposing this project and how it will affect her home and others nearby.

Speaker #4: Don Blonda, 1617 Lake Shore Drive, sent correspondence opposing this project which was distributed to the Plan Commission and City Council.

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

Walling asked City Engineer, Rauch, to present her review on the storm water design. Rauch shared her findings, explaining the proposed design includes the maintenance plans required for the rain garden and permeable pavers which are accepted by the DNR to provide water quality & quantity reduction. Rauch stated this design meets the requirements for storm water mitigation for a project of this size. Slavney clarified the rain garden, alone, would reduce the storm water and the pervious pavers reduce the run-off even more. Gibbs asked about the pool set-backs in the zoning code. Walling said the zoning code requires a 10' setback from the edge of the pool to property lines or structures and added the International Pool Guidelines are used for barriers around the pool.

Gibbs/Hoiland motion to approve a Conditional Use Permit to allow for the installation of a deck and pool, utilizing the SR-4 zoning standards, with the CUP being contingent on the maintenance of the rain garden and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit for Joe Mukite, 637 Frazier St Unit 5, Elgin, IL 60123 of the proposed addition and deck installation to the property located at 1626 Evergreen Ln. in the Estate Residential – 1 (ER-1) zoning district and utilize the SR-4 zoning standards, Tax Key No. ZLM00016.
Joe Mukite, owner, Xanadu Builders, presented his request. Justin Busey, Architect, and Jim Brozny, owner, were also present. Krajovic asked for the location of the rain garden on the plan. Walling stated the revised storm water plan was not in the packet but was sent to City Engineer, Rauch, for review. Rauch said the oval displayed on the plan is the rain garden. Rauch reviewed and approved the revised plan, which included the pertinent calculations. Rauch stated the approval is contingent on the maintenance of the rain garden in accordance with the DNR requirements.

Speaker #1: Jennifer Garrels, 1622 Evergreen Lane, shared her thoughts in favor of this project, stating she trusts the process and the applicant, who is be going through the same steps as she has done for her project.

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

Krajovic asked if the storm water calculations for the rain garden are sufficient for this project. Rauch said the rain garden will contain the storm water run-off from impervious surface & annual rainfall.

Hoiland/Gibbs motion to approve a Conditional Use Permit to allow for an addition to the home and installation of a deck with the CUP being contingent on the maintenance of the rain garden and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Review and Recommendation of an Extra Territorial Zoning review of a proposed Certified Survey Map (CSM) for Marvin & Irene Humphrey Trust, W3310 McDonald Rd. Lake Geneva WI 53147, to create a 2 lot land division dimensioned lots 1 & 2 as identified on the certified survey Project no. 2019.0132.01, Tax Key No. JG3400002B.
Joe Doyle, 1425 Rock Ridge Lane, future owner of this parcel, presented his request. Marvin Humphrey, current owner, was also present. Doyle said he has already received approval from the Town of Geneva. Walling stated the surveyor will provide an official survey with the corrected signature page for the final CSM which will be signed by the City of Lake Geneva. Slavney noted the Certified Survey Map is providing for the dedication of the portion of the ROW that has not yet been dedicated to the public and Slavney recommends approval.

Krajovic/Gibbs motion to create a 2 lot land division CSM and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Downtown Design Review:

Application by Jennifer Keefe, PO Box 1086, Lake Geneva, WI for a request to install an awning on the building located at 120, 122, & 124 Broad St., in the Central Business (CB) zoning district, Tax Key No. ZOP00346.
Jennifer Keefe, owner, presented her request. Walling stated this project meets the Downtown Design specifications.

Klein/Hoilland motion to install an awning on the building and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Application by Stephen Schroeder, 7057 Bay Rd. Delavan WI 53115 for a request to install new signage at the property located at 111 Center St., in the Central Business (CB) zoning district, Tax Key Nos. ZCOV00001 thru ZCOV00467.
Stephen Schroeder, 7057 Bay Road, Delavan, owner of restaurant, presented his request. Walling said the colors comply with the historic colors pallet. Hoiland said it appears the signs, dimensions & locations are of the same footprint so they would be in compliance. Schroeder verified the new signs will replace the old signs in kind. Mayor Klein referenced the roof at the Cove, asking if the colors would match the roof. Schroeder said the Cove is a separate owner and will be changing their roof in the future, but he could not speak on their behalf. Schroeder said the roof for the restaurant is not changing and may not match but the new sign colors reflect the development of a new brand for the restaurant.

Hoiland/Dunn motion to install new signage at property and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Application by Ken Shields d.b.a. Wisconsin Street LLC.728 Wisconsin St. Lake Geneva, for a request to paint the exterior of the building located at 529 W. Main St. in the Central Business (CB) zoning district, Tax Key No. ZOP00301.
Ken Shields, 728 Wisconsin Street, presented his request. Hoiland asked if they were keeping the billboards. Shields would like to utilize the billboards, if possible, to provide signage for the businesses in the building. Walling stated the current zoning ordinance does not allow for signage on the side of the building. Klein said the application is just for the paint color on the building. Walling said the painting of the building will only be the first single floor area from the sign going south towards Main Street and on the opposite side of the building. It does not allow for the non-painted, existing, creamery brick part of the building.

Hoiland/Dunn motion to paint the exterior of the building specified on the plan, remove billboards or paint in place the billboards on side of building and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation to amend the existing Precise Implementation Plan filed by Fairwyn SB, Inc., 875 Townline Rd. suite 103 Lake Geneva WI. To amend the 2017 PIP duplex building proposal, within the Planned Development (PD) zoning district, in the Symphony Bay Subdivision.
Rick Zirk, 875 Townline Road, representing Fairwyn Development and Brian Pollard, presented his request to return the PIP to the original configuration of the project in 2018. Walling asked if there would be an increase or decrease in units on this site. Zirk clarified it will not increase any units in total and will be limited to the same number of units proposed in the beginning of this project. A discussion followed. Krajovic raised a concern about the amount of traffic coming from the development and felt that the developer should consider contributing to the cost of installing traffic lights at the intersections of both Bloomfield Rd and Townline Rd and Edwards Blvd which are already difficult to cross safely. Krajovic said he felt it would improve the marketability of the development for the developer.

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

Klein/Hoiland motion to Amend the Precise Implementation Plan duplex building plan and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation to amend the existing Precise Implementation Plan filed by Nicholas Kammes, 1224 E. Pinecrest Ln, Elkhorn WI 53121 to amend the PIP to allow for the property to continue operating as a Commercial Indoor Lodging facility located at 220 Cook St, within the Central Business (CB) zoning district, Tax Key No. ZOP00243.
Nicholas Kammes, proposed owner, presented his request. Walling said the amended PIP requests for the off-premise parking, also secured by the applicant with the adjacent property and requests the owner or lease to receive the PIP.

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

Klein/ Hoiland motion to Amend the Precise Implementation Plan to allow the property continued operation as a Commercial Indoor Lodging facility, including the conditions of having a bona fide lease to run the term of rental, no outside storage, noise not discernable past the lot line & meet the state fire code and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit filed by Luke Pfeifer 304 S. Wells St. Lake Geneva d.b.a. LuMoBay Max LLC. for a request to allow Outdoor Commercial Entertainment for the property located at 304 S. Wells St & 421 Baker St. in the General Business (GB) zoning district, Tax Key No. ZA452900001.
Luke & Monica Pfeifer, owners, 304 S Wells Street, presented their request.

Speaker #1: David Campbell, 375 S Lake Shore Drive, shared his concerns regarding the loud music & noise coming from this property, especially with small children who live in this neighborhood.

Speaker #2: Lynn Hesler, 375 S Lake Shore Drive, Unit 102, shared her concerns about the previous owners who were inconsiderate of the neighbors, allowing amplified music and people on microphones. Hesler shared the noise ordinance, 98-709 in the municipal code. Hesler is concerned about all the residential buildings near the Maxwell Mansion which will be affected by the noise and asks the new owners to honor the noise ordinance.
Speaker #3: Virginia Pupillo, 435 Baker Street, Unit 102, sent a letter with Ms. Hesler to be read, stating she is against any amplified music or microphones used at this property since she lives next door.

Speaker #4: John Braden, 375 S Lake Shore Drive, Unit 101, said he didn't receive a letter from the new owners and shared his concerns regarding noise from previous years when he could not sleep.

Correspondence was also received from Mike & Laura Greenan, 345 S Lake Shore Drive #101; Jodi Cordes, 500 Commercial Ct., Suite, 500; Jordan Innis, 647 W Main Street, Suite 1000; Greg & Dorothy Chapman, 415 S Wells Street, all in favor of the Outdoor Commercial Entertainment for this property. All correspondence was distributed to the Plan Commission & City Council.

Speaker #5: Monica Pfeifer, owner, 304 S Wells Street, said they would get the letters to those who did not receive it and addressed the noise complaints prior to their ownership in December, 2020. Mrs. Pfeifer stated they want to be good neighbors while creating memories for others who visit their property.

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

Krajovic asked about acoustic music played after 9:00 pm. Draper stated we have a noise ordinance in certain zoning districts and a nuisance ordinance which states any noise beyond the property line after 9:00 pm is deemed to be a nuisance. A discussion followed.

Klein/Hoiland motion to re-open the Public Hearing. Motion carried unanimously.

Luke & Monica Pfeifer, 304 S Wells Street, explained Area A on the site plan would include ambiance music during dinner or an acoustic guitar for a ceremony, with no amplified music. Area B on the site plan is more protected by the other buildings on the property so entertainment such as live music could happen in Area B. If amplified music is needed, the entertainment would be moved inside with close monitoring; so as to not go passed the walls. Krajovic asked about additional screening or sound proofing on the property. Mrs. Pfeifer said they are looking at adding trees and shrubs along the wrought iron fence on Baker Street. Mr. Pfeifer said they would work with Walling to add trees and shrubs for better screening on this property per the zoning code.

Speaker #6: Lynn Hesler, 375 S Lake Shore Drive, Unit 102, asked what is meant by Outdoor Commercial Entertainment. Draper stated Outdoor Commercial Entertainment is the Conditional Use category the applicant is requesting.

Speaker #7: David Campbell, 375 S Lake Shore Drive, shared his comments about the noise while he is trying to sleep and the many children living nearby who also need their sleep. Campbell said if noise continues he would have to call the authorities.

Klein said the past owners may have had lots of outdoor amplified entertainment but the new owners have a different take on Outdoor Entertainment. Klein stated if there is no amplified sound in the front part of the property, noise would not carry very far. Klein said the sound level should be controlled in the back. Mrs. Pfeifer explained the majority of the groups are individuals or duos playing acoustic guitars and they have set guidelines for performers with speakers & amplification. Mrs. Pfeifer agrees they need to be considerate of neighbors and children nearby, since she has a daughter living on the property. Krajovic asked about noise complaints for this property. Mr. Pfeifer said they have worked with the police to determine when problems took place and stated most issues happened between 8-11 pm, with only a few daytime complaints.

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

Krajovic asked if this application could be a Limited Conditional Use Permit with conditions. Slavney agreed it should be a Limited Conditional Use, listing conditions beyond the zoning ordinance & the noise ordinance that the City would want

to impose. Walling clarified for the applicant that a Limited Conditional Use is for the applicant, not the property, so if the property is sold, the new owner has to reapply for a Conditional Use. Walling stated any Plan Commission permit can be rescinded if the applicant does not comply to the conditions and zoning codes. Gibbs suggested reviewing the CUP in a year to determine compliance.
Krajovic/Hoiland motion to approve a Limited Conditional Use Permit to allow Outdoor Commercial Entertainment, with the following conditions: 1.) No amplification is allowed in Area A shown on exhibit B3 in packet; 2.) Compliance with Nuisance Ordinance 46-4a – 2b & c; 3.) Amplification is limited in Area B shown on exhibit B3 in packet and shall not exceed the Sound Ordinance 98-709; and 4.) Review of the Conditional Use Permit after one year.
ent and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Conceptual review of the proposed new building construction submitted by Thomas & Kathy George, 3389 South Shore Dr. Delavan WI 53115. For the property located at 252 Center St. in the Central Business (CB) Tax Key No. ZOP00258.
Thomas & Kathy George, owners of 252 Center Street, presented their request. The first floor would be 2 small retail spaces or one combined larger retail space. The back portion of the first floor would be a showroom for Brick and Mortar. The upper level would be 3 apartments or Air B&B's. There would also be sufficient parking. Deliveries would be done in the parking lot on the side of building. Walling said part of the Conditional Use Permit application would include permission to raze the existing building at this property in order to construct the new building being discussed. The George's have agreed to allow the Fire Department & the Police Department to use the building for training before it is razed. After approval from the City and tourist season, the applicants would like to begin construction. Klein believes it would be a great step forward for this property.

Review and discussion to amend Zoning Section 98-407 pertaining to the Estate Residential -1 (ER-1) zoning district to allow the use of the Single-Family Residential – 4 (SR-4) land use zoning specifications as a Conditional Use Permit (CUP) request.
Slavney presented the draft zoning code with changes hi-lighted in yellow and underlined added text. Slavney explained the proposed zoning code amendment can be adjusted and eventually will come back to the Plan Commission as a Public Hearing. The City Council will review it and make revisions, if needed. Slavney gave a summary of amendments and suggested the Plan Commission create clarifications in this amendment. A discussion followed.

Klein/Hoiland motion to add the provision of no additional run-off to the draft Zoning Code Section 98-407 and to send this amendment to a Public Hearing.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Adjournment. Gibbs/Klein motion to adjourn at 10:52 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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Board of Park Commissioners Committee MINUTES
Tuesday, January 19, 2021 – 6:30 PM
City Hall, Council Chambers

Meeting was called to order by Chair Feuredi at 6:32 p.m.

Roll Call
Present: Chair Cindy Feuredi, Alderman Mary Jo Fesenmaier, Dave Quickel, Peggy Schneider, Brian Olsen, Peg Esposito, Barb Philipps.

Absent: Obdulia Alvarez, City Staff.
Quorum present.

Approval of minutes from November 17, 2020
Motion by Feuredi, second by Quickel, to approve the November 17, 2020 meeting minutes. It was noted by Commissioners need paper copies of the meeting packet unless otherwise requested. Unanimously carried.

Introduction of new Commissioner.
Peg Esposito was introduced by Cindy and expressed gratitude for the appointment.

Discussion/Recommendation regarding TAP Grant, Timeline, and Tasks
Cindy gave us the following information as relayed from the City Administrator. The City will be hosting an open house at City Hall Council Chambers on Thursday, February 18 in the evening as part of the grant award. This is a "come and go" event where interested individuals can look at drawings describing the project and ask questions regarding the project.

Discussion/recommendation of possible donation of land for park on Hudson Trail.
This was discussed in the spring of 2020. Item will be continued until more information is available.

Discussion of Park Commissioner Assignments and Park Repairs
Chair Feuredi has the master list. Esposito will add her name. Commissioners felt it was important to monitor the parks. Needed repairs or other observations will be sent to Chair Feuredi who will forward to Tom Earle, Public Works Director. Dog Park signed still needed and was previously approved. Cindy will check on how many dog licenses are currently issued. Commission needs to forward suggestions to the Council for enforcement.

YMCA Quarterly Reports of Operation of Sports Services and Concessions.
Chair Feuredi will contact Director Mike Kramp to decide on which months to report.

Expanding Park Use Ideas and **Park Board Funds.**
Continued to next month.

Next meeting date – third Tuesdays, February 16, at 6:30 p.m. at City Hall.

Motion by Feuredi, second by Quickel, to adjourn at 6:55 p.m. Carried.

Respectfully submitted, Alderman Fesenmaier

Board of Park Commissioners Meeting Minutes March 1, 2021

Call to Order: President Cindy Fueredi called the Park Board Meeting to order March 1, 2021 at 6:30 PM in the Council chambers of City Hall, Lake Geneva, WI.

Roll Call: Present were: President Cindy Fueredi, Secretary Barbara Philipps, Peggy Schneider, Peg Esposito, Alderperson Mary Jo Fesenmaier, Mayor Charlene Klein. Absent were Brian Olsen, David Quickel and Obdulia Alvarez.

Comments from the Public: There were no comments from the public.

Discussion/Recommendation regarding Park and Open Space Requests for Proposals: There are six proposals. MSA, FOTH, Vanderwald, JSD, Ayers, Silvernails.

Chart is included in minutes depicting Proposals.

Alderperson Fesenmaier mentioned she was pleased the City received 6 bids. 3 is the minimum for bid. The budget is for $30,000.00 5 came in under bid.

Vanderwauld was the lowest bid but did not include extra charges. Peg Eposito wished to thank Vanderwauld for the work but would like to see fresh thinking, would like to see a fresh approach. President Fueredi mentioned Silvernails was over budget.

President Fueredi said FOTH and JSD were both very comprehensive. FOTH is out of Franklin, WI and JSD is out of Des Plaines, Ill. Peg mentioned JSD is an ecologically conscience, mid-size firm with a good portfolio. Mayor Klein said Vanderwauld seems thourogh. Esposito mentioned Vanderwauld would charge extra for workshop. The Mayor said Ayers was not up to date with Parks. MSA would mail out postcards-extra charge. Fesenmaier said the Board needs to act-not leave proposals on the shelf. We need to recommend and be prepared for a lot of questions and debate about what needs to be done.

