



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

CITY OF LAKE GENEVA REGULAR COMMITTEE OF THE WHOLE
TUESDAY, SEPTEMBER 5, 2023 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Council President: Mary Jo Fesenmaier

Council Vice-President: Cindy Yager

Alderpersons: Joan Yunker, Shari Straube, Linda Frame, Peg Esposito, Tim Dunn, Ken Howell

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AGENDA

1. Call to order-Council President Fesenmaier
2. Pledge of Allegiance – Alderperson Yager
3. Roll Call
4. Approval of the Committee of the Whole Minutes from August 7, 2023 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. Parking Ad Hoc Committee Report-Mayor Klein
7. Hillmoor Ad Hoc Committee Report-Mayor Klein
8. Presentation and Discussion/Recommendation regarding Granicus software: Mike Bozich
9. Presentation of YMCA Survey Results: Mike Kramp, Executive Director
10. **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, and Regulation Committee-Chair Howell
- b. Personnel Committee-Chair Dunn
- c. Public Works Committee-Chair Straube
- d. Piers, Harbor, and Lakefront Committee-Chair Yunker

11. 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-Frame and Howell
- b. Tree Board-Esposito
- c. Police and Fire Commission-Yunker
- d. Plan Commission-Yunker
- e. Board of Park Commissioners-Frame
- f. Library Board-Fesenmaier
- g. Historic Preservation Commission-Dunn
- h. Avian Committee-Yager
- i. Tourism Commission-Fesenmaier and Howell
- j. Cemetery Board-Fesenmaier

12. 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.

*No meeting or materials posted on the City website.

- a. *VISIT Lake Geneva-Yager
- b. *Geneva Lake Museum-Dunn
- c. *Lake Geneva Economic Development Corporation-Howell and Yager
- d. Geneva Lake Environmental Agency-Dunn
- e. *Geneva Lakes Family YMCA-Straube
- f. *Geneva Lake Use-Esposito

g. Business Improvement District-Straube

h. Geneva Lake Law Enforcement Agency-Mayor Klein

13. Adjournment

A quorum of the Council may be present; however, no official Council action will be taken.

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office in advance so that the appropriate accommodations can be made.

CITY OF LAKE GENEVA REGULAR COMMITTEE OF THE WHOLE MINUTES
MONDAY, AUGUST 7, 2023 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Council President: Mary Jo Fesenmaier
Council Vice-President: Cindy Yager
Alderpersons: Joan Yunker, Shari Straube, Linda Frame, Peg Esposito, Tim Dunn, Ken Howell

Call to order-Council President Fesenmaier
Council President Fesenmaier called the meeting to order at 6:00 pm

Pledge of Allegiance – Alderperson Straube
Alderperson Straube led the Committee in the Pledge of Allegiance

Roll Call
Present: Fesenmaier, Yager, Straube, Frame, Esposito, Dunn, Howell
Absent: Yunker

Approval of the Committee of the Whole Minutes from July 5, 2023 as prepared and distributed
Motion by Frame to approve, second by Yager
No discussion.
Motion carried 7-0.

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.
Emily Huml, Madison St, Maple Park homeowners; spoke to the issues of Short Term Rentals regarding regulation compared to the City of Madison's regulation policy.

Sherri Ames, 603 Center St; spoke about trash collection issues at the Riviera, the Center St alley, short-term rentals and how they affect taxes and school registration, the South Street Trail project, and sidewalk repairs.

Spyro Condos, Business Improvement District, spoke about recent developments and how they affect the schools, impact fees, school finances, enrollment decreases, and stressed the need for Mixed Use developments.

Alex Binanti, Executive Director-Business Improvement District; spoke on community growth and talent acquisition, workforce housing funds and initiatives, and proposed that the City needs a Housing Commission.

Parking Ad Hoc Committee Report-Mayor Klein
Sherri Ames spoke in the Mayor's Absence. The Parking Committee will be holding its last meeting this week, and will summarize and finalize findings and suggestions into a final report that will be presented to the Council soon.

Hillmoor Ad Hoc Committee Report-Mayor Klein
Paula Porubcan spoke in Mayor Klein's absence. The Committee will be presenting Vision Statements and Objectives at the next Council meeting. Task groups are being assigned to delve into the feasibility of different potential uses, with a possible timeline of 6 weeks of research.
Questions followed between the Committee and Ms Porubcan regarding the different ideas for potential uses.

Presentation and Discussion/Recommendation regarding Historic Preservation Ordinance: Jason Tish, State Historical Society
Jason Tish from the WI Historical Society gave a presentation regarding Historic Preservation Ordinances and the Certified Local Government Program within the National Parks service.

General questions between the Committee and Mr. Tish followed regarding the specifics of grant applications, ordinance changes, the Certified Local Government planning grant, and other available register designations.

Presentation by Paul Stormberg, Gyga Memorial Fund, regarding Gyga initiatives

Paul Stormberg President of the Gyga Memorial Fund gave a presentation regarding the Gyga Memorial Fund initiatives.

Discussion and questions between the Committee and Mr Stormberg followed regarding specifics of the monument and other initiatives. Full details can be found on the Gyga Memorial Fund's website

www.gygaxmemorialfund.org.

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, and Regulation Committee-Chair Howell

Aldersperson Howell gave an update regarding recent Committee action including bills payment, event permits, and the budget timeline.

Committee members requested items on future agendas pertaining to the Short-Term Rental Ordinance, the Historic Preservation Ordinance, and moving location of the 30mph speed limit on Edwards Blvd south past Bloomfield Rd.

Personnel Committee-Chair Dunn

Aldersperson Dunn gave a report on recent activity, including establishing a parks department and the employee evaluation form modifications.

Clarification is requested and discussed regarding the route of the parks manager/director position.

Public Works Committee-Chair Straube

Aldersperson Straube gave an update regarding not continuing with the TAP Grant, and the safety of the intersection of North and Center St.

Discussion followed between Committee members on the specifics of the TAP Grant, the Hwy 50 construction project, construction project reports on the website, the sidewalk section from Park Dr to Townline, and pedestrian safety at Sheridan Springs & Center St intersection regarding sidewalks and crosswalks.

Piers, Harbor, and Lakefront Committee-Chair Yunker

Aldersperson Esposito spoke on recent committee activity including the approval of the aerators at the Riviera and the Kayak launch fee.

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-Frame and Howell

No report given.

Tree Board-Esposito

Aldersperson Esposito spoke on the damage to the trees on Main Street, the idea of switching to larger trees, and spraying for gypsy moths.

Discussion followed regarding gypsy moth mitigation via wrapping tree trunks instead of spraying.

Police and Fire Commission-Yunker

Aldersperson Yunker was absent, Aldersperson Fesenmaier announced that the neighborhood watch teams are being formed and the Police Department will provide training and more information.

Plan Commission-Yunker

Alderson Yunker absent, no report given.

General discussion between Committee members followed regarding the proposed development near Lake Shore and Somerset Drives.

Board of Park Commissioners-Frame

Alderson Frame gave an update on recent Board discussions regarding the Gygax Memorial Fund initiatives and the park manager position.

Discussion followed regarding the use of park impact fees.

Library Board-Fesenmaier

Alderson Fesenmaier reported on the possibility of a Book Bike, Library strategic planning, Library newsletter, and the Badger Talks program for dementia communication strategies that will take place on August 29th.

Historic Preservation Commission-Dunn

Alderson Dunn spoke regarding the Certified Local Government status and the Historic Preservation Ordinance changes.

Avian Committee-Yager

Alderson Yager spoke about the details of the Swift Night Out event planned for September 7th.

Tourism Commission-Fesenmaier and Howell

Alderson Howell expressed interest in seeing the Donald Driver commercials.

Alderson Fesenmaier spoke about the policy for waiving fees for parking and the Riviera, and complimented the reports included in the packets for the Tourism Commission meetings.

Cemetery Board-Fesenmaier

No report given.

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.

*No meeting or materials posted on the City website.

*VISIT Lake Geneva-Yager

Alderson Yager reported on the Donald Driver commercial.

*Geneva Lake Museum-Dunn

Alderson Dunn reported on the progress of the Gary Gygax and barbershop exhibits and Museum attendance.

*Lake Geneva Economic Development Corporation-Howell and Yager

Alderson Yager reported that the Tennis Club is adding a pickleball court building.

Geneva Lake Environmental Agency-Dunn

Alderson Dunn spoke about the aerator near the beach, pollution by BigFoot Beach, and local citations for invasive species on water craft.

*Geneva Lakes Family YMCA-Straube

Alderson Straube announced the next meeting is this week.

General Discussion followed regarding the YMCA survey.

*Geneva Lake Use-Esposito

Committee has not met, no report given.

Business Improvement District-Straube

Alderperson Straube reported on the Tourism Grant application for Oktoberfest and other planning details, workforce development with local schools, and school enrollment issues.

Geneva Lake Law Enforcement Agency-Mayor Klein

Mayor Klein was absent, no report given.

Adjournment

Motion by Yager to adjourn, second by Frame.

No discussion.

Motion carried 7-0.

The Committee adjourned at 7:36 pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns

Deputy Clerk



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CITY OF LAKE GENEVA PARKING AD HOC COMMITTEE

WEDNESDAY, AUGUST 9, 2023 - 4:00 PM

LAKE GENEVA CITY HALL; CONF RM 2A (UPPER LEVEL)

Members:

Mayor Charlene Klein, Parking Manager Seth Elder, Terence Pisano, Sherri Ames, Paul Hummel, Fred Gahl, and Downtown Business Improvement Executive Director Alex Binanti

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the July 26, 2023 Parking Ad Hoc Committee minutes
4. Discussion regarding possible free parking for City sticker holders on Wednesdays, after Labor Day
5. Report review and recommendations to Council
6. Next Meeting Date & Time
7. **Adjournment**

*This is a meeting of the Parking Ad Hoc Committee.
No official City Council action will be taken; however, a quorum of the Council may be present.*

CITY OF LAKE GENEVA PARKING AD HOC COMMITTEE MINUTES
WEDNESDAY, JULY 26, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; CONF RM 2A (UPPER LEVEL)

Members: Mayor Charlene Klein, Parking Manager Seth Elder, Terence Pisano, Sherri Ames, Paul Hummel, Fred Gahl, and Downtown Business Improvement Executive Director Alex Binanti

Call to Order

Mayor Charlene Klein called the meeting to order at 4:00 p.m.

Roll Call

Present: Mayor Charlene Klein, Parking Manager Seth Elder, Sherri Ames, Fred Gahl, Paul Hummel, and Terence Pisano.

Absent: Alex Binanti.

Approval of the July 12, 2023 Parking Ad Hoc Committee minutes as prepared and distributed

Motion by Ames to approve, second by Hummel. No discussion. Motion carried 6-0.

Motion by Ames to move Item #6, Discussion/Recommendation to the Common Council regarding the expiration of the Committee, to directly follow Item #3, approval of the minutes and Item #4, Discussion regarding employee parking to follow Item #5, Discussion regarding Lot I Flyers, second by Hummel. No discussion. Motion carried 6-0.

Discussion regarding employee parking

No discussion.

Discussion regarding Lot I Flyers

Mayor Klein noted that flier advertisements for all-day reserved parking in Lot I have been distributed to Visit Lake Geneva and local not-for profit organizations holding events in the city this summer.

Discussion/Recommendation to the Common Council regarding the expiration of the Committee

Mayor Klein reiterated that this agenda item was included in order for the Committee to discuss presentation topics for the City Council meeting on Monday, August 14, 2023.

Pisano exited the meeting at 4:05 p.m.

The Committee proceeded to detail items to be included in the presentation to the Council.

Next Meeting Date & Time

The committee scheduled the next meeting for Wednesday, August 9, 2023 at 4:00 p.m.

Adjournment

Motion by Mayor Klein to adjourn, second by Ames. No discussion. Motion carried 5-0. The meeting adjourned at 4:40 p.m.

-LAKE GENEVA AD HOC

PARKING COMMITTEE REPORT-

-BACKGROUND

-FINANCIAL DYNAMICS

-CONSIDERATIONS

August 1,2023

BACKGROUND

-Lake Geneva "The Community"

- 8200 residents

The Council has been elected by, and is accountable to residents best interests.

-Lake Geneva "The Tourist Attraction"

-THEN-Lake Geneva is a beautiful spring-fed lake, rich in history, originally as a summer retreat for wealthy industrialists from Chicago who arrived by train.

-NOW-Today, Lake Geneva is a convenient go-to day trip, or weekend destination, for 7.5 million people throughout Metropolitan Chicago 1-1.5 hours away by car via expressways.

-Lake Geneva "The Hybrid"

The hybrid character of Lake Geneva has reached a strategic “crossroads of priorities” between local citizens interests, and those of downtown building and business owners.

-BACKGROUND- (cont.)

Vacation rentals have;

- -Depleted real estate housing alternatives for local residents, and workers. Altered the balance of residential housing “makeup” of small-town-community versus commercial properties.
- -Created more open beds being promoted for short term rentals, increasing tourist density in community.

Whirlwind Regional Promotion of Lake Geneva

- Well-funded local marketing entities are actively promoting Lake Geneva , "The Attraction", on a regional basis, and to 7.5 million people in Metropolitan Chicago.

CONCLUSION; GOAL

-Measure + Balance-

- We must stay focused to responsibly “measure and balance” the considerations.
- Our unwavering focus and commitment should be to the interests of the citizens,
- We are already operating our downtown like a vacation rental, and subjecting the citizens to growing inconvenience, and expense.

- We must understand the limits of our ability to generate revenue, understand the costs related to such, and stand firm on what we thereafter identify are the ends of what the City's capacity is.
- Or, be willing to go to the citizens of Lake Geneva to raise their taxes to offset potential impending deficit spending to promote privately-owned downtown businesses and events.

-FINANCIAL DYNAMICS-PARKING

The City Of Lake Geneva has defined current parking revenue sources, and slight room for increase.

General Revenue- Assuming current rates/season and activity.

- 2022 Parking Revenue=\$2.3
- Available additional parking capacity and revenue potential (\$1.1m)

Parking Forensics=Valuable Data

-The digital information from metered parking is leading economic indicator.

-Parking data is the "canary in the coal mine", and can provide us with early indicators regarding the potential adverse impact of infrastructure costs related to "over tourism".

- Clearly measures and defines the city's capacity, and revenue resources;

Provides forensics related to dates, times and usage that helps with revenue assumptions and fiscal budgeting.

- Can define increasing expenses,
- Can identify balance between Lake Geneva citizen and private downtown commercial interests, what groups benefit, and how they may need to contribute.
- Can evaluate scope and consequences of promotional dollars spent that are driving traffic.

CONCLUSION; GOAL

Formulate a means to serve the best interests of the citizens;

- Develop additional parking resources available to generate additional estimated \$1-2m/yr.
(As outlined in report)

- "Measure and Balance" the (parking) revenue capacity against the cost considerations of increased regional promotion and targeted traffic,
- Identify potential increased Police, Fire, Emergency and Public Works costs,
- Work together to track data and provide dynamic formula and flexible strategies to avoid imbalance between revenue and cost.,

PARKING CONSIDERATIONS

1. Parking Capacity For Citizens Of Lake Geneva

Local Citizens -

-Population=8200Citizens

-Available Parking Spaces=3600 Parking Spaces

-1200 metered

-2400 free

2. Parking Usage Summary

Average Daily Parking (Capacity)

-Week Days=28%

-Spikes= 6 weekends (12 days)= 100%

Average Time in parking spot=3/hr

COMMITTEE CONCLUSION;

-There is more than enough parking available for local citizens downtown

3. Parking Stickers Available In Lake Geneva

Lake Geneva Citizens

-Cost-Free (3/hrs)

Lake Geneva Citizens are eligible for a parking sticker enabling them to park 3 hrs. at a time for free

Walworth County Citizens-

Cost- \$80/yr (3hrs)

-Walworth County Citizens can purchase an annual parking sticker, good for 3/hrs/day, for \$80.

Walworth County Seniors

Cost-\$65/yr (3/hrs)

-Walworth County Senior Citizens can purchase an annual parking sticker, good for 3/hrs/day, for \$65.

Note; This gives the Senior 1200 hours of free parking. *(This program was developed and enacted by Parking Ad Hoc Committee 07/23)

Business Parking Lot-

Local Business owners

Cost- \$400/yr, good for all day.

General Visitors

-Cost-\$2/hr/Monday-Friday

- \$4/hr Saturday-Sunday

COMMITTEE CONCLUSION-

Local Traffic-Frequent shoppers

-Local traffic is primarily on weekdays.

-Week day hourly parking rates are \$2.

-Local citizens, and county residents, generally fall under a category that allows them access to a parking sticker that affords them further discounted rates.

Weekend Traffic- Random, primarily from metro Chicago.

-Weekend traffic is primarily out of the area tourists who are in town to enjoy the amenities offered, and maintained by the City of Lake Geneva;

Lakefront, boat launch, beach, parks.

-Local area residents tend to avoid Lake Geneva on the weekends.

TOPICS DISCUSSED + RECOMMENDATIONS OF AD HOC PARKING COMMITTEE

Alternative Parking Topics- Discussions-Conclusions

1.EMPLOYEE PARKING-

-Discussion-

BID SURVEY

Alex the BID AD Marketing Director, and member of the Ad HOC Parking Committee proposed, developed, and executed a business survey to solicit input and suggestions from BID members regarding;

- Employees parking in front of businesses and occupying customer spaces,
- Alternative lots being designated for employees around perimeter of BID District, (i.e. Eastview School lot, Parking Lot I)
- Employee shuttle-(Committee proposed; Badger High School, North end of BID)

-Conclusion-

- All of the BID members, and respective stores were solicited.
- Only 26% of the BID Members responded.
- The Ad Hoc Committee accepted that as a "no-interest" indication by the BID stores and employees.

2. SHUTTLE-

-Discussion-

The Ad Hoc Parking Committee reviewed the offer of the BID to provide a shuttle to the City to transport employees.

-Conclusion-

- The Ad Hoc Committee proposed numerous locations for pickup and drop off for remote parking including Badger High School.
- There was no "buy-in" from BID employees

Financial Obstacles

- There would have to be at least two shuttles operating and two operators.
- There would have to be a backup operator to fill in.
- There would have to be a place to keep the vehicles.
- The daily all in cost to operate would be approximately \$1,000/day x 30 days/month=\$30,000/month

3. SENIOR PARKING PASS- \$65/yr. (*Introduced by Ad Hoc Committee)

-Discussion-

- Walworth County senior citizens
- 65+eligible to purchase yearly parking pass
- 3/hrs/day
- =1200 "free" hours of parking annually

-Conclusion-

-Program presented and approved by Council

-Numerous seniors have taken advantage of "Senior Stickers"

4. PREPAID PARKING (VIA APP) PROTOTYPE-

-Discussion-

-Prototype site for prepaid parking reservations

-Parking Lot I

Conclusion-

-Prepaid parking option is important digital offering.

-Prepaid parking alternatives provide user friendly solutions regarding visitor parking.

-Enables City of Lake Geneva to segway leverage value of the parking app to facilitate end users

-Prepaid prototype began operation late July and is experiencing initial users.

5. REVISITING FINAL ADDITIONAL PARKING REVENUE SOURCES

-Discussion-

-Measure and balance of revenue, and increased fiscal costs, related to potential "over tourism".

-PARKING REVENUE 2022 = \$2.3M

-ADDITIONAL PARKING RELATED REVENUE SOURCES AVAILABLE:

-Extend parking season to 12 months \$150,000.

-Extend Hours of parking to 8am to 8pm \$115,000

-Prepaid or "subtle" Parking Maple Park \$400,000

-Paid parking Veteran's Park \$300,000

-Paid parking Parking Lot D \$200,000

Total Additional Potential Revenue Available \$1.16m

-Conclusion-

-Each year The City of Lake Geneva downtown business district is the beneficiary of considerable and continual marketing and promotional dollars, planned events, and programs.

-The unlimited growth of vacation rentals in Lake Geneva has created a dramatic increase in beds available, and unique accommodations, attracting families and guests.

-We have been blessed with the success and growth in tourism this has cultivated.

-"Over Tourism"- it is essential we remain aware to "measure and balance" the relationship at hand between revenue and costs.

-We are blessed with record tourism increases, however we have to acknowledge the limits of the City Of Lake Geneva's current revenue resources, versus continually growing infrastructure and fiscal costs that will accompany the additional growth that is being actively solicited.

-Failure to balance these factors can only result in increased taxes on the citizens in favor of supporting local downtown businesses.

6. BUILDING PARKING GARAGE

Discussion

History

-November 2014 Proposed Referendum To Build 300 car parking garage at a cost of \$7m ----Voted down by the citizens of Lake Geneva

Current Update And Considerations Explored-

Current Lake Geneva Parking Capacity;

-1200 metered spots, 2400 free spots=360 spots

-Average weekly use of spots =28%

-Average Time Spots used 1/hr.

-6-Spike Weekends/12 days=100%

PARKING GARAGE CONSTRUCTION

-COST ASSUMPTIONS-

-\$30,000/spot x 300 spots/cost =\$9,000,000.

-DEBT SERVICE

=\$72,000/month

Debt Service Year

=\$864,000/yr

-GROSS REVENUE ASSUMPTION-

*-Weekdays-

Average Days (260 week days/year)

Assume

Gross Revenue Assumption

20% use (60 spots)

3 hrs x \$2/hr=\$360.00/day revenue

X260 weekdays/year = \$93,600

*-Weekends-(104 days)

Assume 50% Use (Note; this garage would be incremental to current capacity)

150 spots

3 hrs x \$4=\$1800/day revenue

X 104 weekend days= \$187,200

“SPIKE Days” (6 weekends/12 days)

Assume 100% (High Assumption)

*300 spots

*X 6 hrs x\$4=\$7200/day revenue

X 12 days = \$86,400

* Gross Revenue \$367,000

= (-\$497,000/yr)

PARKING GARAGE (cont.)

Assumption Summary

COST= \$9,000,000

DEBT SERVICE / ANNUAL \$864,000

REVENUE /ANNUAL

Weekdays \$ 93,600.

Weekends \$187,200.

"SPIKE" Days (12)

\$ 86,400.

=(-\$497,000)

*(Note these numbers are generous as the assumptions double count

"Spike Days" on top of weekday/weekend numbers)

-376 days counted.

-CONCLUSION- At this point building, and operating a parking garage, would not flow would strain the infrastructure, and be a financial burden to the City Of Lake Geneva.

-The questions are, do we have enough parking capacity for our citizens?

The answer is more than enough

-Who would benefit from increased capacity? And how are they willing to help fund and operate the project?

-Why would the City put debt on the citizens who won't stand to benefit?

-And why facilitate further vacation density in our community that we pride having a "small town atmosphere?"

Simply put, regardless of reasonable assumptions of usage, the parking garage, (not even calculating a cost regarding maintenance and repair), would be an additional financial and logistical burden on the City.

-There aren't enough busy days to make the garage model cash flow. And on the 12 busy days, as more promotional monies are spent, 300 spaces wouldn't be enough for the short burst of visitors.

-The losses incurred in operating the garage would wipe out a large percentage of the parking revenue we currently enjoy

OVERALL SUMMARY AD HOC PARKING

- We have spent hours addressing the logistics, options and alternatives related to the “business” of parking in Lake Geneva, everything from access, the dynamics of additional locations, pricing, revenue generation (parking garage), to fiscal costs, and efficiencies.
- We have spoken with groups, and individuals, in “considering all sides”.
- We have introduced an annual Senior parking pass (\$65) for County wide residents that gives them 1200 hrs of free parking.
- We have chosen parking Lot I to introduce the app-based prototype for prepaid parking in Lake Geneva, which based upon success of such in major cities, is the future of parking operations in resort communities.
- We have found the “topic” of parking, in Lake Geneva, is about more than parking.
- -The City is fast in the middle of a crucial crossroads between citizens interest, and special interests of others,
- -The City Council is committed to serving the interests of the citizens of Lake Geneva.

- -The City Of Lake Geneva has a defined fiscal capacity that is being, and will be further tested.
- -We have identified for The City of Lake Geneva the needs to have a precise picture where the additional revenue generation is, and how to accordingly address accelerating costs. And the need to define where citizen interests establish boundaries to over tourism.
- -The City must acknowledge, diligently manage, and balance revenue and costs.
- -Or quite simply, we must face raising the taxes of the citizens to the benefit of others.



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CITY OF LAKE GENEVA HILLMOOR AD HOC COMMITTEE
THURSDAY, AUGUST 3, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; POLICE TRAINING ROOM (UPPER LEVEL)

Members:

Mayor Charlene Klein, Deborah Beagle, David Quickel, Skip Atwell, Henry Sibbing, Adam St. Marie, Cherie Borowicz, Michael Krajovic, Fred Gahl, Celine Lillie, Karen Yancey, Paula Porbucan, Laurie Weed, and Norine Smyth

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the July 20, 2023 Hillmoor Ad Hoc Committee minutes as prepared and distributed
4. Remarks by Chief Ed Gritzner regarding public access to the property
5. Remarks by Mayor Klein - approval by Common Council to continue with our efforts, timeline goals, etc.
6. Update from Friends of Hillmoor on activity and fundraising – Betty Volquardsen
7. Review of projects to be studied for feasibility per the minutes of the July 6th meeting
8. Formation of 2 person teams to gather information regarding design and funding of proposed projects to report back to the committee in 6 weeks, project feasibility form
9. Discussion on Future Public Input sessions
10. Next Meeting Date & Time
 - a. Thursday, August 17 (park in city hall lot) – Update from Conservancy, informational presentation by Kemper Sports – general discussion
 - b. Thursday, August 31 -Information from James Killian, Kiswauketo Nature Preserve, Informational presentation by David VanZelst regarding landscaping/design
11. Adjournment

*This is a meeting of the Hillmoor Ad Hoc Committee.
No official City Council action will be taken; however, a quorum of the Council may be present.*

1) Call to Order 4:04pm

2) Roll Call

Present

Mayor Klein
Deborah Beagle
Dave Quickel
Skip Atwell
Henry Sibing
Adam St.Marie
Michael Krajovic
Fred Gahl
Celine Lillie
Paula Porubacn
Lawrie Weed
Donna Giovanni

Absent

Karen Yancey Excused
Cherie Browiec Excused

3) Meeting Minutes Approved

4) Monday 24th 6:00pm Council Meeting motion

- We will ask the City Council what they would like us to do next if anything?

Michael: Is it possible to have City Council give assignments/task force so one or two people can go to investigate specific items.

Mayor: Yes

Fred: I think the cleaner and more simple we can keep this the better.

Michael: Is there anything else we can envision that we would like clarity on? Hank suggested we ask for their input or direction.

Celine: We agreed on the knolls Nelson, Amphitheater, Golf Course, Arboretum, Disc Golf, Playground

Paula: There are other things that we know the public has said they are interested in but we have not heard from experts on or gathered information on so that's probably something we would want to figure out how we would go about doing that. What would a playground look like? What would a garden look like? What would be planted and where?

Lawrie: Do we want to bring up topographical study?

Michael: It's possible within three weeks to finish that and we can give them an update on that.

Donna: FOH has the Badger High School room reserved for a Hillmoor update meeting that's open to the public.

Adam:

Deborah: Should we ask the Council if they have some money set aside to do some smaller projects?

Mayor: I think what you're asking will be answered next Tuesday by the staff. This is their busiest time of the year. I am going to talk to all of them about that. Tree clearing/graffiti removal etc. I will see if the Council is open to compiling a budget to address those things.

Dave: When you mentioned August, you're talking about opening it for us right or are you saying the City?

Mayor: No, it would be to open it up for the City.

Deborah: So maybe there is some signage there that says "Open from sunrise to sunset"

Mayor: Yeah, we can do that. If it becomes problematic then we just close the chain again.

Michael: So are we going to propose the wording for the presentation we are going to talk to the Council?

Paula: Do we want them to accept the vision statement?

Michael: Are putting the official wording we would like them to approve.

Hank: I think a resolution based on the wording we already have.

Michael: "I think preliminary research analysis and evaluation of projects based on compatibility with the vision and objectives of the committee."

All: Agreed.

Mayor: We have a very full agenda on August 17th but August 3, I don't have much and would like to hear from the Friends of Hillmoor. Or, I'm going to propose that we postpone until August 17th.

Hank: We could review and follow up on August 3rd from what the Council told us.

Fred: I think we should explore creative ideas to help manage people at Hillmoor in the meantime. Maybe we have designated trails or trail guides at specific times.

Hank: I think parking is going to be an issue. I think we ought to limit Hwy. 50 entrance. Maybe we ought to limit access to where the Disc Golf Course starts. Perhaps Aug. 3 we should talk about what it looks like to open temporarily.

Donna: Remember when the LLC owned the property there were no chains inhibiting the property and people didn't go in.

Dave: There was a chain there.

Donna: No, there wasn't.

Fred: Well, we should discuss opening the Hillmoor and plan ahead. It would be somewhat irresponsible on our part to not have some broad parameters.

Hank: Mayor, can you ask the staff what their concerns are about this when you meet with them. If they aren't concerned then we aren't concerned.

Lawrie Weed: We are micromanaging right now. Our job is long term planning.

Hank: Oh, I thought we were going to be advisory on that but if we don't want that then let's just see what the staff needs.

Paula: Do you think Karen will be available to talk about where we are at on the trails.

Lawrie: Wasn't there a well that needed to be capped?

Donna: I noticed that they trimmed the trees around that well area and they removed the sticks in the culverts that were along Haskins.

Mayor: I believe Public Works are taking down a building there.

Meeting Adjourned: Donna motioned, seconded, all in favor. 4:51pm



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

CITY OF LAKE GENEVA HILLMOOR AD HOC COMMITTEE

THURSDAY, AUGUST 17, 2023 - 4:00 PM

LAKE GENEVA CITY HALL; POLICE TRAINING ROOM (UPPER LEVEL)

Members:

Mayor Charlene Klein, Deborah Beagle, David Quickel, Skip Atwell, Henry Sibbing, Adam St. Marie, Cherie Borowicz, Michael Krajovic, Fred Gahl, Celine Lillie, Karen Yancey, Paula Porbucan, Laurie Weed, and Norine Smyth

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the August 3, 2023 Hillmoor Ad Hoc Committee minutes as prepared and distributed
4. Presentation by Kemper Sports- Josh Lesnick
5. Update from Geneva Lake Conservancy- Karen Yancey
6. Presentation by Lake Geneva YMCA- Mike Kramp
7. Next Meeting Date & Time
8. **Adjournment**

*This is a meeting of the Hillmoor Ad Hoc Committee.
No official City Council action will be taken; however, a quorum of the Council may be present.*

HILLMOOR AD HOC COMMITTEE MINUTES
Thursday, August 3, 2023
POLICE TRAINING ROOM, UPSTAIRS CITY HALL

Meeting was called to order by Mayor Klein at 4:03 p.m.

Roll Call

Present: Mayor Klein, Hank Sibbing, Cheri Borowiec, Michael Krajovic, Fred Gahl, Celine Lillie, Paula Porubcan, Sheila Campbell (for Deborah Beagle), David Quickel, Skip Atwell, Laurie Weed, Peggy Schneider (Park Board), Betty Volquardsen (Friends of Hillmoor)

Absent: Celine Lillie (excused), Adam St. Marie (excused), Karen Yancy (excused)

Removed per City Council: Frank Guske, Ron Geiman, David Curry

Approval of Hillmoor Ad Hoc Committee minutes from July 20, 2023

Motion by Sibbing, second by Borowiec, to approve the minutes from July 20, 2023.

Unanimously carried.

Public Access – Police Chief Gritzner

Chief Gritzner explained that City Hall staff met and discussed concerns regarding Hillmoor. While the police department has no official opinion regarding uses on the Hillmoor property, he is concerned about safety: homeless encampments; lack of line of sight down cart paths from thick brush; getting equipment through; broken glass on old parking lot and storage area; swimming in the ponds. Committee comments included: the City has recreational immunity; volunteers from Friends of Hillmoor can use ecological maintenance practices rather than clear-cutting by Public Works Department. Further comments from Gritzner: police department can lead a field trip out, after Labor Day, to view and access specific areas needing attention and that having more people on the property would provide added safety (eyes on the property).

City Council Update – Mayor Klein

Mayor Klein reported that the City Council is excited about the future of Hillmoor with all the ideas proposed. They authorized the renewal of the Ad Hoc Committee for 6 more months expiring **February 13, 2024**.

