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

COMMITTEE OF THE WHOLE
MONDAY, DECEMBER 6, 2021 – 6:00 PM
LAKE GENEVA CITY HALL, COUNCIL CHAMBERS

Members
Council President: Rich Hedlund
Alderpersons: Tim Dunn, Mary Jo Fesenmaier, Cindy Flower, John Halverson, Ken Howell, Shari Straube, and Joan Yunker

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 call the meeting to order
2. Pledge of Allegiance – Alderperson Halverson
3. Roll Call
4. Approval of the Committee of the Whole Minutes from October 4, 2021 as prepared and distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Presentation of Mobile Command Unit
7. **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

8. **<u>Committee, Commission and Board Reports.</u>** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

   a. 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

9. **<u>Council Representatives Serving on Other Boards and Committees.</u>** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

   a. VISIT Lake Geneva, Alderperson Halverson
   b. Geneva Lake Museum, Alderperson Dunn
   c. Lake Geneva Economic Development Corporation, Alderpersons Hedlund & Howell
   d. Geneva Lake Environmental Agency, Alderperson Fesenmaier
   e. Geneva Lakes Family YMCA, Alderperson Straube
   f. Geneva Lake Use Committee, Alderperson Dunn
   g. Business Improvement District, Alderperson Straube

10. Adjourn

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

cc: Aldermen, Mayor, Administrator, Attorney, Media

Committee of the Whole
Monday, October 4, 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

Alderperson Halverson called the meeting to order at 6:00 p.m.

Alderperson Flower led the Committee in the Pledge of Allegiance.

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

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.

Charlene Klein; 817 Wisconsin St; spoke to it being National Fire Prevention Week.

Presentation by LPI Communications concerning ideas for a city newsletter

Andy Pensak and Dan Morrissey from LPI gave a presentation on LPI Communications and a potential newsletter.

General questions and discussion between the representatives from LPI and the Committee followed concerning advertising, content, and cost for mailing.

Further discussion continued among the Committee concerning policy and procedure.

The representatives from LPI followed up with specifics on training and software.

No action taken

Presentation by Granicus concerning Short Term Rental Software

Kester Bonsu from Granicus gave a presentation on Short-Term Rental registration software by Granicus.

Questions and discussion between the Committee and the representative followed concerning issues such as how the software identifies the boundaries of the City, deciphering between Short-Term Rental and Commercial Indoor Lodging programs, City staff involvement, duplicate listings, comparative information to neighboring municipalities, and cost.

No action taken.

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

Alderperson Howell gave an update regarding temporary parking for the library, sidewalk maintenance policy, and ward boundary changes due to the census.

Further discussion followed on a timeline to include the topics covered in tonight's presentations.

No action taken.

Personnel Committee, Alderperson Hedlund

Alderperson Hedlund absent, no update given.

Public Works Committee, Alderperson Flower

Alderperson Flower gave an update on winter bike path maintenance, the possibility of vacating Logan St, the removal of the guardrail and other items such as trees in the clear zone at George St & Maxwell, and progress concerning the 2021 Street Improvement Program. Upcoming topics include the 2026 Hwy 50 state project, the 2022 Street Improvement Project, a sidewalk maintenance program and assessing costs, funding for the sidewalk maintenance program, the pedestrian push button timing at downtown cross walk, a landscape beautification program, and mowing the roundabout.

Further discussion regarding brush pickup program expansion, recycling pickup frequency, the City welcome signs, and the frequency of Public Works Committee meetings.

No action taken.

Piers, Harbors, & Lakefront Committee, Alderperson Yunker

Alderperson Halverson spoke on Alderperson Yunker's behalf, indicating there were no updates to report.

No action taken.

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

Alderperson Flower gave an update regarding Commission activity on topics including an auditing service, work being done on well #2, window and roof replacement at the Utility facilities, cell service changes, and the budget.

Further discussion followed on the Wells St construction timeline.

No action taken.

Tree Board, Alderperson Halverson

Alderperson Halverson states that the Board has not met recently, but will be meeting soon.

No action taken.

Police & Fire Commission, Alderperson Yunker

Alderperson Yunker absent, no update given.

Plan Commission, Alderperson Dunn

Alderperson Dunn reported that the Commission has had a pretty quiet month in regard to their items and approvals, and that the October meeting of the Plan Commission is cancelled.

General questions and discussion followed amongst the Committee regarding speed bumps, stop lights, the County's plan for Interchange North, and an additional access road to the development. Discussion followed on a plan to send these items to the Public Works Committee and Plan Commission accordingly.

No action taken.

Board of Park Commissioners, Alderperson Fesenmaier

Alderperson Fesenmaier reported that items to be discussed at the next meeting include snow maintenance of City paths, the disc-golf course bridges, and a special work session for the Park and Open Space Plan so that the public can provide input.

Further discussion followed regarding snow removal from the bike paths and usage of the bike paths for winter activities such as cross country skiing.

No action taken.

Library Board, Alderperson Halverson

Alderperson Halverson updated the Committee on recent Library activity including the temporary location on the 2nd floor of City Hall, current services being offered, awards to be given at the Visitor's Gala, and fundraising for the reconstruction project.

Questions and discussion followed concerning the current pickup process, the renovation/remodel project, and fundraising for the project.

No action taken.

Historic Preservation Commission, Alderperson Dunn

Alderperson Dunn reported on recent Commission activity including signage for Oakhill Cemetery and the upgrading of signage around town for older plaques. Future topics include work to the bench by old the Railroad Tracks north of the Museum, the Main St sign, and the Museum's Tuesdays at 2 program.

No action taken.

Avian Committee, Alderperson Flower

Alderperson Flower reported on Swift Night Out, stating that the event had great turnout and was an overall success even though the Swifts did not attend. Other items include a Brownie Troop badge, the Bird City application, a tree for the Museum's Christmas Tree walk, and the Christmas bird count.

No action taken.

Tourism Commission, Alderperson Fesenmaier

Alderperson Fesenmaier reported on recent Commission activity including updating the grant application to make it more detailed and complete, and the YMCA possibly pursuing a grant for field renovation at Vet's Park.

Further discussion followed concerning Space F at the Riviera being part of an approved grant.

No action taken.

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

Alderperson Halverson gave an update regarding different travel writers who have featured various businesses recently, the Lake Geneva Regional News column highlighting local businesses' success hosting these travel writers, VISIT's annual dinner and impact awards, and various other media coverage.

Alderperson Halverson ended his update by sharing an example of an email that VISIT received recently concerning parking and parking ticket complaints.

No action taken.

Geneva Lake Museum, Alderperson Dunn

Alderperson Dunn reported briefly on the sign and Tuesdays at 2; as well as relaying that the Museum has been receiving many positive comments from visitors, and speaking about membership. Upcoming events include the Parade of Trees and the development of new exhibits.

No action taken

Lake Geneva Economic Development Corporation, Alderperson Howell

Alderperson Howell stated he did not attend the meeting so no report was given.

Geneva Lake Environmental Agency, Alderperson Fesenmaier

Alderperson Fesenmaier gave an update stating the Agency will be meeting tomorrow and in October, and hopes to finalize candidates and make an offer for the new Director.

Time and place for upcoming meeting addressed- Tuesday, October 5, 2021 at 6:00pm at the George Williams Campus. No action taken.

Geneva Lakes Family YMCA, Alderperson Straube

Alderperson Straube states the last meeting was closed session and there is no report to give.

Geneva Lake Use Committee, Alderperson Dunn

Alderperson Dunn states there has not been a meeting.

Business Improvement District, Alderperson Straube

Alderperson Straube gave an update regarding plans for Oktoberfest and the different Christmas events.

Adjournment

Motion by Flower to adjourn, second by Dunn. Motion carried 6-0. The Committee adjourned at 7:20 pm.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, NOVEMBER 2, 2021 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

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

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

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

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

Approve the minutes of the October 19, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Licenses & Permits

Discussion/Recommendation regarding a Tier II Event Permit application filed by VISIT Lake Geneva for the Lake Geneva Winterfest and U.S. National Snow Sculpting Championship
Motion by Yunker to approve, second by Fesenmaier. No discussion. Motion carried 4-0.

Discussion/Recommendation concerning 2022 Employee Health Insurance Program
Matt Chadwick, with Cottingham and Butler, addressed the committee regarding the City Health Insurance Plan. He noted that the City's current health insurance provider has offered a renewal with an increase of 12.9% for 2022. He explained that this increase is due primarily to claims. Chadwick further explained the City's difference card would be available for renewal as well. There were several companies contacted for a quote, but that two of the five failed to turn in a proposal and that the others offered plans that would be 20%-30% higher than the current carrier.
Motion by Howell to renew the City Health insurance with WPS to include the Difference Card, second by Yunker. Motion carried 4-0.

