



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
MONDAY, OCTOBER 2, 2023 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Council President: Mary Jo Fesenmaier

Council Vice-President: Cindy Yager

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

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-Council President Fesenmaier
2. Pledge of Allegiance – Alderperson Yunker
3. Roll Call
4. Approval of the Committee of the Whole Minutes from September 5, 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. Presentation regarding Badger High School Homecoming 2023; Badger Student Council
7. Presentation regarding the 2023 Assessment Process; Dean Peters, Associated Appraisal Consultants
8. Hillmoor Ad Hoc Committee Report-Mayor Klein
9. **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

10. 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

11. 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 meetings 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

12. 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
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

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

Pledge of Allegiance – Alderperson Yager
Alderperson Yager led the Committee in the Pledge of Allegiance.

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

Approval of the Committee of the Whole Minutes from August 7, 2023 as prepared and distributed
Motion by Frame to approved, second by Esposito.
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.
Mayor Charlene Klein, 817 Wisconsin St expressed gratitude to the entire public safety team, and all City Staff for a safe and successful summer.

Sarah McConnell, 21 Lakeview Dr; Jill Rodriguez; 701 S Lakeshore Dr, and Kelly Happ, 1120 S Lakeshore Dr; Avian Committee gave an announcement regarding Swift Night Out, taking place this Thursday, September 7th.

Penny Frau, 736 N Andria Dr; spoke about the issues caused by AirBnBs in residential neighborhoods and Madison's Short Term Rental Ordinance.

Neil Kolb, 700 Joshua Ln; spoke about Short Term Rentals and the numerous negative impacts on neighborhoods and requested the City enact reasonable restrictions. He also expressed support for the YMCA relocating to the Hillmoor property.

Greg Kolb, 351 W Laurie St; spoke about the City's purchase of Hillmoor, expressing concern about the costs to taxpayers involved with the purchase of the property and the development of proposed ideas. He expressed support for the YMCA relocating to Hillmoor.

Alderperson Straube arrived at 6:15 pm.

Andrea Christian, 250 Havenwood Dr; spoke about lack of accessibility at the YMCA, lack of accessibility with the ADA beach entrance project, the negative impacts of separating the accessible entrance from the main entrance, and stressed that a ramp must be added to the main entrance.

Sherri Ames, 603 Center St; spoke regarding changes to the Short Term Rental Ordinance previously discussed at the meeting earlier today. She expressed support for short-term rental software, the park director position being a department head, opening Hillmoor to the public, shortening trick or treating hours, and short-term rental

regulations.

Diane, 39400 60th St Burlington, Never Say Never Playland; gave an update on the fundraising efforts in order to build an all-inclusive playground at Veterans Park, outreach plans, build plans, and project costs. She encouraged the City to keep the \$350,000 placeholder currently in the budget, and encouraged people to look at the Never Say Never website for more information.

Carol Pearson, 932 George St, recommended improvements to the audio feed for meetings, urged the City to quickly appoint someone to the newly vacant Code Enforcer position, stated that she is not in favor of the YMCA at Hillmoor, and spoke on Short Term Rental violations regarding parking and noise.

Bill Huntress, 1051 Pleasant St; spoke about Short-Term Rentals and the various negative impacts they have on neighborhoods, the enforcement of impact fees, and the enforcement of the rules regarding both.

Emily Huml, Maple Park Homeowners Association, expressed her displeasure with Short-Term Rentals, and suggested the City needs a code enforcer and software.

Adam Reusch, 726 Joshua Ln; spoke on Short-Term Rentals and shared specific concerns regarding increased traffic and parking safety, as well as the City's inability to enforce the code.

Dave Widzisz, 748 N Andria; spoke on Short-Term Rentals and the various negative impacts on neighborhoods and the atmosphere of the entire City.

Dave Mahoney, 252 Murray Dr; spoke regarding the YMCA relocation, expressed apprehension about the YMCA moving to Hillmoor regarding the loss of nature, no revenue stream, and traffic. He stressed putting long-term thought into the issue.

Fred Gahl, 661 S Lakeshore Dr, Hillmoor Ad Hoc Committee, spoke regarding the purchase of Hillmoor, the Ad Hoc Committee's progress in researching use ideas, and committing to open land and natural uses. He expressed displeasure with the YMCA relocation to Hillmoor.

Parking Ad Hoc Committee Report-Mayor Klein

Mayor Klein reported that the Committee's term has ended and that they recently presented their findings to the Council.

General discussion followed regarding the Council accepting the Committee's report.

Hillmoor Ad Hoc Committee Report-Mayor Klein

Mayor Klein reported on the progress of feasibility studies, stated that the Committee presented its Vision Statement to the Council, and expressed that the Committee is being thoughtful and methodical with its work. The Committee meets weekly and the meetings are open to the public.

Presentation and Discussion/Recommendation regarding Granicus software: Mike Bozich

Mike Bozich from Granicus gave a presentation on Short Term Rental compliance and enforcement software. Questions and Discussion followed between Mr Bozich and the Committee regarding the complaint process workflow, the escalation process for complaints, the permitting and compliance processes, and other platform specifications.

Presentation of YMCA Survey Results: Mike Kramp, Executive Director

Mike Kramp, Executive Director, presented the results of the YMCA's survey regarding the proposed new facility on the former Hillmoor Property.

Questions and discussion followed between the Committee and Mr Kramp regarding the logistics and timeline of survey delivery, response demographics, and project cost estimates.

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 updated the Committee on specifics regarding the Short Term Rental Program and Ordinance. Further discussion followed on additional tools to fix the issue, including personnel issues regarding Code Enforcement being full time. Concerns were raised regarding the necessity of a timely solution and budgeting. Ideas provided include adopting Madison's restrictions, fining the property owners in violation, and increasing permit fees. Requests for progress on solutions were made by various Committee members.

Personnel Committee-Chair Dunn

Aldersperson Dunn reported that a meeting will be held next month in order to discuss Code Enforcement and Park Director.

Public Works Committee-Chair Straube

Aldersperson Straube reported on the directive given regarding sidewalk assessment studies.

Piers, Harbor, and Lakefront Committee-Chair Yunker

Aldersperson Yunker reported that upcoming agenda items include lagoon slips. Discussion followed regarding the Riviera roof item being sent to the Public Works Committee.

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

Aldersperson Frame reported on recent Commission items including the possibility of a new pump station on the northwest side of town, and utility work pertaining to the HWY 50 project.

Tree Board-Esposito

The Tree Board did not meet, but research regarding gypsy moths continues. Mitigation options for the spring are being discussed. Discussion followed regarding the timeline and how the future parks supervisor would be involved.

Police and Fire Commission-Yunker

Aldersperson Yunker updated the Committee on the neighborhood watch program.

Plan Commission-Yunker

Aldersperson Yunker reported that the Town Bank building will be razed, and a pickleball court building project will begin soon. The Alliant Project will be discussed regarding relocation of the substation and rezoning of the land. Discussion followed on the steps this project will take.

Board of Park Commissioners-Frame

Aldersperson Frame reported on park use fees and the Dodge St retention pond volunteer clean up project.

Library Board-Fesenmaier

Aldersperson Fesenmaier spoke about the book bike and the strategic planning survey which is open through September 20th. Questions followed on the book bike details.

Historic Preservation Commission-Dunn

Aldersperson Dunn reported on the revisions to the historic preservation ordinance.

Avian Committee-Yager

Aldersperson Yager spoke about and encouraged attending the Swift Night Out event.

Tourism Commission-Fesenmaier and Howell

Aldersperson Fesenmaier spoke about grant money for events, and that the Riviera coordinator contract and VISIT Lake Geneva are up for reconsideration.

Questions and discussion followed regarding a grant for an event that was not in the City; and the At the Lake magazine articles about the Avian Committee and the Library.

Cemetery Board-Fesenmaier

Aldersperson Fesenmaier reported on a project to updated the rules and regulations for the Cemetery. The Committee is sending members to a state conference.

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.

*VISIT Lake Geneva-Yager

No report given.

*Geneva Lake Museum-Dunn

Aldersperson Dunn discussed Swift Night Out to take place on Thursday at the Museum, the newer barbershop and Gary Gyga exhibits, and attendance patterns. Upcoming events include the parade of trees, a golf outing, and the Blackpoint Estate costume exhibit which is ending in October.

*Lake Geneva Economic Development Corporation-Howell and Yager

There was no meeting, no report given.

Geneva Lake Environmental Agency-Dunn

Aldersperson Dunn reported that efforts remain the same regarding boat cleaning and invasive species. General discussion followed regarding e-coli testing at the Riviera beach because of contamination possibly due to seagulls and dumpsters, grants for possible solutions to the seagull and dumpster issues, and the aerator.

*Geneva Lakes Family YMCA-Straube

No report given.

*Geneva Lake Use-Esposito

No report given.

Business Improvement District-Straube

Aldersperson reported that the meeting is tomorrow.

Geneva Lake Law Enforcement Agency-Mayor Klein

Mayor Klein reported that 92 citations had been written, there were no major boat crashes, and the major issue GLLEA continues to see is a lack of life-vest use.

Adjournment

Motion by Frame to adjourn, second by Yager

No discussion. Motion carried 8-0.

The Committee adjourned at 8:25pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns

Deputy Clerk



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CITY OF LAKE GENEVA HILLMOOR AD HOC COMMITTEE

THURSDAY, AUGUST 31, 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 17, 2023 Hillmoor Ad Hoc Committee minutes as prepared and distributed
4. Informational presentation by a representative from Midwest Young Artists Organization
5. Informational Presentation by Mr. James Killian regarding the Kiswauketo Nature Conservancy
6. Progress forward towards a Master Plan (financial, etc.)
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 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

**Remarks to the
Hillmoor Ad Hoc Committee
City of Lake Geneva, WI
August 31, 2023**

Jim Killian

Board Member, Kishwaukee Nature Conservancy

Wisconsin Master Naturalist Instructor

Co-Author: *Kishwaukee – A Nature Conservancy for the Children of Tomorrow*



■ Kishwauketoe Nature Conservancy





KISHWAUKETOE

A Nature Conservancy for the Children of Tomorrow

JAMES E. KILLIAN & JEN SCHILDGEN

Journey back in time with each turn of the page to discover the origins of one of southern Wisconsin's most unique conservation projects.



Kishwaukee: A Nature Conservancy for the Children of Tomorrow tells the story of how a highly desirable, but degraded, parcel of property in the heart of Williams Bay, Wisconsin was rescued.

Known today as Kishwaukee Nature Conservancy, this 231-acre plot has a rich history, culminating in a mercifully underdeveloped, highly treasured haven of wilderness amidst the increasingly populated Geneva Lakes area.

Reaching as far back as the last Ice Age and subsequent occupation by numerous generations and nations of indigenous peoples, the pages here aim to offer a well-woven blend of history, science, stories, imagery and art. Much care has been taken to include historical information and images that have not been widely published in recent years, particularly in a concise volume such as this. Numerous writers, artists and photographers have contributed a broad spectrum of material to this collaboration, resulting in an engaging read, sure to inform and intrigue both the curious visitor and the most well-versed local historians.

A key addition to the collection of Geneva Lake area literature, written over the years, Kishwaukee (both the book and the conservancy) serve as a reminder that preservation is a worthwhile endeavor, and that even when progress threatens to damage our natural resources, a small group of dedicated individuals can make all the difference.

Front Cover Photo: Jen Schildgen
Back Cover Photo: Eftess - Kathleen Dwyer

Aldo Leopold's Land Ethic

- *A Sand County Almanac* – Published 1949
- Leopold's vision of a land ethic: relationships between people & the land
 - The land ethic enlarges the boundaries of the community to include soils, waters, plants & animals collectively
 - Relationships intertwined - the care for people cannot be separated from care for the land
 - A land ethic is a moral code of conduct that grows out of these interconnected caring relationships

Aldo Leopold's Land Ethic

- A land ethic changes the role of *Homo sapiens* from conqueror of the land-community to a plain member & citizen of it
- *“When we see land as a community to which we belong, we may begin to use it with love and respect.”*
- Leopold believed that having direct contact with the natural world is crucial in shaping our ability to extend our ethics beyond our own self-interest
- Conservation is a state of harmony between man and land

Kishwaukee Nature Conservancy

- Property purchased & owned by the Village of Williams Bay
 - Conservation easement agreement with the Geneva Lake Conservancy
- Conservation District Commission (Kishwaukee Nature Conservancy Board) created to oversee restoration initiatives & manage the park
 - 7 Village Board-appointed members, rotating terms of office
 - Independent operation & management
 - No formal reporting requirements or oversight by Village Board
 - No tax-base funding for operations & restoration
 - 100% reliance on volunteers, donations & grants
 - Recruitment & management of paid staff & volunteers

Friends of Kishwauketoe, LTD

- 501(c)3 independent fund-raising organization
- Initial members appointed by Village Board
 - Subsequent replacement members selected and elected by the Friends Board, rotating terms of office
 - Chairman of Conservation District Commission/Kishwauketoe Board serves as liaison member
- No reporting relationship with the Village or Village Board

Restoration Management Planning for Kishwaukee Nature Conservancy

- Southeastern Wisconsin Regional Planning Commission (SEWRPC)
- University of Wisconsin – Landscape Design Class Project
- Final Master Plan
 - Hybrid of SEWRPC & UW Madison plans
 - Revised & updated every 5 years
 - Updated plan shared with Williams Bay Village Board & the Geneva Lake Conservancy

Advantages of the Kishwauketoe Nature Conservancy

Operational Model

- No financial or tax burden to the Village
- No operational responsibility for the Village Board & staff
- Freedom to manage & restore the site with limited approvals needed
- Agility & reduced bureaucracy
- Provides an opportunity for community members to make a difference
 - Community engagement
 - Hands-on involvement & buy-in
 - Pride of ownership & the ability to make a difference

Disadvantages of the Kishwauketoe Nature Conservancy

Operational Model

- No financial support from the Village tax base – limited financial resources
- Total dependence on volunteers, donations & grants
- Hands-off position of the Village Board & staff
- Limited access to capital equipment essential for some projects
- Inability to tackle large projects in a short time
- Reduced ability to tackle numerous small projects concurrently
- Extended project timetables
- Deferred or tabled restoration initiatives

Conclusion for Consideration by the City of Lake Geneva

- One opportunity:
 - do what is best for the foreseeable future for the community with the Hillmoor site
- Large parcel of vacant land in the heart of Lake Geneva is a limited resource



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CITY OF LAKE GENEVA HILLMOOR AD HOC COMMITTEE

THURSDAY, SEPTEMBER 14, 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. Presentation/Viewing of the Hillmoor Topographical Map Model by Joseph Zimmer
4. Discussion and open forum regarding topographical map model
5. Next Meeting Date & Time
6. **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.*



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CITY OF LAKE GENEVA HILLMOOR AD HOC COMMITTEE
THURSDAY, SEPTEMBER 28, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER 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 September 14, 2023 Hillmoor Ad Hoc Committee minutes as prepared and distributed
4. Presentation by Keith Rhebb- Rhebb and Johns Golf Course Design (rhebbandjohns.com)
5. Presentation by Nancy Aten and Dan Collins- Landscapes of Place (landscapesofplace.com)
6. Next Meeting Date & Time: Thursday, October 12, 2023 at 4:00 p.m.
7. **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 AdHoc 9/14/2023

- 1) Call to Order
- 2) Roll Call

Present:

- Mayor Klein
- Skip Atwell
- Adam St. Marie
- Cherie Borowiec
- Michael Krajovic
- Fred Gahl
- Karen Yancey
- Paula Porubcan
- Peggy Schneider
- Dave Quickel

Excused:

- Henry Sibbing
- Celine Lillie
- Lawrie Weed
- Norine Smyth

Absent:

- Deborah Beagle

- 3) Presentation/Viewing of the Hillmoor Topographical Map by Joseph Zimmer
 - a) Joe gave a general overview of the Topographical details/elevation data and line information.
 - b) There is about 90' of elevation change from the church down to the lowest elevation under Rt. 12 on the Northeast part of the property.
 - c) 188.58 acres in total
 - d) Highlighted Pellar Road 66ft. wide and Turkey Farm Rd. 50ft. wide possible entrances/exits. Turkey Farm could make a good exit and cars could get to a stop light.
 - e) There are no defined DNR or AMCOE boundaries on this map.
 - f) There is not a survey that maps where there is and is not invasive plant species
 - g) Recommends surveying private property and golf cart paths so that they can be added to a map to see where they are.
 - h) The trees are not to scale on the 3D map
- 4) Open for Questions
 - Dave Quickel: I am thinking that the pond back there could be a good place for ice skating and have it lit up? What's the quality of it? No one seems to know how deep it is or the quality of it.
- 5) Adjournment and invitation to look at the 3D Map further :Motion to adjourn 4:56pm



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

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

Call to Order by Chairperson Howell

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

Roll Call

Present: Howell, Fesenmaier, Yunker, and Dunn

Absent: Yager (excused)

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

Peg Esposito; 124 Darwin St; Spoke in favor of the proposed Historical Preservation ordinance in the packet. Spoke in favor of the volunteer form being approved. Asked that someone with a disability review the Riviera Beach ADA compliance project prior to work being completed.