Friends of Hillmoor Update – Betty Volquardsen

Volquardsen gave a recap of activities Friends of Hillmoor is sponsoring:

- Disc Go event on July 25 was attended by 30 children and assorted adults. There were free golf lessons, pizza, and prizes. The regular league then followed at 5:30 p.m.
- Public Update on August 17 at the Badger High School Commons (Wells Street entrance) from 7:00 to 9:00 p.m. with all welcome to attend. The Friends group will recap information and project ideas presented to the Ad Hoc Committee.
- The Archeology Grant letter of intent has been submitted by the City with the final application due in mid-December and awarded by February.
- Dale Olsen, a professor from Arizona, who presented at Kishwauketoe and specializes in non-profit fundraising, is assisting the Friends with communications and outreach tips.

- A future project being discussed is plaster goats purchased and decorated for display downtown and later auctioned off to fund rehab and maintenance of the natural areas on Hillmoor.
- Volquardsen shared with Mayor Klein information regarding splash pads, unique to this area, as an alternative to a swimming pool.

Review of Projects per July 6th Minutes

Much discussion centered around whether the City Council approved the Committee's recommended Vision, Mission, and Objectives. A formal approval on record can be used as a communications vehicle and would be used to propose and endorse projects based on the language in those items. Motion by Volquardsen, second by Sibbing, to submit the Vision, Mission, and Objectives to the City Council for approval. Unanimously carried.

Information Gathering Team and Project Feasibility Form

Teams will be formed and present research information on the projects within the next 6 weeks in order to be included in the 2024 budget requests. Krajovic will work on a shorter version of the project evaluation form to be used, with a focus on preliminary questions, compatibility, and infrastructure costs. The mayor reminded members that they should get at least 3 cost estimates, if needed. The Committee would recommend a Master Plan to the City Council that may take years to successfully and responsibly implement.

Future Public Input Sessions

Not at this time. The Committee will use information gathered at past community sessions.

Future meeting agenda items and next meeting date –

- August 17 – Presentation of YMCA Survey results; update from Geneva Lake Conservancy; Kemper Sports presentation
- August 31 – Information from James Killian, Kishwaukee Nature Preserve; presentation by David VanZelst, landscape design

Thursday, August 17 at 4:00 PM

Motion by Borowiec, second by Campbell, to adjourn at 6:03 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier

HILLMOOR AD HOC COMMITTEE MINUTES
Thursday, August 17, 2023
POLICE TRAINING ROOM, UPSTAIRS CITY HALL

Meeting was called to order by Mayor Klein at 4:03 p.m.

Roll Call

Present: Mayor Klein, David Quickel, Hank Sibbing, Cheri Borowiec, Michael Krajovic, Fred Gahl, Celine Lillie, Karen Yancey, Paula Porubcan, Laurie Weed, Donna Jovani, Peggy Schneider

Absent: Deborah Beagle, Skip Atwell, Adam St. Marie

Approval of Hillmoor Ad Hoc Committee minutes from August 3, 2023

Motion by Sibbing, second by Porubcan, to approve the minutes from August 3, 2023.

Unanimously carried.

Kemper Sports (Golf Course) – Josh Lesnick

Lesnick explained the history and background of Kemper Sports. He assured the committee that if a golf course makes sense financially, his company can help plan and access the market.

Kemper Sports can lease or simply manage the golf course depending on the needs of the City.

Most likely, the first step would be a feasibility study costing between \$50,000 and \$100,000.

Providing concessions would be an important part, not necessarily a traditional clubhouse.

Geneva Lake Conservancy – Karen Yancey

Yancey explained that the Knowles-Nelson grant (first part) has been submitted. Recipients will be announced in a few months. Yancey stated that a member of the public had called regarding the grant not being completed correctly. Krajovic asked about the DNR doing an environmental assessment of the area. Yancey assured him it was not necessary. Krajovic also questioned the cost of maintenance of the trails and bridges in the future. Yancey explained that similar bridges at White River County Park have not required maintenance. Sibbing was concerned about the trails being placed in areas that would interfere with approved projects. While the Ad Hoc Committee approved the layout of the trails for the grant, this can be changed later. Krajovic wants another research group added to plan the trail system plus biking trails that weren't included in the grant.

Lake Geneva YMCA – Mike Kramp

Steve Lois, Board member of the YMCA, said they are excited to partner with the City and that we are fortunate to have the Y in such a small city for over 140 years.

CEO Mike Kramp reviewed the survey results. He said there is amazing symmetry with the survey results and language in the City's Comprehensive Plan. The YMCA can serve as the anchor on the site. Kramp explained that the Y plans will be based on sustainable practices (solar, UV windows, use of gray water, permeable concrete for walks and parking lot), and they would be able to teach sustainability to the next generation.

Kramp fielded questions about the survey itself stating that it went out to their entire database including past or non-members by email with a portion done by phone and hard copies available upon request. Porubcan was concerned about traffic into Hillmoor. Kramp responded that their peak times are actually Monday through Thursday in mid-morning and evenings. The footprint of the building is much scaled down from the original presentation/proposal to the Ad Hoc Committee although the proposal stands at purchasing 40 acres with the ability to expand at a future date. Mayor Klein was concerned about the infrastructure needs and suggested they also look at Veteran's Park as an alternate location. Kramp reiterated that the YMCA wants to maintain that community partnership with the City along with its working relationship to the schools.

Future meeting agenda items and next meeting date –

- August 31 James Killian from Kishwaukee Nature Preserve in Williams Bay and David Van Zelst, landscape design in Wadsworth, Illinois

Thursday, August 31 at 4:00 PM

Motion by Yancey, second by Weed, to adjourn at 5:48 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier

Granicus

<https://granicus.com/>

Wisconsin Accounts:

Bayfield County

Eau Claire, WI

Fontana, WI

Holland, WI

Hudson, WI

Madison, WI

Nasewaupee, WI

Rib Mountain, WI

Rome, WI

Sevastopol, WI

Sawyer County, WI

Sheboygan, WI

Wilson, WI

Williams Bay, WI

Geneva Lakes Family YMCA Hillmoor Survey Executive Summary

A report from 1,464 Completed Survey Participants
representing strong cross-section of the population



VISIONARY

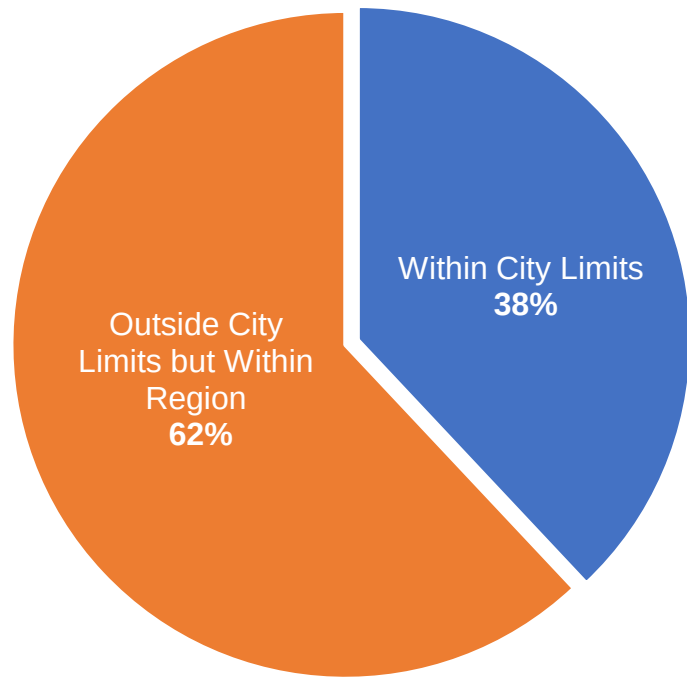
Philanthropic Consulting, LLC

(201) 406-6035

August 8, 2023

Survey Participant Summary – Location of Residence

Location of Residence



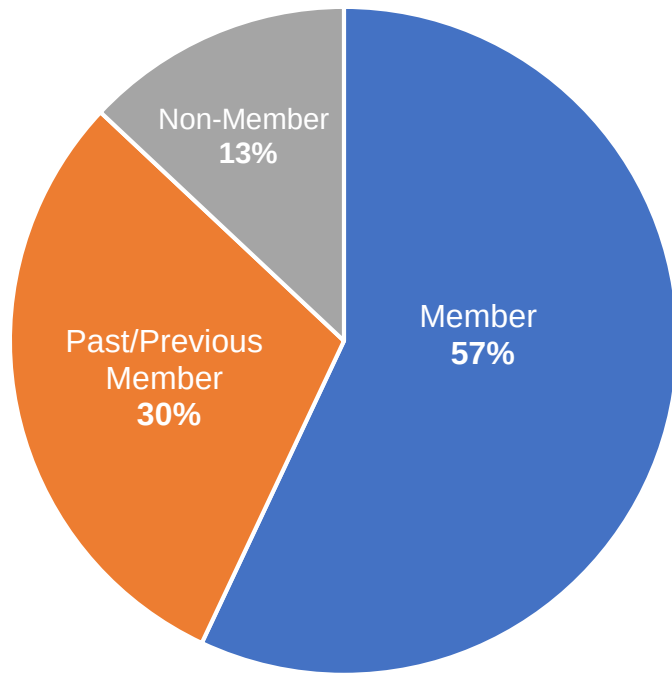
KEY SURVEY TAKEAWAY

Survey results include perspectives from both those residents living within Lake Geneva city limits (554), as well as those living outside the city limits but within the Lake Geneva Region (910).

This mix of respondents ensures representation from those in the city, as well as those in the broader geographic region.

Survey Participant Summary – Relationship with YMCA

YMCA Relationship Status



KEY SURVEY TAKEAWAY

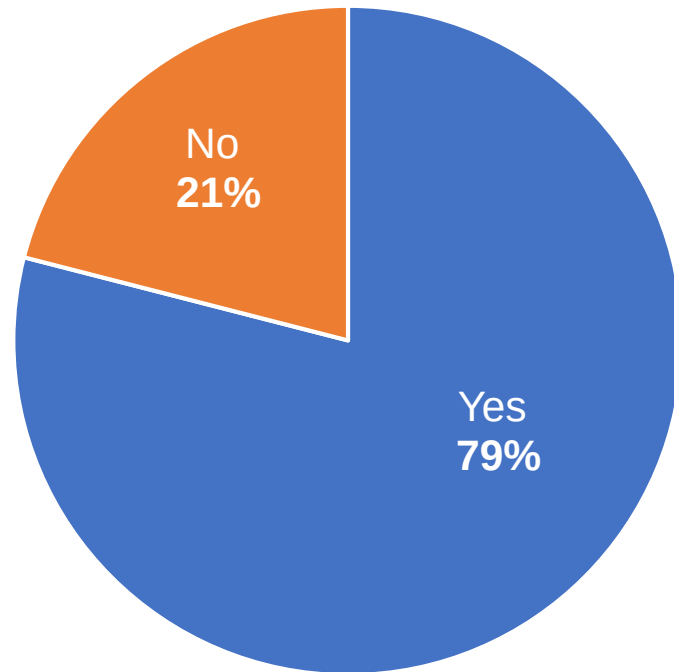
Survey results include a mix of current YMCA members, past members, and non-members (someone who had never been a member).

This blend of participation ensures a balanced perspective in the findings.

Note: Even during random calling - Because of the YMCA's 140-year history in Lake Geneva, it was difficult to find participants who had NO relationship with the Y.

Participation in Y Programming

Participation in Y Programming
All Survey Participants



KEY SURVEY TAKEAWAY

Approximately eight out of ten survey participants have either had a family member participate in Y programming or participated themselves.

This finding was similar for both current and past YMCA members, as well as whether one lived in city limits or in the region outside of city limits.

For non-members, participation in Y programming was still reasonably high but somewhat less at about six out of ten survey respondents.

Trips Combined With YMCA Visit – YMCA Members

Grocery
Shopping



63%

Retail
Shopping



42%

Breakfast / Lunch
Dinner In Town



40%

Post
Office



32%

Lake Front / Beach
Boating / Recreation



11%

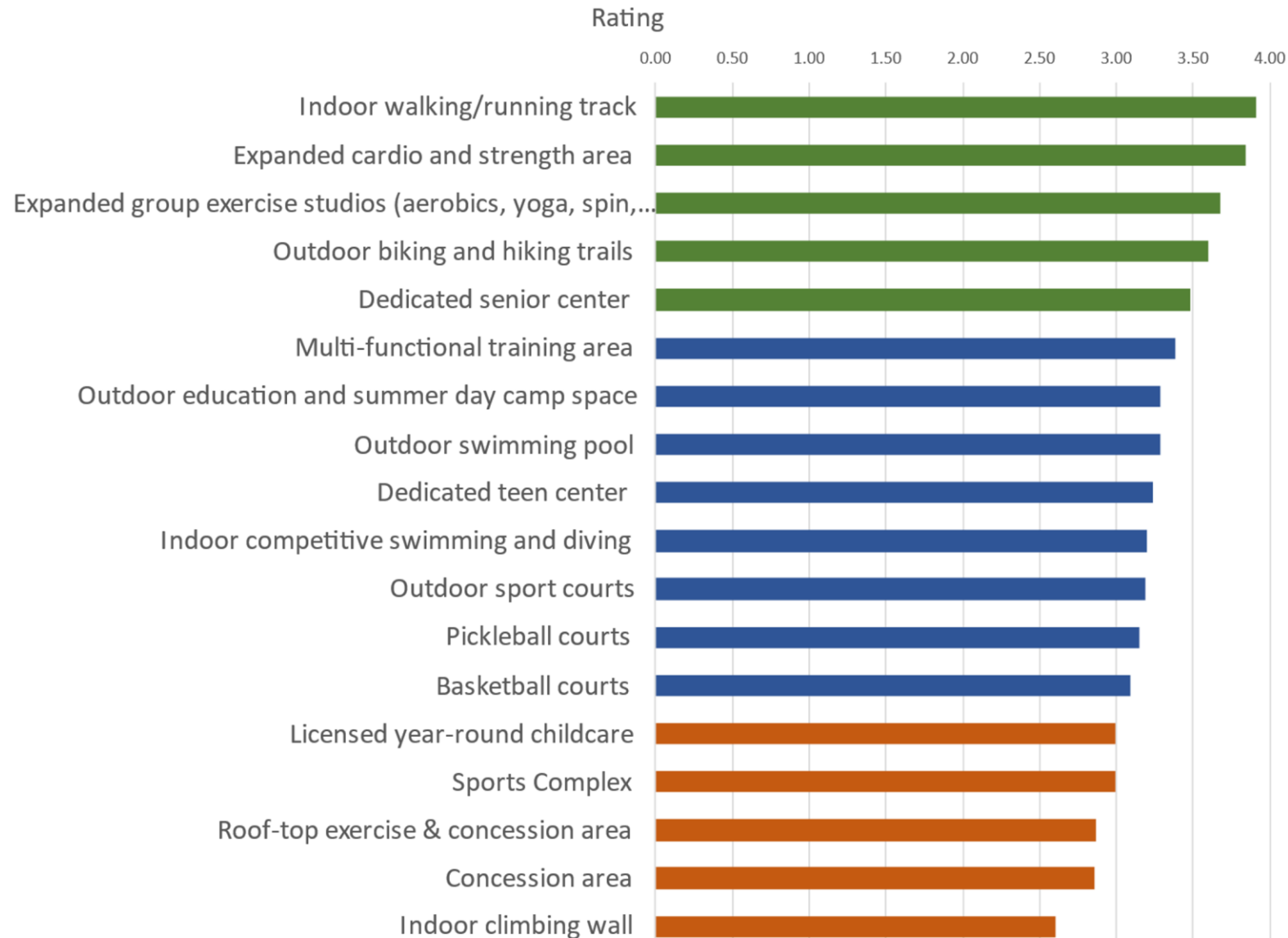
Other 17%
None 23%

KEY SURVEY TAKEAWAY

YMCA members who combine their trip to the YMCA with other stops, mention the grocery store most, followed by other retail shopping, a meal in town, or the post office, indicating the Y generates significant compound economic activity in the City.

While some also mentioned “other” activities, only 23% said they never combine their trip to the YMCA with other stops.

YMCA Potential Offerings Ratings – Mean Score Comparison



KEY SURVEY TAKEAWAY

When evaluating potential offerings for a new YMCA complex, there were clear desires for some offerings and not for others.

Top rated potential offerings were:

- Indoor walking/running track
- Expanded cardio and strength area
- Expanded group exercise studios
- Outdoor biking and hiking trails
- Dedicated senior center

Members also rated a multi-functional training area high (two items tied), **while non-members rated outdoor education and summer day camp space high** (in place of expanded group exercise studios).

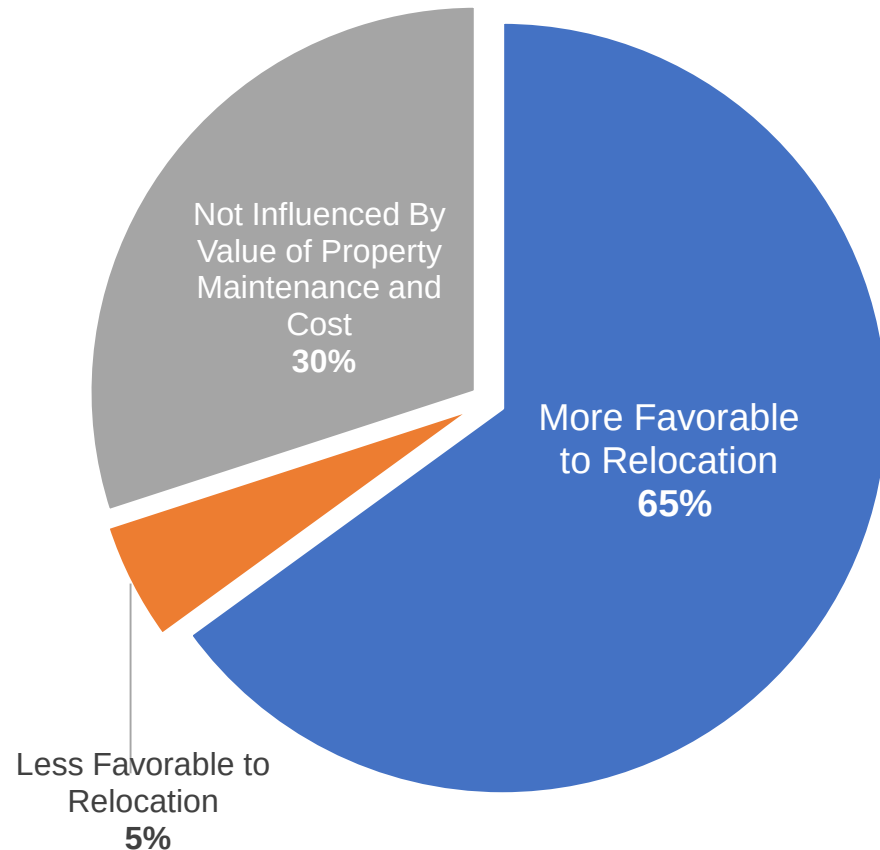
Bottom rated potential offerings were:

- Sports complex
- Licensed year-round childcare
- Roof-top exercise and concession area
- Concession area
- Indoor climbing wall

When filtered by Age (less than 65), **and people with children at home, Licensed Child Care moved up significantly.**

YMCA Move To Hillmoor & Reducing Taxpayer Costs

Favorability – All Survey Participants



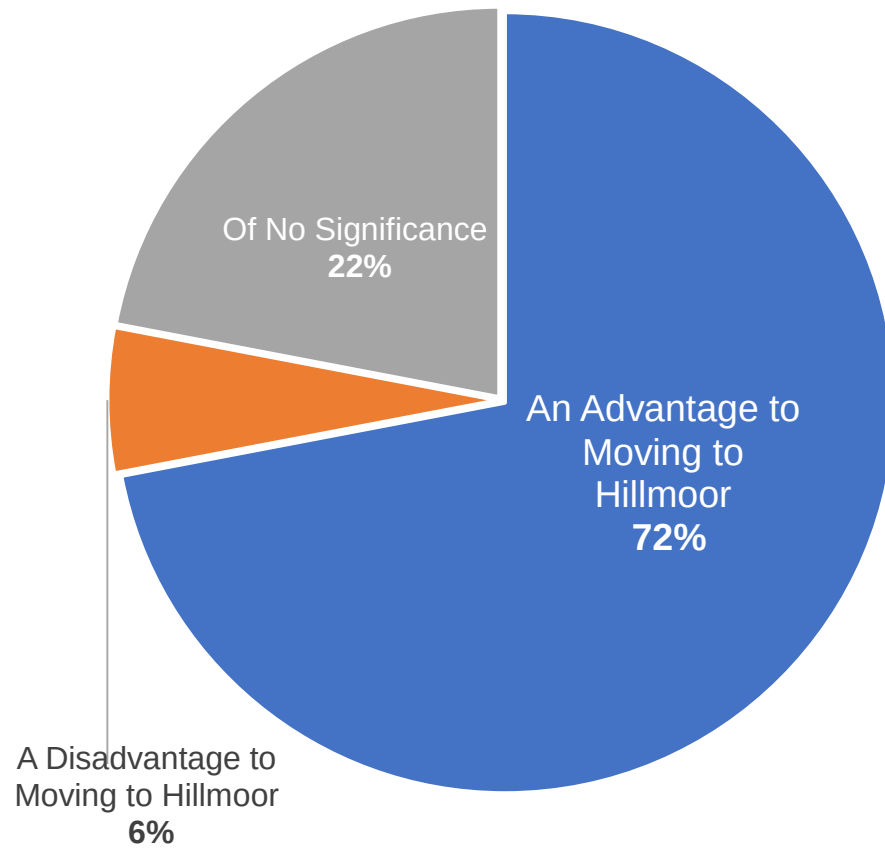
KEY SURVEY TAKEAWAY

When asked if the YMCA were to move to Hillmoor, and maintain the property, thus reducing the ongoing costs to the taxpayer, **the majority of survey participants, more than six out of ten, were more favorable to relocation**, with most of the rest not influenced by the value of property maintenance and cost.

This resonated most strongly among non-members of the YMCA (74%) and those inside Lake Geneva city limits (71%).

YMCA Move To Hillmoor & Reduced Traffic Congestion

Reduced Traffic – All Survey Participants



KEY SURVEY TAKEAWAY

When asked if the YMCA were to move to Hillmoor and reduce the traffic congestion through the center of town and Wells Street, **more than seven in ten survey participants rated that as an advantage to moving to Hillmoor.**

This finding was consistent across current, past, and non-members of the YMCA, and whether not the respondent lived in the city limits or outside.

For / Neutral / Against Move to Hillmoor Location

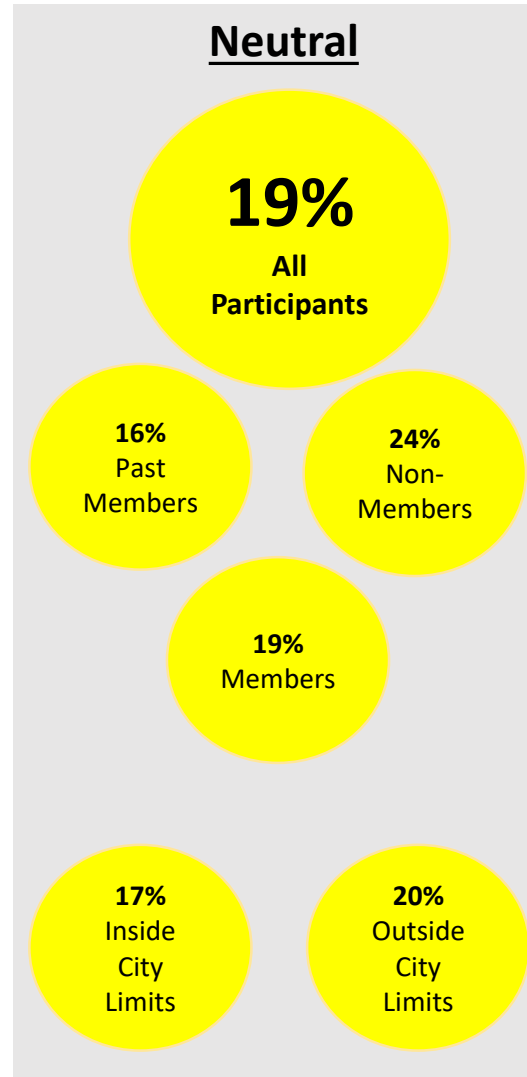
KEY SURVEY TAKEAWAY

Seven in ten favor a move to the Hillmoor location.

For Relocating



Neutral



Against Relocating



Representative Comments About Relocating To Hillmoor Location – City Residents In Favor

"I am a new city resident after living in the area for 14 years and currently live a block from the Y. My wife and I joined in March and have been using the Y multiple times a week and just love it. When the first discussion about the Y moving to Hillmoor came up we were more than thrilled. If the Y were to move to the current planned location, we would most likely not continue our membership. To me the Hillmoor property is an eyesore to residents and locals as they come into town, and I can not think of a better situation then to have the Y locate to that piece of property. I support the Y relocating to Hillmoor!!!!"

"The YMCA is the heart of our community. This location is well visible and easily accessible from all directions. What better organization to welcome you to Lake Geneva."

"It is a great central location for adults and children. It is a very good use of the property. The YMCA has been a cornerstone business in LG and has a very positive relationship with the surrounding community. The YMCA would make the Hillmoor property into a beautiful gateway into the city."

"I believe it would be overwhelmingly positive for both the city of Lake Geneva and for the YMCA. The city will save money and gain a positive entrance into the city while the Y will gain needed space and increased programming. Of all the possible uses of Hillmoor, this is the one with the most win-wins."

"I feel the Y needs a new location. The current facility does not meet the needs of its members and the citizens of Lake Geneva. The Hillmoor would be a great central location, it offers plenty of space. The city is in need of walking trails. It's a win win for the Hillmoor, the citizens of LG and members of the Y."

"It will improve the property there at Hillmoor location and make it a better location for the YMCA to be located and more accessible to the general public."

Representative Comments About Relocating To Hillmoor Location – City Residents Against

"I do not see how moving the Y to Hillmore would reduce traffic. Also, as a resident I avoid 50 for at least 4 months of the year. There would be no convenient way to get to that location without dealing with the highway 50 traffic. The property that was purchased farther down the bypass makes the most sense in my opinion. Not to mention it's close to some of the schools which would make it convenient for after school programs"

"I fully support the YMCA and their mission. I fully support the ability to build a bigger and more functional facility. I think the moving to the Hillmoor property has the biggest disadvantage when it comes to the summer-time traffic. We can all agree that Highway 50 is nothing more than a parking lot during every season except winter. I would think it would be more frustrating to try and get into the Y just fighting through that traffic. Unless there is a plan to fix that aspect of it."

"Hillmoor was purchased to be used for outdoor, open space, not to be consumed by a very large building with lots of associated parking for that building. Taking traffic out by the high school seems more appropriate than bringing traffic to the main, already crowded entryway into town."

"I believe the Hillmoor location should be dedicated to a park and natural setting."

"I'd rather keep Hillmoor as a natural space for walking trails, biking trails, frisbee golf, music area, splash pad, and playground than fill it with the YMCA."

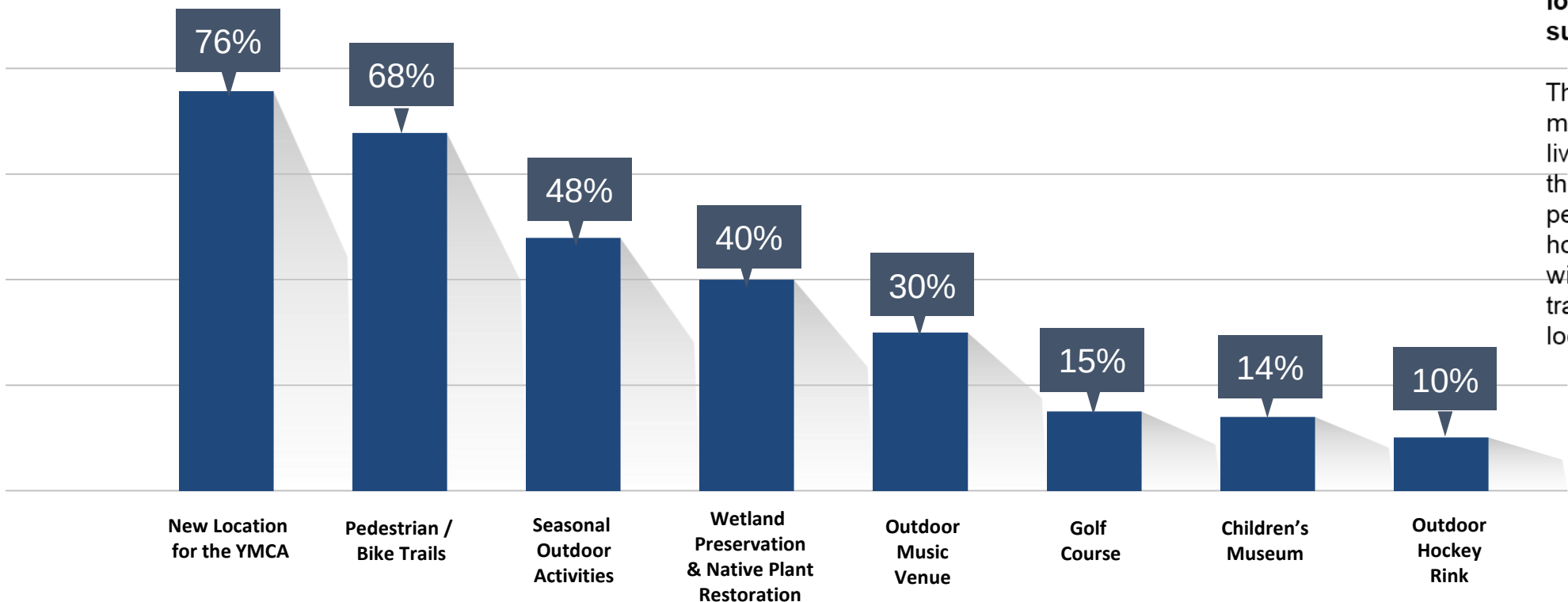
"The building you have is just fine and the traffic by Hillmoor will create congestion. Plus, we need to keep that area natural and free of man's hands! Don't want to pollute the river!"

Uses for Former Hillmoor Golf Course Property – All Survey Participants

KEY SURVEY TAKEAWAY

When asked for input on the uses for the former Hillmoor golf course property, the use receiving the highest percentage of responses was as a new location for the YMCA (76% of all survey respondents).

This was true across current members, past members, those living in the city, and those living in the region. Non-members rated pedestrian/bike trails highest, however, statistically it was a tie with 62% indicating pedestrian/bike trails and 61% indicating a new location for the YMCA.



Observations & Recommendations

- There is significant support for the move of the YMCA to the Hillmoor location, with seven out of ten supporting this move, placing the YMCA in a position to serve as the gateway to the city. This support is seen across all different groups in the survey.
- In addition to supporting the relocation of the YMCA to Hillmoor, residents of the city and surrounding area also highly desire pedestrian and bike trails, followed by seasonal outdoor activities, wetland preservation/native plant restoration, and an outdoor music venue.
- With just 15% indicating a golf course, this would not appear to be economically viable.
- When asked about the potential offerings of a new YMCA complex, these are the top-rated offerings:
 - Indoor walking/running track
 - Expanded cardio and strength area
 - Expanded group exercise studios
 - Outdoor biking and hiking trails
 - Dedicated senior center
- Traffic is a concern, but as a resort town this is a reality faced during heavy tourist time periods.

What Now?