Discussion/Recommendation regarding Employee Health Insurance premium contribution
Chadwick explained that the City currently pays 93% of an employee's premium, with the employee paying the remaining 7%. He added that the increase would be minimal for employee contribution.
Motion by Howell to keep the employee contribution amount at 7%, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding selection of "McGrath Human Resources Group" to undertake City's proposed Wage and Compensation Study
Motion by Howell to approve, second by Yunker. No discussion. Motion carried 3-1, with Fesenmaier voting no.

Discussion/Recommendation regarding implementation of four percent (4%) cost of living wage increase for all non-represented City employees effective January 1, 2022
Motion by Howell to approve, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding City Employee full-time and part-time wage scales for 2022
Motion by Howell to approve as is with no changes, second by Yunker. No discussion. Motion carried 4-0.

Discussion/Recommendation concerning the proposed Riviera Janitor job description
Alderperson Flower stated that the Personnel Committee had asked to continue this as it needs to have some modifications made to it. She also added that there was discussion about adding the ability to have this position work under the Public Works Department on other tasks.
Motion by Howell to refer back to the Personnel Committee, second by Halverson. Motion carried 3-1, with Yunker voting no.

Discussion/Recommendation regarding updated job description for City Administrator to include ADA Compliance
Motion by Howell to approve, second by Yunker. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding adopting a Sidewalk Maintenance Program in 2022
Finance Director Hall explained that there is currently $2,500 in the 2022 budget for this. Flower stated that the Public Works Committee had approved a policy being implemented to improve the conditions of sidewalks throughout the City. It is the intention of the policy that an outside company would be responsible for the work.
Motion by Fesenmaier to refer to staff for proper drafting and bring back to the committee for consideration, second by Halverson. Fesenmaier and Flower stated that the photos along with links to City ordinances remain within the policy. Motion carried 4-0.

Discussion/Recommendation regarding PROWAG ordinance adoption
Flower stated that PROWAG would address the ADA compliance for the City's right of ways.
Motion by Fesenmaier to approve, second by Halverson. Motion failed 1-3, with Howell, Halverson, and Yunker voting no.

Discussion/Recommendation regarding City Snow Plowing Policy
Motion by Howell to continue, second by Fesenmaier. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding **Ordinance 21-11** an ordinance creating Article IX, Meetings, Section 2-500, Remote Attendance at Meetings, and Section 2-501, Meetings to be Televised of Chapter 2, Administration, of the Lake Geneva Municipal Code; as it relates to remote attendance of Committee, Board, Commission, or Council meetings via telephone or teleconference
Motion by Fesenmaier to approve, second by Howell. Fesenmaier agreed with the ordinance but noted that there should be a section to identify a livestream capability.
Motion to amend by Fesenmaier to add Section 2-502; Meetings to be livestreamed, second by Halverson. Motion to amend carried 3-1, with Yunker voting no.
Original motion as amended carried 3-1, with Yunker voting no.

Discussion/Recommendation regarding **Resolution 21-R71** a resolution authorizing the use of Contingency funds for a NIF Grant Application for Veteran's Park to be prepared by MSA in an amount not to exceed $8,000
Motion by Howell to approve, second by Fesenmaier. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 21-R72** a resolution authorizing the use of Contingency funds for a Wage & Benefit Study in an amount not to exceed $40,000
Motion by Howell to approve, second by Yunker. No discussion. Motion carried 3-1, with Fesenmaier voting no.

Discussion/Recommendation regarding 1st Floor Riviera Concourse Leases rate and rental terms for 2022
Motion by Howell to approve, second by Yunker. City Administrator Nord stated that the new lease would allow for a three-year term for the lessees and that the subsequent rates would be increased on an annual basis. He further stated that he could be given the authority to reduce a lease term from three years, if deemed necessary. Fesenmaier stated a lease reduction should go to the Council in the event of an appeal.
Motion to amend by Howell to include the three-year renewal option in the lease, second by Yunker. Motion carried 4-0.
Motion to amend by Fesenmaier that lease reductions go before the Council for approval, second by Halverson. Motion carried 4-0.
Original motion as amended carried 4-0.

Discussion/Recommendation regarding proposals for the City Wide Access Control System
Motion by Fesenmaier to approve, second by Halverson. The City's IT Consultant, Jeff Miskie, explained that the City's current door software is very out of date and needs to be upgraded for security purposes. Finance Director Hall explained that there is money in the budget for this work. Motion carried 4-0.

Discussion/Recommendation regarding YMCA request to rehabilitate Veteran's Park Ballfields with Tourism Commission grant funds
City Administrator Nord explained that this would be beneficial for the NIF grant application and this would allow the YMCA to move forward with the project. The Council would still need to approve any work orders or contracts associated with this project. Motion by Yunker to approve, second by Fesenmaier. Motion carried 4-0.

Discussion/Recommendation regarding Downtown Business Improvement District request to waive fees for the use of the Riviera Ballroom on December 5, 2021 and December 19, 2021 for Holiday Events
Clerk Kropf noted this item had been rescinded by the BID Director. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $188,919.37
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Regular Bills in the amount of $142,714.88
Motion by Yunker to approve, second by Howell. No discussion. Motion carried 4-0.

Adjournment

Motion by Halverson to adjourn, second by Yunker . Motion carried 4-0. The meeting adjourned at 5:36 p.m.

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, NOVEMBER 16, 2021 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

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

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

Roll Call
Present: Howell, Fesenmaier, Yunker, 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 November 2, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Fesenmaier to approve, second by Halverson. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding Temporary Operator Licenses for the New Year's Eve Gala located in the Riviera Ballroom to be held on December 31, 2021, filed by: Jean Henderson, John Henderson, Jane Ipsen, Robert Kunkel, Nancy Newbourne, Mary Nissen, Benjamin Thelen, and Martha Thelen
Motion by Yunker to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Alcohol Premises Description filed by Bella Vista Suites located at 335 Wrigley Dr
Motion by Halverson to approve, second by Yunker. Clerk Kropf noted that their alcohol renewal did not include certain areas and this would fix this. Motion carried 5-0.

Discussion/Recommendation regarding an agent change application filed by New World Wine Inc d/b/a New World Wine to Terence Conell
Motion by Hedlund to approve, second by Howell. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding 2021 Crack Sealing and Filling contract award to Fahrner Asphalt Sealers LLC in an amount not to exceed $35,000.00
Motion by Hedlund to approve, second by Yunker. Fesenmaier stated that the road list was not presented to the Public Works Committee and should be.
Motion by Fesenmier to refer to the Public Works Committee for review, second by Halverson. Public Works Director Earle explained that the completion date for the project isn't until May 2022, so it would not hold up the project to have the Public Works Committee to review. Motion carried 4-1, with Yunker voting no.

Discussion/Recommendation regarding Pay Request #1 filed by Selzer-Ornst Construction Company, LLC for the Library Renovation project in an amount not to exceed $41,557.75
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding the Church Placard Parking program
Parking Manager Elder addressed the committee regarding the Church Parking placard Program. He noted that the placards were used every Sunday and that the churches found them favorable. Elder added that they were easy to enforce and saw no issues with continuing.

Motion to Hedlund to approve for the 2022 Paid Parking Season, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding acceptance of roadway improvements via resolution within Symphony Bay Subdivision Phase 1&2
Naomi Rausch, Kapur Engineering, addressed the committee regarding accepting roadway improvement within Phase I & Phase II of the Symphony Bay Development. She added that there are some repairs that will need to be done and that the bond will cover those costs. Approval of this will give the responsibility for maintenance to the City and would be considered a public road.
Public Works Director Earle agreed with the consideration and recommends the acceptance.
Motion by Hedlund to approve acceptance of roadway improvements via resolution within Symphony Bay Subdivision Phase 1&2, second by Yunker. Motion carried 5-0.

