COMMITTEE OF THE WHOLE
MONDAY, AUGUST 2, 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. Yunker
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. Avian Committee, Alderperson Flower

i. Tourism Commission, Alderpersons Hedlund & Fesenmaier

7. **<u>COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.</u>** 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. Adjourn

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

cc: Aldermen, Mayor, Administrator, Attorney, Media

COMMITTEE OF THE WHOLE MINUTES
MONDAY, 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

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

Pledge of Allegiance – Ald. Hedlund

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

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.

Ruth Monico-1625 Lake Shore Dr-spoke about ER-1 Zoning District in regards to the long term health of the Lake, and thanked the Council for referring the issue back to the Plan Commission for further review.

Mary Jo Fesenmaier 1085 S Lake Shore Dr-spoke on the importance of the Committee of the Whole meetings, and hopes to hold them more often.

Mayor Charlene Klein-provided a brief update on Riviera construction, bookings, and rate increases. July 15, 2021 is Lake Geneva Day, which will include an open house and dedication ceremony at the Riviera, and a free concert in Flat Iron Park.

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 Fesenmaier gave an update on topics to be discussed including a Donation Policy, stimulus money, and the budget.

Personnel Committee

Alderperson Hedlund gave and update including the possibility of a compensation study for pay structure for City Staff. Further discussion was had about yearly reviews and the plan for the proposed compensation study.

Public Works Committee

Alderperson Flower gave an update on topics including the 2020 & 2021 street improvement programs, sidewalks, the 2022 street improvement program RFP, tubular markers, the bike path plowing policy, and parking.

Discussion on how the City selects sidewalks for improvements ensues.

Piers, Harbors, & Lakefront Committee

Alderperson Yunker gave on update on the boat slips/buoy, revenue from the beach, and Riviera bookings.

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 gave an update on topics including the Water Safety Patrol radio communication, sanitary sewer, and staffing.

Tree Board

Alderperson Halverson spoke on the Tree Board holding the May Day Event.

Police & Fire Commission

Alderperson Yunker gave an update including the purchase of a pumper truck, and stated that the new air boat has been paid off and was put in the water last week.

Plan Commission

Mayor Klein gave a report in Alderperson Dunn's absence, stating that the Commission has ambitious agendas every month. The ER-1 zoning issue has been prominent, and a myriad of projects, both commercial and private, are in the works.

Board of Park Commissioners

Alderperson Fesenmaier gave an update on topics including the survey on the City's website, an open house for the Park and Open Space plan scheduled at the end of the month, and the TAP Grant for the South St trail.

Further discussion continued about the Disc Golf bridge repair and the TAP Grant.

Library Board

Alderperson Halverson gave an update stating the renovation of the Library will all be done at once, so they are looking for places to set out the books beginning in July.

Historic Preservation Commission

Mayor Klein spoke about the Commission giving a plaque to the Riviera for dedication at the open house on July 15th.

Cemetery Board

Has been disbanded-no update

Avian Committee

Alderperson Flower gave an update regarding the Purple Martins as well as the success of the Migratory Bird Day events in May; including a Bird Walk and the Storybook Trail in Four Seasons.

Discussion on the Four Seasons sign being moved closer to the road.

Tourism Commission

Alderperson Hedlund reported that the Commission has been receiving grant requests, and that it will have more money once the room tax is raised. Other topics in the updated include a contract with the Walworth County Visitor's Bureau, hotel revenue, and a new grant application packet being in the works, with the hope to simplify the process.

Riviera Ad Hoc Restoration Committee

Mayor spoke and congratulated the Committee for completing the project successfully in record time. The Committee has accomplished its goals and officially disbanded.

Further discussion took place regarding the disco ball from the Riviera Ballroom.

Communications Ad Hoc Committee

Alderperson Fesenmaier reported on suggestions from the Committee including a newsletter from the Administrator, community engagement events, and a YouTube channel for the City. Recommendation for committee permanence did not pass when brought to FLR, so the Committee will disband.

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 Halverson gave an update on recent action including the creation of a summer media press kit to entice media visits to Lake Geneva, Restaurant Week, the Storybook Trail launch, a visit from Congressman Steil, and a partnership with the WI Chamber of Commerce on a marketing campaign about labor shortage directed toward recent college grads with the goal of keeping them in their home state.

Geneva Lake Museum, Alderperson Dunn

No update given.

Lake Geneva Economic Development Corporation

Alderperson Hedlund spoke on recent activity such as the sale of largest portion of property by bypass, and the approval of a building construction on Geneva Pkwy.

Geneva Lake Environmental Agency, Alderperson Fesenmaier

Alderperson Fesenmaier gave an update on the Clean Boats Clean Waters Program funded by GLEA, the CD3 boat cleaning machine regarding its schedule which is up on the GLEA website, a position statement concerning starry stonewort, the hiring of a new director sometime soon, the review of the uniform agreement, the placement of the CD3 machine while in Lake Geneva, and the use of an app for boat launch fee collection.

Further questions and discussion ensued regarding the CD3 machine.

Geneva Lakes Family YMCA, Alderperson Straube

No update given.

Geneva Lake Use Committee, Alderperson Dunn

No update given.

Business Improvement District, Alderperson Straube

Mayor gave an update on BID activity including the concert series at Flat Iron Park on Sunday nights this summer, Oktoberfest planning, and the ongoing 1st Friday program.

Discussion regarding the formation of an Ad Hoc Sustainability Committee

It was requested that this item be pushed back until August or September.

Adjourn

Motion by Halverson to adjourn, second by Hedlund. Motion carried unanimously. Committee adjourned at 6:54pm

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, JUNE 1, 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 May 18, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding the Original Reserve "Class B" Intoxicating Liquor license and Class "B" Fermented Malt Beverage license application filed by Lake Geneva Egg Harbor LLC d/b/a Egg Harbor Cafe, Agent, Adeline Buffa, located at 827 Main St, Lake Geneva
Motion by Howell to approve, no second was offered. Motion failed for a lack of second.

Clerk Kropf explained that this is the last reserve "Class B" intoxicating liquor license remaining for the City. No further committee discussion occurred.

Motion by Howell to refer to Council without recommendation, second by Yunker. Motion failed 2-5, with Fesenmaier, Hedlund, and Halverson voting no.

Discussion/Recommendation regarding the Sidewalk Café Renewal Application, for the license term of July 1, 2021 through June 20, 2022, filed by Harborside Café located at 100 Broad St
Motion by Halverson to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Alcohol Premises Extension filed by D & D Restaurant Group d/b/a Flat Iron Tap located at 150 Center St
Motion by Hedlund to approve, second by Halverson. Fesenmaier questioned why this item was before the Finance Committee without Public Works Committee input. It had been in front of the Public Works Committee at one point in time and should be discussed there first.

Motion by Fesenmaier to table, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding an Original Sidewalk Café Application filed by D & D Restaurant Group d/b/a Flat Iron Tap located at 150 Center St
Motion by Howell to refer to the Public Works Committee, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Massage Establishment Renewal Applications, for the license term July 1, 2021 through June 30, 2022, filed by: Element Massage Studio, located at 647 W Main St, Aveda Jasmine Salon and Spa, located at 251 Cook St, Lake Geneva Massage Therapy, located at 905 Marshall St, The Therapeutic Touch, located at 601 W Main St, and Healing Muscle Therapies, located at 201 Broad St
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding lease for Visitor's Center Building between the City of Lake Geneva and VISIT Lake Geneva
City Administrator Nord explained that the City has had a lease with the Lake Geneva Chamber of Commerce for the Visitor's Center, but that it has not been updated since its inception in 1971. He added that both parties, including the City Attorney and that the only thing to still be decided was the yearly price.

Motion by Howell to approve the updated lease with the cost of $1 per year, second by Halverson.

Fesenmaier inquired about the shared costs between the City and VISIT Lake Geneva for the building; specifically, the water and sewer.

Motion by Howell to allow VISIT Lake Geneva Director, Stephanie Klett to address the committee, second by Halverson. Motion carried 5-0.

Klett explained that the bathrooms attached to the Visitor's Center are heated and used by the public regularly. VISIT Lake Geneva does pay for the utilities within the building.
Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #8 filed by MSI General Corp for work completed on the Riviera Restoration Project- Phase I in an amount not to exceed $100,722.45
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #7 filed by MSI General Corp for work completed on the Riviera Restoration Project- Phase II- Interior Remodel & MEP Work in an amount not to exceed $788,765.45
Motion by Halverson to approve, second by Yunker. Finance Director Hall noted that per the contract the retainage has been removed, but that this is not the last payment. Motion carried 5-0.

Discussion/Recommendation regarding disallowance of private parking stall reservations on Wrigley Dr (from Main St to Broad St)
Parking Manager Elder explained that the private reservation of parking stalls has always been allowable in the past. He stated that it is totally up to the Committee and the Council on whether private stall reservation on Wrigley Drive is allowed, but if the choice is to disallow, that contractors would still have that capability. Hedlund stated that he didn't feel that would be necessary as there is an alley located behind those businesses.

Motion by Howell to direct the City Administrator to draft a policy to disallow private parking stall reservations on Wrigley Drive, second by Fesenmaier. Finance Director Hall noted that there are current reservations in the months of June, July, and August and those need to be honored. Motion carried 5-0.

Presentation of Accounts

Prepaid Bills in the amount of $468,801.38
Motion by Hedlund to approve, second by Yunker. Finance Director Hall stated that the large payment to Reliant Fire Apparatus is for the down-payment for a new pumper truck; this down payment will allow the City to receive a 12% discount on the apparatus. Motion carried 5-0.

Regular Bills in the amount of $157,779.66
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 4:54 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, JUNE 15, 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, 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 June 1, 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 I Event Permit Application filed by the Alzheimer's Association for the event of 15th Annual Walk to End Alzheimer's to take place on Saturday, September 18, 2021 from 6:30 a.m. to 3:30 p.m., located at Library Park
Motion by Yunker to approve, second by Hedlund. Fesenmaier indicated that she would like to see what events have had parking waived in the past, for future discussions. Motion carried 5-0.

Discussion/Recommendation a Taxi Company License Renewal, for the period of July 1, 2021 through June 30, 2022, filed by Senior Cab
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original Class "B" Fermented Malt Beverage & Class "C" Wine License application filed by Hill Valley Dairy LLC, d/b/a Hill Valley Dairy, Josie Henningfeld, Agent, located at 512 Broad St
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding the City of Lake Geneva Donation Policy
City Administrator Nord explained that this policy would be sued for future donations to the City and would help to facilitate funds for maintenance. He added that this would not apply to the Police, Fire, Library or Utility as they are governed by their own commission.
Motion by Fesenmaier to approve, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding proposed policy for private parking stall reservations on Wrigley Drive
City Administrator Nord stated that this is a brief policy that would address the prohibition of private stall reservation on Wrigley Drive. He added that the Parking Manager would be overseeing this policy and that he would be able to grant parking reservations for special circumstances. Hedlund added that the policy should identify the City Administrator as the final authority for private stall reservations. Director of Public Works Tom Earle also added that the policy indicates no private reservations on Wrigley Drive between Cook Street and Broad Street; he noted that should say no private reservations on Wrigley Drive between Main Street and Broad Street. The committee also agreed to allow any previously issued and paid stall reservations to be honored.
Motion by Hedlund to approve the policy with the amendments discussed, second by Yunker. Motion carried 5-0.

Discussion/Recommendation regarding approval of a Century invoice for work to be completed on damaged guardrail and to identify funding source
Director of Public Works Earle stated that the guardrail on George Street/Highway H and Maxwell Street had been severely damaged and it needs to be replaced. He added that there currently isn't money in the budget to fix it and would

like to see the money come from the contingency fund. Clerk Kropf noted that this incident was sent to the insurance company, but that the guardrail isn't covered by the insurance policy of the City.
Motion by Hedlund to replace the guardrail and to use contingency funds in an amount not to exceed $10,000, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding possibly amending City code to disallow left hand turn for northbound traffic on N Edwards Blvd, into 350 N Edwards Blvd
Hedlund noted that particular intersection is very dangerous and creates problems when traffic is trying to turn left off of Edwards Blvd into the gas station located at 350 N Edwards Blvd. He added that he would be fearful about changing this without input from the business owner. Public Works Director Earle explained that the Public Works Committee did discuss this. The WI DOT will be making improvements to Highway 50 and this intersection as well; any changes to this intersection was removed from the 2021 Street Improvement project for further review. The idea of placing bollards was discussed at the Public Works Committee, but that cannot be done without an ordinance change.
Motion by Fesenmaier to refer this item to the Public Works Committee for consideration, second by Hedlund.

Discussion/Recommendation regarding purchase of 1,300 gallon Varitech Tank/Spray Brine system from Walworth County with funds from the Capital Improvement Fund
Director Earle stated that this purchase is coming from the Walworth County Public Works Department and that this is a budgeted item.
Motion by Hedlund to approve, second by Halverson. Motion carried 5-0.

Discussion regarding May Treasurer's Report and Budget versus Actual Report
Finance Director Hall presented the May Treasurer's Report and the Budget versus Actual Report. She noted that there are cash decreases and they were: payment for the new airboat for Fire Department, payment to MSI General Corp for the Riviera Renovation Project, and to Reliant Fire for a payment made on the new pumper truck. She added that the City budget was at approximately 42% of expenditures and that so far the beach has made $89,701 so far. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $ 67,749.44
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Regular Bills in the amount of $201,280.83
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 5:12 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, JULY 6, 2021 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

<u>Committee Members</u>: 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
<u>Present:</u> Howell, Hedlund, Halverson, Fesenmaier, and Yunker
<u>Absent:</u> None

<u>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</u>
Larry Kundert, 533 Center St; Spoke in favor of the additional funding for the Library Renovation project. He also spoke in favor of the free parking placards for church attendees.

Jill Rodriguez, 701 S Lake Shore Dr; Spoke in favor of the approval for the Rotary Club temporary retailer licenses. She also spoke in favor of the additional funding for the Library Renovation Project.

Soyna Tippins, N1524 Wildwood Rd; Spoke in favor of the free parking until noon on Sundays for church attendance.

<u>Approve the minutes of the June 15, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed</u>
Motion by Halverson to approve, second by Yunker. No discussion. Motion carried 5-0.

Licenses & Permits

<u>Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License filed by the Lake Geneva Rotary Club for use at the Riviera New Year’s Eve Gala to be held December 31, 2021 at the Riviera, 812 Wrigley Drive</u>
Motion by Howell to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding a Temporary Operator License filed by Jill Rodriguez for the event of Riviera New Year’s Eve Gala to be held December 31, 2021 at the Riviera Ballroom, 812 Wrigley Drive</u>
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding a Temporary Operator License filed by Jill Rodriguez for the event of String of Pearls Gala to be held August 28, 2021 at the Riviera Ballroom, 812 Wrigley Drive</u>
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding a Renewal Sidewalk Café Permit Application filed by Heart & Sol Café d/b/a Heart & Sol Café located at 264 Center Street</u>
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding an Original Sidewalk Café Application filed by D & D Restaurant Group d/b/a Flat Iron Tap located at 150 Center Street</u>
Motion by Yunker to approve, second by Howell. City Administrator Nord stated that the applicant is looking to renew their existing sidewalk café and to seek approval for additional seating located on the south side of the building. He added that City staff has reviewed the request with no objections and that the deck proposed to be built would need a permit from the Building & Zoning Department. City Clerk Kropf noted that it had been originally turned in as a renewal, but since that time it had been amended to include the seats on the south side. Due to that change to the site plan, it has been addressed as on original permit. Hedlund and Fesenmaier stated that there were no issues with the renewal of the current sidewalk café permit, but that there would need to be lease drafted to address the seating on the south side of the building. Nord added that the Building and Zoning Administrator had reviewed the request and noted that this would not require any Plan Commission review.
Yunker withdrew the original motion and the seconder agreed.