There was a move by Cindy to choose Ayers Proposal. No second

Esposito moved to approve JSD. President Fueredi made second. Schneider mentioned JSD is not a Wisconsin Company and mentioned Ayers is a large company that might not give the attention that is needed and said MSA brought in a good proposal.

Fueredi called for vote on JSD. Motion was unanimously defeated.

Cindy Fueredi moved to nominate MSA, mentioned MSA price was lower and included extra printing . The Company is based in Madison. Peg Esposito Seconded the motion. Mayer called for vote MSA nominated unanimously.

Alderperson Fesenmaier Called for the meeting to adjourn, President Fueredi seconded the motion. The motion to adjourn passed unanimously and the meeting adjourned at 7:28 PM.

Respectfully submitted by Barbara J Philipps, Secretary, Board of Commissioners.

Table 1

RFP requirement	Ayres	Foth	JSD
Consultant website	www.ayresassociates.com	www.foth.com	www.jsdinc.com
Office location	Madison	Franklin, WI	Des Plaines, IL plus
Quote	$22,110.00	$23,100.00	$22,500.00
Projected completion date	October	November	October
Most contain outdoor planning elements for local implementation and grant eligibility	Yes	Yes	Very comprehensive
Update inventory, analysis of existing parks and facilities	Yes, includes guidance for website use	Yes, includes guidance for website updates	Yes
Analyze			
Land use	Yes	Yes	Yes
Population, demographics	Yes	Yes	Yes
Park policy	Yes	Yes	Yes
Staffing	Yes	Yes	Yes
Service areas	Yes	Yes	Yes
Impact fees	Yes	Yes	Yes
ADA	Yes	Yes	Yes
Maintenance and equipment needs	Yes	Yes	Yes
Trails	Yes	Yes	Yes
Existing master plans	Yes	Yes	Yes
Utilize existing info	Yes	Yes	Yes
Provide updated maps	Yes	Yes, comprehensive	Yes, comprehensive
Develop goals and objectives for all park lands, updated capital improvement plan	Yes, going beyond 5 years	Yes	Yes
Include recommended improvements, including cost projections	Yes	Yes	Yes
Provide one draft report, one final plan, including attendance at Park Board meetings for presentations	Yes	Yes, plus bi-weekly meetings	Yes
Public inclusion			
Include one public input session	Yes, comprehensive	Yes	Yes
Include one public survey	Yes, ongoing	Yes, maybe 2	Yes
Must provide 10 printed copies of draft and final plan, and PDF of both	Yes	Yes	Yes

RFP requirement	MSA	Silvernail	Vanderwalle
Consultant website	www.msa-ps.com	www.silvernailgeodesign.com	www.Vanderwalle.com
Office location	Madison	Black Earth, WI	Madison, Milwaukee
Quote	$16,000.00	$66,000.00	$13,390 base; $13,755 extras (note: most extras will be needed to fulfill RFP)
Projected completion date	December	September	
Most contain outdoor planning elements for local implementation and grant eligibility	Very comprehensive	Yes	
Update inventory, analysis of existing parks and facilities	Yes	Yes	Includes kickoff meeting with staff (1 hr), board (1 hr)
Analyze			
Land use	Yes	Yes	
Population, demographics	Yes	Very comprehensive	
Park policy	Yes	Yes	
Staffing	Yes	Yes	
Service areas	Yes	Yes	
Impact fees	Yes	Yes	
ADA	Yes	Yes	
Maintenance and equipment needs	Yes	Yes	
Trails	Yes	Yes	
Existing master plans	Yes	Yes	
Utilize existing info	Yes	Yes, plus update and add	
Provide updated maps	Yes	Yes	
Develop goals and objectives for all park lands, updated capital improvement plan	Yes	Yes	
Include recommended improvements, including cost projections	Yes	Yes	
Provide one draft report, one final plan, including attendance at Park Board meetings for presentations	Yes	Yes	All meetings virtual (more for in person). 1 hour each provided in quote
Public inclusion			
Include one public input session	May ask us to send invitations via postcards or stuff utility bills	Very comprehensive	Virtual, additional for in person
Include one public survey	Yes	Probably more	Included in additions, not quote
Must provide 10 printed copies of draft and final plan, and PDF of both	PDFs to be provided; printing $1,500 extra		Only digital included in price

Table 1

RFP requirement	Ayres	Foth	JSD
Consultant website	www.ayresassociates.com	www.foth.com	www.jsdinc.com
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Update inventory, analysis of existing parks and facilities	Yes, includes guidance for website use	Yes, includes guidance for website updates	Yes
Analyze			
Land use	Yes	Yes	Yes
Population, demographics	Yes	Yes	Yes
Park policy	Yes	Yes	Yes
Staffing	Yes	Yes	Yes
Service areas	Yes	Yes	Yes
Impact fees	Yes	Yes	Yes
ADA	Yes	Yes	Yes
Maintenance and equipment needs	Yes	Yes	Yes
Trails	Yes	Yes	Yes
Existing master plans	Yes	Yes	Yes
Utilize existing info	Yes	Yes	Yes
Provide updated maps	Yes	Yes, comprehensive	Yes, comprehensive
Develop goals and objectives for all park lands, updated capital improvement plan	Yes, going beyond 5 years	Yes	Yes
Include recommended improvements, including cost projections	Yes	Yes	Yes
Provide one draft report, one final plan, including attendance at Park Board meetings for presentations	Yes	Yes, plus bi-weekly meetings	Yes
Public inclusion			
Include one public input session	Yes, comprehensive	Yes	Yes
Include one public survey	Yes, ongoing	Yes, maybe 2	Yes
Must provide 10 printed copies of draft and final plan, and PDF of both	Yes	Yes	Yes

MSA	Silvernail	Vanderwalle
www.msa-ps.com	www.silvernailgeodesign.co m	www.Vanderwalle.com
Madison	Black Earth, WI	Madison, Milwaukee
$16,000.00	$66,000.00	$13,390 base; $13,755 extras (note: most extras will be needed to fulfill RFP)
December	September	
Very comprehensive	Yes	
Yes	Yes	Includes kickoff meeting with staff (1 hr), board (1 hr)
Yes	Yes	
Yes	Very comprehensive	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes, plus update and add	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	All meetings virtual (more for in person). 1 hour each provided in quote
May ask us to send invitations via postcards or stuff utility bills	Very comprehensive	Virtual, additional for in person
Yes	Probably more	Included in additions, not quote
PDFs to be provided; printing $1,500 extra		Only digital included in price

Board of Park Commissioners Meeting Minutes February 24, 2021

Call to Order: President Dr. Cindy Fueredi called the Park Board Meeting to Order on February 24, 2021 at 6:30 PM in the Council of Chambers of City Hall, Lake Geneva, Wisconsin.

Roll Call: Secretary Barbara Philipps verbally called Roll Call. Those Commissioners present were President Dr. Cindy Fueredi, Alderperson Mary Jo Fesenmaier, David Quickel, Brian Olsen, Peg Esposito and Mayor Charlene Klein. Absent were Peggy Schneider and Obdulia Alvarez.

Approval of Meeting Minutes from January 19, 2021: Barbara moved to approve and was seconded by Peg Esposito. Vote was unanimous.

There were no comments from the public.

Discussion/Recommendation of Parks Use Ideas, Item 10 was moved up to item 5. Guest Sarah McConnell, representing the Avian Committee spoke about suggested improvements at the 4 Seasons Nature Preserve in Lake Geneva. The Nature Preserve is well known for Birding and walking trails. Mrs. McConnell requested improved signage, additional flowers and native plantings near the bulletin board. She also asked for the park to create and supply Birding maps. The bluebird and wood duck boxes need repair and so do purple martin feeders.

Sarah also reported on involvement with the Girl Scouts and the 5th Graders at St Francis Grade School. The Avion Committee has also reached out to the public school but have not received a commitment. She has suggested that the 5th graders help develop a historical trail with a story book. Another request is for the Park Board to make signs and Maps with walking trails. Sarah also reported that the boardwalk is in disrepair and is collapsing.

President Fueredi recommended uniform signage for all 27 Parks in Lake Geneva.

There is an AARP Grant. Sarah believes The Park Board should provide plans for the extension of the nature paths at 4 Seasons.

Guest Peter Pokory spoke about the boardwalk and suggested that the Boy Scout Troup might be approached to rebuild tower that was destroyed by fire.

Discussion/Recommendation of Dog Park sign: It was recommended and moved By Peg Eposito to have 4 signs made and seconded by Mary Jo Fesenmaier. Vote was unanimous to have 4 signs made. The money for these signs will come out of public works.

Discussion/Recommendation of TAP Grant and RFP's: Six proposals have been received for the plan and an extra Park Board meeting will be held either on March 1, 2021 at 6:30 PM or on March 3, 2021 at 6:30 PM. The TAP Grant has been awarded but the Park Board does not know what next step is.

Discussion/Recommendation of YMCA Presentations in April, June, August, October 2021: YMCA Auction was virtual due to pandemic. Money generated was the most successful YMCA auction ever held.

Discussion/Recommendation of Online listings of parks: The online listings of Lake Geneva's 27 parks needs to be improved. A template for all parks needs to be developed for the Park Board Web Site.

Discussion/Recommendation of Parks Maintenance and Repair: Sidewalks in the parks need to be maintained by the City and City is responsible for plowing. President Cindy Feuredi will check with Public Works to see if City is responsible for maintaining walking trails and bike paths in the City Parks. The 5 Bridges at Hillmoor were discussed. For of the Bridges are in disrepair and there are no railings on bridges.

Discussion/Recommendation of Park Impact Funds, Park Funds Use: $15,000 has been spent for the Never Say Never Park and there is $5,800 left for new parks. Park Grants A print of Park Funds Summary will be available for next meeting.

Next Meeting: Next meeting is scheduled for March 23, 2021 at 6:30 PM

Adjournment: President Cindy Fueredi moved to adjourn meeting at 7:28 Pm and was seconded by Brian Olsen.

Respectfully submitted by Barbara J. Philipps, Secretary, Board of Park Commissioners

Board of Park Commissioners Meeting Minutes March 16, 2021

Call to Order: President Dr. Cindy Fueredi called the Park Board Meeting to Order on February 24, 2021 at 6:30 PM in the Council of Chambers of City Hall, Lake Geneva, Wisconsin.

Roll Call: President Fueredi verbally called Roll Call. Those Commissioners present were President Dr. Cindy Fueredi, Alderperson Mary Jo Fesenmaier, David Quickel, Brian Olsen, Peg Esposito, Mayor Charlene Klein, Peggy Schneider and Neil Waswo, Street Superintendent Absent was Obdulia Alvarez. Guest present was Sarah McConnell.

Approval of Meeting Minutes from February 24, 2021: Fueredi moved to approve and was seconded by Peg Esposito. Vote was unanimous.

There were no comments from the public.

Discussion/Recommendation of Parks Use Ideas-AARP Grant Ideas: Cindy Fueredi talked to Tom Earl, DPW Director about use of Parks. About damage on the park paths. Peg Esposito mentioned she thinks the path behind the YMCA should be treated like a sidewalk. Neil Waswo said all the paths are built the same and the paths are not treated like sidewalks because the plows damage the walking paths. Peg Esposito mentioned the green route is to be cleared in winter, but the city is not doing it.

It was mentioned by Dave Quickel that at one time there was a lady named Mary that put out signs in the 4 Seasons nature preserve identifying various native plantings.

Cindy mentioned There is an available grant thru AARP that could be as much as $20,000 to improve the quality of the City paths. Questions were raised: When is the AARP Grant due for submission? Who is writing the Grant? Peg Esposito said The Grant should concentrate on the use for Senior Citizens. The Application is due May 15, 2021.

Avian Representative Sarah McConnell reported on the Avian project, Storybook Trails, involving the Girl Scouts and 5th Graders from St. Francis Grade School. The Children are going to make nice temporary signs marking trails at 4 Seasons Nature Preserve. Cindy moved that we accept the Storybook Project at 4 Seasons and Brian Olsen seconded. The vote passed unanimously.

Discussion/Recommendation of Parks Maintenance and Repair-Four Seasons and Park Signs: Cindy Fueredi passed out a printed outline of meeting and it is hereby entered and is part of the minutes for Meeting dated March 16, 2021. The discussion included the reporting of huge cracks in the Veterans Park basketball court due to the flooding of the City of Lake Geneva in 2017.

Westgate Tot Park in Sturwood Subdivision is open and the train is getting repainted.

The Four Seasons Nature Preserve is in disrepair. Cindy said Tom Earl reported the small pavilion is to be cleaned and the pavilions need new roofs. The boardwalk is going to be repaired and the Tower will not be rebuilt but the site will be cleaned up. The City is going to follow up on fire insurance for the burned tower.

There was discussion about the 4 bridges located next to the Disc Golf Park. The bridge (#1) to the North has been repaired and is strong enough for a car to cross on. #2 Bridge and #4 Bridge need repair and it is recommended #3 Bridge be abandoned and removed.

Brian Olsen moved that #2 Bridge be repaired, and #3 bridge be removed. Mary Jo Fesenmaier seconded. Motion was approved unanimously.

Discussion/Recommendation of TAP Grant and RFP's: This discussion will be continued in April's meeting.

Discussion/Recommendation of YMCA Presentations in April, June, August and October of 2021: The YMCA will report to the Park Board 4 times a year.

Discussion/Recommendation of Online Listings of Parks: Peg Esposito brought up that Stoneridge Park is privately owned and should be removed from the list of City Parks. Symphony Bay Park is not located in Lake Geneva.

Discussion/Recommendation of Park Impact Funds, Park Funds Use: MSA was approved. The company will identify parks. Peg will assist in cleaning up glaring errors.

Discussion/Recommendation of Park Impact Funds, Park Funds Use: Mary Joe said Park impact fees should assist projects like Never Say Never. All parks should have adaptive playground equipment and all parks should be accessible.

The Bocci Ball Park needs to be checked and make sure it is in good shape. The horseshoe pit is located at Vet's Park on the east side of the baseball diamond, and it should be examined for functionality also. Dave Quickel would like to have the Four Seasons Park named after Mary Kototsky.

Next Meeting of Park Board: President Furerdi announced the next meeting of the Park Board will be on Tuesday, April 20, 2021 at 6:30 PM. It was suggested the next month meeting includes discussion about the bike paths.

Adjournment: President Fueredi moved that the meeting be adjourned. Reg Esposito second the motion. The vote was unanimously approved. Meeting was adjourned at 7:33 PM.

Minutes are respectfully submitted by Secretary Barbara J. Philipps

Park Board Agenda March 16th

ROLL CALL
Present:
Absent:

APPROVAL OF February 2021 PARK BOARD MEETING MINUTES

PUBLIC COMMENTS

RECURRING BUSINESS
Discussion/Recommendation of Parks Use Ideas - AARP GRANT ideas

Discussion/Recommendation of Parks Maintenance and Repair- Four Seasons and Park Signs
FSNP
Four Seasons Nature Preserve (FSNP) small pavilion has offensive writing on it -PW will address
FSNP pavilions need new roofs and plywood repair- PW has had this in budget and will address
FSNP split-rail fence needs extensive repair- PW will repair
FSNP boardwalk needs reconstruction and tower needs to be removed- PW recommended that we ask City Clerk to follow up with insurance company
FSNP signs need repair-PW will address
FSNP needs fresh gravel- put in Capital Budget
FSNP needs blue park sign with map of path- put in Capital Budget
FSNP needs a new sign close to the road- ask PW to estimate cost and put in Capital Budget
FSNP planting signs?
FSNP Story Book to implement in May by Avian Committee
Veterans Park Basketball court has large cracks-PW will address
Westgate has closed sign and train needs paint-PW will address
Disc Golf Park Bridges- Decide on 2 middle bridges, send to PW. South bridge is sent out for RFP and Capital Budget
Stoneridge Park- owned by Shodeen Builder
Home Depot
Fermano Park
Symphony Bay- has a private dog park

Discussion/Recommendation of TAP Grant and RFP's

Discussion/Recommendation of YMCA Presentations in April, June, August, October 2021

Discussion/Recommendation of Online listings of parks- City Clerk office gave us go ahead to develop website changes including pictures and renaming small parcels of land.

Discussion/Recommendation of Park Impact Funds, Park Funds Use

Discussion/Recommendation Bike Paths

Note: Costs and Budget Requests July

NEXT MEETING DATE April 2021

Board of Park Commission Minutes from Meeting Held on 4-19-21

!. Call To Order:President Cindy Feuredi called meeting to order at 6:30 PM

2. Roll Call: Secretary Barbara Philipps Called Roll: Cindy Feuredi, Barbara Philipps, Brian Olsen, Peggy Schneider, Peg Esposito, Alderperson Mary Jo Fesenmaier, and Mayor Charlene Klein were Present. David Quickel, Obdulia Alverez and Neil Waswo were absent.

3. Approval of Meeting Minutes from March 16, 2021: Minutes were amended to reflect Barbara Philipps was present at meeting dated March 16, 2021. It was also amended that there are 5 bridges. There was discussion about removing no 2 bridge. Charlene moved to approve Amended Minutes and Cindy seconded. Vote carried unanimously.

