CITY OF LAKE GENEVA

City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.com

COMMITTEE OF THE WHOLE
WEDNESDAY, SEPTEMBER 8, 2021 – 6:00 PM
CITY HALL, COUNCIL CHAMBERS

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

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

1. Links to the City of Lake Geneva's live video stream can be found at www.cityoflakegeneva.com/video
2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
3. Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free)
   Access Code: 9746153

AGENDA

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

a. VISIT Lake Geneva, Alderperson Halverson

b. Geneva Lake Museum, Alderperson Dunn

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

d. Geneva Lake Environmental Agency, Alderperson Fesenmaier

e. Geneva Lakes Family YMCA, Alderperson Straube

f. Geneva Lake Use Committee, Alderperson Dunn

g. Business Improvement District, Alderperson Straube

8. 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

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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

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

Pledge of Allegiance – Ald. Yunker

Roll Call:
Present: all
Absent: none

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

Sara Hill 1024 George St thanked the Council for their work and spoke on the recent downtown activity and the various struggles seen, and the Riviera restoration project.

Mike Krajovic 930 Bonnie Brae Ln spoke on the City parks, the importance of developing our parks, preserving green space, the Park and Open Space Plan, and funding.

David Frost 1556 Orchard Ln supported Mike Krajovic's comments, and spoke on the zoning changes, encouraging public participation in the process.

Ruth Ann Monico 1625 Lakeshore Dr spoke on the ER-1 zoning district, and thanked the Lake Geeneva Regional News for publishing information on the issue.

Charlene Klein 817 Wisconsin St thanked everyone who attended the Riviera Open House and spoke on the Riviera, encouraging anyone with questions to contact her.

Dennis Loesser Wells 336 W Laurie St spoke about the negative effects of rapid development on the community and boat traffic on the lake.

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

Finance, License & Regulation Committee, Alderperson Howell

Topics to be discussed include disallowing left turns into 350 N Edwards, library renovation funds, Riviera Rental rate change, possible City newsletter, Bike Trail repairs behind YMCA, repairs to Bloomfield Rd, Impact Fees RFP, Park Plan, and Comprehensive Plan.

Personnel Committee, Alderperson Hedlund

Topics recently discussed include RFPs for City Assessor, an Employee Comprehensive Wage Study Plan, ADA compliance officer, and the employee clinic.

Public Works Committee, Alderperson Flower

Updates were given on the 2022 Street Improvement Project, no left turn at 350 Edwards Blvd, Church Pass Parking, ADA compliance, adoption of an ADA transition plan-funding, adopting PROWAG, Park Mobil, maintenance issues concerning the Fountain and the Disc Golf Bridge, the Cemetery, the snow plowing ordinance, Bike Trail repairs, Bloomfield Rd repairs, recycling pickup frequency,the Four Seasons tower and boardwalk, and the possibility of summer brush pick up.

Piers, Harbors, & Lakefront Committee, Alderperson Yunker

Topics recently discussed include Beach revenue, the Harbormaster, concerns about the boat cleaning station location, and the Riviera.

Concerns on weeds in the lagoon were brought up, and the possibility of dredging suggested.

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

Topics recently covered include the Annual report, hydrant painting being pushed to 2022, ATT request, hauled waste facility being moved to wastewater plant for better surveillance.

Tree Board, Alderperson Halverson

Did not meet-no updates.

Police & Fire Commission, Alderperson Yunker

Updates were given concerning the first responders benefit sales and CSO interviews.

Plan Commission, Alderperson Dunn

Recent activity includes discussion on Kwik Trip on Wells, Venture Partners LLC on La Salle St development plan, Maxwell Mansion Conditional Use, and Townline Rd/Edwards Blvd development general plan.

Board of Park Commissioners, Alderperson Fesenmaier

Topics discussed include the Disc Golf Bridge repair, the Four Seasons tower and boardwalk, revisions on dog park ordinances, and the Park and Open Space Plan,

Library Board, Alderperson Halverson

The Library is closed for renovation until January or February, further updates were given concerning the progress of the work and fundraising.

Historic Preservation Commission, Alderperson Dunn

Update given concerning Oak Hill Cemetery being placed on the Wisconsin & National Registers of Historic Places.

Avian Committee, Alderperson Flower

Update given on recent events including the Purple Martins, The Girl Scouts outreach work, Storybook Trail, Swift Night Out, and Cookies for a Cause fundraising at Simple.

Tourism Commission, Alderpersons Hedlund & Fesenmaier

Recent discussion items include revising the grant application and the contract with Walworth County concerning bus tours. The Commission hopes to have an increase in grant money available because room tax collection has been increasing.

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

An update was given concerning new partners, media tours, publications, and summer events.

Geneva Lake Museum, Alderperson Dunn

Topics covered recently include attendance, membership, Tuesdays at 2, improvements, new exhibits, and volunteering opportunities.

Lake Geneva Economic Development Corporation, Alderpersons Hedlund & Howell

Update given on recent land sale and activity in the Business Park.

Geneva Lake Environmental Agency, Alderperson Fesenmaier

Topics discussed include Clean Boats Clean Waters, relocation of the CD3 machine for increased use, possibility of boat launch fee payment at a kiosk or on the ParkMobile app, starry stonewart, and applications for a new director.

Geneva Lakes Family YMCA, Alderperson Straube

An update was given regarding recreation activity at the park and board members.

Tournament information reports were requested.

Geneva Lake Use Committee, Alderperson Dunn

No meetings

Business Improvement District, Alderperson Straube

Recent BID activities include sponsoring a Sunday Concert series this summer. The Oktoberfest planning is underway, and the Christmas Holiday will be addressed at the next BID meeting.

Adjourn

Motion by Fesenmaier to adjourn, second by Dunn. Motion carried unanimously. Committee adjourned at 7:28 pm.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, AUGUST 3, 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, Fesenmaier, Halverson, and Hedlund
Absent: None

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

Approve the minutes of the July 20, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Yunker to approve, second by Hedlund. Fesenmaier questioned where the remote attendance policy was as it was approved. Clerk Kropf noted that it was still being drafted by the City Administrator. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by Lot of Love Inc for use at FalzFest on September 17, 2021, located at 965 Wells St
Motion by Halverson to approve, second by Hedlund. Clerk Kropf noted that this is an annual event held by Primex Inc. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by the St Francis de Sales Catholic Church for use at Fall Irish Fest on September 25, 2021 and September 26, 2021, located at 148 W Main St
Motion by Yunker to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Operator License filed by Robert McCormick for use at the St Francis de Sales Catholic Church Fall Irish Fest on September 25, 2021 and September 26, 2021
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Parking Stall Fee Waiver request filed by the Lake Geneva FireBelles for the FireBelles Fundraiser event located at Hogs & Kisses to take place on Sunday, September 19, 2021; Request is for use of eight parking stalls directly in front of 149 Broad St
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original Class "B" Fermented Malt Beverage and Class "C" Wine License applications filed by Zaab Corner Bistro Corp d/b/a Zaab Corner Bistro, Jirapa Cox, Agent, located at 501 Broad St
Motion by Yunker to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original Class "B" Fermented Malt Beverage and Class "C" Wine License applications filed by O2 Lounge LLC d/b/a O2 Lounge, Lindsey Guerrero, Agent, located at 647 Main St #100
Motion by Halverson to approve, second by Hedlund.
Motion by Halverson to suspend the rules to allow the applicants to speak, second by Hedlund.
Lindsey Guerrero addressed the committee regarding their request. They added they will be serving food along with the alcohol being served. Martin Guerrero noted they plan to offer private parties as well. Motion carried 5-0.

Discussion/Recommendation regarding Bike Trail maintenance from the YMCA to Curtis St
Fesenmaier addressed the committee regarding the Bike trail and noted it is deteriorating. This item is a request to repair the trail. Clerk Kropf noted the proposals for work had not be received as of yet and would recommend it be continued.

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

Discussion/Recommendation regarding road patch work to be completed near 600 Bloomfield Rd to be possibly funded from the Road Maintenance Fund
Motion by Hedlund to approve in an amount not to exceed $11,899, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding possible ordinance amendment disallowing left turns into 350 N Edwards Blvd for northbound traffic
Motion by Hedlund to approve, second by Fesenmaier. Hedlund explained this area is very congested and dangerous; this would disallow left hand turn for northbound traffic into the first two driveways for this property. Motion carried 5-0.

Discussion/Recommendation regarding request for consideration of additional capital funds for the Library Renovation project
Attorney Draper explained the library has autonomy other than for the building; the Council will still need to approve any contracts for the building. Library Director Emily Kornak added the contracts for the asbestos abatement and the renovation will before the Council on August 9.
Motion by Halverson to continue to the next meeting, second by Howell. Halverson withdrew the motion, seconder agreed.
Motion by Halverson to suspend the rules to allow Dennis Lyons to speak, second by Hedlund. Lyons noted the library has the funds for the renovation but it looking for some help from the city for the project. Halverson added that there may be funds available through the American Rescue Plan. Finance Director Hall noted the library budgeted $163,000 for various projects for the building. The capital funds may have some excess depending on how much the other capital projects take up. The American Rescue Plan funds cannot be used directly for this type of project, but the revenue loss potentially could be. Hall explained the undesignated fund balance could also be available.

Motion by Howell to continue to the August 17, 2021 Finance, Licensing, and Regulation Committee, second by Halverson. Library Director Kornak explained this process will more than likely extend the completion date from January 2022 to possible February or March; this would prohibit residents from utilizing the library even longer.

Motion by Hedlund to call the question, second by Howell. Motion carried 5-0 on a roll call vote.

Motion to continue carried 5-0 on a roll call vote.