Motion by Howell to send to Attorney Draper and the City Administrator to draft a lease for the seats located on the south side of the building, second by Halverson. Fesenmaier stated that the lease was not noticed on the agenda and felt it should be voted down.
Committee discussion included the need to approve the existing sidewalk café permit as a renewal and that the south side seating be reviewed by the City Attorney for the lease.

Motion by Howell to withdraw the motion and the seconder agreed.

Motion by Hedlund to approve the renewal of the Sidewalk café to include seating on Center Street, second by Yunker. Motion carried 5-0.

Discussion/Recommendation regarding an Alcohol Premises Extension filed by D & D Restaurant Group d/b/a Flat Iron Tap located at 150 Center Street
Motion by Hedlund to deny, second by Yunker. Hedlund stated that the lease would need to be drafted before this could be considered. Motion carried 5-0.

Discussion/Recommendation regarding an Original Class "C" Wine License application filed by Lake Geneva Egg Harbor LLC a/b/a Egg Harbor Café, Agent, Adeline Buffa, located at 827 Main Street
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Agent Change to Monica Pfeifer, filed by Maxwell Pub LLC d/b/a Maxwell Mansion, located at 304 S Wells Street
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Temporary Operator Licenses for the event of Venetian Festival filed by: Eric Akuetteh, Tyler August, Douglas Bartz, Joe Chambers III, Brian Holt, Bryan Iwicki, Franklyn Lasch, Ryan Lasch, Nathan Love, Brian Monahan, Nicholas Ponsonby, Travis Ross, Joshua Spiegelhoff, Michael Springer JR, Ryan Stelzer, and Christopher Zegarra
Motion by Fesenmaier to approve for the dates of August 18, 2021 through August 22, 2021, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R51** a resolution authorizing the write off of 2019 delinquent personal property taxes in the amount of $718.93 deemed uncollectible
Finance Director Hall explained that these are personal property tax bills that are deemed uncollectible and needed to be written off.
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding proposed policy for remote attendance and recording of City meetings
Fesenmaier noted that this item had come from the emergency proclamation and how this needs to be addressed in the future.

Motion by Halverson to approve, second by Howell. Hedlund expressed issues with the elected officials using remote attendance outside of being vacation or being ill. He felt that elected officials should be physically present for the committee and council meetings. Fesenmaier stated that there needs to be considerations made on how officials, staff and applicants can participate remotely for the various meetings.

Motion by Howell to direct the City Administrator to review and draft a policy concerning remote attendance of meetings, second by Hedlund. Halverson expressed concerns with the potential costs of this policy in regards to IT work. Motion carried 5-0.

Discussion/Recommendation regarding bids for the City Hall Roof Project
Director of Public Works Tom Earle addressed the committee regarding the City Hall roof repair project. The City received one bid for this project and that it came in under budget at $82,500.00.
Motion by Yunker to approve awarding the bid to Top Roofing, second by Fesenmaier. Motion carried 5-0.
Discussion/Recommendation regarding bids for the Street Department Roof Projects

Earle stated that the two buildings at the Public Works Department (1055 Carey St and 1065 Carey St) were in need of a roof repair and that the bid was set up to address each building individually. He noted that two bidders placed bids on both projects per the deadline. He recommended that the bid for the roof at 1055 Carey St be awarded to Midwest Roofing and that the roof at 1065 Carey St be awarded to Humphrey's Contracting LLC. He added that he bid these separately in hopes that it could potentially save the City money on these projects.
Motion by Howell to approve awarding the bids for the roof at 1055 Carey St to Midwest Roofing in an amount not to exceed $ 40,480.00 and that the roof at 1065 Carey St be awarded to Humphrey's Contracting LLC in an amount not to exceed $91,650.00, second by Hedlund. Motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding RFP's for the 2022 Street Improvement Project
Earle noted that the Public Works Committee recommended MSA.

Motion by Fesenmaier to approve the 2022 Street Improvement project RFP for MSA, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #1 for the 2021 Street program filed by Wolf Construction in an amount not to exceed $150,963.03
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #2 for the 2021 Street program filed by Wolf Construction in an amount not to exceed $357,733.08
Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #3 for the 2020 Street program filed by Payne and Dolan in an amount not to exceed $14,865.13
Motion by Yunker to approve, second by Halverson. Earle noted the Public Works Committee recommended that $2,050 be withheld from the payment for ongoing landscaping.
Motion by Fesenmaier to approve pay request #3 to Payne and Dolan in an amount not to exceed $12,815.13, second by Yunker. Motion carried 5-0.

Discussion/Recommendation regarding possible church pass parking permit for Sunday morning for certain area of downtown parking district
Howell noted that he has concerns with allowing free parking in these areas and that the stalls may be taken by non-church goers; he also expressed concerns with how this may be implemented. Fesenmaier added that the parking department could make up yard signs or placards to disburse to church members. Halverson suggested that the Parking Manager review this and come up with a potential solution.
Motion by Halverson to direct the Parking Manager to draft a policy regarding church parking for Sunday morning, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding disallowance of claim filed by Alex Knable for alleged damage caused by a piece of asphalt that went through a snow blower on February 3, 2021, pursuant to Wis. Stat. 893.80(1g)
Motion by Fesenmaier to reimburse Alex Knable for damage to the snow blower, no second was offered. Motion failed for a lack of second.
Motion by Hedlund to deny the claim pursuant to Wis. Stat. 893.80(1g), second by Halverson. Fesenmaier stated that there was a water main break in front of this resident's house and that there was patch laid down to fix it. After a snow event occurred, the City plowed the road which loosened some of the cold patch, which then was run through the snow blower by the resident. Motion to deny carried 3-2, with Fesenmaier and Halverson voting no.

Discussion/Recommendation regarding the Library Renovation project related to the use of additional capital funds
Finance Director Hall explained that the Library have been working hard to fundraise money for the renovation project, but that some issues have come up that may require additional funding. She identified the projects that are slated to occur and that there may be extra money within the capital project fund. Other options included American Rescue Act money or fund balance.
Library Director Emily Kornak noted that the actual number needed is currently unknown since the bid numbers have not been received as of yet.
Motion by Howell to continue, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding possibly updating City ordinances as it relates to pet licenses
Fesenmaier stated that this came from the Park Board stemming from an incident at the dog park, with a dog not being properly licensed. She would like to see that some language is added to the City code to help enforce licensing requirements and health paperwork.

Motion by Fesenmaier to work with the City Administrator to draft additional language for the City code as it relates to dog licensing, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding an Impact Fee Study
Fesenmaier stated that this discussion item was raised by a Plan Commissioner based on the development that is occurring in the City. She added that a request for proposals would be warranted, but was unsure if several items requiring impact fees could be done or if they needed to be done individually.

Motion by Fesenmaier to draft and send out a request for proposals for an all-encompassing impact fee study, second by Hedlund. Motion to amend by Fesenmaier that if in the future an impact fee is identified that it be retro dated to the date of this meeting, if that is allowable, second by Hedlund. Motion to amend carried 5-0.
Original motion as amended carried 5-0.

Discussion regarding 2022 Budget Goals and Timeline
City Administrator Nord noted that the budget timeline and goals have been identified in the packet. He noted that the major change to the process is that some of the outside organizations just provide a written memo of their budget versus presenting in person. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $923,117.62
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Regular Bills in the amount of $254,502.01
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 5:54 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE
TUESDAY, JULY 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, and Hedlund
Absent: Fesenmaier

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
Jim Strauss; N1517 Meadow Ridge Circle; Spoke in opposition to the potential use of impact fee funds to move the public boat launch and asked that it be removed from the list of potential uses of impact fees.

Dick Malmin; N1991 Lake Shore Dr; Spoke in opposition to the potential use of impact fee funds to move the public boat launch and asked that it be removed from the list of potential uses of impact fees.

Approve the minutes of the July 6, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 4-0.

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by the Lake Geneva Rotary Club for use at the Riviera "String of Pearls" Gala to be held August 28, 2021 at the Riviera, 812 Wrigley Drive
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by the Lake Geneva Rotary Club for use at the 2021 Oktoberfest, October 9, 2021 and October 10, 2021 located in Flat Iron Park
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by the Star Rising Foundation for use at the Lake Geneva LIVE to be held August 1, 2021 located in Flat Iron Park
Motion by Hedlund to approve, second by Halverson. City Clerk Kropf explained that this is the BID's live concert series to take place on Sundays. Motion carried 4-0.

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by the Star Rising Foundation for use at the Lake Geneva LIVE to be held August 8, 2021 located in Flat Iron Park
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by the American Legion post #24 for use at the 14th Annual Car Show to be held July 31, 2021 located at 715 S Wells St
Motion by Yunker to approve, second by Hedlund. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a Renewal Massage Establishment License application filed by O'Mann Therapeutic Massage LLC for the 2021-2022 term, located at 901 Maxwell St
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding potentially allowing outdoor dining on south side of building located at 150 Center Street

City Administrator Nord explained that the owners of Flat Iron Tap are seeking to use the existing concrete slab for outdoor seating. This would follow the same requirements as the sidewalk café, and the deck could be built at a later day. Hedlund noted that is large step and that bollards should be installed to avoid an accident.

Motion by Hedlund to approve and that a barrier be put up to avoid a fall from the concrete slab, second by Yunker.

Discussion/Recommendation regarding an Alcohol Premises Extension filed by D & D Restaurant Group d/b/a Flat Iron Tap located at 150 Center Street

Motion by Hedlund to approve and that a barrier be put up to avoid a fall from the concrete slab, second by Yunker. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 21-R53** a resolution amending the City of Lake Geneva Fee Schedule as it pertains to Fire Department Fees

Motion by Yunker to approve, second by Hedlund. Fire Chief Peters addressed the committee regarding the fee changes due to package billing. Motion carried 4-0.

Discussion/Recommendation regarding authorization of funding for the proposed Zoning Ordinance Amendments to conform with Act 67; funds to be allocated from 11-69-30-52180 Zoning Codes

Motion by Hedlund to approve with funds to paid from contingency, second by Halverson. City Planner Jackie Miche addressed the committee regarding the request. She noted that this would be the cost to conform the Zoning Code to State Law. Finance Director Hall noted that the current budget is short about $3,000 and that the funding source needs to be identified. Hedlund made a friendly amendment that the difference come from the contingency fund. Motion carried 4-0.

Discussion/Recommendation regarding proposed policy for remote attendance and recording of City meetings

Motion by Halverson to approve, second by Howell. Howell explained that the preference is that the officials are present, but that this would allow them to participate remotely if need be. Hedlund expressed concerns with this being potentially abused moving forward. Halverson stated that the way meetings have been conducted for the last year and half has been working and that it should be continued. Motion carried 4-0.

Discussion/Recommendation regarding possible church pass parking permit for Sunday morning for certain area of downtown parking district

Parking Manager Elder addressed the committee regarding the potential parking placard for Sunday morning church services. He added that he has met with three of the four churches in this area. He noted that the churches would be given numbered placards and that they would give this a 90-day trial to determine feasibility. Elder noted that the department would issue approximately twenty passes per church. Hedlund worries about abuse from individuals using the placards.

Motion by Halverson to approve, second by Howell. Elder noted that they could get the program operation starting August 1, 2021 and that it could expire on October 31, 2021. The times would also be specific to the church services. Motion carried 4-0.

Discussion/Recommendation regarding an Impact Fee Study

City Administrator Nord stated that the City Leadership Team had turned in various ideas for the use of impact fees. He added that the City needs to identify which facilities have been impacted by development. He explained that a single study could be conducted to identify multiple facilities and that it could cost approximately $15,000. Finance Director Hall explained that there are parameters for the use the impact fee funds set forth by state statute. Hedlund noted that the all-encompassing list is helpful, however would like to see these items prioritized based on need/importance.

Motion by Howell to direct the City Attorney to review the requests for feasibility and to send to the City Leadership team for prioritization, second by Hedlund. Motion carried 4-0.

Discussion regarding June Treasurer's Report and Budget versus Actual

Finance Director Hall stated that there was a cash decrease due to the payments to MSI for the Riviera Restoration project. She added that the City received the first installment of the American Rescue Act funds and that they have been deposited in the City's investment pool account. The room tax revenue for June 2021 was $340,522, which has substantially increased form 2020. A highlight was noted in that the building department revenue is at 63% of the 2021 budget and that the parking department has brought approximately $640,000 in kiosk use thus far. She added that the fund balance analysis from 2020 to 2021 showed an increase of $1,075,659; this was due to increased parking and beach rates along with staff's careful use of budgeted funds. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $554,587.82
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Regular Bills in the amount of $155,698.33
Motion by Halverson to approve, second by Yunker. No discussion. Motion carried 4-0.

Adjournment
Motion by Hedlund to adjourn, second by Halverson. Motion carried 4-0. The meeting adjourned at 5:29 p.m.

SPECIAL PERSONNEL COMMITTEE
TUESDAY, MARCH 30, 2021 – 4:00 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 4:00 p.m.

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

Comments from the public limited to 5 minutes, limited to items on this agenda
Mary Jo Fesenmaier addressed the committee concerning agenda item six. Expressed her belief that the committee should look at the pros and cons of an elected City Attorney vs. an appointed City Attorney.

John Halverson so moved to switch items four and five on the agenda. Seconded by Howell. Motion carried by unanimous voice vote.

John Halverson so moved to suspend the rules and allow Alderperson Fesenmaier to participate in the meeting discussion, seconded by Flower. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the changing the Harbormaster position to report directly to the City Administrator. Brief discussion was held among the committee members to move the responsibility for supervision of the Harbormaster from the Public Works Director to the City Administrator. Hedlund so moved to recommend this change, seconded by Howell. Carried by unanimous voice vote.

Discussion/Recommendation regarding the creation of the seasonal Lakefront Attendant position. Discussion was held among the members of the committee and Public Works Director Tome Earle (via phone) concerning the proposed position. Hedlund so moved to approved the creation of the position, seconded by Howell. Motion carried by a voice vote of 3-1 with Flower voting against.

Discussion/Recommendation regarding the compensation for the City Attorney position. After some discussion among the committee members, Hedlund so moved to increase the prorated percentage paid to the City Attorney from sixty percent (60%) to seventy percent (70%) of full time. Howell seconded the motion. Motion carried by a voice vote of 3-1 with Flower voting against.

Discussion/Recommendation regarding possible one percent wage increase for City Staff. Hedlund so moved that the City provide a one percent (1%) wage increase for all non-union, non-contractual employees starting July 1, 2021. Motion died for lack of a second.

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 City of Lake Geneva Police Sergeants. At 4:43 pm Halverson so moved to go into closed session, seconded by Howell. Motion carried by unanimous roll call vote.

Motion to return to open session pursuant to Wisconsin Statues 19.85 (2) and take action on any items discussed in closed session. At 5:13 pm, Flower so moved to go back into open session. Hedlund seconded. Motion carried by unanimous voice vote.

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

Discussion regarding Police Sergeant Wage Scale proposal. Hedlund so moved to continue this to a future Personnel Committee meeting. Flower seconded. Motion carried by unanimous voice vote.

Adjourn. At 5:13 pm Hedlund so moved to adjourn. Seconded by Flower. Carried by unanimous voice vote.

PERSONNEL COMMITTEE MINUTES
MONDAY, JUNE 7, 2021 – 4:00 PM
CITY HALL, COUNCIL CHAMBERS

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

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

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

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

Approval of the March 30, 2021 Personnel Committee minutes as prepared and distributed
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 3-0.

Motion by Hedlund to combine items #5 and #6 on the agenda for one discussion, second by Halverson. Motion carried 3-0.

Discussion / possible action regarding a request to modify the existing job description for the Municipal Court Clerk and Assistant Court Clerk
Judge Sibbing explained that over the years the roles for the Municipal Court Clerk and the Assistant have changed; the updated job descriptions give to the committee more accurately reflects the actual job. Judge Sibbing noted that he has reviewed the changes and agrees with the newly revised descriptions. Flower would also like the City Administrator to review and feels that they could more concise. Committee discussion included comparing the Municipal Court Clerk and Assistant Court Clerk to the duties to the City Hall Front Counter staff.