Discussion/Recommendation regarding the City Snow Plowing Policy
Public Works Director Earle stated that the policy was approved at the Public Works Committee and contains the recommended changes. These changes include that hydrants and bike path snow clearing would be the responsibility of the adjacent home owner.
Earle stated that the declaration of the snow emergency would be done by the Emergency Manager, but that there would be a designee if there is an absence. Fesenmaier stated that the Council should affirm the snow emergency after the fact and she would like the Mayor to be the final authority to call a snow emergency. Halverson feels that there are too many people involved with declaring an emergency and would like to see that clarified. Earle added that a snow emergency does not need to be affirmed by the Council, according to the City Attorney.
Motion by Hedlund to approve, second by Yunker.
Fesenmaier inquired about the temporary signage and windrowing within the policy.
Motion to amend by Fesenmier to add language regarding windrowing from previous snow policy, second by Halverson.
Motion to amend failed 1-4, with Howell, Hedlund, Halverson, and Yunker voting no.
Original motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding City of Lake Geneva Facilities Study and Impact Fee RFP
City Administrator stated that this is the draft for the RFP and is seeking approval of the draft.
Motion by Fesenmaier to forward without recommendation, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding Downtown Business Improvement District Forensic Audit proposals
Motion by Howell to refer the proposals to the BID for selection and to determine funding, second by Hedlund.
Fesenmaier stated that this was the mistake of the City Staff and the Council should be responsible for this. Halverson stated that this should be done and that this should be paid for by the BID. Finance Director Hall indicated that the BID doesn't have the funds to pay for this and that as her department is being scrutinized, she felt that she could not give a recommendation. She did add, however, that she was in fact the City staff person to notify all of the issue with the BID's spending and blew the whistle; she does feel that this is simply overspending on the Bid's behalf and nothing nefarious.
Motion by Halverson to refer to the Council without recommendation, no second was offered. Motion failed for a lack of second.
Motion carried 3-2, with Halverson and Fesenmaier voting no.

Discussion regarding October 2021 Treasurer's Report and Budget versus Actual Report
Finance Director Hall presented the October 2021 Treasurer's Report and Budget versus Actual Report. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $ 48,129.28
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Regular Bills in the amount of $227,712.34
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Adjournment
Motion by Heldund to adjourn, second by Fesenmaier. Motion carried 5-0. The meeting adjourned at 5:23 p.m.

PERSONNEL COMMITTEE MINUTES
MONDAY, NOVEMBER 1, 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: Hedlund, Halverson, Howell, Flower and Straube
Absent: None

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

Discussion/Recommendation concerning 2022 Employee Health Insurance Program
Matt Chadwick from Cottingham and Butler gave the committee a presentation regarding the City Employee Health Plan. He noted that the City's current health insurance provider has offered a renewal with an increase of 12.9% for 2022. He explained that this increase is due primarily to claims. Chadwick further explained the City's difference card would be available for renewal as well. There were several companies contacted for a quote, but that two of the five failed to turn in a proposal and that the others offered plans that would be 20%-30% higher than the current carrier.

Motion by Howell to maintain the City Health Insurance with WPS, second by Flower. Motion carried 5-0.

Discussion/Recommendation regarding Employee Health Insurance premium contribution
Committee discussion noted that the current employee contribution is 7% and the consensus was that it remains. Motion by Howell to set the employee contribution for health insurance premium at 7%, second by Flower. Motion carried 5-0.

Discussion/Recommendation regarding selection of "McGrath Human Resources Group" to undertake City's proposed Wage and Compensation Study
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding implementation of four percent (4%) cost of living wage increase for all non-represented City employees effective January 1, 2022
Motion by Howell to approve, second by Straube. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding City Employee full-time and part-time wage scales for 2022
Committee discussion included leaving the wage scales the same for 2022. No action taken.

Discussion/Recommendation concerning the proposed Riviera Janitor job description
Motion by Howell to continue, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding updated job description for City Administrator to include ADA Compliance
Motion by Howell to approve, second by Halverson. No discussion. Motion carried 5-0.

Future Agenda Items
-Annual Evaluations of the City Administrator, Building & Zoning Administrator, City Clerk, Finance Director, Harbormaster, Parking Manager, and Public Works Director

Adjourn
Motion by Howell to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:06 p.m.

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

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

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

Roll Call
Present: Flower, Hedlund, Fesenmaier, Dunn, and Halverson
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
Jonathon Duggin, McDonald Road; Spoke in regards to the lot located at 1815 Conant Street.

Approval of the October 25, 2021 Public Works Committee meeting minutes as prepared and distributed
Motion by Hedlund to approve, second by Dunn. No discussion. Motion carried 5-0.

Director of Public Works Report

Update regarding Bloomfield Rd Signal
Public Works Director Earle addressed the committee regarding the agreement for this signal. He noted that this project is progressing and that state has taken it over at this point. He added the agreement is that the City will contribute the first $150,000 of the project and then the school will pay the remainder. Finance Director Hall confirmed this and noted that the City will be billed directly, she will then invoice the School District. A report will be made available to the Council, for review. No action taken.

Update regarding Cemetery
Earle stated that the Cemetery financial reports are in the packet for review. He added that the prices for services are currently being reviewed. No action taken.

Naomi Rausch, Kapur Engineering, noted that the signal project should start in April 2022 and hopefully finishing in mi-July 2022. Flower asked that the plans for the project be made available to the committee for review.

Earle added that there have been many questions regarding the restrooms at the Riviera. He noted they are able to be open year-round, but there is not staff available to maintain or secure the restrooms. He plans to discuss this with the Police Department to find a way for them to be open, but locked at night. No action taken.

Parking Manager Report

Update regarding End of Month Parking Revenue
Parking Manager Elder noted that the total revenue between the kiosk and ParkMobile App was $188,000 at the end of October. Revenue at the end of November was $56,000 with paid parking on November 14. No action taken.

Update regarding Year to Date Parking Revenue
Elder gave a month by month breakdown for 2021 by kiosk and ParkMobile app. He added that $1.9 million net revenue was collected. No action taken.

Update regarding Shuttle Usage
Elder added that the Oktoberfest Shuttle had riders 236 on Saturday and 35 riders on Sunday of the event. He attributed the low ridership on Sunday to the weather. The next shuttle will be Winterfest and the program will be monitored for that event as well. Fesenmaier asked that previous year's data be made available as well. No action taken.

Update regarding potential Electric Charging Stations
Elder explained that he has been having exploratory conversations with vendors regarding electric car charging stations. The costs for installation, maintenance, and software will need to be calculated before any action can be taken. Flower added that this should be explored based on need and wanted the committee to consider this addition. Fesenmaier stated

that it should be reviewed and that other municipalities that offer this should be studied. This would include if this should be by policy or ordinance. No action taken.

Discussion/Recommendation regarding lot located at 1815 Conant St- ***Chairperson Flower and Building & Zoning Dept***
Flower noted that this had come about due to a resident complaint. It appears that the lot was approved in 1992 with conditions however since then, it has been modified without following the guidelines.
Motion by Hedlund to suspend the rules and allow Jonathon Duggin to address the committee, second by Flower. Motion carried 5-0.
Duggin addressed the committee and noted that there was a conversation with the Building Department regarding this situation and was told it would be at the discretion of the Public Works Department. At that time the former Public Works Director reviewed the lot and saw no issues. Earle stated that there was a letter sent to the homeowner on January 4, 2021, but that there has been back and forth regarding this subject. Fesenmaier stated that there should be a formal action taken by possibly the Plan Commission for a variance, to show in the records. Public Works Director Earle stated that the Building & Zoning Administrator explained this issue is of the purview of the Public Works Department.

Motion by Fesenmaier to refer to the Plan Commission, second by Halverson. Building & Zoning Administrator Walling joined the meeting. He noted that the drive way of the parking lot in question violates the public works right-of-way and it violates the Zoning code as it is located off property. Earle stated that it was reviewed, informally, in the past and verbal agreement was given by prior department heads. Walling stated that this would need to be reviewed at the Zoning Board of Appeals; it is not under the purview of the Plan Commission or Common Council.

Motion to refer was withdrawn, second agreed.

Hedlund agreed that the Zoning Board of Appeals would be the correct next step for the applicant. No action taken.

Discussion/Recommendation regarding Disc Golf Bridge #5- ***Ellena Engineering***
Public Works Director Earle explained that the Park Board had recommended that Bridge #3, not #5 should be considered for replacement. The City Attorney advised that the Council needs to make this decision.

Motion by Fesenmaier to refer to the Common Council including all pertinent packet materials, second by Flower. Flower would like a plan/map of the disc golf course to be included in the Council packet. Motion carried 5-0.

Discussion/Recommendation regarding Highway 50 project, including drainage areas- ***DPW Director Earle***
Earle explained that the project maps are available in the packet for review. He added that he did notify those adjacent property owners of the proposed plan. He added that the catch basins and potential bike path was discussed with WisDOT. He added that there are currently no drainage issues in that area that they are aware of. Some of the drainage was identified as flowing into the Golf View Condos, which does have drainage issues. No action taken.