Discussion/Recommendation regarding possibly amending the Riviera Ballroom rental rates
Mayor Klein explained the events coordinator and she have discussed the possibility of increasing the 2023 rates. The increased rate would include the setup and security costs. She recommended that the rates for 2023 be raised by 10% and at a minimum of 5.5%. She added the City should possible review the need for an outside cleaning crew to aid the Public Works Department with cleaning, setup, and tear down. Hedlund would like to see the possible additional funding to go to the Department of Public Works for the work versus hiring an outside firm.
Motion by Yunker to continue to the August 17, 2021 Finance, Licensing, and Regulation Committee, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding possibly creating a City of Lake Geneva newsletter
Mayor Klein addressed the committee regarding a company that would help prepare and mail newsletters City wide. This would not cost the City anything as they are funded through advertising. Halverson expressed concerns with mixing government with advertising. Fesenmaier stated that there are residents that do not use computers and it would be nice to be able to reach them for City updates. Committee discussion included adding this to a Committee of the Whole agenda for a presentation and discussion. No action.

Presentation of Accounts

Prepaid Bills in the amount of $106,583.27
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Regular Bills in the amount of $150,663.77
Motion by Yunker to approve, second by Hedlund. No discussion. Motion carried 5-0.

Adjournment
Motion by Hedlund to adjourn, second by Halverson. Motion carried. The meeting adjourned at 5:35 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, AUGUST 17, 2021 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

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

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

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

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

Approve the minutes of the August 3, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Fesenmaier to approve, second by Yunker. No discussion. Motion carried 4-0.

Licenses & Permits

Discussion/Recommendation regarding a Tier II Event Permit Application filed by the Downtown Business Improvement District for the event of Oktoberfest to take place on October 8, 9, and 10, 2021 located in Downtown Lake Geneva including Flat Iron Park
Motion by Yunker to approve, second by Fesenmaier. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding Temporary Operator License Applications for use at the String of Pearls Gala to be held on August 28, 2021 at the Riviera Ballroom, filed by: Janes Ipsen, Mary Nissen, Martha Thelen, Ben Thelen, Robert Kunkel, Jean Henderson, John Henderson, and Nancy Newbourne
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation concerning a proposed four percent (4%) cost of living increase for all non-represented city employees as part of the 2022 budget
Motion by Hedlund to approve, second by Yunker. Hedlund noted this is a place holder for the PFC and would trigger inclusion into the 2022 Budget. Motion carried 4-0.

Discussion/Recommendation concerning amended contract for Sergeants within the Lake Geneva Police Department
Motion by Hedlund to approve, second by Yunker. Hedlund noted that the sergeants have requested to be removed from the City wage scale and have their own wage steps. This would also make their contracts congruent. Motion carried 4-0.

Discussion/Recommendation regarding possibly amending Chapter 10: Animals, of the Lake Geneva Municipal Code
Fesenmaier stated this has come as a recommendation from the Park Board. The issue has come from animals within the dog park biting. There is state statute that outlines requirements for dog licenses; this would outline what would need to be carried by owners from out of state.
Motion by Fesenmaier to approve the proposed changes, second by Hedlund. This could be used by the Police Department is the event of an issue. Hedlund added there should be a sign to indicate as such at the Dog Park. Motion carried 3-1, with Howell voting no.

Discussion/Recommendation regarding possibly amending the Riviera Ballroom rental rates
Stephanie Copsey, the Riviera Events Coordinator, addressed the committee regarding the proposed 2023 rates. This would be an increase of 10% which would include the sales tax and the cost for security. She did offer an edit to the rate and noted the non-resident peak Sunday rate should state $5,500, not $5,300. Copsey felt the propose changes are justifiable and would make the Riviera more in line with other similar venues.

Motion by Hedlund to approve, second by Yunker.

Motion to amend by Fesenmaier to the resident section and to not increase by the 10% proposed, a second was not offered. Amendment failed for lack of second.

Original motion carried 3-1, with Fesenmaier voting no.

Discussion/Recommendation regarding additional funding request by the Geneva Lake Law Enforcement Agency
Motion by Hedlund to allow Commander Hausner to speak, second by Howell.
Commander Hausner addressed the committee regarding their request for additional funding; he added this request has come due to unexpected costs due to loss of their office space. He added the request is not to fund the office remodel, but rather the operations of the agency.

Motion by Yunker to approve, second by Hedlund. Hedlund noted there have be inquiries about their presence near the City's side of the lake and would like to address that. Finance Director Hall stated that there would be approximately $6,500 remaining in that fund that wasn't budgeted for. Commander Hausner stated he would provide the ticketing information requested by the committee, Motion carried 3-0, with Fesenmaier abstaining.

Discussion/Recommendation regarding use of American Rescue Plan Act funds allocated to the City of Lake Geneva
City Administrator Nord addressed the committee regarding the requests that were made by the City Leadership team. The ultimate decision would be to fund the Lake View Drive restoration project, which would consume all of the City's ARPA funds. This would address issues both of the Utility Commission and the Department of Public Works. Utility Director Gajewski addressed the committee regarding this request. He noted this area has water mains that are over one hundred years old and have met their service life requirement. When all points of the project are considered, including water main, sanitary, stormwater and overall road condition, this area was deemed most critical. Director of Public Works Earle addressed the committee regarding the need for curb and gutter along with sidewalk to be replaced and/or installed in that area.
Motion by Hedlund to further investigate the use of ARPA funds for the Lake View Drive Restoration project to include project site plan along with engineering, second by Yunker. Finance Director Hall explained the funds are being given in two installments and the first installment has already been received. Motion carried 4-0.

Discussion/Recommendation regarding sidewalk furnishings in the downtown district
Code Enforcement Officer/Assistant Building Inspector noted the Mayoral Proclamation had suspended the current code disallowing the display of merchandise and that had since been repealed. The committee discussion noted the agenda identified sidewalk furnishings when it really needed to address outdoor display of merchandise.
Motion by Hedlund to enforce the current ordinance, second by Yunker. Committee discussion included outdoor displays would still apply to areas within an alcove of a property. Motion carried 4-0 on a roll call vote.

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

Presentation of Accounts
Prepaid Bills in the amount of $ 43,292.69
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 4-0.

Regular Bills in the amount of $190,046.35
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 4-0.

Adjournment
Motion by Hedlund to adjourn, second by Yunker. Motion carried 4-0. The meeting adjourned at 5:26 p.m.

SPECIAL PERSONNEL COMMITTEE MINUTES
THURSDAY, JULY 1, 2021 – 5:00 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 5:00 p.m.

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

Comments from the public limited to 5 minutes, limited to items on this agenda
Mary Jo Fesenmaier; 1085 S Lake Shore Dr; Spoke in favor of a new compensation study to be completed and would like the City to move away from performance/merit pay.

Charlene Klein; 817 Wisconsin St; Spoke in favor of a new compensation study to be completed.

Discussion/Recommendation regarding the creation and issuance of a Request for Proposals for City Employee Compensation Study
Motion by Howell to approve, second by Halverson. Hedlund would like this study to include all city employees including the union members and museum employees. Flower would like the study to also include benefit comparisons. Motion carried 4-0.

Adjourn
Motion by Flower to adjourn, second by Halverson. Motion carried 4-0. The meeting adjourned at 5:11 p.m.

PERSONNEL COMMITTEE MINUTES
MONDAY, AUGUST 2, 2021- 4:00 P.M.
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: Howell, Halverson, Flower, and Hedlund
Absent: Straube

Comments from the public limited to 5 minutes, limited to items on this agenda
Mary Jo Fesenmaier; 1085 S Lake Shore Dr; Spoke in favor of a City Assessor as a fulltime position and spoke in opposition of the compensation study being completed.

Approval of the July 1, 2021 Special Personnel Committee minutes as prepared and distributed
Motion by Halverson to approve, second by Flower. No discussion. Motion carried 4-0.

Discussion/Recommendation identifying specific staff as city's direct contact for I.T. services and Assessor Services
Flower stated that she any contracted services should be managed by City staff.

Straube joined at 4:03 p.m.

They should also be in charge of the RFP and the budget for those services. She added there should be some kind of structure in place for monitoring these contracted positions. Hedlund stated the City Administrator could appoint point people to manage these contracts. Hedlund would like to see this continued to the September meetings for the City Administrator to weigh in. Flower would like to see solutions at the next meeting for further discussion; including how contracts are reviewed. No action taken.

Discussion/Recommendation concerning hiring of full time employee to serve as City Assessor
Hedlund stated that he is very in favor of this idea; he added he is not very happy with the performance of the current assessor. Clerk Kropf noted that most cities have a contracted firm, not a full-time staff member. Kropf also added the request for proposals had been sent to qualified firms and posted.
Motion by Howell to continue to September, second by Halverson. Motion failed 0-5.

No action taken.

Discussion/Recommendation concerning a proposed four percent (4%) cost of living increase for all non-represented city employees as part of the 2022 budget
Motion by Flower to approve, second by Hedlund. Hedlund noted that the suspected COLA increase estimate is 5.3% to 6.1%. Hedlund added that the employees haven't had a COLA only increase in at least four years. He added that when the percentage increase is identified, employees do not receive the whole amount as it is based on performance/evaluation. Committee discussion included giving a COLA increase to employees and then to allocate a percentage for merit/evaluation as well. Motion carried 5-0.

Discussion/Recommendation regarding the current job evaluation process and forms
Howell would like to see this continued to the next meeting when the Administrator can be present for discussion. No action taken.

Discussion/Recommendation concerning amended contract for Sergeants within the Lake Geneva Police Department

Hedlund noted that this has been discussed for a while now. He added they would like to be taken off the City scale, but be given a new scale with steps. With this change, all sergeants would all have the same contract that shows the benefits for the job.
Motion by Howell to approve, second by Halverson. Hedlund added this would only apply to the sergeants, the other employees with remain on the City wage scale. Motion carried 5-0.

Discussion/Recommendation regarding Request for Proposals for City Employee Compensation Study
Motion by Flower to move forward with the City of Lake Geneva Request for Proposals for Compensation Study, second by Halverson. Flower expressed that this will help to determine not only wages but benefits from comparable communities. Hedlund noted that he would like to see a new study completed as the previous one was not executed well and is antiquated. Motion carried 5-0.