Motion by Flower to send this to the City Administrator for review and to have him refer this matter to the Finance Committee if he feels appropriate, second by Halverson. Motion carried 3-0.

Motion to go into Closed Session pursuant to Wis. State. 19.85(1)(c)for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: **1) Municipal Court Clerk Position 2) Assistant Court Clerk Position**
Motion by Hedlund to convene the committee into Closed Session to include all City Staff, second by Halverson. Motion carried on a roll call vote 3-0. The committee convened into Closed Session at 4:25 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session
Motion by Flower to reconvene the committee into Open Session, second by Halverson. Motion carried by a roll call vote 3-0. The committee reconvened into Open Session at 5:00 p.m.

Motion by Flower in regards to the Municipal Court Clerk and the Assistant Municipal Court Clerk that the Administrator review all similar roles within the City Staff including the Clerk's Office, Finance Department, Utility Commission, etc for similarities and/or differences in responsibilities and report back to the Personnel Committee with a recommendation regarding the wage scale, second by Halverson. Motion carried 3-0.
Future Agenda Items
-ADA Compliance Officer- add to an existing job description

-Independent Consultant contracted by the City needs to report a Department head

Adjourn

Motion by Halverson to adjourn, second by Hedlund. Motion carried 3-0. The meeting adjourned at 5:04 p.m.

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, JUNE 28, 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, Hedlund, Halverson, Fesenmaier and Dunn
Absent: None

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes
Terri Meyerhofer from MSA; Introduced herself to the committee and noted that she would be available for any questions.

Karen Pearson, 932 George St; Spoke in regards to the speeding issues on Cty Rd H and George St.

Stacy Smith, 1486 Rock Ridge Ln; Spoke in opposition of the speed bumps placed on Center Street leading up to the Stoneridge Development. Chairperson Flower noted that this wasn't an item on the agenda, but that this would be referred to the proper committee for consideration.

Penny Roehrer; 951 S Lake Shore Dr #1; Spoke in favor of a possible "church pass" parking permit for Sunday mornings.

Approval of the March 22, 2021 and April 26, 2021 Public Works Committee meeting minutes as prepared and distributed
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Director of Public Works Report
Update regarding City Snow Plowing
Public Works Director Earle stated that the snow events and summary are in the packet. He added that nothing has changed with the practices of snow removal except for adhering to the twelve-hour snow removal for the BID. No action taken.

Update regarding Lakefront Attendants
He added that the attendants are working hard and great on keeping up with the busy lakefront. No action taken.

Update regarding Cemetery
Earle noted that he is looking into possibly updating fees for the plots and services associated with the Cemetery. No action taken.

Update regarding the Disc Golf Bridge
Earle added that the City Engineer is reviewing the survey for that area and that there have been some utilities identified that could prohibit work to be done. The bridge would have to be moved about twenty feet to the south. No action taken.

Update regarding the Driehaus Fountain
Earle explained that the angel on the top of the fountain was severely damaged in the last vandalism event. The statute is in Milwaukee for repair and that the individuals that caused the damage have been identified. No action taken.

Update regarding Tube Markers
Earle stated that most of the markers on up near Cumberland and that the rest should be up soon. No action taken.

Committee discussion included the potential placement of signs indicating surveillance near the Driehaus Fountain, to help abate future vandalism.

Parking Manager Report
Parking Manager Elder reviewed the year to date parking financials. He also added that the stall markers are still for sale and can be obtained by contacting himself or the parking clerk. No action taken.

Discussion/Recommendation regarding RFP's for the 2022 Street Improvement Project
Flower noted that the five firms selected at the last meeting, based on the RFQ, had submitted RFP's for the committee to review.

Motion by Flower to recommend MSA for the 2022 Street Improvement Project, second by Fesenmaier. Flower noted that this firm has worked extensively with the Utility Commission. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #1 for the 2021 Street program filed by Wolf Construction in an amount not to exceed $150,963.03
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #2 for the 2021 Street program filed by Wolf Construction in an amount not to exceed $357,733.08
Flower noted that the project at Edwards Blvd was pretty much concluded but that there were still questions about the crosswalks and sidewalks to be installed. City Engineer Naomi Rausch addressed the committee regarding the potential installations of crosswalks on Edwards Blvd by Park Dr and Geneva Parkway. She reviewed the site plan within in the packet. She noted that this could be considered as a separate project or as a change order as part of the 2021 project. She added that this site plan is slated to go before the Plan Commission for consideration of the new development GDP. Fesenmaier noted that this committee should wait to discuss the sidewalk plan in this area until after the Plan Commission has considered the site plan. Rausch noted that the crosswalk at Geneva Parkway would require flashing beacons and that they have researched which ones would be appropriate at that area. Earle explained that these crosswalks would cross Edwards Blvd, as there are already crosswalks that run north and south. Rausch noted the plan contains two different styles of flashing beacons for the pedestrian crossing at Geneva Parkway.
Motion by Flower to approve pay request #2 for the 2021 Street program filed by Wolf Construction in an amount not to exceed $357,733.08, second by Flower. Motion carried 5-0.

Motion by Fesenmaier to approve the Edwards Blvd and Geneva Parkway flashing beacon for the amount of $25,600 and that the crosswalk at Edwards Blvd and Park Drive will be discussed at the July Public Works Committee meeting, second by Flower. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #3 and Change Order #2 for the 2020 Street program filed by Payne and Dolan in an amount not to exceed $14,865.13
Rausch noted this is the last payment for this project, but the change order for $2,050 is for additional landscaping. Flower questioned was the ramp work done in error is being charged to the City. Earle stated that change order #2 is for the landscaping to done in that area, but the contractor had covered the concrete work. Earle added that he was unsure if the City had already paid for the landscaping in this area. Committee discussion included paying the final request without the change order.

Motion by Flower to approve Pay Request #3 for the 2020 Street program filed by Payne and Dolan in an amount not to exceed $12,815.13, second by Fesenmaier.

Discussion/Recommendation regarding possible no left turn into 350 N Edwards Blvd
Earle explained that this item had been before the Finance, licensing, and Regulation Committee for discussion but was referred back to this committee. He added that there is not an ordinance to prohibit this at this time. The owner of this property has voiced concerns with.
Flower noted that this may be an appropriate action based on the crash history in that area. Flower recommended that the first two access points heading north on Edwards Blvd, be closed, but that the third remain open.
Motion by Flower to install tubular markers to prohibit the first two access points into 350 N Edwards Blvd, directly north of Hwy 50, second by Fesenmaier. Flower noted that this intersection will more than likely be assessed during the WI DOT's Hwy 50 project.
Motion by Fesenmaier to continue to the July Public Works Committee meeting, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding possible "church-pass" parking permit for Sunday mornings in certain areas of the City
Parking Manager Elder reviewed the request for church parking passes for Sunday morning services. He noted that church officials would like to work towards a formal agreement to address the issue and he would like direction on how to proceed. Fesenmaier questioned if the issue is that spots are not available or that spots would have to be paid for. Elder noted the issue isn't available of spots necessarily, but rather the payment for them. Fesenmaier questioned if property taxes could be assessed in exchange for free parking. Fesenmaier added that maybe the reserved signs for certain spots could be given to the church to

be placed on Sunday mornings. Flower voiced that the included map outlines various free parking areas within a block of the churches and that if handicapped parking is the concern, those vehicles can park anywhere.

Motion by Fesenmaier to refer to the Finance, Licensing, and Regulation Committee without recommendation, second by Halverson. Dunn explained that this action could maybe help preserve the churches ability to remain open and preserve the historical nature of this area. Hedlund expressed concerns with this being potentially abused. Motion carried 5-0.

Discussion/Recommendation regarding possible "media-pass" parking permit for downtown
Motion by Flower to suspend the rules to allow Stephanie Klett to address the committee, second by Halverson. Motion carried 5-0.
Stephanie Klett, from VISIT Lake Geneva, noted that other tourism cities/towns will offer free media parking passes. She added they would only need about five to ten per year and would help those to promote Lake Geneva. She added this would be utilized, primarily, by travel writers who are fully vetted by VISIT. No action taken.

Discussion/Recommendation regarding Proposal for Outside Terrace filed by Flat Iron Tap
Flower explained that this request has come before the committee numerous times and the area being requested for use is owned by the City. The committee discussed concerns with the installation of the proposed deck in this area and with the utilities that may be covered. Flower added this should go through the downtown design process with the Planning Commission along with a lease drafted for this use. Fire Chief Peters noted there is not a concern as far as emergency vehicles are concerned. Committee discussion included this should be addressed in two parts: downtown design review through the Planning Commission and a recommendation to the Finance, Licensing, and Regulation Committee for a lease discussion.
Motion by Flower to refer to the Building & Zoning Department for downtown design review along with site plan review and to the Finance, Licensing, and Regulation Committee for a lease agreement discussion, without recommendation, second by Halverson. Motion carried 5-0.

Presentation of American with Disabilities Information
Flower explained that the packet includes a presentation from a recent webinar. She explained there are 59 million in the country that are considered disabled and that ADA compliance was brought to fruition back in 1973. PROWAG is related to public right of ways and that these standards are suggested to be applied to sidewalks and ramps. Community guidelines suggest that municipalities hire an ADA coordinator. She added several years ago, it was decided to appoint the current City Administrator. She would like to see that trainings and education on this issue continue. No action taken.

Discussion/Recommendation regarding the adoption of an ADA Transition Plan
Motion by Flower to add an ADA Transition Plan to the budget hearings for 2022, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding the adoption of PROWAG Standards to City Ordinances
Motion by Flower to direct staff to draft proposed PROWAG Standards for Finance, Licensing, and Regulation Committee consideration, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding Library Park sidewalk upgrades
Item was continued to the July Public Works Committee meeting.

Discussion/Recommendation regarding possible vacation of Right-of-Way on Logan Street at Cty Rd H
Item was continued to the July Public Works Committee meeting.

Discussion/Recommendation regarding the Four Seasons Nature Preserve tower and boardwalk
Item was continued to the July Public Works Committee meeting.

Discussion regarding the trash and recycling pick up schedule
Item was continued to the July Public Works Committee meeting.

Discussion/Recommendation regarding speeding issues on Hwy H and George St
Item was continued to the July Public Works Committee meeting.

Discussion/Recommendation regarding vandalism at Dunn Field and Skate Park
Item was continued to the July Public Works Committee meeting.

Adjourn
Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:58 p.m.

PIERS, HARBORS, AND LAKEFRONT COMMITTEE MINUTES
TUESDAY, July 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 and Hedlund
Absent: Straube (excused), Dunn (excused)

Discussion / Recommendation regarding the approval of the May 11, 2021 Piers, Harbors and Lakefront Committee minutes as prepared and distributed. Moved by Howell, seconded by Hedlund. Motion carried by unanimous voice vote.

Comments from the public limited to 5 minutes, limited to items on this agenda
Mayor Charlene Klein addressed the committee to compliment the Harbormaster concerning operations within his department, including the use of uniformed shirts for Riviera Ballroom security staff.

Harbormaster Report
Harbormaster Russell addressed the committee and reviewed the contents of the packet materials provided for this meeting. General discussion was had on the various topics outlined within his written report.

Adjournment
At 5:07 pm, motion by Hedlund to adjourn, second by Howell. Motion carried by unanimous voice vote.

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Monday June 21, 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, Flower, Hedlund, Nord & 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 May 17, 2021 as prepared and distributed.
Hedlund/Binn motion to approve. Passed unanimously.

Acknowledgement of Correspondence None

Approval of the May 2021 Financials
Gajewski presented the May financials. Discussion was had regarding the format and the possibility of adding a column to show expected year to date position versus actual year to date position. Hedlund/Binn motion to approve the May 2021 Financials. Passed unanimously.

Approval of the May 2021 Bills with designated signatory of President Lyon
Discussion was had regarding the invoice from Clifton Larsen Allen for the annual audit and for preparing and submitting the PSC report. The City and the Utility are audited together by the same company. It was suggested that the Utility may be paying more than its fair share and the Commission would like to see how the costs are allocated.
Hedlund/Binn motion to approve the May 2021 bills with Lyon as the designated signatory. Passed unanimously.

Directors Report
Gajewski reviewed the submitted Director's report. He also communicated that we are monitoring ground water levels. There has been no lowering of the well levels even though we are experiencing drought conditions and burning bans. Some customers have called to inquire if there are any water restrictions in place and currently there are not.

Discussion/Action on 2020 Compliance Maintenance Annual Report and Resolution 2021-01
Gajewski presented the 2020 CMAR and noted the areas of concern, namely chloride levels. This is an ongoing issue and the Utility continue to work to gain compliance. Gajewski gave an overview of the measures in place to lower chloride levels. Discussion followed. Our permit will be up for renewal in 2023 and we hope to hit the target for chlorides before that date. He also reported that we had a Sanitary Sewer Overflow for a sewer main break in the Spring of 2020 which we self-reported to the DNR within the required time frame.

Klein/Binn motion to approve resolution 2021-01. Passed unanimously.

Review of 2020 Consumer Confidence Report

Gajewski reported the locations where customers can pick up a copy of the CCR and said that it will be published in the Lake Geneva Regional News. He thanked the customers who helped facilitate the required lead and copper testing. He also pointed out that we had one monitoring violation that was self-reported to the DNR and corrected to bring us back into compliance.
No action taken.

Discussion/Action on 2021 hydrant painting proposals

Gajewski presented the proposals from the three responding vendors and stated that Ferguson Water had the lowest cost. We can save some money by delaying the project until 2022 and, as there are material shortages this year, it is recommended to wait to start the project next year. Discussion was had on the three quotes received and their cost differences, as well as the budgeted amount for this project.
Hedlund/Flower motion to approve the hydrant painting project with Ferguson Water for the alternative amount of $63,250 and for the project to be done in 2022. Passed unanimously.

Discussion/Action on Well #2 inspection, refurbishment, and reconditioning services

Gajewski gave a description of the work required for this project and the companies that responded to the request for quotes. Wells #3 and #4 were the last to have this work done. Municipal Well & Pump submitted the lowest quote. Discussion followed.
Klein/Binn motion to approve the work to be performed by Municipal Well & Pump as proposed. Passed unanimously.

Discussion/Action on proposal by AT&T to install a standby generator at the Dodge St. water tower

Gajewski gave an explanation of AT&T's request. He has had many discussions with AT&T. Staff do have some recommendations on lease amendments if the Commission wish to allow them to proceed. Discussion was had regarding fuel, liability, and noise disturbance to surrounding neighbors. Gajewski addressed the concerns and explained the safety measures that would be in place. Discussion was had regarding the time of day the generator would be exercised. Approval today would not be the final time the Commission have the opportunity to discuss this item.
Hedlund/Lyon motion to approve proceeding with AT&T's proposal with the conditions laid out in staff's recommendation including time of day exercising restrictions and a vegetation barrier. Passed unanimously.

Adjourn

Hedlund/Binn motion to adjourn at 5:01pm. 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 July 19, 2021 4:00 PM
Council Chambers, City Hall – 626 Geneva Street

THIS MEETING WAS HELD VIRTUALLY AS WELL AS BEING HELD IN PERSON.

Call Meeting to Order – President Lyon called the meeting to order at 4:00pm.

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

Staff in Attendance – Gajewski

Members of the Public in Attendance – Shannon Small of Clifton Larsen Allen LLP & Randy Langer of Strand Associates Inc.

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 June 21, 2021 as prepared and distributed.
Binn/Hedlund motion to approve. Passed 6-0.

Acknowledgement of Correspondence
Gajewski reported that we received some correspondence regarding the roadway on Pine Tree Lane, forwarded to us from the City Clerk. The correspondence is included in the packet.

Approval of the June 2021 Financials
Gajewski presented the June financials and gave a six-month revenue and expense update for 2021.
Hedlund/Binn motion to approve the June 2021 Financials. Passed 6-0.