- Because of record program and membership growth, the Geneva Lakes Family YMCA continues to strategically evaluate and explore options related to a facility that will accommodate that growth.
- As a community-based organization, the YMCA Board makes decisions based on member and community needs and feedback. The survey results show an overwhelming 72% of the community favors the YMCA relocating to the Hillmoor property.
- Predicated on the feedback received on programming, the Y is inclined to scale back the size of the facility it builds.
- The YMCA's programs, priorities, and culture align with the other purposes identified for the Hillmoor site.
- The YMCA has done its due diligence by conducting a survey, analyzing and absorbing the data, disseminating the findings to stakeholders and decision-makers, and underwriting its cost. However, the final decision regarding the use of the Hillmoor property does not rest with the Y, it rests with the elected officials of the City of Lake Geneva.
- It is our plan to report these findings to the City's Ad Hoc Committee August 17 and the City Council September 5.
- The Y hopes the City of Lake Geneva will consider these findings and share their intentions regarding the former Hillmoor Golf Course property relatively soon to the public.
- While the YMCA would be thrilled and honored to be the Gateway to the City, we also realize that based on our program growth we cannot wait for long for a final decision on the availability of 40 acres on the Hillmoor site by the City of Lake Geneva.

Appendix: Survey Methodology

- This survey was conducted in June 2023, using both an email survey and an outbound phone survey, with parallel versions in English and Spanish.
- Survey responses were solicited from current and past members of the YMCA, and from two purchased lists.
- The survey area included Lake Geneva and surrounding communities in the Lake Geneva region.
- Survey design, questionnaire, process, and reporting was administered by a consulting firm with extensive research expertise.
- A total of 1,464 surveys were completed, representing a good cross section of age and household types.
- Survey responses included:
 - 554 within Lake Geneva city limits
 - 910 outside city limits but within the Lake Geneva region
 - 834 current YMCA members
 - 445 past YMCA members
 - 185 non-members (never members)

Thank you
For More Information Contact:



Mike Kramp, CEO
mike.kramp@glymca.org



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

CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION COMMITTEE

TUESDAY, AUGUST 1, 2023 - 4:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, Cindy Yager, and Tim Dunn

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 <https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream>
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. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the July 18, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed
5. **Licenses & Permits**
 - a. Discussion/Recommendation regarding a Temporary Alcohol Premises Extension application filed by Lake City Social for the event of Lake Geneva Jaycees Trick or Treating, to take place on Sunday, October 29, 2023 from Noon to 6:00 p.m.
 - b. Discussion/Recommendation regarding a Temporary Alcohol Premises Extension application filed by Lake City Social for the event of 2nd annual Cars & Company Pediatric Cancer Fundraiser, to take place on Sunday, September 10, 2023 from Noon to 7:00 p.m.
 - c. Discussion/Recommendation regarding a Temporary Alcohol Premises Extension application filed by Lake City Social for the event of Lake Geneva Lion's Club Oktoberfest Fundraiser, to take place on Saturday, October 7, 2023 and Sunday, October 8, 2023 from 11:00 a.m. to 10:00 p.m. both days
 - d. Discussion/Recommendation regarding a Tier II Event Permit application filed by the

Downtown Business Improvement District (BID) for the event of Lake Geneva Oktoberfest to take place on Saturday, October 7, 2023 (10:00 a.m. to 10:00 p.m.) and Sunday, October 8, 2023 (10:00 a.m. to 9:00 p.m.) located on the Downtown sections of Broad Street and Geneva Street

- e. Discussion/Recommendation regarding a Tier I Event Permit application filed by Dawn Marie Mancuso for the event of Fat Tire Charity Ride to take place on Saturday, September 9, 2023 8:30 a.m. to 11:00 a.m., located in the Center Street Lot located behind Champs Bar & Grill
- 6. Discussion/Recommendation regarding the bid award for the Automatic Chain Link Fence Gate and Operator at Oak Hill Cemetery to Century Fence in an amount not to exceed \$19,100.00 (*Cemetery Board approved on June 21, 2023*)
- 7. Discussion/Recommendation regarding Pay Request #4 filed by Asphalt Contractors Inc (via MSA Engineering) for the 2023 Mariane Terrace and Pine Tree Lane Improvements Project, in an amount not to exceed \$198,558.49
- 8. Discussion/Recommendation regarding surplus Department of Public Works materials/equipment to be placed in the Wisconsin Online Surplus Auction site
- 9. Discussion/Recommendation regarding bid award for the Library and City Hall ADA Door Opener Project
- 10. Discussion/Recommendation regarding **Resolution 23-R42** a resolution authorizing the write off of 2021 delinquent personal property taxes in the amount of \$5,251.61 deemed uncollectible, either due to business closure or Assessor error
- 11. Discussion regarding the June Treasurer's Report and Budget versus Actual Report

12. Presentation of Accounts

- a. Pre-paid Bills: \$452,717.84
- b. Regular Bills: \$206,893.93

13. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.

**CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION
COMMITTEE MINUTES**

TUESDAY, JULY 18, 2023 - 4:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, Cindy Yager, and Tim Dunn

Call to Order by Chairperson Howell

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

Roll Call

Present: Howell, Yunker, Dunn, Fesenmaier, and Yager

Absent: None

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

None

Approval of the July 5, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed
Motion by Yunker to approve, second by Dunn. No discussion. Motion carried 3-2 with Fesenmaier and Yager voting no.

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class "B"/"Class B" Retailer's License filed by the Rotary Club of Lake Geneva for the event of Oktoberfest, to be held October 7 and October 8, from 10 a.m. to 10 p.m., located on Broad St and Geneva St

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

Discussion/Recommendation regarding a Tier 1 Event Permit Application filed by the Lake Geneva Business Improvement District for the event of Maxwell Street Days, to be held August 25-27, from 9:00 a.m. to 9:00 p.m. daily, located at Downtown Lake Geneva Businesses

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

Discussion/Recommendation regarding purchasing an aerator to circulate lake water on the east side of Riviera Beach (Geneva Lake Environmental Agency request and Piers, Harbors, and Lakefront Committee recommended approval on July 11, 2023)

Motion by Yunker to approve, second by Dunn. Harbormaster Russell addressed the committee regarding the purchase of the aerator and explained it would be necessary to help in the reduction of e-coli. The cost would be between \$1,500 and \$1,800 and would be covered by the lakefront fund. Motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding implementation of a West End Kayak/Paddleboard \$5.00 launch fee (Piers, Harbors, and Lakefront Committee recommended approval on July 11, 2023)

Motion by Yunker to approve, second by Dunn. No discussion. Motion carried 4-1 with Fesenmaier voting no.

Discussion/Recommendation regarding a possible special event permit ordinance and special event planning guide (including information related to waiving of parking fees)

Howell stated that the staff would be asked to develop a policy based on meetings held with alders.

Motion by Yager to approve and to direct staff to develop a policy, second by Fesenmaier. Yager stated that Kenosha policy could serve as a good guideline and adapt it to make it work for the City. Motion carried 5-0.

Discussion/Recommendation regarding the bid award for the Automatic Chain Link Fence Gate and Operator at Oak Hill Cemetery to Century Fence in an amount not to exceed \$19,100.00 (Cemetery Board approved on June

21, 2023)

Motion by Fesenmaier to continue, second by Yager. Clerk Kropf noted that the Cemetery Board did approve this on June 21 and that from her understanding it was in the budget. Motion carried 5-0.

Discussion regarding Hillmoor Property Goat Grazing donations and expenses

Finance Director Pisarcik noted that the City took in approximately \$8,700 in donations for the goats. She added that she has not yet received a bill from the vendor. Yager added that this was being presented to ensure that the City was not spending City tax dollars on this. No action taken.

Discussion regarding May 2023 Treasurer's Report and Budget versus Actual Report

Finance Director Pisarcik gave her presentation concerning the May 2023 Treasurer's report and Budget versus Actual report, as outlined in the packet. No action taken.

Presentation of Accounts

Pre-paid Bills: \$142,223.54

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

Regular Bills: \$322,290.27

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

Adjournment

Motion by Yunker to adjourn, second by Dunn. Motion carried 5-0. Meeting adjourned at 4:54 p.m.



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

CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION COMMITTEE

TUESDAY, AUGUST 15, 2023 - 4:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, Cindy Yager, and Tim Dunn

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 <https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream>
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. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the August 1, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed
5. **Licenses & Permits**
 - a. Discussion/Recommendation regarding a Taxi Company License Application filed by Cruzin Transportation LLC, Cynthia Hansen, Agent for the term to expire June 30, 2024
 - b. Discussion/Recommendation regarding a Tier I Event Permit application filed by Gygax Memorial Fund for the event of Dragon Days Festival of Fantasy to take place October 13, 2023 through October 15, 2023, 10:00 a.m to 6:00 p.m daily, located in Library Park
6. Discussion/Recommendation regarding **Ordinance 23-08** an ordinance amending Chapter 34, Historic Preservation, of the City of Lake Geneva Municipal Code
7. Discussion/Recommendation regarding Task Order #29 by Kapur Engineering for design, management, and assessment of new sidewalk along Lake Geneva Blvd. and Edwards Blvd. as requested by the Public Works Committee
8. Discussion/Recommendation regarding options for the Lake Geneva Riviera/Beach ADA Access

Project

9. Discussion/Recommendation regarding Short Term Rental code Enforcement and possible ordinance changes
10. Discussion/Recommendation regarding reducing the speed limit on Edwards Blvd, south of the Bloomfield Road Intersection, to 30 mph
11. Discussion/Recommendation regarding the City of Lake Geneva Volunteer Liability Waiver form

12. Presentation of Accounts

- a. Pre-paid Check Report: \$58,817.23
- b. Regular Check Report: \$188,977.51

13. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.

**CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION
COMMITTEE MINUTES**

TUESDAY, AUGUST 1, 2023 - 4:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, Cindy Yager, and Tim Dunn

Call to Order by Chairperson Howell

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

Roll Call

Present: Howell, Yager, Dunn, Fesenmaier, and Yunker

Absent: None

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

Mary Sibbing; 1725 Hillcrest Dr; Spoke on behalf the Lake Geneva Cemetery Board and in favor of awarding the bid for the Oakhill Cemetery Gate.

Approval of the July 18, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed
Motion by Yunker to approve, second by Yager. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding a Temporary Alcohol Premises Extension application filed by Lake City Social for the event of Lake Geneva Jaycees Trick or Treating, to take place on Sunday, October 29, 2023 from Noon to 6:00 p.m.

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

Discussion/Recommendation regarding a Temporary Alcohol Premises Extension application filed by Lake City Social for the event of 2nd annual Cars & Company Pediatric Cancer Fundraiser, to take place on Sunday, September 10, 2023 from Noon to 7:00 p.m.

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

Discussion/Recommendation regarding a Temporary Alcohol Premises Extension application filed by Lake City Social for the event of Lake Geneva Lion's Club Oktoberfest Fundraiser, to take place on Saturday, October 7, 2023 and Sunday, October 8, 2023 from 11:00 a.m. to 10:00 p.m. both days

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

Discussion/Recommendation regarding a Tier II Event Permit application filed by the Downtown Business Improvement District (BID) for the event of Lake Geneva Oktoberfest to take place on Saturday, October 7, 2023 (10:00 a.m. to 10:00 p.m.) and Sunday, October 8, 2023 (10:00 a.m. to 9:00 p.m.) located on the Downtown sections of Broad Street and Geneva Street

Motion by Yager to approve, second by Fesenmaier.

Motion by Howell to allow Alex Binanti from the BID to speak, second by Fesenmaier.

Alex Binanti stated that this year's fest would follow the 2018 and 2019 layout. She added that she is working with the Police and Fire to develop an alternative route plan as in previous years.

Motion carried 5-0.

Discussion/Recommendation regarding a Tier I Event Permit application filed by Dawn Marie Mancuso for the event of Fat Tire Charity Ride to take place on Saturday, September 9, 2023 8:30 a.m. to 11:00 a.m., located in the Center Street Lot located behind Champs Bar & Grill

Motion by Yager to approve, second by Dunn. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding the bid award for the Automatic Chain Link Fence Gate and Operator at Oak Hill Cemetery to Century Fence in an amount not to exceed \$19,100.00 (Cemetery Board approved on June 21, 2023)

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

Discussion/Recommendation regarding Pay Request #4 filed by Asphalt Contractors Inc (via MSA Engineering) for the 2023 Mariane Terrace and Pine Tree Lane Improvements Project, in an amount not to exceed \$198,558.49

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

Discussion/Recommendation regarding surplus Department of Public Works materials/equipment to be placed in the Wisconsin Online Surplus Auction site

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

Discussion/Recommendation regarding bid award for the Library and City Hall ADA Door Opener Project

Motion by Yunker to approve, second by Dunn. Fesenmaier questioned if this would make the restrooms not just ADA compliant, but also accessible. Library Director Kornak noted that this is a shared project with City Hall, with the end goal being that the public restrooms be accessible for all.

Clerk Kropf explained that the committee would need to choose a vendor from the bid tab; the lowest apparent bidder is Automatic Entrances.

Motion by Howell to amend to award the bid to Automatic Entrances, second by Yager. Motion to amend carried on a roll call vote 5-0.

Original motion as amended carried 5-0.

Discussion/Recommendation regarding **Resolution 23-R42** a resolution authorizing the write off of 2021 delinquent personal property taxes in the amount of \$5,251.61 deemed uncollectible, either due to business closure or Assessor error

Motion by Yager to approve **Resolution 23-R42**, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion regarding the June Treasurer's Report and Budget versus Actual Report

Finance Director Pisarcik presented the June Treasurer's Report and the Budget versus Actual Report as presented in the packet. No action taken.

Presentation of Accounts

Pre-paid Bills: \$452,717.84

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

Regular Bills: \$206,893.93

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

Adjournment

Motion by Yager to adjourn, second by Fesenmaier. Motion carried 5-0. Meeting adjourned at 4:49 p.m.

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

[Report].Invoice GL Account = {<>} 61

[Report].Invoice GL Account = {<>} 62

Invoice.Batch = "08042023","08082023","08092023","08102023"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
08/04/2023	83240	2046	ALLIANT ENERGY	90.92
08/04/2023	83241	2198	BOUND TREE MEDICAL LLC	195.72
08/04/2023	83242	2354	CULLIGAN OF BURLINGTON	98.00
08/04/2023	83243	5176	DINGES FIRE COMPANY	833.82
08/04/2023	83244	4794	FAIRWYN SB INC	230.00
08/04/2023	83245	2511	FLOWER, JIM	216.86
08/04/2023	83246	6474	GFC LEASING - WI	247.81
08/04/2023	83247	6859	GREBENOR, NANCY T	28.95
08/04/2023	83248	2620	H&R MACHINE	297.50
08/04/2023	83249	2652	HENRY SCHEIN INC	51.42
08/04/2023	83250	2658	HEYER TRUE VALUE	59.98
08/04/2023	83251	2670	HOME DEPOT	1,591.98
08/04/2023	83252	3024	MUTUAL OF OMAHA	3,804.93
08/04/2023	83253	1009	NYQUIST COMMUNICATIONS ENGINEERING LLC	1,625.00
08/04/2023	83254	3225	RELIANT FIRE APPARATUS INC	802.66
08/04/2023	83255	3233	RHYME BUSINESS PRODUCTS	120.03
08/04/2023	83256	6125	SIREN SERVICES LLC	441.42
08/04/2023	83257	6861	TERCHIN, BONNIE	20.00
08/04/2023	83258	4908	THENNES, ALLEN J	315.00
08/04/2023	83259	4944	TRACTOR SUPPLY CREDIT PLAN	28.94
08/04/2023	83260	4945	TSI INC	1,213.16
08/04/2023	83261	4973	US BANK	1,142.98
08/04/2023	83262	5073	WELDERS SUPPLY CO	300.00
08/04/2023	83263	6860	YERKES OBSERVATORY	879.18
08/04/2023	83264	5428	CITY OF LAKE GENEVA POLICE DEPT	96.89
08/08/2023	83265	6856	CRYE PRECISION LLC	515.62
08/09/2023	83266	2046	ALLIANT ENERGY	24,825.16
08/09/2023	83267	5770	AT & T TELECONFERENCE SERVICES	62.37
08/09/2023	83268	2109	AT&T MOBILITY	1,402.56
08/09/2023	83269	6863	BOBOLA, AVA	750.00
08/09/2023	83270	2273	CHASE CARD SERVICES	7,686.07
08/09/2023	83271	2561	GENEVA ON LINE	39.00
08/09/2023	83272	6864	MILLER, SHARON	920.00
08/09/2023	83273	3001	SECURIAN FINANCIAL GROUP	3,230.36
08/09/2023	83274	6285	SCHLITZ AUDUBON NATURE CENTER	440.00
08/10/2023	83312	6866	ISAIAS, HEIDI	500.00
08/10/2023	83313	6865	JUNTUNEN, BRIAN	930.00
Grand Totals:				56,034.29

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
11-00-00-21100	358.32	40,211.25-	39,852.93-
11-00-00-21340	2,977.59	.00	2,977.59
11-00-00-21555	1,826.14	.00	1,826.14
11-00-00-21562	1,391.73	.00	1,391.73
11-00-00-21564	587.06	.00	587.06
11-00-00-24210	1.04	.00	1.04
11-00-00-46100	7.26	.00	7.26
11-10-00-51330	228.43	.00	228.43
11-15-10-53320	714.72	.00	714.72
11-15-10-54500	219.13	.00	219.13
11-16-10-52220	3,975.24	.00	3,975.24
11-16-10-53500	196.28	2.98-	193.30
11-16-10-53600	68.00	.00	68.00
11-21-00-52210	1,441.56	.00	1,441.56
11-21-00-52220	39.55	.00	39.55
11-21-00-53120	96.54	.00	96.54
11-21-00-53310	360.00	.00	360.00
11-21-00-53420	147.90	.00	147.90
11-21-00-53610	93.71	.00	93.71
11-21-00-53800	90.14	.00	90.14
11-21-00-53990	202.01	.00	202.01
11-21-00-54100	195.00	.00	195.00
11-21-00-57370	515.62	.00	515.62
11-22-00-52220	1,510.04	.00	1,510.04
11-22-00-52400	1,543.60	259.94-	1,283.66
11-22-00-53410	58.82	.00	58.82
11-22-00-53500	175.85	.00	175.85
11-22-00-53510	259.00	.00	259.00
11-22-00-53990	183.98	.00	183.98
11-22-00-54100	624.34	.00	624.34
11-22-00-54500	1,625.00	.00	1,625.00
11-22-00-58000	172.84	.00	172.84
11-22-00-58100	642.54	95.40-	547.14
11-22-00-58200	1,861.62	.00	1,861.62
11-24-00-53100	120.03	.00	120.03
11-24-00-53300	209.60	.00	209.60
11-29-00-52220	49.88	.00	49.88
11-32-10-52220	870.76	.00	870.76
11-32-10-52500	250.96	.00	250.96
11-32-10-53400	320.71	.00	320.71
11-32-10-53450	139.05	.00	139.05
11-32-10-53500	49.70	.00	49.70
11-32-13-56810	148.00	.00	148.00
11-34-10-52220	358.91	.00	358.91
11-34-10-52230	9,162.95	.00	9,162.95
11-51-10-52220	1,223.01	.00	1,223.01
11-52-00-52220	539.47	.00	539.47
11-52-00-53400	111.63	.00	111.63
11-52-00-53500	473.78	.00	473.78
11-52-00-53620	59.98	.00	59.98
11-52-00-58400	565.21	.00	565.21
11-52-00-59220	42.21	.00	42.21
11-52-01-52220	1,043.13	.00	1,043.13

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
11-70-00-57800	440.00	.00	440.00
40-00-00-21100	1,020.82	10,069.06-	9,048.24-
40-54-10-52220	674.92	.00	674.92
40-55-10-23530	5,000.00	.00	5,000.00
40-55-10-46740	.00	1,020.82-	1,020.82-
40-55-10-53600	34.00	.00	34.00
40-55-20-52400	13.04	.00	13.04
40-55-20-53600	98.00	.00	98.00
40-55-30-52220	4,249.10	.00	4,249.10
42-00-00-21100	.00	19.96-	19.96-
42-34-50-46330	19.96	.00	19.96
45-00-00-21100	.00	230.00-	230.00-
45-00-00-44520	230.00	.00	230.00
48-00-00-21100	.00	119.39-	119.39-
48-00-00-52220	90.92	.00	90.92
48-00-00-53500	28.47	.00	28.47
50-00-00-21100	.00	1,407.82-	1,407.82-
50-22-00-58000	1,407.82	.00	1,407.82
61-00-00-21100	.00	10.73-	10.73-
61-00-00-92630	10.73	.00	10.73
62-00-00-21100	.00	13.61-	13.61-
62-00-00-92630	13.61	.00	13.61
99-00-00-21100	12.33	5,343.94-	5,331.61-
99-00-00-52110	820.00	.00	820.00
99-00-00-52220	1,085.99	.00	1,085.99
99-00-00-53120	12.57	.00	12.57
99-00-00-54100	.00	12.33-	12.33-
99-00-00-54140	2,400.00	.00	2,400.00
99-00-00-54150	50.00	.00	50.00
99-00-00-54155	338.07	.00	338.07
99-00-00-55110	137.50	.00	137.50
99-00-00-55150	252.00	.00	252.00
99-00-00-55320	247.81	.00	247.81
Grand Totals:	58,817.23	58,817.23-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

[Report].Invoice GL Account = {<>} 61

[Report].Invoice GL Account = {<>} 62

Invoice.Batch = "08042023","08082023","08092023","08102023"

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "08022023","08162023","08162023A","L08162023","L08162023A"

Invoice Detail.GL account (2 Characters) = {<>} "61"

Invoice Detail.GL account (2 Characters) = {<>} "62"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
ALL PRO CLEANING SYSTEMS				
2941	07/23/2023	BUILDING CLEANING	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	2,293.00
Total ALL PRO CLEANING SYSTEMS:				2,293.00
ASSOCIATED APPRAISAL CONSULTANTS INC				
169620	08/01/2023	2023 REVALUATON PROGRAM	11-15-40-52100 ASSESSOR CONTRACTED SERVICES	23,398.02
169620	08/01/2023	2023 REVALUATON PROGRAM-	11-15-40-52100 ASSESSOR CONTRACTED SERVICES	5.67
169620	08/01/2023	AUG 2023 ASSESSMENT SVCS	11-15-40-52100 ASSESSOR CONTRACTED SERVICES	3,541.67
Total ASSOCIATED APPRAISAL CONSULTANTS INC:				26,945.36
BAKER TILLY MUNICIPAL ADVISORS LLC				
BTMA21073	07/28/2023	ARBITRAGE COMPLIANCE REP	11-15-10-52120 ACCTG CONSULTANT FEES	400.00
Total BAKER TILLY MUNICIPAL ADVISORS LLC:				400.00
BATZNER PEST CONTROL				
48902430	07/18/2023	PEST CONTROL	40-55-10-53600 UPPER RIVIERA MAINTENANCE	157.30
Total BATZNER PEST CONTROL:				157.30
BEARINGS INC SOUTH				
72159	07/12/2023	RBC BEARINGS	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	86.04
Total BEARINGS INC SOUTH:				86.04
BUMPER TO BUMPER AUTO PARTS				
662-475635	07/31/2023	REFILLS 30 PACK	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	7.79
Total BUMPER TO BUMPER AUTO PARTS:				7.79
COPIES & PRINTS PLUS LLC				
337385	07/31/2023	PROMO RACK CARDS-SWIFT N	11-70-00-57800 AVIAN COMMITTEE EXPENSES	26.00
337453	08/07/2023	SWIFT NIGHT OUT FLIERS	11-70-00-57800 AVIAN COMMITTEE EXPENSES	13.50
Total COPIES & PRINTS PLUS LLC:				39.50
DEKIND COMPUTER CONSULTANTS				
36573	08/01/2023	IT SERVICES-SEPT 2023	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	7,385.00
36586	07/26/2023	BATTERY BACKUP-WALLING	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	114.84
36722	08/04/2023	O365 LICENSES	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	1,032.00
Total DEKIND COMPUTER CONSULTANTS:				8,531.84
DEMCO INC.				
7341222	07/31/2023	PROCESSING SUPPLIES	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	288.33

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DEMCO INC.:				288.33
DUNN LUMBER				
1479448	07/31/2023	PADLOCKS FOR AC PANEL	99-00-00-53500 LIBRARY MAINT SUPPLIES	19.98
Total DUNN LUMBER:				19.98
EVERGREEN SEPTIC SERVICE LLC				
20176	05/18/2023	GREASE TRAPS / DISPOSAL	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	202.50
Total EVERGREEN SEPTIC SERVICE LLC:				202.50
FASTENAL COMPANY				
WIELK177887	07/21/2023	NUTS & BOLTS - SHOP SUPPLI	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	57.94
Total FASTENAL COMPANY:				57.94
GAGE MARINE CORP				
224890	07/25/2023	BUOY INSTALL	40-52-10-52640 BUOYS & BOAT STALLS-REPAIRS	245.80
Total GAGE MARINE CORP:				245.80
GFL ENVIRONMENTAL				
V20000014562	07/31/2023	ST SWEEPINGS DISPOSAL	11-36-00-52960 SOLID WASTE-STREET DEPT	2,785.85
Total GFL ENVIRONMENTAL:				2,785.85
GORDON FLESCH CO INC				
IN14309487	08/05/2023	COPIE	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	86.52
Total GORDON FLESCH CO INC:				86.52
INGRAM LIBRARY SERVICES				
July statement	08/04/2023	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	3,070.89
July statement	08/04/2023	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	1,538.30
July statement	08/04/2023	ADULT NONPRINT	99-00-00-54140 LIBRARY NONPRINT MATERIALS	174.50
Total INGRAM LIBRARY SERVICES:				4,783.69
IQ RESOURCE GROUP INC				
116061	07/28/2023	TEMP PARKING STAFF	11-15-10-51200 ACCOUNTING WAGES	126.48
116061	07/28/2023	TEMP PARKING STAFF	42-34-50-51160 PARKING WAGES-CLERK/DISPATCH	1,138.32
116187	08/04/2023	TEMP PARKING STAFF	42-34-50-51160 PARKING WAGES-CLERK/DISPATCH	1,138.32
116187	08/04/2023	TEMP PARKING STAFF	11-15-10-51200 ACCOUNTING WAGES	126.48
Total IQ RESOURCE GROUP INC:				2,529.60
JAMES IMAGING SYSTEMS INC				
1340946	07/25/2023	COPIER- JUNE / JULY	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	182.49
Total JAMES IMAGING SYSTEMS INC:				182.49
JERRY WILLKOMM INC				
297310	07/24/2023	1700.0 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	5,931.30

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total JERRY WILLKOMM INC:				5,931.30
JOHNS DISPOSAL SERVICE INC				
1156936	08/04/2023	AUGUST SERVICE-GARBAGE	11-36-00-52940 SOLID WASTE-RESIDENTIAL	37,511.91
1156936	08/04/2023	AUGUST SERVICE-RECYCLE	11-36-00-52970 SOLID WASTE-RECYCLING	20,584.53
Total JOHNS DISPOSAL SERVICE INC:				58,096.44
JUNIOR LIBRARY GUILD				
657400	09/01/2023	YOUTH BOOKS-SPANISH	99-00-00-54110 LIBRARY YOUTH MATERIALS	254.88
Total JUNIOR LIBRARY GUILD:				254.88
KAESTNER AUTO ELECTRIC				
424908	08/04/2023	LENS #124	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	143.00
Total KAESTNER AUTO ELECTRIC:				143.00
KAPUR & ASSOCIATES INC				
118217	03/27/2023	SUMMERHAVEN PH 3	11-00-00-13910 A/R BILL OUTS	897.78
118221	03/27/2023	GOLEN YEARS	11-00-00-13910 A/R BILL OUTS	43.50
118785	04/27/2023	VISTAS SHODEEN	11-00-00-13910 A/R BILL OUTS	1,250.64
118948	05/09/2023	1120 S LSD UNITS 1-4	11-00-00-13910 A/R BILL OUTS	448.00
120211	07/14/2023	STONERIDGE PH 2	11-00-00-13910 A/R BILL OUTS	440.00
120212	07/14/2023	TOWNE BANK	11-00-00-13910 A/R BILL OUTS	630.00
120213	07/19/2023	STONE RIDGE PH 3	11-00-00-13910 A/R BILL OUTS	1,446.70
120214	07/14/2023	1120 S LSD UNITS 1-4	11-00-00-13910 A/R BILL OUTS	126.00
120215	07/14/2023	2023 STREET PROGRAM	43-32-10-17010 STREET IMP PROGRAM	3,029.23
120217	07/14/2023	CEDAR ST-PR	11-00-00-13910 A/R BILL OUTS	252.00
120218	07/14/2023	ENGINEERING SVC-GIS UPDAT	11-30-00-52160 CITY ENGINEERING FEES	159.00
120219	07/19/2023	ENGINEERING SVC-RIVIERA PA	11-30-00-52160 CITY ENGINEERING FEES	2,870.00
120220	07/14/2023	ENGINEERING SVC-LAGOON S	43-40-00-17015 LAKEFRONT CAPITAL PROJECTS	1,183.03
120221	07/14/2023	SUMMERHAVEN PH 3	11-00-00-13910 A/R BILL OUTS	14,231.24
120222	07/14/2023	ENGINEERING SVC-LOGAN ST	11-30-00-52160 CITY ENGINEERING FEES	312.00
120223	07/14/2023	GAP PROPERTIES	11-30-00-52160 CITY ENGINEERING FEES	224.00
120234	07/17/2023	VISTAS SHODEEN	11-00-00-13910 A/R BILL OUTS	5,271.54
120346	07/19/2023	LG TENNIS ADDITION	11-00-00-13910 A/R BILL OUTS	948.00
Total KAPUR & ASSOCIATES INC:				33,762.66
LAKE GENEVA UTILITY				
1220 SAGE ST	07/13/2023	1220 SAGE ST	45-00-00-24520 WATER IMPACT FEES	2,530.00
1220 SAGE ST	07/13/2023	1220 SAGE ST	45-00-00-24530 SEWER IMPACT FEES	4,103.00
804 GENEVA P	07/31/2023	804 GENEVA PKWY	45-00-00-24520 WATER IMPACT FEES	2,530.00
804 GENEVA P	07/31/2023	804 GENEVA PKWY	45-00-00-24530 SEWER IMPACT FEES	4,103.00
816 GENEVA P	07/31/2023	816 GENEVA PKWY	45-00-00-24520 WATER IMPACT FEES	2,530.00
816 GENEVA P	07/31/2023	816 GENEVA PKWY	45-00-00-24530 SEWER IMPACT FEES	4,103.00
Total LAKE GENEVA UTILITY:				19,899.00
LARRY'S TOWING & RECOVERY				
9148	07/30/2023	TOWING-JEEP CHEEROKEE	11-34-10-52900 CAR TOWING	280.00
Total LARRY'S TOWING & RECOVERY:				280.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
MARED MECHANICAL				
8011	07/31/2023	HVAC SUMMER PM	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	882.50
Total MARED MECHANICAL:				882.50
MIDSTATE EQUIPMENT				
V81631	07/21/2023	OAK HILL 21" CUT BLADE	48-00-00-53990 CEM MISC EXP	75.51
Total MIDSTATE EQUIPMENT:				75.51
MINUTEMAN PRESS				
52838	06/07/2023	KIOSK STICKERS \$10	40-54-10-53990 BEACH MISCELLANEOUS	64.37
Total MINUTEMAN PRESS:				64.37
ODP BUSINESS SOLUTIONS LLC				
324108180001	07/26/2023	POST IT/BINDER CLIP/MACH TA	11-16-10-53100 CITY HALL OFFICE SUPPLIES	25.31
Total ODP BUSINESS SOLUTIONS LLC:				25.31
OFFICE PRO INC				
655683-0	06/05/2023	TISSUES 2 PLY	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	1,372.50
656110-0	06/08/2023	EAR PLUGS & GLOVES	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	218.10
658678-1	07/17/2023	HAND SOAP SHOP	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	1,175.00
C 658678-0	08/01/2023	HAND SOAP SHOP	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	1,468.75
Total OFFICE PRO INC:				1,296.85
PESCHES GREENHOUSE				
25571	07/05/2023	FUNERAL FLOWERS-LAWEREN	11-11-00-53990 COUNCIL MISCELLANEOUS EXPENSE	75.00
25584	07/11/2023	FUNERAL FLOWERS-RUZ MARI	11-11-00-53990 COUNCIL MISCELLANEOUS EXPENSE	75.00
25624	07/27/2023	FUNERAL FLOWERS-SARAH W	11-11-00-53990 COUNCIL MISCELLANEOUS EXPENSE	70.00
Total PESCHES GREENHOUSE:				220.00
PFI FASHIONS INC				
107724	07/24/2023	BEACH STAFF UNIFORMS	40-54-10-53990 BEACH MISCELLANEOUS	42.86
Total PFI FASHIONS INC:				42.86
PLAYAWAY PRODUCTS LLC				
437226	08/02/2023	STICKER REPLACEMENT	99-00-00-54110 LIBRARY YOUTH MATERIALS	2.99
Total PLAYAWAY PRODUCTS LLC:				2.99
POMP'S TIRE SERVICE INC				
60313774	08/04/2023	TOWMAX VANGUARD MOWING	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	311.00
Total POMP'S TIRE SERVICE INC:				311.00
ROTE OIL				
232070614	07/26/2023	500.6 GALS ON ROAD DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	1,476.76
232160411	08/04/2023	207.6 GALS DIESEL ON ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	736.98
232160412	08/04/2023	235.7 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	763.67
Total ROTE OIL:				2,977.41