4. Comments from the Public: Cindy Mentioned the Poppy Sculpture Dedication that will be held on May 1 in Library Park and we are all invited to attend

5. Quarterly Presentation from YMCA Mike Kramp CEO, Executive Director Mike Cooledge will meet April, June August and October 2021

Mike Kramp: Soccer Club running four different tournaments this summer. Concessions will be run by YMCA . Buildings and shed have been cleaned, YMCA is grooming fields.

Mike Coolidge: The Y hired Concession Manager and 3 workers. The YMCA has shared Google Calendar which shows details for tournaments, oversees rentals for pavilion. The Y will keep calendar updated. Season starts May 10. There are 2 tournaments in May. Y oversees rental of Soccer Field-Travel Teams start in house-June 1-July 31. Registration numbers are sky hi. Cindy asked about employee list, Mike Kramp answered it is posted on web site. Charlene mentioned Calendar is shared with Luna and Y is to share calendar with Park Board. Games will be put on web site.

Cindy mentioned to put schedule of fees on web site also. Cindy also mentioned she would like Y to look into local hotels to offer discounts to Y visitors attending tournaments.

Deram Team: Could not participate in 2020 due to Covid. Will run this year if there is attendance.

Park use Ideas: Cindy: Bocci Ball Court Across from Havenwood Apartments needs benches, tree for shade and maybe a garden that residents from Havenwood would tend.. It is recommended that a park bench with in-ground mount would be best.

AARP Grant is due May 15

Four Season Nature Preserve is known as the Mary Koutsky four season nature preserve.

The park needs blue signs and a new sign for the Dog Park

Jeff Bakken -guest-spoke about his property possibly being for sale

Mr Bakken lives at !2343 Townline Road on 2 ½ acres. He has approx., 1 acre he is willing to sell to the City of Lake Geneva for Park use. This property is located in Bloomfield.

Mary Jo made a motion to send idea to City Administrator to consider purchase POSSIBILITY OF Cindy seconded Vote was unanimous yes.

Next meeting of Park Board is May 18, 2021 at 6:30 PM at City Hall.

The Agenda for May will include Park Donation Policy

Meeting was Adjourned at 7:18 Pm

Respectfully submitted by Barbara j Philipps, Secretary, Park Board

Park Board Minutes for Tuesday, May 18, 32021

Meeting for Board of Park Commissioners was called to order by President Cindy Feuredi at 6:30 pm on Tuesday, May 18, 2021

Roll call was taken by Secretary Barbara Philipps. Those present were President Cindy feuredi, David Quickel, Secretary Barbara Philipps, Peg Esposito, Alderperson Mary Jo Fesenmaier and Mayor Charlene Klein. Absent were Brian Olsen, Peggy Schneider, and Obdulia Alvarez

There were no minutes included in packet for the April meeting

Comments from the Public: Jan and Rick Truty-They live at 930 Cumberland next to 1 acre property that is being acquired by the City of Lake Geneva on Cumberland. They are requesting property used for bird sanctuary and not for sports.

Mrs. Dladchenko 973 Cumberland spoke and is in favor of city acquiring property.

Beth Joff lives on Joshua Lane where there are 40 houses and 46 kids and mentioned Townline road is dangerous to cross

Irma Humpski spoke and is in favor of property being turned into a park

Mitchel Bills spoke and would like property to be used as a tranquil space a childrens park with benches

Russ Rodchinkc spoke of having two small children and states the traffic is bad in the area of the property and does not want to see tax money used for the park He asked how the property was going to be supported

Bella of 957 Cumberland Trail does not want to receive any additional fees

Janiel Baker spoke and would like to see the property used as a park

Terry Maus, Principal of St. Francis Grade school spoke about the Bocce Ball court and would like to see a garden there also

Peg Esposito moved to move item no 5 on the agenda to no 4 and Mary Jo seconded

Discussion/Recommendation regarding Park Impact Funds and Park Funds Use.

Mary Jo spoke about Park Funds and updates in Community. Rushwood park needs to be updated.

Charlene stated we need to be proactive

Presentation by MSA Corp regarding the city of Lake Geneva and open space plan. This included a survey.

It was suggested that not for profit groups and civic groups be added to study and include the YMCA.

The next meeting date is June 15, 2021 at 6:30 PM

Mayor Klein called the meeting to be adjourned at 8:01 pm

Respectfully submitted by Barbara J Philipps Secretary Park board on May 20, 2021

MSA Memo

To: Lake Geneva Board of Park Commissioners

From: Becky Binz, AICP, Project Manager (bbinz@msa-ps.com)

Subject: May 18th Lake Geneva – CORP Update Kickoff

Date: May 11, 2021

MSA has partnered with the City to begin the process of updating its Comprehensive Outdoor Recreation Plan. MSA will be attending your May 18th meeting to kick-off the project. At the meeting we intend to review the following items:

1. **Project Schedule.** A copy of the project schedule is included in your packet.
2. **Draft On-Line Community Survey.** Draft copies of the survey and recommended outreach activities are included in your packet. **Please email any edits to me by Friday, May 21**. The survey will go live May 24th and close on June 20th.
3. **Park Maps.** We will review the Existing Parks and Trails, Park Service Areas, and Potentially Underserved Areas maps. *(No packet attachment)*
4. **Lake Geneva Parks Needs Assessment Highlights.** We will review a summary of initial findings from the quantitative analysis. (*No packet attachment*)
5. **Park Assessment Form.** Please tour parks (individually or as a group) and complete the form in your packet to identify improvement projects in each park. **Please email completed forms to me by Friday, June 25**.
6. **Previous Plan Recommendations.** As a group, at the next BPC meeting complete the previous plan recommendations worksheet in your packet. **Please email completed form to me by Friday, June 25**.
7. **Public Meeting.** Discuss potential dates/locations for public open house. To increase feedback, are there any community events occurring during June or July that we might be able to piggyback on and set up a booth at? *(No packet attachment)*
8. **Meeting Questions.** Please take a look at these questions before the meeting on the 18th and gather your initial thoughts and opinions regarding issues and opportunities at City parks and desired improvements:
   a. Thinking about park system as a whole – list <u>3 things</u> you think are strengths in the park system.
   b. Thinking about parks individually or as a whole – list <u>3 things</u> you think we need to add.
   c. Consider all existing parks – list up to <u>5 projects</u> you think should be a priority in the next five years.

LAKE GENEVA
PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Special Board Meeting
Friday, February 19, 2021 - 5:00 pm

THIS MEETING WAS HELD VIRTUALLY DUE TO THE CORONAVIRUS (COVID-19) PANDEMIC.

1. Lyon called the meeting to order at 5:00 pm.
2. Present: Lyon, Henningfeld, Kundert, Gramm, Kersten, Pennington, Bartz, Halverson. Excused: Eckola. Also present: Kornak
3. Lyon/Kerston motion to engage Sweeney Group for health and safety interior building project fundraising as recommended by the strategic planning committee passed unanimously.
4. Kundert motion to adjourn at 5:06 pm passed unanimously.

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Library Board Meeting
LG Schools District Administration Center, 208 E South St, Lake Geneva
Thursday, March 11, 2021 - 5:00 pm

Please contact Emily Kornak at 262-249-5283 if you need accommodations to attend this meeting.

1. Meeting called to order by Gramm at 5pm.
2. Present: Henningfeld, Pennington, Kundert, Bartz, Halverson, Eckola, Kersten, Gramm. Excused: Lyon. Also present: Kornak, Rodriguez, Ruskey
3. Kundert/Bartz motion to approve previous meeting minutes passed unanimously.
4. Financial report (Kundert): SIRSI expense of approximately $16,000 is annual library system and resource fee, $4,000 expense for Sweeney Group will be handled by campaign committee and is outside of normal operating budget, otherwise financials look normal for the month. Kundert/Pennington motion to approve $76,623.86 passed unanimously. Roof maintenance question (spring service) tabled until April meeting. Board directed Kornak to ask the City Attorney to review the library board gift policy.
5. (Vice) President's report (Gramm): Vote on new restroom entrance location in library vestibule: all in favor, one opposed (Gramm). Kundert/Pennington motion in favor of vestibule entrance passed, FEH will be informed of the location of the entrance. Gramm asked all trustees to contribute to the fundraising campaign so Jodi Sweeney can launch the campaign with 100% board participation. 100% of library staff contributed. Amount is at each trustee's discretion. Envelopes for donations were distributed.
6. Director's report (Kornak)
    a. Reopening by appointment is in process, staff are vaccine eligible and we anticipate being able to drop appointments and any access limitations by May 1. Curbside pickup is still used by many patrons who are mitigating their COVID-19 risk. Kersten/Bartz motion to approve permanent loan of Riviera local history documents to the City of Lake Geneva for display in the renovated Riviera passed unanimously. Library staff will digitize copies for local history use before releasing them.
7. Committee updates (Halverson, Kersten) - Kersten added to Campaign Committee, otherwise no regular committee updates.
8. City liaison report: Maple Park paid parking concept going to Public Works, final change orders for Riviera approved, City election coming up early April.
9. Friends and Foundation reports (Kundert) - Authorfest on schedule in July with Chris Brookes organizing, book sale ideas still in progress.
10. Adjournment - Kundert/Kersten motion to adjourn at 5:46 pm passed unanimously.

MINUTES
Lake Geneva Public Library Special Board Meeting
Monday, March 29, 2021 - 9:00 am

1. Meeting called to order at 9:00 am by Lyon
2. Present: Lyon, Gramm, Kundert, Pennington, Halverson. Excused: Henningfeld, Kersten, Eckola, Bartz. Also present: Kornak
3. Kundert/Lyon motion to accept asbestos and hazardous materials inspection by Environmental Management Consulting, Inc. for $4295 passed unanimously.
4. Kundert/Halverson motion to adjourn at 9:10 am passed unanimously.

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Library Board Meeting
Lake Geneva Public Library, Smith Meeting Room
Thursday, April 8, 2021 - 5:00 pm

1. Meeting called to order by Lyon at 5:00 pm.
2. Roll call and introduction of guests. Present: Lyon, Kundert, Henningfeld, Kersten, Bartz, Gramm, Halverson, Pennington. Also present: Kornak
3. Kundert/Gramm motion to approve previous meeting minutes passed unanimously.
4. Financial report (Kundert)
    a. Kundert/Lyon motion to approve the financial report as reviewed by the Finance Building and Grounds committee and the monthly invoices totaling $51945.73 passed unanimously.
    b. Kundert/Lyon motion to approve LGPL gift acceptance policy passed unanimously.
    c. Kundert/Henningfeld motion to approve the LGPL and Friends MOU passed unanimously.
    d. FLR meeting report - Library requested consideration of funding of new restrooms, FLR committee tabled until further discussion of American Rescue Plans funding allocations could be reviewed at the City level.
5. President's report (Lyon) - deferred to FEH update on building project.
6. Director's report (Kornak) - reopening is going smoothly.
    Usage / monthly stats for March:
        - 9,546 checkouts, Kanopy: 116 streaming films, 83 library cards issued, door count: 3,115, 58 WiFi sessions logged.
    - 2021 ALA Libraries Transforming Communities grant recipient with LG Rotary ($3,000 grant in addition to $2,000 grant received for WLTC cohort project from DPI/IMLS) - community read programming and storywalks forthcoming.
    a. Call for any board members interested in serving on the Walworth county library planning committee
    b. Kersten/Bartz motion to drop appointment requirement May 1 and permit building access during all open hours. Curbside service continues, face mask requirement stays in place, passed unanimously.
7. FEH Library renovation project update - Gregg Baum: reviewed preliminary designs, project phasing options, budget, and viewed more finishes and furniture options. Library board will need to authorize FEH to proceed at upcoming meeting.
8. Friends and Foundation reports (Kundert) - Friends are revisiting book sale options, Authorfest is on schedule and moving forward, Foundation has a funding request submitted.

9. City report (City Liaison) - nothing to report
10. Adjournment - Kundert/Kersten motion to adjourn at 6:35pm passed unanimously.

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Special Board Meeting
Monday, April 19, 2021 - 5:00 pm

1. Meeting called to order at 5:00 pm by Gramm.

2. Present: Gramm, Kundert, Kersten, Bartz, Halverson, Eckola, Pennington. Also present: Kornak, Baum (FEH).

3. FEH project phasing proposal (single phase) and preliminary design and budget presented at the April board meeting. Any alternates the board wishes to include in the bid documents must be determined.
    a. Kersten/Pennington motion to proceed with the project in a single phase, with staff operating out of the Smith Meeting Room during construction, passed unanimously.
    b. Kundert/Kersten motion to remove the kitchen appliances from the optional alternate list passed unanimously.
    c. Kundert/Bartz motion to keep current material in the vestibule window wall (instead of remove and reinstall) if possible passed unanimously.
    d. Kersten/Kundert motion to add lighting controls (lights no longer controlled at breaker box) passed unanimously.
    e. Kundert/Halverson motion to add 5 stained glass screens (6 ft by 6 ft) in the lakeside reading and seating areas of the library passed unanimously.
    f. Kundert/Kersten motion to authorize FEH to proceed with bid documentation and next steps passed unanimously.

    Cove lighting upgrade option was tabled until further information can be provided.

4. Kundert/Halverson motion to adjourn at 5:45 pm passed unanimously.

LAKE GENEVA
PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Special Board Meeting
Tuesday, May 25, 2021 - 6:00 pm

1. Board vice president Gramm called the meeting to order at 6:01 pm.
2. Present: Gramm, Pennington, Kundert, Eckola, Halverson, Kersten. Excused: Lyon, Bartz, Schoolfield. Also present: Kornak
3. Pennington/Halverson motion to return the bronze clock and statues (2) in the director's office to the Sturges family with the family paying the shipping/freight costs passed unanimously.
4. Review lobby lighting costs and options for a decision for FEH and bid documents:
    a. Kersten/Pennington motion to approve 4 pendant lights in the lobby for $11,600 passed unanimously.
    b. Kersten/Halverson motion to approve cove lighting upgrade to existing valance and remove egg crate for $12,000 passed unanimously. Kornak requested to check with FEH/Henneman about removal of valance option.
    c. Eckola/Kundert motion not to replace lobby track lighting at this time passed unanimously.
    d. Kersten/Halverson motion not to replace 8 hanging lanterns on lakeside of lobby passed unanimously.
       Gramm noted there would be fees associated with lighting upgrade assessed by Henneman/FEH as indicated in the proposal.
5. Kundert/Kersten motion to adjourn at 6:22pm passed unanimously.

Lake Geneva Historic Preservation Commission Meeting Minutes

January 12, 2021 7:00 p.m. at 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, Louise Rayppy, Jim Davis, Chris Brookes, Tim Dunn. Jackie Getzen and Grace Hanny were absent.

Approval of minutes from December 8, 2020, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Area Museum and Maple Park Homeowners. No Tuesdays @ Two programs due to the coronavirus. The "Parade of Trees" that took place from November 21st thru January 5th drew about 1,000 people.

Updates regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point is closed for the season. Will reopen June 1st. Black Point is having a Virtual Lake Geneva Local History Series. Participants will view each class on Zoom from the comfort of their homes. Five dollars for a class or $25.00 for the six week series.

Update on restoration work at The Riviera and potential new Historic Plaque, programs at the 1928 Geneva Theater, and local news items relating to the Lake Geneva Historic Preservation Commission. Restoration work is proceeding on The Riviera. City Council approved two bond issues for The Riviera. The work must be done by April and May as there are reservations for weddings, etc. to take place there.

Review of recent bills and invoices, updated current balance in the Lake Geneva Historic Preservation Commission 2021 City Budget. Also, consideration of applying for a National Trust for Historic Preservation Grant to go toward new Historic Plaques for The Riviera and Oak Hill Cemetery. Our current balance is: $5,179.00, our yearly budget is $6,500.00.

Update regarding previous discussions with Stephanie Klett at Visit Lake Geneva / Lake Geneva Chamber of Commerce and Lake Geneva City Administrator David Nord on how the LGHPC can help promote tourism in Lake Geneva. No new information.

Discussion regarding Historic Preservation Design Review rules for building projects within 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 remodeled houses at 930 & 932 Geneva Street, and the Layng House at 302 Maxwell Street. Ken received an email from Thomas George asking for a list of the historic buildings in downtown Lake Geneva. Ken advised him to go to our website for the information. Mr. George did a tasteful upgrade at 832 Geneva Street.

Continued discussion regarding the creation of a Local Historic Landmark Ordinance and presentation by Pat Blackmer from Whitewater regarding their program. No new information.

Update regarding status of the National Register of Historic Places nomination by Gail Klein for Oak Hill Cemetery as a National and/or Local Historic Site, including approval at the WHS/SHPO Historic Review Board on November 20, 2020. No new information.

Review the status of recent Historic Plaque Program applications, including the application from Sean & Stephanie Princis for the home at 1029 Dodge Street and from Robert & Sue Hughes for the home at 1116 Dodge Street, updates on the cost of plaques from Timberline Signs now at $226.83 each (including sales tax), application forms, ongoing updating the list of past plaque recipients and repair of existing historic signs. The plaques have been approved for 1029 Dodge Street and 1116 Dodge Street.

Report on any updates to the I-phone app and Android app of A Historic Lake Geneva Walking Tour, how to better promote the apps, and future presentations to the Lake Geneva City Council. We need to demonstrate our Walking Tour app to the City Council.

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

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" and status of our website www.historyoflakegeneva.org. No new information.