Discussion/Recommendation regarding Bike and Pedestrian Study; including WisDOT feedback for bike accommodations- ***Public Works Director Earle***
Earle stated that this item ties in with the previous item. Flower stated that the plan shows a multi-use path on Highway 50. Committee discussion also included potential review of the traffic light timing of all of Main Street/Highway 50. The discussion also included installing a multi-use path on Highway 50 from the Chateau Royale to Edwards Blvd; the recommendation is that the path be constructed of asphalt versus concrete.

Motion by Hedlund to pursue a multi-use path on Highway 50 between Curtis Street and Edwards Blvd, second by Dunn. Fesenmaier stated that there may be an issue with the new gas station's sidewalk and that the path would need to be connected to it. Motion carried 5-0.

Discussion/Recommendation regarding 2021 Street Improvements- ***Kapur Engineering***
Naomi Rausch, Kapur Engineering, stated that the striping on Snake Rd needs to be done and some grading on Edwards Blvd still needs to be completed. There is some confusion on the striping on Edwards Blvd, in that some was done and some wasn't. Rausch stated that she would be investigating that issue as the final completion date of November 15, 2021, has passed. She suggested maybe a change order to extend the deadline of the completion date. Rausch stated that it could just be a temperature and timing issue that has caused the delay. Earle added that if for some reason the project has been completed, then they will not be paid for the remainder of the project. Flower would be in favor of an extension and asked

for a suggestion from the engineer. Rausch stated that if the project is not completed, the City could hold payments on the work that has not been done. A punch list could be done, which could layout the necessary final details to be done along with extending the contract. Earle added that the retainage could be held as well.

Motion by Flower to send to the Finance, Licensing, and Regulation Committee to extend the contract date for Kapur to identify punch list items and hold retainage until a date specified by Kapur, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding 2022 Street Improvement project – ***MSA Engineering***
Earle stated that MSA did not have anything new to report, but they will be giving a report in December 2021. Flower stated that she would like this to get moving so there is time to bid the project out. Flower expressed concerns with the sidewalks on Wrigley Drive as well. No action taken.

Discussion/Recommendation regarding potential Request for Proposals for Civil Engineering Services- ***Chairperson Flower***
Flower stated that there is not a contract for Engineering services with the City currently. She wondered if the committee would want to go out for proposals or draft a contract with Kapur. Halverson and Hedlund agreed that a proposal should be sought to keep pricing competitive. Hedlund added that he is happy with the work Kapur has done and feels that the present knowledge of the City is extremely valuable.

Motion by Hedlund to seek request for proposals for Civil Engineering Services for the City, second by Halverson. Committee discussion included determining how long a contract may be valid for and possibly having the contract reviewed annually. Fesenmaier would like the contract to have a hard expiration date, maybe after six years. Dunn felt that six years may be too long and felt that three years may be more appropriate. Hedlund suggested a five-year contract with an annual renewal.

Motion was restated to seek request for proposals for Civil Engineering Services for the City for a six-year contract that shall be considered for renewal annually. Earle noted that engineering services needs to start with the Request for Qualifications first as they typically do not release prices for services. Earle stated that it is difficult to start with a new engineering firm if that was the case and asked that the current engineering firm be evaluated and given an opportunity to correct or better their performance.

Motion was re-read to seek request for qualifications for Civil Engineering Services for the City for a six-year contract that shall be considered for renewal annually. Motion carried 5-0.

Discussion/Recommendation regarding 2021 Crack Filling Project- ***DPW Director Earle***
Earle stated that this had gone to bid with Fahrner Asphalt being the lowest apparent bidder.

Motion by Hedlund to accept the bid from Fahrner Asphalt for the 2021 Crack filling project in an amount not to exceed $35,000, second by Dunn. Motion carried 5-0.

Discussion/Recommendation regarding 2022 Crack Filling Project- ***DPW Director Earle***
Earle stated that the committee typically does not address this as it is in the budget. This was on the agenda just to give a progress report of the project. No action taken.

Discussion/Recommendation regarding Department of Public Works Roof Project Bids- ***DPW Director Earle***
Earle indicated that this was approved a while ago and that a change came up with the specs of the proposed materials. With that change the project had to be re-bid. Two bids were received and he recommended that the project be award to Midwest Roofing for both bids.

Motion by Hedlund to award the bid to Midwest Roofing for Public Works Roofing Projects 2021-01 and 2021-02, second by Halverson. If the bid amount should change above 17% there would need to be a new bid done. Motion carried 5-0.
Discussion/Recommendation regarding Townline Road Signage- ***Chairperson Flower***
Earle stated that he consulted with the Police Chief regarding this matter and that Walworth County would just need notification of any signage placed. The Chief is hopeful that when the signal is installed on Bloomfield Road, traffic will slow down. Conversations are being had to determine what the exact language will be on those signs. This matter will be on the agenda for further review and discussion. No action taken.

Discussion/Recommendation regarding leaf pickup program- ***Chairperson Flower***
Flower stated that there was a resident complaint regarding the program cut off. Flower asked Earle to review the policy for compliance and consistency. She asked that the flyer be reviewed for brush pickup as well. No action taken.

Future Agenda Items
- Hwy 50 Drainage and Bike Path
- 2021 Street Improvement Project
- 2022 Street Improvement Project
- Engineering Service RFQ
- 2022 Crack Filling Project
- Towline Rd Signage
- Leaf/Brush Pickup Program

Adjourn

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:02 p.m.

PIERS, HARBORS, AND LAKEFRONT COMMITTEE MINUTES
TUESDAY, NOVEMBER 09, 2021 5:00 PM
RIVIERA CONCOURSE (1ST FLOOR), SPACE F, 812WRIGLEY DRIVE

Committee Members: Chairperson Joan Yunker, Alderpersons: Shari Straube, Ken Howell, Rich Hedlund, and Tim Dunn
Chairperson Yunker called the meeting to order at 5:03 p.m.

Roll Call
Present: Yunker, Howell and Dunn. Straube (arrived at 5:06)
Absent: Hedlund (excused)

Discussion/Recommendation regarding the approval of the October 12, 2021 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed. Moved by Dunn, seconded by Howell. Motion carried by unanimous voice vote.

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

Harbormaster Report. Harbormaster Russell addressed the committee remotely and reported that all boats have been removed from City owned slips and buoys and the final pier was removed today.

Discussion/Recommendation regarding Agreement with Lake Geneva Boat Lines. Chairman Yunker distributed a draft agreement to the members of the Committee as well as Kent Martzke, owner of the Lake Geneva Boat Line. General discussion was held. Chairperson Yunker asked that everyone review the document and continue this discussion att the December Piers & Harbors meeting.

Discussion/Recommendation regarding use of Viply and Park Mobile Apps for cashless beach admission and boat launch payment. Harbormaster Russell addressed the committee concerning this topic. General discussion was held by the committee concerning the concept of going completely cashless vs. providing some alternative for those who wish to pay cash as well. After additional discussion Howell so moved to continue this discussion at the December Piers and Harbors committee meeting, Straube seconded. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding boathouse located on the Riviera Pier. Chairperson Yunker and City Administrator Dave Nord advised the committee members that it has been determined that Gage Marine has been using the Boat house, near the south west corner of the Riviera Building without a lease agreement or paying rent. The Committee was advised that representatives of the City (Mayor, City Attorney, Chairman Yunker, Administrator Nord and City staff) recently met with representatives of Gage Marine to discuss the matter and attempt to come to some manner of resolution. City Attorney Draper will be drafting a proposal for the committee to review and possibly act on. Howell so moved to continue this discussion at the December Piers and Harbors committee meeting, Dunn seconded. Motion carried by unanimous voice vote.

Adjournment. At 5:30 pm, Motion by Dunn to adjourn, seconded by Straube. Motion carried by unanimous voice vote.

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday November 15, 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.
There is currently one vacant Commissioner position.

Staff in Attendance – Gajewski & Busch

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

Approve Utility Commission minutes from October 18, 2021, as prepared & distributed
Binn/Hedlund motion to approve. Passed 6-0.

Acknowledgement of correspondence
Gajewski advised that we received a claim from Kris Kukla and all the submitted information was included in the packet.

Approval of the October 2021 Financials
Gajewski presented the October financials.
Hedlund/Binn motion to approve. Passed 6-0.

Approval of the October 2021 Bills
Binn/Hedlund motion to approve the October 2021 bills. Passed 6-0.