Ken Etten; 1109 Wisconsin St; Spoke in favor of the proposed Historical Preservation ordinance in the packet. Denise Scheur; 701 Joshua Ln; Spoke in opposition to the Short Term Rentals being allowed in residential neighborhoods.

Penny Fro; 736 Andria St; Spoke in opposition to the Short Term Rentals being allowed in residential neighborhoods.

Hannah Rusch; 729 Joshua Ln ; Spoke in opposition to the Short Term Rentals being allowed in residential neighborhoods.

Sue Glomski; 741 Joshua Ln; Spoke in opposition to the Short Term Rentals being allowed in residential neighborhoods.

Harold Johnson; 315 Haskins St; Spoke in favor of the approval of the Tier I Event permit application for the Dragon Days Festival.

Approval of the August 1, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed

Motion by Yunker to approve, second by Fesenmaier. No discussion. Motion carried 4-0.

Motion by Fesenmaier to move up agenda item: Discussion/Recommendation regarding reducing the speed limit on Edwards Blvd, south of the Bloomfield Road Intersection, to 30 mph, second by Howell. Motion carried 4-0.

Discussion/Recommendation regarding reducing the speed limit on Edwards Blvd, south of the Bloomfield Road Intersection, to 30 mph

Lt. Way noted that the police are completely in favor of this change and that it would require a letter of support to be sent to the County.

Motion by Yunker to reduce the speed limit and the City Administrator send the support letter, for the speed reduction second by Fesenmaier. Motion carried 4-0.

Licenses & Permits

Discussion/Recommendation regarding a Taxi Company License Application filed by Cruzin Transportation LLC, Cynthia Hansen, Agent for the term to expire June 30, 2024

Motion by Yunker to approve, second by Dunn. No discussion. Motion carried 4-0.

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

Motion by Dunn to approve, second by Fesenmaier.

Motion by Howell to suspend the rules to have Harold Johnson to address the committee, second by Dunn. Motion carried 4-0.

Mr. Johnson stated that most of the event will take place in Library Park with some events occurring in private businesses/locations. Johnson stated that the event will not interfere the already approved Homecoming parade.

Motion to approve carried 4-0.

Discussion/Recommendation regarding Ordinance 23-08 an ordinance amending Chapter 34, Historic Preservation, of the City of Lake Geneva Municipal Code

Motion by Dunn to approve, second by Yunker.

Motion by Howell to suspend the rules to allow the Historic Preservation Commission to address the committee, second by Fesenmaier. Motion carried 4-0.

Chris Brookes with the Historic Preservation Commission addressed the committee regarding the proposed changes to the ordinance. She explained that this had been discussed by the commission for some time and would add the capabilities to designate homes as landmarks. These changes would also allow the commission to apply for grants as necessary.

Motion carried 4-0.

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

Motion by Howell to approve, second by Fesenmaier.

Naomi Rausch addressed the committee regarding the task order and explained that this would fill in the gaps of the sidewalks on Lake Geneva Blvd as well as Edwards Blvd. Rausch explained that construction would more than likely be completed in the Spring 2024.

Motion carried 4-0.

Discussion/Recommendation regarding options for the Lake Geneva Riviera/Beach ADA Access Project

City Administrator Nord stated that the task order for this had already approved, but that there had been two options to be considered. The task order would include a rendering of the options in an amount not to exceed \$1,000.

Concerns were mentioned about the rendering not depicting what is being sought, including slopes and grades.

Fesenmaier stated that there have been concerns that ADA-compliant is not necessarily accessible.

Motion by Fesenmaier to continue to the next FLR meeting, second by Dunn. Howell stated that he doesn't want to spend the money on something that won't be able to answer those questions.

Motion to continue carried 4-0.

Discussion/Recommendation regarding Short Term Rental code Enforcement and possible ordinance changes

Fesenmaier stated that this issue had come before the Committee of the Whole and that it was brought on by the state. She referenced that the City of Madison passed an ordinance that would require a host to be onsite to be able to rent.

Howell stated that the problem has always been enforcement on this issue. Attorney Draper will be meeting with the City of Madison to learn their program.

Motion by Fesenmaier to refer to the City Administrator and Staff to review the ordinance for changes, and to include Fesenmaier and Howell for the discussion, second by Dunn.

Dunn questioned the cost of the enforcement and wondered why the cost to run these rentals was changed from \$2,000 to \$400. Yunker added that the citizens need to contact their legislators as well.

Motion carried 4-0.

Discussion/Recommendation regarding the City of Lake Geneva Volunteer Liability Waiver form

Motion by Howell to approve, second by Fesenmaier. Fesenmaier questioned the timeline of the volunteer form and if someone would need to complete one each time they wish to volunteer. Motion carried 4-0.

Presentation of Accounts

Pre-paid Check Report: \$58,817.23

Motion by Yunker to approve, second by Dunn. No discussion. Motion carried 4-0.

Regular Check Report: \$188,977.51

Motion by Yunker to approve, second by Dunn. No discussion. Motion carried 4-0.

Adjournment

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

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

TUESDAY, SEPTEMBER 5, 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, Dunn, Fesenmaier, Yager, and Yunker

Absent: None

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

Sherri Ames; 603 Center St; Spoke in favor of the proposed changes of the short-term rental ordinance. Also, spoke in regards to the length of trick or treating being shorten from years past.

Dennis Loeser; 336 Laurie St; Spoke in regards to the short-term rental ordinance.

Carol Pearson; 932 George St; Spoke in regards to the short-term rental ordinance.

Approval of the August 15, 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 the agent change for Zaab Corner Bistro Corp, d/b/a Zaab Corner Bistro to Sumalee Brewer

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

Discussion/Recommendation regarding an Agent Change for Aldi INC d/b/a Aldi #56 to Crystal Bauman

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

Discussion/Recommendation regarding a Fireworks Permit Application filed by the Badger Student Council for the event of Badger Homecoming to take place on October 13, 2023

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

Discussion/Recommendation regarding the City of Lake Geneva Insurance Policy Renewal for 2023-2024

Motion by Howell to allow Paul Lessila to speak, second by Dunn. Motion carried 5-0

Paul Lessila introduced himself and explained the insurance renewal proposal as presented in the packet. He noted that the premium has increased due to the increase of payroll and purchase of more vehicles. Overall increase to the liability is 9.9%, property is 12.6%, and workers compensation is 14.6%. Lessila stated that the multiplier for the workers compensation will remain higher for one more year, due to the three year rolling average. Once that multiplier falls off in 2025, the rate will decrease dramatically.

He added that there is an option to add coverage for the piers and that could be considered by the committee.

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

Discussion/Recommendation regarding Ordinance 23-09 an ordinance amending subsection (d), Parking: Penalty for Prohibited Parking, Section 10, Snow Emergencies, Chapter 74, Traffic and Vehicles, of the City of Lake Geneva Municipal Code; as relates to on street parking during a snow emergency

Howell stated that the only change in the ordinance is noting that no parking shall be allowed on all City streets

during a snow emergency.

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

Discussion/Recommendation regarding **Resolution 23-R45** a resolution authorizing the implementation of a moratorium regarding the Council's consideration of special waiver of fees for Parking Fees as it relates to Special Event Permit applications

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

Discussion/Recommendation regarding proposed amendments to the City of Lake Geneva Short Term Rental Ordinance

Howell stated that these changes have come from meetings with staff and outlined the changes within the ordinance.

Fesenmaier stated that this is the step in the right direction, but that there might be more changes to come. Yager wondered who would be responsible for reviewing these properties and the enforcement of the ordinance. Fesenmaier stated that there is room for a possible change to how this is enforced for the future. She then added that a third party vendor will be addressing the Committee of the Whole and offer a demonstration of their short-term rental software.

Motion by Fesenmaier to approve the changes, second by Howell. Motion carried 5-0.

Discussion/Recommendation regarding setting the 2023 City of Lake Geneva Trick or Treat date and time (2022 Trick or Treat was held Sunday, October 30, 2022 from Noon to 5:00 p.m.)

Howell opened the floor for discussion and suggestions. Yager expressed that she would like to see it occur on the Sunday before Halloween for safety and ease for parents.

Motion by Fesenmaier to set the trick or treat date for October 29, 2023 from Noon to 3:00 p.m., no second was offered. Motion failed for a lack of second.

Motion by Yager to set the trick or treat date for October 29, 2023 from Noon to 5pm, second by Dunn. Motion carried 3-2, with Fesenmaier and Howell voting no.

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

Finance Director Pisarcik reviewed the July Treasurer's Report and Budget versus Actual report as outlined in the packet. No action taken.

Presentation of Accounts

Regular Check Report: \$221,358.49

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

Pre-paid Check Report: \$227,108.10

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

Adjournment

Motion by Yunker to adjourn, second by Yager. Motion carried 5-0. The meeting adjourned at 5:11 p.m.



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

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE
MONDAY, SEPTEMBER 25, 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

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 Chairperson Straube
2. Roll Call
3. Comments from the Public Limited to 5 Minutes, Limited to Items on this Agenda
4. Approval of the Minutes of August 28, 2023 Public Works Committee as Prepared and Distributed
5. Director of Public Works Report
6. Area Clean Sweep Events
7. Parking Manager Report
8. City Engineer Report
9. Discussion / Recommendation Task Order from City Engineer on Possible Traffic Control Measures in the Area of Interchange North and Center St.
10. Discussion / Recommendation City / WisDOT STH 120 Municipal / State Agreement
11. Discussion / Recommendation STH 50 City / State Agreement for Improvements
12. Discussion / Recommendation on Possible Speed Bumps & Speed Limit Signs on Center St. Alley Between Dodge St. and Water St.

13. Discussion / Recommendation Purchase of Street Sweeper for DPW from Equipment Replacement Fund

14. Future Agenda Items

15. 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, AUGUST 28, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Meeting called to order by Ald. Howell at 4:03 pm

Roll Call: Ald. Howell, Ald. Yunker, Ald Yager, Ald. Dunn,
Ald. Straube, absent

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

Carol Brady, 721 W. South St. items 11, 12, 13 as they pertain to the improvements happy to see on agenda and looking forward to seeing take care of safety for the people of Lake Geneva.

Sheri Ames, 603 Center St. Alley, does not agree to the \$500 deposit for speed bumps. If the alley can get speed bumps she would like to have speed limit signs and police radaring. She would like to see the crosswalks by the schools get done.

Dr. Pete Wilson, 208 E. South St. Lake Geneva School Superintendent speaking on items 11-14 crosswalk and sidewalk adjustments around Wells and South St.. Staff are back and next Tuesday a little over 2,000 students and families in and out of the area. Appreciate the city officials and partnership interested in safety of the kids. He appreciates Dir. Earle and staff support on this.

MaryJo Fesenmaier, 1085 S. Lake Shore Dr. #6 Parking Manager Report she's requested the inclusion of the shuttle and lot B for the wedding parking in the upcoming reports noting whether the parking has been waived or not. She also noted the Public Works report is helpful and she's looking forward to solutions to Center St. and hopes to see it as an agenda item soon.

Adding crosswalks so we're known as a pedestrian friendly city. Signage and crosswalks and consider painting crosswalks.

Item 11 crosswalks mid-block on South St. so kids can get across safely perhaps consider signage or painting. Item #12 curb cuts on Wells and in between schools hopefully before spring and item #13 assessing sidewalk connections by apartments and Badger where access goes.

Approval of July 24, 2023 Public Works Committee Minutes as Prepared and Distributed

Ald. Yunker motioned to approve the July 24, 2023 Public Works Committee minutes, seconded by Ald. Dunn. Motion carried 4-0.

4:13 pm Chairperson, Ald. Straube arrived.

Director of Public Works Report

Venetian Fest was all hands-on deck and had great weather; the event went well. Items were approved by the council to go to auction, so we are working on that. In the middle of the salt allotment and still waiting for an Engineer to come out to work on the salt shed. Dir. Earle noted that the Council didn't vote for a bare road policy. Noted municipality representatives, police and attorneys need to partake and the public can call your legislator to reduce salt. Saline is tested on the lake and Dir. Earle has been working on the report.

Parking Manager Report

Parking Manager Elder total revenue for month of July \$577,000 looking at kiosk and app revenue. Percentages July 2023 coin was .5%, credit cards was about 68%, and Park Mobile about 31%. High water mark was July 30th. Paid reservation price was \$750 and increased to \$1300. The shuttle is paid for by the city and the cost is \$1,000 per bus per day. No information on Lot I, except that it's not full, and he made note to include a Lot I update in the parking report going forward.

City Engineer Report

City Engineer, Rauch stated that she anticipated Wolf Paving starting on project to start Sept. 5 complete Sept 22nd. Wells and Baker. We're given outdoor events. end of September beginning of October. postponed at FLR working center St. interchange. Tax order for new sidewalk and Lake Geneva Blvd.

MSA 2022 Street Program Alleys/Pine Tree/Mariane Terrace/Wrigley/Cook/Warren/Spring Report
City Project Engineer, DeYoung stated this project was ending with an ongoing punch list.

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)

Dir. Earle in discussion with WisDOT regarding location of Main St. & Townline Road. Earle stated WisDOT is proposing a five-foot concrete sidewalk along the west side of HWY 120 between Townline and Park Drive. The state will not participate because it's an undeveloped parcel. The proposed \$71,000 cost would be 100% funded by the city to close the gap in the sidewalk. Dir. Earle noted that it's uncertain if the city would be able to implement a special assessment on a WisDOT project. The city might bow out and do their own special assessment if that in fact is the case. Dir. Earle looking for directions as to what to tell the state regarding the corner.