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

Meeting adjourned at 7:30 P.M.

Respectfully submitted,

Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

February 9, 2021 7:00 p.m. at 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, Louise Rayppy, Jim Davis, Chris Brookes, Tim Dunn. Jackie Getzen and Grace Hanny were absent.

Review and approval of the minutes from January 12, 2021, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Area Museum and Maple Park Homeowners. No Tuesdays @ Two programs due to the coronavirus.

Updates regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point is closed for the season. Will reopen June 1st. Black Point is having a Virtual Lake Geneva Local History Series. Two more virtual programs left.

Update on restoration work at The Riviera and potential new Historic Plaque, programs at the 1928 Geneva Theater, and local news items relating to the Lake Geneva Historic Preservation Commissions. Restoration work is proceeding on The Riviera. The work must be done by April and May as there are reservations for weddings, etc. to take place there. History Day at the Capitol – 2/23/2021. Patrick is combining two books into one – Main Street, Lake Geneva and Lovely Lake Geneva.

Review of recent bills and invoices, updated current balance in the Lake Geneva Historic Preservation Commission 2021 City Budget. Also, consideration of applying for a National Trust for Historic Preservation Grant to go toward new Historic Plaques for The Riviera and Oak Hill Cemetery. Our yearly budget is $6,500.00. So far this year we have not spent any money.

Update regarding previous discussions with Stephanie Klett at Visit Lake Geneva / Lake Geneva Chamber of Commerce and Lake Geneva City Administrator David Nord on how the LGHPC can help promote tourism in Lake Geneva. Winterfest was very popular this year.

Discussion regarding Historic Preservation Design Review rules for building projects within 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 remodeled houses at 930 & 932 Geneva Street, and the Layng House at 302 Maxwell Street. Mr. George did a tasteful upgrade at 832 Geneva Street. The owners at 322 Madison have decided to demolish the house. The consensus at our meeting was that the new house should have at least some of the character and details of the existing Victorian homes in the Maple Park area. The house at 932 Geneva Street has been remodeled in the "Modern Farmhouse", Board & Batten siding style. We are trying to prevent that at 930 Geneva St. The Layng house has been remodeled and tastefully improved. The house is for sale now. There will be additions and alterations at the existing house at 1011 W. Main Street.

Continued discussion regarding the creation of a Local Historic Landmark Ordinance and presentation by Pat Blackmer from Whitewater regarding their program. No new information.

Update regarding status of the National Register of Historic Places nomination by Gail Klein for Oak Hill Cemetery as a National and/or Local Historic Site, including approval at the WHS/SHPO Historic Review Board on November 20, 2020. We are waiting for designation as a National Historic Site from the National Park Service. Patrick was contacted by a person named Lewis, Kenosha, about a list of all Civil War veterans buried in our cemeteries, as he wants to digitalize them, and also where they are buried. Clarence Read resigned as superintendent of Oak Hill, moving to Williams Bay.

Review the status of recent Historic Plaque Program applications, including the application from Sean & Stephanie Princis for the home at 1029 Dodge Street and from Robert & Sue Hughes for the home at 1116 Dodge Street, updates on the cost of plaques from Timberline Signs now at $ 226.83 each (including sales tax), application forms, ongoing updating the list of past plaque recipients and repair of existing historic signs. The plaques have been approved for 1029 Dodge Street and 1116 Dodge Street.

Report on any updates to the I-phone app and Android app of A Historic Lake Geneva Walking Tour, how to better promote the apps, and future presentations to the Lake Geneva City Council. No new Information.

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

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" and status of our website www.historyoflakegeneva.org. No "Tales of Lake Geneva" until Covid-19 is over. Our website has been updated. Our new contact person at the Wisconsin Historical Society is Jason L. Tish, State Historic Preservation Office.

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

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

March 9, 2021 7:00 p.m. at 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, Louise Rayppy, Chris Brookes, Grace Hanny, Tim Dunn. Jackie Getzen and Jim Davis were absent.

Review and approval of the minutes from February 9, 2021, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Area Museum and Maple Park Homeowners. The museum has reopened. Hours: 11:00 A.M. to 3:00 P.M. Closed: Monday, Wednesday, Thursday. Tuesdays @ Two will begin at a later date. Volunteer's Ice Cream Social—May 5th, 1:30 P.M. at Seminary Park. New exhibit coming about the Lake Geneva Police Department. Additional paid parking in Maple Park is up for debate in City Council. Discussion about this at Public Works meeting –March 22nd.

Updates regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point reopens June 1st. Also they are doing some programs on Zoom at the library.

Update on restoration work at The Riviera and potential new Historic Plaque, programs at the 1928 Geneva Theater, and local news items relating to the Lake Geneva Historic Preservation Commission. They are trying to keep the restoration work as original as possible, slated to open some time this Spring.

Review of recent bills and invoices, updated current balance in the Lake Geneva Historic Preservation Commission 2021 City Budget. Also, consideration of applying for a National Trust for Historic Preservation Grant to go toward new Historic Plaques for The Riviera and Oak Hill Cemetery. Our yearly budget is $6,500.00. So far this year we have spent $40.00. We are considering a donation to the museum to help cover the cost of the two books that Patrick is combining – Main Street, Lake Geneva and Lovely Lake Geneva. Estimated to be $3,000.00.

Update regarding correspondence from Stephanie Klett at Visit Lake Geneva / Lake Geneva Chamber of Commerce and Lake Geneva City Administrator David Nord on how the LGHPC can help promote tourism in Lake Geneva. No new information.

Discussion regarding Historic Preservation Design Review rules for building projects within National & State

Historic Districts and current building projects including the status of the Douglas House at 322 Madison St., the remodeled Houses at 930 & 932 Geneva Street, and the Layng House at 302 Maxwell Street. We had a discussion about the houses at 322 Madison St. and 930 Geneva St. We hope that they will have some of the character and details of the existing Victorian homes in the Maple Park area. One might be demolished and a new house built, the other house is being remodeled. The Layng house has been remodeled.

Continued discussion regarding the creation of a Local Historic Landmark Ordinance and presentation by Pat Blackmer from Whitewater regarding their program. We want to wait until we can have all our members at our next meeting before inviting Pat.

Update regarding status of the National Register of Historic Places nomination by Gail Klein for Oak Hill Cemetery as a National and/or Local Historic Site, including approval at the WHS/SHPO Historic Review Board on November 20, 2020. We are waiting for designation as a National Historic Site from the National Pk. Service.

Review the status of recent Historic Plaque Program application, including the cost of plaques from Timberline Signs now at $226.83 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, and repair of existing historic plaques and signs. We discussed about the maintenance of our large signs and how many do we have. Will take pictures of them.

Report on any updates to the I-phone app and Android app of A Historic Lake Geneva Walking Tour, how to better promote the apps, and future presentations to the Lake Geneva City Council. No new information.

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

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" and status of our website www.historyoflakegeneva.org. No new information.

Update on information from Jason Tish at the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, and the Wisconsin Association of Historic Preservation Commissions. We reviewed the information.

Meeting adjourned at 7:50 P.M.

Respectfully submitted,

Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

April 13, 2021 7:00 p.m. at 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, Louise Rayppy, Jim Davis, Chris Brookes, Tim Dunn. Jackie Getzen and Grace Hanny were absent. Mayor Charlene Klein attended our meeting. She gave us an update about the restoration work at The Riviera.

Review and approval of the minutes from March 9, 2021, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Area Museum and Maple Park Homeowners, including status of the recent proposal to create paid street parking in Maple Park. Tuesdays @ Two will begin in the Fall. The proposal to create paid street parking in Maple Park was voted down.

Update regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point reopens May 29th, weekends only. Then will open full time June 1st.

Update on restoration work at The Riviera and potential new Historic Plaque, discussion re: creating "Friends of The Riviera", programs at the 1928 Geneva Theater, and local news items relating to the Lake Geneva Historic Preservation Commission. Hope to have most of the restoration work completed on The Riviera by May 15th. There is a wedding scheduled for May 1st, so the work is moving forward at a fast pace. An Open House is scheduled for July 15th. We are working on creating a new plaque for The Riviera, which will contain history of the building. Also formation of a new Friends of Riviera group.

Review of recent bills and invoices, updated current balance in the Lake Geneva Historic Preservation Commission 2021 City Budget. Also, consideration of applying for a National Trust for Historic Preservation Grant to go toward new Historic Plaques for The Riviera and Oak Hill Cemetery. Our yearly budget is $6,500.00. So far this year we have spent $40.00.

Update regarding correspondence from Stephanie Klett at Visit Lake Geneva / Lake Geneva Chamber of Commerce and Lake Geneva City Administrator David Nord on how the LGHPC can help promote tourism in Lake Geneva. No new information.

Discussion regarding Historic Preservation Design Review rules for building projects within National &

State Historic Districts and current building projects including the status of the Douglas House at 322 Madison Street and the remodeled Houses at 930 & 932 Geneva Street. The house at 322 Madison St. has been demolished and a new house will be built. The house at 930 Geneva Street is being remodeled. We hope that they will have some of the character and details of the existing Victorian homes in the Maple Park area. The houses at 932 Geneva and 302 Maxwell Street have been remodeled.

Discussion regarding the creation of a Local Historic Landmark Ordinance, presentation by Pat Blackmer & Dan Richardson from Whitewater regarding their program, and e-mail from Jason Tish at WHS. They attended our meeting and presented us with a program about their Landmark Ordinance in Whitewater. Pat explained how their Landmark Ordinance can work for us. She explained that we are a certified local government in the city—we have a right to obtain grants. There are 170 Historic Preservation Commissions in Wisconsin. From: Jason Tish—a local H P Commission has design review authority ONLY on those properties that have been designated under the process prescribed by the local ordinance. A local H P Commission cannot piggyback on National or State designation to administer design review.

Update regarding status of the National Register of Historic Places nomination by Gail Klein for Oak Hill Cemetery as a National and/or Local Historic Site, including approval at the WHS/SHPO Historic Review Board on November 20, 2020. No new information. Help museum with a glossy folder of the cemetery.

Discussion regarding request from Cathy Koch and Holy Communion Episcopal Church to assist in nominating their Church to the State & National Register of Historic Places. They are asking for our help to apply for a National Trust for Historic Preservation / Partners for Sacred Places grant.

Review the status of recent Historic Plaque Program applications, including, the cost of plaques from Timberline Signs now at $226.83 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, and discussion regarding the repair of existing historic plaques and signs. We have 17 signs and we had a discussion which signs should be repaired. Ken will contact Jim Sherrin about what his advise would be and if he could help us with the repairs.

Report on any updates to the I-phone app and Android app of A Historic Lake Geneva Walking Tour, how to better promote the apps, and future presentations to the Lake Geneva City Council. No new information.

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

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" and status of our website www.historyoflakegeneva.org. "Tales of Lake Geneva" will take place in the Fall.

Update on information from Jason Tish at the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, and the Wisconsin Association of Historic Preservation Commissions. We reviewed the information.

Meeting adjourned at 8:20 P.M.

Respectfully submitted,

Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

May 11, 2021 7:00 p.m. at 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, Jackie Getzen, Louise Rayppy, Jim Davis, Chris Brookes, Tim Dunn. Grace Hanny was absent. Mayor Charlene Klein attended our meeting.

Review and approval of the minutes from April 13, 2021, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Area Museum and Maple Park Homeowners. No Tuesdays @ Two – not until Fall or earlier. Museum FUNdraiser –Champs Sports Bar & Grill—June 29th, 6:00 p.m. –8:00 p.m. Tickets –$10.00. The proposal to create paid street parking in Maple Park was voted down.

Update regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point will reopen the weekend of May 29th. Then will open full time June 1st. Black Point Maple Park Historic Walking Tours will take place on September 11 & 12, probably will extend number of tours to 3 or 4. Some remodeling has been done at Horticultural Hall, including a new floor.

Update on restoration work at The Riviera and potential new Historic Plaque, discussion re: creating "Friends of The Riviera", programs at the 1928 Geneva Theater, and local news items relating to the Lake Geneva Historic Preservation Commission. The restoration work is almost completed. We were invited to tour The Riviera on May 12th at 4:00 p.m. An Open House is scheduled for July 15th. We are working on creating a new plaque for The Riviera, which will contain history of the building. Ken has put together a rough draft of the plaque –Chris will check with library to verify who played there. Geneva Theatre Actors Guild is back. First production is Neil Simon's Plaza Suite—May 20th and 21st.

Review of recent bills and invoices, updated current balance in the Lake Geneva Historic Preservation Commission 2021 City Budget. Also, consideration of applying for a National Trust for Historic Preservation Grant to go toward new Historic Plaques for The Riviera and Oak Hill Cemetery. So far this year we have spent $40.00.

Update regarding correspondence from Stephanie Klett at Visit Lake Geneva / Lake Geneva Chamber of Commerce and Lake Geneva City Administrator David Nord on how the LGHPC can help promote tourism in Lake Geneva. No new information.

Discussion regarding Historic Preservation Design Review rules for building projects within National & State Historic Districts and current building projects including the demolition of the Douglas House at 322 Madison Street and the remodeled Houses at 930 & 932 Geneva Street. The foundation is in at the Douglas House. The house at 930 Geneva Street is being remodeled and enlarged. Could become a Bed & Breakfast.

Discussion regarding the creation of a Local Historic Landmark Ordinance following presentation by Pat Blackmer & Dan Richardson on the Whitewater Landmarks Commission and e-mail from Jason Tish at WHS. We want to incorporate our Historic Preservation Commission and a Local Historic Landmark Ordinance into one body. The only other cities that have Landmark status is Milwaukee and Madison.

Update regarding status of the National Register of Historic Places nomination by Gail Klein for Oak Hill Cemetery as a National and/or Local Historic Site, including approval at the WHS/SHPO Historic Board on November 20, 2020. Oak Hill Cemetery is now officially on the State & National Register of Historic Places, notified by City Clerk on May 10. Contact Gail Klein about getting a grant so that we can apply that towards a new silver plaque for the cemetery. The only other cemeteries in Wisconsin that has that distinction are in Milwaukee and Madison. The other ones are native Americans. The plaque will be close to the Civil War sign. Also will have a news release and article in newspaper.

Discussion regarding request from Cathy Koch and Holy Communion Episcopal Church to obtain a Historic Plaque acknowledging the listing of their Church on the State & National Registers of Historic Places. The church is a contributing structure in the Maple Park district, so it can be a historic building. Will check with Cathy about what text should be on the plaque. The plaque will be bronze and they will pay for it.

Review of recent Historic Plaque Program applications, including, the cost of plaques from Timberline Signs now at $226.83 each (including sales tax), application forms, ongoing updating the list of past plaque recipients, and discussion regarding the repair of existing historic plaques and signs. We received a request from the owner of the Cheese Box for a plaque. Will send an application form. We have concluded that the following plaques should be replaced: two Pioneer Cemetery signs, two 700 Main Street signs. They are in pretty rough shape. I brought to Jackie's attention that the walking tour app sign below the Whiting House sign is missing. Will contact her niece, who made them.

Report on any updates to the I-phone app and Android app of A Historic Lake Geneva Walking Tour, how to better promote the apps, and future presentations to the Lake Geneva City Council. No new information.

Update regarding the Lake Geneva Historic Railroad Site, including information from the Park Board regarding the future bench in memory of Ed Yaeger. Jackie will look into this.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" and status of our website www.historyoflakegeneva.org. Will update information on website.

Update on information from Jason Tish at the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, and the Wisconsin Association of Historic Preservation Commissions. We reviewed the information.

Meeting adjourned at 8:10 P.M.

Respectfully submitted,

Louise M. Rayppy

Avian Committee

Tuesday, January 5, 2021, 6:00 P.M.
City Council Chamber and online

Minutes:

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

2. **Roll Call. The following members were present in the Chamber or online:** Alderperson Cindy Flower, Carol Zimmermann, Sarah McConnell, Beverly Leonard, Jill Rodriguez, Karen Gallo, Kelley Happ.
There were not any members of the public in the Chamber or online.

3. **Approval of Avian Committee meeting minutes from December 1, 2020:**
Motion to approve minutes by Zimmermann, second by Rodriguez. The motion was passed.

4. Four Seasons Nature Center
The committee held a discussion about the opportunities for the Avian Committee to help enrich and promote the city's Four Seasons Nature Park as a native plant and birding area. The committee is also looking to engage partner organizations, local volunteers and school/scouting groups to work with us. Neil Waswo (Public Works) attended the meeting and encouraged our participation. "You have a clean slate," he commented. Waswo mentioned a very involved volunteer several years ago named "Mary" who enlisted high school students to help with the prairie area and plantings, as well as maintained the educational signage at the entrance. Flower volunteered to reach out and contact Mary. Waswo explained that the city's Public Works Department regularly maintains the facility – shelters, mowing, trails, removal of buckthorn and other invasive species, and has plans to repair or replace parts of the existing boardwalk (excluding the tower area, which will not be replaced). Public Works also constructed and continues to take care of the birdhouses as time permits.

There followed a discussion of signage, both at the park and along Highway H. We agreed to study what is currently being used and see if there is money in the budget for sign improvements. The committee could also take over the educational display boards at the entrance.

Partnership and educational topics included engaging local groups – Rodriguez suggested contacting Badger Science Club, Interact Club and scouting groups. Also suggested creating a demo area for native plants, and promoting the facility as a birding site, not just nature paths. We could also incorporate repairing the birdhouses into our plans.