Directors Report
Gajewski reviewed the submitted Directors report and said that the two newest employees at Wastewater have attended a certification class and passed their tests.
Klein/Flower motion to approve the submitted Directors Report. Passed 6-0.

Election of Officers – Commission President and Commission Secretary
Lyon explained that this is an annual election for both positions.
Hedlund/Flower motion to nominate Dennis Lyon for president and to close the nominations. Passed 6-0.
Flower/Binn motion to nominate Ald. Hedlund as secretary. Discussion followed.
Binn/Flower motion to close the nominations and appoint Ald. Hedlund as secretary. Passed 6-0.

Discussion/Action on Designated Signatory for Utility Accounts
Gajewski gave an update on the signatories for the Commission's financial accounts. Commissioner Esarco is a signatory but her term expired in October 2021, so she needs to be removed.
Flower/Klein motion to add a third signatory of Ald. Hedlund as the secretary of the Commission.
Passed 6-0.

Discussion/Action on increasing charge for bacteriological testing
Gajewski said staff reviewed the cost of providing bacteriological testing to the community and recommends that we increase the charge and make it one single cost. Currently we charge a set fee for performing the test and then a second different set fee for reporting the results to the Department of Natural Resources when required. Gajewski explained how the new recommended fee was calculated. Discussion followed.
Hedlund/Flower motion to charge $35 as a single charge for bacteriological testing beginning December 1st, 2021. Passed 6-0.

Discussion/Action on Cost of Living Adjustment for Utility Employees, to become effective January 1, 2022
Hedlund explained that the Utility historically follows the City with regard to wage increases and the last few years have seen a 2% increase. However, because increases are tied to performance reviews staff never receive the entire 2%, only a percentage of it according to the points they score on their review. The City has approved a 4% cost of living increase to all non-represented employees and no performance based increases although reviews are still required. Lyon supports performance reviews as they provide a clear statement of expectations to an employee. Hedlund said the City is conducting a compensation study to be completed in 2022 which will give us a better idea of how competitive we are with wages. He is also in support of requiring performance reviews this year. Discussion was had regarding the performance review for the Utility Director and how that will be submitted to the Commission.
Hedlund/Flower motion to approve a 4% cost of living adjustment for all Utility employees effective January 1st 2022. Passed 6-0.

Discussion/Action on Wage Scale for Utility Employees to become effective January 1, 2022
Discussion was had regarding whether any employees had reached the maximum wage for their pay grade on the current scale and how raises are awarded if that is the case.
Hedlund/Flower motion to reaffirm the Utility wage scale that was made effective January 1st 2021 and re-implement it from January 1st 2022. Passed 6-0.

Discussion/Action on 2022 Utility Budgets
Gajewski went over the submitted Utility budgets for both water & wastewater. He advised of the known budget increases such as health insurance expenses, and detailed the equipment that is in the budget for replacement in 2022. Discussion was had regarding the breakdown of wastewater wages into different categories for 2022. This will be helpful with our next rate case. Gajewski went over the projects that are either new or rolling over into 2022. Discussion was had regarding the possible Cemetery Road project and whether we should remove it from the budget. Hedlund pointed out that the approval is for the overall budget not for specific projects within it. Gajewski said that he received a request from the water department to include 780 hours of seasonal or part time staff hours to be used for things like the required large meter testing that will be due in 2022.
Hedlund/Flower motion to approve the 2022 Utility budgets with an addition of $14,703 to the water budget for additional staff hours. Flower then made a motion to amend the original motion and remove cemetery road from the budget. This failed for lack of a second. The original motion passed 6-0.

Discussion/Action on proposed Amendment #4 to the AT&T License Agreement at Dodge Tower
Gajewski said this has been reviewed by the City Attorney who made some recommendations for amendments to it. AT&T would like to install a standby generator housed on additional leased space surrounded by trees and a fence with an increase to their monthly rent. The installation would need to meet all current safety standards. Flower pointed out a spelling error throughout the document that needs to be addressed. Discussion was had regarding noise disturbances to surrounding residents.

Gajewski said routine testing would be confined to the hours of between 10am and 3pm but the generator is there for power outages and those can happen at any time.
Hedlund/Binn motion to approve the amended lease with AT&T contingent upon final approval by the City Attorney & AT&T's approval of the amendments. Passed 6-0.

Adjourn
Klein noted that we have a vacancy for a Utility Commissioner and she is open to suggestions on persons to fill it. She would also like to request that the correspondence item be brought back as an agenda item in December.
Klein/Hedlund motion to adjourn at 5:15pm. Passed 6-0.

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

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

POLICE AND FIRE COMMISSION MEETING MINUTES
THURSDAY NOVEMBER 4, 2021 – 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS

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

1. Call meeting to order
   Commissioner Connors called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance
   The Pledge of Allegiance was led by Police Chief Rasmussen

3. Roll Call
   Commissioners Connors, Saul, Condos and Fairbanks 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 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
   Administrative Assistant Papenfus advised that correspondence was received from Alderman Fesenmaier on November 4, 2021 and was handed out to the Commissioners and Alderman Yunker prior to the meeting.

6. City Council Report
   Alderman Yunker reported that the budget was set. The body cameras were taken out of the 2022 budget.

7. Approval of the Regular Meeting Minutes of October 7, 2021
   Connors motioned to approve the regular meeting minutes of October 7, 2021. Fairbanks seconded. Saul abstained. Motion carried 3-0-1.

8. Discussion/Action - Police Department and Fire Department 2022 budget
   Chief Rasmussen stated that the budget was passed and it came down to purchasing body cameras and adding one support staff person or hiring two new officers for 2022 budget. Chief Rasmussen preferred hiring two new officers over hiring a support staff person because he felt it was more important having extra officers.
   Chief Peters stated that the only change to his budget was that the Town of Linn committed to hiring one full time firefighter and one part-time firefighter rather than two full time firefighters. Saul was glad that the positions were supported by the City Council.

9. Police Department Business
   a. Discussion/Action - Approval of bills for the month of October 2021, operating in the amount of $300,320.90, Capital purchases in the amount of $237,308.09, Equipment Replacement purchases in the amount of $37,941.00, for a total of $575,569.99
   Connors motioned to approve the bills for the month of October 2021. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Fairbanks-Y. Motioned carried 4-0.
   Chief Rasmussen stated that the operational budget is 3% under budget overall.

b. Discussion/Action –Approval of posting two (2) full time Police Officer positions per 2022 budget, pending City Council Final Budget approval
Saul motioned to approve posting of two full-time officer positions to establish an eligibility list for the 2022 budget. Connors seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Fairbanks-Y. Motioned carried 4-0.

c. Discussion/Action – Approve donation from Brick & Mortar Home, LLC in the amount of $1,000.00
Connors motioned to accept the $1,000.00 donation from Brick &Mortar Home, LLC. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Fairbanks-Y. Motioned carried 4-0.
The Commission discussed whether this donation was delegated for anything specific and what donations are generally used for. Chief Rasmussen advised that he would like to use this money to establish a memorial for Officer Al Exner, the Lake Geneva officer killed in the line of duty.

d. Discussion/Action – Approve donations for Shop with a Cop for a total of $920.00

- The Barking-Lot in the amount of $200.00
- Tuscan Tavern and Grill in the amount of $200.00
- Su-Wings Chinese Restaurant in the amount of $100.00
- Derrick Funeral Home in the amount of $200.00
- Immanuel Lutheran Church in the amount of $200.00
- Lynn Clemmon, Lake Geneva Middle School, in the amount of $20.00

Connors motioned to accept the donations as listed above in the amount of $920.00 for the Shop with a Cop program. Fairbanks seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Fairbanks-Y. Motioned carried 4-0.
Chief Rasmussen stated the money donated is specifically for the Shop with a Cop program. The program gives kids the opportunity to shop with officers for gifts for their families and themselves.

e. Discussion - Chief's Report (briefing only – no action will be taken)
Chief reported that the staff is full strength except for one officer who is out for medical reasons and one is out for COVID. Contract negotiations are starting.

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

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

2021 Dispatch activity for October 2021:	Telephone calls – 2,384	911 calls - 232	Window assists – 575
2020 Dispatch activity for October 2020:	Telephone calls – 2,589	911 calls - 253	Window assists – 622

2021 Patrol activity for October 2021:	Calls for Service – 1,809	Arrests – 148
2020 Patrol activity for October 2020:	Calls for Service – 1,454	Arrests – 126

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

- Rev. Thomas Mulcrone, International Assoc. of Firefighters – Officer Wisniewski
  (A donation was also made to the Deputy Wayne Blanchard fund)
- Jaycees-Venetian Fest

i. Discussion/Action – Items to be forwarded to City Council
Expenditures, Chief's top five monthly reports and thank you notes.