Next one is the low spot deterioration of the bike path between Walmart and intersections. WisDOT will not participate in this because it's the city's bike path, but the cost is around \$10,000. WisDOT would like to know if the city wants to pay for that and throw it in as long as they're there and it would be cheaper.

The last one is the Taco Bell entrance with no data to back up that it's dangerous. There are issues with cars going over the median which is not allowed. DPW is looking for direction on these three items and whether or not the city would like to participate.

Options ensued regarding bollards, curb lines, barriers, signage, and greenery.

Ald. Howell motioned have Dir. Earle go back and discuss on all three options ask direction from WisDOT, seconded by Ald. Yunker. Motion passed 5-0.

Discussion / Recommendation Regarding Additional Crosswalks Citywide [COW, 8-07-2023]

Ald. Straube stated this item was placed on the agenda from Committee of the Whole. Dir. Earle said discussions have been had with the Chairman and staff at the Geneva Township Committee and they're looking to meet to discussion more options Chairman.

Ald. Howell motioned to continue until staff can discuss with Geneva Township, seconded Yunker. Motion passed 5-0.

Discussion / Recommendation Adding Crosswalks on South Street Near Lake Geneva Boulevard and Bonnie Brae [Discussed at Council in Reference to TAP Grant]

Discussion ensued regarding options for sidewalks. Staff directed to City Engineer, Rauch from Kapur who stated she would need more time to review and would need a task order.

Ald. Howell motioned for Representative Rauch to come back with a Task Order from Kapur, second by Yunker. Motion carried 5-0.

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]

Costs were put in CIP per Ald. Howell and discussion ensued.

Ald. Howell motioned to have come back with recommendations, second by Ald. Yaeger. Motion carried 5-0.

Discussion / Recommendation Possible Sidewalk Special Assessments, Edwards Blvd. Between Park Drive and Townline Rd. and the 700 Block of Lake Geneva Blvd. [COW]

No action taken already at FLR and Kapur will come back with a report.

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]

The location could be in Bloomfield and would need to review records and obtain attorney advice.

Ald. Howell continue to next meeting where staff will present suggested options/recommendation from WisDOT, second Yunker. Motion carried 5-0.

Future Agenda Items

City / WisDOT STH 50 Municipal Agreement

Center St. Alley

Speed Bump / Street Limit Signs

Ald. Howell motioned to adjourn, seconded by Ald. Yunker. Motion carried 5-0 at 5:11 pm.



To: Public Works Committee
From: Tom Earle, Director of Public Works
RE: Sept. 2023 Director's Report

PUBLIC WORKS OFFICE & ADMINISTRATION

- DPW has met again with several parties regarding the dumpster building at the Riviera.
- DPW met several times with WisDOT regarding the Hwy 50 project.
- DPW met with WisDOT regarding the STH 120 (Edwards Blvd) project.
- Install of the Verizon telematics is complete.
- DPW attended a funding seminar for WISLR.
- DPW again participated in a DPW Directors conference in Milwaukee.
- DPW continues to work on the well and charge wells from the Hillmoor irrigation system.
- DPW continues to work on the Hillmoor well house abatement.
- DPW Staff is currently staging items for Wisc Surplus Auction.
- DPW has worked with Staff on several equipment repair projects.
- DPW worked with Geneva Township DPW regarding the Int North/Center St. options.
- The purchase of the Cemetery Rd. property is complete.
- DPW and the City Engineer have been working on the abandonment of the Logan St ROW.
- The Equipment Replacement Fund, Budget and CIP are ongoing.
- DPW is anticipating delivery of 2 Kubota RTV's in apx 8 weeks.
- Attend DRT meetings.
- Attend Staff meetings.
- Attend PWC/FLR meetings.
- Attended Smart Salting seminar at UWM.
- Continued work on Resolution 23-R40 is ongoing with all letters sent. As well as contact with several others.
- Center St alley restoration was completed.
- DPW and the City Engineer are looking into possible solutions for intersection control in the Sheridan Springs/Center St area. Waiting to meet with the Town.
- DPW is working on salt smart issues and will be hosting a live demonstration during the American Public Works Assoc. in November.
- Issues with ATT and the Riviera elevator continue.
- Park Manager position debate continues.

PUBLIC WORKS OPERATIONS

- Crews are currently performing garbage removal 7 days /week downtown.
- Beach garbage 5 days/week
- Beach groomed 4 days/week
- Launch and lagoon seaweed removal 7 days/week
- Crews have been replacing street name signage.
- Crews have been updating traffic signage.
- Pothole patch every other week.
- Street sweeping is ongoing, 5-7 days/week.



City of Lake Geneva

Department of Public Works

1065 Carey St.
Lake Geneva, WI 53147
262.248.6644

PUBLIC WORKS OPERATIONS continued

- Please see Cemetery, Tree, and Park Board minutes for additional DPW items.
- New signs for Flat Iron and Library Park have been delivered, awaiting installation.
- Tree trimming - care is ongoing.
- Storm basin cleaning is ongoing.
- Vandalism continues.
- The brush drop-off continues to be busy, apx 43 loads have been hauled to the recycling center in August.
- Several road patches were completed.
- Crews preparing for brush/leaf pick up.
- Riviera maintenance 7 days/week
- Riviera event set-up/breakdown and maint.
- Crews are again reporting high levels of Gypsy Moth infestations, primarily in the NW sections of the City. Chemicals have been ordered.
- 5 signs replaced, vandalism.
- 5 street light heads replaced.
- Several street lighting circuits repaired on Main St near East St.
- Several dead deer have been removed from roadways. Hwy 50. Sheridan Springs.
- Brush piles burned.
- Compost site managed weekly with rollover and recorded temps.
- Invasive weeds abatement sprayed weekly.
- Roadside mowing ongoing incl parks/paths
- Haul apx 9 ton of street sweepings to Mallard Ridge
- Veteran's Park care is ramping up.
- Equipment maintenance; mower blades, oil, grease, etc.
- Downtown and park restrooms cleaned 6 days/week.
- Lakefront staff have returned to school.
- Center lines painted on several roads.
- Park trees and brush removals and maintenance ongoing
- Dead wooding large ROW trees ongoing
- Misc other duties



HELP THE ENVIRONMENT GET BETTER

ELECTRONIC RECYCLING

10:00 AM to 2:00 PM

Saturday, September 30, 2023

Lake Geneva

Department of Public Works

1065 Carey Street
Lake Geneva, WI 53147

***MUST PROVIDE PROOF OF RESIDENCY
IN LAKE GENEVA, WI**

(LICENSE / BILL / BANK STATEMENT)

**** only accepting residential / household electronics
NO large commercial items**



Walworth County 2023 Residential Clean Sweep & Electronics Recycling Events



Walworth County Public Works
W4097 County Rd NN
Elkhorn, WI 53121

**Oct.
6**

**3:30 p.m.
-5:30 p.m.**

Residential Clean Sweep *No Registration

Household hazardous waste only. This includes products labeled caustic, acid, flammable, danger, warning or poison. Examples: oil & lead-based paints, pesticides & herbicides, adhesives & lubricants, cleaning chemicals, fertilizers, old fuel, anti-freeze, motor oil, paint remover, degreasers, solvents, wood preservatives, fluorescent bulbs, mercury thermometers, thermostats & rechargeable batteries.

**Oct.
7**

**8 a.m. -
12 p.m.**

Residential Clean Sweep, Electronics & Appliances *No Registration

Electronics, appliances & ALL TVs will be accepted today plus all household hazardous waste items listed above.

* No broken or disassembled materials accepted.

Fees - CASH ONLY:

- All electronics, computers, monitors: Free
- All TV's: \$10 each
- Mini fridges/small AC units/Dehumidifiers: \$5 each
- Refrigerators/Freezers: \$10 each; all other appliances free

The following items will not be accepted

Empty agricultural chemical containers, compressed gas cylinders, Freon, alkaline batteries, sharps, infectious or biological wastes, explosives, radioactive waste, latex paint, human pharmaceuticals, tires and ammunition.

For detailed information: www.co.walworth.wi.us/826/Clean-Sweep
Questions? Call (262) 741-3116 or email walcosw@co.walworth.wi.us



Funding for this was made possible, in part, by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP). The views expressed in written materials, publications, speakers, and moderators do not necessarily reflect the official policies of DATCP, nor does any mention of trade names, commercial practices, or organization imply endorsement by the State of Wisconsin.

Walworth County 2023 Business & Agriculture Clean Sweep Events



Walworth County Public Works
W4097 County Rd NN
Elkhorn, WI 53121

**Oct.
6**

Safely dispose of products labeled caustic, acid, flammable, danger, warning or poison. Examples: oil & lead-based paints, pesticides & herbicides, adhesives & lubricants, cleaning chemicals, fertilizers, old fuel, anti-freeze, motor oil, paint remover, degreasers, solvents, wood preservatives, fluorescent bulbs, mercury thermometers, thermostats & rechargeable batteries.

Business *Pre-Registration Required

Any business that generates less than 220 pounds of hazardous waste per month may participate in this event.

**11 a.m.
-3 p.m.**

Agriculture *Pre-Registration Required

A maximum of 100 lbs. per farm is free of charge. Dispose of all of the hazardous waste above plus agricultural chemicals, including DDT, lead arsenate, Chlordane & lindane. Other agricultural chemicals including animal medications, vaccines, teat wash, rodent baits, etc. Ensure all containers are structurally sound.

The following items will NOT be accepted

Empty agricultural chemical containers, compressed gas cylinders, Freon, alkaline batteries, ammunition, sharps, infectious or biological wastes, explosives, radioactive waste, latex paint, human pharmaceuticals, ammunition, electronics & computers.

Pre-Register by Friday, September 22

Complete a VSQG Chemical Inventory Sheet and email it to colin.barrington@veolia.com. Veolia will provide you with a no-obligation disposal quote. If you choose to participate, a time will be scheduled to drop off items on October 6 and make payment. Obtain forms at below web address, call 262-741-3116 or email walcosw@co.walworth.wi.us

For detailed information: www.co.walworth.wi.us/826/Clean-Sweep
Questions? Call (262) 741-3116 or email walcosw@co.walworth.wi.us

Look for Residential Clean Sweep information in the Smart Shopper Sept. 27 & Oct. 4



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CITY OF LAKE GENEVA
PARKING SALES BY DAY - AUG

	CASH	CREDIT CARD	TOTAL
1-Aug	99.05	5,338.58	5,437.63
2-Aug	122.1	5,846.57	5,968.67
3-Aug	102.1	5,755.18	5,857.28
4-Aug	96.75	13,191.92	13,288.67
5-Aug	80.3	18,482.00	18,562.30
6-Aug	56.2	14,983.60	15,039.80
7-Aug	90.1	4,816.37	4,906.47
8-Aug	111.5	5,483.80	5,595.30
9-Aug	125.25	4,749.93	4,875.18
10-Aug	126.5	6,652.32	6,778.82
11-Aug	33.35	11,726.07	11,759.42
12-Aug	63.4	19,349.48	19,412.88
13-Aug	82.6	15,929.87	16,012.47
14-Aug	47.2	2,048.59	2,095.79
15-Aug	109.35	5,364.80	5,474.15
16-Aug	132.35	5,512.60	5,644.95
17-Aug	132.85	4,801.55	4,934.40
18-Aug	70.45	12,328.64	12,399.09
19-Aug	35.85	17,631.93	17,667.78
20-Aug	73.1	17,726.54	17,799.64
21-Aug	97.4	4,278.39	4,375.79
22-Aug	76.5	3,875.06	3,951.56
23-Aug	48.55	2,780.41	2,828.96
24-Aug	95	3,425.24	3,520.24
25-Aug	60.95	10,830.45	10,891.40
26-Aug	89.5	14,927.72	15,017.22
27-Aug	121.15	14,659.33	14,780.48
28-Aug	72.9	3,410.94	3,483.84
29-Aug	81.55	3,304.86	3,386.41
30-Aug	80.65	3,273.08	3,353.73
31-Aug	85.65	3,712.80	3,798.45
	<u>2,700.15</u>	<u>266,198.62</u>	<u>268,898.77</u>
Net of Tax			<u>255,453.83</u>
2022			219,649.57
2021			239,730.83
2020			260,285.34
AVG 2020-2022			239,888.58

Coin	2,700.15	0.7%
CC	266,198.62	65.0%
Parkmobile	140,484.50	34.3%
	<u>409,383.27</u>	<u>100%</u>

OVER (UNDER)	15,565.25
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PARKMOBILE		net of tax
2022	77,272.00	73,243.60
2021	80,325.00	76,137.44
2020	27,069.00	25,657.82

2022 PM + Kiosk	292,893.17
2021 PM + Kiosk	315,868.27
2020 PM + Kiosk	285,943.16

AVG 2020-2022	300,905.72
OVER (UNDER)	27,791.72

WAIVED PARKING FEES 2023:

Art in the Park	7,440.00
Venetian Fest	14,640.00
Alzheimers Walk	440.00
Octoberfest	9,240.00
TOTAL	31,760.00

LOT B (RIVIERA LOT) RESERVATIONS 2023:	Revenue to City
--	-----------------

2/4, 2/5	Winterfest	2,500.00
5/12-5/12	Bacon Fest	1,600.00
3-Jun	Bailey Wedding	750.00
1-Jul	Boeckman Wedding	750.00
29-Jul	Bobola Wedding	750.00
3-Sep	Darcy Wedding	750.00
25-Aug	Loris/Demma	750.00
3-Sep	Koenig	750.00
TOTAL		8,600.00

CITY SHUTTLE RIDERSHIP 2023:	Cost to City
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Winterfest	766 (Sat), 583 (Sun); 1349	2,777.27
Art in The Park	379 (Sat), 243 (Sun); 622	1,271.89
Venetian Fest	526 (Sat), 333 (Sun); 859	2,557.99
TOTAL		6,607.15

Lot I revenue to date

2023	15,699.00
2022	10,008.27
2021	11,122.28

Memo to City of Lake Geneva

To: Tom Earle, Director of Public Works **Date:** September 20, 2023

From: Naomi Rauch, P.E.
262-758-6032

CC: Nan Elder, City of Lake Geneva

Subject: Kapur Updates – September PWC

2023 Streets Program

All of the streets have been milled and concrete curb and gutter removal is being completed. Forms for concrete curb and gutter as well as new concrete aprons will be placed September 20th – 23rd. Roadways are expected to be prepped starting September 28th with a paving date in the beginning of October.

Riviera Beach Pedestrian Access

The request for Kapur to complete an architectural rendering of the proposed pedestrian access, not to exceed \$1000, was returned to FLR for October 3rd meeting.

Edwards Blvd / Lake Geneva Blvd Sidewalk Assessment

Work has begun on the approved task order. Utility hotline has cleared and the survey crew is scheduled to be onsite the week of September 25th. Once survey is complete then design can begin.

Geneva Lake Dam / Center Street Culvert / Seawall Repair

One bid was received for the Geneva Lake Dam Repairs by GLLC. The resultant bid was higher than expected and the scope and bidding of the project is being reconsidered for Winter bid and Fall 2024 construction. Kapur is working on a construction cost estimate for the Center Street Culvert relining and seawall repair to be considered in the 2024 budgeting process.