Wasco suggested obtaining a GIS plat from the Walworth County website. Mentioned that the city's compost site is on the property just north of Four Seasons.

The committee thanked Neil Waswo for attending the meeting. Flower suggested we get approval from the Park Board when we come up with a plan. Waswo suggested we talk to Lana Kropf relating to park permits.

Wasco said that our new Purple Martin sign would be installed when the frost goes out. McConnell has a spot in mind for the sign.

Zimmermann suggested a special one-hour strategic planning meeting to move forward on ideas for Four Season and for the 2021 Swift Night Out – this needs to be on the agenda. More discussion later.

5. Discussion/Recommendation regarding Bird City Application:
The Resolution needed to complete the Bird City application was passed at the December 14 City Council meeting. David Nord will upload the completed resolution, add the application fee of $35 and submit. Keep this item on the agenda for an update.

6. Christmas Tree Walk:
Rodriguez reported that the Avian Committee's tree was charming but we need to put a little more thought into it next year.

7. Discussion/Recommendation regarding Environmental Education Foundation Grant (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 updated her outreach to local teachers to offer the Learn to Soar program or for individuals to participate in the bird fair. Rodriguez contacted scouting officials in Madison who were enthusiastic, but we need local contacts. McConnell reported on the 4-H group involvement through a Madison contact. Everything is remote now but they have programs for building birdhouses, nature walks and cleanups. Premature now but this is a good group to keep in contact with. Elkhorn is the closest chapter and includes children from third grade through high school.

Zimmermann, Rodriguez and McConnell will get together to see who else might be interested in participating in the bird fair.

8. Grants and Fundraising - We Energies
Zimmermann stated that once we get a Four Seasons plan we might think about writing a grant.

9. Discussion/Recommendation regarding allocations to the Library for book purchases
Rodriguez reported that we have $347.50 from Cookies for a Cause. We have also allocated $300 to help the library purchase books and update the birding backpacks.
Rodriguez moved to allocate $300 for the Library for materials and use the Cookies for a Cause money to enhance and replace materials in the backpacks. Karen Gallo seconded the motion. Flower asked about the library using some of our books for story time. Rodriguez thinks they will for sure when the library re-opens.

10. Great Backyard Bird Count
Zimmermann created a draft media release. Happ will help distribute the release to all our partners and media contact. The Great Backyard Bird Count has a great website with more details. Zimmermann also reached out to Lakeland Audubon and created a puzzle for our Facebook page. How can we use our social media to help facilitate the flow of information? It was suggested that Lake Geneva Lake Life and the Regional News have very active Facebook pages. Zimmermann will send the information to Flower to forward to the city's website. Rodriguez also suggested forwarding the information to the high school to send in their school backpack information. www.lakegenevaschools.com/district/community_backpack/community-backpack-submission

Our goal is to get this information to the media before Feb. 1.

11. Future Agenda Items

- Strategic Plan for Avian Committee's activities
- Discussion/plans for Four Seasons Nature Park
- Bird City Application update
- Learn to Soar update
- Great Backyard Bird Count, scheduled Feb. 12 to Feb. 15

Zimmermann will come up with ideas for a strategic planning session – we need at least 1.5 hours. Do we break into groups or have two meetings regarding future plans.

Flower will invite Neil Wasco to our next meeting. McConnell would like to ask him what kind of signage the city could provide. Flower would like to look at the photos to see what is available. She would like it to look like other Lake Geneva park signs.

11. Next Meeting Date -Tuesday, February 2 at 5:30 pm
In the City Council Chamber and online

12. Adjourn: Zimmermann moved to adjourn the meeting at 7:10. The motion was seconded by Happ and passed.

Respectfully submitted
Kelley Happ
1/30/2020

Avian Committee

Tuesday, February 2, 2021, 6:00 P.M.
City Council Chambers

Minutes:

1. **Call to order**: 6:08 P.M**.** by Alderperson Flower

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

3. **Approval of Avian Committee meeting minutes from January 5, 2021:**
Motion to approve minutes by Rodriguez, Zimmermann, second by Zimmermann. The motion was passed.

4. **Strategic Plan for Avian Committee Activities:**
Carol Zimmermann developed and shared a strategic concept and timeline plan with tasks/events, timelines and task leaders. The committee worked through this plan to set goals for the coming year, as well as establish timelines too help focus our efforts throughout the year. The timeline included a number of items, including these items discussed below:

   a. Cookies for a Cause: Rodriguez reported that the program from Simple has been temporarily suspended because of COVID restrictions. She has submitted an application on behalf of the Avian Committee with hopes that the program will be resurrected soon.
   b. Swift Night Out: Moved timeline up to July to review plans, create teams, contracts, food trucks publicity and curriculum. McConnell has confirmed the date on September 9, 2021 with the Schlitz Audubon Center as featured speaker.
   c. Purple Martin Project: Timeline begins in March. Leonard will watch the migration patterns and report when they will be expected back in Lake Geneva area. The new lakefront sign and the birdhouse prep will most likely occur in April. Leonard discussed the idea of adding more martin houses or moving those that are not attracting birds. It was agreed to keep evaluating this as more birds come and spread out, and re-address this for the 2022 budget. The Avian Committee plans to distribute information to the public and press about Committee's Purple Martin Project, about the houses, and the successes in fledging young martins over the past several years. The Committee agreed this should be tied in with the Migratory Bird Day publicity and festivities in May. We will also plan an educational walk as the martins repopulate their houses along the lakefront, and plan a talk at the library as COVID conditions dictate. Leonard, McConnell and Happ committed to prepping and tending bird houses this year; Leonard has supplies.
   d. Learn to Soar: Zimmermann is all set with a Unit 1 lecture on bird identification for participating schools and/or groups that is geared for virtual learning. Unit 2 is the migratory bird unit and is scheduled for late April. We can't be sure at this time about the need to present this in virtual format as well. Teachers want a project-based learning program and want the Avian Committee to help devise a project at Four Seasons Nature Center. Zimmermann suggested we plan our spring bird walk at Four Seasons this year. Rodriguez reported that the Rotary Interact Club is eager to do outdoor projects as well. McConnell brought up the concept of creating a storybook trail at Four Seasons, with stories and activities at various stations, possibly partnering with the library. Plans for the

World Migratory Bird Day celebration are still up in the air; need to come up with ideas that students and scouts can do. Zimmermann is working with a scout outreach coordinator and has proposed plans for scout badges including an animal habitat badge and a citizen-scientist journey. These are best geared for fifth through eighth grade students. She is targeting scouts at Woods and Eastview schools this year. This will align with what students at St. Francis School are doing this year as well. Zimmermann suggested we form a task group to re-design the bird game in light of the COVID restrictions.

e. Environmental Education Foundation Grant: Keep feedback open. More information in March or April, as our needs are formulated.
f. Four Seasons: Still interested in improving signage at Four Seasons. Stephanie Klatt (Visit Lake Geneva) has offered to help us with signage ideas. We need to look at existing vegetation ordinances and meet with the Park Board to discuss. Also find a way to work with the Geneva Lake Conservancy and their Grow Native plant sale this spring. Committee members will get ideas and collaborate with partners to move forward on plans for Four Seasons. Rodriguez will speak to Park Board (Mary Jo Fessenmaier), Happ will work with Geneva Lake Conservancy. McConnell will work with Neil Waswo about possibly moving the city sign. Zimmermann suggested we start an email chain to keep everyone abreast of current information. Also discussed reviving our plan to plant native gardens at their Lake Geneva Museum. This is on hold for now due to COVID restrictions, as well as the museum's plans for an electronic sign. Our involvement is mostly to work with the city on their ongoing interest in native gardens. Flower suggested getting the city to move forward with money for a plan – maybe a trial run at the museum and to plant native in all their garden areas. We need to be mindful of maintenance costs.
g. Christmas Bird Count: Zimmermann received a note from a constituent who wants help to promote the Christmas Bird Count. Committee agreed to help.
h. Team leaders are requested to add ideas and update timelines: Zimmermann will update the Committee Planner. March starts to get busy with plans and updates. Teams are tasked with working together or with partners/students to carry out projects identified in the timeline.

5. Bird City Application update: David Nord has filed the application.

6. Future Agenda Items:

a. Suggested inviting Mary Jo Fessenmaier and Neil Waswo
b. World Migratory Bird Day
c. Purple Martin publicity
d. Four Seasons updates and plans
e. Learn to Soar - Potential projects for students and scouts, updates and adaptations

Next Meeting: Tuesday, March 2, 6 p.m.

Adjourn: Zimmermann made a motion to adjourn at 7:25 p.m., seconded by McConnell. Motion carried.

Respectfully submitted
Kelley Happ
2/21/2021

City of Lake Geneva
Avian Committee Meeting Minutes
Tuesday, March 2, 2021
2021 6:00 PM - 7:00 PM (CST)

Committee Members: Beverly Leonard, Sarah McConnell, Jill Rodriguez, Karen Gallo, Carol Zimmermann, Kelley Happ, and Cindy Flower- Alderperson

1. Call to Order
Chair and Alderperson Flower called the meeting to order at 6:04 pm

2. Roll Call
Present: (in the Council Chamber) Alderperson Flower, virtually present) McConnell, Rodriguez, and Zimmermann
Excused: Leonard, Gallo, and Happ
Chair and Alderperson Flower declared a quorum

No members of the public were in attendance (in person or virtually).

As the committee secretary was excused, Zimmermann volunteered to take notes. Rodriguez moved to approve this, seconded by Flower, approved unanimously.

3. Approval of meeting minutes from February 2, 2021
Rodriguez moved to approve the minutes, second by McConnell with comment that amendments were needed.
Discussion: McConnell moved to amend the minutes to reflect the correct spelling of the last name of President of Visit Lake Geneva – **Klett.** Zimmermann noted that Gallo had requested minor changes to item 4c. as noted below. With those corrections, the minutes were approved unanimously.

The Committee agreed this should be tied in with the Migratory Bird Day publicity and festivities in May. Gallo will lead an effort, with Leonard, to ~~We will also~~ plan public outreach events, such as an educational walk as the martins repopulate their houses along the lakefront, and plan a talk at the library as COVID conditions dictate. Leonard, Gallo, McConnell and Happ committed to prepping and tending bird houses this year.

4. Discussion/Recommendation regarding World Migratory Bird Day (WMBD)
Zimmermann and McConnell reported that the current Learning to Soar students will use a Project-Based Learning structure to create a storybook and a temporary storybook trail as a focusing event for WMBD. The story they create would focus on migratory birds and the environment at the Four Seasons Preserve. The plan is to use grant funds from the Environmental Education Grant (allotted for materials) to produce laminated copies of the book pages (that serve as trail markers) and to purchase stakes for a temporary installation. McConnell noted that the park board was excited about this possibility and Zimmermann noted that this will be another way the Avian Committee will engage with partners, such as the Lakeland Audubon Society, the Public Library of Lake Geneva, and the Geneva Lake Conservancy.
This project will be the focusing event for public outreach and education, as well as outreach to social and traditional media. Rodriguez and Zimmermann also noted that area Girl Scout troops have been invited to join in the effort as well.

Rodriguez also noted that the Public Library, with the support of the Rotary, is planning a community engagement project which will focus on the quality of the Lake – conservation/recycling with a reading component. Storybook trails may be a next step.

5. Discussion/ Recommendation regarding Purple Martin publicity

Rodriguez noted that both adult and children's materials, including the bird kits, are ready. Library staff would like to begin lending these materials. Rodriguez will find out when a photo opportunity may be available and let members know so that we can take pictures to publicize the new acquisitions.

McConnell noted that the Wisconsin Purple Martin Association is looking for mentors to help current and potential Purple Martin house hosts. She has volunteered. An expert from that association is planning to come to visit our colony. That might also be a good focusing event for public outreach and education. McConnell will keep the Committee updated on potential dates.

Flower noted that she had received some material in the mail, including a Purple Martin supply catalog and a letter from Purple Martin Conservancy Association. Flower will email a copy of the correspondence to members and will get the catalog to Leonard or Gallo.

6. Discussion/ Recommendation regarding Four Seasons Nature Preserve updates and plans

Flower and the rest of the members thanked to Sarah for attending the Park Board meeting. McConnell reported that the Park Board is excited about the collaboration and support from the Avian Committee. McConnell noted that the Park Board is in the process of analyzing the parks and signage and are considering trying to make the signage for the parks more uniform. The Park Board will be taking the lead to determine the type and location of an entry sign for the Preserve. They would, however, be interested in help with highway signage and are fine if the Avian Committee works to post material the display cases at the entrance to the park.

McConnell indicated that it would be helpful if one of our members to attend their planning sessions. She will attempt to be that liaison. Flower, Rodriguez, and Zimmermann all indicated that they would be happy to step in as back-ups if needed.

McConnell also noted that there are two grants from the Natural Resources Foundation of Wisconsin that the Committee should consider – probably in 2022, to fund additional avian-oriented projects at the Preserve. These include the "Go Outside" and the "Quiet Trails" fund.

In terms of native plantings, Rodriguez indicated that the Geneva Lake Conservancy has a new outreach person for Conservation@Home who will focus on public education and outreach.

For repairs to bird houses and other physical projects, Rodriguez also indicated that the high school students with whom she works might be good candidates for this, but will need a plan and direction.

7. Discussion/ Recommendation regarding Learn to Soar update- Potential projects for students and Girl Scouts

Zimmermann referred to the updates in item 4. Rodriguez also noted that the Geneva Lake Conservancy is now planning for a spring bird walk. Zimmermann and McConnell noted that this would be a possibility for the students as well as something to offer the Girl Scouts.

8. Future Agenda Items

The following were recommended as agenda items for the next meeting

1) Call to order

2) Roll Call
3) Approval of the minutes from March 2, 2021
4) Comments from the public
5) Purple Martin Update
6) Four Seasons Nature Preserve and Park Board Collaboration Update
7) World Migratory Bird Day Update
8) Learning to Soar (Students and Girl Scouts) Update
9) Storybook Trails Update
10) Bird Walk Update
11) 2020 Financial Report
12) Other current and proposed projects, grants, and public outreach updates
13) Next Meeting Date & Time
14) Adjourn

9. Next meeting Date & Time
April 13 – 6:00 pm – Conference Room A
PLEASE NOTE: This is a change from our usual day. This is the second Tuesday of the month (not the first).
PLEASE NOTE: We are requesting the meeting location be Conference Room 2A

10. Adjourn
Rodriguez moved to adjourn, seconded by McConnell. Unanimously approved. Meeting adjourned at 6:44 pm.

Respectfully submitted, Carol Zimmermann

City of Lake Geneva Avian Committee
Meeting Minutes
Tuesday, April 13, 2021, 6:00 P.M.
Council Room 2A and online

1. **Call to order**: 6:12 PM by Alderperson Flower

2. **Roll Call. The following members were present:** Cindy Flower - Alderperson, Carol Zimmermann, Sarah McConnell, Beverly Leonard, Jill Rodriguez, Karen Gallo, Kelley Happ. There were no members of the public in attendance, either in person or online.

3. **Approval of Avian Committee meeting minutes from March 2, 2021:**
Motion to approve minutes by Rodriguez, second by Gallo. The motion was passed.

5. Purple Martin Update:
Leonard reported that all martin houses are up, repairs made and cleaned for the season. Thank you to Neil and the street department for the repairs and installation. All volunteers are on board for checking the houses. One house had an old squirrel nest, so Neil installed a squirrel guard to prevent squirrel access. Leonard and Gallo led a discussion about purchasing another 14-unit house, possibly a buy one/get one offer. Leonard reported a total of 102 nesting holes on our martin houses. The new martin sign is ready to be installed whenever the street crew can fit it into their schedule. We are now on watch for the first arrivals.
.
6. Four Seasons Nature Preserve and Park Board Collaboration:
McConnell attended the Park Board meeting and reported that they are onboard with our ideas, and that we should involve them at the point of actual work. She advised us to proceed carefully so that we don't intrude on their committee plans. Our plans include cleaning the birdhouses and improving signage. Rodriguez reported that her Interact Club students are willing to help with clean up. Zimmermann noted that on Friday (April 16) a group from the Avian Committee, the Geneva Lake Conservancy and students and teacher from St. Francis School would meet at the nature preserve to plan the student's Story Book Trail project.

7. World Migratory Bird Day Update:
Zimmermann outlined three projects the committee is working on for World Migratory Bird Day, which is May 12 this year:

1. The fifth grade class at St. Francis School is working on a Story Book Trail project to install at Four Seasons Nature Park. The students will study bird migration and write a story about the birds that are likely to appear at the nature center. Their story will be posted on a series of boards along the main trail to share with the public.
2. The Avian Committee is working with the Geneva Lake Conservancy and the Lakeland Audubon Society to co-host a bird walk at the Conservancy's Bromley Woods on Friday, May 7 for the 5th graders at St. Francis School. The Avian Committee and Lakeland will provide information on the birds we are likely to see, as well as additional resources for bird identification and conservation information.
3. Press release and story about Purple Martins migration back to Lake Geneva, nesting habits and the involvement of the Avian Committee to help protect and preserve these birds. It was agreed to time the release with the arrival of martin babies and our new sign

installation, most likely in May. Happ will work on a press release for approval at the next meeting.