Discussion/Recommendation regarding possible creation of an ADA Compliance Officer
Flower stated this would not necessary be a new position, but could be added to an existing job. These requirements have been in place for decades and there should be accountability for them being followed. Flower would like to see it is the City Administrator or that the administrator designates someone to this position. Hedlund stated the first department that came to mind was Building and Zoning or possibly the Department of Public Works.
Motion by Flower to continue to next month for further discussion, second by Straube. Motion carried 5-0.

Discussion regarding usage of City Employee clinic
Hedlund stated that the clinic usage has been down as of late. Hedlund explained the employee clinic physician will be giving a presentation to the employees that should help boost attendance. He would like to see this continue to be offered to the employees. No action.

Adjourn
Motion by Halverson to adjourn the meeting, second by Flower. Motion carried 5-0. The meeting adjourned at 5:14 p.m.

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

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

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

Roll Call
Present: Flower, Hedlund, Halverson, Dunn, and Fesenmaier
Absent: None

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

Approval of the June 28, 2021 Public Works Committee meeting minutes as prepared and distributed
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Director of Public Works Report

Update regarding the Driehaus Fountain
Public Works Director Earle stated the statute is at Vangaurd Statute in Milwaukee to be restored. No action taken.

Update regarding the Disc Golf Bridge
Earle explained the Utility Commission has identified another pipe that could prohibit the installation of the replacement bridge. With this in mind, borings would be done on bridge #3 instead of #5. Bridge #3 was chosen as the others have issues with placement in wetlands and grades. Flower stated it would be helpful to have the survey available for viewing. Earle stated this will go to the Park Board for consideration first. No action taken.

Update regarding 2021 Paving
Earle stated the Snake Road project will commence on the Tuesday after Labor Day. No action taken.

Update regarding Riviera Staffing
Earle indicated there are concerns with staffing at the Riviera, primarily during the winter months. Staff is working seven days a week and staffing during snow events may become a problem. No action taken.

Update regarding paving schedule for Pine Tree Ln and Marianne Terr
Earle explained this area will be included within the 2022 Street Improvement Project. This area will be considered for curb and gutter as well. No action taken.

Parking Manager Report
Parking Manager Elder gave his report. He explained the department has a new enforcement officer. The June parking revenue came to a total of $294,000. There is still parking stall signs available for sale and they can be purchased for $20 per sign. Elder stated that issues with the pay-by-plate setup is working well and there are fewer appeals related to this change. Fesenmaier added she would like to see a kiosk at the boat launch, used for the launch. Committee discussion included reviewing the percentage of revenue that is from ticketing at the next month's meeting. No action taken.

Discussion/Recommendation regarding the trash and recycling schedule
Halverson stated a constituent requested this item be discussed by the committee. It was requested that there be more frequent recycling pickups.
Motion by Halverson to allow Nate Austin from John's Disposal to address the Committee, second by Fesenmaier. Mr. Austin addressed the committee regarding the frequency of recycling pickup. Several years ago it was discussed to change the pickup from twenty-six times a year, to fifty-two. He noted the frequency will not contribute to more recycling being picked up, but would add to the convenience for residents. This change can be added to the contract in future negotiations and that currently half of the municipalities are served by John's Disposal, do have weekly recycling pickup. The committee discussion included wanted to see the annual rates and the amount of recyclables picked up every year. No action taken.

Discussion/Recommendation regarding Bike Trail maintenance from the YMCA to Curtis St

Earle stated this section of the path is in extreme disrepair and the discussion of repairing this has been vetted for years. He noted this is built into the wetland on the railroad bed; it would be impossible to drain that area for work to be done. Earle added he is more than willing to repair that section but hadn't been directed in the past as there were discussions on re-routing that path.

The committee discussed the costs associated with repairing the existing bath and creating a path within the City right-of-way; the cost difference between the two was approximately $100,000. The committee noted that the engineering plan included two alternates for an on street both path. Flower stated that she would like to review further and discuss more at the next Public Works meeting. Fesenmaier stated that the trail is not currently safe and would like to see a plan to repair it for the interim. Earle explained how the path was built and noted the main area in disrepair, was originally built on uncompacted fill. Earle added that the ten-foot area to be fixed would maybe cost a couple thousand dollars.

Motion by Fesenmaier to recommend to the Finance, Licensing, and Regulation Committee a repair of this section of the bike trail to include repairing the fence in that area, second by Halverson. Earle stated he was gather quotes for the Finance Committee to consideration. Motion carried 5-0.

Discussion/Recommendation regarding road patch work to be completed near 600 Bloomfield Rd to be possibly funded by Capital Improvement Funds

Earle stated there is an area on Bloomfield Road, near the middle school, that is disrepair and will need to be patched. He outlined where that area is and which jurisdictions own which parts of the road. Mayor Klein was to talk to the township about the repair. He added that during this time of year, it will more than likely be very difficult to find an asphalt company that will have time to come out to work on the patch. Earle added it would ideal to have boundary agreements and a plan for a possible signal identified prior to work completed, but that this area is in desperate need of repair.

Motion by Fesenmaier to approve the work of the road patch to be completed and recommend to Finance, Licensing, and Regulation Committee, second by Halverson. The committee discussed the need to identify a funding source for this project and that it should be discussed by the Finance Committee. Motion carried 5-0.

Discussion/Recommendation regarding Edwards Blvd crosswalk at Park Dr and Geneva Pkwy

City Engineer Naomi Rausch explained that the General Development Plan for the new development slated to be on Edwards Blvd and that the site plan does outline sidewalks in this area. That is moving forward to the next phase of the development process this would also include a traffic impact analysis. This analysis will study the ingress/egress onto Edwards Blvd. The committee could still direct Kapur Engineering to develop the crosswalk, but that it could be added to the Precise Implementation Plan for the development. She added the issues on Cumberland Trail could also be reviewed through the Precise Implementation Plan. Flower would like to see the crosswalk installed along with the sidewalk in this area, which could be special assessed to the property owner. Earle stated if the crosswalk and sidewalk are installed now the City would need to pay for it, but if it apart of the development, then the developer would pay for it. Flower expressed concerns with the level of danger in this area and feels that something, even temporary, could be installed in the interim. Earle noted signage could be installed to help the direct people how to cross that area, even with the lack of connecting sidewalks/paths. Earle stated that there could be paint placed to indicate a lane ending in this area.

Motion by Fesenmaier to direct the Department of Public works to paint the red diamonds to indicate lane end and to include sidewalk end signage, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding sidewalks on Park Drive

Flower stated she has been receiving complaints about lack of sidewalk in this area. The area was developed and they were required to install sidewalks to City owned property, but that's where it stops. She would like to be included in the 2022 Street Improvement project for further review. No action taken.

Discussion regarding suggested sidewalk maintenance policy

Flower stated she reviewed the Middleton sidewalk policy and really liked this model. She explained this policy takes the time to show which ordinances/statute/policy dictates why certain actions are being taken, for which parts of the project. The policy shows each year's street improvement project and which sidewalk projects will be included. The policy also notes that property owners are responsible for the sidewalk in front of their property and they do get special assessed for any work done. Flower suggested that Earle and other staff review that policy, to use as a template for a new City policy. Earle stated the new policy would still to include a cost share provision and he figures within need to be updated to reflect current prices. Flower would like to have this come back to the committee for further discussion at next month's meeting. Discussion included the need to identify how to handle trees that are causing damage, if the City should be responsible for that cost, and what the effect would be on the tree. No action taken.

Discussion/Recommendation regarding plowing operations, snow emergency, and snow removal
Earle stated the plowing operations have not changed and the only thing that was different from this last winter season was, during the snow emergency, the downtown district was not given the standard twelve hours to remove their snow from the sidewalk. He added the policies on snow removal are out of date as the City is becoming a more popular tourist destination during the winter months. He also cited problems with moving snow in the downtown has created issues with snow being left on the curb line or in the parking lane. Fesenmaier stated that the Downtown Business Improvement District should have a discussion with the DPW to identify solutions.
Motion by Fesenmaier to refer the current policy to the Downtown Business Improvement District for discussion, second by Halverson. Street Superintendent Waswo added that the policy states using materials that are no longer used and practices outlined in the policy, need to be updated. Earle added he would like the committee to identify specific provisions for the policy for staff direction. Flower would to see that snow is windrowed to the middle in the street and that the Downtown Business Improvement District should hire a contractor to clear the snow from the sidewalk, based on the City's timeline. Motion carried 4-1, with Flower voting no.

Discussion/Recommendation regarding possible no left turn north bound into 350 N Edwards Blvd
Flower stated this had been referred back to this committee for discussion and that Earle was concerned with putting anything to prohibit that turn without an ordinance in place.
Motion by Flower to restrict the left hand turn for north bound, for the first two driveways off of Highway 50, second by Hedlund. The committee discussion included the current traffic patterns on Edwards Blvd and within that property. Motion carried 5-0.

Discussion/Recommendation regarding Library Park sidewalk repair and replacement
Item was referred to the next Public Works Committee meeting.

Discussion/Recommendation regarding possible vacation of Logan St
Item was referred to the next Public Works Committee meeting.

Discussion/Recommendation regarding Four Seasons Nature Preserve tower and boardwalk
Earle explained there was a tower in the Four Seasons Nature Preserve some years ago and that it was burned down by vandals. The consensus at that time was to not rebuild it, as it hard to be managed by the Police Department and the Fire Department. Motion by Flower to refer to the Park Board for further discussion, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding vandalism at Dunn Field and various other areas in the City
Item was referred to the next Public Works Committee meeting.

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

Discussion/Recommendation regarding guardrail at George St and Maxwell St
Item was referred to the next Public Works Committee meeting.

Discussion/Recommendation regarding Change Order #2 for the 2020 Street Program
Emma Connell from Kapur Engineering addressed the committee regarding this change order. This change order was addressed curb that was installed against the wishes of the property owners, which was ultimately fixed. Flower stated that she doesn't agree with the change order and there are conflicting pictures.
Motion by Flower to deny the change order, second by Fesenmaier. Motion carried 5-0.