Task Order – Sheridan Springs/Center Street

We are working on the preparing a task order to evaluate the traffic and pedestrian access concerns at Sheridan Springs/Center Street as requested by PWC. The task order will be available for discussion at the next PWC meeting.

Task Order – South Street Cross-Walks

Kapur has prepared an exhibit to clarify the locations of crossings requested to be evaluated for pedestrian access improvements at the August PWC meeting. The exhibit shows the locations discussed under Item #11, Item #12, and Item #14 as noted. Upon clarification of the scope, Kapur will prepare the required task order for the October PWC.





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

CITY OF LAKE GENEVA PIERS, HARBORS, AND LAKEFRONT COMMITTEE

TUESDAY, SEPTEMBER 12, 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

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://wi-lakegeneva.civicplus.com/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 Chairman Yunker
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the July 11, 2023 Piers, Harbors, and Lakefront Committee meeting minutes as prepared and distributed
5. Harbormaster Report
6. Discussion/Recommendation regarding Riviera Roof related to bird eradication
7. Discussion/Recommendation regarding current status and future use of Lagoon Slips
8. Discussion/Recommendation regarding a quote for Lagoon Dredging DNR Samples from Inland Dredging
9. Discussion/Recommendation regarding a quote for seasonal removal of gas pier finger piers from Gage Marine
10. Update regarding Lake Geneva Dam Project
11. **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, JULY 11, 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 PM.

Roll Call

Present: Yunker, Howell, and Esposito.

Absent: Dunn and Straube (both excused)

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

Approval of the June 13, 2023, Piers, Harbors, and Lakefront Committee minutes as prepared and distributed. Motion by Esposito to approve. Seconded by Howell. Motion approved by unanimous voice vote.

Harbormaster Report. Harbormaster Steve Russell reviewed the information submitted in the meeting packet including boat launch and beach revenues and an update on the vacant city slips and buoys.

Russell advised the committee that, as of today, three requests for proposals (RFPs) have been released for the proposed dam spillway project being undertaken by the Geneva Lake Level Corporation. Russell advised the committee that depending on the responses received, the slips and walkway in the lagoon may need to be removed. The City will, later, need to decide if the slips will be reinstalled / replaced after the project is completed. General discussion was had among the committee members, who agreed that this may need to be placed on a future Piers and Harbors committee agenda.

Discussion/Recommendation regarding addition of fountain or aerator to circulate lake water on the East side of Riviera Beach – Geneva Lake Environmental Agency request.

Russell reported that, based on his research, the primary source of E.coli along the lakefront is generated by bird waste. While that roof of the Riviera building has substantial bird waste on its roof; the primary areas of impact are the water's edge and the sand immediately under the water. Russell noted that current E.coli readings are low and have not posed a problem so far this season.

Russell advised the committee that he will be posting signs on the beach advising the public not to feed the waterfowl (ducks, geese, seagulls, etc.). This is currently a City ordinance and does not require committee action by the committee or the City Council.

In addition, Russell recommended that the City purchase an aerator to help circulate the water near the east side of the Riviera Beach. This type of aerator will be attached to the Riviera pier and does not require a permit from the Wisconsin DNR. Russell further noted that Geneva Lake Environmental Agency supports the posting of signs and the installation of the aerator. After additional discussion Howell so moved to take the purchase of the aerator to the next FLR meeting. Esposito seconded. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding West End Kayak/Paddleboard launching with implementation of \$5.00 launch fee. Harbormaster Russell addressed the committee and stated that this launch fee is comparable to neighboring communities. Funds collected would be used to improve the launch capability on the west end. After some discussion, Howell so moved to recommend implementing this fee and forwarding the recommendation to the next FLR meeting. Esposito seconded the motion. Motion carried by unanimous voice vote.

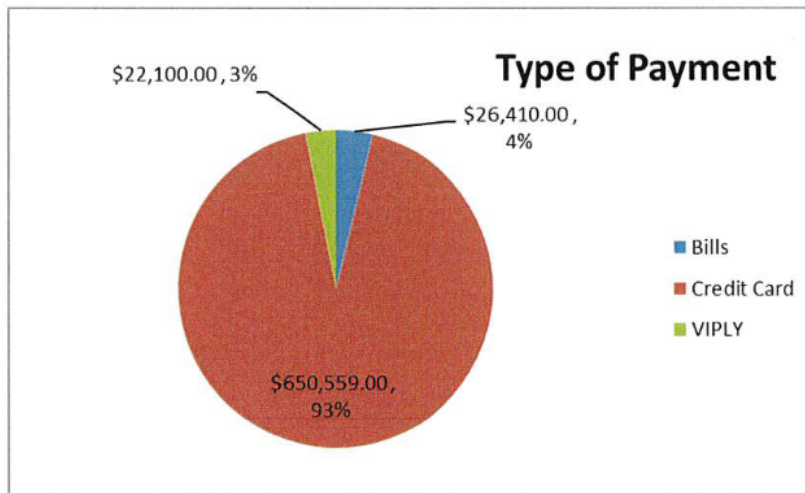
Future agenda item: Esposito requested that the topic of ADA accessibility for the Riviera Beach be placed on an upcoming Piers and Harbors committee agenda.

Adjournment. At 5:23 PM Esposito made a motion to adjourn. Seconded by Howell. Motion carried by unanimous voice vote.

Harbormaster Report
Piers, Harbor and Lakefront Committee
September 12, 2023
Agenda Item #5

- **Buoy/Slips/Piers**
 - Nothing to report
- **Beach**
 - Days of operation thru Sept 4th = Ninety-two (92)
 - 3 days closed due to weather
 - Attendance (Paid plus Residents) does not include children under 7
 - May: 4,317 (Memorial Day Weekend)
 - June: 20,752
 - July: 34,769
 - August: 15,644
 - Sept: 5,323 (Labor Day Weekend)
 - Revenue – Gross May 27 thru September 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	\$ 20.00	\$ 10,920.00	\$ 275,830.00	\$ 11,450.00	\$ 298,220.00
August	\$ -	\$ 4,430.00	\$ 134,950.00	\$ 3,950.00	\$ 143,330.00
September	\$ -	\$ 1,180.00	\$ 46,420.00	\$ 820.00	\$ 48,420.00
Grand Total	\$ 31.00	\$ 26,410.00	\$ 650,559.00	\$ 22,100.00	\$ 699,100.00



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

Less VIPLY	Gross Rev
Row Labels	Sum of TOTAL
Sunday	\$ 151,280.00
Monday	\$ 108,170.00
Tuesday	\$ 81,950.00
Wednesday	\$ 47,990.00
Thursday	\$ 56,920.00
Friday	\$ 63,890.00
Saturday	\$ 166,800.00
Grand Total	\$ 677,000.00

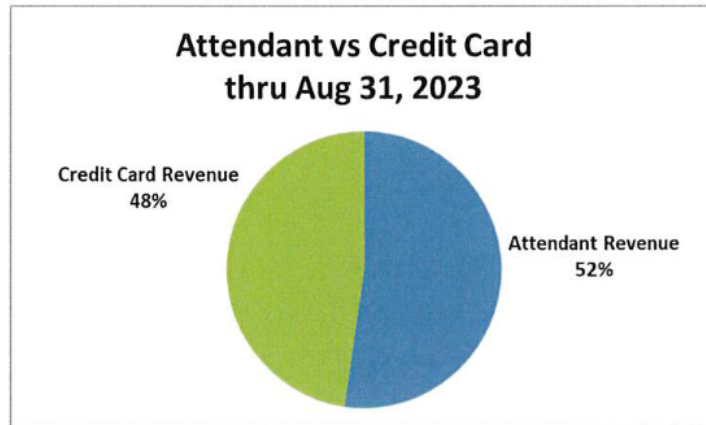
- Holiday Weekend Sales – Three (3) year history paid admission

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
Labor Day	\$ 47,600.00	\$ 8,962.00	\$ 15,912.00
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
 - Attendance: Paid + Residents: 7,982
 - Under 7 years of age (est at 30%): 2,395
 - Total estimated attendance: 10,377
 - Labor Day Weekend – Hot and Sunny all weekend
 - Attendance: Paid + Residents: 5,323
 - Under 7 years of age (est at 30%): 1,597
 - Total estimated attendance: 6,920
 - Boat Launch
 - Revenue May 2023 thru August 2023

TIL Rev		TIL Rev	
Attended		Credit Cards	Total Rev
\$10,442.00		\$9,518.00	\$19,960.00

- Season Pass Rev: \$ 7,410 (92.6% of Budget)



○ Total Launches

PAID LAUNCHES THROUGH AUGUST 31, 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	7	34	364	68	184	10	27	11	28
Credit Card Launches	0	16	112	337	50	155	14	16		
Total Launches	0	23	146	701	118	339	24	43	11	28

Total Paid Launches	1433	74%
Total Season/Commercial Pass Launches	503	26% Season pass only recorded during attended time periods
	1936	

Same period 2022: 1553 Launches
2023 increase of 24%

● **Kayak/Paddleboard Launch Update**

- Signage ordered
- Envelopes on order
- Once both are in honor payment system will be put in place

● **Handicap Access to Beach**

- Alternate access method



-
- Estimated costs: \$1250 - \$3000

- **Riviera**

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

September 12, 2023

Piers, Harbor & Lakefront Committee Meeting

Agenda Item 6 – Seagulls on Riviera Roof

Issue: Unsightly roof and smell

Solutions: Install visual or sound deterrents



Bird wire along peaks



Laser systems:

<https://birdcontrolgroup.com/automated-laser-bird-repellent/>



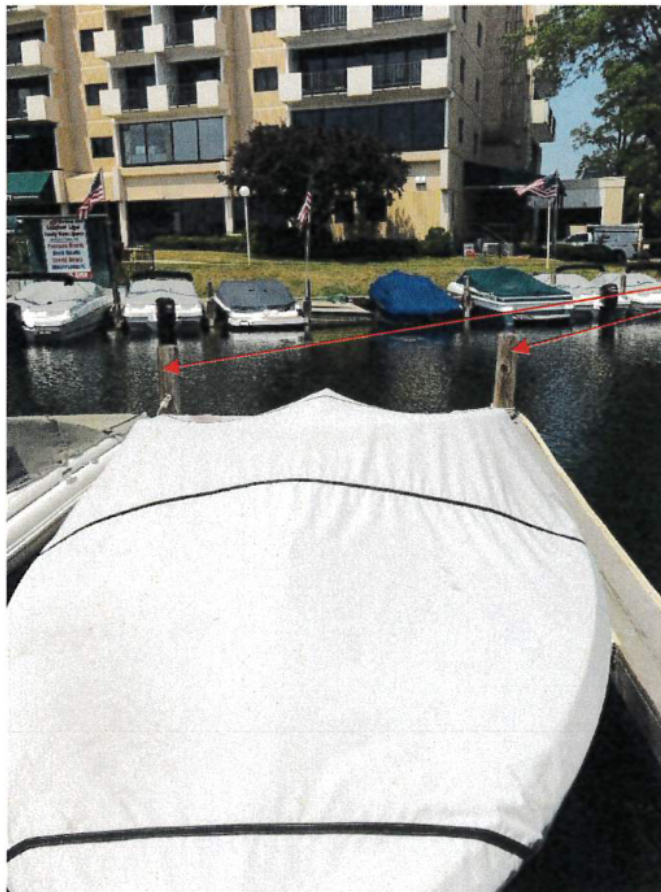
SEPTEMBER 12, 2023
PIERS, HARBOR & LAKEFRONT COMMITTEE MTG
AGENDA ITEM # 7
Lagoon Slip Issues:

1. Boat slip size
2. Deterioration of piers
3. Build up of lake debris; seaweed, leaves, branches, etc

The following is affecting the width of the slips:

- Winter freeze/thawing; heaving of the posts that support the finger piers
- Unauthorized boats entering slips during the early spring and late fall (sliding oversize boats into stalls and going into the City)
- Lessees purchasing new boats that are too large
- Low water level, places the widest part of the boat at the height of the finger piers

Examples:



Note how the posts/pilings are angled out from the slip

The Lagoon has been dredged twice in the last 25 years:

- 1999 Hydraulic dredging with the sediment pumped to the area near the Museum
 - Cost was approximately \$50,000
 - Records indicate that this was a full dredging of the lagoon
 - Records indicate that the Geneva Towers HOA had agreed to participate in funding the dredging
- 2013 Mechanical dredging took place
 - Cost was approximately \$55,000
 - This was NOT dredging of the entire lagoon area
 - Center to the south (spillway) only
 - Some dredging under the Wrigley Dr bridge into Geneva Lake
 - The Geneva Towers HOA did NOT participate in funding
- 2023 Dredging Estimates
 - \$100,000 placed in the 2023 budget
 - One preliminary estimate received: \$300,000



Options Moving Forward:

- Option 1: Do nothing, leave as is
 - Not feasible with the current condition of the piers
- Option 2: Full repair of the existing structure (cost may exceed the cost to tear out and replace)
 - Remove every second “finger” pier and piling making the City owned slip area wider. Add a 2x10 to separate boats
 - Designate some single slips (fit 8’6” beam boats)
 - Limit boat size
- Option 3
 - Redesign the City owned slips and replace with a floating dock system or rigid system
 - Define length and beam maximum dimensions for boats
 - Add PWC floating docks in narrow areas of Lagoon (entrance by bridge and near Mill Creek gates)
 - Estimated cost: \$300,000 - \$400,000
- Option 4
 - Remove City owned slips and not replace
 - Eliminate Dredging
 - Eliminate annual cleanup
 - Eliminate maintenance and repair
- Option 5
 - Remove City owned slips and make the lagoon more “recreational”
 - Fishing
 - Fishing lessons for children
 - Kayak launching (fee based)

If the City determines it is in the City’s best interest to keep the Lagoon area free of weed buildup irrespective of whether slips exist or not, an option to consider is the purchase of a weed harvester and conveying system. Regular maintenance of weed and debris that winds up in the lagoon as a result of the natural flow of water may result in reducing the need for dredging every ten (10) years.

September 12, 2023

Piers, Harbor & Lakefront Committee Meeting

Agenda Item #9 – Seasonal Removal of Gas Pier Finger Piers

Issue: Spring and Fall wind storms create high waves resulting in loss of deck pallets and damage to the pier structure.

- Storms in April and November of 2022 caused approximately \$16,000 in damage to the Gas Pier structure
- November 2022 storm resulted in creating the RFP to replace ALL of the Gas Pier decking
- During the installation of the Gas Pier decking in March/April of 2023 high winds created problems with the installation of the decking
- Capping of the main walkways was completed as part of the redecking of the Gas Pier
 - This ensures that the deck pallets stay in place during high winds/high waves
- Capping of the finger pier pallets is not feasible due to the narrow width of the finger piers
- Solution – Seasonal remove of the finger piers (deck pallets, stringers and horses)
 - Allows for inspection and replacement of components during the “off” season
 - Store the components on the beach or south side of the Riviera
 - Annual cost for spring install and fall removal - \$6800 (see Gage Marine Proposal)
 - Eliminates the need to “raise” the Gas Pier as previously suggested



Decking has been “capped” to keep the pallets in place



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 SEPTEMBER 18, 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:

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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. 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 August 21, 2023 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of August 2023 Financials
7. Approval of August 2023 Bills
8. Directors Report
9. Discussion/Action on an amendment to the authorized prepaid vendor list
10. Discussion/Action on the preliminary draft of Utility's 2024 capital project requests
11. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday August 21, 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, Stanczak & Binn

Staff in Attendance – Gajewski

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

None

Approve Utility Commission Minutes from July 17, 2023, as prepared and distributed
Binn/Howell motion to approve. Passed unanimously.