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
RUSSELL CESCHI INSPECTIONS LLC				
JUNE-JULY 20	08/04/2023	COMM ELECTRIC INSP-JUN-JU	11-24-00-52190 CONTRACT BUILDING INSPECTOR	790.00
Total RUSSELL CESCHI INSPECTIONS LLC:				790.00
SCHMITZ READY MIX INC				
1060830-IN	08/01/2023	STORM SEWER REPAIR & REP	43-32-10-17010 STREET IMP PROGRAM	1,414.00
Total SCHMITZ READY MIX INC:				1,414.00
SHERWIN WILLIAMS				
8494-0	07/25/2023	5 GAL XYENE 5-SW PAINT SPR	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	265.11
8586-3	07/27/2023	PARKS PAINTING SUPPLIES	11-52-00-53520 GROUNDS MAINT SUPPLIES	170.67
Total SHERWIN WILLIAMS:				435.78
SHRED-IT				
8004361772	07/25/2023	SHREDDING SVC-JULY	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	69.06
Total SHRED-IT:				69.06
STATE OF WISCONSIN				
64-246 07/23	07/31/2023	COURT FINES-JUL 2023	11-12-00-24240 COURT FINES-STATE	7,254.96
Total STATE OF WISCONSIN:				7,254.96
ULINE				
166407295	07/25/2023	SAFETY MIRRO-CH BY BATHRO	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	51.00
Total ULINE:				51.00
UNIQUE MANAGEMENT SERVICES INC				
6115916	08/01/2023	COLLECTION FEES-JUL	99-00-00-55110 LIBRARY CIRCULATION SUPPLIES	92.70
Total UNIQUE MANAGEMENT SERVICES INC:				92.70
UNITED PUBLIC SAFETY INC				
UPS00050684	07/31/2023	PLATE LOOKUPS JULY	42-34-50-54500 SUPPORT CONTRACTS	595.00
Total UNITED PUBLIC SAFETY INC:				595.00
VORPAGEL SERVICE INC				
SI2212158	08/04/2023	HVAC MAINTENANCE CONTRA	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	943.00
Total VORPAGEL SERVICE INC:				943.00
WALWORTH COUNTY TREASURER				
64-246 07/23	07/31/2023	COURT FINES-JUL 2023	11-12-00-24200 COURT FINES-COUNTY	2,583.10
Total WALWORTH COUNTY TREASURER:				2,583.10
WIL-KIL PEST CONTROL				
4695521	07/14/2023	PEST CONTROL	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	65.00
Total WIL-KIL PEST CONTROL:				65.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
WINDY CITY LINEN				
246982	07/27/2023	LINEN-YERKES OBSERVATORY	40-55-10-46740 UPPER RIVIERA REVENUE	120.82
Total WINDY CITY LINEN:				120.82
WISCONN VALLEY MEDIA GROUP				
121990	06/28/2023	LN- ADA DOOR OPENER BID N	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	54.77
122697	07/05/2023	LN- PUBLIC HEARING 567 BRO	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	48.96
122698	07/05/2023	LN- GDP 1120 S LAKESHORE D	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	48.96
122699	07/05/2023	LN- PIP 1120 S LAKESHORE DR	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	67.91
122704	06/28/2023	LN- SQRL SERVICE STATION R	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	18.05
123059	07/05/2023	LAKE GENEVA DAY ANNOUNCE	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	339.95
124191	07/26/2023	LN- LAGOON SEAWALL BID NO	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	74.88
Total WISCONN VALLEY MEDIA GROUP:				653.48
Grand Totals:				188,977.51

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "08022023","08162023","08162023A","L08162023","L08162023A"

Invoice Detail.GL account (2 Characters) = {<>} "61"

Invoice Detail.GL account (2 Characters) = {<>} "62"



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

CITY OF LAKE GENEVA PERSONNEL COMMITTEE

MONDAY, AUGUST 7, 2023 - 4:00 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Members: Chairperson Tim Dunn, Linda Frame, Ken Howell, Joan Yunker, and Shari Straube

AGENDA

1. Meeting called to order by Chairperson Dunn
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the January 3, 2023 Personnel Committee minutes as prepared and distributed
5. Discussion/Recommendation regarding the proposed Park Manager position
6. Discussion/Recommendation regarding the annual employee evaluation form
7. **Adjournment**

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

CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES
TUESDAY, JANUARY 3, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Members: Chairperson Rich Hedlund, John Halverson, Tim Dunn, Ken Howell, and Cindy Yager

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

Roll Call

Present: Hedlund, Halverson, Howell, and Dunn

Absent: Yager (excused)

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

Approval of the minutes October 3, 2022 Personnel Committee meeting as prepared and distributed
Motion by Halverson to approve, second by Howell. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 23-R01** a resolution to establish the 2023 Salaries for the Municipal Judge and City Attorney

Committee discussion included to not increase the wages for the Municipal Judge and City Attorney.
Motion by Howell to not change the wages for the Municipal Judge and City Attorney, second by Halverson.
Motion carried 3-1, with Halverson voting no.

Adjournment

Motion by Howell to adjourn, second by Hedlund. Motion carried 4-0. The meeting adjourned at 4:07 p.m.



CITY OF LAKE GENEVA AGENDA ITEM REQUEST FORM

PLEASE ATTACH ANY INFORMATION THAT YOU WOULD LIKE INCLUDED IN
THE AGENDA PACKET.

1. Name of individual(s) requesting agenda item. (Per § 2.42(c) of the municipal code, agenda item request must be submitted by two Aldermen, Mayor or Administrator and must be received by the City Clerk at least two Fridays prior to the scheduled City Council meeting.)

Mary Jo Fesenmaier
Cynthia Yager

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

-Discussion/recommendation regarding Park Manager
job description and other affected staff positions
including the Appendix A Org. Chart.

3. Committee, Board or Commission which you are asking to review this item.

Personnel Committee

4. Date of meeting(s).

July 2023

Signature: Mary Jo Fesenmaier Date: June 20, 2023
Signature: Cynthia Yager Date: June 22, 2023

For Office Use Only

Date Received by Clerk: _____

Committee/Council and Meeting Date Scheduled: _____

Notes: _____

Copies Provided to: _____ City Administrator

CITY OF LAKE GENEVA

AGENDA ITEM REQUEST FORM

PLEASE ATTACH ANY INFORMATION THAT YOU WOULD LIKE INCLUDED IN THE AGENDA PACKET.

1. Name of individual(s) requesting agenda item. (Per § 2.42(c) of the municipal code, agenda item request must be submitted by two Aldermen, Mayor or Administrator and must be received by the City Clerk at least two Fridays prior to the scheduled City Council meeting.)

Cynthia Yager & Mary Jo Fesenmair

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

Discussion/recommendation regarding the review of draft outlines for City Park Manager position created by the

over →

3. Committee, Board or Commission which you are asking to review this item.

~~XXXXXX XXXXX~~ Personnel Committee

4. Date of meeting(s).

~~XXXXXX XXX XXXXX~~ April 3, 2023

Signature:

Cynthia Yager

Date:

3/17/2023

Signature:

Mary Jo Fesenmair

Date:

3/17/2023

For Office Use Only

Date Received by Clerk: March 17, 2023

Committee/Council and Meeting Date Scheduled:

Notes:

Copies Provided to:

City Administrator

Public Works Dept. Motion in this matter was made & approved Monday Oct. 3, 2022.

CITY OF LAKE GENEVA

AGENDA ITEM REQUEST FORM

PLEASE ATTACH ANY INFORMATION THAT YOU WOULD LIKE INCLUDED IN THE AGENDA PACKET.

1. Name of individual(s) requesting agenda item. (Per § 2.42(c) of the municipal code, agenda item request must be submitted by two Aldermen, Mayor or Administrator and must be received by the City Clerk at least two Fridays prior to the scheduled City Council meeting.)

Cynthia Yager & Mary Jo Fesenmair

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

Discussion/recommendation regarding the review of draft outlines for City Park Manager position created by the

over →

3. Committee, Board or Commission which you are asking to review this item.

~~XXXXXX XXXXX~~ Personnel Committee

4. Date of meeting(s).

~~XXXXXX XXX XXXXX~~ April 3, 2023

Signature: Cynthia Yager

Date: 3/17/2023

Signature: Mary Jo Fesenmair

Date: 3/17/2023

For Office Use Only

Date Received by Clerk: MARCH 17, 2023

Committee/Council and Meeting Date Scheduled: _____

Notes: _____

Copies Provided to: City Administrator

Public Works Dept. Motion in this matter was made & approved Monday Oct. 3, 2022.

Draft one is comprised using the new position of Park Manager. Under this scenario the line of succession would be the 1. Director, 2. Superintendent, 3. Foreman and 3. Parks Manager, 4. Streets and Park Staff.

The Foreman would oversee; Riviera Building Manager, City Hall Building Manager, 9 operator II positions, 1 part time and 5 street seasonal workers. The Foreman would also be in charge of the Cemetery Sexton and his crew of 1 Operator I and 1 part time position.

The Parks Manager would lead; Arborist, Assistant Arborist, Forestry Worker , Future parks worker (2026), Future Parks Worker (2028), Future Parks Worker (2030) and 5-6 seasonal lakefront staff.

This scenario would call issue to the fact that a need would arise for parks to coordinate and 'share' operators, trucks and equipment with streets as well as *not* take the burden of 'other work' off the forestry crew as originally intended. I.e; The forestry crew would be under the Parks Manager which means restroom and normal parks duties are included. Without a complete crew all parks staff would need to participate including the forestry crew.

Placing job duties to each division, either parks or streets would be paramount as well as burdensome, keeping in mind the availability of equipment/trucks and operators. The obvious duties for parks are forestry, park facilities and grounds (restrooms, trash, recycling, mowing, painting, etc), bike trail system, winter maintenance of all City owned sidewalks and bike trails. Parks would have no way of completing even half of these tasks without a full crew unless

the forestry crew assisted which would undermine the very reason for the Parks crew in the first place.

Street duties to include maintenance of streets, street sweeping, parking lots, traffic signals, traffic lights, right of ways, street signs, traffic signs, Riviera building, City Hall, storm sewers, catch basins (>1200), curb and gutter, concrete repair, asphalt repair, etc. . Plumbing, HVAC, electrical, carpentry, etc. Downtown garbage. (CDL required) The City also has WisDOT Connecting Highway status for apx 3 miles of multi lane roadway as well which we are responsible for all maintenance.

A few non obvious duties would be compost operations; This requires a front end loader/operator for apx 6-8 weeks in the spring, summer and fall. Leaf/brush collection; This requires a CDL license with air brake endorsement. Cemetery mowing, (parks could mow and free up the sexton and crew for burials, landscaping, equipment maintenance, stone maintenance etc. which is needed) Beach grooming/maintenance. Heavy repair of park equipment would most likely fall to streets or parks would need to tool.

There would need to be street staff added *(1) to compensate for the loss of the Arborist and assistant who at this time share normal street dept duties as well as forestry duties. (the arborist and assistant normally share the morning duties and then switch to forestry, therefore one new staff would compensate for the loss of both as the new staff would stay all day not just in the am)

If a Parks dept. was established, we could use a **3, 5 and 7 year plan to build the dept adding one staff member accordingly. As staff was added this would/could lower the dependency of the parks dept on the street dept shared labor/equip. etc.

Apx cost;

Park manager; \$92,000.00 (2023)

*Operator II; \$134,000.00 (2024)

**Future 1, 2026; \$139,000.00

**Future 2, 2028; \$144,000.00

**Future 3, 2030; \$149,000.00

Year 1; \$92,000.00 (2023)

Year 2; \$226,000.00 (2024)

2026; \$365,000.00

2028; \$509,000.00

2030; \$658,000.00

This is assuming most of the equipment now used by the street dept in parks would move to parks as streets would no longer need it. (costs do not reflect equipment replacement schedules) However, we would assume 1 or 2 pickup trucks would be needed as well as miscellaneous equipment as the parks dept grew. The **future workers could be moved up depending on how long the City expected it to take to staff an entire department. The duties assigned to the parks would depend heavily on the number of staff they in fact have, it may be possible to move one or two Street positions depending on the tasks given to each department. The City's recent purchase of the Hillmoor property will have a profound impact on a parks dept. There is obvious debate on who will be caring for the property, however, it is inevitable that City staff will at some point be participating.

Draft 2 is comprised with the scenario of repurposing the Park Manager funds for a *Forestry Operator employee in Streets. Under this scenario the org chart would remain as-is;

1. Director – 2. Superintendent – 3. Foreman/Arborist – 4. Rank and file staff.

With the additional staff, all job duties would remain unchanged; however, the *Forestry Op would be added to the forestry crew at all times when needed, not just when an existing staff member can be freed up. When not needed, which would not be often, the *Forestry Op would simply assume regular street duties as assigned. These additions also have the potential of freeing up the arborist from regular duties and have him/her concentrate on forestry responsibilities. With the addition of **1 staff member in 2024 and again in ***2025, it would also free up the arborist assistant and allow ongoing tree care when the Arborist is busy with other duties. One must remember that not all arborist duties are physical. Duties include budgeting, planning, phone calls, tree selection, seminars, continued education, etc. which is one issue we face as many times there remains little time for these tasks. *This scenario would not relieve the Park, Tree, Cemetery and Avian groups of overwhelming work however, nor leave a foundation for growing a Park and Rec Dept.*

Apx cost; (using costs from #1)

*Forestry Op; \$92,000.00 (2023 repurposed Park Manager funds)

**Operator II; \$134,000.00 (2024)

***Operator II; \$134,000.00 (2025)

Year 1; \$92,000.00 (2023)

Year 2; \$226,000.00 (2024)

Year 3; \$360,000.00 (2025)

With these additions it is assumed DPW would not need to add additional staff until apx 2032 based on the growth of the City and the status of the Hillmoor property.

Scenario 3 captures the essence of several issues the present and former Park Board Chairs have communicated to DPW as well as address the forestry shortage as conveyed by the Tree Board. It also includes many points from scenario 1 and 2 and abates many of the issues along with offering remedies of current shortfalls. Simply, there is too much work for volunteer Park, Avian, Tree and Cemetery Boards to accomplish regarding the growth and vision of the park and rec system. Consensus remains positive among the Park Board and its 2 subsidiaries that the City would benefit from having a full-time Park and Rec Manager/Superintendent. Duties would include the future planning of the parks, combine the wishes of the 3 branches of the Park Board (Avian, Tree, Parks), address shortages in the forestry program, work closely with the Boards/Committees on budget issues and incorporate recreation activity management into one role. Shortfalls in the City's availability of obvious recreation activities for Seniors and those with disabilities would be addressed by this position as well as children and family activities with the Library, YMCA and other organizations. This would offset traditional sports opportunities such as baseball, football, soccer, etc. with all-inclusive activities for those that either by choice or necessity would/could not participate in the traditional sense.

Much discussion was had regarding the Org Chart in this scenario as to who(m) the position would report to, the Administrator or the DPW. After extensive research by the HR Department, it is apparent the position should report directly to the DPW as Parks and Streets are far too intertwined to break off a Parks Department Head and Staff immediately. As the City has only a finite number of DPW Staff it would be almost impossible for two Department Heads to direct the same workforce simultaneously including division of staff, equipment, tools, etc. (Similar to having 2 bosses at work both with the same authority over you) All City Dept Heads work together, although do not share staff. The DPW Admin Assistant is funded by both DPW and Cemeteries although cemetery staff is a direct report to the DPW Super, it is not a separate department.

With the creation of a stand-alone parks department *as the goal*, this plan would be able to come to fruition with a 3, 5 and 7 year transformation outline. When the City is then able to separate streets and parks, the position could be elevated to Park and Rec Director with all the duties and responsibilities at the will of the Council.

Discussions with Forestry have produced the recommendation to leave Forestry under Public Works *until* a stand-alone Parks Department is established, this would abate short term equipment and staffing issues as Forestry is an integral part of winter and compost operations.

Allowing Forestry to remain temporarily under DPW along with the Staff additions would make sense at this time as Forestry relies heavily on all DPW equipment as well as assistance from DPW operators. It would also allow Forestry much more time to dedicate to their assigned tasks instead of Parks duties. Once the Department is up and running Forestry could move to Parks with no expectation of duties other than their own at the direction of the Park Manager.

Roles of this position could include but not limited to; (SEE JOB DESCRIPTION)

This position along with adding 1* staff each in 2024 and 2025 to DPW for the Forestry and Parks Division would in essence satisfy the issues presented regarding tree care and parks as well as lay a foundation for future growth of the parks system.

Apx cost;

Park Manager	\$92,000.00 (2023)
*DPW/Forestry Operator;	\$134,000.00 (2024)
*Parks Operator;	\$134,000.00 (2025)
Year 1;	\$92,000.00 (2023)
Year 2;	\$226,000.00 (2024)

Year 3; \$360,000.00 (2025)

It is also assumed that if the recreation aspect takes off office staff will be needed in the future.

Office Staff	p/t apx 1200hrs/yr	\$25,000.00
	Full time	\$95,000.00

With these additions it is expected DPW would not need to add additional non-office staff until apx 2032 based on the growth of the City, status of the Hillmoor property and possible DPW/Parks involvement. If DPW and/or Parks become heavily involved in the development of the Hillmoor property additional staff will be needed. However, historically parks employees do not require a CDL License, (Operator 1 rate) therefore there would be a slight savings for Parks payroll vs Streets where CDL licenses are required. (Operator 2 rate). If, as is our hope, the recreation opportunities ramp up quickly, revenues should offset any office staff.

Scenario 3 along with items from Scenarios 1 and 2 above would allow the future establishment of a stand-alone Parks Department, relieve the overwhelming burden on the Park, Avian, Tree and Cemetery Boards and position the City for success in recreation activities for children, adults, seniors and those with disabilities

The Administrator, DPW, DPW Superintendent, Foreman, Arborist, Assistant Arborist, HR Specialist, Comptroller, Park Board (5-0), Tree Board (3-1), Cemetery Board (4-1) support Draft 3.



Parks/Facilities Superintendent

FSLA Classification: Exempt

Salary Grade: J

Reports to: Director of Public Works

Job Summary

The Parks/Facilities Superintendent is an administrative role in the management and operation of the Parks Division within the Department of Public Works (DPW). This position serves as the representative of the Parks and Recreation Division to the Park Board and its two subsidiaries - the Tree Board and the Avian Committee, and is responsible for the growth and vision of the division.

Essential Functions:

- Oversee/Administer the planning, development, and maintenance of new and existing City park land.
- Assist the Public Works Director with the annual budget including funds and asset tracking.
- Assist the Public Works Director with development, administration, and operation of capital improvement projects acting as the representative of the Parks Division.
- Work with The Park Board, the Tree Board, and the Avian Committee to manage the Tree City and Bird City statuses.
- Act as Park Division liaison to:
 - The City Council
 - Other City Departments and Commissions
 - Local Civic and Church Organizationsin order to coordinate park and recreational activities and event planning within and around the city.
- Develop and manage unique recreational activities with special attention to indoor and outdoor activities for seniors and persons with disabilities.
- Develop and maintain a catalog notifying the public of recreational offerings.
- Coordinate with the City Clerk's office and the DPW Administrative Assistant regarding Park Permits, Shelter Reservations and Tree & Bench Donations.
- Research, pursue, and draft applications for grant opportunities.
- Prepare and maintain required reports for Wisconsin Department of Natural Resources, City of Lake Geneva, etc.
- Prepare or assist in preparing necessary documents and notices for meetings, coordinating with other City departments.
- Provide exemplary customer service by responding to requests, complaints, and/or comments in a timely manner.
- Manage the office for the Parks Division; keeping all files up to date, both physical and digital; requisition supplies, equipment, and services as needed.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled at establishing and maintaining cooperative relationships with employees and citizens.
- Ability to problem solve and deal with a variety of situations where only limited standardization may exist.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form while making decisions in accordance with City rules, regulations, and policies.
- Knowledge of ADA compliance
- Excellent oral and written communication skills with both employees and customers.
- Must have highly developed organization and prioritization skills to meet the needs of customers and park operations.
- Must be able to carry out various administrative and clerical duties with little supervision using time and resources effectively.

- Knowledge of various business computer hardware and software. And ability to learn and become proficient in new software applications.
- Adaptable to a fluid and dynamic work environment.
- Strong attention to detail, prompt, and dependable.

EXPERIENCE/TRAINING DESIRED

- Bachelor's Degree in Parks and Recreation Management, Public Administration, or a closely related field.
- Five years of supervisory experience in a public works setting, preferably in the area of parks and/or community-based recreation programs.
- At least two years of professional managerial experience involving budgeting, program planning & development, and comprehensive supervisory responsibilities.
- Combinations of training/education and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Experience in accounting or financial management, business administration or management, related field.
- Experience in or ability to learn GIS software applications.
- Proficiency in a variety of computer programs including: Microsoft Office, Google Calendar, Zoom, Teams, FareHarbor, and other related software.

ADDITIONAL SCOPE OF WORK

- The work of the DPW Parks/Facilities Superintendent is performed primarily in an office setting with frequent work in a field setting. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time.
- Must be able to lift and move up to 35 pounds. Must have simple grasping and hand-eye coordination to handle or operate objects, tools, controls, and office equipment.
- Must be able to communicate effectively with a wide spectrum of society on the telephone, in person, and via electronic platforms. Must be able to communicate well with vendors.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to visit shop environments that include noxious fumes, loud noise levels, and hazardous areas which may require PPE.
- Must be able to work well and interact with various City Departments to provide knowledge and support.
- Work outside of normal business hours for attendance at related meetings is required. Infrequent overnight travel may be required for training and/or continuing education.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.



CITY OF LAKE GENEVA

AGENDA ITEM REQUEST FORM

PLEASE ATTACH ANY INFORMATION THAT YOU WOULD LIKE INCLUDED IN
THE AGENDA PACKET.

1. Name of individual(s) requesting agenda item. (Per § 2.42(c) of the municipal code, agenda item request must be submitted by two Aldermen, Mayor or Administrator and must be received by the City Clerk at least two Fridays prior to the scheduled City Council meeting.)

Mary Jo Fesenmaier
Cynthia Yeager

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

Discussion/recommendation regarding review
and revision of the staff evaluation process
including tools to be used.

3. Committee, Board or Commission which you are asking to review this item.

Personnel Committee

4. Date of meeting(s).

July 2023

Signature: Mary Jo Fesenmaier

Date: June 22, 2023

Signature: Cynthia Yeager

Date: June 22, 2023

For Office Use Only

Date Received by Clerk: _____

Committee/Council and Meeting Date Scheduled: _____

Notes: _____

Copies Provided to: _____ City Administrator

CITY OF LAKE GENEVA

EMPLOYEE PERFORMANCE EVALUATION FORM

Revised 11-13-19

The Employee Performance Evaluation process is one part of the Performance Measurement Process. It is intended to measure how an individual employee's performance contributes to the success in achieving our overall mission. The second part of the Performance Measurement Process is departmental benchmarking. This part measures key indicators of success by comparing our departments' success with that of other communities.

The performance evaluation contains two parts, Specific Goals, Objectives or Projects, and, General Performance Objectives and Results. The process provides for a self-evaluation or rating, and a supervisory rating. Self-evaluations are to be completed and returned to your supervisor. Here are some additional instructions for supervisors completing the form:

1. Please take this opportunity to complete the form based upon information generated from throughout the entire evaluation period.
2. Try to refrain from basing judgments on recent or isolated events only. Disregard your general impression of the employee and concentrate on rating one factor at a time.
3. Provide appropriate comments to explain your ratings in each category.
4. Conduct your performance evaluation ratings and communication meetings with each employee in a manner that gives that employee your uninterrupted attention.

Employee Name:

Evaluation Period:

From

Position Title:

Date of Rating:

Department:

☐ Contractual Evaluation

☐ Annual Evaluation

Is this a self-evaluation or a supervisory evaluation?

☐ Self-Evaluation

☐ Supervisory Evaluation

Specific Goals, Objectives or Projects

List the most important elements of this employee's goals, objectives, or projects to be evaluated during the evaluation period. If this is the initial evaluation period, simply describe the elements without providing any evaluation or rating of the elements.

New Evaluation Goals, Objectives or Projects:

Element 1:

Element 2:

Element 3:

Element 4:

General Performance Objectives and Results

Evaluate the performance of the employee for the evaluation period by providing the numerical value which best represents the employee's performance during that period. This should be completed on each of the factors and on the overall goals and performance rating. Where a person has no job duties relating to a particular factor, simply write "not applicable" (NA) and continue to the next factor. If this form has insufficient space for your comments on a specific factor, add additional sheets to the form.

Rating Criteria Definition and Scoring

Excellent (E)
Score = 10

Consistently performs at a high degree of accuracy and efficiency which exceeds the primary requirements of the position. "Routinely goes above and beyond the call of duty."

Very Good (VG)
Score = 8

Consistently performs the requirements of his/her job in a manner above that of the satisfactory performer. "Solid performance with flashes of brilliance."

Satisfactory (S)
Score = 6

Normally performs the requirements of his/her job in a fully reliable and adequate manner, but rarely performs at an extraordinary level.

Needs Improvement (NI)
Score = 4

Performs the requirements of his/her job on a minimal acceptance level and/or requires an excess amount of direct supervision; generally does not meet the minimum standards of performance required for the position. "Does just enough to get by."

Previous Evaluation Goals, Objectives or Projects with Rating:

ELEMENT 1:

SCORE:

ELEMENT 2:

SCORE:

ELEMENT 3:

SCORE:

ELEMENT 4:

SCORE:

1. JOB KNOWLEDGE:SCORE:

Rate the degree of knowledge required by the job plus an understanding of the duties, procedures, practices, processes, equipment, skills, techniques, and related functions required to effectively perform the job.

Comments:

2. QUALITY OF WORK:SCORE:

Rate the degree to which the work produced is neat, thorough, and accurate; the ability to identify and detect errors, deficiencies or problems; and to determine ways of improving work which is done.

Comments:

3. EFFICIENCY:SCORE:

Rate the volume of work produced, the degree to which it is accomplished within established deadlines, agreed commitments, and the degree to which a variety of assignments can be organized and balanced to achieve desired results.

Comments:

4. JUDGEMENT:SCORE:

Rate the level of analytical and constructive reasoning the employee uses in arriving at decisions. Does he/she have the ability to think and act calmly, logically, consistently, and rapidly to make correct choices when required?

Comments:

5. INITIATIVE:SCORE:

Rate the degree to which the employee works independently without having to be told or seeking constant reassurance; generates new ideas; starts action; uses originality to meet routine and unusual situations.

Comments:

6. RESPONSIBILITY:SCORE:

Rate the degree to which the employee accepts responsibility and requirements of his/her job and complies with all City and/or Department regulations, policies and procedures.

Comments:

7. COOPERATION:

SCORE:

Rate the degree to which the employee effectively works with the public, superiors, peers and subordinates to establish and maintain positive working relationships, and to support and work towards the goals and plans established by and with superiors.

Comments:

8. COMMUNICATION:

SCORE:

Rate the degree to which the employee expresses himself/herself clearly in written and oral communication; listens to and understands instructions and messages conveyed, exercises patience, restraint and courtesy in all circumstances; informs superiors and co-workers of events, problems and actions which affect their areas of responsibility.

Comments:

9. WORK HABITS:

SCORE:

Rate the degree to which the employee exercises desirable work habits; spends time productively and is on the job as required.

Comments:

10. LEADERSHIP:

SCORE:

Rate the degree to which the employee creates a positive work environment which is conducive to getting things done; supports decisions and/or policies, constructively works within the system to facilitate improvements; shares job knowledge and information so others can more effectively do their jobs.

Comments:

11. OVERALL GOALS AND PERFORMANCE RATING: SCORE:

Rate the degree to which the employee 1) Achieved overall Goals, Objectives or Projects and 2) Overall Performance.

Comments:

ADDITIONAL EVALUATOR COMMENTS:

EMPLOYEE COMMENTS: (Is there anything not covered in the evaluation which you would like to mention?)

Employee Signature

Date _____

(Signature does not necessarily mean agreement with rating. It does however; signify review of its contents and the opportunity to discuss the performance evaluation)

Supervisor

Date _____

Secondline Supervisor

Date _____

Total Score Possible:

Total Evaluation Score:

Percentage Eligible Score:

Total Merit Increase %
(Council Approved %)

Merit Increase % Earned
(Apply based on below mid; above mid; above max)



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CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE
MONDAY, AUGUST 28, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Chairperson, Shari Straube, Ken Howell, Cindy Yager, Tim Dunn, and Joan Yunker

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3. Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free)
Access Code: 9746153

AGENDA

1. Meeting called to order by Chairperson Straube
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of July 24, 2023 Public Works Committee Minutes as Prepared and Distributed
5. Director of Public Works Report
6. Parking Manager Report
7. City Engineer Report
8. MSA 2022 Street Program Alleys/Pintree/Mairane/Wrigley/Cook/Warren/Spring Report
9. Discussion / Recommendation WisDOT Identified Work Items that the City is Interested in Incorporating into the STH 120 Project Scope via a Non-participating Agreement (100% City Paid)
10. Discussion / Recommendation Regarding Additional Crosswalks Citywide [COW, 8-07-2023]
11. Discussion / Recommendation Adding Crosswalks on South Street Near Lake Geneva Boulevard and Bonnie Brae [Discussed at Council in Reference to TAP Grant]
12. Discussion / Recommendation Regarding Crosswalks at Intersection of Wells St. and South St. and Crosswalk Between the High School and Football Field [Discussed at Council in Reference to TAP Grant]

- 13.** Discussion / Recommendation Possible Sidewalk Special Assessments, Edwards Blvd. Between Park Drive and Townline Rd. and the 700 Block of Lake Geneva Blvd. [COW]
- 14.** Discussion / Recommendation on Special Assess for Sidewalks/Paths In Front of Apartments on Bloomfield Across from the Middle School and Wells Street in front of High School Auditorium to Connect the Existing Ped Path and Intersections [Discussed at Council in Reference to TAP Grant]
- 15.** Future Agenda Items
City / WisDOT STH 50 Municipal Agreement
- 16. Adjournment**

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

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE
MONDAY, JULY 24, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Meeting called to order by Chairperson Straube at 4:00 pm

Roll Call: Chairperson, Shari Straube, Ken Howell, Cindy Yager, and Joan Yunker
Ald. Dunn, Absent

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

Sheri Ames, 603 Center St. – continues to point out that the Center St. alleyway repairs still need to be finished from a last year's project and should have been completed before payment was made.

Louis Proiser, 479 W. South St., spoke regarding the TAP grant and referenced the 2018 Bike & Ped Plan and its connections to the high school and topography of trees. She liked the option Kapur had referenced that included easements from different jurisdictions and sharrow lanes remaining on South St.

4:01 pm Ald. Dunn present

Approval of the June 26, 2023, Public Works Committee Minutes as Prepared and Distributed
Ald. Yaeger motioned to approve, seconded by Ald. Yunker. Motion carried 5-0.

Director of Public Works Report

He shared that the crew is going to try painting hashmarks in the crosswalk at Main and Madison as the city has lost another crosswalk sign for the fourth time. He was pleased to announce the two new pick-up trucks arrived for the department today, and he referenced the new Electronic Recycling event flyer will be held on Saturday, September 30th from 10:00 am to 2:00 pm. Dir. Earle stated the Electronic Recycling flyer was included in the packet, and so is his monthly report.