10. Fire Department Business
a. Discussion/Action - Approval of bills for the month of October 2021, operating in the amount of $101,936.03, Capital purchases in the amount of 239,554.07, Equipment Replacement purchases in the amount of 4,281.33, for a total of $346,771.43
Connors motioned to approve the bills for the month of October 2021. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Fairbanks-Y. Motioned carried 4-0.

b. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion/Action
EMS medical bill report was not prepared yet for this month.

c. Discussion – EMS Call Summary - No discussion/action
Chief Peters asked the Commission if the report was helpful. It was agreed that the PFC no longer needed to have this report as a much of the information is included in the monthly report.

d. Discussion/Action – Monthly Chief's Update and Fire Department Report Overview
Chief Peters reviewed the monthly report. He reviewed the anniversaries, personnel introductions, department and community events and calls for service. The Town of Geneva contract is in negotiations. A meeting may have to be set prior to next month's meeting to approve the agreement.

e. Discussion/Action – Approval of promotion of three (3) part time to full time Firefighter/Paramedic positions per 2022 budget, pending City Council Final Budget approval
Connors motioned to post the three (3) full time positions and establish an eligibility list. Saul seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Fairbanks-Y. Motioned carried 4-0.
Chief Peters asked for approval to post and establish an eligibility list for promoting three firefighters to full time positions. Saul asked what type of benefits the employee would get once the part time positions move to full time positions. Chief Peters advised that the employees will be eligible for benefits depending on hours worked.

f. Discussion/Action – Approval of disposal of obsolete assets per policy

- office furniture
- expired turn out gear
- miscellaneous hoses and appliances

Connors motioned to approve disposable of obsolete assets as listed above. Fairbanks seconded. Roll call vote: Connors-Y, Saul-Y, Condos-Y, Fairbanks-Y. Motioned carried 4-0.
Chief Peters stated the obsolete items will be donated to organizations that need them. The office furniture will be given to the Public Works department.

g. Discussion/Action – Acceptance of resignation of Firefighter/Paramedic Michael Koller
Connors motioned to accept the resignation of Firefighter/Paramedic Michael Koller. Saul seconded. Motion carried 4-0.

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

- Woody and Lynn Holmes
- Jaycees – Venetian Fest
- Deb Cappello

i. Discussion/Action – Items to be forwarded to City Council
Expenditures, Chief's monthly report and thank you notes.

11. Adjourn
Saul motioned to adjourn the meeting. Connors seconded. Motion carried 4-0 at 6:37 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

Board of Park Commissioners

October 19, 2021 -6:30 pm

Minutes

1Call to order - Cindy Fueredi

2Roll call - Cindy Fueredi, David Quickel, Barb Phillips, Peg Esposito, Peggy Schneider, Mary Jo Fesenmaier, Mayor Charlene Klein, Neil Wasco

3No public comments

4August minutes require amending: Peg Esposito would like to amend her statement to reflect that by improving the playgrounds in the parks, they promote indirect revenue that helps to fund them.

5Recommendation/Discussion regarding NeverSayNever video and support of fundraising.
Motion: Conduct a playground equipment replacement and repair audit including ADA audit and cost. - Dave Quickel
Seconded: Peggy Schneider

6YMCA Quarterly update. Mike Coolidge presented.
He reported that the summer sports season through the YMCA attracted 803 players including 4 three-day tournaments in 2021. 8 three-day tournaments are scheduled for 2022.
The YMCA has applied for a tourism grant addressing the need to resurface the 5 baseball diamonds.

7Discussion/Recommendation regarding the White River Park Bridge Repair.
Motion: Repair bridge #3 to be built for vehicle traffic - Cindy Fueredi
Seconded: Mayor Klein

8MSA final presentation
Becky Binz reminded the board that stewardship funds may be available for future parkland purchase and splashpad creation at Seminary Park.
Becky Binz reminded the city to raise impact fees and developer fees on new developments.
Becky Binz recommended that the City conduct an ADA audit.
Becky Binz of MSA submitted her recommendations for review
Motion: Remove recommendation to move boat launch to Big Foot beach and close Wrigley Dr. - Mayor Klein
Seconded: Mary Jo Fesenmaier
Motion: Conduct a Park Board "work session" to review MSA final proposal. -Peg Esposito
Seconded: Mary Jo Fesenmaier

9 Discussion/Recommendation regarding moving the existing sign at MKFourSeasonNaturePreserve to be more visible.

Motion: Moving existing sign at MKFourSeasonNaturePreserve to be more visible - Cindy Fueredi
Seconded: Neil Wasco

10. Discussion/Recommendation regarding creating an ordinance that multi use paths be maintained by adjacent property owners ie Park Drive, and near Aldi/TacoBell.
Motion: Create an ordinance that multi use paths be maintained by adjacent property owners. - Cindy Fueredi
Seconded: Neil Wasco

11 Next meeting Date Nov 9, 6:30pm, 2021
12 Adjournment
Motion to adjourn - Mayor Klein
Seconded: Cindy Fueredi

LAKE GENEVA PUBLIC LIBRARY

MINUTES
Lake Geneva Public Library Library Board Meeting
Lake Geneva School Administration Office, 208 E South St, Lake Geneva WI 53147
Thursday, October 14, 2021 - 5:00 pm

1. Meeting called to order at 5:00 pm by President Lyon
2. Present: Lyon, Gramm, Kundert, Dinan, Halverson, Bartz Excused: Kersten, Schoolfield, Pennington
3. Kundert/Gramm motion to approve previous meeting minutes passed unanimously.
4. Renovation update: review samples and finishes, progress report / change order update (FEH): board reviewed stained glass design; blue color was selected, designers will look into thinner wood frames. Furniture reviewed with no changes except different chairs for rosewood tables (pending). Plumbing may need to be scoped again but FEH will inform the board prior to any work if so. Gramm/Kundert motion to approve change order #1 in the amount of $2900 (from contingency) by the library board for City Council approval passed unanimously.
5. Financial report
    a. Kundert/Lyon motion to approve $78,731.28 as recommended by FBG Committee for September invoices passed unanimously.
    b. Kundert/Lyon motion to meet with Voyager (committee) annually, treasurer to report to board biannually, passed unanimously.
6. President's report (Lyon)
    a. School liaison library board representative change-Barb Dinan now school district liaison replacing Dr. Jan Eckola.
    b. DPI trustee essentials: library planning, director evaluation - tabled until November meeting
7. Director's report (Kornak)
    a. Statistics and usage are down, as expected, due to limited services and access. Kornak is meeting with Everylibrary about advocacy ideas and concepts. Visit Lake Geneva recognized the library with the outstanding citizen award for Larry Kundert for his tremendous work for the library, the library director recognized on behalf of the staff for community betterment.
    b. Internet Use Policy update for review/approval - Kundert/Bartz motion to approve updated internet use policy with CIPA compliance passed unanimously.
8. Friends and Foundation reports (Kundert) - Friends have raised over $8,000 this year with the cart book sale (thanks Larry!). Board will send a request for furniture funding from Kornak to the Foundation.
9. Kundert/Gramm motion to adjourn at 5:58pm passed unanimously.

Lake Geneva Historic Preservation Commission Meeting Minutes

October 12, 2021 7:00 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Louise Rayppy, Chris Brookes, Grace Hanny, Sonja Akright, and Tim Dunn.

Review and approval of the minutes from September 14, 2021, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports from the Geneva Area Museum and Maple Park Homeowners. Tuesdays @ Two: First Tuesday of each month. On November 2nd, Helen Brandt will present "Dear David Swing". Maximum of 100 attendees. Third Annual "Parade of Trees" – November 20th – January 4th. There are still a few spots left to display a tree.

Update regarding news on Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours. Black Point Oak Hill Cemetery Walking Tour will take place on October 16th at 4:30. There will be a celebration at the beginning of the tour to celebrate the placing of the cemetery on the National and State Registers of Historic Places in 2021. The new plaque will be on display, then it will be erected next to the Civil War plaque. Patrick Quinn will be there to present John Notz with an honorary certificate in recognition of his steadfast support of the nomination of the cemetery as a National Historic Site, and our Commission has also designated John Notz as an Honorary Resident of Lake Geneva.

Update on events at The Riviera and any new programs at the 1928 Geneva Theater or local news items relating to the Lake Geneva Historic Preservation Commission. Mayor called Ken about the placement of the plaque on The Riviera, still has not been placed on the building yet. The theater is going through renovations, plus they will have a fully restored theatre pipe organ.