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

Directors Report
Gajewski presented the submitted Director's report and answered a question on the increase in bulk water sales.
Flower/Binn motion to approve. Passed 6-0.

Presentation of the 2020 Lake Geneva Utility Commission Annual Financial Report and Management Letter by Shannon Small – Clifton Larsen Allen LLP
Shannon Small presented the 2020 financial audit of both the water utility and the sanitary sewer utility and went over the management communications as presented in the packet. She reported that the audit went very well and thanked management for their fast responses during a challenging year with COVID and the audit being performed virtually.
Flower/Klein motion to accept the financial report and management letter as presented. Passed 6-0.

Discussion/Action on Hauled Waste Receiving Facility Improvements and presentation of Preliminary Design Report by Randy Langer – Strand Associates, Inc.
Randy Langer explained the current system for receiving hauled waste and the reasons why improvements are being considered. He explained the different improvement options available. Strand Associates' recommendation is to move the facilities to the treatment plant as this is more cost effective and would allow for better oversight of the facility. Gajewski added that hauled waste currently makes up ten percent of the revenue for wastewater and currently relies on an honor system. Discussion followed. Langer and Gajewski answered questions regarding technical terminology, number of loads per day and truck access to the new facility. Gajewski answered questions regarding the budget, our ability to cover the cost and the priority of the project compared to other impending projects.
Binn/Klein motion to move forward with the project and request a proposal from Strand Associates to provide engineering services. Passed 6-0.

Discussion/Action on the purchase of oxidation ditch level control equipment and programming services
Gajewski gave an overview of the equipment needed and why, and presented the quotes. Staff recommend purchasing the equipment from Synergy Sales and having LW Allen perform the installation. Discussion followed.
Binn/Flower motion to approve the level control equipment purchase from Synergy Sales and the programming services proposed by LW Allen for a total amount not to exceed $12,148.00 Passed 6-0.

Discussion/Action on proposal for waste activated sludge control upgrades and programming services
Gajewski explained that the quote is for the replacement and integration of the waste activated sludge (WAS) and scum pump controls. This is a manual process currently with no electronic monitoring. The equipment we have is obsolete and we would like to be proactive and automate this process before the equipment meets its end-of-life cycle or fails. We are able to fund this within our 2021 budget.
Binn/Hedlund motion to approve from LW Allen the WAS controls in an amount of $25,200. Passed 6-0.

Adjourn
Flower/Hedlund motion to adjourn at 5:25pm. Passed unanimously.

/s/ Jo Busch, Office Manager

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

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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, JUNE 10, 2021 – 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS

Commission Members: President Jim Connors, Vice President Ted Horne, Commissioners: Jay Fairbanks, 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 Commission Connors at 6:00 p.m.

2. Pledge of Allegiance
   The Pledge of Allegiance was led by Officer Xenia Rodriguez

3. Roll Call
   Commissioners Connors, Condos, Horne and Fairbanks were present. Commissioner Saul and Police and Fire Liaison Yunker were excused. Also present were Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Town of Geneva Liaison Kulik and Data Systems Administrator were also present.

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
   Mary Jo Fesenmaier thanked the Police Department for helping out by reviewing dog licenses because of issues with barking dogs at the piers and recent reports of dog bites at the dog park. Mary Jo Fesenmaier would like to include the speed trailer data in the PFC packet as the speed trailer is being monitored throughout the city and she would like to get a compilation of the data.

5. Acknowledge Correspondence - NONE.

   Connors made a motion to suspend the rules and move up item 10b. to swear in Officer Xenia Rodriguez. Horne seconded. Motion carried 4-0.

   10b. Discussion/Action – Swearing in Full Time Police Officer Xenia Rodriguez
   Officer Xenia Rodriguez was sworn in as a full time officer with the City of Lake Geneva Police Department by Walworth County District Attorney Zeke Wiedenfeld.

6. City Council Report
   No City Council report because Alderman Yunker was not present at the meeting.

7. Discussion - Gala at the Riveria, August 28, 2021, proceeds to benefit The City of Lake Geneva First Responders Fund
   Mayor Klein is planning a benefit for the Lake Geneva First Responders. The fundraiser is mainly to help with recruitment including police academies and paramedic schools.

8. Approval of the Regular Meeting Minutes of May 6, 2021
   Horne motioned to approve the regular meeting minutes of May 6, 2021. Condos seconded. Motion carried 4-0.

9. Discussion – Impact fees for Police Department and Fire Department
   Condos discussed a request to add impact fees to new developments. He noted that a new firehouse will most likely need to be built near the center of town because of increasing developments. Response times will increase as developments expand throughout the city. Condos recommended any future development agreement to include the wording "subject to future impact fees" so that tax payers do not pay for all the development. The

City is doing a study regarding assessing the fees so Condos suggested waiting until the City Council decided what they are doing.

Condos motioned to suspend the rules and allow Alderman Fesenmaier to speak. Connors seconded. Motion carried 4-0.

Alderman Fesenmaier stated a study regarding the need for impact fees was sent to FLR for approval. Connors asked if the evaluation would be approved for this year and Alderman Fesenmaier felt that the study would begin this year.

10. Police Department Business

a. Discussion/Action - Approval of bills for the month May 2021, operating in the amount of $319,905.80, Capital in the amount of -$452.75 and Equipment purchases in the amount of $1,025.00, for a total of $317,478.05
Horne motioned to approve the bills for the month of May 2021. Condos seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.
Chief Rasmussen stated there was a large bill from General Communications to switch over all the phones and cradlepoints for the squads. Some of that money will be credited to the account.

c. Discussion/Action – Civilian Handbook Update
Condos motioned to approve the changes to the Civilian Handbook including one minor typing error. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.
Chief Rasmussen discussed the changes to the handbook. Attorney Draper has reviewed the handbook and the most notable change is that civilian employees are not subordinates to the Chief. This still allows review of discipline through the Police and Fire Commission but gives the department leeway with regard to wages as long as they stay within budget. The department will still continue to provide evaluations. The City Administrator was not able to be at the meeting but he understood and approved of the changes to the Civilian Handbook and the Telecommunicator Wage scale.

d. Discussion/Action – Reevaluation of Telecommunicator wages
Fairbanks motioned to recommend revised Telecommunicator wages to FLR. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.
Chief Rasmussen requested moving the Telecommunicator positions to a wage scale similar to that of sworn personnel as the current system is not working. The wage scale remains within the level 6 grade scale and would move Telecommunicators Windler, Wojtas and Zmudzinski to the mid pay range. Chief Rasmussen feels that the Telecommunicator wage classification needs to be moved to a minimum seven classification, similar to City Hall Front Clerks, as they work 24-7, weekends and holidays and have many more responsibilities. The Telecommunicator wages are still significantly lower than the City of Whitewater Police Department and the Walworth County Sheriff's Office.

e. Discussion/Action – Filling Detective position vacancy
Horne motioned to allow filling the vacant detective position. Connors seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.
Chief Rasmussen asked to fill the detective position now that patrol staffing is complete. The detective position has been open for approximately one year but could not be filled due to patrol staffing shortages. Two officers interested in the position have been tested and interviewed. Administrative Lieutenant and Detective Sergeant did the complete promotion process and Chief Rasmussen commended them on the process. The normal promotion procedure was followed. The numbers will be reviewed and a final decision will be made tomorrow.

f. Discussion – Updated job descriptions:

- Chief of Police
- Administrative Lieutenant
- Patrol Lieutenant

The job descriptions were handed out and will be discussed at the next meeting.

g. Discussion – Chief's Report (briefing only – no action will be taken)
The first Federal grant for body cameras to split $27 million to 80 departments was released. Our department financially does not qualify as the grants will be distributed to cities with financial hardships. There has been more

damage to the restrooms around town. Some of the restrooms have been closing earlier because of the damage. Chief Rasmussen feels this is due to lack of police presence around town due to staffing. The department has started a nuisance ordinance on Thumbs Up. They were opened after hours on Memorial Weekend and had some underage drinkers in the bar.

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

i. Discussion – Monthly activity reports – No discussion

2021 Dispatch activity for May 2021:	Telephone calls – 2,627	911 calls 283	Window assists – 701
2020 Dispatch activity for May 2020:	Telephone calls – 2,871	911 calls - 283	Window assists – 540

2021 Patrol activity for May 2021:	Calls for Service – 2,018	Arrests – 202
2020 Patrol activity for May 2020:	Calls for Service – 1,842	Arrests – 147

j. Thank you notes – No discussion/action

- Bud Schmauss – Officer Wisniewski
- Dr. Karen Twyning, DVM, - Det. Sergeant Nettesheim
- Shirley Hoffman – Officer Nelson
- Whitewater PD assisting with Spring Splash – Det Sergeant Nettesheim and Officer Tietz

k. Discussion/Action – Items to be forwarded to City Council
Expenditures, Chief's Top Five, Monthly reports, Thank you notes
Civilian Handbook and Telecommunication wages will be discussed with the City Administrator

11. Fire Department Business

a. Discussion/Action - Approval of bills for the month of May 2021, operating in the amount of $130,116.63, Capital purchases in the amount of $410,869.99, Equipment purchases in the amount of $56,041.75, for a total of $597,028.37
Horne motioned to approve the bills for the month of May. Condos seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

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

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

d. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
Chief Peters highlighted personnel accomplishments, introductions and anniversaries. Chief Peters also discussed community events and notable calls.

e. Discussion/Action – Update on Town of Linn staffing agreement
The department is working a cross-credentialing plan and waiting for policies from the Town of Linn Fire Department.

f. Discussion/Action- Shared fire frequency radio communications
Chief Peters discussed creating shared fire frequency radio communications, however, no changes will be made until fall.

g. Discussion/Action – Update on Shared services of Town of Linn North Shore
Fire Service services will go into effect July 1, 2021.

h. Discussion/Action- Boat 1 Update
The airboat has arrived and the radios were recently installed. The airboat will be highlighted in an airboat magazine.

i. Discussion/Action- Disposal of obsolete asset, 1995 Combee Airboat
Chief Peters would like to dispose of the vehicle per policy. Several departments have asked to purchase the airboat and some have offered up to $20,000. Chief Peters would like to research another way to sell the vehicle rather than through surplus to get the best price. Horne supports researching the cost of the airboat to be get the best return.

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

- St Francis de Sales Catholic School
- Ms. Eleanore Barth

k. Discussion/Action – Donations

- Mr. & Ms. Anthony Broz ($100)

Connors motioned to accept the $100.00 donation from Mr. and Ms. Anthony Broz. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

l. Discussion/Action- Approval of hiring, pending background & medical;

- Firefighter/AEMT Ryan Jolly
- Firefighter/EMT Timothy Osnacz
- EMT Taylor Reeves
- Firefighter/Paramedic Tanner Trace
- EMT Aidan Flannery

Horne motioned to approve hiring pending background and medical checks on the five listed candidates. Connors seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y. Motion carried 4-0.

m. Discussion/Action- Acceptance of resignation from Firefighter/EMT Derrick Wolff
Connors motioned to accept resignation of Firefighter/EMT Derrick Wolff. Fairbanks seconded. Motion carried 4-0.

n. Items to be forwarded to City Council
Expenditures, EMS call summary, Chief's monthly report and thank you notes.

Condos asked to have the Police and Fire agenda to follow City of Council meeting agenda guidelines and layout. He felt the Commissioners should be allowed to make comments at the end of the meeting for transparency. Connors advised that the Commission would review the procedures and the policy will be distributed to the members.

12. Adjourn
Condos motioned to adjourn the meeting. Horne seconded. Motion approved 4-0 at 7:25 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

LAKE GENEVA

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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY, JULY 8, 2021 – 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS

Commission Members: President Jim Connors, Vice President Ted Horne, Commissioners: Jay Fairbanks, 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 Chief Rasmussen

3. Roll Call
   Commissioners Connors, Condos, Horne, Fairbanks and Saul were present. Also present were Police and Fire Liaison Yunker, Town of Geneva Fire Liaison 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
   Liaison Yunker stated that $12,450.00 in donations have been collected for the First Responders fundraiser.

7. Approval of the Regular Meeting Minutes of June 10, 2021
   Horne motioned to approve the regular meeting minutes of June 10, 2021. Fairbanks seconded. Motion carried 4-0-1. Saul abstained.

8. Fire Department Business
   a. Discussion/Action - Approval of bills for the month of June 2021, operating in the amount of $119,806.78, Capital purchases in the amount of $3,100.25, Equipment purchases in the amount of $16,809.14, for a total of $139,716.17
   Horne motioned to approve the bills for the month of June 2021. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

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

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

   d. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
   Chief Peters reviewed the monthly report including the Fire Code of the Month, anniversaries, community events and notable calls. The Community Event highlight was Safety Town. Calls have increased approximately 20% over the last few months and the Fire Department is on record for the highest number of calls for the year.

   e. Discussion/Action – Annual report
   Horne motioned to approve the 2020 Annual Report. Saul seconded. Motion carried 5-0.
   Chief Peters handed out the 2020 annual report and it was reviewed and approved the Commission.

f. Discussion/Action- Revised fee schedule (ambulance fees)
Horne motioned to recommend to FLR and then City Council to approve the revised fee schedule as presented. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.
Captain Detkowski reviewed the fee schedule and asked for approval of the changes to the fees as listed in the memo. The changes do not affect Medicare, Medicaid or hardship cases. There was some discussion on how the fee schedule was reviewed and updated annually.

g. Discussion/Action – Disposal of obsolete asset, 1995 Combee airboat
Connors motioned to authorize the Fire Department to list the Combee airboat for sale as described with the proper legal wording. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.
Captain Detkowski stated the new boat is in service. The old boat is a good asset and private citizens are interested in purchasing the boat. The Fire Department would like to sell the boat via Facebook and classified ads online to get the best available price.

h. Discussion/Action – 2022 budget timeline
Chief Rasmussen discussed the 2022 budget timeline. The initial budgets will be drafted and handed out at the next meeting. A special budget workshop meeting was tentatively scheduled for August 12, 2021 at 5:00 p.m.

i. Discussion/Action – Thank You notes - No action/discussion

- Pizur family
- Safety Town

j. Discussion/Action- Approval of hiring, pending background & medical

- Firefighter/EMT Christian Jansen
- Firefighter/EMT Jesus Abarca

Horned motioned to recommend hiring Firefighter/EMT Christian Jansen and Firefighter/EMT Jesus Abarca pending background and medical exams. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

k. Items to be forwarded to City Council
Expenditures, EMS/Stark reports, Chief's monthly report, Fire Department annual report, revised fee schedule, Thank You notes.

9. Police Department Business

a. Discussion/Action - Approval of bills for the month June 2021, operating in the amount of $309,549.82, Capital in the amount of $33,544.70 and Equipment purchases in the amount of $1,292.76, for a total of $344,387.28
Horne motioned to approve the bills for the month of June 2021. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.
Chief Rasmussen advised that travel expenses are over budget due to Police Academy travel expenses and Special Equipment is over budget due to some unexpected maintenance repairs but the department is 2-3% under budget overall for the year. Saul commended both departments for good control of their budgets.

b. Discussion/Action — Updated job descriptions:

- Chief of Police
- Administrative Lieutenant
- Patrol Lieutenant

Condos motioned to approve all three job descriptions as presented. Connors seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.
Connors noted that the changes to the job descriptions were very minor and were in preparation of the transition pending Chief Rasmussen's retirement. Connors felt that the appropriate updates were representative of the current status and that further changes should be left for the new Chief to have the latitude to make his own decisions.

c. Discussion – Deputy Chief Job Description
Chief Rasmussen noted that Condos requested the Deputy Chief job description be presented for review for potential ideas or possible restructure. Saul stated that he felt the Deputy Chief job description should be presented at a future time if necessary. Horne and Connors agreed that the job description could be presented later if the new police chief chose to make any changes.

d. Discussion/Action - Civilian Handbook Update and Telecommunicator Wage Recommendation Update
Lieutenant Gritzner stated that once the handbook is approved with the corrections, the Chief will have the authority to move the Telecommunicator wages to the midlevel pay as proposed. The handbook will be presented to the City Council at the next meeting.

e. Discussion/Action – Confirmation of Promotion Officer Tietz to Detective
Connors motioned to confirm the promotion of Officer Tietz to Detective. Fairbanks seconded. Motion carried 5-0.

f. Discussion/Action - Accept letter of resignation of Community Service Officer Aspen Zillmer
Horne motioned to accept letter of resignation of Community Service Officer Aspen Zillmer. Saul seconded. Motion carried 5-0.
Chief Rasmussen stated that the department is now accepting applications for Community Service Officers because we are down a few positions.

g. Discussion – 2022 Budget Timeline
This line item was discussed with the Fire Department line item 8

h. Discussion – Chief's Report (briefing only – no action will be taken)

i. Discussion – Chief's Top Monthly Incidents
Chief Rasmussen handed out speed trailer data and described how the speed trailer is used throughout the city. The Commissioners didn't feel it was necessary to include the speed trailer data in the PFC packet every month. Chief Rasmussen also stated that over 500 calls were taken over the 4th of July Weekend including 63 open 911 calls. The State park closed at 12:30 p.m. which also led to severe congestion in the city.