Parking Manager Report

The Parking Manager shared financial totals for the month of June at \$367,000, an approximate increase of 40% from the prior year. June 24, 2023, was the highest day for generated revenue at \$23,000. The credit card revenue was at 79.7 %, park mobile at 19.5 %, and coin at .08 %. The Parking Department has also started the Lot I initiative. Dir. Earle asked what the cost to maintain taking coins is at the parking kiosk. The Parking Manager referenced the cost was his time, but that it also provides tourists the opportunity utilize quick drop off and pick-up by using coins.

Kapur Engineer Report

Her update is in the packet and the 2023 street program will get started in August. The city council approved Baker St. for inclusion in the sidewalk assessment program. The Riviera beach access is a part of today's agenda. Small piece of the sea wall of the Geneva Lake Committee dam that needs to be replaced. That item has been out to bid and the bid opening is to take place this Thursday, July 27th. The DNR requires a public notice period and that's currently been sent out to adjacent property owners. The Center St. culvert lining was intentionally separated for permitting purposes and they're currently about 70% through the process for the project.

MSA Report

A monthly report was not submitted from MSA and there was not a representative present or on Zoom. Dir. Earle noted that DPW has contact MSA regarding the completion of the Center St. alleyways, and he will check on the retainer for that job.

Discussion / Recommendation Regarding the Continuation of the South Street TAP Grant Project

Ald. Yager motioned to discontinue the TAP Grant based on the inability to come to a consensus concerning questions 1-3 in the City Administrators letter to the council dated 5/24/2023. Ald. Yager motioned to discontinue the TAP Grant based on the inability to come to a consensus concerning questions 1-3 in the City Administrators letter to the council dated 5-24-23, seconded by Ald. Yunker.

Roll call: Yunker, Dunn, Yager, Howell, Straube, all yes. Motion carried 5-0.

Adm. Nord referenced representatives were currently on Zoom and they're available for questions.

Ald. Yager stated that the opportunity has bounced back and forth between Public Works and FLR regarding continuing to move forward with the project or not. Ald. Yager stated that the city has accumulated over \$168,000 from capital funds from 2021 to 2023, and we've currently expended over \$139,000 through June 30, 2023, with a remaining \$28,000 balance. She stated that there has been a lot of opposition from the public regarding the design, changes and much difficulty coming to consensus. She would like to see the remaining balance used to make improvements to inner sections and access to the sidewalks/ADA and work remaining projects into the 2024 budget.

Discussion / Recommendation Options for Intersection Interchange North and Center Street [Ald. Dunn]

Ald. Dunn is aware that the traffic light in this location was denied, but he is hoping to have the staff come up with some solution to slow down the traffic and make it safer for bike and pedestrian crossings. He understands a traffic light would be something the City of Lake Geneva would have to cover the expenses, but he suggested something similar to Townline Rd.

Dir. Earle spoke and referenced slides from the meeting packet demonstrating the areas that are owned by the Town of Geneva, where the City of Lake Geneva doesn't have jurisdiction nor provide maintenance, and the County Commissioner would need to have input as well. Dir. Earle stated the county and City have already conducted a warrant study in which a stop light was denied, did not meet the warrant and he recommended that the Police Department should participate in the ongoing discussion. He advised the committee to motion staff and Kapur to move forward if interested.

Ald. Howell suggested building a bridge, and the committee shared that they're interested in alternatives or what other options might be available.

Ald. Howell motioned to direct staff to include Kapur to come back with options for Intersection Interchange North and Center Street, seconded by Ald. Dunn. Motion carried 5-0.

Discussion / Recommendation Kapur Task Order for Design, Management, and Assessment of New Sidewalk Along Lake Geneva Blvd. and Edwards Blvd. as Requested by PWC [Kapur]

Kapur Rep. Rauch put together a summary task order, and cost estimates. The task order #25 would be for engineering, preparing the construction plans, construction management activity, and survey totaling \$35,102. She pointed out that there are some obstacles by the new Kwik Trip regarding the 5 FT sidewalk which would entail relocating utilities, personal landscape in the ROW, and removal of trees. The other sidewalk is longer extending from Park Drive all the way to Townline Rd. This section of Edwards Blvd. / HWY 120 will also be a part of the WisDOT construction in 2026. WisDOT is also possibly looking to put in a stop light at Edwards & Townline Rd.

Rauch stated that when the task order was put together the sidewalks would be accessed to the property owners at approximately a \$29,500 split amongst the property owners as referenced in the July 17th Kapur Memo and \$75,000 for Edwards Blvd.

Ald. Yager asked if the 5 FT. sidewalks could be multi-use paths and it was mentioned that multi-use paths cannot be assessed nor require maintenance / snow removal by property owner.

Ald. Yager motioned to approve the sidewalk assessment and replacement program as stated in the packet and send it to FLR, seconded by Ald. Yunker. Motion carried 4-1, Ald. Howell No

Discussion / Recommendation Options for the Lake Geneva Riviera/Beach ADA Access [Kapur]
City Engineer Rauch shared that a survey was conducted to provide ADA access to the Riviera beach. She explained the two options that were provided in the meeting packet and confirmed that they were shared with the City's Harbormaster. She asked the committee for direction on their preference between the two options. which option to pursue.

Ald. Howell asked which option Kapur found to be more aesthetically pleasing. Rauch stated option two. Ald. Yager asked for clarification that both options meet ADA compliance, and Rauch confirmed that they did.

Ald. Yager motioned to suspend the rules to allow Andrea Christianson of 250 Havenwood to speak, seconded by Ald. Howell. Motion carried 5-0.

Ms. Christianson asked why the committee is basing their decision on what's pleasing to the eye and is there a better artistic rendering for her to see so she can understand the design concept as it relates to ADA concerns. Rauch confirmed that Kapur follows all ADA guidelines, and the ramps are designed according to spec, both would meet civil engineer guidelines.

Ald. Howell asked if Kapur would confirm that both concepts are equally accessible, Rauch said, yes, they both are. Rauch said she would be willing to review the concepts with the resident, so she understands the concept.

Ald. Yager motioned to have a rendering for both concepts to understand what's being proposed to go in place, seconded by Ald. Howell. Motion carried 4-1. Ald. Yunker – No

DPW Director suggested the Committee put a \$1,000 to \$1,500 limit on the drawing.

Ald. Yager to amend the original motion to have a rendering for both concepts to understand what's being proposed to go in place not to exceed \$1,000, seconded by Ald. Howell.
Motion carried 4-1. Ald. Yunker - No

Discussion / Recommendation Pay Application #4 for the Pine Tree Lane and Mariane Terrace project in the Amount of \$198,558.49 [MSA]

Ald. Yunker motioned to approve, seconded by Ald. Yager. Motion carried 5-0.

Discussion / Recommendation Regarding Surplus DPW Material [DPW]

Dir. Earle stated that the Giant Vac was approved at council, but it hasn't been received yet. DPW is having issues with trying to find one, a replacement for the Pelican Sweeper which is due for replacement this year, and the department will not need the 2003 or 2009 Pelicans any longer when the new one is received. He recommends the proceeds from the auction be put towards equipment replacement and the sale of logs to go to the purchase of trees.

Ald. Howell motioned to follow recommendation from staff that the proceeds from the auction be put towards equipment replacement and the sale of logs to go towards the purchase of trees, seconded by Ald. Yunker. Motion carried 5-0.

Future Agenda Items

None

Adjournment

Ald. Howell motioned to adjourn, seconded by Yaeger at 4:56 pm. Motion carried 5-0.



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CITY OF LAKE GENEVA PIERS, HARBORS, AND LAKEFRONT COMMITTEE

TUESDAY, JULY 11, 2023 - 5:00 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Chairperson Joan Yunker, Alderpersons: Shari Straube, Ken Howell, Peg Esposito, and Tim Dunn

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Access Code: 9746153

AGENDA

1. Meeting called to order by Chairman Yunker
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the June 13, 2023 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed
5. Harbormaster Report
6. Discussion/Recommendation regarding addition of fountain or aerator to circulate lake water on the East side of Riviera Beach – Geneva Lake Environmental Agency request.
7. Discussion/Recommendation regarding West End Kayak/Paddleboard launching with implementation of \$5.00 launch fee
8. **Adjournment**

*This is a meeting of the Piers, Harbors & Lakefront Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*

**PIERS, HARBORS, AND LAKEFRONT COMMITTEE MINUTES
TUESDAY, JUNE 13, 2023, 5:00 PM
CITY HALL COUNCIL CHAMBERS**

Committee Members: Chairperson Joan Yunker, Alderpersons: Shari Straube, Ken Howell, Peg Esposito, and Tim Dunn

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

Roll Call

Present: Yunker, Howell, Esposito, and Dunn.

Absent: Straube (excused)

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

Approval of the March 14, 2023, Piers, Harbors, and Lakefront Committee minutes as prepared and distributed. Motion by Howell to approve. Seconded by Dunn. Motion approved by unanimous voice vote.

Harbormaster Report. Harbormaster Steve Russell reviewed the information submitted in the meeting packet. He also outlined a list of all the damage the City's piers have experienced since the beginning of the season. Russell also provided a status on the occupancy rates for the City's buoys and slips.

Discussion/Recommendation regarding Update on Geneva Lake Level Corp. Dam repair and request to have Lagoon piers and slips removed. Howell so moved to suspend the rules and allow Larry Larkin from the Geneva Lake Level Corp (GLLC) to address the committee. Esposito seconded. Motion carried by unanimous voice vote.

Mr. Larkin of the GLLC addressed the committee and provided an overview of the project as well as a timeline for completing plans, securing required State permits, and securing bids. Larkin stated that bids received should be opened sometime in early August of this year. GLLC anticipates that the actual work will start in October with a completion sometime in late November. The topic of removing the existing lagoon piers and slips was discussed. The Harbormaster stated a formal request to remove the lagoon slips for the duration of the project (and the future of the lagoon slips after the project) will be addressed at a future Piers & Harbor meeting.

Discussion/Recommendation regarding East side of Riviera Beach – Geneva Lake Environmental Agency request. Addition of fountain or aerator to circulate lake water. Harbormaster Russell indicated that he has been contacted by the Geneva Lake Environmental Agency (GLEA) concerning the installation of aerators in the lake, near the Riviera Beach to address the issue of E.coli levels in the immediate area. Russell provided the background concerning this request and answered various questions from the committee members.

After general discussion, It was moved by Howell and seconded by Esposito that the Harbormaster research this topic further and report back at the next Piers & Harbors meeting with recommendations.

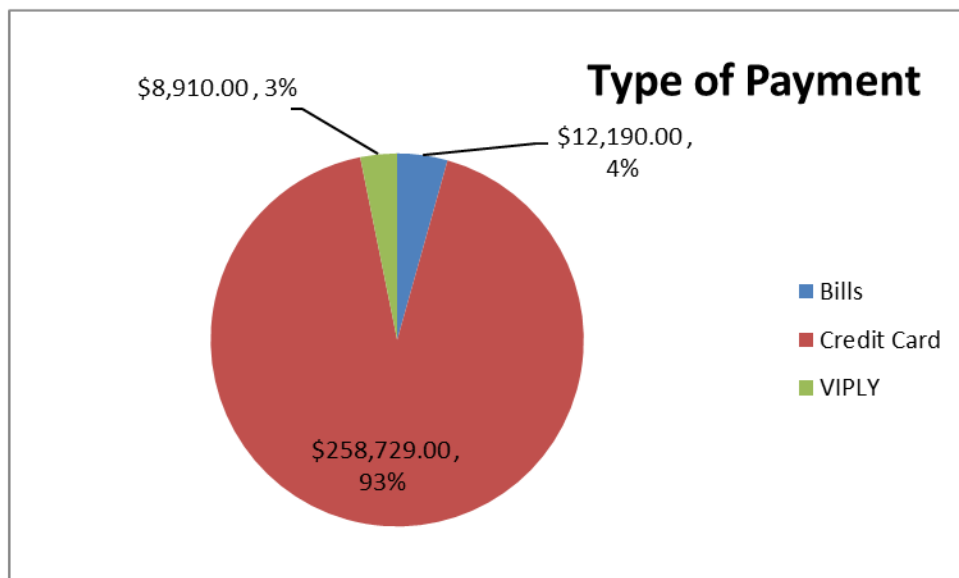
Adjournment

At 5:24 p.m. Esposito so moved to adjourn the meeting. Seconded by Dunn. Motion carried by unanimous voice vote.

Harbormaster Report
Piers, Harbor and Lakefront Committee
July 11, 2023

- **Buoy/Slips/Piers**
 - Nothing to report
- **Beach**
 - Days of operation thru July 4th = Thirty-five (35)
 - 2 days closed early due to weather
 - Attendance (Paid plus Residents) does not include children under 7
 - May: 4,317 (Memorial Day Weekend)
 - June: 20,752
 - July: 7,982 (July 4th Weekend)
 - Revenue – Gross May 27 thru July 4
 - Does not take into account taxes or credit card fees

Row Labels	Sum of COIN	Sum of BILLS	Sum of CARD	VIPLY	Total
May	\$ -	\$ 1,530.00	\$ 37,460.00	\$ 1,430.00	\$ 40,420.00
June	\$ 11.00	\$ 8,350.00	\$ 155,899.00	\$ 4,450.00	\$ 168,710.00
July	\$ -	\$ 2,310.00	\$ 65,370.00	\$ 3,030.00	\$ 70,710.00
August					\$ -
September					\$ -
Grand Total	\$ 11.00	\$ 12,190.00	\$ 258,729.00	\$ 8,910.00	\$ 279,840.00



- VIPLY PASSES
 - June 1 - 30
 - GROSS REVENUE: \$4,450.00

- PRODUCTS PURCHASED: 457
- CUSTOMER ORDERS: 183
- VIEWS: 1321
- SCANS: 436
- July 1 – 4
 - GROSS REVENUE: \$3,030.00
 - PRODUCTS PURCHASED: 342
 - CUSTOMER ORDERS: 112
 - VIEWS: 738
 - SCANS: 291

- Gross revenue by day of the week (excludes VIPLY Passes)

Less VIPLY	Gross Rev
Row Labels	Sum of TOTAL
Sunday	\$ 42,570.00
Monday	\$ 59,520.00
Tuesday	\$ 43,360.00
Wednesday	\$ 16,630.00
Thursday	\$ 15,660.00
Friday	\$ 22,140.00
Saturday	\$ 71,050.00
Grand Total	\$ 270,930.00

- Memorial Day Weekend Sales – Three (3) year history paid admission

Holiday Weekend	2023	2022	2021
Memorial Day	\$ 38,990.00	\$ 31,533.00	\$ 8,325.00
4th of July	\$ 67,680.00	\$ 44,600.00	\$ 63,654.00
Total Revenue	\$ 106,670.00	\$ 85,095.00	\$ 87,891.00

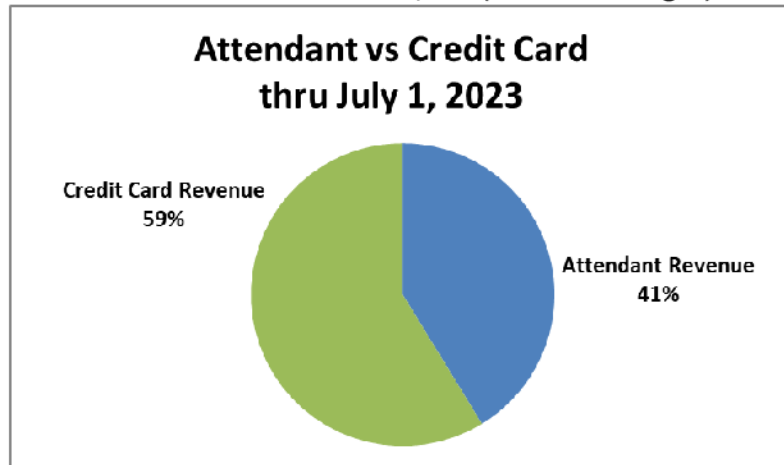
- Memorial Day Weekend: 2023 versus 2022 Increase is a result of the increased Admission Fee
- Fourth of July Weekend: 4 days, Saturday/Sunday slow due to weather

- **Boat Launch**

- Revenue May 2023 thru June 2023

TIL Rev		TIL Rev	
Attended		Credit Cards	Total Rev
\$3,687.00		\$5,248.00	\$8,935.00

- Season Pass Rev: \$ 7,154 (89.4% of Budget)



- Total Launches

PAID LAUNCHES THROUGH July 1, 2023										
	Non-Motor RESIDENT	Non-Motor Non-Resident	<20 Feet RESIDENT	<20 Feet Non- Resident	20'-25' RESIDENT	20'-25' Non- Resident	>26' RESIDENT	>26' Non- Resident	Jet Ski RESIDENT	Jet Ski Non- Resident
Attendant Tickets	0	4	9	119	34	64	3	10	6	4
Credit Card Launches	0	10	74	204	36	72	6	3		
Total Launches	0	14	83	323	70	136	9	13	6	4
Total Paid Launches		658	77%							
Total Season/Commercial Pass Launch		196	23%	Season pass only recorded during attended time periods						
		854								

- Riviera – Net gain of 2 events since June

RIVIERA EVENTS 2023	
MONTH	No of EVENTS
January	2
February	1
March	2
April	3
May	8
June	10
July	10
August	6
September	11
October	7
November	4
December	4
Total	68



Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

361 W Main Street
P.O. Box 187
Lake Geneva, WI 53147
262-248-2311
www.lgutilitycommission.com

Dennis Lyon – President
Josh Gajewski – Utility Director
Jeff Ecklund – Water Superintendent
Ken Bauman – Wastewater Superintendent

LAKE GENEVA UTILITY COMMISSION MONDAY AUGUST 21, 2023 4:00 PM COUNCIL CHAMBERS - CITY HALL, 626 GENEVA STREET

MEETINGS WILL BE HELD VIRTUALLY AS WELL AS IN PERSON. IF YOU WISH TO LISTEN TO OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

1. Links to the Lake Geneva Utility Commission'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. Call Meeting to Order
2. Roll Call
3. 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.
4. Approve Utility Commission Minutes from July 17, 2023 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of July 2023 Financials
7. Approval of July 2023 Bills
8. Directors Report
9. Discussion/Action on the sale of surplus Utility equipment and materials
10. Discussion/Action on well inspection, refurbishment, and reconditioning service work
11. Discussion/Action on boost pump inspection, refurbishment, and reconditioning service work
12. Update on utility-related improvements along the WisDOT STH 50 project corridor
13. 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 the potential purchase of property
14. Motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in the closed session
15. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday July 17, 2023, 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD IN PERSON

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

Roll Call – Lyon, Klein, Howell, Frame, Nord, & Binn Excused - Stanczak

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 June 19, 2023, as prepared and distributed
Howell/Frame motion to approve. Passed 6-0.

Acknowledgement of Correspondence

None

Approval of June 2023 Financials

Frame/Binn motion to approve. Passed 6-0.

Approval of June 2023 Bills

Binn/Frame motion to approve. Passed 6-0.

Director's Report

Gajewski went over the submitted Director's report and provided updates to the Commission.
Howell/Frame motion to approve. Passed 6-0.

Discussion/Action on Payment Request #3 for the Pine Tree Lane & Marianne Terrace Improvement Project prepared by Asphalt Contractors Inc

Gajewski pointed out that this payment request is actually #4. There will be one additional pay request to close out the project. We are still holding retainage and there will be a final punch list of things to be finalized put together this week.

Howell/Frame motion to approve Payment Request #4 for the Pine Tree Lane and Marianne Terrace Improvement Project. Passed 6-0.

Update on utility related improvements along the WisDOT STH 50 project corridor

Gajewski gave a quick recap of the discussion at last month's meeting. He has since attended a meeting with a WisDOT representative and the staff at MSA as well as the design engineer that WisDOT has chosen for their project. Gajewski went over the maps in the packet and explained the potential utility upgrades that are being discussed. WisDOT is planning on hosting a meeting in the next couple of months with relevant local groups to go over the scope and timing of the project, and then the city would become the liaison for these groups after that meeting. One of the biggest unknowns at last month's meeting was WisDOT's requirements for backfill and they have now advised that they would be fine with the City's specification for trench backfill except for possibly the deep sewer section. Gajewski discussed with WisDOT the timing of their upcoming soil borings to see if we can work in conjunction with them for our borings which would be deeper than theirs.

The deep sewer section is a major project that would require a trench from one side of the road to the other and Gajewski explained that the Utility really needs to decide how much future planning we want to do at this time to accommodate possible future growth to the west. He explained that there are some alternatives including installing a lift station. Discussion was had on the upcoming meeting that WisDOT have said they would hold and who would be attending as well as the timing of it. WisDOT have said that August is their target month.
No action taken.

Adjourn

Klein/Frame motion to adjourn at 4:22pm. Passed 6-0.

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

7 / 2023

FUND 61 - WASTEWATER UTILITY

REVENUES	Current Period	YTD	2023 Budget	YTD vs Budget	YTD % of Budget	Prior YTD 2022	Prior YTD 5 Year Avg.
INTEREST EARNED	27,748	159,997	69,600	90,397	229.88%	14,657	10,703
CUSTOMER SALES	36,800	1,013,638	2,104,937	-1,091,299	48.16%	986,590	942,785
OTHER REVENUE	1,970	9,236	11,225	-1,989	82.28%	6,678	5,482
CAPITAL CONTRIBUTIONS	18,650	415,522	205,150	210,372	202.55%	87,655	86,760
TOTAL REVENUES	85,168	1,598,394	2,390,912	-792,518	66.85%	1,095,580	1,045,730
EXPENSES							
TOTAL OUTSIDE SERVICES	30,963	167,932	408,455	-240,523	41.11%	165,130	157,405
TOTAL OPERATING EXPENSES	1,636	20,578	45,550	-24,972	45.18%	19,614	17,562
TOTAL INSURANCE	0	16,846	29,450	-12,604	57.20%	14,641	13,897
TOTAL SALARY & BENEFITS	69,000	386,871	668,150	-281,279	57.90%	330,389	306,389
TOTAL LAB SUPPLIES	654	14,546	21,250	-6,704	68.45%	17,125	11,049
TOTAL MISCELLANEOUS EXPENSE	0	123	1,000	-877	12.28%	59	351
TOTAL MAINTENANCE	4,239	84,644	301,600	-216,956	28.07%	42,108	77,470
TOTAL OPERATION & MAINTENANCE EXPENSES	106,492	691,539	1,475,455	-783,916	46.87%	589,067	584,124
REVENUES OVER O&M EXPENSES	-21,324	906,855	915,457	-8,602		506,513	461,606
TOTAL CAPITAL OUTLAY	0	14,537	1,324,700	-1,310,163	1.10%	113,444	62,009
REVENUES OVER TOTAL EXPENSES	-21,323	892,318	-409,243	1,301,561		393,069	399,596
TOTAL CASH TRANSFERS	27,687	1,004,620	-413,250	1,417,870	-243.10%	834,280	497,864
NET CHANGE IN CASH BALANCE	-49,011	-112,302	4,007	-116,309		-441,211	-98,268
FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance				
Wastewater Utility Fund Cash	147,157	325,991	473,148				
LGIP #10 - Capital Project Fund	3,114,910	13,630	3,128,540				
LGIP #11 - Debt Service Fund	0	0	0				
LGIP #12 - Impact Fee Fund	1,669,274	7,304	1,676,578				
LGIP #13 - Equipment Replacement Fund	1,543,238	6,753	1,549,991				
TOTAL WASTEWATER CASH AND INVESTMENT	6,474,579	353,678	6,828,258				

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

7 / 2023

FUND 62 - WATER UTILITY

REVENUES	Current Period	YTD	2023 Budget	YTD vs Budget	YTD % of Budget	Prior YTD 2022	Prior YTD 5 Year Avg.
INTEREST EARNED	16,334	91,655	61,200	30,455	149.76%	8,176	6,181
CUSTOMER SALES	20,544	876,914	1,833,474	-956,560	47.83%	878,948	845,260
OTHER REVENUE	6,244	273,069	306,498	-33,429	89.09%	264,030	241,424
CAPITAL CONTRIBUTIONS	16,900	377,546	185,900	191,646	203.09%	79,430	78,078
TOTAL REVENUES	60,022	1,619,183	2,387,072	-767,889	67.83%	1,230,584	1,170,943
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	9,314	39,347	69,850	-30,503	56.33%	32,263	31,435
TOTAL SOURCE OF SUPPLY - MAINTENANCE	2,542	9,281	66,500	-57,219	13.96%	6,102	7,969
TOTAL PUMPING EXPENSE - OPERATION	7,989	41,472	83,500	-42,028	49.67%	37,154	37,567
TOTAL PUMPING EXPENSE - MAINTENANCE	958	6,202	45,950	-39,748	13.50%	2,570	13,287
TOTAL WATER TREATMENT - OPERATION	17,347	63,466	116,900	-53,434	54.29%	49,590	50,254
TOTAL WATER TREATMENT - MAINTENANCE	7,476	46,991	76,000	-29,009	61.83%	48,088	46,152
TOTAL TRANS. & DISTRIBUTION - OPERATION	4,915	35,743	63,900	-28,157	55.94%	25,431	23,763
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	12,106	91,501	194,150	-102,649	47.13%	130,822	84,891
TOTAL CUSTOMER ACCOUNTS	7,630	46,562	76,025	-29,463	61.25%	39,150	36,409
TOTAL ADMIN & GENERAL OPERATIONS	47,808	300,781	463,540	-162,759	64.89%	266,740	224,571
TOTAL OTHER EXPENSES	25,000	175,000	310,000	-135,000	56.45%	175,000	180,460
TOTAL OPERATION & MAINTENANCE EXPENSES	143,085	856,346	1,566,315	-709,969	54.67%	812,911	736,759
REVENUES OVER O&M EXPENSES	-83,063	762,837	820,757	-57,920		417,673	434,184
TOTAL CAPITAL OUTLAY	18,204	467,089	576,000	-108,911	81.09%	60,974	165,050
REVENUES OVER TOTAL EXPENSES	-101,267	295,748	244,757	50,991		356,699	269,134
TOTAL CASH TRANSFERS	16,334	700,548	241,600	458,948	289.96%	536,680	218,808
NET CHANGE IN CASH BALANCE	-117,601	-404,800	3,157	-407,957		-179,981	50,327
FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance				
Water Utility Fund Cash	-3,189	165,319	162,130				
LGIP #1 - Capital Project Fund	1,949,899	8,532	1,958,432				
LGIP #2 - Impact Fee Fund	978,850	4,283	983,133				
LGIP #3 - Equipment Replacement Fund	804,091	3,519	807,610				
TOTAL WATER FUND CASH AND INVESTMENT	3,729,652	181,653	3,911,305				

Report Criteria:

Detail report.

Invoices with totals above \$5000.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = "61","62"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
61				
ALLIANT ENERGY				
280954000023	08/01/2023	HASKINS ST SEWER PLANT	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	15,581.19
Total ALLIANT ENERGY:				15,581.19
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2023	DECK SPRING-SCAG MOWER	61-00-00-53510 OPERATIONS-EQUIPMENT	35.05
89C4-JUN 202	07/01/2023	IDLER PULLEY, DECK BELT-SC	61-00-00-53510 OPERATIONS-EQUIPMENT	116.83
89C4-JUN 202	07/01/2023	RAS/WAS CONTROLLER CABIN	61-00-00-93603 MAINT-PROCESS EQUIP	51.20
89C4-JUN 202	07/01/2023	UPS BATTERY-LIFT STATION M	61-00-00-93800 MAINT-LIFT STATIONS	36.99
Total AMAZON CAPITAL SERVICES:				240.07
SABEL MECHANICAL LLC				
230440	07/12/2023	BIG FOOT LS MAINT	61-00-00-93800 MAINT-LIFT STATIONS	5,651.14
Total SABEL MECHANICAL LLC:				5,651.14
UNITED LABORATORIES				
INV383835	07/26/2023	LIFT/ZYME	61-00-00-93800 MAINT-LIFT STATIONS	9,632.40
Total UNITED LABORATORIES:				9,632.40
DOWN TO EARTH				
8133	07/25/2023	PARK ROW SEWER MAIN REPA	61-00-00-93810 MAINT-MAINS	11,746.34
Total DOWN TO EARTH:				11,746.34
Total 61:				42,851.14
62				
CORE & MAIN LP				
Q528056	06/27/2023	3/4S RESIDENTIAL METERS	62-00-00-34600 METERS	5,208.44
Total CORE & MAIN LP:				5,208.44
MARTELLE WATER TREATMENT				
25626	08/09/2023	SODIUM HYPOCHLORITE & BL	62-00-00-60200 CHEMICALS	1,585.41
Total MARTELLE WATER TREATMENT:				1,585.41
ALLIANT ENERGY				
576425000023	08/02/2023	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	6,166.79
Total ALLIANT ENERGY:				6,166.79
MARTELLE WATER TREATMENT				
25626	08/09/2023	HYDROFLUOSILICIC ACID, CHL	62-00-00-64100 CHEMICALS	5,814.70

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total MARTELLE WATER TREATMENT:				5,814.70
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2023	PLANT B-CHEMICAL PUMP REP	62-00-00-65200 MAINT WATER TREATMENT EQUIP	322.40
Total AMAZON CAPITAL SERVICES:				322.40
Total 62:				19,097.74
Grand Totals:				61,948.88

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$5000.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = "61","62"

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = "61","62"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
61				
NORTHERN LAKE SERVICE INC				
2310824	07/18/2023	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	293.79
2311454	07/24/2023	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	293.79
2311989	07/31/2023	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	293.79
2312399	08/03/2023	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	293.79
2312890	08/10/2023	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	293.79
Total NORTHERN LAKE SERVICE INC:				1,468.95
WE ENERGIES				
4651557504	07/11/2023	HASKINS ST DE-WATERING BL	61-00-00-52500 UTILITY-GAS-PLANT	10.89
4651892652	07/11/2023	HASKINS ST WWTF SEWER PL	61-00-00-52500 UTILITY-GAS-PLANT	32.22
4652245941	07/11/2023	HASKINS ST WEST BLDG-STOR	61-00-00-52500 UTILITY-GAS-PLANT	10.89
4689790023	08/10/2023	HASKINS ST DEWATERING BLD	61-00-00-52500 UTILITY-GAS-PLANT	9.90
4689861844	08/10/2023	HASKINS ST WWTF-SEWER PL	61-00-00-52500 UTILITY-GAS-PLANT	30.22
4690184170	08/10/2023	HASKINS ST WEST BLDG-STOR	61-00-00-52500 UTILITY-GAS-PLANT	9.90
4648909309	07/10/2023	EDGEWOOD LIFT STATION	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	11.98
4653083739	07/12/2023	LA GRANGE LIFT STATION	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	15.88
4655433024	07/13/2023	BIG FOOT LIFT STATION	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	9.24
4689781030	08/10/2023	EDGEWOOD DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	12.94
Total WE ENERGIES:				154.06
ALLIANT ENERGY				
143875000023	08/01/2023	191 HASKINS ST DEWATER BLD	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	267.42
280954000023	08/01/2023	HASKINS ST SEWER PLANT	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	15,581.19
507753000023	08/01/2023	361 W MAIN ST SIGN	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	17.78
974671000023	08/01/2023	361 MAIN ST HALLWAY	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	181.11
055361000023	08/01/2023	361 MAIN ST CC LIFT	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	68.74
141180000023	08/01/2023	LAGRANGE DR LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	126.27
277971000023	08/01/2023	MARIANE TER LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	35.90
307955000023	08/01/2023	MAXWELL ST LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	28.71
327113000023	08/01/2023	BAYVIEW DR LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	31.49
599411000023	08/01/2023	361 STATE ROAD 120 BIG FOOT	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	274.40
962961000023	08/01/2023	EDGEWOOD DR LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	99.95
Total ALLIANT ENERGY:				16,712.96
VELOCITY				
2023105	08/16/2023	MICROSOFT OFFICE & AZURE	61-00-00-53050 COMPUTER EXPENSE	248.50
2023106	08/16/2023	IT SERVICES 5/4 , 6/13, 8/9-COM	61-00-00-53050 COMPUTER EXPENSE	405.00
Total VELOCITY:				653.50
WI DEPT OF ADMINISTRATION				
505-00000816	07/30/2023	IRONPORT ACCT FEE	61-00-00-53050 COMPUTER EXPENSE	3.05
Total WI DEPT OF ADMINISTRATION:				3.05