Adjourn
Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:01 p.m.

PIERS, HARBORS, AND LAKEFRONT COMMITTEE MINUTES
TUESDAY, AUGUST 10, 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, Dunn, Hedlund and Straube (arrived at 5:03pm)

Discussion/Recommendation regarding the approval of the July 13, 2021 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed. Moved by Hedlund, seconded by Dunn. Motion carried by unanimous voice vote.

Comments from the public limited to 5 minutes, limited to items on this agenda
Mary Jo Fesenmaier, 1085 S. Lake Shore Drive addressed the committee to compliment the Harbormaster concerning his monthly report (agenda item 5), Expressed the need for the City to address the weed issue in the lagoon (item 6), expressed interest in alternative location for the CD# Boat Cleaning Machine (agenda item 7) and interest in placement of a kiosk at the boat launch (agenda item 9).
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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.

Hedlund moved to suspend the rules to allow Alderperson Fesenmaier to address the committee on the agenda items listed. Seconded by Straube. Motion carried by unanimous voice vote.

Discussion regarding weeds within the City lagoon
Harbormaster Russel outlined various reasons for the increase in weeds within the lagoon this year and also identified various option on how to address the issue. Russell stated he will be setting a meeting with the Public Works Director and the City Administrator to investigate the options available in the near future.

Discussion regarding the CD3 Boat Cleaning Machine
Harbormaster Russell addressed the committee concerning the cleaning machine as well as addressed the various locations where the machine was placed for use and possible, alternative locations. General discussion was held by the members of the committee and the Harbormaster. It was consensus of those present that the machine would be placed on the south side of Baker Street during its next placement within the City.

Discussion regarding Community Service Officer patrols of the lakefront
Russell reported that there have been issues on the lakefront where it would be more appropriate to have the City's Community Service Officers (CSOs), instead of beach staff, confront individuals concerning alcohol on the beach and various other activities that are not allowed. Russell reported that he is working with the Police Department to address this issue by increasing the CSOs presence along the lakefront.

Discussion/Recommendation regarding placement of a kiosk at the boat launch
Russell reported to the committee that he is researching the matter and will report back at a later date.

Adjournment
At 5:26 pm, motion by Howell to adjourn, second by Hedlund. Motion carried by unanimous voice

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Minutes
Monday August 16, 2021, 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD BOTH VIRTUALLY AND IN PERSON

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

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

Staff in Attendance – Gajewski

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

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

Acknowledgement of correspondence
Gajewski said two items of correspondence have been received. The first is additional information regarding the offer to purchase Tax Key NLY3200008 which was discussed on the April 2021 agenda, and the other is an email from a city resident requesting that the access road on Pine Tree Lane be paved. Discussion was had on whether the paving needs to be discussed as a future agenda item or if it was really a Public Works item.

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

Approval of the July 2021 Bills
Hedlund/ Binn motion to approve the bills and have President Lyon sign on behalf of the Commission. Passed 6-0.

Director's Report
Gajewski reviewed the submitted Director's report. Discussion was had on the WisDOT project and whether we have curb & gutter in that area. Gajewski said he was also curious how a 2" mill and 5" overlay was going to work with existing curbs, surface drainage and aprons.
Hedlund/Binn motion to accept the Director's report. Passed 6-0.

Discussion/Action regarding the award of the fiberglass cover coating work at WWTP
Gajewski said we had a portion of funding allocated to the repair of the two 65-foot domes over the clarifiers but since that time, staff has noted that the paint on the 50-foot domes over the digesters has also deteriorated so we put out an RFP to recoat all of them. We received two proposals and staff recommend that we proceed with TMI Coatings. He explained where the funds would be coming from, including budgetary savings from other 2021 projects.
Binn/Klein motion to approve TMI's Coatings proposal for $95,600. Passed 6-0.

Discussion/Action regarding the award of the 2021 sanitary manhole repair work
Gajewski explained that in 2020 money was allocated to apply a cementitious lining to repair the interiors of various sanitary manholes and eliminate the infiltration of groundwater. Staff have been performing manhole inspections in 2021 and have identified additional manholes which require lining and infiltration elimination. He pointed out the items on the quote which are time & material based. The smoke testing which was planned for 2021 can be pushed out and the money allocated for that can be used to cover this repair work. A discussion was had regarding the disparity in the quotes and Gajewski gave an explanation of the differences and when each company would be able to begin the work. Discussion was had on smoke testing, what it is used for and why we would push that work out to a later year. Since smoke testing is used to identify areas of inflow & infiltration (I&I) in order to eliminate them, and we already have known I&I areas identified from manhole inspections, it is better to get the repairs done before smoke testing is utilized.
Binn/Hedlund motion to award the 2021 manhole repair work to The Expediters Inc. as proposed with a total cost not to exceed $120,000. Passed 6-0.

Lyon/Hedlund motion to go into closed session pursuant to Wis. Stat. 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically regarding 1) T-Mobile License Agreement – Center St. Water Tower; and 2) Professional Services Agreement for Hauled Waste Facility Improvements with Strand Associates and to include all city staff.

The Commission convened into closed session at 4:33pm on a roll call vote.

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

The Commission returned to open session at 5:19pm on a roll call vote.

The following action was taken:

1) Binn/Klein motion to approve an as found engineering review of the Center St. tower and direct staff to proceed as discussed in closed session regarding the License terms. Passed 6-0.

2) Hedlund/Flower motion to proceed as directed in closed session. Passed 6-0.

Adjourn
Hedlund/Lyon motion to adjourn at 5:38pm Passed 6-0.

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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY AUGUST 5, 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-Joan Yunker, Town of Geneva Fire Liaison Larry Kulik

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

2. Pledge of Allegiance
   The Pledge of Allegiance was led by Lieutenant Way

3. Roll Call
   Commissioners Connors, Condos, Fairbanks and Saul were present. Commissioner Horne was excused. Also present were Police and Fire Liaison Yunker, Town of Geneva Fire Liaison Kulik, Police Chief Rasmussen, Police Lieutenant Gritzner, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, and Administrative Assistant Papenfus.

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

5. Acknowledge Correspondence - NONE

6. City Council Report
   Police and Fire Liaison Yunker stated that 140 tickets have been sold for the "A String of Pearls" Gala and approximately $47,000.00 has been raised to benefit the Lake Geneva Fire and Police First Responders Fund.

7. Approval of the Regular Meeting Minutes of July 8, 2021
   Connors motioned to approve the regular meeting minutes of July 8, 2021. Fairbanks seconded. Motion carried 4-0.

8. Police Department Business
   a. Discussion/Action - Approval of bills for the month of July 2021, operating in the amount of $311,622.03, Capital in the amount of ($15,305.43) and Equipment purchases in the amount of $20,078.00, for a total of $316,394.60
   Connors motioned to approve the bills for the month of July 2021. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 4—0.
   Chief Rasmussen noted that the negative balance in the Capital Budget was a bookkeeping correction. The overall budget is still 3% under budget.

   b. Discussion – 2022 budget
   The proposed 2022 budget was handed out. Chief Rasmussen reminded the Commission that the Budget Workshop is scheduled for August 22, 2021 at 5:00 p.m. Lt. Gritzner presented the draft budget. The budget includes a proposed wage increase of 4% because the cost of living increase for 2022 is 4.7%. Lt. Gritzner stated that the budget included body worn camera information and a full time staffing model including one full time officer. The budget will be discussed in further detail at the workshop.

c. Discussion/Action – Confirmation of part time Community Service Officer eligibility list
Condos motioned to approve the confirmation of the part time Community Service Officer eligibility list. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 4-0.
Chief Rasmussen would like the Commission to approve the eligibility list and keep it open until exhausted. He stated that he would like to hire the top three applicants after background checks are completed.

d. Discussion – Chief's Report (briefing only – no action will be taken)
Chief Rasmussen thanked the Police and Fire Commission and the Fire Department for the flowers in memory of his mom. Chief Rasmussen stated that the next two weeks will be very busy due to Art in the Park and Venetian Fest. Currently the department is 1000 calls over last year. The last full time officer should complete field training in the next four weeks and the department should be fully staffed at that time.

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

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

2021 Dispatch activity for July 2021:	Telephone calls – 3,469	911 calls - 445	Window assists – 846
2020 Dispatch activity for July 2020:	Telephone calls – 4,144	911 calls - 457	Window assists – 913
2021 Patrol activity for July 2021:	Calls for Service – 2,753	Arrests – 255	
2020 Patrol activity for July 2020:	Calls for Service – 2,365	Arrests – 263	

g. Discussion/Action – Items to be forwarded to City Council
Expenditures, Chief's top five report and monthly reports.

9. Fire Department Business

a. Discussion/Action - Approval of bills for the month of July 2021, operating in the amount of $87,147.79, Capital purchases in the amount of $18,396.59, for a total of $105,544.38
Connors motioned to approve the bills for the month of July 2021. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-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 reviewed the monthly report including personnel introductions, anniversaries, community events and notable calls. Calls are up approximately 17% from last year.

e. Discussion/Action – Approved by the Common Council (revised fee schedule – ambulance fees)
Chief Peters stated that the Council approved the revised fee schedule for ambulance fees and it is in effect.

f. Discussion/Action – Update on Complete Sale/Disposal of obsolete asset, 1995 Combee airboat
The airboat was sold to a company in La Crosse for $18,000.00, approximately $3,000.00 more than expected. Chief Peters thanked Captain Detkowski for his hard work on handling the sale of the airboat. The money was placed into the Equipment Replacement Fund.

g. Discussion/Action – Cares Act Grant
Chief Peters thanked Captain Detkowski and Comptroller Hall for helping prepare paperwork so that the department was able to receive $13,000.00 in Federal grant money for Covid expenses.

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

- Lake Geneva Schools (Summer Enrichment Program
- Semper Running Event

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

- Firefighter/EMT Matthew Annis
- Firefighter/EMT Christian Jannsen

Connors motioned to approve hiring Firefighter/EMT Matthew Annis and Firefighter/EMT Christian Jannsen pending background and medical approval. Fairbanks seconded. Motion carried 4-0.