8. Learning to Soar (Students and Girl Scouts) Update:
Zimmermann shared her screen, captured in an email sent to the committee members, and requested that this information be included in the April minutes. She explained that the Girl scouts (4th and 5th grades Eastview School) would meet with volunteers from the Committee to earn an Animal Habitat Badge. Three sessions will help the scouts learn about bird identification, threats and positives for birds in the area. The first two presentations will be conducted by Gallo and Zimmermann outdoors, and the third will include a walk to the lakefront to learn about Purple Martins and their nesting habits and babies. Zimmermann requested money from the budget to create certificates for the scouts upon successful completion of their badge. In addition, the scouts will provide feedback with a list of what they think students would like to know. This is part of their community involvement badge requirements.

9. Storybook Trails Update:
Zimmermann, McConnell and Rodriguez have scheduled an April 16 site visit to Four Seasons to acquaint the students with the preserve and help them visualize birds returning. They will generate ideas for an upbeat story with lots of illustrations for their Storybook that will appeal to other youngsters.

Zimmermann moved to approve the transfer of funds, including $500 from our Environmental Education grant for the Geneva Lake Conservancy and $160 to Lakeland Audubon for the bird walk. She also requested approval to spend $550 from our Grow Native fund to pay for the Storybook Trail signs (10). Please see the attached Budget Request for details. Rodriguez seconded the motion and it was passed unanimously.

10. Bird Walk Update:
Zimmermann explained that the Learn to Soar students from St. Francis School will participate in the 2021 Kettle Moraine Bird Festival at Bromley Woods for a bird walk and speaker to further acquaint them with birds' migration. The walk is hosted by the Geneva Lake Conservancy, Lakeland Audubon Society and the City of Lake Geneva Avian Committee. The event will take place on Friday, May 7 from 9:30 am to noon. Maddie Olivieri from the GLC will create and distribute a press release and link to their social media. Kevin Dickey from Lakeland has provided a list of birds the students might see and Zimmermann will create a bi-fold brochure for students with this information.

11. Financial Report:
Flower is working on the financial report and will bring it to the next meeting.

12. Next Meeting Date & Time: Tuesday May 4 at 6 p.m.

12. Adjourn: McConnell moved to adjourn, seconded by Gallo and approved. Meeting adjourned at 6:51 p.m.

Respectfully submitted
Kelley Happ
4/21/21

Avian Committee

Tuesday, May 4, 2021, 6:00 P.M.
City Council Chambers

Minutes:

1. Call to order: 6:08 P.M. by Alderperson Flower

2. Roll Call. The following members were present: Cindy Flower - Alderperson, Carol Zimmermann, Sarah McConnell, Jill Rodriguez, Karen Gallo, Kelley Happ. Beverly Leonard was excused.

3. Approval of Avian Committee meeting minutes from April 13, 2021:
Motion to approve minutes by Zimmermann, second by Rodriguez. The motion was passed.

4. Comments from the Public: No members of the public were in attendance, either electronically or in person.

5. Purple Martin Update:
Purple Martins are beginning to arrive! The houses are all up - not all are opened because sparrows will nest if they are opened too early. They should all be opened by Mother's Day. Rodriguez reported that the sign would be put up soon by Public Works.

6. Four Seasons Nature Preserve and Park Board Collaboration:
McConnell reported she was unable to make the last Park Board meeting. Rodriguez reiterated that there is a good sign already onsite, but it needs to be moved closer to the street to be noticed. McConnell reported that the Park Board has discussed unifying signage, but not sure if they will move the sign. It should only take a few hours of work.

Alderperson Flower mentioned her neighbors Jim and Mary who had collaborated with the Audubon Society many years ago and was very familiar with the history of the park and what was done to naturalize it. Rodriguez urged that we meet them and have them tell us the story.

7 World Migratory Bird Day Update:
There is a lot going on! The Avian Committee has been meeting with a Girl Scout troop at Eastview School to help them learn about bird migration. Zimmermann reported that we are using games and information to get the girls energized and become bird people. The girls were really excited about journals they had been given and talked about the birds they had seen and recorded after the first meeting. Zimmermann also gave each of them a bird guide. They made storyboard posters about habitats. Next week they will walk from Eastview to Library Park, bird watching along the way to see to our Purple Martin houses. They will also be invited, with their families, to Swift Night Out. Their fifth and final badge requirement is outreach – how to energize other young people. They will submit recommendations to the Avian Committee. It was suggested that they be recognized at the City Council, work for a June 14 date.

8. Learn to Soar and Story Book Trail Update:
The fifth grade class Learn to Soar curriculum is now finalizing their Story Book Trails. Zimmermann proposed a presentation and celebration of the Story Book Trail the last week of May and publicize that it is open for the public to enjoy all summer.

Discussion about the installation of the signs – will Public Works be asked or do we do it ourselves. We will have a map for the location of each sign. (Kids helped select the locations). Zimmermann said the signposts are temporary – will not be cemented in. McConnell mentioned that the paths are mowed so we need to put the posts where they're not in the way. The students' storybooks will be put inside a Plexiglas case.

Zimmermann, Rodriguez and Happ, working with the school, will select a date and publicize it.

10. Bird Walk Update:
With our partners the Geneva Lake Conservancy, Audubon Society and the Environmental Education Foundation, we will host 45 students coming from St. Francis, Eastview and Travor Schools to the Conservancy's Bromley Woods for a guided bird walk. They will be treated to the field trip, lunch and expert speaker.

CZ made bifold brochures for students on how to bird watch, with links to our partners the GLC Audubon and the Environmental Education Foundation.

Zimmermann made a motion to spend an additional $275 to cover the cost of the bus for Eastview elementary students to attend the Bird Walk on May 7. Flower reported that we have a budget of $3025 for 2021 with a balance of about $2000 as well as a carryover from last year for a total of about $6800 available. The motion was seconded by Rodriguez and passed unanimously. We had previously agreed to spend $500 on lunches, speaker and supplies.

11. Financial Report:
Discussion about the 2020 Financial Report.   Flower shared documents and budget details from her computer. We discussed Zimmermann's budget addendum request. We have funds of $718.63, plus money in the Grow Native fund. The City's actual budget was $3025 for 2021. Zimmermann reported she has budget details in her shared Google folder as well.

Funds will be needed for our Swift Night Out program on September 9. Rodriguez reported we will be the recipients of Simple's Cookies for a Cause in the month of September. She will be asking for volunteers to help wrap. Zimmermann suggested we give one to each Council member to promote Swift Night Out. Last year we received almost $400 from this donation.

12. Next Meeting:
Tuesday, June 1at 6 pm in the Council Chambers

13: Future Agenda Items:

a. Purple Martin update, including publicity. Need to wait for nests to proceed on this.
b. Celebration of the Girl Scouts and June 14 meeting at City Council
c. Celebration of Story Book Trail
d. Follow up on bird walk
e. Swift Night Out plans

f. Discussion regarding Lake Geneva Crossing outreach

14: Adjourn:
McConnell made a motion to adjourn at 6:55 p.m., seconded by Zimmermann. Motion carried.

Respectfully submitted
Kelley Happ
5/25/2021

TOURISM COMMISSION MINUTES
Monday, February 8, 2021
COUNCIL CHAMBERS, CITY HALL

Meeting was called to order by Vice Chair Trilla at 4:05 p.m.

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

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

Approval of Tourism Commission minutes from January 11, 2021
Hedlund moved to approve the January 11, 2021 minutes, second by Pirzada. Unanimously carried.

Update from Stephanie Copsey, Independent Contractor for Tourism Commission, Meet at the Lake Promotional Activity
Copsey restructured and presented a detailed, written report which included future initiatives, website analytics, and sales update summary across multiple years. The 2nd Annual Winter Bridal Expo on January 23 was hugely successful with over 250 in attendance plus another 1,000 accessed virtually. Copsey captured 1000 emails for eblast follow up and 3 potential bookings (where last year there was only 1). Next year's venue will be the Riviera again.
Stephanie asked for a separate, additional $5000 line item for marketing.
Copsey was asked about adding a calendar to the website.

Update from Tourism Entity – Visit Lake Geneva
Deanna Goodwin, Visit Lake Geneva Director, gave highlights from the January 2020 report. Winterfest was a huge success with 11 teams participating. Twenty-six downtown businesses displayed Ice Sculptures thanks to the Tourism grant. The bonfire on the beach was cancelled due to cold, and there were Hovercraft engine problems. There was even more media attention this year, and website views for Winterfest were up 15% from last year. Goodwin mentioned the Facebook scamming of the event. Unfortunately, the Boy Scouts did not offer hot beverages close to the Flat Iron Park location this year. Other vendors were permitted, though this might have posed a conflict with the established businesses on the streets of downtown Lake Geneva.
Visitor Center Activity will be reported with the February totals to reflect Winterfest.
Hotel occupancy was down for December as was expected due to the pandemic.
In the RFP Sales Report, Goodwin added the general category/contract type as suggested last month. The Properties Sourced column lists specific hotels that received the RFPS (not VISIT) directly from the event planners.

Update from Lake Geneva Business Improvement District (BID) None

Written financial update provided by City Comptroller
Chair Trilla highlighted that there is approximately $10,000 left for grants until the next quarter.

Walworth County Visitors Bureau Payment Schedule
Unofficial staff changes. No action.

Tourism Promotional Grant Program and Requests:
Grand Mission: Flow Fest No action.
Wisconsin Valley Media Group: Digital Marketing Campaign
Reviewed the updated and completed October 25, 2020 to January 24, 2021 data report. Ireland asked if the Commission would schedule discussion and create an RFP for future campaigns as suggested by Alderman Fesenmaier.
Baker House: Ice Bar
Their grant was re-submitted and revised to extend to March 6. Motion by Hedlund, second by Pirzada, to approve the grant for $2,000. Unanimously carried.
2nd Annual Pub and Grub Crawl – Lake Geneva Jaycees
They are moving the event earlier in the year to May 14 through 16. Last year's grant amount was $9300 though only $8800 expenses were submitted. Motion by Hedlund, second by Pirzada, to approve the new grant amount of $10,000 for marketing. Carried.
2021-2022 Off-Peak Riviera Promotion – Stephanie Copsey
November through April for room discounts NOT marketing efforts. Reimbursement will happen at the end of the cycle including a report evaluating the results of the promotion.
Motion by Pirzada, second by Hedlund, to approve up to $4692. Unanimously carried.
Youth Lacrosse Tournament – Lacrosse America
6th Annual sports competition on July 24 and 25 in Delavan. Detailed media and marketing plan – grant amount $8,000. Concerns and discussion centered on the hotels listed and location of the event. Motion by Fesenmaier, second by Hedlund, to continue to the March meeting. Unanimously carried.

Future meeting agenda items and next meeting date – set up parameters for sharing RFPs (from January); RFP for social media/eblast campaign for Riviera; Lacrosse America grant application
Monday, March 8 at 4:00 PM

Motion by Hedlund, second by Pirzada, to adjourn at 5:24 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier, Secretary

TOURISM COMMISSION MINUTES
Monday, March 8, 2021
COUNCIL CHAMBERS, CITY HALL

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

Roll Call
Present: Vice Chair Dana Trilla, Chair Brian Waspi (via GoToMeeting), Alderman Hedlund (appeared in person at 5:50 p.m.), 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 February 8, 2021
Pirzada moved to approve the February 8, 2021 minutes, second by Trilla. Unanimously carried.

Update from Stephanie Copsey, Independent Contractor for Tourism Commission, Meet at the Lake Promotional Activity
Copsey reviewed her written report from the packet highlighting the website analytics of a 39% increase of site visits over the previous month including 43 active inquires via email. The bounce rate of 53% is high but will be worked on in the coming month.
Copsey will add the 2018 with comptroller help on sales chart to give a pre-COVID comparison.

Update from Tourism Entity – Visit Lake Geneva
Deanna Goodwin, Visit Lake Geneva Director, presented her February 2021 report. VISIT is moving forward with Restaurant Week from April 24 to May 2, 2021. There will be continued consciousness regarding the Pandemic with take-out options and outdoor dining. Local restaurants are currently signing up to participate.
Concerts in the (Flat Iron) Park will return this year on Thursdays from July1 to August 12. Goodwin is reporting an optimistic return of the tourists as there is an uptick in planning as people become more comfortable with travel.
In October the Society for American Travel Writers will hold their convention in Milwaukee. Lake Geneva has been chosen as a tourist showcase that the SATW will visit.

Update from Lake Geneva Business Improvement District (BID)
Kristi Tarantino, Executive Director, gave a verbal report. There was a soft launch of a new event called First Fridays encouraging local shopping from 5:00 to 8:00 p.m. with in-store demonstrations and store specials. The plan is continue this all year with 30 businesses participating to date.
The annual Wine Walk will be held Sunday, May 9 from 1:00 to 4:00 p.m. The event was cancelled in 2020 due to COVID. It is a ticketed event for sample wine in downtown businesses.
BID is planning early for the annual Oktoberfest on October 9-10. In 2021 the event will be spread out across the downtown with NO street closures. Children's activities will be located in Flat Iron Park, Beer Garden, and Craft Fair.
Tourism Grant awarded in January 2020 still has outstanding receipts of approximately $200.

Written financial update provided by City Comptroller
Although money will not be moved into the Tourism section of the City Budget now until September, according to Karen Hall, there will be $100,000-$200,000 left unencumbered for the balance of this year.

Event Coordinator Marketing Budget for 2021
Copsey explained she splits the $5000 budget with the Lakefront Harbormaster. The marketing proposals were discussed from the packet page. Motion by Waspi, second by Pirzada, to grant Option 1 not to exceed $5000. Unanimously carried.

Walworth County Visitors Bureau Agreement
Board members Berlin, Crist, and Gaffey appeared before the Commission to encourage the signing of the proposed contract with the WCVB. There was some concern by Commissioners regarding the change in staff, but Board members gave their assurance that they were in the process of hiring which would not have a significant impact on the services in the agreement. Motion by Fesenmaier, second by Pirzada, to have the City Attorney complete the contract to share and for editing by Nord, Waspi, and Pirzada. Unanimously carried.

Tourism Promotional Grant Program and Requests:
Phlow Fest – Grand Mission
Reviewing the current application and new paper packet presented at the meeting, there is support for the event. Motion by Waspi, second by Trilla, to award $10,000 for website development. The understanding is Grand Mission will re-submit a complete application and show approved permits from the City for any additional funding. Carried.
Youth Lacrosse Tournament – Lacrosse America
6th Annual sports competition on July 24 and 25. With 75-90 teams participating and up to 5500 spectators, 95% will be arriving from out of the area. Motion by Pirzada, second by Waspi, to aware the $8,000 grant request. Their marketers are required to promote the complete list of City proper hotels, motels, and B&Bs **first** before extending promotion to accommodations outside the City limits. Unanimously carried.
Wisconsin Hotel and Lodging Association 2021 Conference and Trade Show – WH&LA
A detailed application was submitted and reviewed briefly. Motion by Waspi, second by Pirzada, to award $2400 as requested. Unanimously carried.
Riviera Ballroom Events – Mayor Klein
Mayor Klein submitted an application for a Riviera Events Office, Wall of History, and Big Band Events for $68,000. Due to time, motion by Fesenmaier, second by Pirzada, to continue to the April meeting with the understanding that each event will be submitted separately. Carried.

Due to lack of time, motion by Fesenmaier, second by Hedlund, to continue Item 13 Social Media RFP and Item 14 RFP Sharing Parameters. Unanimously carried.

Future meeting agenda items and next meeting date – Monday, April 12 at 4:00 PM

Motion by Fesenmaier, second by Pirzada, to adjourn at 5:24 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier, Secretary

TOURISM COMMISSION MINUTES
Monday, March 23, 2021 – SPECIAL Meeting
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 March 8, 2021
Pirzada moved to approve the March 8, 2021 minutes, second by Trilla. Unanimously carried.

Promotional Grant Requests for Two Events at the Riviera Ballroom – Mayor Klein
This item was continued from the March 8th meeting due to lack of time. The grant is actually 5 proposals not two as listed on the agenda. Klein explained the grant: Open House on July 15, Riviera Events Office, Wall of History, Big Band Events including the Glenn Miller Orchestra in August and a New Year's Eve Gala with music. Motion by Pirzada, second by Hedlund, to approve the $68,000 grant. Motion to amend by Fesenmaier to separate out and discuss each event separately. Motion has no second. Fesenmaier is concerned with the cost of the Big Band Events ($35,000). Klein explained that those events will raise money for the City; hoping for $150,000 profit although ticket prices have not been set yet. Fesenmaier also felt the Open House should be targeted for the residents who bore the cost of the Riviera renovations; advertising would be free then because the City has many avenues to communicate to the community about the Open House. Commissioners expressed support for the five events because they all will target visitors and potentially increase room stays. Motion passes: 4 in favor, 1 opposed.

Closed Session: Walworth County Visitors Bureau Agreement
Motion by Waspi, second by Trilla, to go into Closed Session at 4:25 p.m. including Mayor Klein, and two Board members from the Visitors Bureau. Unanimously carried by roll coll.

Motion by Waspi, second by Trilla, to return to Open Session at 4:50 p.m. Unanimously carried by roll call vote.
Motion by Hedlund, second by Waspi, to continue Item #6 to the May 10 meeting with an updated list of services and costs. Unanimously carried.