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
CHARTER COMMUNICATIONS				
012395107112	07/11/2023	JUL INTERNET SVC	61-00-00-53100 OFFICE SUPPLIES EXPENSE	109.98
Total CHARTER COMMUNICATIONS:				109.98
MARTIN BUSINESS GROUP				
1298826	07/21/2023	SERVICE CONTRACT/COPIES	61-00-00-53100 OFFICE SUPPLIES EXPENSE	126.05
Total MARTIN BUSINESS GROUP:				126.05
AT&T				
262248865560	07/13/2023	JULY 2023 MONTHLY PHONE BI	61-00-00-53110 TELEPHONE EXPENSE	114.74
Total AT&T:				114.74
AT&T LONG DISTANCE				
816988240-6	07/04/2023	262-248-0589 JUN	61-00-00-53110 TELEPHONE EXPENSE	2.53
Total AT&T LONG DISTANCE:				2.53
FNBO				
554328632052	07/24/2023	VONAGE PHONE SVC 07/23/23-	61-00-00-53110 TELEPHONE EXPENSE	132.99
5589-JUN 202	07/05/2023	VONAGE PHONE SVC 06/23/23-	61-00-00-53110 TELEPHONE EXPENSE	132.90
Total FNBO:				265.89
US CELLULAR				
0590172337	07/04/2023	WWTF MONTHLY PHONE BILL	61-00-00-53110 TELEPHONE EXPENSE	104.02
Total US CELLULAR:				104.02
PITNEY BOWES BANK INC RESERVE ACCOUNT				
PB07282023	07/28/2023	RESERVE ACCT 19274125-REP	61-00-00-53120 POSTAGE	750.00
Total PITNEY BOWES BANK INC RESERVE ACCOUNT:				750.00
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2023	DECK SPRING-SCAG MOWER	61-00-00-53510 OPERATIONS-EQUIPMENT	35.05
89C4-JUN 202	07/01/2023	IDLER PULLEY, DECK BELT-SC	61-00-00-53510 OPERATIONS-EQUIPMENT	116.83
Total AMAZON CAPITAL SERVICES:				151.88
LOU'S GLOVES INC				
053699	08/08/2023	EXAM GRADE GLOVES-FIRST A	61-00-00-53900 FIRST AID & SAFETY SUPPLIES	212.00
Total LOU'S GLOVES INC:				212.00
SECURIAN FINANCIAL GROUP				
AUG 2023 LIF	07/21/2023	AUG LIFE INS 2023	61-00-00-92630 LIFE INSURANCE EXPENSE	10.73
SEP 2023 LIFE	08/07/2023	SEP LIFE INS 2023	61-00-00-92630 LIFE INSURANCE EXPENSE	10.73
Total SECURIAN FINANCIAL GROUP:				21.46
BUMPER TO BUMPER AUTO PARTS				
662-475648	07/31/2023	BELT-HEADWORKS EXHAUST F	61-00-00-93601 MAINT-HEADWORKS EQUIP	17.29

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total BUMPER TO BUMPER AUTO PARTS:				17.29
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2023	RAS/WAS CONTROLLER CABIN	61-00-00-93603 MAINT-PROCESS EQUIP	51.20
Total AMAZON CAPITAL SERVICES:				51.20
BUMPER TO BUMPER AUTO PARTS				
662-475649	08/07/2023	BELT-CLARIFIER EXHAUST FAN	61-00-00-93603 MAINT-PROCESS EQUIP	51.87
Total BUMPER TO BUMPER AUTO PARTS:				51.87
CERTIFIED LABORATORIES				
8326049	07/27/2023	PROCESS DITCH BEARING MAI	61-00-00-93603 MAINT-PROCESS EQUIP	531.15
Total CERTIFIED LABORATORIES:				531.15
DUNN LUMBER				
1460146	07/11/2023	BUTT CONNECTOR, SPLICE-OU	61-00-00-93603 MAINT-PROCESS EQUIP	30.84
Total DUNN LUMBER:				30.84
FEDEX				
397403174885	07/05/2023	SHIPPING-NEW BELT-BELT PRE	61-00-00-93607 MAINT-DEWATERING-B/PRESS EQUIP	82.00
Total FEDEX:				82.00
CERTIFIED LABORATORIES				
8326049	07/27/2023	SHOP SUPP-TEKUSOLV II	61-00-00-93700 MAINT-VEHICLES & EQUIP	176.07
Total CERTIFIED LABORATORIES:				176.07
DUNN LUMBER				
1470393	07/21/2023	ELECTRICAL TAPE-SHOP SUPP	61-00-00-93700 MAINT-VEHICLES & EQUIP	9.59
Total DUNN LUMBER:				9.59
ITU ABSORB TECH INC				
8164662	07/21/2023	SHOP RAGS	61-00-00-93700 MAINT-VEHICLES & EQUIP	32.88
Total ITU ABSORB TECH INC:				32.88
RNOW INC				
2023-66774	07/19/2023	ADAPTER-CAMEL MAINT	61-00-00-93700 MAINT-VEHICLES & EQUIP	38.57
Total RNOW INC:				38.57
RUSSO AUTOMOTIVE				
5907	07/25/2023	A/C PRESSURE SENSOR-TRUC	61-00-00-93700 MAINT-VEHICLES & EQUIP	183.61
Total RUSSO AUTOMOTIVE:				183.61
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2023	UPS BATTERY-LIFT STATION M	61-00-00-93800 MAINT-LIFT STATIONS	36.99

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total AMAZON CAPITAL SERVICES:				36.99
DUNN LUMBER				
1460851	07/12/2023	SILICONE SEALANT-MARIANNE	61-00-00-93800 MAINT-LIFT STATIONS	11.75
Total DUNN LUMBER:				11.75
S.J. ELECTRO SYSTEMS LLC (SJE)				
CD99489707	07/24/2023	MARIANE TERR LS LEVEL TRA	61-00-00-93800 MAINT-LIFT STATIONS	1,838.92
Total S.J. ELECTRO SYSTEMS LLC (SJE):				1,838.92
SABEL MECHANICAL LLC				
230440	07/12/2023	BIG FOOT LS MAINT	61-00-00-93800 MAINT-LIFT STATIONS	5,651.14
Total SABEL MECHANICAL LLC:				5,651.14
UNITED LABORATORIES				
INV383835	07/26/2023	LIFT/ZYME	61-00-00-93800 MAINT-LIFT STATIONS	9,632.40
Total UNITED LABORATORIES:				9,632.40
DIGGERS HOTLINE				
230 7 39101 P	07/12/2023	JUL 2023 PREPAYMENT 1,200	61-00-00-93810 MAINT-MAINS	640.00
Total DIGGERS HOTLINE:				640.00
DOWN TO EARTH				
8133	07/25/2023	PARK ROW SEWER MAIN REPA	61-00-00-93810 MAINT-MAINS	11,746.34
8138	07/26/2023	RAISING MHS TO GRADE-HWY	61-00-00-93810 MAINT-MAINS	2,725.50
Total DOWN TO EARTH:				14,471.84
DUNN LUMBER				
1481622	08/02/2023	PAINT-MARKING MHS-COLL SY	61-00-00-93810 MAINT-MAINS	19.58
Total DUNN LUMBER:				19.58
ALLIANT ENERGY				
252422000023	08/01/2023	E STATE ROAD 50 GATE	61-00-00-93820 MAINT-RECEIVING STATION	16.83
Total ALLIANT ENERGY:				16.83
ADAMS, DAVID J				
173	07/09/2023	PLOWING SEEPAGE CELLS 6/2	61-00-00-93830 MAINT-SEEPAGE CELLS/POND	1,280.00
174	08/04/2023	CHISEL PLOWING SEEPAGE CE	61-00-00-93830 MAINT-SEEPAGE CELLS/POND	1,280.00
Total ADAMS, DAVID J:				2,560.00
ALLIANT ENERGY				
054885000023	08/01/2023	E STATE ROAD 50 SEEPAGE	61-00-00-93830 MAINT-SEEPAGE CELLS/POND	131.23
Total ALLIANT ENERGY:				131.23
Total 61:				57,066.82

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
62				
MSA PROFESSIONAL SERVICES INC				
R07815009.0-6	08/10/2023	PINE TREE-MARIANE INSPEC S	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	960.00
Total MSA PROFESSIONAL SERVICES INC:				960.00
CORE & MAIN LP				
T256998	07/24/2023	#2 METERHORNS	62-00-00-15000 MATERIAL-SUPPLIES	3,253.68
T257001	07/24/2023	#2 METERHORNS 1" SWIVELS	62-00-00-15000 MATERIAL-SUPPLIES	496.43
Total CORE & MAIN LP:				3,750.11
DIXON ENGINEERING INC				
23-0832	08/08/2023	SPRINT DECOM INSPECTION-H	62-00-00-23830 DEPOSITS	1,350.00
Total DIXON ENGINEERING INC:				1,350.00
CORE & MAIN LP				
Q288271	07/19/2023	3/4S METERS	62-00-00-34600 METERS	3,890.69
Q528056	06/27/2023	3/4S RESIDENTIAL METERS	62-00-00-34600 METERS	5,208.44
Total CORE & MAIN LP:				9,099.13
MARTELLE WATER TREATMENT				
25626	08/09/2023	SODIUM HYPOCHLORITE & BL	62-00-00-60200 CHEMICALS	1,585.41
Total MARTELLE WATER TREATMENT:				1,585.41
ALLIANT ENERGY				
145511000023	08/02/2023	361 MAIN ST WELL 2	62-00-00-60300 MISC EXPENSES & UTILITY	1,711.70
327391000023	08/02/2023	WAVERLY ST WELL 4	62-00-00-60300 MISC EXPENSES & UTILITY	665.43
348370000023	08/01/2023	WAVERLY ST WELL 3	62-00-00-60300 MISC EXPENSES & UTILITY	577.10
972745000023	08/02/2023	HASKINS ST WELL 5	62-00-00-60300 MISC EXPENSES & UTILITY	1,183.72
Total ALLIANT ENERGY:				4,137.95
WE ENERGIES				
4651650278	07/11/2023	WAVERLY ST WELLHOUSE #4	62-00-00-60300 MISC EXPENSES & UTILITY	10.89
466065872	07/18/2023	HASKINS ST WELLHOUSE #5	62-00-00-60300 MISC EXPENSES & UTILITY	10.23
4689351242	08/10/2023	WAVERLY ST WELLHOUSE #4	62-00-00-60300 MISC EXPENSES & UTILITY	9.90
Total WE ENERGIES:				31.02
DUNN LUMBER				
1488673	08/09/2023	MURIATIC ACID-WELL #5 DRAIN	62-00-00-61100 STRUCTURE & IMPRVMT	54.84
1474867	07/26/2023	PVC FITTING-WELLHOUSE 1	62-00-00-61400 WELLS MAINTENANCE	3.91
1486795	08/08/2023	WELL #5 PLUG	62-00-00-61400 WELLS MAINTENANCE	4.89
Total DUNN LUMBER:				63.64
HOME DEPOT CREDIT				
9021497	07/12/2023	DEHUMIDIFIER-WELL# 5	62-00-00-61400 WELLS MAINTENANCE	199.00
Total HOME DEPOT CREDIT:				199.00
ALLIANT ENERGY				
347962000023	08/01/2023	DODGE ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	130.15

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
576425000023	08/02/2023	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	6,166.79
717061000023	08/01/2023	1401 CENTER ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	345.15
Total ALLIANT ENERGY:				6,642.09
WE ENERGIES				
4650754526	07/11/2023	WATER DEPT MAIN BLDG	62-00-00-62300 PUMPING POWER PURCHASED	34.68
4652492433	07/11/2023	CENTER ST BOOSTER STATIO	62-00-00-62300 PUMPING POWER PURCHASED	20.94
4689121681	08/10/2023	CENTER ST BOOSTER STN	62-00-00-62300 PUMPING POWER PURCHASED	19.27
4690024395	08/10/2023	WATER DEPT MAIN BLDG	62-00-00-62300 PUMPING POWER PURCHASED	32.40
Total WE ENERGIES:				107.29
ADVANCE AUTO PARTS				
719331944958	07/13/2023	BATTERY-GENERATOR-CENTE	62-00-00-63300 MAINT PUMPING EQUIP	156.76
Total ADVANCE AUTO PARTS:				156.76
CERTIFIED LABORATORIES				
8324570	07/26/2023	PUMP GREASE & LUBE	62-00-00-63300 MAINT PUMPING EQUIP	546.02
Total CERTIFIED LABORATORIES:				546.02
HD SUPPLY INC				
INV00081330	07/24/2023	TREATMENT PLANT CHEM PUM	62-00-00-63300 MAINT PUMPING EQUIP	177.65
Total HD SUPPLY INC:				177.65
MARTELLE WATER TREATMENT				
25626	08/09/2023	HYDROFLUOSILICIC ACID, CHL	62-00-00-64100 CHEMICALS	5,814.70
Total MARTELLE WATER TREATMENT:				5,814.70
ALLIANT ENERGY				
974671000023	08/01/2023	361 MAIN ST HALLWAY	62-00-00-64200 LABOR & EXPENSES (LAB)	181.10
Total ALLIANT ENERGY:				181.10
AMY'S SHIPPING EMPORIUM				
86930	07/18/2023	2023 WATER TESTING DBP/4AA	62-00-00-64200 LABOR & EXPENSES (LAB)	28.51
Total AMY'S SHIPPING EMPORIUM:				28.51
HD SUPPLY INC				
INV00067980	07/11/2023	FLUORIDE STANDARD-LAB	62-00-00-64200 LABOR & EXPENSES (LAB)	27.25
Total HD SUPPLY INC:				27.25
IDEXX DISTRIBUTION CORP				
3134512669	08/08/2023	BACTI BOTTLES-LAB-NO THIO	62-00-00-64200 LABOR & EXPENSES (LAB)	277.21
Total IDEXX DISTRIBUTION CORP:				277.21
NORTHERN LAKE SERVICE INC				
2310754	07/14/2023	2023 LEAD/COPPER ANALYSIS	62-00-00-64200 LABOR & EXPENSES (LAB)	660.00
2311301	07/21/2023	MANGANESE MONTHLY	62-00-00-64200 LABOR & EXPENSES (LAB)	42.91
2312175	08/02/2023	2023 ANNUAL WATER TESTING	62-00-00-64200 LABOR & EXPENSES (LAB)	170.37

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total NORTHERN LAKE SERVICE INC:				873.28
WI STATE LABORATORY OF HYGIENE				
749749	07/31/2023	MONTHLY FLUORIDE SPLIT SA	62-00-00-64200 LABOR & EXPENSES (LAB)	28.00
Total WI STATE LABORATORY OF HYGIENE:				28.00
DUNN LUMBER				
1484397	08/04/2023	AA BATTERIES	62-00-00-64300 MISC EXPENSE	18.61
Total DUNN LUMBER:				18.61
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2023	PLANT B-CHEMICAL PUMP REP	62-00-00-65200 MAINT WATER TREATMENT EQUIP	322.40
Total AMAZON CAPITAL SERVICES:				322.40
HOME DEPOT CREDIT				
1851243	07/10/2023	RESERVOIR AERATOR CLEANI	62-00-00-65200 MAINT WATER TREATMENT EQUIP	707.95
Total HOME DEPOT CREDIT:				707.95
UNITED LABORATORIES				
INV384691	08/04/2023	CLEANER, DESCALER AERATO	62-00-00-65200 MAINT WATER TREATMENT EQUIP	404.93
Total UNITED LABORATORIES:				404.93
ALLIANT ENERGY				
098433000023	08/01/2023	750 WILD RIDGE DR WATER TO	62-00-00-66100 MAINT OPS-STANDPIPES	181.17
520171000023	08/01/2023	1887 DODGE ST TOWER	62-00-00-66100 MAINT OPS-STANDPIPES	33.93
Total ALLIANT ENERGY:				215.10
DUNN LUMBER				
1482850	08/03/2023	CLEANING BRUSHES AERATOR	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	9.79
Total DUNN LUMBER:				9.79
WILMAR PUMP & SUPPLY INC				
0219585-IN	07/27/2023	MISC STAINLESS STEEL PIPE F	62-00-00-67200 RESERVOIR & STANDPIPES	48.97
Total WILMAR PUMP & SUPPLY INC:				48.97
WOODHILL FARMS NURSERY				
4792	07/11/2023	STONE LANDSCAPE-DODGE T	62-00-00-67200 RESERVOIR & STANDPIPES	360.00
Total WOODHILL FARMS NURSERY:				360.00
DIGGERS HOTLINE				
230 7 39101 P	07/12/2023	JUL 2023 PREPAYMENT 1,200	62-00-00-67300 MAINT OF MAINS & VALVES	320.00
Total DIGGERS HOTLINE:				320.00
DOWN TO EARTH				
8139	07/26/2023	6" WATER MAIN VALVE INSTALL	62-00-00-67300 MAINT OF MAINS & VALVES	4,349.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DOWN TO EARTH:				4,349.00
HOME DEPOT CREDIT				
6023281	07/25/2023	T POSTS-WATER MAIN MARKE	62-00-00-67300 MAINT OF MAINS & VALVES	41.88
Total HOME DEPOT CREDIT:				41.88
DIGGERS HOTLINE				
230 7 39101 P	07/12/2023	JUL 2023 PREPAYMENT 1,200	62-00-00-67500 MAINT SERVICES & CURB BOX	320.00
Total DIGGERS HOTLINE:				320.00
DOWN TO EARTH				
8141	07/26/2023	1692 LAKESHORE DR-LEAD SE	62-00-00-67500 MAINT SERVICES & CURB BOX	4,418.50
Total DOWN TO EARTH:				4,418.50
DUNN LUMBER				
1494592	08/16/2023	CURB BOX REPAIR-MAIL TAPE,	62-00-00-67500 MAINT SERVICES & CURB BOX	47.94
Total DUNN LUMBER:				47.94
HD SUPPLY INC				
INV00082085	07/24/2023	DIGGERS MARKING FLAGS	62-00-00-67500 MAINT SERVICES & CURB BOX	117.57
INV00085345	07/26/2023	WATER/SEWER DIGGERS FLAG	62-00-00-67500 MAINT SERVICES & CURB BOX	565.56
Total HD SUPPLY INC:				683.13
DUNN LUMBER				
1476748	07/28/2023	CAULK-METER INSTALLS	62-00-00-67600 MAINT OF METERS	32.10
Total DUNN LUMBER:				32.10
AT&T				
262248865560	07/13/2023	JULY 2023 MONTHLY PHONE BI	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	114.74
Total AT&T:				114.74
AT&T LONG DISTANCE				
816988240-6	07/04/2023	262-248-8617 JUN	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	1.73
Total AT&T LONG DISTANCE:				1.73
CHARTER COMMUNICATIONS				
010682407212	07/21/2023	WATER JULY INTERNET	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	119.98
Total CHARTER COMMUNICATIONS:				119.98
FNBO				
554328632052	07/24/2023	VONAGE PHONE SVC 07/23/23-	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	132.98
5589-JUN 202	07/05/2023	VONAGE PHONE SVC 06/23/23-	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	132.90
Total FNBO:				265.88
MARTIN BUSINESS GROUP				
1298826	07/21/2023	SERVICE CONTRACT/COPIES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	126.05

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total MARTIN BUSINESS GROUP:				126.05
PITNEY BOWES BANK INC RESERVE ACCOUNT				
PB07282023	07/28/2023	RESERVE ACCT 19274125-REP	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	750.00
Total PITNEY BOWES BANK INC RESERVE ACCOUNT:				750.00
US CELLULAR				
0590172337	07/04/2023	WATER MONTHLY PHONE BILL	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	193.19
Total US CELLULAR:				193.19
WI DEPT OF ADMINISTRATION				
505-00000816	07/30/2023	IRONPORT ACCT FEE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.06
Total WI DEPT OF ADMINISTRATION:				3.06
CLEAN WATER ENGINEERING LLC				
1031	08/02/2023	CROSS CONNECTION INSPECT	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,218.00
Total CLEAN WATER ENGINEERING LLC:				1,218.00
VELOCITY				
2023105	08/16/2023	MICROSOFT OFFICE & AZURE	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	248.50
2023106	08/16/2023	IT SERVICES 5/4 , 6/13, 8/9-COM	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	405.00
Total VELOCITY:				653.50
SECURIAN FINANCIAL GROUP				
AUG 2023 LIF	07/21/2023	AUG LIFE INS 2023	62-00-00-92630 LIFE INSURANCE EXPENSE	13.61
SEP 2023 LIFE	08/07/2023	SEP LIFE INS 2023	62-00-00-92630 LIFE INSURANCE EXPENSE	13.61
Total SECURIAN FINANCIAL GROUP:				27.22
FNBO				
5589-JUN 202	07/05/2023	IRRIGATION SYSTEM FITTINGS	62-00-00-93000 MISCELLANEOUS GENERAL EXP	11.59
5589-JUN 202	07/05/2023	IRRIGATION SYSTEM FITTINGS	62-00-00-93000 MISCELLANEOUS GENERAL EXP	11.59
Total FNBO:				.00
MID AMERICAN RESEARCH CHEMICAL				
0795052-IN	07/07/2023	HAND CLEANER	62-00-00-93000 MISCELLANEOUS GENERAL EXP	109.12
Total MID AMERICAN RESEARCH CHEMICAL:				109.12
HOME DEPOT CREDIT				
1021137	07/10/2023	PIPE/COUPLINGS-ROOF DRAIN	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	40.21
Total HOME DEPOT CREDIT:				40.21
MIKES AUTO REPAIR INC				
69005	07/12/2023	OIL CHANGE TRUCKS-2019 SIL	62-00-00-93300 TRANSPORTATION EXPENSE	258.52
69392	08/09/2023	OIL CHANGE TRUCK-2010 SILV	62-00-00-93300 TRANSPORTATION EXPENSE	167.08
Total MIKES AUTO REPAIR INC:				425.60

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total 62:				52,384.70
Grand Totals:				109,451.52
				<u>86.61</u>
				<u>109,538.13</u>

Customer Refunds (3) +

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = "61","62"



Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

361 W Main Street
P.O. Box 187
Lake Geneva, WI 53147
262-248-2311
www.lgutilitycommission.com

Dennis Lyon – President
Josh Gajewski – Utility Director
Jeff Ecklund – Water Superintendent
Ken Bauman – Wastewater Superintendent

TO: Lake Geneva Utility Commission
FROM: Josh Gajewski, Utility Director
SUBJECT: August 2023 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

The punch list work for the Pine Tree and Mariane Improvement Project is being worked through by the Contractor and we anticipate final payment and closeout to be addressed in September.

PFAS testing was required two times within our annual water quality testing schedule issued by WDNR, along with sampling for the EPA's 5th Unregulated Contaminant Monitoring Rule (UCMR5). With the results that we've obtained from our preliminary sampling in 2022 and the first samples of 2023, WDNR has issued a waiver for their second sampling in 2023, however, we will still need to coordinate sampling for the UCMR5 at some point in the future.

Staff has completed maintenance removal and cleaning on the aeration media for Reservoirs 2 and 3 at the WTP. As reported in 2021, this type of maintenance had not previously been done and we expect that by implementing a rotational cleaning cycle, we will continue to see improvements in our iron filtration quality and be able to extend the life of the media.

WASTEWATER OPERATIONS

Staff have continued working through the collection system performing preventative maintenance main cleaning, performing manhole inspections, and organizing a contractor to complete manhole grouting and lining work.

Great Lakes TV Seal has completed pre-televising cleaning work and will be starting the televising work in mid-August, which will continue for approximately 3 weeks. They will also be working through a list of intruding taps that were noted in prior televising work.

Repairs were coordinated and completed on a section of sanitary sewer main along Park Row that was noted in prior televising work that had portions of broken and settled pipe.

We were reissued our WPDES permit on July 26th and staff will be making the necessary adjustments to comply with the revisions that were made for the upcoming 5-year operations period.

OFFICE & ADMINISTRATION

Staff has started preliminary work for the 2023 and 2024 budget process, and we anticipate discussing the draft Capital Project requests at the September Commission meeting.

9. Surplus Equipment

Staff has prepared a memo specific to this item and included it in the meeting packet for Commission review.

Action is requested to approve the sale of itemized equipment and property through Wisconsin Surplus Online Auction and to receipt the proceeds of the sale into Miscellaneous Nonoperating Revenue.

10. Well inspection, refurbishment, and reconditioning service work

As part of the Utility's revolving maintenance program, it routinely has its groundwater wells pulled for preventative maintenance service and condition assessment as provided through WDNR guidance. Well #5 was scheduled for work in 2023 and a scope of services has been drafted, and an RFP was distributed to three qualified contractors in the area. Two companies responded to the RFP and a summary of the scope of service and related price estimates have been included in packets for Commission review.

There are numerous variables inherent in servicing a groundwater well and many are not known until the work begins. As such, additional refurbishment work can be expected, and depending on the nature and estimated cost of the needs that are identified to return the well to full service, additional scopes of work may be prepared for Commission review and approval.

Staff recommends approval of the outlined inspection, refurbishment, and reconditioning work for Well #5 as proposed by Water Well Solutions.

11. Boost pump inspection, refurbishment, and reconditioning service work

As part of the Utility's revolving maintenance program, it routinely has boost pumps pulled for preventative maintenance service, condition assessment, and refurbishment. Two pumps are scheduled for work in 2023 and a scope of services has been drafted, and an RFP was distributed to three qualified contractors in the area. One company responded to the RFP and a summary of the scope of service and related price estimates have been included in packets for Commission review.

Similar to the well work noted in the summary above, there are variables inherent in servicing pumps and some are not known until the work begins. Given the history of these pumps, Staff has included some of the anticipated items that may be encountered to return the pumps to full service, though they likely will all not be necessary as listed.

Staff recommends approval of the outlined inspection, refurbishment, and reconditioning work for Plant Pump #2B and Dodge #1 as proposed by Water Well Solutions.

12. Utility Improvements – WisDOT Project Corridor – STH 50

Staff has continued to discuss the scope of work and project scheduling with representatives of WisDOT, in conjunction with other City Staff. A brief update will be provided to the Commission at the meeting regarding the most recently discussed items and the upcoming schedule outlook.

Discussion item only, no Staff recommendation or requested action by the Commission has been prepared.

13. Closed Session

Staff will attend the August meeting to provide input to the Commission on the noticed item as may be requested.



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Dennis Lyon – President
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Jeff Ecklund – Water Superintendent
Ken Bauman – Wastewater Superintendent

TO: Lake Geneva Utility Commission
FROM: Josh Gajewski, Utility Director
SUBJECT: Sale of Surplus Equipment

BACKGROUND

Staff has itemized various equipment and property that is no longer utilized for Utility operations and maintenance activities and recommends the items be sold. In the past, similar items have been sold through Wisconsin Surplus Online Auction. The Lake Geneva DPW also has surplus property that is planned to be auctioned, and it is anticipated the Utility items will be placed on a joint auction listing with the DPW.

- Ford natural gas fueled generator engine
- Gasoline fueled 3" trash pump
- Gasoline fueled confined space ventilator
- Gasoline fueled engine and utility hydraulic pump
- Electric confined space ventilator
- (2) 8' aluminum truck toolbox

REQUESTED ACTION

Staff requests Commission approval to sell the items listed above with Wisconsin Surplus Online Auction.

Given the anticipated value of the items to be sold, it is recommended that the proceeds from the auction be deposited into the Miscellaneous Nonoperating Revenue account.



Lake Geneva Utility Commission
Water Utility
Well 5 Inspection, Refurbishment & Reconditioning

Item	Procedures	Water Well Solutions	Cahoy Pump
1	Conduct specific capacity test on existing well conditions. Submit a summary report of capacity and testing data to Utility.	Incl. w/ Item 2	\$1,010.00
2	Pull existing equipment & return to shop.	\$ 3,300.00	\$4,115.00
3	Clean and inspect pump bowl assembly and associated bushings and bearing, suction strainer, column pipe and couplings. Draft and submit a detailed condition report itemizing recommended repairs and costs to the Utility.	\$ 735.00	\$1,240.00
4	Pull , inspect, & load test pump motor & submit condition report itemizing any recommended repairs to the Utility.	\$ 125.00	\$896.00
5	Remove and protect water level transducer. If found necessary, fabricate and install new downhole piping for transducer placement.	Incl. w/ Item 11	\$1,025.00
6	Conduct downhole CCTV well inspection of well casing and screen to bottom of well bore. Provide a summary condition report on inspection and provide a digital copy of CCTV work.	\$ 675.00	\$1,350.00
7	Wire brush 20" well casing and 20" well screen to remove mineral and organic buildup. Bail all accumulated material remaining in well casing.	\$ 1,400.00	\$1,710.00
8	Conduct downhole CCTV inspection, post-brushing, of well casing and screen to bottom. Provide summary condition report on inspection and provide digital copy of CCTV work.	\$ 675.00	\$1,350.00
9	Submit detailed report to the Utility with any recommendations for additional well casing and/or screen rehabilitation work that is suggested from the CCTV and/or pump test.	Incl. w/ Item 11	\$150.00
10	Reinstall pumping equipment, review and adjust settings on existing VFD as found necessary to obtain optimal performance with new pumping equipment.	Incl. w/ Item 11	\$4,440.00
11	Perform final pump test and collect initial bacteriological water sample. Utility will collect second bacteriological sample and perform analysis.	\$ 5,870.00	\$630.00
TOTAL		\$12,780.00	\$17,916.00



Lake Geneva Utility Commission
Water Utility
Boost Pump Inspection, Refurbishment & Reconditioning

Item	Procedures - Treatment Plant #2B	Water Well Solutions
1	Remove motor and pumping assembly and transport equipment to shop for inspection	\$ 2,240.00
2	Pull , inspect, & load test pump motor & submit condition report itemizing any recommended repairs to the Utility.	\$ 125.00
3	Disassemble, clean and inspect pump bowl assembly	\$ 420.00
4	Clean and inspect stuffing box and pump head	Incl. w/ Item 7
5	Submit a detailed condition report itemizing recommended repairs and costs to the Utility.	N/C
6	Complete column assembly repairs, including shaft, sleeves, bearings and pipe	Incl. w/ Item E-2
7	Paint pump head and rebuild stuffing box	\$ 595.00
8	Reinstall pumping equipment and perform final pump test	\$ 2,800.00
ESTIMATED SUBTOTAL		\$6,180.00
E-1	Estimate for replacement pump motor	\$ 8,650.00
E-2	Estimate for repair and rebuild of pump bowl assembly	\$ 2,600.00
E-3	Estimate to replace pump bowl assembly	\$ 10,750.00
ESTIMATED TOTAL IF INCLUDING REPLACEMENT MOTOR & BOWL ASMB.		\$25,580.00

Item	Procedures - Dodge #1	Water Well Solutions
1	Remove motor and pumping assembly and transport equipment to shop for inspection	\$ 1,140.00
2	Disassemble and inspect impeller assembly, submit condition report itemizing recommended repairs and costs to the Utility	\$ 440.00
3	Clean and inspect upper and lower pump cases, submit condition report itemizing recommended repairs and costs to the Utility	\$ 1,100.00
4	Paint pump cases and replace shaft seals, o-rings, and seals	Incl. w/ Item 3
5	Pull, inspect and load test pump motor and submit condition report itemizing recommended repairs and costs to the Utility	\$ 125.00
6	Reassemble pump with new seals, gaskets and o-rings	\$ 2,800.00
7	Reinstall pumping equipment, perform pump test, review and adjust settings on existing VFD as necessary	\$ 1,995.00
SUBTOTAL		\$7,600.00



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

CITY OF LAKE GENEVA TREE BOARD
TUESDAY, JULY 18, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

Members:

Candy Kirchberg, Sonya Dailey, Clara Jacobs, Susan Cardiff, Mayor Charlene Klein, and Alderperson Peg Esposito

AGENDA

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Discussion/Recommendation regarding recent vandalism to Downtown trees; including cost of replacement and possible restitution for damage
5. Discussion/Recommendation regarding the Parks Manager position
6. **Adjournment**

*This is a meeting of the Tree Board.
No official City Council action will be taken; however, a quorum of the Council may be present.*



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

**POLICE AND FIRE COMMISSION MEETING
THURSDAY AUGUST 10, 2023– 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS**

Commission Members Commissioners: Spyro Condos, Chuck Saul, Jay Fairbanks, Len Jegerski, and Tom Clausen
Police and Fire Liaison Joan Yunker, Town of Geneva Fire Liaison Larry Kulik

AGENDA

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes
5. Acknowledge Correspondence
6. City Council Report
7. Approval of the Regular Meeting Minutes of July 6, 2023
8. Discussion – Budget Workshop August 17, 2023 at 5:00 p.m.
9. Discussion – Facilities Study Update
10. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of July 2023, operating in the amount of \$389,249.67, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$1,145.00, for a total of \$390,394.67
 - b. Discussion - Patrol Lieutenant Promotion Update
 - c. Chief's Report (briefing only – no action will be taken)
 - d. Discussion - Top Five Monthly Incidents
 - e. Discussion – Monthly activity reports -

2023 Dispatch activity for July 2023:	Telephone calls – 3,456	911 calls - 358	Window assists – 943
2022 Dispatch activity for July 2022:	Telephone calls – 3,673	911 calls - 669	Window assists – 821
2023 Patrol activity for July 2023:	Calls for Service – 2,651	Arrests - 302	
2022 Patrol activity for July 2022:	Calls for Service - 2,311	Arrests - 290	
 - f. Discussion – Thank you notes
 - Lake Geneva Police Department – unknown
 - Officer Gonzalez and Officer Rodriguez – Kathy and Cathy
 - Lt. Keller, Lt. Way, Sgt. Derrick, Det. Tietz, Ofc Spotz, Ofc McNeil, Telecom Zmudzinski – City of Burlington Police Department
 - Lake Geneva Police Department, - Semper Running

g. Discussion/Action – Items to be forwarded to City Council

11. Fire Department business

a. Discussion/Action - Approval of bills for the month of July 2023, operating in the amount of \$161,411.95, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$161,411.95

b. Discussion – EMS Medical Billing/Stark Medical Billing

c. Discussion – Monthly Chief's Update and Fire Department Report Overview

d. Discussion – Paramedic Student Sponsorship 2023-2024 Cohort, Tim Osnacz sponsored by Lake Geneva Fire Department

e. Discussion/Action – Assisting Town of Linn Fire Department with EMS Service Administrative duties

f. Discussion/Action – Approval of hiring applicant Kirk Dodge (pending assessments, background and medical)

g. Discussion/Action – Accept resignations from EMT candidate Skylar Gordon and Firefighter/Paramedic Kim Pillman

h. Discussion/Action - Items to be forwarded to City Council

12. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session specifically: Town of Linn contract.