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

10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session specifically: a) Town of Geneva contract. Connors motioned to go into closed session to include Chief Peters, Police and Fire Liaison Yunker and Administrative Assistant Papenfus. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 4-0 at 6:28 p.m.

11. Motion to return to open session per Wisconsin Statue 19.85(2)
Connors motioned to return to open session. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 4-0 at 7:10 p.m.

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

13. Adjourn
Connors motioned to adjourn the meeting. Saul seconded. Motion carried 4-0. Meeting adjourned at 7:11 p.m.

Respectfully submitted,

Cindy Papenfus
Administrative Assistant

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

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

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

LAKE GENEVA

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

SPECIAL LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY, AUGUST 12, 2021 AT 5:00 P.M.

The Special Meeting was held in the Police Department Training Room, 2nd floor, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147

1. Call Meeting to Order
The meeting was called to order by Commissioner Connors at 5:00 p.m.

2. Roll Call
Commissioners Connors, Fairbanks, Saul and Condos were present. Commissioner Horne was excused. Police and Fire Liaison Yunker, Police Chief Rasmussen, Police Lieutenant Gritzner, Fire Chief Peters, Fire Captain Detkowski, Administrator Nord, Comptroller Hall and Administrative Assistant Papenfus were also present.

3. Discussion - Police Department 2022 (Budget Workshop)
Chief Rasmussen reviewed the 2022 budget. Chief Rasmussen discussed the changes to revenue accounts and then discussed the expense accounts, including a 4% wage increase due to cost of living. Chief Rasmussen discussed the possible addition of a full time officer staffing model over the next six years and the cost of body worn cameras, including the need for one additional records clerk to process the records for the cameras. The total proposed budget increase is $128,083.00, which did not include the expenses for a full time officer or body cameras. Chief Rasmussen also reviewed the Equipment Outlay and Equipment Replacement accounts.

Lieutenant Gritzner discussed the 911 call handling update, stating that it was a "must-do" project as the prior system could not be updated because it is not compatible with the new equipment. None of the equipment will be housed in the building and it is more cost effective with fewer technical issues.

4. Discussion - Fire Department 2022 (Budget Workshop)
Chief Peters reviewed the 2022 Fire Department Budget. Chief Peters reviewed the revenue and expense accounts. Any operating costs dealing with wages showed a 4% increase. Chief Peters stated that the department hopes to hire a grant writer to receive money for equipment. He also is asking to have a study performed for future needs for a fire building. Chief Peters reviewed equipment replacement for 2022.

5. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session specifically: Town of Geneva Emergency Services Agreement
Connors motioned to go into closed session to include Fire Captain Detkowski, Police and Fire Liaison Yunker and Administrative Assistant Papenfus. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Fairbanks-Y and Saul-Y. Motion carried 4-0 at 6:31 p.m.

6. Motion to return to open session pursuant to Wisconsin State Statute 19.85(2) and take action on any items discussed in closed session.
Connors motioned to return to open session. Saul seconded. Roll call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 4 -0 at 6:52 p.m.

Connors motioned to allow Chief Peters to negotiate with Town of Geneva as discussed in closed session. Fairbanks seconded. Roll call vote: Connors-Y, Condos-Y, Fairbanks-Y, Saul-Y. Motion carried 4-0.

7. Adjourn
Fairbanks motioned to adjourn the meeting. Condos seconded. Meeting adjourned at 6:54 p.m.

Respectfully submitted,

Cindy Papenfus

Cindy Papenfus
Administrative Assistant

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

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

PLAN COMMISSION MEETING MINUTES
MONDAY, JULY 19, 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, Cindy Forster Fueredi, Michael Krajovic. Also Present: City Planners Slavney and Mich, City Engineer Rauch, City Administrator Nord, Building & Zoning Administrator Walling, & City Clerk Kropf.

Approve Minutes of the June 21, 2021 Plan Commission Meetings as distributed.
Motion by Hoiland to approve, second by Dunn. No discussion. Motion carried 5-0.

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

Acknowledgement of Correspondence.
Correspondence was received from:
Mike & Laura Greenan, 345 S Lake Shore Drive #101, in favor of agenda #9 for the amendment of the Conditional Use Permit at the Maxwell Mansion.
Brad & Amy Marshall, 345 S Lake Shore Drive #102, in favor of agenda #9 for the amendment of the Conditional Use Permit at the Maxwell Mansion.
Diane Muzzy, 420 Baker St, in opposition of agenda item #9 for the amendment of the Conditional Use Permit at the Maxwell Mansion.
Jo Zimmer, 415 S Wells St, in opposition of agenda item #9 for the amendment of the Conditional Use Permit at the Maxwell Mansion.
Jo Renardo & Natalie Mordini; in favor of agenda #9 for the amendment of the Conditional Use Permit at the Maxwell Mansion.
Casey Schiche, 231 Ridge Rd, offered Article VII: Performance Standards of the Zoning Code to the Plan Commissioners.
All correspondence has been distributed to the Plan Commission and the City Council.

Downtown Design Review:

Application by Kimberly Shaffner, 607 N. Lincoln St., Elkhorn, WI. for a request to install an on building projection sign to the exterior building located at 222 Broad St., in the Central Business (CB) zoning district, Tax Key No. ZOP00256A.
Kimberly Shaffner, 222 Broad St explained that she is requesting a bracket sign to be placed outside of her building. Building and Zoning Administrator Walling stated that this request is in accordance with City Zoning code.

Motion by Klein to approve, second by Hoiland. No discussion. Motion carried 5-0.

Application by Roger Wolff d.b.a. Venture Investments Partner LLP. 751 Geneva Pkwy. Lake Geneva for a request to renovate the rear of the buildings located at 741 & 737 W. Main St., in the Central Business (CB) zoning district, Tax Key Nos. ZOP00272 & ZOP00273.
Roger Wolff, explained that he is looking to improve two buildings within the downtown. He added that these properties are located to the east of Champs and would like to improve the north side of the building near the alley.

Commissioner Fueredi joined the meeting at 6:10 p.m.

Motion by Hoiland to approve, second by Krajovic. Walling added that the plans conform with the downtown design and it will provide an enhancement to this area. Motion carried 6-0.

Application by Beth Tumas, 607 W. Main St., for a request to install an on building sign at the store located at 607 W. Main St. in the Central Business (CB) zoning district, Tax Key No. ZOP00291.
Beth Tumas, 1142 Cypress Point, Twin Lakes, explained that this is a new boutique/convenience store in the downtown and is requesting a placement of a sign in the front of the building. She submitted two plans with different colors, but that the plan was changed to reflect the historical colors for the downtown.

Motion by Hoiland to approve, second by Dunn. No discussion. Motion carried 6-0.

Recommendation of the Subdivision Final Plat for Omega Homes – Vistas LLC. 210 E. O'Connor Dr. Suite 101, Elkhorn, WI for the property located at Tax Key No. ZA424700001 on LaSalle St.
Administrator Walling noted that the final plat has been received and this would be a full plat to include the southern part of the development. The development will include two private drives and the remainder will be public streets.

Paul VanHinklen; This project is slated to be executed all at once versus in stages. He added that the WI DNR, Utility and the City Engineer have approved the plans as presented.

City Engineer Naomi Rausch identified that this plan is in accordance with the General Development Plan filed previously and that this development will include sidewalks on LaSalle Street on both sides and then sidewalk on the lot sides on Monte Vista Drive as well.

Motion by Klein to approve, second by Gibbs. VanHinklen added that there was a plat review by the state and that there were technical bearings added, including the outlots that were privately owned did have access to the public roads. He noted that these technical corrections will be added to the plat and that the motion include that language.

Motion by Klein to approve with the technical corrections, second by Gibbs. Motion carried 6-0.

Public Hearing and Recommendation of a Conditional Use Permit (CUP) for Luke Pfeifer d.b.a. LuMoBay Max LLC, for a request to amend the existing CUP to allow amplification of voice for the property known as Maxwell Mansion located at 304 S. Wells St & 421 Baker St. in the General Business (GB) zoning district and utilize the SR-4 zoning standards, Tax Key No. ZA452900001.
Tom Gardner, Attorney for Maxwell Mansion, he noted that the initial Conditional Use Permit was previously approved in April of 2021 but is seeking further refinements to better serve their customers. He added that they are seeking approval for the use of an amplified microphone for various events.

Luke & Monica Pfeifer, 304 Wells St, he noted that an outdoor entertainment Conditional Use Permit was approved earlier this year and that while it was approved they are still struggling with some of the limitations set forth by the code. The previous conditional use has restricted the use of amplified microphones in the front lawn of the mansion. The request before the commission is seeking the approval of use of a microphone, for voice amplification only, on the front lawn.

The commission noted that this would still need to conform with the City's noise ordinance and that any amplification voice sound would need to cease by 9:00 p.m. on the day of the event. There have been conversations and plan changes with customers that had a contract for an event of the Maxwell mansion prior to the Pfeifer's purchasing the property. Monica Pfeifer explained that the bulk of wedding events that would need this amplification, would occur mostly in the summer months and that there may be twelve annually.

City Planner Mich noted that the Plan Commission should make clear parameters for the Conditional Use Permit, should any issue arise in the future.

Motion by Hoiland to close the public hearing, second by Dunn. Motion carried 6-0 on a roll call vote.

The Commission discussion included the parking plan for the Maxwell Mansion, but that item was not included as part of this permit. Walling added that the parking was more than likely addressed at the inception of the mansion's journey as a venue.

Motion by Hoiland to approve the Conditional Use Permit (CUP) for Luke Pfeifer d.b.a. LuMoBay Max LLC, for a request to amend the existing CUP to allow amplification of voice for the property known as Maxwell Mansion located at 304 S. Wells St & 421 Baker St. in the General Business (GB) zoning district and utilize the SR-4 zoning standards, Tax Key No. ZA452900001 including all staff recommendations and fact findings in the affirmative, second by Krajovic.