Acknowledgement of Correspondence

None

Approval of July 2023 Financials

Binn/Frame motion to approve. Passed unanimously.

Approval of July 2023 Bills

Howell/Frame motion to approve. Passed unanimously.

Director's Report

Gajewski reviewed the submitted Director's report.

Frame/Stanczak motion to accept the Director's report for the Lake Geneva Utility Commission.
Passed unanimously.

Discussion/Action on the sale of surplus Utility equipment and materials

Gajewski explained that the short list of surplus and/or unused products have been taken to Public Works ready to be listed for sale. He recommends that the revenue received from the sale be put into the miscellaneous non-operating revenue account. Expected revenue from this is minimal.
Howell/Frame motion to approve the sale of surplus equipment. Passed unanimously.

Discussion/Action on well inspection, refurbishment and reconditioning service work

Gajewski reported that well #5 is due for refurbishment this year. He explained what he would typically expect the inspection to find, and said that of the three companies that we sent a scope of services to, only two responded with quotes. Discussion followed. Staff recommend acceptance of the proposal from Water Well Solutions.

Binn/Frame motion to approve the reconditioning work for well #5 as proposed by Water Well Solutions. Passed unanimously.

Discussion/Action on boost pump inspection, refurbishment and reconditioning service work

The work being done this year is at the Water Treatment Plant and the Dodge Street Booster Station. The scope of work was sent out as normal but only one contractor responded with a proposal. Discussion was had regarding the lack of response to proposal requests. It is believed that the time

of year and lack of staffing could be contributing to that. The Utility wanted the work to be done in the Fall to limit the impact of having a pump out of action during the busier summer season. Howell/Frame motion to accept staff's recommendation as outlined in the Directors report. Passed unanimously.

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

Gajewski gave the latest update on this project. The WisDOT are open to the idea of accommodating a deep sewer section and have included the soil borings for this in their scope of work. The soil borings should take place during September & October. More discussion is expected to be had with Public Works and WisDOT so that decisions can be made before the 2024 budget is finalized.

Lyon/ Howell motion to go into Closed session pursuant to Wis. Stat. 19.875 (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.

The Commission convened into closed session on a roll call vote at 4:21pm.

Howell/Frame motion to return to open session pursuant to Wis. Stat. 19.85 (2) and take action on any items discussed in the closed session.

The Commission returned to open session at 4:42pm on a roll call vote.

Howell/Frame motion to direct staff to proceed as discussed in closed session. Passed unanimously.

Adjourn

Howell/Binn motion to adjourn at 4:45pm. Passed unanimously.

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



Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

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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: September 2023 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

Fall hydrant flushing got underway the week of September 11th and is expected to continue for approximately two weeks. Staff are also coordinating valve operation and maintenance efforts with the flushing work to effectively complete direction flushing in key areas of the distribution system.

WASTEWATER OPERATIONS

Staff continues working through the collection system applying product for root removal, continuing with inspections, and has scheduled to have manhole grouting and lining work done in mid-October.

Great Lakes TV Seal has completed the scope of CCTV for this year and has completed removals of intruding taps noted from prior televising work.

Staff participated in a series of walkthroughs with WDNR staff at locations within the system that operate Industrial Pretreatment Facilities, as part of their respective discharge permit renewal processes. Staff anticipates additional correspondence to take place with WDNR staff as their reports are finalized and the renewal process continues.

OFFICE & ADMINISTRATION

The third quarter billing process is underway, and we anticipate customers will be mailed their bills on the 29th of September, with bills becoming due on October 20th.

Staff has continued with the 2024 Utility budget work and has drafted a preliminary list of Capital Project requests for discussion at the September Commission meeting. A draft of the Operations & Maintenance portion of the budget will be presented at the October 16th meeting.

Coordination with WisDOT on the STH 50 project has continued and there will be geotechnical work performed throughout the project corridor in the coming weeks, which will provide insight on soils in various work areas, allowing further evaluation of prospective Utility projects to continue.

Public utility improvements in the northern portion of Symphony Bay Phase 6 are expected to start in mid-September, along with final paving in Phase 4 which will also start around the same time. The work for the lift station within Phase 5 is slated to resume in late fall – early winter of this year.



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

CITY OF LAKE GENEVA TREE BOARD
TUESDAY, SEPTEMBER 12, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

Members:

Candy Kirchberg, Cindy Forster-Fueredi, Sonya Dailey, Clara Jacobs, Mayor Charlene Klein, and Alderperson Peg Esposito

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the June 6, 2023 Tree Board meeting minutes as prepared and distributed
4. Comments from the public limited to 5 minutes, limited to items on this agenda
5. Arborist Report: Jon Foster
6. Tree Dedication
7. Ash Trees/ Emerald Ash Borer
8. Continued discussion regarding the Parks/Facilities Superintendent Position
9. Fall Planting schedule discussion
10. Confirmation on Ordinance change
11. Update on tree protectors for Downtown
12. Update on school projects
13. Next Meeting Date & Time
14. **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.*

TREE BOARD MEETING MINUTES

JUNE 6TH 4:00 PM

Meeting started at 4:01 PM

ROLL CALL- Peg Esposito, Sonya Daley, Mayor Klein, Candy Kirchberg, Jon Foster city forester all in attendance.

APPROVAL OF MINUTES APRIL 3, 2023 Sonya made motion Peg seconded, unanimously approved.

COMMENTS FROM PUBLIC; Cindy Yager former member thanks us for her time on the tree board and answered a few questions concerning Ordinance changes.

ARBORIST REPORT

TREES TO BE REMOVED- 6 trees approved for removal, Candy made motion and Sonya seconded unanimously approved.

ORDINANCE CHANGES- Jon will probably attend the next park board meeting. Discussion around door hangers for tree removal and planting, how past practices will be changing to help inform homeowners and renters.

DOWNTOWN TREE PROTECTION Board will pick up discussion next meeting September after Jon contacts the schools and

FUTURE AGENDA ITEMS- None mentioned.

NEXT MEETING SEPTEMBER 12, 2023, 4:00 PM

ADJOURNED Peg motioned to adjourn at 5:00 PM Candy seconded the motion, unanimously agreed.



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

**POLICE AND FIRE COMMISSION MEETING
THURSDAY SEPTEMBER 7, 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 August 10, 2023
8. Approval of the Budget Workshop meeting minutes of August 17, 2023
9. Discussion – Facilities Study Update
10. Fire Department business
 - a. Discussion/Action - Approval of bills for the month of August 2023, operating in the amount of \$101,883.60, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$3,010.60, for a total of \$104,894.20
 - b. Discussion – EMS Medical Billing/Stark Medical Billing
 - c. Discussion – Monthly Chief’s Update and Fire Department Report Overview
 - d. Discussion/Action – Annual Awards Ceremony October 19, 2023 at 6:00 p.m., Lake Geneva Police Department Training Room
 - e. Discussion/Action – Approval of 2024 Fire Department Budget
 - f. Discussion/Action – Automatic mutual aid to Town of Linn
 - g. Discussion/Action- Approval of Lexipol Policies
 - 605 HAZMAT Training
 - 912 Fire Station Safety
 - 914 Personal Protective Equipment
 - 1022 Physical Fitness
 - 1023 Critical Incident Stress Debriefing

h. Discussion/Action – Acceptance of donation from Immanuel Lutheran Church in the amount of \$839.22

i. Discussion - Acknowledgement of Thank You notes

- Carlie Blackman & Semper Marathon
- Emily Hallott (Firefighter Union Healthcare Scholarship recipient)

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

11. Police Department Business

a. Discussion/Action - Approval of bills for the month of August 2023, operating in the amount of \$242,953.89, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$2,079.40, for a total of \$245,033.29

b. Discussion/Action - Approval of 2024 Police Department Budget

c. Discussion – Full Time Telecommunicator hiring update

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

e Discussion - Top Five Monthly Incidents

f. Discussion – Monthly activity reports -

2023 Dispatch activity for August 2023:	Telephone calls – 3,126	911 calls - 321	Window assists – 876
2022 Dispatch activity for August 2022:	Telephone calls – 3,166	911 calls - 290	Window assists – 838

2023 Patrol activity for August 2023:	Calls for Service – 2,136	Arrests - 181
2022 Patrol activity for August 2022:	Calls for Service - 2,101	Arrests - 150

g. 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: Police Department Strategic Planning

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, SEPTEMBER 18, 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 August 21, 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. Conceptual review of a proposed development by Basso Builders for the property currently located in the Town of Bloomfield Tax Key No. MA56400002
7. Public Hearing and Recommendation for a Conditional Use Permit (CUP) request for an Outdoor Display land use for the property located at **300 Wrigley Dr.**, applicant representative Tammie Carstensen for a proposed request of Harbor Shores in the General Business (GB) zoning district. Tax Key No. ZSR00170
8. Public Hearing and Recommendation for a Conditional Use Permit (CUP) for CDS Investments II LLC. Mason Ln. Lake in The Hills, IL 60156 to Raze and rebuild a New Single-Family home at **1626 Evergreen Ln.** located in the Estate Residential – 1 (ER-1) zoning district tax key no. ZLM00016
9. Public Hearing and Recommendation for a Conditional Use Permit (CUP) request for an Commercial Indoor Lodging land use for the property located at **822 Williams St.**, applicant

Signature Investments, LLC, 4796 E Clayton Rd, Fitchburg, Wisconsin, located in the Central Business (CB) zoning district. Tax Key No. ZA269400002

10. Recommendation on petition for direct annexation by unanimous approval for the property located at N3219 County Highway H in the Town of Geneva, applicant Ron Ammon, Tax Key No. JA54900001
11. Discuss request for an Amendment to the Comprehensive Plan from Wisconsin Power and Light Company to relocate the energy substation
12. Discuss request for an Amendment to the Comprehensive Plan from Lakeside Living LLC., for the property located at 1120 S. Lake Shore Drive
13. Review and recommendation for Common Council to set a public hearing for the requested amendment to the Comprehensive Plan
14. 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, 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

Meeting called to order by Charlene Klein
Mayor Klein called the meeting to order at 6:00 p.m.

Roll Call

Present: Klein, Yunker, Hoiland, Cary, Gibbs

Absent: Marquardt (excused), Feuredi

Approve Minutes of the July 17, 2023 Plan Commission meeting as distributed

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

Mayor Klein states that Item #9 was withdrawn from the agenda by the applicant. There will be no public hearing and no action taken by the Plan Commission.

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

Peg Esposito, 124 Darwin Street - Spoke in opposition relative to Item #10 and requested no action to be taken at this time.

Acknowledgment of Correspondence

No Correspondence

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

Commissioner Feuredi joined the meeting at 6:04pm.

Ken Etten, McCormack & Etten Architects, 400 Broad Street, Lake Geneva, WI. & representatives Jason Lohman & John Hazod, presented the application details for a Conditional Use Permit (included on pages 6-51 of the packet) and answered commission member's and city planner's questions.

No public comments.

Motion by Mayor Klein to close public hearing, second by Cary. No discussion. Motion carried. 6-0

City Planner Mich and City Engineer Rausch identified points of the proposed project. Administrator Wallings clarifies this is the final step for approval.

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

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

A representative of Lake Geneva Tennis Club presented the proposed Certified Survey Map application details, included on pages 52-93 of the packet.

Administrator Walling confirms that the GDP has been previously approved. The process to get the CSM in line, is for the lot to conform to what the request will be for the PIP.

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

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

A representative of Lake Geneva Tennis Club presented the proposed existing Precise Implementation Plan amendment details (included on pages 52-93 of the packet) and answered commission member's and city planner's questions.

Motion by Mayor Klein to close public hearing, second by Hoiland. No discussion. Motion carried. 6-0

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

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

Item #9 was withdrawn from the agenda by the applicant.

No action taken.

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

City Planner Mich presented an overview for an Amendment to the Comprehensive Plan from the Wisconsin Power & Light Company to relocate the energy substation and answered commission member's questions. The applicant will be presenting at a future Common Council Meeting for next steps.

Alliant representative, Greg Ardrey, 4902 N Biltmore Lane, Madison WI., provided details related to relocating the energy substation and answered commission member's questions.

Review and recommendation for Common Council to set a public hearing for the requested amendment to the Comprehensive Plan

City Planner Mich & City Planner Kruesel presented an overview and answered commission member's questions related to a Public Hearing about the requested amendment to the Comprehensive Plan.

Recommendation to continue discussion until the next Plan Commission meeting in September.

Motion by Mayor Klein to continue, second by Hoiland. Motion carried 6-0.

Plan Commission Kick-Off Discussion Regarding Sign Ordinance update (Presentation by Vandewalle & Associates)

City Planner Kruesel presented Plan Commission Kick-Off Discussion regarding sign ordinance update, action items to the Comprehensive Plan and answered commission member's questions.

Adjournment

Motion by Mayor Klein to adjourn, second by Hoiland. Motion carried 6-0. The meeting adjourned at 6:58 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, SEPTEMBER 19, 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 and August 15, 2023 Board of Park Commissioners meeting minutes as prepared and distributed
5. Discussion/Recommendation regarding Department of Public Works Operations Update
6. Discussion/Recommendation regarding Park Impact Fees Wish List and Use of Funds
7. Next Meeting Date & Time: October 17, 2023 at 6:30 p.m.
8. **Adjournment**

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City of Lake Geneva Board of Park Commissioners

Tuesday, July 18, 2023-6:30 PM

1. Call to order- Cindy Forester
2. Roll Call-Cindy Forster, Barbara Philipps, Peggy Schneider, Ann Esarco, Denise Wendell, Mayor Charlene Klein,
3. Comments from the Public. --- Mile and mike from YMCA issued their quarterly report. They request a 3 year contract with the city.They are considering more of an investment in things such as Spring clean up up of sports grounds if they have a 3 year contract. 488 children are enrolled so far in the YMCA baseball and soft ball programs.
4. Approval of the June 20, 2023 Board of Park Commissioners meeting.--- Cindy Forester and Mayor Klein motioned and Mayor Klein and Denise Wendell approved.
5. Scouts Bee Project at 4 Seasons Nature Preserve.--- Goal to bring back the native pollinators. Cindy Forester and Barb Phillips approved.
6. Dragon Days Festival.--- No vote Permits pending. Requesting Oct 2023 Renaissance type festival with concessions and gaming activities.
7. Gygax Memorial Statue--- No vote. Need more time to consider.
8. Gygax Memorial Ares---No vote. Need more time to consider.
9. Department of Public Works Operation Updates---All operations in order.
10. Parks Manager position---\$90,000 position.Discussion if Manager will work independently and report to department heads.---No vote.
- 11.Next Meeting Aug 15 2023 6:30 PM
- 12.ADJOURNMENT Cindy Forster and Mayor Klein motioned .