13. Motion to return to open session pursuant to Wisconsin State Statute 19.85(2) and take action on any items discussed in closed session.

14. Adjourn

A quorum of the City Council may be present to gather information; however, no formal Council action will be taken.

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



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

CITY OF LAKE GENEVA PLAN COMMISSION

MONDAY, AUGUST 21, 2023 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Members:

Mayor Charlene Klein, Alderperson Joan Yunker, Commissioners: John Gibbs, Joel Hoiland, Cindy Forster Fueredi, James Marquardt, and Kyle Cary

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 <https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream>

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. Meeting called to order by Charlene Klein
2. Roll Call
3. Approve Minutes of the July 17, 2023 Plan Commission meeting as distributed
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 five (5) minutes
5. Acknowledgment of Correspondence
6. Public Hearing and Recommendation for a Conditional Use Permit (CUP) request for an In-vehicle Sales or Service land use for the property located at **567 Broad St.**, applicant representative Jason Lohman for a proposed new construction of a 10,750 square foot building in the Central Business (CB) zoning district. Tax Key No. ZFI00001
7. Review and Recommendation of a proposed Certified Survey Map (CSM) for Paul Lauterbach, 914 Bennet Ct Walworth WI 53184, to create a single lot combining (4) existing lots at **630 Veterans Pkwy** as identified on certified survey Project #9464.23 dated May 19, 2023, prepared by Christopher Hodges for Tax Key Nos. ZLGBP200029 thru ZLGBP00033
8. Public Hearing and Recommendation to amend the existing Precise Implementation Plan (PIP) for Paul Lauterbach d.b.a. Lake Geneva Tennis Club, for a request to expand the existing facilities with an approximate 16,500 square foot addition to the existing building located at **630 Veterans Pkwy**. Tax Key No. ZLGBP00029

9. Continued Discussion/Recommendation for a Public Hearing and Recommendation for a General Development Plan (GDP), applicant Lakeside Living LLC., to allow for the construction of (4) duplex units on each of the (2) tax parcels in the Planned Development (PD) zoning district located at **1120 S. Lake Shore Dr.** Units 1 – 4 & Units 28 – 31, Tax Key Nos. ZCNS00001 – ZCNS00004 & ZCNS00028 – ZCNS00031
10. Discuss request for an Amendment to the Comprehensive Plan from Wisconsin Power and Light Company to relocate the energy substation
11. Review and recommendation for Common Council to set a public hearing for the requested amendment to the Comprehensive Plan
12. Plan Commission Kick-Off Discussion Regarding Sign Ordinance update (Presentation by Vandewalle & Associates)
13. Adjournment

QUORUM OF CITY COUNCIL MEMBERS MAY BE PRESENT

Requests from persons with disabilities, who need assistance in order to participate in this meeting, should be made to the City Clerk's office, in order for appropriate Accommodations.

CITY OF LAKE GENEVA PLAN COMMISSION MINUTES
MONDAY, JULY 17, 2023 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

Members: Mayor Charlene Klein, Alderperson Joan Yunker, Commissioners: John Gibbs, Joel Hoiland, Cindy Forster Fueredi, James Marquardt, and Kyle Cary

Meeting called to order by Charlene Klein.
Mayor Klein called the meeting to order at 6:10 p.m.

Roll Call.

Present: Klein, Yunker, Hoiland, Marquardt, Gibbs

Absent: Cary (excused), Feuredi

Approve Minutes of the April 17, 2023 & June 19, 2023 Plan Commission meeting as distributed.

Motion by Yunker to approve, second by Hoiland. 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 five (5) minutes.

Mayor Klein states that Item #10 & Item #11 were withdrawn from the agenda by the applicant.

Commissioner Feuredi joined the meeting at 6:27pm.

Barry Mess, 1010 Mobile Street - Spoke in opposition relative to Item #10.

Michael Kaske, 1066 Mobile Street - Spoke in opposition relative to Item #10.

Mary Kloster, 1140 Mobile Street - Spoke in opposition relative to Item #10.

Susan Raia, 1120 Mobile Street - Spoke in opposition relative to Item #10.

Drew Aspinall, 1005 Mobile Street - Spoke in opposition relative to Item #10.

Terrie Mess, 1010 Mobile Street - Spoke in opposition relative to Item #10.

Jeanne McDonald, 1020 Mobile Street - Submitted correspondence in opposition relative to Item #10.

Acknowledgment of Correspondence.

There were 16 items of correspondence received, in opposition relative to Item #7 & Item #8. All items were distributed to the members of the Plan Commission.

Downtown Design Review:

Application by Bronson Trebbi 4350 Glendale Milford Ave. Cincinnati OH (Anthony Silvestri), for a request of an application for Downtown Design Review for a proposed exterior building change request for 104 Broad St. - Tax Key No. ZOP00253

Silvestri presented the application for an exterior building change request, included on pages 8-15 of the packet, and answered commission member's and city planner's questions. In the future, the applicant will need to return for signage.

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

Public Hearing and Recommendation for a General Development Plan (GDP), applicant Lakeside Living LLC., to allow for the construction of (4) duplex units on each of the (2) tax parcels in the Planned Development (PD) zoning district located at 1120 S. Lake Shore Dr. Units 1 – 4 & Units 28 – 31, Tax Key Nos. ZCNS00001 – ZCNS00004 & ZCNS00028 – ZCNS00031

Applicant Steve Greenberg, Lakeside Living, 937 Tarrant Drive, Fontana, WI. Presented the GDP application details, included on pages 16-112 of the packet.

Warren Hansen, Farris Hansen & Associates - Presented the GDP application (included on pages 16-112 of the packet) details and answered commission member's questions.

Administrator Walling states these parcels are zoned for Plan Development (PD).

Bill Koertner, Somerset Condominium Association's President & Director, 1120 S Lake Shore Drive #18 - Spoke in opposition to Items 7 & 8.

Bill Henry, Kehoe-Henry & Associates, spoke and presented items on behalf of Somerset Condominium Association, in opposition to Items 7 & 8.

Larry Happ, 1120 S Lake Shore Drive #13 - Spoke in opposition to Items 7 & 8.

Kristen Freytag, Board Member of the Geneva Lake Conservancy - Read a statement from the Geneva Lake Conservancy, in opposition to Items 7 & 8.

Michael Lynch, 1084 Lagrange Drive - Spoke in opposition to Items 7 & 8.

Dennis Habenicht, 1120 S Lake Shore Drive #9 - Spoke in opposition to Items 7 & 8.

Pete Eckardt, 1120 S Lake Shore Drive #20 - Spoke in opposition to Items 7 & 8.

Teresa McNulty, 1120 S Lake Shore Drive #32 - Spoke in opposition to Items 7 & 8.

Bill Elwood, 1120 S Lake Shore Drive #24 - Spoke in opposition to Items 7 & 8.

Dennis Kulak, 1120 S Lake Shore Drive #23 - Spoke in opposition to Items 7 & 8.

John Dreffin, 1070 S Lake Shore Drive #A2 - Spoke in opposition to Items 7 & 8.

Ray Egan, 819 Lagrange Drive - Spoke in opposition to Items 7 & 8.

Vlad Eydelman, 775 Lagrange Drive - Spoke in opposition to Items 7 & 8.

Susan & John Gullicksen, 1096 Lagrange Drive - Spoke in opposition to Items 7 & 8.

Kyle Stokien, 1120 S Lake Shore Drive #26 - Spoke in opposition to Items 7 & 8.

Edward Cox, 735 Lagrange Drive - Spoke in opposition to Items 7 & 8.

Francis Moran, 805 Lagrange Drive - Spoke in opposition to Items 7 & 8.

Commissioner Feuredi left the meeting at 8:53pm.

Applicant Steve Greenberg rebuts public hearing comments.

Tim Lynch, Lynch & Associates, rebuts public hearing comments.

Motion by Mayor Klein to close public hearing, second by Hoiland. No discussion. Motion carried. 5-0

City Engineer Rausch addressed the Commission regarding drainage and storm water management & erosion control concerns.

City Planner Mich presented an overview of the Plan Review and answered commission member's questions.

Attorney Draper addresses commission member's questions and recommends tabling this topic, until he can provide an opinion for the Commission and staff can provide a supplemental report.

Motion by Hoiland to continue the GDP discussion until the next Plan Commission meeting, second by Marquardt.

Attorney Draper suggests the Commission ask staff to communicate with the applicant and the engineers to get additional information they may need.

Gibbs requested more information from the staff about Bioretention for Infiltration.

Motion carried. 5-0

Public Hearing and Recommendation for a Precise Implementation Plan (PIP), applicant Lakeside Living LLC., to allow for the construction of (4) duplex units on each of the (2) tax parcels in the Planned Development (PD) zoning district located at 1120 S. Lake Shore Dr. Units 1 – 4 & Units 28 – 31, Tax Key Nos. ZCNS00001 – ZCNS00004 & ZCNS00028 – ZCNS00031

Motion by Major Klein to continue the PIP discussion until the next Plan Commission meeting, second by Hoiland. Motion carried. 5-0

Public Hearing and Recommendation for a Conditional Use Permit (CUP) request for an In-vehicle Sales or Service land use for the property located at 567 Broad St., applicant representative Jason Lohman for a proposed

new construction of a 10,750 square foot building in the Central Business (CB) zoning district. Tax Key No. ZFI00001.

Administrator Wallings states this item is being continued by the applicant to the August Commission meeting.

Review and Recommendation of a Conceptual Review (Step 2) of a Planned Development for Basso Builders, 405 Skyline Dr. Lake Geneva for a possible request to construct 8 duplex homes with a total of 16 units on Wells St. The current property is located within the Town of Bloomfield. Tax Key No. MA56400002.

Item #10 & Item #11 were withdrawn from the agenda by the applicant.

Discuss request for an Amendment to the Comprehensive Plan from Wisconsin Power and Light Company to relocate the energy substation.

Item #10 & Item #11 were withdrawn from the agenda by the applicant.

Consider a resolution to recommend adoption of a public participation plan for the annual Comprehensive Plan amendment process.

City Planner Mich confirmed this item was approved at a past meeting and no action that is taken at this time.

Adjournment.

Motion by Yunker to adjourn, second by Gibbs. Motion carried 5-0. The meeting adjourned at 9:27 p.m.



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

CITY OF LAKE GENEVA BOARD OF PARK COMMISSIONERS
TUESDAY, AUGUST 15, 2023 - 6:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Cindy Forster Feuredi, Brian Olsen, David Quickel, Barbara Philipps, Peggy Schneider, Ann Esarco, Denise Wendell, Alderperson Cindy Yager and Mayor Charlene Klein

AGENDA

1. Call to order – Cindy Feuredi
2. Roll Call
3. 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
4. Approval of the July 18, 2023 minutes of the Board of Park Commissioners minutes as prepared and distributed
5. Discussion/Update regarding Department of Public Works Operations
6. Discussion/Recommendation regarding Veteran's Park Playground
7. Discussion/Recommendation regarding Park Rental Fees
8. Next Meeting Date & Time
9. **Adjournment**

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City of Lake Geneva

Department of Public Works

1065 Caret St,
Lake Geneva, WI 53147
262.248.6644

To: Park Board Committee
From: Neil Waswo, Superintendent, Public Works
RE: August 2023 Report

OPERATIONS UPDATE

PARK OPERATIONS

- Library Park and Flat Iron Park signs were delivered and will be installed shortly.
- All shelters and Brunk Pavilion were pressure washed.
- All electric and informational panels have been painted.
- Welcome to Lake Geneva sign spotlight was replaced.
- Pole lighting in Seminary Park has been repaired.
- Crews finished the split rail fence and sign board along with installing the new sign at Four Seasons Park.
- Working with System Design for two irrigation leaks in Library Park.
- Approximately 25,000 pounds of trash was generated the week of the 4th of July in the parks and along the lakefront.
- We scheduled six staff members to maintain the parks and lakefront from 11:00 am to 7:00 pm, July 1st – 4th.
- Chuck has been watering the 460 newly planted trees.
- Finished the restoration project along the railroad bridge.
- Managed maintenance from nine main events and five rentals

VETERAN'S PARK

- The Special Olympic group has been gathering at Dunn Field on Monday afternoons.
- All parking lots and curb lines have been painted.



LAKE GENEVA PUBLIC LIBRARY

Library Board Meeting

Date: Thursday, August 10, 2023
Time: 5:00 p.m.
Place: Lake Geneva Public Library
Smith Meeting Room
918 W Main Street
Lake Geneva, WI 53147

AGENDA

1. Call to order (Lyon)
2. Roll call and introduction of guests
3. Review and approval of previous meeting minutes
4. Public comment: maximum of 5 minutes per speaker, limited to items on this agenda
5. Finance, Building, & Grounds Committee report (Kundert)
 - a. Review/approval of previous month's expenditures
 - b. Donations/investments report - consider any recommendations from Finance, Building, and Grounds Committee
 - c. Budget/funding overview and update
6. President's report (Lyon)
7. Director's report (Kornak)
8. Committee reports
9. Friends of the LGPL report (Brookes/Kundert)
10. City report (Fesenmaier)
11. School board report (Dinan)
12. Adjournment

LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
AUGUST 8, 2023 – 7:00 P.M.
LAKE GENEVA CITY HALL,
626 GENEVA STREET, LAKE GENEVA, WI 53147

1. Meeting Called to Order
2. Roll Call
3. Approval of minutes: Review and approval of the minutes from the July 11, 2023, *Lake Geneva Historic Preservation Commission Meeting*
4. Comments from the public and correspondence.
5. Reports on the *Geneva Lake Museum* upcoming events, including “*Tuesdays @ Two*” programs and news from the *Maple Park Homeowners’ Association*, including updates on the regulation of short-term rentals in the *Maple Park Historic District*.
6. Updates regarding *Black Point Estate & Gardens*, *Horticultural Hall*, and *Historic Lake Geneva Walking Tours*, including *Black Point* programs at the Lake Geneva Public Library.
7. Updates on events at *The Riviera*, at the *1928 Geneva Theater / Geneva Stage*, or local news items relating to the *Lake Geneva Historic Preservation Commission*.
8. Review of recent bills and invoices and updates on the current balance in the *Lake Geneva Historic Preservation Commission 2023 City Budget*.
9. Updates on tributes to honor Jim Davis and Jackie Getzen’s contributions to the LGHPC, including scheduling the dedication of the oak tree and plaque at *Oak Hill Cemetery* in memory of Jim Davis.
10. Discussion and comments regarding recent building / remodeling projects within *National & State Historic Districts*.
11. Update regarding submittal of *Certified Local Government* renewal application by February 28, 2023, and update on the proposed new *City of Lake Geneva Local Historic Landmark Ordinance* including latest discussions with City Attorney Dan Draper and Jason Tish at *Wisconsin Historical Society* and follow up on *Special Meeting with Jason Tish on Thursday, July 20, 2023, at 7:00 P.M. at City Hall regarding proposed changes in more detail*.
12. Discussion regarding the repair and/or replacement of existing historic plaques and signs by Jim Sherin at *Timberline Signs* and review of list on which additional plaques and signs should be repaired and/or replaced next.

13. Update regarding current status of the *Three Graces* statue, the relocation from Flat Iron Park to the Geneva Lake Museum, and the future plans for repair and/or replacement of the *Three Graces* statue.
14. Review of recent *Historic Plaque Program* applications, the cost of plaques from *Timberline Signs* at \$258.48 each (including sales tax), application forms, and ongoing updating the list of past plaque recipients.
15. Updates on the status of the *I-phone app* and *Android app* of *A Historic Lake Geneva Walking Tour*, including reactivation of I-phone app, and discussion on how to better promote the apps, including presentations to the Lake Geneva City Council. Also, any new information regarding required update renewal of I-phone app.
16. Discussion regarding new projects for the *LGHPC*, updates to our website www.historyoflakegeneva.org, and discussion on any other potential future *LGHPC* projects that we might want to consider.
17. Updates regarding the *Lake Geneva Historic Railroad Site*, including the new park bench and plaque in memory of Ed Yaeger and clean-up and repairs to the paver “footprints” of the *Railroad Turntable, Engine House, and Water tower*.
18. Report 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.
19. 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*, including the *17th Annual Local History & Historic Preservation Conference in LaCrosse, Wisconsin, on October 18-20, 2023.*
20. Adjournment

***THE NEXT LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING WILL BE AT CITY HALL @ 7:00 P.M.
ON TUESDAY, SEPTEMBER 12, 2023.***

Lake Geneva Historic Preservation Commission Meeting Minutes

July 11, 2023 7:00 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Louise Rayppy, Chris Brookes, Grace Hanny, Sonja Akright, Emily Hummel. Tim Dunn was absent. Guests: Paula Porubcan, Peg Esposito (Hillmoor Committee). Also Garth and Peggy Schneider.

Review and approval of the minutes from June 13, 2023, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

Reports on the Geneva Lake Museum upcoming events, including "Tuesdays @ Two" programs, follow up on "Taco Tuesday" fundraiser at Champs Sports Bar & Grille, and news from the Maple Park Homeowners' Association, including updates on the regulation of short-term rentals and parking in the Maple Park Historic District. "Tuesdays @ Two" program will be The History of the Lake Geneva Public Library, on September 5th. Even though they had no tacos at "Taco Tuesday", the fundraiser was a success. The Maple Park Homeowners' Association Block Party at Topsy Turvy had a low turnout due to rainy weather. They had one violation, which was their first citation, concerning short-term rentals. No paid parking for the time being.

Updates regarding Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours, including Black Point programs at the Lake Geneva Public Library. Programs about Historic Weddings on Geneva Lake at Black Point on August 26, 6:00 – 8:00 P.M. Local History series at the Library twice a month. Friends of Hillmoor will meet at Badger H.S. on 8/17 at 7:00 P.M. Also DISC GO Party on 7/25 at 3—7 P.M. at Sage Street entrance / Near Eastview School.

Updates on events at The Riviera, at the 1928 Geneva Theater / Geneva Stage, or local news items relating to the Lake Geneva Historic Preservation Commission. The screening of Ja Nelle Powers' daughters' short film "Something New" received good reviews. Thursday the 13th—Open House downtown, free parking between 10—11.

Review of recent bills and invoices and updates on the current balance in the Lake Geneva Historic Preservation Commission 2023 City Budget. Our current balance is \$4,885.00.

Updates on tributes to honor Jim Davis and Jackie Getzen's contributions to the LGHPC, including the LGPL paver for Jackie and scheduling the dedication of the oak tree and plaque at Oak Hill Cemetery in memory of Jim Davis. Sonja heard back from Jim Davis' sister, not able to attend the dedication, but asked to send video.

Janet at the Museum interested in the dedication for Jim, will do something. The paver for Jackie at the Library has been installed.

Discussion and comments regarding recent building / remodeling projects within National & State Historic Districts. New Owner restoring house at corner of Madison and Geneva Streets.

Update regarding submittal of Certified Local Government renewal application by February 28, 2023, and update on the proposed new City of Lake Geneva Local Historic Landmark Ordinance including latest discussions with City Attorney Dan Draper and Jason Tish at Wisconsin Historical Society and scheduling of Special Meeting with Jason Tish on Thursday, July 20, 2023, at 7:00 P.M. at City Hall to discuss proposed changes in more detail. Chris will check with City Hall about setting up Zoom for Special Meeting with Jason Tish at City Hall.

Discussion regarding the repair and/or replacement of existing historic plaques and signs by Jim Sherin at Timberline Signs and review of list on which additional plaques and signs should be repaired and/or replaced next. There are six Maple Park signs that are in bad shape. The estimate from Jim Sherin is 6 @ \$265.00.

Update regarding current status of the Three Graces statue, the relocation from Flat Iron Park to the Geneva Lake Museum, and the future plans for repair and/or replacement of the Three Graces statue. Will call Tom Earle and ask if he is taking a role in it. Museum is planning on moving the statue from where it is now, to the north gallery. Also need to set up ad hoc committee, and also find a sponsor.

Review of recent Historic Plaque Program applications, the cost of plaques from Timberline Signs at \$258.48 each (including sales tax), application forms, and ongoing updating the list of past plaque recipients. No new information.

Updates on the status of the I-phone app and Android app of A Historic Lake Geneva Walking Tour, including reactivation of I-phone app, and discussion on how to better promote the apps, including presentations to the Lake Geneva City Council. Also, any new information regarding required update renewal of I-phone app. Probably need to create a new app.

Discussion regarding new projects for the LGHPC, updates to our website www.historyoflakegeneva.org, and discussion on any other potential future LGHPC projects that we might want to consider. Need to talk to whoever replaced Jeff Miskie about our website. Sonja working on ideas for our next "Tales of Lake Geneva".

Update regarding the Lake Geneva Historic Railroad Site, including the new park bench and plaque in memory of Ed Yaeger and clean-up and repairs to the paver "footprints" of the Railroad Turntable, Engine House, and Water Tower. The area needs to be cleaned up, also some of the pavers need repairing and some are missing. Maybe we could put signs where the various structures once stood.

Report 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. NAPC Virtual Summer Short Course – August 23-24, 2023. Sign up now. Meeting adjourned at 7:45 P.M.

Respectfully submitted, Louise M. Rayppy



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

CITY OF LAKE GENEVA AVIAN COMMITTEE
TUESDAY, AUGUST 8, 2023 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Beverly Leonard, Sarah McConnell, Jill Rodriguez, Karen Gallo, Carol Zimmermann, Kelley Happ, and Cindy Yager- Alderperson

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the July 11, 2023 Avian Committee minutes as prepared and distributed
4. Comments from the public limited to 5 minutes, limited to items on this agenda
5. Budget Outline
6. Swift Night Out Update and Event Details
7. Purple Martin Colony Update
8. Brief 2023 Calendar/Project review
9. Update on Potential Grants
10. Partner Updates
11. Christmas Tree at the Museum
12. Next Meeting Date & Time
13. Future Agenda Items
14. **Adjournment**

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

City of Lake Geneva Avian Committee Meeting Minutes

Tuesday, July 11, 2023, 6:00 P.M.

City Council Conference Room 2A

1. Call to order: 6:00 PM by Sarah McConnell

2. Roll Call. The following members were present: Carol Zimmermann, Sarah McConnell, Karen Gallo, Beverly Leonard, Kelley Happ and Alderperson Cindy Yager. Jill Rodriguez was excused

3. Approval of Avian Committee meeting minutes from June 2023

Motion to approve minutes by Zimmermann, seconded by Rodriguez. The motion was passed.

4. Comments from the Public

There were no members of the public present and no comments were submitted.

5. Financial Review

There was a brief review of the Avian Committee budget information, which was included in the agenda packet. We have a \$3408.43 carry over. This does not include money to be used for Swift Night Out or buses for the Story Book Trail opening in May. We expect the bussing bills to be about \$250.

There was a brief discussion about possible needs for the Purple Martin houses. Leonard reported that we have enough birdhouses and rooms for now and that the cables are healthy, although we have been having issues lowering the houses for inspection. Public Works staff has been helpful in inspecting the cables, but it was felt that it's the wrap on the nut, not the cables, that is the issue.

Projected expenditures for next year on the houses could include two separate perching rods, to be placed in two locations. It was felt this would be a good addition in helping to build our colonies. McConnell asked Leonard to bring prices for rods and poles to the next meeting. Leonard also reported that there is enough jackstraw for next year, and the houses are in good shape. She explained that she uses a mirror on a stick to check inside the houses when she lowers them.

6. Swift Night Out Update

McConnell reported that the plans are set for Swift Night Out on September 7 for food trucks and the Schlitz Audubon program. It was agreed to set the time slightly earlier for the food and entertainment so we could get outside in time to see the swifts beginning to circle. Food trucks are scheduled to arrive at 4:30 pm; food sales will begin at 5 pm; guests will move inside at 6 pm for the Schlitz Eagle program, which should conclude by 7:00.

Other important issues include publicity, rack cards, invitations to City dignitaries and possibly other celebrities (maybe Donald Driver or Eric Menendez (meteorologist)). Committee members will begin to work on these and have them ready by the next meeting.

7. Purple Martin Colony Updates

Leonard brought up the issue of sparrows invading and colonizing the Martin houses, explaining that sparrows can destroy Martin eggs, can kill the young in the boxes, and can even destroy existing Martin colonies by their invasive behavior. The committee agreed that our mission is to build Martin colonies. Further, they agreed that the Avian committee Martin Project chair and/or co-chair should set the protocol about deterring sparrows from our boxes. Leonard explained that sparrows should be discouraged by removing their nests from our Martin houses and that it is essential to get sparrow nests out houses before their eggs hatch, as per "best practices" from the Purple Martin Association.

It was agreed that Leonard and Gallo would contact volunteers to explain “Best for Martins” practices. They pointed out that volunteers might need to be trained to recognize the difference between a sparrow nest and a Martin nest and remove the invasive birds’ nests and eggs immediately. This should not be too difficult if the volunteers are checking their boxes weekly.

It was suggested that a group text go out to all our volunteers to keep them informed of this policy

8. 2023 Project Review

The committee briefly reviewed the 2023 Project Calendar. We are on track for July, August and September projects. The committee agreed to address the Strategic Planning for the 2024 Learning to Soar program in September, after our Swift Night Out activities have concluded. The Story Book Trail project is complete for this year, but a question arose about what to do with the original pages from the last two Story Book Trail projects. Suggestions included giving them to St. Francis School or having them spiral bound and given to the library. It was decided to wait and see how the committee plans to proceed with the Learning to Soar Project.

9. Update on Potential Grants

Nothing at this time

10. Partner Updates

Nothing at this time

11. Next Meeting Date and Time

The next meeting date is **Tuesday, August 8 at 6 pm**, Lake Geneva City Hall Conference Room 2A

12. Future Agenda Items

- Budget Outline
- Swift Night Out Update and Event Details
- Purple Martin Colony Update
- Brief 2023 Calendar/Project review
- Update on Potential Grants
- Partner Updates
- Christmas Tree at the Museum
- Other

13: Adjournment:

Zimmermann moved to adjourn, seconded by Yager and approved. Meeting was adjourned at 7:10 p.m.

Respectfully submitted, 8/2/2023
Kelley Happ



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

CITY OF LAKE GENEVA TOURISM COMMISSION
MONDAY, AUGUST 14, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Chairperson Brian Waspi, Linda Moritz, Troy Migut, Zakia Pirzada, Alderperson Fesenmaier and Alderperson Howell; Ex-Officio Members: Mayor Charlene Klein, Comptroller Laura Pisarcik, and VISIT Lake Geneva President Stephanie Klett

THE CITY OF LAKE GENEVA IS HOLDING MEETINGS VIRTUALLY AND IN-PERSON; YOU MAY PARTICIPATE IN THE MEETING BY THE FOLLOWING:

4:00 p.m.- August 14, 2023 Tourism Commission
Aug 14, 2023, 4:00 – 5:00 PM (America/Chicago)

Please join my meeting from Google Chrome on your computer.

<https://meet.goto.com/454500557>

AGENDA

1. Chairman, Waspi call the meeting to order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the July 10, 2023 Tourism Commission minutes as prepared and distributed
5. Update from Heather Jones (Independent Contractor for Tourism Commission) Meet at the Lake Promotional Activity
6. Update from Tourism Entity (VISIT Lake Geneva) on Promotional Activity, Calendar, and Hotel performance
7. Update from Lake Geneva Business Improvement District (events and mission)
8. Written financial update regarding Room Tax Dollars Collected, Financials, current Budget & Disbursements, list of outstanding (unpaid) tourism grants awarded
9. Discussion/Action on Tourism Promotional Grant Program and Requests: **Maximum ten (10) minute presentation per request:**
 - a. The Balloon Adventure (Santa Cause Inc.)
 - b. 2024 Tavern League of Wisconsin Spring Conference (Walworth Co. Tavern League)
 - c. Oktoberfest (Lake Geneva Business Improvement District)

10. Proposed Tourism Commission Logo (*VISIT Lake Geneva; continued from July 2023 meeting*)
11. Addition of link or QR code to all marketing materials including print and social media
(*Continued from July 2023 meeting*)
12. Discussion – Update regarding Visit Lake Geneva contract with Tourism Commission (*Continued from July 2023 meeting*)
13. Future Agenda Items (Next Meeting Date: Monday, September 11, 2023 at 4:00 p.m.)
14. **Adjournment**

This is a meeting of the Tourism Commission. No official City Council action will be taken; however, a quorum of the City Council may be present.

TOURISM COMMISSION MINUTES
Monday, July 10, 2023
COUNCIL CHAMBERS, CITY HALL

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

Roll Call

Present: Chair Brian Waspi, Ald. Fesenmaier, Alderman Howell, Troy Migut, Stephanie Klett (Ex-Off), Mayor Klein (Ex-Off),

Absent: Linda Moritz, Vice Chair Zakia Pirzada

Also Present: Comptroller Pisarsik

Comments from the Public limited to 5 minutes, limited to items on the agenda

None.

Approval of Tourism Commission minutes from June 12, 2023

Motion by Waspi, second by Migut, to approve the minutes from June 12, 2023. Unanimously carried.

Heather Jones, Independent Contractor for Tourism Commission, Meet at the Lake Promotional Activity

Jones reported that site sessions from the Riviera website saw a huge increase across all categories most likely due to the Summer (June) Marketing Campaign. Riviera bookings for 2023 have exceeded last year's total at this point. There are still no wi-fi issues reported due to concern from the Riviera fountain livestream camera. Jones will check on invoices from the Winter (January through April) 2023 Marketing Campaign that would have been funded from a September 2022 grant (still outstanding).

Update from Tourism Entity – Visit Lake Geneva

Deanna Goodwin gave highlights from the monthly report including numerous ribbon cuttings and the Donald Driver tourism commercial filmed last Friday on the Mail Boat. Press releases were sent to the Green Bay Packers and ESPN for their use. Concerts in the (Flat Iron) Park continue until August 10. The Visit website metrics show a substantial increase again for June with Chicago as the Top City and Things to Do/Lake Shore Path topping the chart. The new TikTok account has 168 follower since mid-June. The 2024 Regional Visitors Guide is currently under production.