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

2021 Dispatch activity for June 2021:	Telephone calls – 3,161	911 calls 341	Window assists – 803
2020 Dispatch activity for June 2020:	Telephone calls – 3,932	911 calls - 385	Window assists – 809

2021 Patrol activity for June 2021:	Calls for Service – 2,356	Arrests –
2020 Patrol activity for June 2020:	Calls for Service – 2,077	Arrests – 234

k. Thank you notes – No discussion/action
- Sheriff Picknell – Sgt. Hinzpeter, Officer Hansen, Officer McNeil, members of Walworth County SWAT team

l. Discussion/Action – Items to be forwarded to City Council
Expenses, Civilian handbook/Telecommunicator wages, Chief's monthly top five, monthly reports and thank you notes.

10. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically: Police Department Employment
Connors motioned to go into closed session to include Chief Rasmussen, Mayor Klein, Alderman Fesenmaier, Police and Fire Liaison Yunker, and Administrative Assistant Papenfus. Horne seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0.

11. Motion to return to open session per Wisconsin State Statute 19.85(2
Condos motioned to return to open session. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Horne-Y, Fairbanks-Y, Saul-Y. Motion carried 5-0 at 7:12 p.m.

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

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

Respectfully submitted,

Cindy L 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

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

PLAN COMMISSION MEETING
MONDAY, MAY 17, 2021 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM/IN PERSON – LIMIT: 13

Mayor Klein called the meeting to order 6:02 p.m.

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

Approve Minutes of the April 19, 2021 Plan Commission Meetings as distributed.
Commissioner Krajovic amended the discussion comments for the Kwik Trip project and the Fairwyn Subdivision PIP Amendment, both items on the April 19, 2021 Minutes.
Hoiland/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 and will be read at each Public Hearing.

Public Hearing and Recommendation of a Conditional Use Permit for Thomas & Kathy George, 3389 South Lake Shore Dr., Delavan, WI 53115 for a request to raze the building at 252 Center St. in the Central Business (CB) zoning district, Tax Key No. ZOP00258.
Thomas George, owner, presented request. Zoning Administrator Walling stated a CUP is needed to raze a building in the Downtown Design Overlay Zoning District and the applicant will turn the lot into a green space until construction begins on the new building. George said he would like to start construction in late September or October. Walling asked when the building plans would be available. George said in 2-3 weeks.

6:15: Commissioner Catlin has joined the meeting via Zoom and Commissioner Fueredi has joined the meeting in the Council Chambers.

Mayor Klein asked how it will be contained after demolition since it is a high walking traffic area. Walling said there would be safety fencing & erosion control. Krajovic asked when demolition would start, if it would only take place during the week & when grass would be planted since the tourist season is starting. George said they are coordinating with the fire & police departments to do training in the building before demo but the demolition would be during the work week, not on weekends.

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

Hoiland/Dunn motion to approve a Conditional Use Permit to raze a building and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Hoiland, Fueredi, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit for Leigh Gignilliat, 3 N. Walworth Ave., Williams Bay, WI 53191, to raze and rebuild a single family home located at 978 N Knoll Ln. in the Estate Residential – 1 (ER-1) zoning district and utilize the SR-4 zoning standards, Tax Key No. ZYUP00106J.
Lee Gignilliat, owner, presented his request. Walling said the applicant, his engineer and architect, met with staff many times and have addressed all ER-1 allowances and to use the SR-4 regulations as currently written. City Engineer Rauch, has reviewed the site plan, storm water and erosion control plans reflected in her report which is included in the packet. The applicant has met all zoning as written today. Rauch explained their engineering, touched on items the applicant needs to adjust and suggested approval based on the condition that the storm water structures are maintained per the manufacturer's requirements, which is the responsibility of the property owner. Rauch added proper sedimentation &

erosion control shall be installed and maintained throughout the life of the project, including keeping dirt off Knoll Lane during construction. Planner Slavney stated the proposed landscape ratio is 58% which complies with the regular ER-1 limits and it is the SR-4 setbacks which need to be addressed. Slavney also said the proposed building will contribute to the storm water management plan. Slavney did suggest the City require the placement of the shore path in a pedestrian easement for a Conditional Use Permit. Gignilliat said he sent a proposed pedestrian easement agreement to the staff as well as a proposed sanitary sewer easement agreement between him and his neighbor to the south. Rauch said there was a question regarding the sanitary sewer main running on the lake side of the lot, which needs clarification on intent of the easement. Slavney said the city attorney will review the pedestrian easement but the easement should be depicted on the site plan. Krajovic asked about the landscaping, if native species are used and meet the guidelines. Slavney said not all plants met the guidelines completely and explained some species on this lot will take a beating and believes it is the right mix of plants. Slavney said it may be better to err on sediment control and resiliency of the landscaping as a priority.

The Mayor asked for the correspondence to be read for this application.

Correspondence was received from Fred Geldermann, 1025 Wisconsin Street, opposing the project at 978 N Knoll Lane and was read into the record.

Correspondence was received from Mark Tebbe, 994 S Lake Shore Drive, opposing the project at 978 N Knoll Lane and was read into the record.

Correspondence was also received from Thomas Gardiner, representing Serendipity and Sunsets, opposing the project at 978 N Knoll Lane.

All correspondence has been distributed to the Plan Commission and City Council.

Speaker #1: Thomas Gardiner, 500 Commercial Court, attorney representing Serendipity and Sunsets, the Rozolis family, shared the history of property which preserved the views of the neighbors and sited criteria to be considered which include if there would be a substantial & undue impact on nearby properties, character of neighborhood, general welfare of neighborhood, land use, and public benefit. Gardiner also said there was a deed restriction on this property.

Speaker #2: Scott Lowell, 602 Trevino Drive, Lake Geneva, built the Rozolis' home at 962 Mariane Terrace, shared his concerns about the drainage on Knoll Lane & doesn't believe the 6" drain tile shown on the civil plans will not handle the huge amounts water which reach these properties.

Speaker #3: Linda Rozolis, 962 Mariane Terrace, questioned the need for the SR-4 setbacks also shared her opposition by stating this project would provide a substantial or undue adverse impact on the nearby properties, the character of the neighborhood, the environmental factors, traffic, parking & ROW factors, and doesn't maintain desired consistency of land uses. Rozolis also opposes the removal of the retaining wall and the proposed setback from the lake.

Speaker #4: Pat Kachur, 968 S Lake Shore Drive, shared her opposition to Rozolis easement but was told the Rozolis easement was not on the current agenda so she was asked to stop.

Speaker #5: Nick Egert, 835 Geneva Pkwy N, attorney representing Jenny Dempster, 982 N Knoll Lane, shared information for a 65' deed restriction for this property and stated this project would cause a substantial & undue impact on the nearby properties, character of neighborhood, environmental factors, traffic factors, parking, the right of way which should be taken into account. Egert said the applicant does bear the burden of proof to meet the criteria of the City. Egert also questioned the value average setback from the lake and said it would impact the Dempster's view substantially.

Speaker #6: Jenny Dempster, 982 N Knoll Lane, revealed the two properties are similar which have a shared pier and shared sidewalk according to the deed agreement. Dempster shared her concerns about the size of the house, where it would be located, the impact on her lake views and the value of her home. Dempster has further concerns about the water run-off which would affect her home.

Speaker #7: Sharon Jolly, 1028 S Lake Shore Drive, shared her concerns for the gravel road damage when construction vehicles use it to access the property, how close the house will be to the property line, the impact on the Dempster home, and the easement which affects 10 families.

Hoiland asked the applicant to address the issues stated by the neighbors. Gignilliat explained how he plans to fix existing issues such as the retaining wall, the walls along the bluff, the sidewalk, and water run-off. A discussion followed. Krajovic asked about the easement, height requirements, and storm water system. Walling addressed the easement & height questions. Cliff Toberman, civil engineer, designer of the storm water plan, explained the proposed storm water system. Rauch, reviewed the plan layout and calculations provided for this proposed storm water system and it meets the ordinance requirements. Krajovic asked if the technique to find average setback is typically normal. City Planner Slavney, said owners always want to maximize their views and views are hard to protect under the Wisconsin Planning law. Slavney explained the averaging setback and the reason behind it. Rozolis asked the average setback to be based on the near point of her home to the near point of Mrs. Dempster's home.

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

Krajovic asked for clarification on the deed. Attorney Draper addressed the private deed and how it was established. Draper also explained how the Conditional Use reflects the new state statute, shifting the burden of proof from the applicant to the Plan Commission, which must show substantial evidence to impose conditions to approve or substantial evidence to deny the request. The Plan Commission's role is not to interpret the private restriction on the property. Commissioner Gibbs asked if Knoll Lane was private, referencing any damage due to construction. Walling verified it is a private road. Draper stated it would be a private action. A discussion followed regarding the storm water run-off & the setback averaging.

Krajovic/Hoiland motion to approve a Conditional Use Permit to raze and rebuild a single family home, utilizing the SR-4 zoning standards, with the condition to specify the lakeshore path be designated with an easement right of way to the City of Lake Geneva and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Hoiland, Fueredi, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit for Starboard Property LLC, 1334 W. Main St., to raze and rebuild a single family home located at 1334 W. Main St. in the Estate Residential – 1 (ER-1) zoning district and utilize the SR-4 zoning standards, Tax Key No. ZYUP00094M.
Bernie Bartelli, Michael Abraham Architecture, architects representing the applicant, presented the request. Bartelli addressed the review items from the city engineer and supplied revised plans which he shared in the meeting. Walling said the applicant has made several adjustments, has met all requirements set forth and are in compliance with the zoning code as written today. Rauch has worked with the applicant & their engineer on a more specific grading plan for the utilities and better drainage to the lake. Krajovic asked if there are any landscaping adjustments. Bertelli said there is no proposal to touch anything along the lake elevations. Krajovic asked if there is tall grass along the path. Bertelli said the space is all lawn up to the path. Krajovic asked if city could ask for a 30' buffer of native species. Slavney thought this 30' buffer would be an appropriate condition and will result in public benefit reduce public harm to the lake. Hoiland asked about the timing for razing the exiting house and construction of the new house. Bartelli said they hope to start in August, moving from razing right into construction.

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

Krajovic/Gibbs motion to approve a Conditional Use Permit to raze and rebuild a single family home, utilizing the SR-4 zoning standards, with conditions to install a proper vegetative buffer along the shore path, a maintenance plan for storm water system, a lakeshore path easement for the city shown on the site plan and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Hoiland, Fueredi, 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.
Chris & Anna Meiner, 1310 St Andrews Road, Lake Geneva, presented their request. Walling said this project is located near a waterway so the DNR & Sewrpc get involved. Slavney explained the city protects specific natural resources within the city and one type of natural resources is drainage ways & waterways which is located near this project. This property is near a navigable stream and requires a 50' setback from the top of the bank. This rule was created after the house had been built. The 50' setback line cuts through part of the existing house and the applicant has been made aware. Slavney said the applicants revised their plans to satisfy the natural resource setback requirements & he believes the plans also fulfill the SR-4 & ER-1 requirements and zoning code. Walling said, with no change to the footprint of the house, this project will not impact the impervious surface ratio. Slavney stated the vertical expansion of this house is consistent with the recent DNR regulations, allowing vertical expansion within protected natural resource areas.

Correspondence was received for agenda item #9 by Dean Athans, 999 Snake Road; Bobby Stenstrom; Rick Neuman, 899 Snake Road; Maria Freda, W3136 Geneva Bay Drive; Michael Zak, 1882 Geneva Bay Drive; Sandie Sourek; Laura & Jeff Delheimer; 1875 Geneva Bay Drive; Sara & David Baughman, 1898 Geneva Bay Drive; all in favor of the project at 1886 Geneva Bay Drive. All correspondence was read into record and has been distributed to the Plan Commission & City Council.

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

Gibbs/Catlin motion to approve a Conditional Use Permit to allow for renovations and an addition to the existing home, utilizing the SR-4 zoning standards, and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Hoiland, Fueredi, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a "Limited" Conditional Use Permit filed by Tom Keefe & Samantha Strenger, 751 Geneva Pkwy / 615 Center St, for the request to allow for Commercial Indoor Lodging on the second floor of the property located at 725 W. Main St., within the Central Business (CB) zoning district, Tax Key No. ZOP00276.
Samantha Strenger, 615 Center Street, presented her request, stating the total occupancy will be 6 guests with 2 parking spaces behind the building.

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

Krajovic asked if this permit would be a limited Conditional Use. Klein said yes.

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

Public Hearing and Recommendation of a "Limited" Conditional Use Permit filed by Tom Keefe & Samantha Strenger, 751 Geneva Pkwy / 615 Center St, for the request to allow for Commercial Indoor Lodging on the second floor of the property located at 743 W. Main St., within the Central Business (CB) zoning district, Tax Key No. ZOP00272.
Samantha Strenger, 615 Center Street, presented her request, stating the total occupancy will be 8 guests with parking spaces behind the building. Walling said this application meets all requirements.

Klein/Dunn motion to close the Public Hearing. Motion carried unanimously.
Krajovic/Hoiland motion to approve a Limited Conditional Use Permit to allow for Commercial Indoor Lodging on the second floor of the property and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Hoiland, Fueredi, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit for Andrew Loughlin & Linda G. Learn Trust, 223 W. Main St., Barrington, IL 60010 to request a 2nd floor addition to the existing porch located at 600 Campbell St. in the Estate Residential – 1 (ER-1) zoning district and utilize the SR-4 zoning standards, Tax Key No. ZBB00001.
Todd Cauffman, Lowell Custom Homes, 401 Geneva National Avenue South, architect, representing the applicants, presented the request. Walling agreed the foundation footprint will stay the same, but there will be a 2nd floor expansion over existing porch. Krajovic asked if the porch will be torn down. Cauffman said the porch will get new columns and they will rework what is there. Hoiland asked about the deck & elevation change for the 2nd floor. Cauffman explained there will be new decking on the main porch, expansion of the deck area on the 2nd floor above the porch and the elevation change is lakeside.

Correspondence was received from Steve & Claudia Mitchell, 534 Seaver Lane, sharing their concerns for the project at 600 Campbell Street.

The correspondence was read into record and has been distributed to the Plan Commission & City Council.

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

Krajovic asked if the Plan Commission should address the lake front buffer, landscaping or easement on the lakeshore path. Slavney stated there is dense vegetative plants with deep established roots & suggests not changing vegetation between the path & lakeshore, adding that there is mostly lawn between the lakeshore path & the house. Staff agreed the easement for the path was needed. Hoiland asked if the elevation met our code. Walling said it complies with code.