Prepared by Denise Wendell

CITY OF LAKE GENEVA BOARD OF PARK COMMISSIONERS

Minutes

Tuesday, August 15, 2023 - 6:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Call to order 6:30 pm by President Cindy Feuredi

Committee Members Present: Cindy Forster Feuredi, Peggy Schneider, Ann Esarco, Denise Wendell, Alderperson Linda Frame and Mayor Charlene Klein

Committee Members Not Present: David Quickel, Brian Olsen, Barbara Philipps

Others Present: Neil Waswo, Department of Public Works

Comments from the public:

Brandon Queen, Logan Krebs, Jessica Hart – Pond View Estates residents that want to beautify the area near the water tower off Dodge St. Residents would like to cut down weeds, add water feature, cut down algae.

Discussion followed regarding the Pond View Estates area, suggested that residents approach the Department of Public Works.

Approval of July 18, 2023 minutes of the Board of Park Commissioner, carried forward for September meeting as minutes not present for review.

Operations report by Neil Waswo, Department of Public Works.

Veterans Park discussion regarding maintenance focusing mostly on safety. Upgrade to park area for incoming Never Say Never Park impacts decision.

Mayor Klein/Denise Wendell motion to carry issue forward to next meeting. Unanimous approval.

Ann Esarco/Linda Frame motion to carry issue forward to next meeting. Unanimous approval.

September 19, 2023 @ 6:30pm

Adjournment Linda Feuredi/Linda Frame



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: September 2023 Report

OPERATIONS UPDATE

PARK OPERATIONS

- Set-up and clean-up two Concerts in the Park
- Oversaw four shelter rentals
- Set-up and clean-up Art in the Park & Venetian
- Cleaned up all tree rings in the parks.
- Working on painting & staining lookout in Donian.
- Tree trimming in Veteran's Park
- Fertilized & seeded Flat Iron Park.
- Chuck is still on staff watering trees.
- Crews started right of way and brush mowing in Parks/green spaces.

Park Impact Fee Funds

Effective Date of Ordinance = 4/22/2004

12/31/2022

Year	REVENUES		EXPENDITURES		REMAINING
	Impact Fees	Interest Earned	Impact Fee \$ Spent	Impact Fee Balance	
2003					
2004	16,560.00	158.81		16,718.81	
2005	15,870.00	952.44		33,541.25	
2006	11,250.00	1,980.99		46,772.24	
2007	6,272.00	2,477.22	(46,615.61)	8,905.85	
2008	20,808.00	1,053.67	(124.00)	30,643.51	
2009	1,978.00	224.33	(7,589.00)	25,256.84	
2010	1,380.00	93.52	(19,317.01)	7,413.34	
2011	19,248.00	51.76		26,713.10	
2012	3,910.00	68.23	(2,889.38)	27,801.95	
2013	6,226.00	34.92	(11,386.78)	22,676.09	
2014	8,982.00	24.48	(4,046.00)	27,636.57	
2015	7,820.00	35.80	(23,245.68)	12,246.68	
2016	12,190.00	98.70	(4,551.00)	19,984.38	
2017	20,286.00	185.90	(20,000.00)	20,456.28	
2018	20,654.00	516.62	(2,715.00)	38,911.89	
2019	13,800.00	978.39		53,690.28	
2020	20,700.00	273.13		74,663.41	
2021	23,460.00	43.81		98,167.22	
2022	19,412.00	1,781.55	-	119,360.77	
Totals	250,806.00	11,034.23	(142,479.46)	119,360.77	

= Impact Fee balance

IMPACT FEE SUMMARY:

	Revenues	Interest Earned	Expenditures	Must be spent by:
2003-2006	43,680.00	3,092.24	(87,921.78)	(41,149.54)
2007	6,272.00	2,477.22	(4,046.00)	(36,446.33)
2008	20,808.00	1,053.67	(23,245.68)	(37,830.34)
2009	1,978.00	224.33	(4,551.00)	(40,179.02)
2010	1,380.00	93.52	(20,000.00)	(58,705.50)
2011	19,248.00	51.76	(2,715.00)	(42,120.75)
2012	3,910.00	68.23	-	(38,142.52)
2013	6,226.00	34.92	-	(31,881.60)
2014	8,982.00	24.48	-	(22,875.12)
2015	7,820.00	35.80	-	(15,019.32)
2016	12,190.00	98.70	-	(2,730.63)
2017	20,286.00	185.90		17,741.28
2018	20,654.00	516.62		38,911.89
2019	13,800.00	978.39		53,690.28
2020	20,700.00	273.13		74,663.41
2021	23,460.00	43.81		98,167.22
2022	19,412.00	1,781.55		119,360.77
Totals	250,806.00	11,034.23	(142,479.46)	

Notes on what \$ spent on

Transfer of old park fund

Playground equipment, Planning

Park Planning

Molitor field

Vet's park field, retaining wall

Vet's Park south soccer field

Manual scoreboard, batting cages, disc golf

Park survey postcards, disc golf signs

Dog park fencing, signs

Dog Park water line

Manning Way Playground Equipment

Soccer goals/Bleachers/Shade Structure

Must be spent by 12/31/2013

Must be spent by 12/31/2014

Must be spent by 12/31/2015

Must be spent by 12/31/2016

Must be spent by 12/31/2017

Must be spent by 12/31/2018

Must be spent by 12/31/2019

Must be spent by 12/31/2020

Must be spent by 12/31/2021

Must be spent by 12/31/2022

Must be spent by 12/31/2023

Must be spent by 12/31/2024

Must be spent by 12/31/2025

Must be spent by 12/31/2026

Must be spent by 12/31/2027

Must be spent by 12/31/2028

Must be spent by 12/31/2029

Nothing has to be spent
Next spending requirement

PARK FUNDS SUMMARY

12/31/2022

Year	REVENUES		EXPENDITURES	Notes on what \$ spent on
	Park Fund	Interest Earned	Park Fund \$ Spent	
2003			46,113.26	Transfer of old park fund
2004	3,928.00	158.81		
2005	2,552.00	952.44		
2006	1,407.00	1,980.99		
2007	575.00	2,477.22		
2008	150.00	1,053.67		
2009	100.00	224.33		
2010	150.00	93.52		
2011	50.00	51.76		
2012		68.23	(28,489.24)	Vet's Park south soccer field
2013	150.00	34.92	(6,455.46)	Manual scoreboard, batting cages, disc golf
2014	1,150.00	24.48	(1,610.98)	Park survey postcards, disc golf signs
2015	250.00	35.80		
2015			(15,000.00)	Transfer to Adaptive Playground Fund
2016	50.00	98.70		
2017		185.90		
2018	15,471.00	516.62	(21,060.00)	Soccer goals/Bleachers/Shade Structure
2019	20.00	536.81	(4,658.77)	Bench-Newman/Playground Equip-Tot Lot
2020	7,867.45	94.47	(5,307.05)	Bench & Plaque-Lotharius and Warner
2021	24,626.06	12.14	(11,174.34)	Benches and Plaques-Newman/Siehr/Canino/Janelle
Totals	58,496.51	8,600.77	(93,755.84)	YMCA Contribution, LWM Parks Grant
			19,454.70	= Park Fund balance
			15,000.00	= Adaptive Playground Fund balance
			34,454.70	= Total Park Funds

CITY OF LAKE GENEVA
PARKS TRANSFERS

Revenues	\$ 2,000.00	Siehr-1st installment on bench
	\$ 3,482.60	Canino-bench and plaque donation
	\$ 175.54	Canino-bench and plaque donation
	\$ 1,750.54	Siehr-2nd installment on bench
	\$ 1,875.00	Powers-1st installment on bench
Expenditures	\$ (167.60)	Canino-bench plaque
	\$ (140.93)	Newman-bench plaque
	\$ (3,575.00)	Siehr-bench
	\$ (3,575.00)	Canino-bench
	<u>\$ (3,575.00)</u>	<u>Powers-bench</u>
Net Transfer	<u><u>\$ (1,749.85)</u></u>	



LAKE GENEVA PUBLIC LIBRARY

Library Board Meeting

Date: Thursday, September 14, 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
 - c. Building and grounds report
 - d. Budget/funding overview and update - combine with Personnel Committee report (wage reviews and staff evaluations)
 - i. Motion to go into closed session pursuant to Wis. State. 19.85(1)(c) for the purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: All library staff
 - ii. Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session passed unanimously.
6. President's report & Strategic Planning Committee report (Lyon)
7. Director's report (Kornak)
8. Friends of the LGPL report (Brookes)
9. City report (Fesenmaier)
10. School board report (Dinan)
11. Adjournment

LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
SEPTEMBER 12, 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 August 8, 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. Discussion and comments regarding recent building / remodeling projects within *National & State Historic Districts*.
10. Update regarding submittal of *Certified Local Government* renewal application on February 28, 2023; the proposed revisions and updates to the *City of Lake Geneva Chapter 34 - Historic Preservation Ordinance* including latest discussions with City Attorney Dan Draper and Jason Tish at *Wisconsin Historical Society*; follow up on *Special LGHPC* meeting with *Jason Tish* on July 20; and the presentation at *Committee of the Whole* meeting on Monday, August 7, and at *Finance, License & Regulation Committee* meeting on August 15 regarding proposed changes to *Chapter 34 – Historic Preservation Ordinance*.
11. Discussion regarding the repair and/or replacement of existing historic plaques and signs by *Jim Sherin* at *Timberline Signs* including six *Maple Park Historic District Signs* and the *Mill Race Historic Sign*, and review of list on which additional plaques and signs should be repaired and/or replaced next.
12. 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.

13. Discussion regarding possible nomination of the former Hillmoor Golf Course property as a National Historic Landscape under the Department of Interior Historic Landscape program.
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 clean-up and repairs to the paver “footprints” of the *Railroad Turntable*, *Engine House*, and *Water Tower* and comments from Mark Polyock at Lakes Brick & Block regarding potential high cost of repairs and/or replacement.
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 La Crosse, 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, OCTOBER 10, 2023.***

Lake Geneva Historic Preservation Commission Meeting Minutes

August 8, 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 and Tim Dunn. Emily Hummel was absent.

Review and approval of the minutes from July 11, 2023, Historic Preservation Commission Meeting.

Comments from the public and correspondence. None

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. "Tuesdays @ Two" programs are no longer in the evenings. Swift Night Out (a free event) Thursday, September 7, starting at 5:00 p.m. On September 17th, the 7th Annual Golf Outing. Get ready for the Parade of Trees – Reserve now as space is limited. No new information on short-term rentals.

Updates regarding Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours, including Black Point programs at the Lake Geneva Public Library. The program "Vows on the Veranda" has been postponed until next Spring at Black Point. Oak Hill Cemetery Tours: Saturdays: October 7 & 14th. Local History series at the Library twice a month.

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. Maybe by December, the organ for the Theater will be finished.

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 scheduling the dedication of the oak tree and plaque at Oak Hill Cemetery in memory of Jim Davis. Due to the length of time since the tree and plaque was installed, the dedication has been called off.

Discussion and comments regarding recent building/remodeling projects within National & State Historic Districts. No new information.

Update regarding submittal of Certified Local Government renewal application by February 28, 2023, and 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 LGHPC meeting with Jason Tish on Thursday, July 20, and Committee of the Whole meeting on Monday, August 7, at City Hall regarding proposed changes. The meetings that were held at City Hall were beneficial to further the enactment of our revised local Historic Landmark Ordinance. Also at our Historic Preservation Commission meeting we discussed the idea that the Library should be a landmark.

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. Motion passed to have the following signs replaced or repaired-The six small Maple Park signs will be replaced (6 @ \$265.00) , the Old Mill Race sign will be repaired at \$755.00. The Sanitarium sign will come later.

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. The statue will be moved to the Street Department and it will probably stay there. Need to have a clear plan in order to ask for donations. Ken will talk to Tom Earle.

Review of recent Historic Plaque Program applications, the cost of plaques from Timberline Signs \$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. No new information.

Discussion regarding new projects for the LGHPC, updates to our website www.historyoflakegeneva.org , and discussion on any other potential future LGHPC projects that might want to consider. Biggest project will be the Three Graces statue.

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. Call Tom Earle and ask if he knows who installed pavers.

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, including the 17th Annual Local History & Historic Preservation Conference in La Crosse, WI, on October 18-20, 2023. Received E-Mail from UWM-CRM, concerning proposed project along highway 50 (Main Street) and asking if there are any concerns about historic properties.
Meeting adjourned at 8:25 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, SEPTEMBER 12, 2023 - 6:00 PM
CITY HALL; CONFERENCE ROOM 2A (UPPER 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 August 8, 2023 Avian Committee minutes as prepared and distributed
4. Comments from the public limited to 5 minutes, limited to items on this agenda
5. Update Financial Review for 2022/2023
6. Projected Avian budget and plans for City Budget Meeting
7. Swift Night Out Recap
8. Purple Martin Update
9. Brief 2023 Calendar/Project review
10. Update on Potential Grants
11. Partner Updates
12. Christmas Tree Event at Geneva Lake Museum
13. Next Meeting Date & Time
14. Future Agenda Items
15. **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, August 8, 2023, 6:00 P.M.

City Council Conference Room 2A

1. **Call to Order:** 6:04 PM by Sarah McConnell

2. **Roll Call. The following members were present:** Carol Zimmermann, Sarah McConnell, Jill Rodriguez, Karen Gallo, Beverly Leonard, Kelley Happ and Alderperson Cindy Yager. In addition, Avian Committee volunteers Nancy Wolff and Jeff Gardner were present

3. **Approval of Avian Committee meeting minutes from July 2023**

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

4. **Comments from the Public**

We had visitors!! Leonard introduced Nancy Wolff and Jeff Gardner, both volunteers with the Avian Committee, who were here to learn more about the Purple Martin program and share their experiences helping with the birdhouses. Leonard spoke about re-confirming our mission to promote Purple Martins and battle sparrows that often try to get their nests and eggs in our boxes first. Avian Committee members confirmed that they are committed to the Martin populations and will need to dispose of invasive sparrow nests and eggs when we find them in the Martin houses or gourds. Gallo expressed concern about two of the houses that had nests but now have no birds using the houses. Leonard noted that Neil Waswo (Public Works) suggested putting perching rods on fences or other posts instead of on separate poles.

Wolff stated she was here to hear about Purple Martins, and to get a total count of new hatchings. Karen Gallo is the “Keeper of the Count” and will make a final count when all the information from various houses is complete. Gardner said he was new to the program this year and finds it fascinating, and enjoys talking with passersby who are interested. We reiterated our thanks for their ongoing help.

5. **Items of Interest**

Rodriguez gave an update on the progress of a Rotary Club Butterfly Garden project to be located in Library Park behind the Library. She met with Roy Diblik of Northwind Perennial Farm, who donated his labor costs to help plan the garden. The Rotary Club has the budget to purchase the plants – some will be purchased this fall and more in the spring.

5. **Budget Outline**

The committee discussed the upcoming budget presentation to the city. Yager stated that she would send out notice when she learns of the date of the meeting, so that we have time to prepare our budget request. Rodriguez mentioned that we still have carry over from last year and we should think about spending it on some of our projects, such as hotel kits and signage. It was estimated that new Storybook Trail signs would cost between \$200 and \$300 each, for a total of close to \$3000. Perching rods for our Martin houses are about \$50 each, plus pole. Leonard suggested we might also need some other repairs for the houses over the winter/spring, adding up to about \$350. Both Rodriguez and Yager suggested using our carry over money for ongoing projects.