Krajovic added that this should be approved as a limited conditional use.

Motion to amend by Hoiland to approve the conditional use permit for LuMoBay Max LLC as a limited conditional use, second by Krajovic. Motion carried 6-0 on a roll call vote.

Continuation until August - for the Public Hearing and Recommendation of a Conditional Use Permit for Dan Blessing, 711 LaGrange Dr., Lake Geneva of a proposed house addition for the property located at 711 LaGrange Dr. in the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZLE00014.

Mayor Klein noted that this application will be continued to the August 16th Plan Commission Meeting.

Public Hearing and Recommendation of a Conditional Use Permit for Kevin Rubash, 1055 Cherokee Rd., Wilmette, IL 60091 of a proposed pier installation for the property located at 901 Snake Rd. in the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZA491100003.
Jeff Reed, Reed's Construction, W3199 S Lake Shore Dr, noted that the plan conforms to the WI DNR and City standards. This would change the direction of the pier to aid in the parking of boats. He is hopeful to have the construction done as soon as possible, pending Council approval.

Motion by Krajovic to close the public hearing, second by Hoiland. Motion carried on a roll call vote 6-0.

Motion by Hoiland to approve the Conditional Use Permit for Kevin Rubash, 1055 Cherokee Rd., Wilmette, IL 60091 of a proposed pier installation for the property located at 901 Snake Rd. in the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZA491100003 including all staff recommendations and fact finding in the affirmative, second by Dunn. Motion carried 6-0.

Public Hearing and Recommendation of a Conditional Use Permit for Neuman Family Trust, 4666 Loraine Avenue, Dallas, TX, 75209 of a proposed pier installation for the property located at 899 Snake Rd. in the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZA491100002.
Zoning Administrator Walling noted that this request cannot be considered at this time. He indicated that the proposed pier is considered a secondary accessory to a primary structure, however there is not a primary structure existing at this location. Commission discussion included a recommendation to deny, but a denial may cause a timing issue to gain approval for this pier. City Planner Mich recommended that the applicant rescind the request for the time being. Applicant indicated that the request will be rescinded. No action taken.

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.
Leigh Gignilliat, 3 N Walworth Ave, Williams Bay, addressed the commission regarding his plan. He noted that this had been before the commission in the past, but that after taking the neighbor's concerns into consideration this is being brought back with a smaller footprint. He also made changes to the storm water drainage for larger capacity.

Motion by Hoiland to close the public hearing, second by Klein. No discussion. Motion carried 6-0 on a roll call vote.

Motion by Hoiland to approve the 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 including all staff recommendations and fact findings in the affirmative, second by Krajovic. Motion carried 6-0.

Public Hearing and Recommendation of a General Development Plan (GDP) for The Vistas Group, 526 E 114th Place, Chicago, IL. For the 27-acre property located at the northwest corner of Townline Rd and Edwards Blvd. for a proposed residential subdivision, Tax Key No. ZYUP00198.
Ted Johnson, Godfrey Law, addressed the Commission regarding the proposed general development plan filed by The Vistas Group. He noted that the group is proposing a purchase of 27 acres of property for development to include five single family homes, eleven duplex units, and thirteen twelve-unit buildings. This would be a total of 183 proposed residential units. He and his clients have meet with the City staff to fully vet this project and to provide necessary installations for various concerns including pedestrian traffic and buffering for the subdivision to the west. He explained that the density proposed with be greater than what the zoning may allow and would be seeking some flexibility in that area. The plan would include underground parking for residents with surface level parking for guests; this would aid in the storm water management. He added that the dwelling density is still under the City's requirement, at seven units per acre.

Gary Dunham, 1315 W Main St, addressed the Commission regarding the plan and that this is the fourth rendition in the five years that he has overseen this property. He added that this plan will address the water run-off issues and storm water retention in that area. There will be very little tree clearing for the development, to promote well established green space remaining. He further stated that there will be a traffic impact study completed to address how new traffic may impact Townline Rd. He added that there were several meetings with the neighbors in the area and that all seemed happy for the proposed plan.

Krajovic questioned the density being requested. City Planner Mich indicated that the only flexibility that is being requested is for density and that for the building acres it would be a density of 12.8 whereas the multi-family zoning would allow for 8 units; however, when you calculate the density for overall acreage the density comes to be 7 units per acre. Krajovic questioned the traffic impact on Townline Rd. Dunham indicated that it will more than likely to be a right in, right out onto Townline Rd but that will not be known until the traffic study is complete.

City Engineer Rausch addressed the question and needs to sidewalks in this development. This would connect the current sidewalks existing in that area. Further sidewalks would be installed in this area when the commercial area is slated to be developed. Mich noted that the general development plan allows the City to identify what it wants within a development including density which can also include flexibilities. This would be the process that could allow for the increased density as discussed.

Dunham noted that the increased density would allow the development to occur from a financial feasibility stand point and would allow for careful consideration of storm water management. The plan would allow for increased density by building the development up vertically rather than horizontally, as what was done in the past.

The commission discussed that the proposed single family homes and duplexes would be developed and sold, whereas the multi-family building would be leased for rental. Administrator Walling also encouraged the developers to change the name of the proposed development; there are concerns with confusion of multiple developments having the same name in the event of an emergency.

Christine Olson, 500 S Edwards Blvd; Spoke in regards to the potential traffic issues that may arise and spoke to the need to install sidewalks to connect to the existing.

Mike Lamski, 741 Joshua Ln; Spoke to the need for a buffer for the bike path in this development.

Neal Kolb, 700 Joshua Ln; Spoke in opposition of potentially extending Andria Drive.

John Schner, 701 Joshua Ln; Spoke in opposition of potentially extending Andria Drive.

Motion by Klein to close the public hearing, second by Hoiland. Motion carried 6-0 on a roll call vote.

Motion by Krajovic to approve the General Development Plan (GDP) for The Vistas Group, 526 E 114th Place, Chicago, IL. For the 27-acre property located at the northwest corner of Townline Rd and Edwards Blvd. for a proposed residential subdivision, Tax Key No. ZYUP00198 including all staff recommendations and flexibility regarding density, second by Gibbs. Motion carried 6-0 on a roll call vote.

Adjournment

Motion by Klein to adjourn, second by Hoiland. Motion carried 6-0. The meeting adjourned at 8:09 p.m.

/s/ Lana Kropf, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

Board of Park Commissioners Minutes July 20, 2021

Park board Meeting was called to order by President Cindy Feuredi on July 20, 2021 at 6-35 PM

Roll call was conducted by Secretary Barbara Philipps. Those present were President Cindy Fueredi, Secretary Barbara Philipps, Historian David Quickel, Peggy Schneider, Peg Esposito, and Mayor Charlene Klein. Those absent were Brian Olsen, Obdulia Alvarez, and Alderperson Mary Jo Fesenmaier. Guests present were Lucy Lucia, Michael Krajovic and Jackie Getzen.

Approval of Meeting Minutes from May and June 15, 2021 were unanimous. Peg Moved and Charlene second.

There were no comments from the public.

Jackie Getzen from Historic Preservation Committee spoke. The Historic Preservation Committee has $840.00 to $860.00 to give back to the Park board to purchase a bench honoring Ed Yeager. The bench is to be placed at the old railroad turnstile. City Hall is to arrange placement. Dave Quickel stated a plaque should be included.

Michael Krajovic gave a presentation on Lake Geneva's 5-year update for public Works. Included in the minutes is his written presentation. He said Lake Geneva is a charming small town. He is on the planning commission. Lake Geneva is in the process of rapid growth. The city is running out of greenspace. A park plan is very important. Video is not emphasizing the importance. The city population is underestimated. Lake Geneva should be a family friendly environment. Big Foot Beach should be improved. Parks and greenspace is important for tourism and mental health. The plan is important to preserve parks for future generations.

Dave Quickel asked how we can get citizens of Lake Geneva to be more involved in park development. Cindy said that Speaker Mike should address the Committee of the Whole on planning for parks and make a presentation.

Lucy Luci spoke. She is very vested in parks. Most information about parks is information that is taught to children in school. She would like to have an on-line volunteer committee. Charlene said the company would provide contents of the meeting.

Signs and Advertising: David Boucic of Innovations Design Sign Company designs advertising on Disc Golf. Peg Esposito would like to look at other sources for signs. Peg stated that there are some signs that are a maintenance issue and a Park Board issue. The Park Board needs to issue Park signs.

Peg wants the playground equipment replaced. Cindy stated that we need a plan and budget for new equipment.

Peg asked if Park Board could talk to MSA and give Park Board input. 4 Seasons cost is in the capital budget. Cindy said we need a sub committee of the Board to address park equipment. Dave Quickel mentioned the parks look clean and beautiful. We need to know more about public works-they do a great job. Charlene said the City is adding staff to Public Works. Peg Said she would like to see Park Board have a weekly column in the Lake Geneva Regional News about the Parks.

At the next meeting Park Board will discuss Lyons Den Priority, MSA making recommendations, $6,600 invoice for MSA, Cindy made motion to approve funds, Barbara second, Approved. Discussion ensued for new signs at 4 Seasons, and Peg will address Bocce Ball Courts. Parkland Acquisition is on hold.

AARP Grant-push for community involvement. We need to identify parks for grants. Adaptive Playground needs equipment-update is on hold. Peg stated all playgrounds should be included.

Other items for discussion included Veterans Park Sports, MSA pathways/walkways, TAP Grant is the same, Dog Park, dogs need to be registered. Dark Skies-continued, white River, Library Park looks amazing, Lake Geneva is part of Tree, USA, Park Rental fees remain the same.