Review of recent bills and invoices, updated current balance in the Lake Geneva Historic Preservation Commission 2021 City Budget and discussion regarding the 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. Our current balance is $2,036.57. We requested $8,500 for our budget for 2022, haven't heard anything about our request yet. Had a discussion about the money that we receive from the Chamber of Commerce concerning our Walking Tour booklets. They ask $2.00 for each booklet. That money should be directed to the city to be deposited into our account. Grace will meet and discuss this with Visit Lake Geneva.

Discussion regarding potential nominee to fill vacant position on the Commission and potential ways to honor Jim Davis and Jackie Getzen's contributions to the LGHPC. We are looking for potential nominees to fill Jackie's position.

Discussion regarding Historic Preservation Design Review rules for building projects within National & State Historic Districts and current building projects including the new House on the site of the Douglas House at 322 Madison Street, remodeled Houses at 930 & 932 Geneva Street, and proposed porch work at 534 Madison Street & 1127 Wisconsin Street. At 534 Madison St., the front porch will be opened up, as it is closed in right now. At 1127 Wisconsin, Ken is working with new owner to replace porch as it is falling down. Chris informed us that the Starboard Cottage (1848), on Main St. has been demolished. Even though the house was not in a historic district, we should have been notified by Fred Walling, so at least we would have an opportunity to suggest alternatives or options to help maintain the historic character of Lake Geneva. Chris and Patrick will draft a letter to Fred Walling that our commission should be notified of any historic or old building that is about to be altered or demolished.

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. Chris discussed Certificate of Notification. Dan Draper wants us to do the work—then he will attend our meeting. We already do the work that Whitewater is doing since we are a Historic Preservation.

Discussion regarding status of a New Historic Sign for Oak Hill Cemetery to commemorate its designation as a National & State Registers of Historic Places. The new historic sign has been made and will be at the cemetery on 10/16 for the Official Unveiling. It will be erected near the Civil War plaque.

Discussion regarding the status of the repair of six existing historic plaques and signs by Jim Sherin at Timberline Signs and which signs should be repaired next. Call Tom Earle in regards to when he will be able to put up our new signs.

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. Received a thank you from Cathy Koch for the Holy Communion Episcopal Church new plaque that was installed on front of building on 10/4/2021.

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. Thinking about a walking tour app for Oak Hill Cemetery, or maybe a brochure.

Discussion regarding new projects for the LGHPC, including future "Tales of Lake Geneva" programs, status of our website www.historyoflakegeneva.org, and discussion on any other potential future LGHPC projects that we might want to consider. We had a discussion about all of our records should be collected and stored at either the library or museum for safe-keeping. "Tales of Lake Geneva" not until next Spring.

Update regarding the Lake Geneva Historic Railroad Site, including information from the Park Board regarding the future bench in memory of Ed Yaeger. No new information.

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. Chris signed up for A Conference at Your Convenience – Watch Live or Watch Later.

Meeting adjourned at 8:25 P.M.

Respectfully submitted,

Louise M. Rayppy

City of Lake Geneva Avian Committee
Meeting Minutes
Tuesday, October 5, 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, Sarah McConnell, Karen Gallo, Kelley Happ. Beverly Leonard was excused. There were no members of the public present.

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

4. Comments from the Public
There were no comments.

5. Budget Update:
Flower thanked committee members who attended the budget meeting and for the excellent presentation. She said it was very well received and will update us next month on our budget request.

6. Bird City Application:
The Bird City application is in the process of being updated for 2022 submission. Members had been assigned sections to rewrite, and discussion ensued about edits that were made. Gallo and Happ volunteered to proofread the application. Zimmermann suggested the need to make plans for World Migratory Bird Day and to help Flower with wording for a City Council resolution to complete the application. We will discuss further in November. Flower and Zimmermann will contact Dave Nord about sending in the application fee.

7. Swift Night Out:
Discussion about the Swift Night Out event last month – Schlitz Audubon Nature Center gave an excellent talk with live raptors; food truck worked well, great crowd (estimates of 250 people). It would have been nice to have more food options, but some other food contacts were not willing to commit because of staff shortages. A larger venue would be nice to accommodate more people, but the Museum is wonderful to work with. Need to think plans for next year - McConnell wants to know of possible speakers.

8. Brownie Troup Roundup:
Members of the Avian Committee meet with a Brownie Troup for two sessions at Central/Denison School to help them earn a special avian badge. Zimmermann reported that the Brownie Troup was very attentive and "they will be birders." The girls need to finish work on the badge and the committee will award certificates. There will be a presentation for parents, maybe at City Hall. Zimmerman will make plans and let Avian members know.

This curriculum/scout meeting was so well received that a local Cub Scout leader requested we meet with her Troup and help them with badge work. A shortened version was scheduled for October 12 at Immanuel Lutheran Church. McConnell suggested we focus on Purple Martins this time. Zimmermann suggested we call this topic Youth Outreach – "this outreach thing is working."

9. Park Board Relationships and Thanks:
It was reported that Visit Lake Geneva will do another spread in the Visitor's Guide and feature birding in Lake Geneva, including Swift Night Out. Zimmermann wants the focus to be on Four Seasons Nature Park and the Story Book Trail. A discussion followed about the Story Boards and whether or not we want to

keep them over the winter. The plan is to create a new story for the boards in time for World Migratory Bird Day next May. Flower recommends that we reprint some of the current stories and try a different plastic to cover them, as some of the boards have deteriorated. Zimmermann and McConnell suggested we talk to the Park Board and make some suggestions about this. They will write an update and thank you to the Park Board. Flower pointed out that it is in the current budget to move the large Four Seasons sign to a more visible location. Zimmermann talked to the reporter from the Visitor's Guide and suggested including what birds might be seen where. She also suggested we partner with the Park Board when they update their list of parks to mention what birds are likely to be seen there. Flower mentioned possible interest in the Lake Geneva area from a new quarterly outside publication.

10. Christmas Tree Walk:
Rodriguez is working on the plan for our participation in the annual Museum Christmas Tree Walk. McConnell showed us seed bombs in little mesh bags. Gallo will ask the Museum about use of bags to hand out.

11 Christmas Bird Count:
It was suggested we tie this to the Christmas tree walk. More discussion to come.

12. Next Meeting Date and Time:

Tuesday November 9 at 6 p.m. in the Council Chamber (the meeting might need to be held in Room 2A)

15. Future Agenda Items
- Bird City Application
- Budget Update
- World Migratory Bird Day activities
- Youth Outreach
- Cookies for a Cause Update
- Park Board and update
- Christmas Tree Walk at the Museum
- Potential Grant or Partnership Opportunities

Adjourn: Zimmermann moved to adjourn, seconded by Happ and approved. Meeting adjourned at 7:03 p.m.

Respectfully submitted
Kelley Happ
9/26/21

TOURISM COMMISSION MINUTES
MONDAY, November 8, 2021 – 4:00 PM
COUNCIL CHAMBERS, CITY HALL

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

Roll Call
Present: Chair Waspi, Alderman Fesenmaier, Alderman Hedlund, Zakia Pirzada, Linda Moritz (arrived at 4:54 p.m.)
Absent: Vice Chair Trilla

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

Approval of Tourism Commission minutes from October 18, 2021
Ald. Hedlund moved to approve the October 18, 2021 minutes, second by Pirzada. Unanimously carried.

Update from Stephanie Copsey (Independent Contractor for Tourism Commission) Meet at the Lake
Copsey explained that the fall off-peak promotion will run from Nov. 13 to Dec. 12, 2021.
The Virtual Tour of the Riviera Ballroom is complete and available on the website.
https://www.lakegenevariviera.com/virtual-tour
The data table shows 60 total events to-date, which equals 2018, and 53 booking for 2022.
Copsey added the Rental Total column to the Event Totals by Month table as suggested by Pirzada.
Copsey also explained the catering arrangements; as part of the lease agreement, users can select from the 10 preferred vendors on the list or pay the additional $700 for an outside vendor.

Update from Tourism Entity – Visit Lake Geneva
Deanna Goodwin noted that the Annual Dinner has been rescheduled to December 20 at 8:00 a.m. to coincide with the December Partner Meeting at Harbor Shores. Impact Award recipients will be honored at that time.
The Electric Christmas Parade scheduled for Saturday, December 3, at 5:00 p.m. is returning to the standard parade route; there will be NO parking along both sides of Broad Street. Visit is renting street barricades to keep crowds out of the street.
Winterfest preparations are ongoing with City permits and teams finalized this month.
The Magical Main Street article including Lake Geneva will appear in Midwest Living magazine.
Discover Wisconsin will air a 30-minute episode, across 8 media markets and online, November 13 featuring Lake Geneva.
One million visitors to the website and increased page views give testimony to the marketing strategy of regional advertising.