Future meeting agenda items and next meeting date – Monday, April 12 at 4:00 PM

Motion by Hedlund, second by Pirzada, to adjourn at 4:52 p.m. Carried.
Respectfully submitted, Alderman Fesenmaier, Secretary

TOURISM COMMISSION MINUTES
Monday, April 12, 2021 – SPECIAL Meeting
COUNCIL CHAMBERS, CITY HALL

Meeting was called to order by Chair Waspi at 4:07 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 March 8, 2021
The March 8 minutes were approved at the Special meeting on March 23. On the May agenda include approval of March 23 and April 12 meeting minutes.

Update from Stephanie Copsey, Independent Contractor for Tourism Commission, Meet at the Lake Promotional Activity
Copsey was pleased to inform the Commission that bookings are happening even without the in-person views by using the digital tour on the website. https://www.lakegenevariviera.com/
Stephanie was excited to announce a three-day conference in July sponsored by the Wisconsin DARE Association with attendance anticipated for 100 per day with overnight stays. There was discussion regarding hotel bookings and awareness by other businesses who might want to offer specials to the group. She promised to add a page to the website with general information as an announcement to the business community who can follow up with Copsey for specifics.
The amount of data reported continues to increase as suggestions are implemented from the Commissioners. Copsey reviewed the 2018 data added but explained that the renovations in the period had an impact. Suggested that she add an explanation under the chart.
May 1st will be the first wedding held since the Phase 2 remodeling.

Request for Proposals for Social Media and E-blast Campaign for Riviera
This item was moved up. Copsey reviewed the three-month campaign consisting of a Fall Getaway, Holiday Shopping, and Weddings. The campaign was funded through a separate grant. Copsey will use her judgement on continuing with outside companies for future campaigns using her Riviera budget rather than additional grant money or the RFP procedure. If the campaign was to run longer or be a permanent action, then the Commission would recommend going out for bid instead of using grant money for a more competitive price and quality control. No action taken.

Update from Tourism Entity – Visit Lake Geneva
They are meeting virtually on the third Tuesday of each month with the Visit partners.
Goodwin gave details about this year's Restaurant Week April 24 through May 2. There will be menus available, so patrons know what to expect at each restaurant. The Charity Check will now be split with one charity receiving $5000 and four charities $1000 each for a total of $9000.

Concerts in the Park will be held this year Thursdays July 1 through August 12. The July 15 date will be held in coordination with the Riviera Open House. Vendors set up in the park on those nights will be covered under one permit from Visit. Goodwin will submit vendor names weekly to the City for transparency and safety.
The Visitor Center will be open 7 days per week beginning Memorial Day.
According to recent studies, 80% of those surveyed plan to travel in the next 6 months. Of those, 70% want COVID conscious options for their experience. This is the year of the Road Trip, so VISIT is widening their marketing to 5-6 hours' drive time to capture potential tourists/travelers.

Update from Lake Geneva Business Improvement District (BID) – None

Written financial update provided by City Comptroller
Comptroller Hall handed out Room Tax Comparison sheet not included in the packet showing the 12-month periods in 2020 and 2021 with a positive variance of $22,385.58 (not including the room tax increase which will take effect in June).

Tourism Promotional Grant Program and Requests:
Lake Geneva Women's Weekend – Geneva Lake Women's Association
The Geneva Lake Women's Association has taken over the event this year. The event will be held on May 14 and May 15 which is the same weekend as the Jaycees Pub and Grub Crawl. There was discussion by the Commission regarding what the grant money's intended use. <u>Motion by Hedlund, second by Fesenmaier, to award $10,000 for the Women's Weekend event</u>. Although the grant amount is higher, the approval is given based on the marketing and advertising details in the application. <u>Unanimously carried</u>.
Spring Break Family Special – Canopy Tours
Eric Howden from Lake Geneva Canopy Tours dba Lake Geneva Ziplines and Adventures this mid-week event from March 22 to April 30. Discussion centered around whether this was an event or actually a business promotion especially due to the lateness of the application. <u>Motion by Pirzada, second by Hedlund, to reimburse marketing receipts from March 22 to April 30, 2021, up to $3000. Carried</u>.
Star Parties – GLAS Education
Adam McCulloch joined via GoToMeeting to explain the four events comprising the request: June Summer Equinox - Big Foot Park location cancelled due to COVID attendance limits, working on an alternate venue; July – Dunn Field; August Perseid Meteor Shower – Geneva Cruise Line; and September Autumnal Equinox – Library Park. It was noted that the original application page was missing from the packet but the supporting pages contained enough detail. <u>Motion by Pirzada, second by Hedlund, to approve $4700 grant. Unanimously carried</u>.

Parameters for Sharing Event RFPs with City Hotels
Deanna Goodwin explained that Visit cannot give out specific RFP information but is now including an RFP section in her report. Commissioner Pirzada was concerned with the lack of smaller hotels are excluded from the offerings. Goodwin said that the event planner not Visit decides which facilities to select for the RFP.
It was pointed out that Stephanie Copsey in her work with Riviera bookings uses a different process for soliciting hotel stays.

Future meeting agenda items and next meeting date – Monday, May 10 at 4:00 PM
Agenda items for May: minutes from Special March 23 meeting and April 12 meeting; Walworth County Visitors and Convention Bureau contract; review and revise grant application for date of submission (i.e. first Wednesday of the month), parameters (i.e. City limits, marketing costs), and sample applications.

Motion by Trilla, second by Hedlund, to adjourn at 5:43 p.m. Carried.
Respectfully submitted,
Alderman Fesenmaier, Secretary

TOURISM COMMISSION MINUTES
Monday, May 10, 2021
COUNCIL CHAMBERS, CITY HALL

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

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

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

Approval of Tourism Commission minutes from March 23 and April 12, 2021
Motion by Hedlund, second by Pirzada, to approve the Special Meeting minutes of March 23, 2021. Unanimously carried.
Motion by Pirzada, second by Hedlund, to approve the regular meeting minutes of April 12, 2021. Unanimously carried.

Update from Stephanie Copsey, Independent Contractor for Tourism Commission, Meet at the Lake Promotional Activity
No verbal report due to Copsey's absence. Chair Waspi highlighted items from the written report: the off-peak promo has begun for social media and targeted emails running through the end of May. The DARE convention contract has been signed; awaiting their deposit. It is not clear how restaurants and hotels will be notified of the event to plan for potential extra capacity.

Update from Tourism Entity – Visit Lake Geneva
Goodwin was happy to announce that the Partner monthly meetings will be held in person beginning in June at The Cove (with a rotation of location each month). MSI General will be present to answer questions about the final renovations of the Riviera Building. There is a Ribbon Cutting ceremony at Wicked Poke Hut, 120 Broad Street, on May 12th for their grand opening at 10:30 a.m.
Concert in the Park this year will run Thursdays 6 to 8 p.m. from July 1 through August 12, 2021, including a special event in coordination with the Mayor's Open House at the Riviera on July 15.
Visit's marketing will be expanded to 6-hour drives due to data that suggests people will be travelling regionally to shorter distances.

Update from Lake Geneva Business Improvement District (BID) – Kristi Tarantino gave a verbal report. The BID held their third First Friday shop late local. There are 40 downtown shops participating with flags on their businesses indicating their participation.
The Wine Walk on Sunday, May 23rd from 1 to 4 p.m. is sold out already at 500 tickets. The event includes entertain in Flat Iron Park from 4 to 6 p.m. City hotel links will be advertised on the BID website. https://www.streetsoflakegeneva.com/

The newest event is a Summer Sunday Concert Series in Flat Iron Park from 6 to 8 p.m. July 11 through August 8. No food will be served in an effort to encourage restaurant dining and shopping downtown.
They are planning Oktoberfest already encouraging participation citywide at all hotels, businesses, and restaurants. A children's area will be set up in Flat Iron Park with activities plus Craft Fair in Library Park. The Beer Garden will be spread across the downtown. New this year is a possible event at the Riviera and extending the full Oktoberfest celebration into Monday. Commissioners are hoping for written monthly reports in the future.

Written financial update provided by City Comptroller
Chair Waspi highlighted the almost $380,000 outstanding grants outstanding. The room tax increase will be in effect on June 1st which will be reflected in the 3rd quarter distribution to the Tourism Commission. There is a $306,000 unencumbered balance to date. Comptroller Hall has stepped up her report by including a chart of month-to-month Room Tax Comparisons including a column of short-term rental revenues captured.

Walworth County Visitor and Convention Bureau – 2-year Contract Discussion/Action
Tim Malenock was introduced as the new Executive Director. Discussion centered on the timing of the agreement and the revised group marketing budget presented. There was no action taken with the understanding that the last approval by the Commission created an agreement for a contract for services for $90,000 each of two years expiring December 31, 2022. Chair Waspi suggested that the Visitor Bureau present the contract to the City Attorney for his review.

Tourism Promotional Grant Program and Requests:
Oktoberfest – Business Improvement District
Kristi Tarantino presented the grant application for the 2021 Oktoberfest. The information presented was stellar and detailed. Motion by Fesenmaier, second by Pirzada, to approve $12,000 for the marketing portion not the $16,500 as listed on the first page of the application. Unanimously carried.

Review and Revise Tourism Grant Application
Commissioners quickly reviewed the partial information in the packet. The actual application needs to be included in the materials. Due to lack of time, the discussion/action regarding submission deadline, parameters for approval, and application form will be continued to the June meeting including printed recommendations from the City Administrator introduced by Alderman Hedlund.

Future meeting agenda items and next meeting date – Monday, June 14 at 4:00 PM
Agenda items for June: Tourism Grant application; communicating events to hotels, restaurants, and shops

Motion by Hedlund, second by Trilla, to adjourn at 5:55 p.m. Carried.
Respectfully submitted,
Alderman Fesenmaier, Secretary

RIVIERA AD HOC COMMITEE MINUTES
MONDAY, January 14, 2021 – 4:30 PM
City Council Chambers, City Hall

Meeting was called to order by Mayor Klein at 4:34 p.m.

Roll Call
Present: Mayor Klein, Alderman Tim Dunn, Alderman Mary Jo Fesenmaier, Caroll Pearson, Fred Gahl (arrives 4:40), Janet Ewing, Grace Eckland, Dave Desimone.
Absent: Grace Hanny Quorum present.
Others in attendance: City Administrator Dave Nord; Nancy Mooney Buske and Jay Craig, MSI

Interior Finish – Updated Items
Nancy Mooney Buske from MSI presented the power point again with updates.
Ballroom (page 15): sconce choices for the double columns and wing walls in the corners. Motion by Eckland, second by Mayor Klein, to select Option 1 Hudson Valley Abington 2-light sconce. Further discussion regarding matching the center chandelier led to an amendment. Motion to amend by Eckland, second by Mayor Klein, to substitute Option 2 Danbury. Unanimously carried. Main motion as amended, passed unanimously also by voice vote.

Reception desk and bar (page 14): toe-kick on the bottom will be a carbon black.

Second Floor Women's Restroom (page 16): toilet partitions will now be white rather than linen. Fesenmaier suggested oval mirrors to break up the many rectangular shapes. There was discussion on including hooks for purses, a hidden garbage can in the counter, location and number of hand dryers, paper towel holders, and soap dispensers.
Motion by Mayor Klein, second by Desimone, to select Kichler Ashland Bay polished nickel lights above the sinks. Unanimously carried.
Motion by Eckland, second by Pearson, to select Corian Quartz Calcutta Natura countertops. Unanimously carried.
Second Floor Men's Restroom: Motion by Pearson, second by Eckland, to select Option 3 Kichler Ashland Bay polished nickel sink lights. Unanimously carried. Eckland departs meeting.
Fesenmaier asked Buske to date each page of the packet that will be presented to the City Council on Monday with the updates for clarity.
Mayor suggested Buske bring all samples to the Council meeting also.

First Floor Window Color
Jay Craig, MSI, explained the first floor window color miscommunication between Winco and Ackman Glass. The companies assumed that because the first floor window size was remaining the same that the best practice of keeping the whole building window colors matching was sensible but not confirmed with MSI. Committee was asked to choose between white windows which would be ready on schedule as the materials had already been ordered or to proceed with the brown as previously recommended but which would not be available until later in the timeline (third week in March). Craig affirmed that there is no additional cost to the City, that the delay is the risk. The mayor indicated that the opening dates for the first floor businesses was not included in the approved leases yet, so there is flexibility on that end. Motion by Gahl, second by Dunn, to select sage brown windows for the first floor. Roll call – carried unanimously.

Next meeting date – TBD

Motion by Fesenmaier, second by Gahl, to adjourn at 5:30 p.m. Carried.
Respectfully submitted, Alderman Fesenmaier

RIVIERA AD HOC COMMITEE MINUTES
TUESDAY, February 23, 2021 – 6:30 PM
City Council Chambers, City Hall

Meeting was called to order by Mayor Klein at 6:35 p.m.

Roll Call
Present: Mayor Klein, Alderman Tim Dunn, Alderman Mary Jo Fesenmaier, Caroll Pearson, Janet Ewing, Grace Eckland. **Absent:** Fred Gahl, Dave Desimone
Quorum present. Others in attendance: City Administrator Dave Nord; Alderman Yunker; Nancy Mooney Buske, MSI

Comments from the Public: none

Approval of January 20, 2021, minutes
Motion by Mayor Klein, second by Alderman Dunn, to approve the minutes of the January 20, 2021, meeting. Unanimously carried.

Riviera Ballroom Interior Sconce Fixtures
Nancy Mooney Buske from MSI alternative lighting fixtures for the Riviera Ballroom columns due to manufacturer limited quantities of the Committee's first choice selection, Hudson Valley Danbury. Members reviewed a dozen fixtures presented by Nancy and discussed size and style. Motion by Klein, second by Dunn, to select #3862 as the first option for replacement. Unanimously carried. Motion by Pearson, second by Eckland, to select #2702 as the second option. Unanimously carried.

Ballroom Events and Open House

Open House date selected for Thursday, July 15th. Details to follow.
The mayor presented information about the Glenn Miller Orchestra and other options for event entertain to celebrate the renovation of the Riviera.
Glenn Miller Orchestra will be available in our area at the end of August. Pricing is around $8000. For a New Year's Eve event, pricing would be $25,000 to $35,000 not including overnight accommodations at a city hotel or B&B. Also mentioned were the Lake Geneva Orchestra, Tony Marin Symphony Orchestra, Swing Nouveau from Milwaukee, and the Badger High School Swing Band. Pearson encouraged the group to keep in mind the demographics that the event is trying to draw.
Mayor Klein reminded members that the Riviera building was completed at the end of August in 1932. She also mentioned that there is internal staff discussion of allowing groups who rent or sponsor an event at the Riviera to reserve 25-30 parking spots in the parking lots on Center Street in Flat Iron Park for $500.
Motion by Hanny, second by Ewing, to proceed with investigating a date for the Glenn Miller Orchestra Saturday, August 28th. Unanimously carried.
Motion by Fesenmaier, second by Hanny, to secure the Riviera Ballroom on New Year's Eve for a community celebration/event. Unanimously carried.

Next meeting date – TBD

Motion by Fesenmaier, second by Ewing, to adjourn at 7:48 p.m. Carried.
Respectfully submitted, Alderman Fesenmaier

Ad Hoc Communications Committee
Wednesday, January 20, 2021 – 6:30 PM
City Hall, Council Chambers
Minutes

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 6:31 p.m.

2. Roll Call – Fesenmaier, Flower, Fairbanks, and Quinn present. Sibbing excused.

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 December 16, 2020, and January 8, 2021
   Motion by Fairbanks and seconded by Fesenmaier to approve the Dec 16 minutes
   Motion by Quinn and seconded by Fairbanks to approve Jan 6th minutes.
   Both approved unanimously.

5. Discussion/Recommendation regarding Portal system to assist residents/taxpayers in accessing City services and information (Rotondi) example: https://gogovapps.com/
   Goal…make easier for public to engage in conversations. Continue to next meeting.

6. Discussion/Recommendation regarding City e-newsletter (City Administrator Nord per October 29 Committee minutes)
   Revisit later if it aligns with our new goals.

7. Report from City Administrator Nord regarding flow of communications from Committees, Council, and Public (continued from October)
   Small group reviewed flow and determined that adding staff perspectives was needed.

Discussion followed. Group determined the gathering of additional information from staff, as well as community members was out of scope for this committee.

8. Discussion/recommendation for a community engagement event set for Jan. 24
   Kristen Stone will narrate. Script will be finalized by Mary Jo, Dieder and Stone. Committee will review if time allows. Launch scheduled for Sunday the 24th.

9. Draft Committee goals and outcomes (October minutes) see above
   Draft goals were reviewed and edited. See attached.
   Discussed. Link to technology review and portal were within scope of updated goals.
   Motion by Quinn and seconded by Fairbanks to adopt goals for the committee.