Zimmerman made a **motion** to authorize the spending of \$350 for perching rods and incidentals for the Martin houses and \$2000 for 10 new signposts for our Story Book Trail before the end of the year. The motion was seconded by Rodriguez and passed unanimously. Leonard and Gallo were authorized to order the Martin supplies, McConnell and Happ will order signs.

Yager also brought up the subject of the Park Manager position and the ongoing discussion of who this position reports to, Park Board or Public Works. (The Avian, Tree, Parks and Cemetery Committees are currently under Parks and Recreation). Zimmermann suggested that the Avian Committee make a formal request that City personnel come to our September meeting to make a presentation about the Park Manager position before it goes to City Council for final vote. McConnell agreed to send an email to Dave Nord to request this presentation.

Yager also talked about funds for Parks in the City's impact fee accounts dating back to 2003, which by law, must be spent within 20 years. These are significant funds that will need to be spent each year.

6. Swift Night Out Update

Plans are in place for the upcoming Swift Night Out on September 7. Zimmermann has prepared rack cards and flyers to be passed out. Gallo will take some to the museum; Rodriguez to the library and Happ to Visit Lake Geneva. Happ prepared a press release and, with suggested changes, will send it out to media and numerous other partners and interested individuals and groups.

We also agreed on the need to check out Swift activity near the chimneys the week or two before our event, as there has been quite a bit of swarming activity. We have ongoing concerns about whether or not the birds will still be here to put on their show. Yager agreed to check out the activity near the chimney about August 30; Zimmermann will check the area on Monday, Rodriguez will check Tuesday and Happ will check on Wednesday (Sept. 6). Avian Committee members will meet at the Museum by 4:30 p.m. on September 7 – food trucks and activities begin at 5.

7. Purple Martin Colony Update

See discussion under Item 4

8. Calendar Project Review:

Very brief review of our calendar and status of upcoming projects to be sure we are on target.

9. Update on Potential Grants

No more information at the present time.

10. Partner Updates

No new information.

11. Christmas Tree at the Museum

Rodriguez has just received paperwork for this project and will prepare it by deadline. Our theme this year is cardinals, so we can plan ahead for decorating ideas.

12. Next Meeting:

Next Avian Committee meeting is on Tuesday, September 12 at 6 pm in Conference Room 2 A

13. Future Agenda Items

- Update Financial Review for 2022/2023
- Projected Avian budget and plans for City Budget Meeting
- Swift Night Out Recap
- Purple Martin Update
- Brief 2023 Calendar/Project review
- Update on Potential Grants
- Partner Updates
- Christmas Tree Event at Geneva Lake Museum
- Other

15: Adjournment:

Zimmermann moved to adjourn, seconded by Rodriguez and approved. Meeting was adjourned at 7:05 p.m.

Respectfully submitted, 8/29/2023

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, SEPTEMBER 11, 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.- September 11, 2023 Tourism Commission
Sep 11, 2023, 4:00 – 5:00 PM (America/Chicago)

Please join my meeting from Google Chrome on your computer.
<https://meet.goto.com/413082269>

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 August 14, 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. Abominable Trail Race (ASR Events, LLC)
 - b. Abominable Snow Race (AST Events, LLC)
 - c. 2024 Tavern League of Wisconsin Spring Conference (Walworth Co. Tavern League)

d. Lake Geneva Lions' Club Oktoberfest (Lake Geneva Lions' Club)

- 10.** Proposed Tourism Commission Logo (*VISIT Lake Geneva; continued from August 2023 meeting*)
- 11.** Addition of link or QR code to all marketing materials including print and social media
(*Continued from August 2023 meeting*)
- 12.** Discussion – Update regarding Visit Lake Geneva contract with Tourism Commission (*Continued from August 2023 meeting*)
- 13.** Future Agenda Items (Next Meeting: October 9, 2023)
- 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, August 14, 2023
COUNCIL CHAMBERS, CITY HALL

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

Roll Call

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

Absent: Linda Moritz, Troy Migut, Laura Pisarcik (Ex-Off)

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

None.

Approval of Tourism Commission minutes from July 10, 2023

Motion by Waspi, second by Pirzada, to approve the minutes from July 10, 2023. Unanimously carried.

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

Jones reviewed the Marketing Update section of her monthly report noting that the most recent social media campaign runs through September 15th. A review of the Sales Update shows that reservations are keeping pace with previous years.

Update from Tourism Entity – Visit Lake Geneva

Deanna Goodwin gave highlights from the monthly report. They have passed the one million mark for website visitors and three million page views for 2023. The Donald Driver commercial is currently running now as a 30-second ad. The 2024 Visitors Guide is currently in production. Impact Award 2023 nominations remain open through September 7. Earned Media list continues to increase.

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

The annual Maxwell Street Days is quickly approaching on August 25-27. Oktoberfest, on October 7 and 8, will shift location to Geneva and Broad Streets this year. Travel Wisconsin JEM (Joint Effort Marketing) Grant applied for Murals in Motion, which is now postponed to May 2024. Met jointly with Visit, Tourism Commission, and LG Economic Development Corp to discuss co-sponsoring a market study for business attraction and investment. Through BID, Lake Geneva is now a Connect Community through WEDC <https://wedc.org/programs-and-resources/connect-communities/>.

Written financial update provided by City Comptroller

Balance Sheet from July 31, 2023

Total Assets - \$493, 893. 54

Restricted Fund Balance - \$525,302.27

Tourism Promotional Grant Program and Requests

Balloon Adventure, Kimberly Voller and Nancy Waspi

The Big Balloon Build will not be back, so Santa Cause is creating a new event called the Balloon Adventure. New theme will be Follow the Yellow Brick Road. Scheduling conflicts have changed the location to Gage Marine Boat Barn, next to Pier 290, in Williams Bay. Much discussion regarding location and amount of grant (\$75,000). Voller was confident this new event will happen because they have many partners willing to be sponsors. Grant can be resubmitted showing updated Marketing Budget amount and advertising only for Lake Geneva City hotels. Motion by Howell, second by Waspi, to award the Balloon Adventure grant on April 10 through April 15, 2024, for \$30,000. Carried 4 to 1 with Fesenmaier voting No.

2024 Tavern League of Wisconsin Spring Conference, Walworth County Tavern League

Applicants requested item be placed on September agenda.

Oktoberfest, Alexandria Binanti

The event is moved from Flat Iron Park to Geneva and Broad Streets (similar to the 2016 event). The permits have been applied for, but there is a hold-up due to proof of insurance. City only hotels will be targeted. New this year is a Lake Geneva Pie Company sponsored race and Scavenger Hunt. Motion by Pirzada, second by Fesenmaier, to approve the October 7 and 8 Oktoberfest grant for \$11,350 upon the receipt of City permits. Unanimously carried.

Tourism Commission Logo and other possible changes

Visit Lake Geneva will bring a few options for a logo. Motion by Waspi, second by Howell, to continue to the September meeting. Unanimously carried.

Addition of link or QR code to the Riviera homepage

Motion by Howell, second by Pirzada, to continue to the September meeting. Unanimously carried.

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

No update. Continued to September meeting.

Future meeting agenda items and next meeting date –

- Tourism Logo – September meeting
- Link or QR Code on promotional materials – continued to September
- Contract negotiations update with Visit – continued to September meeting with a request by Commissioners to include the current contract and any drafts in the September packet.
- Heather Jones contract renewal (expires Oct. 31, 2023) – Commissioners requested the current and draft contract be included in the September packet for the Public.

Monday, September 11, 2023, at 4:00 PM

Motion by Howell, second by Waspi, to adjourn at 5:51 p.m. Carried.

Respectfully submitted, Alderman Fesenmaier, Secretary

Riviera Ballroom/MATL Update- Tourism Commission Meeting September 2023

Marketing Update

- Website Analytics Update: Past 30 Days:
 - Site Sessions: 2,505 (16% decrease)
 - Site Sessions by traffic source
 1. Google (1,065)
 2. Direct (533)
 3. Facebook (325)
 4. City of Lake Geneva (172)
 5. Social Media Ad (89)
 - Active Inquiries: 68 (-19 from last month), 88 recorded for August 2022
 - Avg. Session Duration: 3min 9sec (- 18sec)
 - Site Bounce Rate: 59.7% (-.9%)
- WeddingWire & TheKnot: August Stats
 - 109 Storefront Views, compared to 89 avg in our market/category
 - 13 leads (-2 from last month)
- Hotels & Lodging Analytics Update Past 30 days:
 - 55 Page Views (120 view decrease from last month)
 - Avg. time spent on page: 3min 31sec (-4sec)

**Reports generated on September 6*

Social Media Ad Campaign runs through September 15th. Adjusted pictures and ad content mid-month when leads were slow.

Meeting planner open house (9/20/23) did not get enough registrants, the decision was made to cancel it.

Sales Update

	2018	2019	2020	2021	2022	2023	2024	2025
Weddings	45	28	9	54	55	52	34	1
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	39	1
Cancellation Total	0	0	40	11		3	1	
Rescheduled	0	0	20	4		1	1	
Comp			5	2	5	6		

- Sales by Year August 2023:
 - 2023 Events- No changes
 - 2024 Events- 2 contracts returned this month (both weddings) with 5 contracts out.
 - Last Year- Reported on September 4, 2022; 61 events booked for 2022, 36 events booked for 2023 and 2 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	\$293,892.51
CATERING REVENUE					
\$29,159.74	\$14,688.76	\$4,337.68	\$32,970.09	\$46,691.72	\$25,376.99



**Lake Geneva Tourism Commission
SEPTEMBER 11, 2023
VISIT Lake Geneva Update**

Upcoming Partner Meetings & Events

- VLG Monthly Partner Meeting – September 19, 8-9am at Topsy Turvy Brewery
- Multi-Chamber Business After Hours – September 12, 5-7pm at Pearce's Farm Stand
- Multi-Chamber Business After Hours – October 5, 5-7:30pm at The Treasury (Delavan)
- VLG Annual Partner Dinner & Impact Awards – October 24 – The Abbey Resort

Public Events 2023-2024

- Lake Geneva Electric Christmas Parade - Saturday, December 2 – float registration open through Nov. 15
- Winterfest – January 31 – February 4, 2024

Earned Media Highlights – AUGUST 2023

- [These Small Towns in Wisconsin Come Alive in Summer](#) | World Atlas
- [America's Most Historic Observatory Is Reborn—And Open for Tours](#) | Midwest Living Magazine
- [The Kishwaukee Hike in Wisconsin That Leads to Incredibly Scenic Views](#) | Only in Your State
- [11 Gorgeous Wisconsin Towns to Visit In 2023](#) | World Atlas
- [7 of the Best Fall Hikes in Wisconsin](#) | Midwest Living Magazine
- [23 Best Things To Do In Lake Geneva, WI](#) | Dine Stay Discover
- [Seniors enjoy three fun filled days of boating, shopping, food and games](#) | The Crusader Newspaper Group
- [Last-Minute Wisconsin Day & Overnight Trips to Take Before School Starts](#) | Up North News
- [Escape the City: 6 Best Family Road Trips from Chicago](#) | Yahoo Entertainment
- [10 Small Towns in Wisconsin That Were Ranked Among US Favorites](#) | World Atlas
- [12 Fun Things to Do in Lake Geneva, Wisconsin's Scenic Retreat](#) | She Buys Travel
- [14 Prettiest Towns in Wisconsin](#) | World Atlas
- [Places to Visit for Road Trips from Chicago: Unveiling the Midwest's Hidden Gems](#) | Travel Diary
- [America's 22 Greatest Summertime Lake Towns](#) | Thrillist
- 2023 Geiger Media Tour Recap

Marketing Metrics – AUGUST 2023

Website – VisitLakeGeneva.com

- Visitor Sessions – 162,697 | +38.5% (YTD 1,117,027 | +14.5%)
- Pageviews – 487,984 | +69.5% (YTD 2,993,778 | +24.9%)
- Users – 123,049 (YTD 855,346)
- Online Guide Visits – 8,104 (YTD 51,058)

- **TOP CITIES**

- | | |
|----------------------------------|------------------------|
| 1. Chicago – 28,067 Unique Users | 6. Dallas– 1,207 |
| 2. (not set) – 8,602 | 7. Ashburn – 1,149 |
| 3. Milwaukee – 4,033 | 8. Minneapolis – 1,060 |
| 4. Lake Geneva – 2,114 | 9. Denver – 869 |
| 5. Madison – 1,262 | 10. New York – 779 |

- **TOP PAGES**

- | | |
|-------------------------------------|--|
| 1. Events – 76,506 Pageviews | 6. Things to Do Family Fun – 12,514 |
| 2. Home – 43,724 | 7. Food & Drink – 11,544 |
| 3. Things to Do – 39,406 | 8. Things to Do Shore Path – 11,021 |
| 4. Stay Hotels & Resorts – 14,813 | 9. Things to Do Outdoors – 9,844 |
| 5. Things to Do Shopping – 12,547 | 10. Explore Visitors Guide Request – 8,695 |

Social Media

- Facebook – 65,831 Followers (+674) | 874,086 Post Reach
- Instagram – 12,239 Followers (+261) | 40,942 Post Reach
- Twitter – 3,499 Followers (+10) | 2,130 Impressions
- LinkedIn – 1,353 Followers (+57) | 60,497 Impressions
- TikTok* – 753 Followers (+115) | 41,105 Views

(*) Launched June 13

Email Subscribers

- Subscribers – 53,355 (+336)
- Open Rate – 34.1%

Visitor Center Activity

- Walk-ins – 2,022 (YTD 11,139)
- Phone Calls – 339 (YTD 2,160)
- Emails – 1,016 (YTD 8,650)
- Visitors Guides Fulfilled – 979 (YTD 8,493)

Hotel Activity – JULY 2023

- Occupancy – 80.1% (+3.1%) | YTD 51.0% (-0.3%)
- ADR - \$262.04 (+6.6%) | YTD \$198.67 (+7.7%)
- RevPar - \$209.80 (+9.9%) | YTD \$101.36 (+7.4%)

Meetings & Events RFP Activity - AUGUST 2023

RFP#	Total Room Nights	Total Attendees	Meeting Type	Properties Sourced
1246	20	20	Corporate	Ridge, Bella Vista , Geneva Inn, Grand Geneva, Maxwell Mansion , Lake Lawn, Harbor Shores , The Cove , The Abbey
1247	300	450	Government	Grand Geneva
1248	35	35	Association	Grand Geneva, Baker House , Geneva Inn, Getaway Restaurant, Hunt Club
1249	102	150	Corporate	Grand Geneva
1250	590	168		Grand Geneva
1251	629	300	Religious	The Abbey, Grand Geneva
1252	386	90	Corporate	The Abbey
1253	170	75	Corporate	Geneva National, Grand Geneva
1254	268	600		The Abbey, Grand Geneva
1255	1850	450	Corporate	Grand Geneva
1256	201	50	Corporate	The Abbey, Geneva National, Grand Geneva
1258	22	22	Corporate	Grand Geneva, The Abbey, Bella Vista , The Cove , The Ridge, Geneva Inn, Harbor Shores , Lake Lawn, Maxwell Mansion

- RFPs Distributed – 12 (YTD 106)
- Total RFP Room Nights – 4,573 (YTD 39,826)
- Total RFP Attendees – 2,410 (YTD 27,621)



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

Executive Director's Report

August Recap

Website & Social:

Updated website with Oktoberfest and Maxwell Street Days pages. Will be launching Fall Wine Walk and Holiday Updates in Month of September.