Next meeting of Park Board is August 17, 2021 at 6:30 PM

Cindy made motion to adjourn, Dave second, Approved Park Board adjourned at 7:40 PM

Respectfully submitted by Barbara Philipps, Secretary, Park Board

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Library Board Meeting
Lake Geneva Public Library, Smith Meeting Room
Thursday, July 8, 2021 5:00 pm

1. Call to order (Lyon)
2. Roll call & introduction of guests (Lyon)
    a. Present: Lyon, Kundert, Schoolfield, Bartz, Kersten, Penningfeld, Halverson
    b. Excused: Gramm, Eckola
    c. Also present: Kornak, Rodriguez, FEH representatives P. Schnell and K. Greiner
3. Approval of minutes of previous meeting (Lyon)
    a. Kundert/Lyon motion to approve minutes from June 14 and 28 meetings passed unanimously.
4. FEH update: project budget and schedule, furniture/finishes
    a. Greiner / Schnell updated the board on project status, timeline, and furniture options currently under consideration. Library board would like a curved circulation desk as depicted in a sample image and approved colorful plastic seating options for the youth area. Also selected the sample chair arriving July 12 for fireplace area furniture. Schnell is hopeful that we receive 3-5 general contractor bids for this project.
5. Financial report / audit and approval of monthly expenditures, Swanson endowment for renovation (Kundert)
    a. Kundert/Lyon motion to approve May invoices of $62,624.91 passed unanimously.
    b. FBG committee recommendation to adjust the mix of the Swanson Endowment to 70% fixed, 30% stock strategy for higher income to library board: Pennington/Kersten motion to approve modification passed unanimously.
6. President's report (Lyon)
    a. Board continuing education session to be held to review and discuss Trustee Essential #8: The Library Budget
    b. Essential #24: Friends and Foundations
7. Director's report (Kornak)
    a. Statistics/usage, building health/safety interior project update, fundraising campaign update, general library updates
8. Personnel Committee (Halverson) - no updates
9. Public Information Committee (Kersten) - boost campaign post on FB (Kornak), blog posting and Q&A in the works (Kornak email board when ready).
10. Strategic Planning Committee (Lyon) - none (committee meeting minutes have details)
11. City Liaison report (Halverson) - none

LAKE GENEVA PUBLIC LIBRARY

12. Friends and Foundation report (Kundert) - lots of Friends activities. Authorfest events going on now. Book cart sales are very successful and are planned for August weekends when library shifts to curbside pickup from the east end meeting room. Kornak: Library will have staff on site for any Sundays/holidays the book sale is planned.
13. Adjournment - Kundert/Halverson motion to adjourn at 6:30 pm passed unanimously.

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Board Meeting
LG Schools District Administration Center, 208 E South St, Lake Geneva
Thursday, August 12, 2021 - 5:00 pm

1. Call to order (Lyon)
2. Roll call and introduction of guests
    a. Present: Lyon, Gramm, Kundert, Kersten, Pennington, Halverson, Eckola, Bartz
    b. Also present: Kornak, Brookes, Schnell (FEH)
    c. Excused: Schoolfield
3. Approval of previous meeting minutes
    a. Kundert/Lyon motion to approve amended minutes passed unanimously.
4. FEH Design renovation project - Patrick Schnell reported the following:
    a. Preconstruction meeting next week, project to start on 8/23/2021. We are about 2 weeks behind schedule due to contract delays.
    b. Furniture bid was pulled out of the construction budget and will be handled as a separate item - was already planned to be a separate bid. FEH will wait for coordination on timing to move forward. The library board asked about a deadline for the furniture bid, and FEH will consult internally - possibly November, we need input from Karen Greiner on this.
    c. Selzer-Ornst has a $50,000 construction contingency in the contract that was missed in their bid, so the responsibility for providing this contingency amount will fall on Selzer-Ornst (not the library/City), and we are moving forward with the contract.
5. Financial report
    a. Audit and approval of monthly invoices and expenses
        i. Kundert/Bartz motion to approve Finance Committee recommendation of $64,381.40 passed unanimously
    b. Other committee updates
        i. Upcoming meeting with Voyager to meet with board this fall - in planning
6. President's report
    a. Lyon noted that the process of procuring the bids and contracts for building work presented some unexpected surprises but all parties involved have learned more about the process. Halverson suggested future meetings with the City Attorney and Administrator to improve communication.
7. Director's report - Outreach is going well with librarians presenting programs outside, in person, on boats, via Zoom, at coffee shops, City Hall, YMCA, Central Denison, and more. The Smith Meeting Room is open for browsing and holds pickup.

8. Committee reports - Construction is in the next phase of PR plan and will be led by Kersten and the library staff. Kornak to send out "interview" questions for board members to answer for blog materials. No other committee reports.
9. City Liaison report (Halverson) - Library renovation contracts are signed. Riviera work is done.
10. Friends/Foundation report (Kundert) - 4 weekends of Friends cart book sale coming up, Friends are seeking volunteers to assist.
11. Adjournment - Kundert/Lyon motion to adjourn at 6pm passed unanimously.

Lake Geneva Historic Preservation Commission Meeting Minutes

July 13, 2021 7:00 p.m. at Lake Geneva City Hall

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

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

Review and approval of the minutes from June 8, 2021, Historic Preservation Commission Meeting.

Comments from the public and correspondence. Peg Esposito (Park Board) attended our meeting.

Reports from the Geneva Area Museum and Maple Park Homeowners. No Tuesdays @ Two-not until Fall or earlier. The Museum is mourning the death of Jim Davis, who passed away on June 26th. The Museum is planning a Memorial on July 24. He will be sorely missed.

Updates regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Lake Geneva Walking Tours: once a month—6-7:30 P.M. Next one will be Saturday, 8/21, $10.00. 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, "Lake Geneva Day" Open House on Thursday, July 15, from 10:00 A.M. to 8:00 P.M., discussion re: creating "Friends of The Riviera", programs at the 1928 Geneva Theatre, and local news items relating to the Lake Geneva Historic Preservation Commission. We didn't know if the permanent plaque would be ready in time for the Open House, so Ken order a temporary plaque until the new one arrives. So we would have a plaque to display at the Open House. Fortunately the new plaque arrived just in time on 7/13, to be displayed.

Review of recent bills and invoices, updated current balance in the Lake Geneva Historic Preservation Commission 2021 City Budget. Also, consideration of applying for a National Trust for Historic Preservation Grant to go toward new Historic Plaques for The Riviera and Oak Hill Cemetery. Our current balance is: $4,905.00. The Riviera plaque cost $1,555.00. The invoice for the foam board temporary plaque is $35.27.

Acknowledgement of the recent passing of long-time LGHPC member Jim Davis and discussion regarding potential nominees to fill his position on the Commission and potential ways to honor Jim's contributions to the LGHPC. He is going to be sorely missed by the community, especially our Commission and the Geneva Lake Area Museum. He contributed so much to both. He was a true gentleman, always there to help with different projects and at the same time deeply interested in history and preservation. We have two potential nominees: Adam Colman Browne and Sonja Akright.

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. Building Inspector, Fred Walling, should notify us about our historic structures, then we would be able to send the owner a letter about keeping it as a historic building.

Update by Chris Brookes and Grace Hanny regarding the creation of a Local Historic Landmark Ordinance following presentation by Pat Blackmer & Dan Richardson on the Whitewater Landmarks Commission, e-mail from Jason Tish at WHS, and discussions with City Planner Mike Slavney and City Attorney Dan Draper. Chris and Grace met with City Attorney Dan Draper about our plan of a local historic landmark ordinance. he gave them some recommendations which they shared at our meeting. Chris went through Section 34-1 (Purpose and intent of chapter). Grace will talk about Section 34-2 at our next meeting . We should invite Dan Draper, Fred Walling and Jason Tish to our meetings.

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. We are in the process of creating a new silver plaque for the cemetery. The money has been approved. Chris found articles in newspapers to help support that Cleveland designed Oak Hill.

Discussion regarding the repair of existing historic plaques and signs and information from Jim Sherin at Timberline Signs regarding recommendations and costs. We made a motion to spend money to repair signs-motion passed. According to Jim we could replace five signs for less than $2,000.00. The Historic Lake Geneva sign by the Library would be less than $500.00. These would be on a aluminum panel and cost less than wood and hold up better.

Review of recent Historic Plaque Program applications, including, the cost of plaques from Timberline Signs at $226.83 each (including sales tax), application forms, and ongoing updating the list of past plaque recipients. Chris updated the list of past plaque recipients.

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.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" and status of our website www.historyoflakegeneva.org , and discussion on potential LGHPC projects that might be funded by the COVID-19 stimulus relief money that the City of Lake Geneva will be receiving. There was a suggestion that we might ask for funds from the relief money for Pioneer Cemetery. Patrick informed us that the City has already been busy repairing tombstones, etc. in the cemetery.

Update regarding the Lake Geneva Historic Railroad Site, including information from the Park Board regarding the future bench in memory of Ed Yaeger. Ken will send Karen Hall a request that she can transfer $850.00 from our budget to the Park Board budget for a new bench.

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. 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.

Meeting adjourned at 7:55 P.M.

Respectfully submitted,
Louise M. Rayppy

Lake Geneva Historic Preservation Commission Meeting Minutes

August 18, 2021 7:00 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Louise Rayppy, Chris Brookes, Grace Hanny, Tim Dunn. Jackie Getzen notified Ken that due to medical issues she regretfully has to resign. We were sorry to hear that, as over the years she contributed so much to historic preservation.

Review and approval of the minutes from July 13,2021, Historic Preservation Commission Meeting.

Comments from the public and correspondence. Mary Jo Fesenmaier (Alderperson) attended our meeting.

Reports from the Geneva Area Museum and Maple Park Homeowners. The first Tuesdays @ Two will start up again on September 7th after it was postponed due to Covid – 19. Chris Brookes will present "Lake Geneva" Riots of 1967, with an evening encore at 6:30 p.m. Swift Night Out – September 9th, 5:30 p.m. Maple Park had their Block Party on August 14th.

Updates regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point Maple Park Walking Tours will take place on 9/11 at 4:00 p.m. and 9/12 at 1:00 p.m. Cost: $15.00 per person. Ken attended the Board meeting at Black Point. One item discussed is that the lentil will be mounted off the ground.