10. Discussion/Recommendation for Technology Plan (Ald. Flower)
    Could have an external entity review how technology infrastructure and how it works. Include in goal one.
11. Updates
    a) Announcements for Geneva Shore Report and Regional News (Sibbing/Nord)
    b) Cell Towers (Nord)
    c) Nixel and Website (Rotundi)
12. Future agenda items – Use goals to frame agendas moving forward.
    Mary Jo will request data on Website and FB and Nixel usage for committees review in February.
13. Set next meeting dates: Wednesday, February 17, 2021
14. Adjourn –Motion to adjourn Fairbanks moved and Flower seconded. Passed unanimously. Adjourned at 8:01

Minutes submitted by C. Quinn

Ad Hoc Communications Committee

Wednesday, February 17, 2021 – 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 6:34

2. Roll Call Fesenmaier, Sibbing, Fairbanks

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. None

4. Approval of previous meeting minutes from January 20, 2021 Motion to approve by Fairbanks, seconded by Sibbing. Motion passed 3-0

5. Review Goals- 2 Main goals Increase communication tools, Vimeo etc.

   User friendly

   Engage Citizens thru evets, at least 3 community engagements

   - newsletter- MF, Use Constant Contact or similar to communicate

· newspaper announcements - MS, have Clerk send newsletter to newspapers for efficiency.

· Flow of Communication - Subcommittee To be continued when CQ, CF return

· Analytics from website, Facebook, Instagram, Vimeo, YouTube, Nixel-MF, 302 Riviera views in 3wks, should FLR review monthly? Nixel had a glitch. Check Youtube On Riviera for next time. MS, way to check last viewing?

· Technology Plan (Alderman Flower) -To be continued

6. Review of first Community Engagement Event and survey results-All agreed video well done, survey shows how people got the video. 34 responses, MF suggest respondents may be interested in Riviera involvement.

7. Discussion/Recommendation for Future Engagement Events-to be continued

8. Discussion of Citizen Engagement Strategies for Local Governments-MF, streamline citizens action forms online, vs staff

9. Discussion/recommendation for Communications Committee FLR (current), separate Communications Committee, other Future of Ad Hoc Committee - MS suggest making a full Communications Committee, MF June end of Ad Hoc with more to do, suggest continuing as a committee. Wait to discuss with other members.

10. Future agenda items MS suggested an agenda item added to address survey respondents. MF suggested folding into Engagement events, using friends groups. Targeted surveys with 1 or 2 questions, CQ may have ideas. Keep same agenda for next meeting.

11. Set next meeting date: Wednesday, March 17, 2021 Agreed

12. Adjourn Motion to adjourn Fairbanks, seconded by Sibbing. Passed 3-0

Ad Hoc Communications Committee
Wednesday, March 17, 2021 – 6:30 PM
City Hall, Council Chambers

<u>Committee Members</u> – 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
2. Roll Call – All members were present.
3. Comments from the public as allowed by Wis. Stats. 19.84(2), No comments
4. Minutes from the February 17, 2021 meeting were approved. Jay Fairbanks moved, and Mary Sibbing seconded. Passed unanimously.
5. Discussion/recommendation for Communications Committee
   Group discussed the history of the Committee and what the future opportunity could be. The group will draft a case statement to seek support of the City Council for continuation. Mary and Christine will bring a draft to the next meeting.
   Mary and Christine will draft the case….
6. Review Goals - Reviewed two main goals.
   Group reviewed goals and discussed the data that would need to be reviewed.
   Jay and Cindy will draft a simple dashboard on website usage from data run by Amanda.
   Additional data could be gathered from some of the following:
   Twitter, Nixel, circulation by area media sources for comparisons

7. Review of first Community Engagement Event and survey results –

   Usage of the event survey information will be discussed at the April meeting. (See February meeting packet.)

8. Discussion/Recommendation for Future Engagement Events –
   Discussion – Some topics identified in the survey. Possibly a summer event.
   Discussion to continue at next meeting.
9. Discussion of Citizen Engagement Strategies for Local Governments
   Look at for part of our case statement…

10. Future agenda items –

    #5 – Recommendation for continuation of the Communications Committee to be finalized.

    #7 – Review information from surveys and identify next steps.

    #8 – Discussion/Recommendation for future engagement event

11. Set next meeting date: Wednesday, April 21, 2021
12. Meeting adjourned via motion by Christine Quinn and second by Mary Sibbling at 7:41 p.m.

Ad Hoc Communications Committee (AHCC)
Wednesday, April 21, 2021 – 6:30 PM
City Hall, Council Chambers
Minutes

<u>Committee Members</u> – 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 6:40 p.m.
2. Roll Call – Mary Sibbing excused; All others 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 March 17, 2021 – J. Fairbanks moved and C. Flower second. Motion carried.
5. Discussion/recommendation for future of Communications Committee
Reviewed draft (see updated draft attached) Discussion…. continue ad hoc or request permanence. Discussion reviewed work to date and community needs. Engagement of residents is critical as is the need to provide intentional outreach using a variety of methods. Suggestion to frame goals into an ordinance. Quinn to draft into ordinance language like FLR. For FLR meeting on May 4th.
Motion: To advance a request to make the AHCC permanent to meeting of FLR scheduled on May 4th.
C. Quinn moved, J. Fairbanks seconded. Motion carried.
6. Review of first Community Engagement Event and survey results
- Survey results were discussed. The video had 300 views and the survey had 36 respondents.
- Utilization of different forms of social media discussed. Creation of a dashboard to monitor key metrics was discussed. J. Fairbanks will draft an initial dashboard.

7. Discussion/Recommendation for Future Engagement Events

* Neighborhood Issues…
* Get feedback what concerns people.
* Summer…. face to face…. Get out social media plus radio…Possibly use a survey for input on what neighborhood issues are most pertinent to community members. Topic to be continued next month. Quinn and Sibbing will draft recommendations on Topic/Timing/Format

8. Future agenda items –

* Future of Communication Committee
*Dashboard review
* Future Engagement Event

9. Set next meeting date: Wednesday, May 19, 2021

10. Adjourn – C. Quinn moved to adjourn…J. Fairbanks second. Motion passed.

Meeting adjourned at 8:11 p.m.

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING
Wednesday, January 6– 9:00 am
Harbor Shores, Lighthouse Room
300 Wrigley Drive, Lake Geneva, WI 53147

AGENDA

1. **Call to order**

2. **Roll Call: Dimitri Anagnos, Beth, Laura Thompson, Shari Straube, Spyro Condos, Kristi Tarantino, Kevin Hermann**

3. **Approval of minutes from last meeting**
   Unanimous vote. All in attendance voted YES.

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**

5. **City News and Mayor Klein Update:** January 24th, History of the Riviera. The Mayor had great ideas for new events such as "Cabin Fever" & "Snow man contest", "Winter golf Tournament" "Baggo Tournament" that are being looked into.

6. **Snow Removal:** The committee presented ideas to the public works for a solution and both organizations should work together to come up with a good plan. The city council has the power to change this. Snow should be plowed to middle and removed. Clearing is of utmost importance and it is aligned with the ADA act. To be continued. Snow plowing has been better.

7. **Appearance of Event Director, Kristi Tarantino**: Cocoa Crawl update. Planning moving along. We have a very good turn out so far. Looking into the feasibility of a Ski Show in the summer in Downtown Lake Geneva.

8. **Appearance of VISIT Lake Geneva:** Deanna presented the Room Occupancy report and the status of the market for the past month. Occupancy rates a still down from the pandemic but they were up over the summer. Deanna discussed Winterfest and the Ice Sculpture walk that the BID partakes in.

9. **Other Business:**. Elected new officers

   Speedo, Pres

Laura, VP
Beth, Sec
Dimitir, Treasure

Motion second for all officers

10. **Pay Bills:** Outstanding bills were signed by three parties and processed.

11. Set Next Meeting date: February 3, at 9:00am

12. Adjourn

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING
Wednesday, April 14th -- 9:00 am
Harbor Shores, Lighthouse Room
300 Wrigley Drive, Lake Geneva, WI 53147

Minutes

1. **Call to order**

2. **Roll Call: Dimitri Anagnos, Laura Thompson, Spyro Condos, Beth Tumas, TR**

3. **Approval of minutes from last meeting:** Unanimous vote. All in attendance voted YES.

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**

5. **City News and Mayor Klein Update** - No Update

6. **Appearance of VISIT Lake Geneva – No Update**

7. **Appearance of tourism board – No Update**

8. **Pop up discussion** decided to table the discussion until next meeting. Dimitri 1st, TR 2nd. All in favor.

9. **Approval of financials** Approval of Financials, All in favor. Discussion as this is the first time in a long time the books are in the black.

10. **New board members suggestions -** Two new board members will be at the next meeting. Jeanine of Harbor Shores and Althea from Pirates Cove

11. **Vote on Flowers** Treasure Hut will provide the flowers for the summer season. TR 1st, Beth 2nd, all in favor. Mums were decided on for the fall. $5080 is the cost, They need to be planted soon, this saves us money. Speedo 1st, TR 2nd. All in favor.

12. **Other Business -** The Board would like to create an official plan of what the BID is. This is to be on the next agenda. Discussion on Octoberfest vs. fall fest, maybe combine the two ideas and make it a September – November promotion. Laura will start working on banners for the event. Tabled more discussion until the next meeting.

13. **Pay Bills** Outstanding bills were signed by three parties and processed. Pay $300 phone bill (cell phone no longer active). Pay Storage annual fee of $785 which saves money. Dimitri 1st, TR 2nd. All approve.

14. **Set Next Meeting date: May 5th at 9am**

15. **Adjourn**

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING
Wednesday, May 5th -- 9:00 am
Harbor Shores, Lighthouse Room
300 Wrigley Drive, Lake Geneva, WI 53147

Minutes

1. **Call to order:** 1st by TR 2nd by Speedo

2. **Roll Call:** Dimitri Anagnos, Laura Thompson, Spyro Condos, Beth Tumas, TR, Shari Straube and Jeannie

3. **Approval of minutes from last meeting :** All Approve

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**

    a. Roger Wolf brought up concerns of the trash and debris being left after bar time in the alleys. Many area businesses are concerned and want help monitoring the area.
    b. Jim Strauss requested the BID consider endorsing his "When in doubt vaccinate" program
    c. Dave Nord asked if you see businesses dumping illegal waste into sewers to please call the police asap.

5. **City News and Mayor Klein Update** : Dave Nord reported that The Riviera is giving keys to tenants May 14. The first wedding was held and was good. The Riviera Project is doing well and near on time for completion.

6. **Appearance of Event Director, Kristi Tarantino, First Friday flag approval, Wine Walk update, Oktoberfest update, Lake Geneva LIVE**
    a. Grant request in for Lake Geneva LIVE. Dimitri met with Chris of House of Music
    b. Gage Boat tour May 18 and 19
    c. Request to print map and materials for 1st Fridays. Beth motioned, TR 2nd. All approve.
    d. Wine Walk 27 businesses participating, two sponsors The Bottle Zop and LG Zipline. Walk is sold out at 525 participants
    e. Motion to approve paying for the 1st Friday Flags 1st by TR. 2nd by Laura
    f. Summer Concert Series permits have been obtained. July 11- August 8 Music at Flat Iron 6:30-8:30pm. Music is booked

7. **Appearance of VISIT Lake Geneva**
    a. Restaurant Week had 25 restaurants participating.
    b. Concerts in the Park July 1 – Aug 12

c. Christmas Parade on track to be held

8. **Appearance of tourism board:** NA

9. **Pop up discussion :**

    a. 16.5K grant for marketing
    b. Have many activities in town
    c. 2022 Plan for BID sub committee formed TR, Kristi and Dimitri
    d. Laura and Dimitri to work on Fall Banners
    e. Further discussion Tabled until next meeting

10. **Vote on Flowers:** Approved by all

11. **Approval of financials**

12. **New board members suggestions and Welcome Janine from Harbor Shores**

13. **Other Business**

14. **Pay Bills**

15. **Set Next Meeting date: June 2nd at 9am**

16. **Adjourn**

Proposal for City of Lake Geneva Sustainability Committee

With the approval of the 2020 Comprehensive Plan the City agreed to develop a Municipal Sustainability Plan. The intention is to promote options for improving energy-efficiency and sustainability of municipal operations and development, protection of our natural waters and resources.

This paragraph and outline from the Plan (on page 127*) held the basic components:

The City of Lake Geneva acknowledges the importance and interconnectedness of the economic, social, and environmental health of the community. The City intends to explore the development of a sustainability plan to develop options for improving energy-efficiency and sustainability of municipal operations. Components of such a plan could be similar to those currently being implemented in other communities (see side bar). An example of sustainable practices may extend to altering the City's purchasing process to promote "green purchases (e.g. not always low bid) or establish sustainable construction standards for municipal facilities.

POTENTIAL COMPONENTS OF COMMUNITY SUSTAINABILITY PLAN

- Sustainability vision
- Summary of existing sustainability efforts
- Guiding principals
- Inventory of current conditions
- Sustainability strategy Short-term and long-term goals, objectives, policies, programs, and action recommendations for each sustainability component
- Community education and participation plan
- Implementation plan
- Matrix for measuring progress

The Plan provided a blueprint for meeting the goals through practical policies that will preserve our environment, create jobs and maintain the City's high quality of life. Following is a partial list of the recommendations throughout the Plan:

p4 Land Use Recommendations / Adopt incentives for green practices such as sustainable design and materials, use of alternative energy, and LEED/net-zero energy practices

p4 Utilities and Community Facilities Recommendations / Consider developing a detailed Sustainability Plan to support and strengthen the City's current sustainability initiatives.

p29 Agricultural Resource Recommendation / Promote efficient and well-planned City and Town development to preserve farmland, / Promote the use of local foods

p31 Agricultural Resource Recommendation (Policies) / Promote sustainability through a local and regional foods movement and reserving areas for food production and processing, / Encourage agricultural-related industry, such as specialized food product manufacturing, in the City as a means to support the economic health of both the City and agricultural areas.

p37 Natural Resource Recommendations / Improve water quality by protecting Geneva Lake and its watershed, / Advance stormwater best management practices, / Consider establishing a greenbelt corridor through a public-private partnership, / Encourage the construction of "green" buildings and promote energy efficiency, / Prioritize Sustainability and Climate Adaption and Resiliency Planning

NOTE: There is a long list of detailed recommendations in this section for achieving the above list p77 Land Use Goals, Objectives, and Policies / Promote a future development pattern that contains a sustainable mix of land uses to serve the needs of a diverse City population and business community, / Support land uses and development designs that help to enhance Lake Geneva's identity and a sustainable future

p86 Land Use Goals, Objectives, and Policies / Encourage environmentally sustainable site and building design, including stormwater best management practices, the use of passive solar energy, and the integration of alternative transportation networks and green spaces.

p112 Explore Alternative Transportation Options / The City will work with the County and other transportation providers to explore alternative transportation options to reduce the number of cars in the City and support a practical shift towards sustainable mobility and away from automobile dependency

This purpose of this proposed committee is to follow through on the Comprehensive Plan, make recommendations to achieve the goals, and follow through to assure that the Plan's objectives are met.

* all page numbers are as printed on the page, not the PDF page number

Presented to Finance, License, and Regulation at the May 4, 2021, meeting.

Sustainable Janesville Committee

The Sustainable Janesville Committee's purpose shall be to advise the City Administration and the City Council on issues of environmental sustainability. They shall collect public input on sustainability issues, examine potential sustainability initiatives and provide recommendations related to environmental sustainability to the City Administration and the City Council. The committee will be a centralized point of contact for all environmental and sustainability related items within the organization and the community.

- View other Commissions, Boards and Committees (/government/boards-commissions-committees)
- Volunteer for this Committee (/government/boards-commissions-committees/volunteering-for-a-board-commission-or-committee) (/government/public-meeting-materials-videos)
- View committee materials (/government/public-meeting-materials-videos) (/government/public-meeting-materials-videos)

Desirable Characteristics and Qualifications for Committee Members (per staff liaison)

- Willingness to research, and glean insight from, a broad range of sustainability efforts initiated by other municipalities
- Event coordination/project management experience

Number of Members

8 Members:
Council Members (1)
Citizen Members (7)

Members

Steven Aurit

Joshua Erdman

Owen Landers

Eileen Newcomer

Jim Poad

Tai Thompson

James Zumstein

Susan Johnson, Councilmember

Term of Office

Council Member (1 year)
Citizen Members (2 years)

Commencement of Term

First Monday of May each year

Appointment by Whom

Council Member by Council President

Citizen Members by Council President

The Council President will take into consideration the recommendations of the Advisory Committee on Appointments when appointing citizen members to this committee.

Approval or Confirmation By...

Common Council

Residency Requirements of Citizen Members

Council Policy 86 indicates preference for residents, non-residents that own a business in Janesville or non-residents that own property in Janesville, but non-residents may be appointed. In addition, no more than 30% of the committee's membership may be non-residents.

Duties & Responsibilities

To collect public input on sustainability issues, examine potential sustainability initiatives and provide sustainability related recommendations to the City Administration and the City Council.

To What Authority They Report

Council President and City Manager

When Meetings are Held

Third Tuesday of each month

Who Calls Meetings

Chairperson

Responsibility for Minutes

Operations Division

Location of Minutes Filed

Operations Division

Sustainability Resources:

WDNR - Home Composting (https://stagec1.visioninternet.net/home/showdocument?id=8950)

WDNR - What Materials Should I Compost? (https://stagec1.visioninternet.net/home/showdocument?id=8952)

Bee-ing a Good Neighbor - Beekeeping Practices and City Ordinance Requirements (https://stagec1.visioninternet.net/home/showdocument?id=8954)