Hoiland/Dunn motion to approve a Conditional Use Permit request for a 2nd floor addition to the existing porch, with the condition the lakeshore path easement is designated to the city and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Hoiland, Fueredi, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Precise Implementation Plan filed by 816 Wisconsin Sub LLC, 751 Geneva Parkway North, for the building located at 816 Wisconsin St., to operate as a Bed & Breakfast with exceptions to setback requirements on the property, within the Neighborhood Business (NB) zoning district, Tax Key No. ZOP00164.
Gary Dunham, 1315 W Main Street, Keefe Real Estate, presented his request. Jason Fischer, manager at Keefe, has worked with city staff and addressed their concerns and believes this application is complete and available for any questions. Klein clarified the main structure would be a bed and breakfast. Dunham said yes. Dunham also said 816 ½ will be a tourist room house – renting for 6 months out of the year. Krajovic asked the number of rooms in the bed & breakfast and parking. Dunham said 5 rooms between the 2 floors with 9 parking spaces. Rauch addressed engineering & utility items for the property. Walling stated the Planned Development was needed because of multiple buildings on the property as well as the lot coverage & setbacks from the pavement areas, while working with the engineers on storm water discharge from the site. Rauch asked for a cross-section of the pavement. Fischer said he will include the cross-section with the up-dated parking plan.

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

Hoiland/Krajovic motion to approve a Precise Implementation Plan request to operate as a Bed & Breakfast with exceptions to setback requirements on the property and with the condition to provide a Bed & Breakfast license from the state of Wisconsin and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Catlin, Hoiland, Fueredi, Krajovic "yes." Motion carried unanimously.

Conceptual review submitted by The Vistas Group for the proposed site plan of the 38.53 acre property located at the North West Corner of Townline and Edwards that would allow for the mixed residential development of single family, duplex, and multi-family buildings.
Ted Johnson, attorney, Godfrey Law Office, Elkhorn, representing the applicant, presented the request. Johnson said the city staff has facilitated in creating a layout to help maximize the green space & minimize the project's impact on the Environmental Corridor. Johnson said the road entering the development from the south off from Townline Road would be a public road and the road from the east off Edwards Blvd/STH120 would be a private road. A Traffic Impact Analysis, further engineering, and the pedestrian walkways still need to be addressed. Gary Dunham, realtor, shared the history of The Vistas Group and further explained the benefits of this project and the intended target market. Commissioner Fueredi asked about the clubhouse. Dunham said the clubhouse will be located on-site. Krajovic asked about the number of dwelling units, the sidewalk, and a traffic study, sharing his concern of traffic. Dunham answered his questions, noting the traffic study will be important in placing the road entering from Townline Road. Krajovic asked Slavney about earlier discussions regarding a bike trail on the north side of the property. Slavney said in addition to the north-south bike path on the west side of property, it was discussed the city would like to see an east-west bike path from the northwest side of the property out to Edwards Blvd. Slavney noted this concept does comply with our requirement to protect 70% of the mature trees area on a property. Slavney did suggest a change to the concept, being the addition of an east-west bike path on the north side of the property. Slavney believes the project complies with all the environmental protection requirements. Dunham said the impervious surface would be decreased by utilizing the underground parking.

Public Hearing and recommendation 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. A recommendation must be forwarded to the Common Council for a 1st and 2nd reading.
Slavney presented the amendment for Zoning Section 98-407 regarding the ER-1 zoning to allow the use of SR-4 land use zoning requirements. The primary incentive to amend this code was to codify historic practices & historic intent and list clearly all the provisions in the SR-4 zoning which are available in the ER-1 zoning districts. This amendment would also include all requirements which have been applied on an ad hoc basis, consistently, to properties seeking this Conditional Use Permit, as conditions of approval, such as: setbacks, easement for the shore path, vegetative buffers with native landscaping along the lakefront and more detailed storm water management review. Another addition to the Ordinance is to allow vertical expansion, to add floor area, to a structure which is or partially is currently developed within protected environmental features. This addition is consistent with the recent changes in state law and promotes the objectives of the Comprehensive Plan as required for any change in the zoning code. A discussion followed.

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

Hoiland/Klein motion to amend the zoning code provisions referenced in the packet memo for 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), recognizing the proposed Zoning Ordinance is consistent with the Comprehensive Plan and request the Ordinance be drafted and submitted to the City Council for the 1st and 2nd reading and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Fueredi, Krajovic "yes." Motion carried unanimously.

Adjournment. Klein/Dunn motion to adjourn at 9:54 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

SPECIAL PLAN COMMISSION MEETING
THURSDAY, MAY 20, 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 Forster Fueredi, Michael Krajovic. Absent (Excused) John Gibbs, William Catlin, Also Present: City Planner Slavney, City Engineer Rauch, & Building & Zoning Administrative Assistant Follensbee.

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

Acknowledgement of Correspondence. None.

Review and Action on a Site Plan review for the property located at Lot 11 Geneva Parkway for a proposed Medical Office Building with 2 entities requested by the owner Ruvin Bros. Artisans & Trades Inc. for the property located in the Planned Business Park (PBP) Tax Key No. ZLGBP00011.
Angie Streckenbach, Thrive Architects, presented the request and acknowledged the comments from Kapur & Associates and the Business Park. Streckenbach verified the applicant will need final approval on the storm water design and confirmation from the Business Park that the pond was designed and intended for use by the development on this parcel. Planner Slavney reviewed the plans and all city zoning ordinances are met. Slavney suggests the requirement to get the storm water management details approved by the City Engineer if the Plan Commission approves this Site Plan.
Mayor Klein asked Zoning Administrator Walling for his summary on this project.

Zoning Administrator Walling was not available via Zoom.

Slavney answered any questions from the Plan Commission. A discussion followed.
Alderman Dunn asked for clarification if the pond is not adequate. Slavney said no grading or construction can begin until the pond is confirmed. Hoiland asked about traffic and jobs generated. Slavney said the business is by appointment only and would have minimal impact. The staff count would be around 20. Commissioner Fueredi commented the landscaping is gorgeous and it looks like a park.

Hoiland/Dunn motion to approve a Site Plan Review for a proposed Medical Office Building with 2 entities, pending the storm water review & approval by City Engineer, consistency with staff report recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Hoiland, Fueredi, Krajovic "yes." Motion carried unanimously.

Adjournment. Klein/Dunn motion to adjourn at 6:15 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, JUNE 21, 2021 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM/IN PERSON

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

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

Approve Minutes of the May 17 and May 20, 2021 Plan Commission Meetings as distributed.
Hoiland/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.

Acknowledgement of Correspondence.
Correspondence was received and will be read at the Public Hearings.

Downtown Design Review:

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 – 836 W. Main St., in the Central Business (CB) zoning district, Tax Key No. ZOP00334.
David Madison, owner/operator, 830-836 W Main Street, presented his request. Commissioner Hoiland asked about the length of project. Madison stated 35-40 days. Madison said the demolition will take one day, bringing in trucks to take away the awnings and other materials. Madison said the tuck pointing & painting will take 2-3 weeks. Zoning Administrator Walling stated the scope has been reduced significantly and believes it will be an attractive presence in the downtown. Mayor Klein said the alabaster color is a very nice white. Walling said the tenant signs shown on the drawing will be addressed at another meeting to verify proper clearance from the sidewalk and meets the zoning requirements for this clearance.

Hoiland/Dunn motion to approve the renovation for the exterior façade of the building and include all staff recommendations.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Klein/Holand made a motion to move agenda item #11 in front of agenda item #7.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit filed by Lara L. Delheimer Trust, 3928 Johnson Ave., Western Spring, IL 60558 for a request to allow for a home addition and renovation of the property located at 1875 Geneva Bay Dr. in the Estate Residential – 1 (ER-1) zoning district and utilize the SR-4 zoning standards, Tax Key No. ZGB00010.
Dan Meyer, Lynch & Associates, 440 Milwaukee Avenue, Burlington, WI, representing the applicant, presented the request. Planner Slavney said all city requirements are met under the current zoning ordinance as well as the proposed zoning ordinance. Alderman Dunn asked how the impervious surface will be decreased. Meyer said they are decreasing the footprint of the residence by moving the screened porch closer to the house.

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

Hoiland/Gibbs motion to approve the Conditional Use Permit to allow for a home addition and property renovation and include all staff recommendations and fact finding in the affirmative.
Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Discussion/Action 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. (Matter referred back to Plan Commission by City Council on May 24, 2021)
Slavney shared his screen to visually supplement his presentation of the proposed amendment to Zoning Section 98-407. Slavney recognized the public concern of increasing the impervious surface limit from 40% to 50%. Slavney said the storm water review by the City Engineer will provide more benefits to the water quality of the lake & evaluate potential for run-off to neighboring properties. Attorney Draper addressed the misconception that more impervious surface equals more storm water run-off. Draper stated the proposed ordinance is designed so no additional storm water run-off is allowed after the improvement. Draper also said the Conditional Use Permit can have a condition imposed or denied when substantial evidence is provided according to the new state law. Specific standards were designed for the Conditional Use Application so the City doesn't have to decide if there is substantial evidence for every permit and every property. Slavney added the City wants to integrate the standards directly into the zoning code, as the state law permits, making the standards non-debatable requirements for the Conditional Use Permits. Krajovic asked if the run-off could be improved. Naomi addressed this question and a discussion followed. Krajovic asked if maintenance of the structures were part of the code. City Engineer Rauch said the municipal code requires the applicant to maintain any structures and explains the procedure. Slavney referenced page 4 in the proposed ordinance, citing the city may apply specific storm water management conditions. Naomi discussed the different perimeters for modeling storm water based on the state requirements. Klein asked for clarification of this agenda item, specifically, if it was a public hearing. Draper confirmed it was not. Klein asked if the correspondence was required to be read. Draper said it was not required. Klein asked for correspondence to be read since not everyone on Plan Commission had read it and the confusion based on the agenda item.

Correspondence was received from David Frost, 1556 Orchard Lane, sharing his concerns for proposed storm water management requirements in the Building Codes for ER-1. Correspondence was received from Ted Peters, Director of the Geneva Lake Environmental Agency, opposing the proposed amendment to the Lake Geneva zoning standards for the ER-1 zoning district. Correspondence was received by Ruth Monico, 1625 Lake Shore Drive, opposing the proposed amendment to allow 50/50 Landscape Ratio for lots in the ER-1 zoning district. All correspondence has been distributed to the Plan Commission and City Council and was read into the record.

Hoiland/Krajovic motion for re-approval to amend the Zoning Code Section 98-407 and include all staff recommendations.

Alderman Dunn doesn't believe an adequate discussion has taken place on the agenda item.

Roll Call: Klein, Gibbs, Hoiland, Krajovic voting "yes." Motion carried 4 to 1, with Dunn voting "no."

Klein stated the ER-1 Zoning amendment will go to City Council for the 1st and 2nd reading and citizens will be able to speak at the beginning of the City Council meeting regarding this agenda item.

Public Hearing and Recommendation of the General Development Plan for Kwik Trip for the property located at 898 S. Wells St. in the Planned Business (PB) zoning district Tax Key Nos. ZBL00006, ZBL00006A, ZBL00008, & ZBL00058.
Troy Mleziva, real estate manager for Kwik Trip, 1626 Oak Street, La Crosse, WI, presented the GDP request with revisions based on staff meetings and prior Plan Commission meetings. Slavney stated the General Development Plan sets the zoning rules for the property, while next step, the Precise Implementation Plan sets the details of design such as building materials & design, detailed landscaping & photometric plans.
This GDP is asking for minor zoning flexibilities as follows:
1. Wells St – an average of 10 feet setback on Wells Street - (Code – min setback of 10feet)
2. North side of site – average of 5 feet setback with sidewalk connecting Lake Geneva Blvd & Wells to interior of the site - (Code – min setback 5 feet)
3. Lake Geneva Blvd – average of 5 feet so there would be no driveways to Lake Geneva Blvd & to allow large vehicles to turn around - (Code - min setback 10 feet)
Otherwise, this site complies with the current zoning district. A discussion followed.

Speaker #1: Linda Frame, 940 Lake Geneva Blvd, asked why a retention pond is required on this property, when other Kwik Trips don't have the ponds. Engineer Rauch said the design went over the City's threshold for detention, based on the municipal ordinance, so a pond is required.

Speaker #2: Deanna Hanson, 1021 Wisconsin Street, owns the 2 buildings behind Stop N Go, including tenants and she shared her concerns: the removal of the power pole in the back yard which supplies energy to Stop N Go, would prefer her property be shielded from the lights at this new gas station and a fence be built for safety and containment.

Klein/Hoiland motion to close the Public Hearing. Motion carried 4-1 vote, with 1 abstained vote by Alderman Dunn.

Krajovic suggested a traffic study within 3 years by Kwik Trip.

Krajovic/Klein motion to approve the General Development Plan for a Kwik Trip gas station including the condition that the City can require an updated traffic study, up to 3 years after the construction, to determine if additional control is needed at the intersection of Townline Road & Wells Street, with further analysis by the City to determine the appropriate level of cost sharing with Kwik Trip 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 Jeffrey and Diane Wayne, 2305 Greenwood Ave. Wilmette, IL. 60091, for a request a home addition to construct an indoor pool at 886 Maytag Rd. in the Estate Residential – 1 (ER-1) zoning district and utilize the SR-4 zoning standards, Tax Key No. ZCE00019.
Scott Lowell, 602 Trevino Drive, Lake Geneva, representing the applicants, presented their request, stating the proposed impervious surface will be 32.6% which is less than the current zoning. Lowell said a rain garden was added to the plan based on the staff recommendation and any backflow from the pool will go into the City sewer. Walling stated the plans were reviewed by the City engineer & the addition & storm water plans meet our standards.

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

Hoiland/ Gibbs motion to approve the Conditional Use Permit to allow a home addition to construct an indoor pool 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 Peggy Klingenberg, 927 Bayview Dr. of a proposed pier installation for the property located at 927 Bayview Dr. in the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZGB00002.

Correspondence was received from Doug Lellbach, Lellbach Builders, stating he does not support this issue. The correspondence has been distributed to the Plan Commission and City Council and was read into the record.

Walling said the City received an approval letter from the DNR, also part of the packet; this project meets our guidelines & standards; and it meets the riparian requirements of 12.5' from the side lot lines.

Michael Lawler, Gage Marine, presented a brief summary for the project.

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

Krajovic asked if pier projects should address DNR suggested vegetation or lakeshore path easements. Slavney likes the idea and suggested the Plan Commission could have future discussions or write an ordinance to cover these topics. Attorney Draper likes the idea too but doesn't believe it is appropriate for pier installations since the biggest concern is side setbacks. Draper said these topics would be fitting if improvements were being made to the upland surface of the property. Walling said piers require a Conditional Use Permit in accordance with our Municipal Code for review and installation with emphasis on the riparian rights and the seaward side of the property line so both the Zoning and Municipal codes would need to be revised if changes are made. Krajovic suggested to the Mayor that these topics be discussed at a future meeting.

Krajovic/Hoiland motion to approve the Conditional Use Permit to allow the installation of a pier and include all staff recommendations and fact finding in the affirmative.

Dunn asked if the new pier will affect the neighboring piers. Walling said this request meets our requirements as well as the DNR standards.

Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit filed by the McDonalds Corporation, 711 Jorie Blvd. Oak Brook, IL 60523, for the property located at 104 Wells St. on a request to amend the existing site plan to include the installation of a second drive-thru order lane in the General Business (GB) zoning district, Tax Key No. ZOP00376.

Walling said McDonalds want to add a second drive-thru order lane to reduce the staging of traffic, re-striping the parking area from angle parking to 90 degree parking to provide the required amount of parking stalls for this property, guidance lines for cars in ordering lanes. Steve Jeske, Haag Muller, Architect & Engineer for applicant, 101 E Grand Avenue, Port Washington, WI, clarified the project will change the configuration of the lanes to a side by side design which is more efficient for traffic flow, it gives customers a way out, and is most common with McDonalds restaurants.