Update from Lake Geneva Business Improvement District (BID) – Alexandria Binanti

Alex gave information regarding website metrics and upcoming events – Maxwell Street Days and Oktoberfest. Murals in Motion will begin September 27 through October 1. There will be a monthly BID newsletter sent to members beginning in August. Alex is investigating the potential for becoming an accredited Main Street Community.

Written financial update provided by City Comptroller

Balance Sheet from June 30, 2023

Total Assets - \$213,121.87

Restricted Fund Balance - \$525,302.27

Comptroller Pisarsik reminded the Commissioners that room taxes are down compared to 2022.

Tourism Promotional Grant Program and Requests

None

Tourism Commission Logo and other possible changes

Visit Lake Geneva will bring a few options for a logo.

Addition of link or QR code to the Riviera homepage

Discussion continued regarding the requirement of a QR Code or direct link to the Riviera homepage for the City Hotels to be used on Grant Award marketing materials. How do we measure the return investment? The event itself is marketing for future stays. It is crucial that the event analysis be included in subsequent grant applications by groups, so the Commission can weigh the value of past performance. Commission Pirzada was not able to attend and was most qualified to speak about the idea. By consensus, the item is continued to August.

Initial discussion regarding Visit Lake Geneva with Tourism Commission (contract opens July 1, 2023)

No update. Continued to August meeting.

Future meeting agenda items and next meeting date –

- Tourism Logo – August meeting
- Link or QR Code on promotional materials – continued to August
- Contract negotiations update with Visit – continued to August

Monday, August 14, at 4:00 PM

Motion by Waspi, second by Migut, to adjourn at 5:07 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier, Secretary

Riviera Ballroom/MATL Update- Tourism Commission Meeting August 2023

Marketing Update

- Website Analytics Update: Past 30 Days:
 - Site Sessions: 2,965 (11% decrease, 108% increase last month)
 - Site Sessions by traffic source
 1. Google (1,269)
 2. Direct (604)
 3. Facebook (331)
 4. City of Lake Geneva (299)
 5. Social Media Ad (113)
 - Active Inquiries: 87 (-1 from last month), 77 recorded for July 2022
 - Avg. Session Duration: 3min 25sec (- 27sec)
 - Site Bounce Rate: 61.6% (-7%)
- WeddingWire & TheKnot: July Stats
 - 124 Storefront Views, compared to 72avg in our market/category
 - 15 leads (+4 from last month)
- Hotels & Lodging Analytics Update Past 30 days:
 - 175 Page Views (110 view increase from last month)
 - Avg. time spent on page: 3min 35sec (-7sec)

**Reports generated on August 3rd*

Social Media Ad Campaign runs through September 15th

Sales Update

	2018	2019	2020	2021	2022	2023	2024
Weddings	45	28	9	54	55	52	33
Social	4	1	0	1	5	4	3
Corporate	4	2	1	1	2	2	
Non-Profit	7	10	0	3	1	5	2
Event Total	60	41	10	60	62	63	37
Cancellation Total	0	0	40	11		3	1
Rescheduled	0	0	20	4		1	
Comp			5	2	5	6	

- Sales by Year June 2023:
 - 2023 Events- No changes
 - 2024 Events- 6 contracts returned this month (5 weddings & 1 social) with 3 contracts out.
 - Last Year- Reported on August 1, 2022; 60 events booked for 2022 and 32 events booked for 2023.

ACTUAL RIVIERA BALLROOM REVENUE BY YEAR

CITY OF LAKE GENEVA RIVIERA REVENUE (NET REVENUE AFTER TAX)

2018	2019	2020	2021	2022	2023 YTD
\$146,139.23	\$99,792.62	\$29,095.71	\$162,926.92	\$286,754.23	\$292,992.51

CATERING REVENUE

\$29,159.74	\$14,688.76	\$4,337.68	\$32,970.09	\$46,691.72	\$19,665.36
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Lake Geneva Tourism Commission AUGUST 14, 2023 VISIT Lake Geneva Update

Upcoming Partner Meetings & Events

- VLG Monthly Partner Meeting – August 15, 8-9am at The Bottle Shop
- Multi-Chamber Business After Hours – August 23, 6-8pm at Pat's Brew N Que (Sharon, WI)

Public Events 2023

- Lake Geneva Concerts in the Park recap
- Lake Geneva Electric Christmas Parade (Saturday, December 2)

Earned Media Highlights – JULY 2023

- [Plan a Lakeside Summer Adventure](#) | The Telegraph (Macon, GA)
- [7 Adorable Small Towns In Wisconsin](#) | World Atlas
- [20 Top Things to Do in Wisconsin](#) | Midwest Living Magazine
- [Did You Know You Can Ski At A Former Playboy Club](#) | Unofficial Networks
- [How Wide Is Lake Geneva in Wisconsin?](#) | AZ Animals
- [Wisconsin's Lake Geneva, once a grand resort for the rich, offers laid-back charm](#) | Minneapolis Star Tribune
- [Gary Gygax Day coined in DnD creator's hometown](#) | Wargamer
- [Urban spelunking: Beer baron Seipp's Lake Geneva mansion](#) | OnMilwaukee
- [Oak Hill Cemetery Lake Geneva, Wisconsin - The final resting place of Gary Gygax; creator of Dungeons and Dragons](#) | Atlas Obscura
- [Watch Packers legend Donald Driver try mail jumping as part of a commercial shoot for Visit Lake Geneva](#) | MSN
- [Donald Driver tries mailboat jump](#) | APG Media of Wisconsin
- [Donald Driver tries delivering mail via boat in Lake Geneva](#) | NBC26 Green Bay
- [Packers Hall of Famer Donald Driver tries mail jumping on Lake Geneva and it provides plenty of laughs](#) | Milwaukee Journal Sentinel
- [Donald Driver tries out Lake Geneva Mail Boat delivery](#) | WISN 12 Milwaukee
- [Donald Driver tries Lake Geneva Mailboat jump](#) | Yahoo News
- [Weekend Getaways Near Milwaukee](#) | Midwest Living Magazine
- [Lake Geneva Mailboat, Donald Driver makes the jump](#) | Fox 6 Milwaukee
- [Donald Driver tries delivering mail via boat in Lake Geneva](#) | TMJ4 Milwaukee
- [Donald Driver tries Lake Geneva Mailboat jump](#) | Longview News-Journal (Texas)

Marketing Metrics - JULY 2023

Website - VisitLakeGeneva.com

- Visitor Sessions – 191,712 | +27.9% (YTD 954,330 | +11.2%)
- Pageviews – 585,263 | +59.4% (YTD 2,505,794 | +18.8%)
- Users – 145,738 (YTD 732,297)
- Online Guide Visits – 9,116 (YTD 42,954)

• TOP CITIES

- | | |
|----------------------------------|------------------------|
| 1. Chicago – 29,207 Unique Users | 6. Minneapolis – 1,720 |
| 2. (not set) – 10,135 | 7. Denver – 1,417 |
| 3. Milwaukee – 6,871 | 8. Madison – 1,381 |
| 4. Dallas – 2,794 | 9. Ashburn – 1,318 |
| 5. Lake Geneva – 2,572 | 10. Rockford – 891 |

• TOP PAGES

- | | |
|-------------------------------------|--|
| 1. Events – 80,781 Pageviews | 6. Blog Area Fireworks – 16,940 |
| 2. Things to Do – 49,279 | 7. Things to Do Shopping – 16,314 |
| 3. Home – 45,198 | 8. Food & Drink – 13,649 |
| 4. Stay Hotels & Resorts – 19,654 | 9. Things to Do Shore Path – 12,140 |
| 5. Things to Family Fun – 17,790 | 10. Things to Do Family Adventure – 11,856 |

Social Media

- Facebook – 65,157 Followers (+1,014) | 894,524 Post Reach
- Instagram – 11,978 Followers (+393) | 55,948 Post Reach
- Twitter – 3,489 Followers (+13) | 8,304 Impressions
- LinkedIn – 1,296 Followers (+47) | 38,631 Impressions
- TikTok* – 634 Followers (+466) | 263,779 Views

(*) Launched June 13

Email Subscribers

- Subscribers – 53,018 (+85)
- Open Rate – 35.1%

Visitor Center Activity

- Walk-ins – 2,300 (YTD 9,117)
- Phone Calls – 336 (YTD 1,821)
- Emails – 1,315 (YTD 7,634)
- Visitors Guides Fulfilled – 1,287 (YTD 7,514)

Hotel Activity - JUNE 2023

- Occupancy – 70.4% (+3.1%) | YTD 46.1% (-1.1%)
- ADR - \$223.94 (+12.6%) | YTD \$179.74 (+7.7%)
- RevPar - \$157.54 (+16.2%) | YTD \$82.88 (+6.5%)

Meetings & Events RFP Activity – JULY 2023

RFP#	Total Room Nights	Meeting Type	Properties Sourced
1233	60	Corporate	Lake Lawn, The Abbey
1234	300	Government	The Abbey, Grand Geneva
1235	300	Government	The Abbey, Grand Geneva
1236	300	Government	The Abbey, Grand Geneva
1237	32	Corporate	Alpine Valley, Comfort Suites , Lake Lawn
1238	1200	Corporate	The Abbey, Grand Geneva, Lake Lawn
1239	582	Corporate	N/A
1240	1630	Corporate	N/A
1241	1546	Corporate	Grand Geneva
1242	41	Corporate	N/A
1243	180	Corporate	Grand Geneva
1244	44	Corporate	Grand Geneva
1245	56	Fraternity	The Abbey, Baker House , Bella Vista , Fairfield , Geneva National, Grand Geneva, Harbor Shores , Holiday Inn, Lake Lawn, The Cove , Geneva Inn, Timber Ridge

- RFPs Distributed – 13 (YTD 94)
- Total RFP Room Nights – 3,333 (YTD 35,253)
- Total RFP Attendees – 6,271 (YTD 25,211)

MORE

- Donald Driver commercial shoot complete – commercial running in Wisconsin, Illinois and other Midwest markets within 300-mile radius (see [HERE](#)).
- 2023 Geiger Media Tour – September 5-8.
- Fall Media Kit and media outreach mid-August.
- 2024 Lake Geneva Region Visitors Guide in production; Early Bird ad rates through August 25.
- Visit Lake Geneva Impact Awards 2023 – nomination period open now through September 7. Submit nominations [HERE](#).



PO BOX 910, Lake Geneva WI 53147 | 262.220.8916 | www.downtownlakegeneva.org

Executive Director's Report

July Recap

Website & Social:

Updated website with Oktoberfest and Maxwell Street Days pages. Data collection for new businesses to add to directory is taking place. Met with Badger High School to discuss marketing student collaboration with businesses and our organization for marketing planning. Created a 2023-2024 marketing plan to support event and business promotion expenses.

Website traffic decreased in July by 9%. Most visited pages were Oktoberfest and Maxwell Street Days under Events. The last page visited before leaving site is /Shop. Milwaukee market pageviews have increased by 31% this month.

Social media has increased visibility significantly. Post reach has increase 190% with engagement increasing by 179%. We gained over 320 net followers on Facebook and 1 minute videos posed a 200% increased interest.

Social Posting Topics:

- i. Placemaking: Interviews with a local
- ii. Summer Fun
- iii. New businesses in town
- iv. Maxwell Street Days
- v. Oktoberfest Planning

Website												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Visitor Sessions		(526)	(937)	(1043)	(1269)	(1265)	(1013)					
Mobile	-	347	707	677	952	955	690					

Desktop	-	174	214	338	284	272	293					
Tablet	-	5	16	28	33	38	30					
Pageviews												
	-	1,011	1,433	1,490	1,909	1,983	1,804					
2023 Other												
Users	-	526	937	1034	1269	1265	1013					
New Visitors	-	440	755	801	997	892	906					
Avg Time on site	-	3m26s	4m29s	3m50s	4m03s	3m07s	3m44s					
Social												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Facebook												
Followers	7,092	7,283	7,495	7,582	7,731	7,817	8,130					
MoM Change	48	191	212	87	149	86	313					
Reach	11,412	25,727	31,218	15,455	31,089	18,311	55,078					
Post Engagement	1,993	1,950	3,900	2,980	10,465	6,184	14,701					
Instagram												
Followers	2,589	2,613	2,636	2,665	2,694	2,706	2,727					
MoM Change	39	24	23	29	29	12	21					
Reach	3,200	2,720	3,079	1,967	4,142	1,501	2,074					
Engagement	3,100	1,100	1,985	1,057	2,247	239	317					

Events:

- i. Maxwell Street Days – August 25-27th.
 - a. Purchased advertising time with Lake 96.1. Boosted social ads starting end of July. Planned paper advertisement with Lake Geneva Regional News.
 - b. Hiring buskers for street entertainment and getting promotional ideas from businesses now to print rack cards for advertising.
 - c. Social media giveaways will take place to shop for the weekend.
 - d. Website is launched with 35 participating businesses and secondary page dedicated to activities/music/outdoor dining.
- ii. Oktoberfest – October 7 & 8th Broad and Geneva Streets
 - a. Sponsorship materials are finished; booking of entertainment is complete,
 - b. Event Application Approved by FLR. Awaiting next Common Council Approval
 - c. Vendor sign ups launched as well as sponsorship solicitation.
 - d. Rotary has confirmed use of nonprofit status to partner with liquor license application turned in and approved.
 - e. Application for tourism grant will be turned in for the amount of \$9800 in August.
- iii. Murals in Motion – September 27 – October 1st – **Postponed until May 2024**
 - a. Due to developing logistic processes in conjunction with City planning as well as ordinance discussion, the BID has decided to postpone the event until Spring 2024
 - b. Travel WI JEM grant applied for by 8/1 for \$39,500.00 to go towards marketing of the mural program
 - c. Tourism Commission Grant to be applied in November for 2024
 - d. Created Event Proposal for grants and sponsorship solicitation outlining project scope and operation costs

Beautification:

- i. Flowers – Planning of Fall plantings, also in discussion of increasing budget for 2024 for more flowers on bridge, adaptation to holiday décor for inside pavilion
- ii. Lighting – Planning holiday décor in July and August for downtown and Flat Iron Park

Business Communications & Marketing:

- i. 29 (77 ytd) business site visits for analysis of business sales and traffic flow; sent business emails in regards to planning Oktoberfest and Maxwell Street Days, met with a pop up business vendor
- ii. Main Street Update: Main Street Orientation took place in July; officially announced as Connect Community with press release in local paper as well.
- iii. Summer Marketing Initiative – Summer Bucket List socials; giveaways for storytelling of experiences to be published online. Maxwell Street Days planning to start, also press release and marketing for murals to take place in July.
- iv. Co-Branded Community Placemaking Study: Met with Tourism Commission, VISIT Lake Geneva, and Economic Development Corp. to discuss a market study for business attraction and investment in Lake Geneva hosted by Tom Hartz and Bill Kahn

CITY OF LAKE GENEVA
BALANCE SHEET
JULY 31, 2023

FUND 47 - TOURISM

<u>ASSETS</u>		
47-00-00-11111	FUND CASH	493,893.54
	TOTAL ASSETS	493,893.54
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
47-00-00-21100	ACCOUNTS PAYABLE	41,255.97
	TOTAL LIABILITIES	41,255.97
<u>FUND EQUITY</u>		
47-00-00-34800	RESTRICTED FUND BALANCE	525,302.27
	REVENUES OVER EXPENDITURES - YTD	(72,664.70)
	TOTAL FUND EQUITY	452,637.57
	TOTAL LIABILITIES & EQUITY	493,893.54

Lake Geneva Cemetery Board
Wednesday, August 9, 2023 – 4:30pm
Lake Geneva City Hall - Upstairs Conference Room
626 Geneva Street, Lake Geneva, WI 53147

President-Mary Sibbing
Vice President-Terry Krohn
Secretary-Ruth Monico
Patrick Quinn
Council Liaison-Mary Jo Fesenmaier

Agenda

1. Meeting called to order
2. Roll Call
3. 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.
4. Approve Cemetery Board meeting minutes from the Wednesday, June 21, 2023 meeting
5. Approve Cemetery Board meeting minutes from Wednesday, July 26, 2023 special meeting
6. Discussion/recommendation to review State Statute 157.115 (2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years: possibility this be set aside for the budgeted Park Manager position to assist in handling this issue once employed. Many costs are to be considered regarding cost vs. benefit.
7. Review/discussion/recommendation regarding Sibbing and Krohn's input on the updates to the existing Cemetery Rules/Regulations to include Pioneer Cemetery. Sibbing will consult with Tom Earle for input on the proposed changes.
8. Discussion/recommendation regarding update on specific layout of the Pontom Cemetery link on the LG Website for a more user-friendly placement of the link.
9. Discussion/recommendation on Pontem quote to add Columbarium to Pontem link.
10. Discussion/recommendation regarding comptroller monthly financial report(s).
11. Review/discussion/recommendation on Tom Earle's DPW monthly report
12. Review/update/discussion on purchase of property adjacent to Oak Hill
13. Future agenda items:
 - a. Determine 2 people to attend the annual conference of the Wi Alliance of Cemeteries to take place Sept. 6, 7, 8
 - b. Consider the updated Cemetery Rules/Regulations for recommendation as an Ordinance for code enforcement once completed.
 - c. Continued exploring increasing the board members from 5 to 7 for board diversity (passed by the board Feb 15, 2023, meeting).
14. Set next meeting date/time
15. Adjournment

CEMETERY BOARD MINUTES

Wednesday, June 21, 2023

Summer Solstice

Conference Room A, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 4:32 pm.

Roll call:

Present: Mary Sibbing, Terry Krohn, Ruth Monico (arrived at 4:40), Alderman Fesenmaier, Patrick Quinn

Absent: None

Comments from the public. None

Approved Cemetery Board Minutes from April 19, 2023

Motion by Quinn, second by Krohn, to approve the Cemetery Board Minutes. Motion passed 4-0.

Discussion to review State Statute 157.115(2) *Abandonment of Cemetery Lots* regarding lots not interred for over 50 years: possibility to set this aside for the budgeted Park Manager position to assist in handling this issue once employed. Sibbing emphasized that this is an important part of the Committee's role and that the September conference might provide more information. Sibbing will also let Administrator Nord know that the Board supports the Park Manager position which would encompass the cemeteries as well in the job description that will be reviewed/recommended at their July meeting and sent to FLR for final approval before posting and hiring. Motion by Sibbing, second by Quinn, to continue to the next meeting. Carried 4-0.

Recommendation to continue each member's input on the tasks to review updates on the existing Cemetery Rules/Regulations to include Pioneer Cemetery. Sibbing and Krohn met and went through all the documents to make changes in a Word Doc. Sibbing will next meet with DPW Earle about the proposed changes. The Etiquette document will be reviewed and revised at a later time.

Ruth Monico arrived at 4:40 pm.

Election of Officers. City Ordinance Chapter 2, Administration Articles v, Boards and Commissions Division S, Cemetery Board Sec 2-302. Officers. Members of the Cemetery Board shall be elected annually in May.

President Mary Sibbing: Alderperson Fessenmeier made a motion to reelect President Sibbing, and Ruth Monico seconded the motion.

Vice President Terry Krohn: President Mary Sibbing made a motion to reelect Vice President Terry Krohn, and Alderperson Fessenmeier seconded the motion.

Secretary Ruth Monico: President Sibbing made a motion to reelect Secretary Ruth Monico, and Terry Krohn seconded the motion.

Motions passed 5-0 for all positions.

Discussion regarding Black Point 2023 Cemetery Walks' schedules.

On May 8, City Council approved the dates for the Cemetery walks: dates previously noted.

Discussion/recommendation with regards to the Fischbach Oak Hill family plot.

The surviving members of the Fischbach family brought to the Cemetery Board's attention a need to clarify who should inherit the remaining decedents plot(s).

Clarification discussed and Sibbing to follow up with Tom Earle. Board took no official action.

Discussion regarding thoughts on the setup of the now live Pontom Cemetery link on the City's website. Cemetery Board to look at a placement for a more friendly layout on the website.

Recommendation to review the controller's monthly financial reports for the next meeting.

Sibbing made a motion to make a recommendation to the Finance, License, and Regulation Committee to approve the Century Fence bid of \$19,000. Quinn seconded. The Board asks that the letter from Earle, pictures, and other documents be included in the FLR and Council packet. Motion passed 5-0.

Reviewed Tom Earle's DPW monthly report for June 2023.

Motion to go into Closed Session pursuant to Wisconsin Statute 19.85(1)(e). Motion made by

Alderperson Fessenmeier and seconded by Patrick Quinn to move into Closed Session.

Motion passed by roll call vote, 5-0.

Motion made by Quinn and seconded by Krohn to return to open session pursuant to Wisconsin Statute 19.85(2) and take action on items discussed in the closed session. Motion made by Sibbing and seconded by Patrick Quinn to recommend to FLR to purchase lots, ZA 400001, ZA 400002, ZA 400003, ZA 400004, to extend the adjacent cemetery land for a negotiable price. Discussion followed to recommend purchase of the property out of the Perpetual Care Fund. That balance stands at \$774,190.60. Motion carried 5-0. Mary will follow up regarding the purchase.

Future agenda items:

The annual conference of the Alliance of Cemeteries will take place September 6th, 7th and 8th. (Two people budgeted to attend).

Continue the updated Cemetery Rules/Regulations for recommendation as an ordinance for code enforcement once the project has been completed. Continued to the next meeting.

Continue to explore increasing the Board members from 5 to 7.

Motion to adjourn the meeting by Quinn, and seconded by Sibbing. Motion passed 5-0 to adjourn. Meeting adjourned at 5:31 pm.

Respectfully submitted,
Ruth Monico
Secretary

CEMETERY BOARD MINUTES

Cemetery Board Special Meeting

Wednesday, July 26, 2023

Conference Room C, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 1:00 pm

Roll call:

Present: Mary Sibbing, Terry Krohn, Ruth Monico, Alderman Fesenmaier. Patrick Quinn

Absent: None

Comments from the public. None

Special meeting called to address the 3 scenarios presented by Tom Earle regarding proposed Lake Geneva Park Manager position roles and responsibilities that would include Pioneer and Oak Hill Cemeteries.

While Draft 1 and Draft 2 were discussed thoroughly by Tom Earle, Draft 3 appeared the best scenario for the future Park and Recreation Manager position.

In summary, "Scenario 3 along with items from Scenarios 1 and 2 would allow the future establishment of a stand alone Parks Department, relieve the overwhelming burden on the Park, Avian, Tree and Cemetery Boards and position the City for success in recreation activities for children, adults, seniors and those with disabilities," per Tom Earle, DPW.

Others also attending the meeting included, the Mayor, Superintendent Foreman, Arborist, Assistant Arborist, HR Specialist and Comptroller. Each department added their comments and support for Draft 3.

The Cemetery Board listened to the options and chose to agree with Draft 3.

Motion made by Terry Khron and seconded by Patrick Quinn to accept Draft 3, as presented.

Motion passed 4-0. Alderperson Fesenmaier voted no.

Motion made to adjourn the meeting by Alderman Fesenmaier and seconded by Patrick Quin. Passed 5-0. Meeting adjourned at 144 pm.

Respectively submitted,
Ruth Monico
Secretary



City of Lake Geneva

Department of Public Works

1065 Carey St,
Lake Geneva, WI 53147
262.248.6644

To: Department of Public Works

From: Tom Earle, Director Public Works & Clint Meloncon, Sexton, Lake Geneva Cemeteries

RE: August 2023 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments

Date	Type
7/5/2023	CREM
7/5/2023	CREM
7/10/2023	FULL
7/15/2023	CREM
7/18/2023	FULL
7/19/2023	CREM
7/19/2023	CREM

**GENEVA LAKE ENVIRONMENTAL AGENCY (GLEA)
WILLIAMS BAY, WISCONSIN**

**The monthly business meeting of the GLEA will be held in room 108,
in Lowrey Hall, on the George Williams College of Aurora University campus.
350 Constance Blvd., Williams Bay, WI 53191.**

August 24, 2023, at 6:30 pm.

Virtual: Join Zoom Meeting

[https://us06web.zoom.us/j/89100496954?pwd=MkdYamtZaXNyVGg3SVJB
TXZtUStVQT09](https://us06web.zoom.us/j/89100496954?pwd=MkdYamtZaXNyVGg3SVJB
TXZtUStVQT09)

Call Meeting of GLEA Board of Directors to Order – Chairman Kenny

Roll Call.

General Business:

Comments from the public as allowed by Wis. Stats. §19.84(2). Comments will be limited to 5 minutes.

1. Approve the minutes of the regular business meeting on July 20, 2023

2. Monthly Review Items:

- a. Action on July 2023 Income Statement
- b. Action on July 2023 Balance Sheet
- c. Bookkeeper's July 2023 Disbursement Report
- d. Bookkeeper's July 2023 Donation Report
- e. Action on Staff Report:
 - 1. Director Report- July - August 2023
 - 2. Intern Report- July- August 2023

Possible action on the following business.

1. Water Quality/AIS

- a) Water Alliance
- b) Geneva Lake Association Annual Meeting
- c) Mobile CD3 Unit
- d) Big Foot Beach State Park Storm Drain/Culvert issue
- e) Local AIS Ordinances Chapter 30- Update

2. Grants

- a) AIS Prevention 4 CD3 Units- Update
- b) Clean Boats Clean Waters- Update
- c) Geneva Lake Association Grant

3. Funding

- a) Friends of Geneva Lake Environmental Agency

4. Projects/Equipment

- a) Boat Count
- b) SEWRPC Aquatic Plant PI Survey
- c) Drone and ROV footage of SSW

5. Marketing/Fundraising/Events/Conferences/ Membership

- a) Website
- b) Social Media
- c) Annual Mailing/ Newsletter
- d) Advanced Lake Leaders

6. Office

- a) Lease/ Office Space

7. Technology/Equipment

8. 2024 Budget

9. Human Resources

- a) Employee Handbook
- b) Staffing

10. Municipalities Updates and Reports

- a) City of Lake Geneva
- b) Town of Linn
- c) Village of Fontana
- d) Village of Williams Bay
- e) Town of Walworth

11. New/ Other business items

12. Next Meeting Date

- a) September or October

Adjournment

Posted: August 9, 2023, GLEA office and website, <https://www.gleawi.org/>
and at the City of Lake Geneva Website, <https://www.cityoflakegeneva.com/>
Jacob Schmidt, Director, director@gleawi.org
Aimee Townsend, Admin. Asst., glea.officel@gmail.com



Lake Geneva Business Improvement District
Board Meeting
Wednesday, August 2, 2023 | 9:00 AM
Harbor Shores of Lake Geneva

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes from last meeting
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 3 minutes.
5. City News and Mayor Klein Update
6. Appearance of VISIT Lake Geneva
7. Treasurer Report
 - a. Chart of Account review
 - b. Budget vs Actuals
 - c. Pay bills
8. Executive Director's Report
 - a. Oktoberfest planning
 - b. Marketing initiatives
9. Comments from the Board of Directors
10. Motion to go into closed session pursuant to Sec. 19.85(1)(e) which states: "deliberating or negotiating the purchase of public properties, the investing of public funds, or conduction other specified public business, whenever competitive or bargaining reasons require a closed session" regarding the 2024 budget review.
10. Adjourn



Lake Geneva Business Improvement District
Board Meeting
Wednesday, August 2, 2023 | 9:00 AM
Harbor Shores of Lake Geneva

MINUTES

1. Call to Order – 9:04am
2. Roll Call – *Janine Osborne, Laura Thomspson, Alethea Salgado, TR Remke, Sherie Straube, Spyro Condos. Arrived with excused tardy Elizabeth Tumas, Anthony Silvestri.*
3. Approval of Minutes from last meeting – *Alethea Salgado Motions; TR Remke Seconds. All Approved.*
4. Comments from the public as allowed by Wis. Stats. § 19.84 (2), limited to items on this agenda except for public hearing items. Comments will be limited to 3 minutes. – *Citizen concern for street conditions for handicap accessibility downtown streets, including Broad and Geneva for Oktoberfest.*
5. City News and Mayor Klein Update – *Mayor Klien gives update on Lot I reservations for advance parking and senior pass reduction from \$80.00 to \$65.00. Also thanks BID for accepting maintenance of Riveria planters and watering.*
6. Appearance of VISIT Lake Geneva – *Deanna Goodwin presents marketing and earned media updates. Discusses Donald Driver commercial launch, Concerts in the Park, and planning for Annual Dinner and Impact Award Nominations.*
7. Treasurer Report – *Janine Osborne updated Oktoberfest expenses and confirms budget adjustments passed through Common Council are reflective of current budget vs actuals. Further discussion for 2024 budget will be discussed in closed session.*
 - a. Chart of Account review
 - b. Budget vs Actuals
 - c. Pay bills – *suspended approval to pay Invoices 6423 & 6424 from Treasure Hut Flowers pending logistic & budget review. Discussion Continuation September Board Meeting.*

56004	Alexandria Binanti Salary	#013	\$	7,249.98
56014	Alexandria Binanti - office supply bid phone	#013	\$	87.26
56014	Alexandria Binanti – Mileage Marshfield	#013	\$	152.62
56014	Alexandria Binanti – Mileage Madison	#013	\$	68.12

56014	Alexandria Binanti – Travel Meals	#013	\$	119.36
56009	Alexandria Binanti – Liquor License for Oktoberfest	#013	\$	12.00
56005	Alethea Salgado - August 2023 Marketing	#10623	\$	1,000.00
56033	Mike Cary - Watering Contract	N/A	\$	1,500.00
			\$	10,189.34

8. Executive Director's Report - *Alexandria Binanti presented marketing analytics with social media growth. Update on Main Street Orientation and website updates. Maxwell Street Days permit has been approved at Council.*

a. Oktoberfest planning – *Update on band bookings, sponsorships, and upcoming expenses.*

Approved at FLR and will be on next council meeting. Liquor license has been approved.

b. Marketing initiatives – *Discussion of joint collaborative market research with Economic Development Corp, Tourism Commission, BID, and VIST Lake Geneva presented and proposed by Tom Hartz and Bill Kahn*

9. Comments from the Board of Directors – *Alethea Salgado gave update to mural program. Spyro Condos comments on housing in regards to school enrollment and collaborative measures with school district to attract students/families for the benefit of job creation and talent retention. Suspended rules to allow Alderman Mary Jo Fesenmaier to expand on short term rental legislation as well as school voucher definitions in regards to topic.*

10. Motion to go into closed session pursuant to Sec. 19.85(1)(e) which states: “deliberating or negotiating the purchase of public properties, the investing of public funds, or conduction other specified public business, whenever competitive or bargaining reasons require a closed session” regarding the 2024 budget review. – *Reviewed 2024 budget draft. Will be adjusting budget based on discussion of general marketing, pending clause to market study, and adjustment of watering contract. Elizabeth Tumas Motioned to move out of closed session; TR Remke, seconded. All approved.*

11. Motion to Accept 2024 budget following adjusted rated of General Marketing Budget, Watering contract, and market study addition. Role Call Approval – *Janine Osborne, Spyro Condos, Laura Thompson, Anthony Silvestri, TR Remke. Abstained – Alethea Salgado. Approved.*

12. Adjourn – *10:37am. Spyro Condos Motions; TR Remke Seconds. All Approved.*

Geneva Lake Law Enforcement Agency

Board of Directors Meeting
Wednesday, August 2, 2023 - 5:30 p.m.

GLLEA Office
478 Lake Street
Fontana, WI 53125

THE GENEVA LAKE LAW ENFORCEMENT AGENCY IS HOLDING THIS MEETING IN PERSON.

The public can provide comments on agenda items by emailing your comments to the GLLEA Secretary/Treasurer Stephanie Smith at treasurer@genevalakepolice.com. All written comments must be submitted by 8:00 A.M. on the date of the meeting. All comments will be read aloud during agenda item #3 when public comments are allowed.

Agenda

1. Call to order.
2. Roll call.
3. Comments from public. (*Limited to 2 minutes*)
4. Approve minutes of previous meeting held July 12, 2023
5. Approval of bills and acceptance of Treasurer's report
6. Discussion on 2024 GLLEA Budget
7. Commander's Report
8. Motion to adjourn.

Agenda approved by: Commander Cole

Date Approved: 07/29/2023