Website traffic increased its site sessions in August by 140% with unique visitors by 115%. Most visited pages were Maxwell Street Days under Events with top visited page Outdoor Dining, Music & Entertainment during the event. The last page visited before leaving site is /Shop. Top traffic source is from google, with second search source coming from VISIT Lake Geneva.

Social media has increased visibility significantly. Post reach has increase 114% with engagement increasing by at equal pace We gained over 460 net followers on Facebook and boosted reach added an additional reach of 1400 views with 19 link clicks.

Social Posting Topics:

- i. Placemaking: Interviews with a local
- ii. Maxwell Street Days
- iii. Summer landscapes
- iv. Oktoberfest
- v. Local Summer events
- vi. New business in town

Website											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	NOV	DEC
Visitor Sessions		(526)	(937)	(1043)	(1269)	(1265)	(1013)	(1931)			
Mobile	-	347	707	677	952	955	690	1375			
Desktop	-	174	214	338	284	272	293	5262			
Tablet	-	5	16	28	33	38	30	29			

Pageviews											
	-	1,011	1,433	1,490	1,909	1,983	1,804	3,609			
2023 Other											
Users	-	526	937	1034	1269	1265	1013	1620			
New Visitors	-	440	755	801	997	892	906	1572			
Avg Time on site	-	3m26s	4m29s	3m50s	4m03s	3m07s	3m44s	3m36s			
Social											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	NOV	DEC
Facebook											
Followers	7,092	7,283	7,495	7,582	7,731	7,817	8,130	8,599			
MoM Change	48	191	212	87	149	86	313	469			
Reach	11,412	25,727	31,218	15,455	31,089	18,311	55,078	124,856			
Post Engagement	1,993	1,950	3,900	2,980	10,465	6,184	14,701	20,984			
Instagram											
Followers	2,589	2,613	2,636	2,665	2,694	2,706	2,727	2,773			
MoM Change	39	24	23	29	29	12	21	46			
Reach	3,200	2,720	3,079	1,967	4,142	1,501	2,074	2,093			
Engagement	3,100	1,100	1,985	1,057	2,247	239	317	887			

Events:

- i. Maxwell Street Days – August 25-27th
Budget from General Marketing: \$1000.00
Spent: \$1000.00
 - a. Purchased advertising time with Lake 96.1. Boosted social ads starting end of July. \$500.00
 - b. Hiring buskers for street entertainment and getting promotional ideas from businesses now to print rack cards for advertising. Cost \$500; Sponsors covered \$350.00
 - c. VISIT Lake Geneva Boosted Ad: \$150.00
 - d. Social media giveaways will take place to shop for the weekend.
 - e. Website launched with 35 participating businesses and secondary page dedicated to activities/music/outdoor dining. (top visited pages in the month of August)
- ii. Oktoberfest – October 7 & 8th Broad and Geneva Streets
Budget from Oktoberfest Expenses: \$40,000
 - a. Tourism Grant Awarded: \$11,300.00 for Marketing in August. Deployed \$8,000 immediately for APG; Radio ads have begun for additional \$8,500. VISIT has banner ad placement in position and will be deploying exclusive email 9/14
 - b. 18 vendors signed up; logistic planning underway and soliciting for volunteers at the moment
 - c. Website has updated list of activities, hours, sponsorships, and sign ups for various races and volunteer opportunities. Where to stay is updated by Labor Day
- iii. Fall Wine Walk – November 5th
 - a. Solicitation of businesses; 17 signed up so far. Limiting to 20.
 - b. Save the date went out on social
 - c. Email drafted for past attendees to sign up
 - d. Tickets go on sale Week of 9/4
 - e. Wines already more than halfway selected. Need to update posters and passports
- iv. Tree Lighting - to be updated in October; Trees are selected from Boy Scouts this year in pavilion.
- v. Murals in Motion – May 2024
 - a. Travel WI JEM grant awarded \$10,000 for May event usage pertaining to Marketing.
 - b. Met with potential videographer for proposal on filming, social contracts
 - c. Tourism Commission Grant to be applied in October for 2024
 - d. Created Event Proposal for grants and sponsorship solicitation outlining project scope and operation costs

Beautification:

- i. Flowers – Fall plantings to be installed at end of September weather pending, also in discussion of increasing budget for 2024, adaptation to holiday décor for inside pavilion
- ii. Lighting – Planning holiday décor in Flat Iron Park and reinstallation of lights on Main Street

Business Communications & Marketing:

- i. 13 (90 ytd) business site visits for analysis of business sales and traffic flow; sent business emails in regards to planning Oktoberfest and Maxwell Street Days. Setting up a business to

- business networking event for September 26th at Magpies for a Coffee and Conversation in regards to BID planning for the future.
- ii. Short term rental and housing discussion presented at Committee of the Whole; attending September Housing Summit in regard to need for workforce housing
 - iii. Began a promotional incentive for Veteran's Day shopping dining and experiences. Soliciting banner sponsorships for Veteran's banners also.
 - iv. Mural Committee toured designs from proposed artists in Milwaukee and Kenosha. Also studied examples/operational capacity of bringing a sculpture walk to downtown in the future.

Lake Geneva Cemetery Board
Wednesday, September 20th, 2023 – 4:00pm
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, August 9, 2023, meeting
5. Discussion/recommendation to review State Statute 157.115 (2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years: possibility of this to be set aside for the budgeted Park Manager position for review and recommendation
6. Review/discussion/recommendation regarding an update from Sibbing on any input from Tom Earle on proposed updates to the existing Cemetery Rules/Regulations to include Pioneer Cemetery in order to complete the document
7. Review/discussion/recommendation regarding how the city should notify families of any damage to headstones
8. Review/discussion/recommendation on word definitions to integrate into the cemetery rules/regulations, i.e., plot, lot, site
9. Review/discussion/recommendation regarding Sibbing' attendance at the 2023 Wisconsin Alliance of Cemeteries Conference, the first WAC Conference attended for this Cemetery Board.
Total cost = \$654 *excluding* mileage reimbursement
10. Review/discussion/recommendation on any possible budget items that need to be submitted for the 2024 City budget. Suggest an annual budgeted WAC Conference. Breakdown for 2023 conference -conference \$245, (excluding Cemetery Management Course, that would add approximately \$100); 2 nights Hotel \$309; Meals \$100. 2024 WAC Conference will be in Lake Geneva
11. Review/discussion/recommendation on proposed increase to Cemetery Board members from 5 to 7 as reviewed by FLR. Mary Jo to update
12. Review/discussion/recommendation on Tom Earle's DPW monthly report
13. Review/update/discussion on purchase of property adjacent to Oak Hill. On August 24, 2023, Comptroller reported that the city officially closed on the lots for the cemetery. Total cost \$91,271.63. Funded by the Perpetual Care Edward Jones Account. The current balance in Edward Jones, after the purchase of the lots is \$714,207.90
14. Future agenda items:

Review future costs of grave sites and fees.

Review comptroller financial reports every 2 months.

Follow up on Cemetery Rules and Regulations as an Ordinance for code enforcement once completed.

Cemetery design and header on the Cemetery Website.

Determine who will attend the 2024 annual conference of the Wi Alliance of Cemeteries

Consider the updated Cemetery Rules/Regulations for recommendation as an Ordinance for code enforcement once completed.

15. Set next meeting date/time

16. Adjournment

CEMETERY BOARD MINUTES

Wednesday, August 9, 2023

Conference Room A, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 4:30 p.m.

Roll call:

Present: Mary Sibbing, Terry Krohn, Ruth Monico, Alderperson Fesenmaier, Patrick Quinn

Comments from the public. None

Motion made by Ruth Monico and seconded by Mary Sibbing to correct the June 21, 2023, minutes date for next meeting was not noted in the minutes. Motion to correct minutes passed 5-0.

Motion made by Terry Krohn and seconded by Patrick Quinn to approve Cemetery Board meeting minutes from Wednesday, July 26, 2023, special meeting. Motion passed 5-0.

Discussion to review State Statute 157.115(2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years. Motion by Mary Sibbing and seconded by Patrick Quinn, to continue to the next meeting. Carried 5-0

Recommendation to continue input on the tasks to review updates on the recent revisions of the Cemetery Rules/Regulations. Motion was made by Patrick Quinn and seconded by Terry Krohn to investigate the City's process to repair damaged headstones at both cemeteries. Motion carried 5-0. Motion made by Mary Sibbing and seconded by Terry Krohn as to how can the City revise the process of notifying families of damaged headstones. Motion carried 5-0. Patrick Quinn questioned the difference in the cemetery definitions of plot, lot, site, etc. Sibbing will meet with DPW Earle about the 2 motions and clarification of the cemetery definitions in question.

Recommendation on Pontem quote of \$2,100.00 to add Columbarium to Pontem link. Motion made by Mary Sibbing and seconded by Patrick Quinn to recommend FLR to approve adding Columbarium to Pontem link. Motion passed 5-0.

Mary Sibbing gave an update on the purchase of adjacent 4 lots to Oak Hill Cemetery. The City Council approved this purchase.

Mary Sibbing will attend the annual conference of the 2023 WI Alliance of Cemeteries to take place September 6, 7 and 8 at Wilderness Hotel, Wisconsin Dells. Mary will provide an update at the next board meeting.

Continue to explore increasing the board members from 5 to 7 for board diversity (passed by the Board February 15, 2023 meeting). Terry Krohn will speak with Pat Marquardt, and Mary Sibbing will contact Paula Porubcan about becoming a board member. Mary will submit to FLR regarding the February 15, 2023 recommendation.

Future agenda items:

Review future costs of grave sites and fees.

Review comptroller financial reports every 2 months.

Follow up from Mary attending the WI Alliance of Cemeteries.

Follow up on Cemetery Rules and Regulations as an Ordinance for code enforcement once completed.

Follow up with FLR and Council to increase Cemetery Board members from 5-7.

Cemetery design and header on the Cemetery Website.

Next meeting: September 20, 2023, 4:00 pm (this meeting time changed from 4:30)
Meeting Room A, Lake Geneva City Hall.

Motion to adjourn the meeting by Patrick Quinn, seconded by Terry Krohn at 5:50pm.
Motion carried 5-0.

Respectfully 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: September 2023 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments	
Date	Type
8/5/2023	COL-N-15
8/7/2023	CREM
8/9/2023	CREM
8/10/2023	FULL
8/26/2023	FULL
8/26/2023	CREM

The BID for the automatic chain link fence gate at Oak Hill Cemetery was conducted, Century Fence was the winning bid, and work has begun.

**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, September 6, 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. Maxwell Street Days recap
 - b. Oktoberfest planning
 - c. Holiday Tree Lighting
 - d. Veterans Day promotional booklet
 - e. November Wine Walk
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 final budget review.
11. Adjourn



Lake Geneva Business Improvement District
Board Meeting
Wednesday, September 6, 2023 | 9:00 AM
Harbor Shores of Lake Geneva

Minutes

1. Call to Order – 9:01 am
2. Roll Call - *Spyro Condos, Sheri Straube, Anthony Silvestri, Alethea Salgado, Janine Osbourne, TR Remke, Laura Thompson, Beth Tumas.*
3. Approval of Minutes from last meeting – *Althea 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. – *Roger Wolfe from Jayne discusses Business Meet Up in newsletter and comments on success of Maxwell Street Days. Jim Strause talks about Oktoberfest advertising for BID and mentions future planning of business variance reports to log new businesses, update open/closures.*
5. City News and Mayor Klein Update – *absent*
6. Appearance of VISIT Lake Geneva – *absent*
7. Treasurer Report – *Janine Osborne delivers report of account health, discussion of about 65% of budget utilization, and anticipated overage under beautification for light removal/replacement and increased cost of flower product. Anticipated overage of approximately \$19,000 that will be utilized from murals portion of budget/anticipated contingency. Noted Deposits for various events being made this month.*
 - a. Chart of Account review
 - b. Budget vs Actuals
 - c. Pay bills – please note: *Treasure Hut Bill's Listed Chart of Accounts are broken down on invoice.*

Chart of Account #	Name of Expense/Detail	Invoice Number	Total
56004	Alexandria Binanti Salary	#014	\$ 7,249.98
56014	Alexandria Binanti - office supply bid phone	#014	\$ 87.26

56014	Alexandria Binanti - Invoice for Main St. Accreditation	#014	\$ 200.00
56020	Alexandria Binanti - Maxwell Street Musicians	#014	\$ 500.00
56020	Alexandria Binanti - Facebook Boosted Ads	#014	\$ 50.00
56009	Alexandria Binanti - Oktoberfest Unhitched dumpster	#014	\$ 440.00
56009	Alexandria Binanti - Facepainting deposit	#014	\$ 200.00
56005	Alethea Salgado - August 2023 Marketing	#10923	\$ 1,000.00
56009	Lake 961, WLKG-FM first radio ad installment	#0550	\$ 500.00
56016 (plus additions)	Treasure Hut - winter décor, labor, bridge, etc	#6423	\$ 35,320.00
56033	Mike Cary - Watering Contract	N/A	\$ 1,500.00
			\$ 47,047.24

8. Executive Director's Report

a. Maxwell Street Days recap – *Budget from general marketing was \$1000.00; \$1000 used for advertising and music. \$350 sponsorship anticipated to cover some of the bands making band expenditure \$150.00. Remaining budget used on radio, email drop, and digital with VISIT Lake Geneva and internal. Website traffic increase reflective of marketing efforts.*

b. Oktoberfest planning – *Budget of expenses is set at \$40,000. Anticipating \$5000 for vendor fees, \$14,800 income from Sponsorships and Tourism Grants. Will require advance signatures of band payment prior to October meeting.*

c. Holiday Tree Lighting – *tree to be donated by Boy Scouts Troup for Brunk Pavilion, looking at hiring caroling elves. Santa is hired.*

d. Veterans Day promotional booklet – *working with businesses to offer weekend promotions. American legion will disperse to members. Also soliciting banner sponsorship*

e. November Wine Walk – *First planning meeting held. 15 businesses are signed up. Will only accept 20 for this walk. Save the date is out. Ticket sales begin this month.*

9. Comments from the Board of Directors – *Each board member reported on their committee progress. Spyro Condos thanks the board members for their involvement and commitment to the BID's success and organization of operations this year. Discusses partnership with school district and goals of talent attraction.*

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 final budget review. – *TR Remke motions, Alethea Salgado seconds. All approved.*

11. Motion to go out of closed session – *Spyro Condos motions, Laura Thompson seconds. All approved.*

12. *Approval of the 2024 budget's second and final draft per the recommendations of the committee on August 2nd meeting to present to Common Council. – Beth Tumas motions, Anthony Silvestri seconds. Role Call: Spyro Condos approves, Laura Thompson approves, TR Remke approves, Janine Osbourne approves, Alethea Salgado abstains, Motion carries.*
13. *Adjourn – Alethea Salgado motions, Spyro Condos seconds. All Approved. 9:45 am*