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

Hoiland/Klein motion to approve the Conditional Use Permit to amend the existing site plan to change the drive- thru configuration from a "2 drive-thru order points" in 1 lane to a "2 drive-thru order point" in 2 lanes 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 Zoning Map filed by Justin W. Lanasa, 723 Williams St. Lake Geneva, to amend the current property zoning from General Business (GB) to Central Business (CB) for the property located at 723 Williams St, Tax Key No. ZF00028.

Justin LaNassa, applicant & Tim Brovold, attorney from Thorpe Christian, representing applicant, presented the request to use the first floor of the property as a Dungeons & Dragons museum/store and said this amendment is in line with the 2035 Comprehensive Plan which shows a desire for the city to move this property from General Business to Central Business. Walling stated this area is the proper direction for Central Business to expand per the City Future Land Use in the Comprehensive Plan. Klein asked about the current commercial apartment on the 2nd floor. Brovold said the current Conditional Use Permit allows for the commercial apartment and with the Zoning Map amendment, his applicant is required to re-apply for a new Conditional Use Permit.

Speaker #1: Annaliesa Prohuska, 720 Marshall Street, 3 doors down from this property, shared her concerns regarding businesses coming into a residential area, and respectfully asked for a denial of this request.

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

Dunn asked the difference between General Business & Central Business. A discussion followed.

Hoiland/Krajovic motion to amend the existing Zoning Map of the property from General Business to Central Business and in compliance of the Comprehensive 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 of a Conditional Use Permit filed Justin W. Lanasa, 723 Williams St. Lake Geneva, to allow for an accessory land use that would allow for a Commercial Apartment on the second floor of the property located at 723 Williams St. in the Central Business (CB) zoning district.

Justin LaNassa stated if the Zoning Map is amended, he is required to get a Conditional Use Permit to allow for a commercial apartment on the 2nd floor which is a continuation of the current use.
Walling explained a Limited CUP vs. CUP and said in the past, the City has not used a Limited CUP for a commercial apartment.

Speaker #1: Annaliesa Prohuska, 720 Marshall Street, shared her concerns this apartment would become a party house or Air B & B and respectfully asked for a denial for this Conditional Use Permit.

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

Hoiland asked about the parking for this property. Walling stated the parking for the commercial apartment is on-site and if the Zoning Map amendment is approved by Council and changed to Central Business, there are no on-site parking requirements for the commercial part of the property. Dunn said if the manager is living in the apartment, it would be more controlled.

Hoiland/Dunn motion to approve the Conditional Use Permit of an accessory land use allowing for a Commercial Apartment on the second floor of the property and include all staff recommendations and fact finding in the affirmative. Roll Call: Klein, Dunn, Gibbs, Hoiland, Krajovic "yes." Motion carried unanimously.

Adjournment. Klein/Hoiland motion to adjourn at 8:06 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

Park Board Minutes June 15, 2021

1. Call to Order by President Cindy Feuredi at 6:30 pm

2. Roll Call by Secretary Barbara Philipps. Present were President Cindy Fueredi, David Quickel, Secretary Barbara Philipps, Peg Esposito, Alderperson Mary Jo Fesenmaier, Mayor Charlene Klein, Brian Olsen online. Absent were Peggy Schneider and Obdulia Alvarez

3. Approval of meeting minutes from May 18, 2021, were moved by Cndy and seconded by Peg

4. There were no comments from the public

5. Quarterly Presentation from YMCA Mike Kramp, CEO and Mike Coolidge, Sports Operation Coordinator. The baseball season resumed June 7. Members include 330 kids ages 4-14. The Quad County Travel Team started up in May. The concession stand opened June 7th. There were 2 tournaments in May for baseball/softball. The dream Team led by John Swanson begins June 26, 2021. The fields are dry due to the drought but otherwise in good shape. The Mayor stated that a parent is asking to see the proceeds of these tournaments in writing. Mike Kramp will provide 1st and 2nd half summer reports. Mike Kramp stated the infields could be improved. He would like to bring a professional in to discusses the upgrading of fields. Cindy asked who takes care of the fields, Mike answered that Public Works and the YMCA takes care of fields. There is 1 batting cage.

6. Park and Open Space Plan: MSA Questionnaire-DR Jim Gottinger put questionnaire on school website/ deadline is June 25, 2021 with MSA on June 29, 2021. The Survey is due June 25, 2021. Peg will approach newspaper about articles on park areas.

7. Vets Park: YMCA maintains Vets Park along with Public Works. Lion's Den Concession Stand. Playground equipment is in rough shape and needs replacing. New woodchips have been put down. Neal mentioned there is broken plastic at Vets Park and is a hazard. There is $7,000 in the budget.

8. Dog Park Sign The sign is not clear indicating that a license is needed-Dogs have to be licensed. Recommend to send to FLR Review ordinance. All voted yes

9. Four Seasons Nature Preserve. The compost smells awful. The name has now been changed to Mary Koutsky Four Seasons Nature Preserve. Motion to change the name was made by Peg and seconded by Mary Jo. Vote was unanimous. This will be sent to FLR. Mary Jo reported there is $4.000 in budget next year for the new sign, gravel and regrade. Mary Jo made motion Peg seconded. Unanimous yes vote. Mary Jo talked about the tower. It cannot be rebuilt. The insurance for the tower went into the general fund. The police do not want it rebuilt. Cindy suggested that we install a map out at Four Seasons for hikers. We need to take action to provide new maps. Suggestion: Have the Girl Scouts place maps out at Story Book Trails. Disc golf bridges are waiting for public works. The water main under the bridge has to be moved 30' to the south

10. Cindy: The bocce ball court is owned by the Utility Commission. Peg suggested that we build a raised garden It would cost $7,000 for water. The Utility Commission pays for the upkeep. Peg moved we develop gardens with St Francis School. Mary Jo seconded. All voted yes.

11. Maple Park Peg Schneider monitors the depth of the gravel for Maple Park, Dunn Field and playground. The Soccer goal nets are not secure.

12. Meeting ended at 7:35 pm

13. Next meeting date July 20, 2021 6:30 PM, City Hall.

14. Respectfully submitted, Barbara J Philipps, Secretary.

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Library Board Meeting
Lake Geneva Public Library, Smith Meeting Room
Thursday, June 10, 2021 5:00 pm

Meeting cancelled due to lack of quorum.

Next board meeting: Monday, June 14 at 5:30 pm at the Lake Geneva Public Library.

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Library Board Meeting
Lake Geneva Public Library, Smith Meeting Room
Monday, June 14, 2021 5:30 pm

1. Board President Lyon called the meeting to order at 5:58pm
2. Present: Lyon, Gramm, Pennington, Kersten, Gramm. Excused: Halverson, Eckola, Bartz. Absent: Schoolfield. Also present: Kornak
3. Kundert/Gramm motion to approve the May invoices of $72,177.66 passed unanimously.
4. Lyon/Pennington motion to approve the FEH project budget and schedule as recommended by the strategic planning committee for the total project cost of $1,248,042 passed unanimously.
5. Sale pricing of LGPL items (benefiting renovation / fundraising) - Pennington/Brookes will have appraisers review the furniture that could be sold and suggest prices. This will come back to the board before any sales take place, after FEH confirms items for sale/fundraiser will not be needed post-renovation.
6. Kundert/Kersten motion to adjourn at 6:20pm passed unanimously.

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Board Special Meeting
Monday, June 28, 2021 - 5:00 pm

1. Chair Lyon called the meeting to order at 5:00 pm
2. Present: Lyon, Kundert, Kersten, Pennington, Bartz, Schoolfield. Also present: Kornak. Excused: Eckola, Gramm, Halverson
3. Pennington/Kersten motion to approve furniture for (fundraising) sale passed unanimously. Kornak will confirm items for sale with FEH prior to making them available.
4. Kundert/Pennington motion to proceed with painted engraved pavers (not epoxy) for the patio passed unanimously.
5. Kundert/Kersten motion to authorize Kornak to proceed with moving plans and storage unit reservations (not to exceed $10,000) passed unanimously.
6. Update on printer/copier lease - tabled until July board meeting, pending quote from Martin Business Group
7. Kundert/Pennington motion to adjourn at 5:22 pm passed unanimously

Lake Geneva Historic Preservation Commission Meeting Minutes

June 8, 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, Louise Rayppy, Chris Brookes, Grace Hanny, Tim Dunn. Patrick Quinn, Jackie Getzen and Jim Davis were absent. Mayor Charlene Klein attended our meeting.

Review and approval of the minutes from May 11, 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. A Legacy of Imagination—The Creation of a Culture. Exhibit Opening Soon. 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. An Evening with Agatha Christie at Black Point—June 12 & October 23, 6—7:30 p.m. Thirty people attending on June 12th. Lake Geneva Walking Tours: once a month—6-7:30 P.M. Black Point Maple Park Historic Walking Tours will take place on September 11 & 12.

Update on Restoration work at The Riviera and status of 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. We gave approval for the new plaque for The Riviera, will cost $1,555.00. The plaque will be presented at the Open House ceremony at 4 o'clock on July 15. Majority of restoration work has been completed, a couple of windows not in yet, etc. Otherwise The Riviera is rocking and rolling, weddings, etc. Folder of The Riviera at the library. Will have cocktails and dancing in the ballroom, also free evening concert in Flat Iron Park on July 15, also free parking to anyone who has a city parking sticker. Actors Guild will be performing Neil Simon's comedy California Suite—June 17th and 18th.

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 any new 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. Grace will ask what we can do for them.

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.

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. Chris and Grace will call Dan Draper about getting together to discuss how we can incorporate a Landmark Ordinance in our Historic Preservation Commission. We could also ask city council about landmark status. E-mail from Jason Tish: Lake Geneva already had a Historic Landmark ordinance. Ch. 34 of your Municipal Code is your HP ordinance. CH. 34 creates the HPC and give it powers to regulate properties designated under Ch. 34, so the commission is already inextricably linked to the ordinance. The only building in Lake Geneva that would qualify for landmark status is The Riviera.

Update regarding the designation of Oak Hill Cemetery to the National & State Registers of Historic Places and discussion regarding creation of a new Historic Plaque. Contact Gail Klein about getting a grant so that we can apply that towards a new silver plaque for the cemetery. Patrick is putting together the information for the plaque. The plaque will be close to the Civil War sign.

Update 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. Cathy wanted landmark status, but we are unable to do that, but we are having a new plaque made for them.

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. Chris is going to update the list of past plaque recipients. We took a vote on which signs should be replaced. They are: two Pioneer Cemetery signs, two 700 Main Street signs, the Indian Trail sign, and the Historic Lake Geneva sign by the Library. Ask Jim which ones could be fixed.

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. We were informed that the bench would cost $2,500. A motion was approved to give to the Park Board $800.00 or whatever is left in reserve for that purpose.

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 8:25 P.M.

Respectfully submitted,

Louise M. Rayppy

City of Lake Geneva Avian Committee
Meeting Minutes

Tuesday, June 1, 2021, 6:00 P.M.
City Council Chambers

1. Call to order: 6:03 PM by Alderperson Flower

2. Roll Call. The following members were present: Cindy Flower - Alderperson, Carol Zimmermann, Sarah McConnell, Beverly Leonard, Karen Gallo, Kelley Happ. Jill Rodriguez was excused. There were no members of the public present.

3. Approval of Avian Committee meeting minutes from April 2021
Motion to approve minutes by Zimmermann, second by Gallo. The motion was passed.

4. Comments from the Publics
There were none.

5. Purple Martin Update:
Leonard reported that the birds are back and all martin houses are open, and birds are making nests. Gallo reported that eggs were observed– four at the boat pier; five at the fishing pier, with possibly more nests being made, with birds using the "helicopters" seeds. McConnell reported five more eggs and two more nests. The new sign is up at the west end pier –thanks Street Dept. Leonard reported that although landlords at our selected locations gave us permission to place magnetic birdcalls, some of them have been removed or destroyed by tenants. A discussion followed about educating the parking staff about our birdhouses, as they seem to be getting questions from the public. Discussed how we could provide brochures, have them direct people to our signs or otherwise let them know our bird houses are being monitored and tended by Avian Committee. It was suggested we create a small sign, laminated and attached to each of the poles letting people know that the houses are open, but that the holes may not be visible. Flower will contact Seth, parking manager.

Karen met a couple at the park that wants to get involved. He's a graphic artist – maybe he can come with up with an idea – she will talk to him.

6. Celebration of Girl Scouts
The Girl Scout Troop Leader, the girls and their families are invited to attend the City Council meeting on June 14 to be honored. Zimmermann commented that we have lots of good photos she will use in a physical and electronic version of a scrapbook. The physical scrapbook she will give to the Mayor and Council to see, and they will then present it to the Troop. The electronic version will go to the Troop leader who can then distribute it to the girls.

7. Celebration of the Story Book Trail
Great event at Four Seasons, with a large turnout including the first and fifth grades at St. Francis school, their principal and pastor, Mayor Klein, representatives of the Park Board of Commissioners, our partners (Lake Geneva Library, Geneva Lake Conservancy, Lakeland Audubon, Environmental Education Foundation, Visit Lake Geneva).
Lots of great photos were taken – we need to do a press release about the event. Happ and Zimmermann will work on this project.

McConnell reported that she cleaned and decorated two bulletin boards with birding information and explained needed repairs to the park board reps. we still need to encourage better signage – move the large lovely sign to a more visible location.

St. Francis School is working on re-accreditation this fall and has requested some kind of plaque recognizing their relationship with the City's Avian Committee and their environmental activities. McConnell will work on a plaque for the school to be ready by fall.

Flower suggested including the Park Board with some of our activities. Maybe they can help make the Story Book Trail signs permanent. Zimmermann suggested we ask one of the St. Francis students to present the students' birdhouse to the Park Board at a Council meeting.

She also suggested that the Avian Committee take time to think about the "State of Where We Are. " We have had so many activities we need to take a moment to thank our strategic partners. The group also applauded Zimmermann for the all time and hard work she has put into all of these projects.

Discussion followed about making the Story Book Trail sings permanent and the commitment it would take. Agreed to a make this an agenda item and discuss further.

8. Bird Walk Update.

We hosted students from St. Francis, Traver and Eastview Schools on a Bird Walk and speaker at the GLC's Bromley Woods. Students from St. Francis and Traver seemed to be very well prepared for the bird hike - Eastview students were not prepared in advance and seemed to get less out of it. Zimmermann has met with the principal and the curriculum director at Eastview to encourage them to participate in the Learn to Soar Program. If they do so, we will need to proceed slowly with a pilot program, a master teacher or an afterschool club so as not to overcommit.

We need to re-group and discuss what we did well and where we can do better or different – maybe after the Swift Night Out we can write another grant for a bird walk next year.

Flower shared a thank you note from Jill Lorenzi for the bird walk.

9. Swift Night Out Update

We are set with our plans for September 9 at Geneva Lake Museum. McConnell reported that the library is also having a Schlitz Audubon bird program on July 8. This is planned as a program for children – ours should be geared more for adults. Hope it is not the same. She will ask the Audubon group to look at the Museum facility to see if it will accommodate flying a raptor inside. Flower suggested we tag team with the library to promote both events.

We need to procure food vendors – pizza, ice cream and coffee. We will need to get permits for this Food will be scheduled for 5:30 to 8:30. Vendors should be set up by 5 pm. The program starts at 7, but people may want to eat through the program.

10. Lake Geneva Crossings Outreach

Gallo related a conversation with a resident at Lake Geneva Crossings regarding possible programs for the residents. After discussion, it was suggested we share our calendar of events with them and also let them know of Lakeland Audubon's website and newsletter. Gallo will pursue to see how active they want to be.

11. Next Meeting Date & Time: Tuesday July 6 at 6 p.m.

13. Future Agenda Items

- Purple Martin Update
- Story Book Trail Long term status
- Swift Night Out Plans

- Publicity for Events – past and future
- "State of Where We Are" discussion
- Budget Status
- Bird Walk Update
- Cookies for a Cause Update
- Christmas Bird Count and Christmas Tree Walk at the Museum

Adjourn: Zimmermann moved to adjourn, seconded by Gallo and approved. Meeting adjourned at 6:55 p.m.