Update on restoration work at The Riviera and recap of "Lake Geneva Day" Open House on Thursday, July 15, at The Riviera including presentation of new Historic Plaque. Also updates on any new programs at the 1928 Geneva Theater or local news items relating to the Lake Geneva Historic Preservation Commission. Our new plaque for The Riviera was presented at the Open House and will be installed on the outside of the building.

Review of recent bills and invoices, updated current balance in the Lake Geneva Historic Preservation Commission 2021 City Budget and discussion regarding proposed new 2022 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. We received $75.00 from the museum for Walking Tour Booklets. We received an invoice from Timberline Signs for the six signs – $2,910.00. Our current balance is $4,946.57. Will ask for $7,500 for our new budget for 2022.

Discussion regarding potential nominees to fill Jim Davis' position on the Commission and potential ways to honor Jim's contribution to the LGHPC. Valerie Dann attended our meeting, as she is interested in joining our commission, as we now have two positions to fill. She is a member of the museum.

Discussion regarding Historic Preservation Design Review rules for building projects within National & State Historic Districts and current building projects including the new House under construction on the site of the Douglas House at 322 Madison Street and the remodeled Houses at 930 & 932 Geneva Street. No new information.

Update by Chris Brookes and Grace Hanny regarding the creation of a Local Historic Landmark Ordinance following presentation by Pat Blackmer & Dan Richardson on the Whitewater Landmarks Commission, e-mail from Jason Tish at WHS, and discussions with City Attorney Dan Draper. Grace went through Section 34-2 (Definition, alteration, landmark, etc.)

Update regarding Oak Hill Cemetery on the National & State Registers of Historic Places and discussion regarding creation of a new Historic Plaque. The plaque will be a large rectangular sign 3 ft. by 6 ft. Should be aluminum, which will stand up to the weather better than a wood one.

Discussion regarding the repair of existing historic plaques and signs and information from Jim Sherin at Timberline signs regarding recommendations and costs. We received an invoice from Jim for the six signs – $2,910.00.

Review of recent Historic Plaque Program applications, including, the cost of plaques from Timberline Signs at $226.83 each (including sales tax), application forms, and ongoing updating the list of past plaque recipients. We had a discussion about a house at 816 Wisconsin Street. A Colonial Revival, 1876, the addition was added around 1930, which we think is the front porch.

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

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva"and status of our website www.historyoflakegeneva.org, and discussion on potential LGHPC projects that might be funded by the COVID-19 stimulus relief money that the City of Lake Geneva will be receiving. Too early for "Tales of Lake Geneva."

Update regarding the Lake Geneva Historic Railroad Site, including information from the Park Board regarding the future bench in memory of Ed Yaeger. We gave them $850.00 for a new bench.

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. Should ask for a tourist grant for "The Tales of Lake Geneva".

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, July 6, 2021, 6:00 P.M.
City Council Chambers

1. Call to order: 6:00 PM by Alderperson Flower

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

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

4. Comments from the Publics
There were no comments.

5. Purple Martin Update:
Leonard reports a successful season. Every house on the lakefront has produced pairs and eggs have been noted at most of the houses. Houses that were not active at Fermano pond and the Museum pond were relocated to the lakefront. We are learning that clustering the houses gives good results. She also reported problems with birdsong magnets being damaged or removed. Will look into moving them closer to the library if possible. Gallo asked about purchasing more houses, followed by a discussion about more houses/encouraging the birds to fill the houses we have.

6. Story Book Trail Long Term Status
Zimmermann brought up need to start a fund for routine maintenance of the signs. Rodriguez said that using "Cookies for a Cause" funds does not fit the grant criterion; it was suggested we put a line item in our budget. Zimmermann suggested $300. We may need to upgrade the plastic covering on the signs, as they are not holding up well. It was also mentioned that Stephanie Klett (VISIT Lake Geneva) will be featuring each park in the Lake Geneva area and will mention the Story Book Trail.

7. Swift Night Out Plans
Zimmermann requested a task force for this event. Rodriguez reminded us that the library will be closed from July 15 until early 2022 for asbestos removal, but she will ask them to put the information on the marquee. The library will host the Schlitz Audubon eagle program on July 8. Rodriguez will ask the library to pass out information (stickers) for our Swift Night Out program. The group discussed possible food vendors, permits for vendors and yard signs.

8. Publicity for Events – past and future
Zimmermann, McConnell and Happ will meet to plan publicity for a number of activities, including educating the public on Purple Martins, "Cookies for a Cause" and Swift Night Out. Gallo noted that people are reading our signs about the martins along the lakefront. The end of July should be a good time to see the babies – gear the publicity for this time period. We have "Cookies for a Cause" from Simple Bakery in August and will need a rack card for this. We also need to let the public know that the bird kit backpacks will still be available – they can call and checkout.
We will also need full-scale publicity for Swift Night Out.

9. "State of Where We are Discussion"
Topics already discussed.

10. Budget Status
Briefly reviewed and discussed the Detail Ledger of the Avian Committee from January through June. We have budgeted $900 for Swift Night Out, and will need funds for the Bird City application in January. Rodriguez pointed out that we have a large carry-over from funds not spent due to the pandemic. Zimmermann will generate a draft budget and needs to know what money can be budgeted and what is restricted. Rodriguez suggested we spend some of our reserves, perhaps to upgrade our Story Book Trail signs. Flower will check with the city about the budget status and let us know when out budget is due – they may not have an in-person presentation this year. Zimmermann suggested we add a budget line item for educational outreach for such things as reimbursement for educational materials.
Flower reported that our budget is due to the city on **September 10** and the first meeting will be held on September 23

11 Bird Walk Update:
Zimmermann reported the feedback from our bird walk was very good and suggested writing another grant to the Environmental Education Foundation to subsidize in the future. It was noted that students at St. Francis and the group from Traver School had been exposed to educational materials prior to the bird walk and showed more interest than the students from Eastview, who had not had prior exposure. Discussion followed about how to include Eastview students who might be interested in this program. Zimmermann suggested a few lessons (3 hours) that could help them get started. Agreed to discuss further with Mary Jo Fesenmaier (Eastview librarian).

12. Cookies for a Cause Update:
Rodrigues reported that the application is completed. The Avian Committee has the month of August. We will need to supply them with rack card information and volunteers to package the cookies. Rodriguez will email details to Zimmermann so she can work on the rack cards.

13. Christmas Bird Count and Christmas Tree Walk:
We will help Audubon promote the bird count (our Facebook page, etc.,) Rodriguez would like ideas to update our ornaments at the Christmas Tree Walk. She will submit our application as soon as she gets notice.

14. Next Meeting Date & Time: Tuesday August 3 at 6 p.m. in the Council Chamber.

15. Future Agenda Items
- Budget
- Purple Martin Update
- Swift Night Out Plans
- Publicity for Events – past and future
- Christmas Tree Walk at the Museum
- Cookies for a Cause Update
- Bird City Application

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

Respectfully submitted
Kelley Happ
7/23/21

TOURISM COMMISSION MINUTES
WEDNESDAY, August 9, 2021 – 4:00 PM
COUNCIL CHAMBERS, CITY HALL

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

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

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

Approval of Tourism Commission minutes from July 12, 2021
Ald. Moritz moved to approve the July 12, 2021 minutes, second by Trilla. Unanimously carried.

Update from Stephanie Copsey (Independent Contractor for Tourism Commission) Meet at the Lake
Copsey pointed out that there was a 22% increase in site session probably due to the now populated banner of Riviera information on the Visit website. Copsey has scheduled one event every weekend between now and Christmas. She explained the possible rate increase for 2023 for 10% now including the sales tax and security costs. Alderman Fesenmaier asked that 2023 be added to the data chart now that events are scheduled that far into the future.

Update from Tourism Entity – Visit Lake Geneva
Deanna Goodwin first introduced the new marketing coordinator, Ethan Buck, who will primarily manage their social media platforms.
Nominations for the Impact Awards remain open through September 5th.
The Milwaukee Journal-Sentinel article on visiting Lake Geneva was a direct result of Visit's summer press kit. https://www.jsonline.com/story/travel/wisconsin/2021/08/05/lake-geneva-things-do-include-giraffes-and-brewery/5400488001/
2TravelDads.com, the first gay blog, will soon feature Lake Geneva after a visit from this Florida duo. https://2traveldads.com/
Visit is hosting a tour from Geiger Media in early September. The group will comprised of 15 travel writers from the United States and abroad.
Earned Media highlights include:
TravelMag.com – The Most Charming Towns & Small Cities in Wisconsin (7/6/21)
• Wisconsin Public Radio – Inside Lake Geneva's New Dungeons & Dragons Museum (7/21/21) • ChicagoEater.com – Where to Eat While Visiting Lake Geneva, Wisconsin (7/22/21) • FlowerChick.com – Lake Geneva Area: Southern Wisconsin In Bloom (7/26/21) • USNews.com – Lake Geneva Museum Celebrates Creation of Dungeons & Dragons (7/31/21)
RFPs are not increasing most likely due to the uncertainty of COVID.

Update from Lake Geneva Business Improvement District (BID)
None

Written Financial Update provided by Comptroller
Written report submitted as part of the meeting packet. Vice Chair Trilla highlighted the Dungeon and Dragon exhibit at the Lake Geneva Museum as outstanding, but the event is being pushed back in the calendar due to the pandemic. The Commission has a $160,000 balance at this point in time with more payment due from the City from room taxes.

Discussion/Action on Tourism Promotional Grant Program and Requests:
None

Discussion/Action on Tourism Promotional Grant Application:
The packet did not contain the most recent changes and updates and some page numbers were not appearing in the print regions.
Motion by Pirzada, second by Trilla, to continue discussion until the September meeting. Unanimously carried.

Date of future RFP presentations in September for Tourism Entities - To be determined

Future meeting agenda items and next meeting date –
Grant Application specifically events located in the City, cancellations, changes to an application
September 13 at 4:00 PM

Motion by Ald. Fesenmaier, second by Moritz, to adjourn at 4:30 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier, Secretary