Update from Walworth County Visitors and Convention Bureau – WCVCB is in the process of hiring a new director and is not intending to use any remaining funds set aside per their current contract according to Chair Waspi. They are in the process of reviewing the contract and intend to return any unused funds.

Update from Lake Geneva Business Improvement District (BID)
Tarantino is still reconciling invoices but believes they will come in under budget for the Oktoberfest grant.
The holiday event planning is in full gear with a local focus each weekend from 1 to 4 p.m. in December leading up to Christmas: Dec. 5 at the Bottle Shop with Santa; Dec 12 Topsy Turvy with reindeer and Santa plus Badger High School's band; Dec. 17 at the Baker House.
November 12 and 13 will be the Holiday Open House kick off, and December 3 will be the annual Tree Lighting Ceremony in Flat Iron Park with a newly-instituted permit for Public Assembly. All events are on the website and Facebook. https://www.streetsoflakegeneva.com/
The annual, very popular, Cocoa Crawl will take place during Winterfest.
At the next BID meeting, their budget will be set with dates for 2022 event.

Written Financial Update provided by Comptroller
Balance Sheet as of October 31, 2021
Total Assets $ 899,784.20
Outstanding Grant Balance $306,608.95
Restricted Fund Balance $ 555,675.25

Discussion/Action on Tourism Promotional Grant Program and Requests:
Lake Geneva Bridal Expo – Charlie Lorenzi
Pirzada questioned the Online Advertising for $10,000. Waspi explained this would be used for Facebook and Instagram, etc. Motion by Hedlund, second by Waspi, to re-approve $15,000 according to the detailed budget (online packet page 16) as requested at the last meeting and to include, whenever possible, the use of local vendors for marketing and at the Bridal Show itself. Unanimously carried.
Veterans Park Fields Temporary Outfield Fencing for Field 1, 2, 3, and 4 – YMCA
This grant for fencing will greatly expand the marketability for tournaments. The fencing is removable and stored indoors during the winter months which can increase the life span up to 15 years. Fencing is the standard for large, non-local tournaments. Plan is to install and begin use Spring 2022. Motion by Pirzada, second by Hedlund, to approve up to $7200 for temporary fencing, to include the City of Lake Geneva logo.
Moritz arrived and was marked present.
Veterans Park Field Rehabilitation – YMCA
Mike Kramp, YMCA Director, explained this rehabilitation usually takes place after 15 years but now needs major renovation due to the time lapse from original installation. Field 5 is built on an angle and needs to be straightened. Kramp also pointed out that there are only 4-5 tournaments scheduled yearly due to the conditions of the fields. The rehabilitation will easily increase that number to 20. Tournaments are booked and attended by groups outside Lake Geneva, which translate into overnight stays and money spent with our businesses. The rehab can take place in early spring depending on weather and will increase the season into beginning of May and as far out as late October.
Simultaneously in the works is a potential Federal Grant being pursued by the City. The grant winners will be announced in mid-December, so there is a possibility this total grant amount may not be necessary. Motion by Pirzada, second by Fesenmaier, to award $225,000 for rehabilitation of the Veterans Park fields. Unanimously carried.

Holiday Festivities – BID
According to Tarantino referring to the budget detail submitted, BID will spend about $35,000 of its own budget for the holiday decorations and event activities. The marketing plan will have a regional reach to Chicago and Milwaukee, as they did for Oktoberfest which was a huge success this year. Discussion centered around the cost of the tree lighting portion and how this was related to marketing. <u>Motion by Waspi, second by Fesenmaier, to award the $14,200, not to exceed $3000 for the tree lighting event and with flexibility to use the $500 original to that line item for another marketing category. Unanimously carried</u>.

Women's Weekend – Geneva Lake Women's Association
Elizabeth Krause presented, on behalf of the GLWA, the details of the event and budget. Concern was expressed regarding funding items outside of marketing. <u>Motion by Waspi, second by Pirzada, to approve $10,600 including Promotional Items for up to $1600 excluding the food, drinks, and boat rental PLUS the $3000 for rental of the Riviera. Unanimously carried</u>.

Downtown Lake Geneva Ice Sculpture Tour – Visit Lake Geneva
Deanna Goodwin gave details of the Public Art Installation and Exhibit planned for the downtown sidewalks during Winterfest. This addition of ice sculptures to the venue has proven extremely successful. The grant will cover half the cost of a unique ice sculpture for up to 50 businesses. <u>Motion by Pirzada, second by Fesenmaier, to award up to $10,950. Unanimously carried</u>.

Annual Contract for Meet-at-the-Lake Independent Contractor:
The packet did not contain the contract for Stephanie Copsey. Chair Waspi explained that the contract in question wasn't available to the public but was emailed to the Commissioners for review. He also reminded the members that $7250 for her marketing budget, as part of the contract, was already approved.
Pirzada questioned why a non-compete clause was not included. Commission felt it was not necessary. There is an understanding that Copsey would not take email addresses with her if/when the contract is no longer in effect.
<u>Motion by Waspi, second by Hedlund, to approve the one-year contract for Copsey expiring October 31, 2022. Unanimously carried</u>.

Live Stream Television for Riviera Plaza - Pirzada asked where the information from the City Administrator was in the packet in reference to the Commission's approval of the Camera Grant. The Commission requested that a proposal for a Live-Stream Television to be installed to show the activity from the camera. It could add to the attraction in that area and could be paid for with another grant. <u>Motion by Ald. Fesenmaier, second by Pirzada to refer the discussion/recommendation to the Piers, Harbor, and Lakefront Committee for their December or next meeting. Unanimously carried</u>.

Future meeting agenda items and next meeting date –
December 13 13 at 4:00 PM

<u>Motion by Ald. Hedlund, second by Pirzada, to adjourn at 5:50 p.m. Carried</u>.

Respectfully submitted,
Alderman Fesenmaier, Secretary

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING
Wednesday, November 3, 2021 -- 9:00 am
Harbor Shores, Pelican Room
300 Wrigley Drive, Lake Geneva, WI 53147

MINUTES

1. **Call to order at 9:00 am**

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

3. **Approval of minutes from last meeting**
   1st Speedo 2nd Dimitri Approved by all

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**

   Jill Rodriguez of Rotary – Octoberfest great event, but sponsorship fees should be reviewed. They donated near $2,000 of the food cost and that money could be used much better in the community by this volunteer organization vs. going to the BID.

   Roger Wolf – Great event, but maybe to host two weekend events surrounding Octoberfest. People aren't shopping the way they have in the past.

5. **City News and Mayor Klein Update**
   New Years Eve event being held at the Rivera, buy your tickets. There is a potential increase in taxes, but will be minimal.

6. **Appearance of Event Director, Kristi Tarantino, Wine Walk recap, Oktoberfest update, Lake Geneva LIVE, grant approval Oktoberfest**
   Thank you for a great Octoberfest. There is a schedule for Santa to be at local businesses during December. Window theme is "It's a Wonderful Life" many businesses signed up. Looking for more tourism money. Holiday décor will be snowflakes and wreaths on every other post in the BID, décor to be up by Nov. 13.

7. **Appearance of VISIT Lake Geneva**
   Electric parade will be Dec. 4, still need volunteers. Winterfest is back to full participation of 15 teams. Lots of publicity in publications. Website traffic continues to grow. Holiday promotional campaign to be launch through December. Visitor Guide set to publish late December.

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

9. **Approval of financials**
   Approval of wreath and snowflakes 1st Speedo 2nd TR, all approve.

10. **New business**

11. **Other Business**
    Discussion/Approval of (4) BID Board Positions

12. **Pay Bills**
    a. Blow Up Drama $1247
    b. Dan Patett Ponies $2600
    c. Banners $220
    d. Facebook Posts (Wendy) $380.95
    e. Harris Kal (Santa) $595
    f. Rental $4846.40
    g. House of Blues $4975
    h. Glakss Produce (pumpkins) $196
    i. Event Zing $625
    j. Meeting Ventures (Costume) $132.18
    k. A+ Printing $530.27
    l. Lake Geneva Regional News $1322.26
    m. Reindeer (deposit) $480
    n. Speedo to sponsor Badger HS music program
       All approved.

13. **Set Next Meeting date: December 1, 2021 at 9am at the Harbor Shores.**

14. **Adjourn**