Respectfully submitted
Kelley Happ
6/30/21

TOURISM COMMISSION MINUTES
Monday, June 14, 2021
COUNCIL CHAMBERS, CITY HALL

Meeting was called to order by Chair Waspi at 4:10 p.m.

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

Comments from the Public limited to 5 minutes, limited to items on the agenda: Gary Milliette, Eleven Gables, commented on the grant application revision agenda item #11 being a free-for-all and not benefitting the people of Lake Geneva including small businesses. He believes that grants should be restricted to applicants in the city's boundaries. Other municipalities have room taxes that should be given to these events that are outside the city. The Tourism Commission should also use the increased room tax rate to pay down the Riviera Building debt incurred by the renovations.

Approval of Tourism Commission minutes from May 19, 2021
Motion by Trilla, second by Pirzada, to approve the May 19, 2021 meeting minutes. Unanimously carried.

Update from Stephanie Copsey, Independent Contractor for Tourism Commission, Meet at the Lake Promotional Activity
Copsey informed the Commission that she is giving 10-12 Riviera tours per week now. She has booked 2 events as a result of the off-peak promotions media campaign. Copsey was complemented on the thorough, data-infused reports.
She explained that there is a rent-free Showcase Office at the Riviera for her use. The local vendor exposure program has 6 paying businesses at $250 each along with caterers who participate as part of their contract. Chair Waspi noted that the Riviera website is considered a "sticky website" due to the length of time (4 minutes plus) spent by viewers.

Update from Tourism Entity – Visit Lake Geneva
Their in-person Partner Meeting will be held June 15 at 8:00 a.m. at the Riviera Ballroom with subsequent locations on a rotating basis.
The Business After Hours event hosted by East Troy Chamber of Commerce is June 24 from 5:30 to 7:30 p.m. at Alpine Valley. All are invited to attend.
Goodwin encouraged Commissioners and the community to use www.VisitLakeGeneva.com/Events to view the Concerts in the Park dates and musical line up.
In addition to the City's Open House at the Riviera on July 15, directly before the Swing Nouveau concert, swing dance lessons will be offered.
Under Earned Media, Lake Geneva continues to see an increase in hosting travel writers and travel bloggers.
Trends: 1) Things to Do on the Visit website continues to be strong for outdoor activities 2) traveling closer to home rather than flying.

A Tile for the Tourism Commission/Riviera website, as part of the Visit contract, including photos, is awaiting content submission by Stephanie Copsey for the Visit website.

Update from Lake Geneva Business Improvement District (BID) – None

Written financial update provided by City Comptroller
Chair Waspi noted that in the future, added to the spreadsheet of grants, will be a column showing the ranking of the event outcome to assist with future grant approvals.
Balance Sheet as of May 31, 2021
Total Assets $132,728.97
Restricted Fund Balance 306,608.95

Walworth County Visitors Bureau Agreement
The agreement has been reviewed by representatives from the Visitors Bureau, Chair Waspi, City Attorney Draper, and others. The final copy needs to be signed and witnessed for the records.

Tourism Promotional Grant Program and Requests:
Amendment to previous grant award – Mayor Klein
Mayor Klein asked for the previous $68,000 grant to be amended due to a needed fix for the line of sight into the men's restroom on the first floor. There was no submission in the packet detailing the advertising boards that will be placed in the lobby to fix the problem. The boards will have an anti-graffiti coating and will be 30" wide extending from floor to ceiling. MSI suggested partitions inside the restrooms. No details were available at this time regarding how the boards will be used for advertising.
<u>Motion by Waspi, second by Pirzada, to award $5,000 for another Riviera grant</u>. Commissioners believed this is in the scope of the room tax expenditures. <u>Carried with Alderman Fesenmaier voting No</u>.
D.A.R.E. Training Conference - Wisconsin D.A.R.E. Officer's Association, Linn Police Chief James Bushey
Chief Bushey explained that the D.A.R.E. program offered in Kindergarten through 8th Grade and now extends into the high school level and is implemented in all 50 states. The Lake Geneva locations was requested by past participants. Running for three days – July 19 to July 21 – the training has been expanded this year to included teachers and Community Service Officers.
<u>Motion by Pirzada, second by Trilla, to approve up to $1500 for Riviera Building rental fees and marketing materials with the Lake Geneva logo, as required. Carried</u>.
Taco Fest – White House of Music, Wisconsin Valley Media Group
Chris Buttleman and Rob Ireland explained the event and spillover into City of Lake Geneva lodging for the three-day event on September 10 through September 12.
<u>Motion by Trilla, second by Waspi, to approve the full $10,000 grant amount for marketing. Unanimously carried</u>.

Tourism Grant Application Forms – Review
Chair Waspi noted the need to revise the application form and disclosed that six forms were found in different places on the City website.

Revisions:

- the application is due and will be submitted ***one week prior to the Tourism Commission meeting***; this language shall replace "at the next Tourism Commission meeting after submission" to III. Application Procedures and to the actual application page
- remove "and designee" in section III. Application Procedures
- remove "and if funds are advanced, a follow-up submission summarizing the deployment of the funds and evidence as to its successful deployment will be required for future grant consideration" in section II. Eligible Participants
- In section III. Application Procedures, substitute "materials" for "backup" and the Commission ~~would like~~ requires.
- In section III. Application Procedures, delete the last sentence of paragraph two, "Upon receipt of the completed application, it will be presented to the Commission for consideration."
- In section V. Event Expense Reimbursement Procedures add "using the Reimbursement Form provided in the application packet" at the end of the first sentence.
- add to the application form and other pertinent sections, all PowerPoint slides due one week prior to the Tourism Commission meeting
- language/grammar edits submitted to Administrator Nord by Alderman Fesenmaier
- the complete application packet, including cover page, consists of eight (8) pages; each page will be numbered in sequence (i.e. 1 of 8 etc. minus cover page and list revision date (i.e. June 2021).

Other suggestions that were rejected per discussion and are NOT to be included in the revisions:

- adding a cap for grant amounts
- asking applicant to return full or partial grant amount if funds are misused or proper paperwork not submitted; current practice is that grant funds are only released with proper invoice verification; new reimbursement form is included in the application packet
- adding previous grant application dates to the form; Waspi noted that the spreadsheet of grants will list a ranking of previous grant success; have model grant applications available for applicants
- limiting grants to applicants within the City limits; Commission wanted discretion to view applications by individual circumstance.

<u>Motion by Waspi, second by Trilla, to revise Grant Application Form with the above changes. Unanimously carried</u>.

Future meeting agenda items and next meeting date – Monday, July 12 at 4:00 PM

<u>Motion by Trilla, second by Pirzada, to adjourn at 5:50 p.m. Carried</u>.
Respectfully submitted,
Alderman Fesenmaier, Secretary

TOURISM COMMISSION MINUTES
Monday, July 12, 2021
COUNCIL CHAMBERS, CITY HALL

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

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

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

Approval of Tourism Commission minutes from June 14, 2021
Motion by Hedlund, second by Moritz, to approve the June 14, 2021 meeting minutes. Unanimously carried.

Update from Stephanie Copsey, Independent Contractor for Tourism Commission, Meet at the Lake Promotional Activity
Copsey highlighted some of the data from her report including that active inquiries continue to increase. Visit Lake Geneva's site has now been updated to include the page link Riviera Ballroom: https://www.lakegenevariviera.com/hotels . July had 14 scheduled events to-date out of the 31 days. The Riviera has been booked for a November 2023 wedding already.

Update from Tourism Entity – Visit Lake Geneva
Goodwin announced the Annual Partner Appreciation Night will be held October 20 at The Abbey Resort. Nominations for the Impact Awards as part of that event will open in August.
Mark your calendars for the Electric Christmas Parade this year on December 4.
Deanna mentioned some of the Earned Media Highlights and the Marketing Metrics.
A recent study (June) by Wave 40 shows that due COVID-19 concerns people continue to travel more locally or regionally (within a 4 to 6-hour drive). Full study here: https://bit.ly/3yqlWsD
It was just announced by the state's Department of Tourism that Visit Lake Geneva will be featured in the next brochure.
Goodwin agreed to explore incorporating the city's Public Restroom locations in the Parking Lot map in their next Visitor's Guide.

Update from Lake Geneva Business Improvement District (BID) – None

Written financial update provided by City Comptroller
Chair Waspi asked that the Ice Bar event be removed from the outstanding grant list.
Balance Sheet as of June 30, 2021
Total Assets $137.899.51
Restricted Fund Balance 340,982.50

Tourism Promotional Grant Program and Requests:

Reallocate Funds in previously-awarded grant – GLAS Education, Star Parties

Adam McCullough asked for permission to AMEND their original grant application to move (not increase) funds into tent and table rentals due to increased attendance for the July Apollo 15 event.

Motion by Waspi, second by Hedlund, to approve the full $10,000 grant amount for marketing with the flexibility to move funds into another line item for tent and table rentals. Unanimously carried.

Tourism Grant Application Forms – Review

The Grant Application pages included in the packet were not inclusive of the changes that were reported in the minutes.

It was also noted that previous concerns about events being held outside the City limits should be noted on the application form (i.e. has the applicant applied for grant money in the event location) and included in the grade/evaluation of past events.

Motion by Fesenmaier, second by Hedlund, to continue the Grant Application Form revision/approval to the August meeting. Unanimously carried.

Future meeting agenda items and next meeting date –

Place on agenda the grade/evaluation of past grant recipients/events to include on the chart.

Monday, August 9 at 4:00 PM

Motion by Hedlund, second by Waspi, to adjourn at 4:33 p.m. Carried.

Respectfully submitted,

Alderman Fesenmaier, Secretary

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING
Wednesday, June 2nd -- 9:00 am
Harbor Shores, Lighthouse Room
300 Wrigley Drive, Lake Geneva, WI 53147

MINUTES

1. **Call to order**

2. **Roll Call**
   In Attendance: Dimitri, Shari, Beth, Jeanine, Kristi, Speedo and Althena

3. **Approval of minutes from last meeting**
   TR 1st, Speedo 2nd All Approved

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**
   Jim Strauss: Businesses who change prices on products should not use a sticker, but print new menus or price tags.
   Tammy Christiansen: Snow plow issues should start to be dealt with now to be ready for winter. If we can't figure the plowing out maybe the Mayor could declare a snow emergency so that the roads are clear for plowing. Open store fronts could be used as "Pop up Museums". Christmas idea – Chad left a card with Tammy to create a "Christmas Fairyland", Kristi to follow up with him.

5. **City News and Mayor Klein Update**
   Mayer Klein proclaimed July 13 "Lake Geneva Day". Celebration planned for the re-opening of The Riviera. Ceremony and concert 6 – 8 pm. End of August the "String of Pearls Gala" will be held. Tickets will be sold to benefit the Lake Geneva Fire Department 1st Responder Fund. (A fund to help with the certification process that is paid directly by the 1st responder) Tickets are $200 for dinner and dance or $350 for cocktails on a lake home, boat ride over to the Riviera, dinner and dance. Speedo gave kudos to Mayor for the Riviera Project.

6. **Appearance of Event Director, Kristi Tarantino, Wine Walk recap, Oktoberfest update, Lake Geneva LIVE, grant approval Oktobefest**
   Wine Walk went well. Many positive comments. About $5,000 was earned for the BID. Oktoberfest plans under way. Signage has been created. Harbor Shores will be the Ground Zero for supplies. Lake Geneva LIVE starts July 11 – Promo starts soon. Discussion on having more than just music. Vendors will be solicitated. Beer and Wine offerings will be Topsy Turvy and The Bottle Shop if permits can be obtained. First Fridays are picking up. More flags ordered. Beth has poles at The Bottle Shop. Fliers are at Avant for people to pick up and hang.

7. **Appearance of VISIT Lake Geneva**
   In person meetings are resuming starting June 15, 2021
   Restaurant week a success with 23 participating restaurants. Five charity check winners to be announced. Tito's was the new donor for the cheks. $9,000 will be given away. Great LG press and visits to website.

8. **Appearance of tourism board**
   No one in attendance. Question that maybe they are not aware they are invited to speak

9. **Approval of financials**
   TR 1st Speedo 2nd All Approve
   Wine Walk
   543 tickets sold 22 designated driver tickets $15,000 revenue
   $7257.47 wine cost
   $633.68 Printing
   $1629.00 Never Say Never Donation
   $1000.00 Wendy (design and Promotion costs)
   $4990.67 BID Profit

   $125 Treasure Hut Buried cords
   $39.90 Printing First Friday Flyer
   $600 Lake Geneva Live Music Fees to House of Music

10. **New business**
    Wine and beer permits to be obtained for Lake Geneva LIVE. Kristi to do.

11. **Other Business**

12. **Pay Bills**

13. **Set Next Meeting date: July 7th at 9am**

14. **Adjourn**
    1st Speedo 2nd TR All Approve

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING
Wednesday, July 7 -- 9:00 am
Harbor Shores, Lighthouse Room
300 Wrigley Drive, Lake Geneva, WI 53147

MINUTES

1. **Call to order at 9:04 am**

2. **Roll Call**
   In Attendance: Dimitri, TR, Laura, Beth, Jeanine, Kristi, Speedo and Althena

3. **Approval of minutes from last meeting**
   TR 1st, Speedo 2nd All Approved

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**
   Jim Strauss: Concerns about Holiday lights and the placement. Tabled conversation until further in the meeting.

   Mary Jo Fesenmaier she has been promoting First Friday to locals but their concern is it is too loud downtown. People want to be outside but they want it nice.

   Mayor Klein concerns about a Laser Light show might not be allowed due to an existing ordinance.

   Gary Bourossa of Laser Fusion: They are a local business who does shows nationally and would like to do shows for Lake Geneva. He is versed in obtaining permits and the requirements to produce the shows. A 30 minute show would cost about $20,000. Talk was tabled to the Oktoberfest committee to incorporate this into that weekend.

   Roger Wolf via letter to Kristi: Business growth is fabulous right now on the weekends, we need to build the week day business while we have the energy happening on the weekend.

5. **City News and Mayor Klein Update**
   Mayer Klein proclaimed July 15 "Lake Geneva Day". Celebration planned for the re-opening of The Riviera. Ceremony and concert 6 – 8 pm.

   End of August the "String of Pearls Gala" will be held. Tickets will be sold to benefit the Lake Geneva Fire Department 1st Responder Fund. (A fund to help with the certification process that is paid directly by the 1st responder) Tickets are $200 for dinner and dance or $350 for cocktails on a lake home, boat ride over to the Riviera, dinner and dance. About half of the tickets have been sold as of today. An office has been created at the Riviera for Stephanie Copsey, event coordinator for the Riviera. There is wall space within the office for local businesses to promote themselves. An 8.5 x 11 Plaque can be created for $250 annually.

6. **Appearance of Event Director, Kristi Tarantino, Wine Walk recap, Oktoberfest update, Lake Geneva LIVE, grant approval Oktoberfest**
   Maxwell Street Days August 27-29, Lake Geneva Live is all set with musicians, Snacks provided by Something Sweet. Oktoberfest plans going well. There is a separate meeting with a small committee for the details.

7. **Appearance of VISIT Lake Geneva**
   In person meetings have resumed. Several travel writers have been hosted by Visit Lake Geneva and articles written in major publications like USA Today. Website and visitors to the Visitor Center is up. Concerts in the Park has been going well. They encourage visitors to bring food and snacks from local businesses to the Park.

8. **Appearance of tourism board**
   No one in attendance.

9. **Approval of financials**
   TR 1st Laura 2nd All Approve

10. **New business**
    Lights on the Bridge are being taken. Voted to order replacements and order a timer. Dimitri 1st, TR 2nd All Approve.
    Logo for Oktoberfest created Speedo 1st, Laura 2nd, all approve

11. **Other Business**

12. **Pay Bills**

13. **Set Next Meeting date: August 4th at 9am**

14. **Adjourn**
    At 10:08 am 1st Speedo 2nd TR All Approve