



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, NOVEMBER 6, 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 and October 2, 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. Update regarding Dragon Days™ Festival of Fantasy; Paul Stormberg, Gygax Memorial Fund
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.

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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 update 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

CITY OF LAKE GENEVA REGULAR COMMITTEE OF THE WHOLE MINUTES
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
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 p.m.

Pledge of Allegiance – Alderperson Yunker
Jacob Pokorny led the Council in the Pledge of Allegiance.

Roll Call
Present: Fesenmaier, Esposito, Frame, and Yager
Absent: Dunn, Howell, Straube, and Yunker (all excused)

Clerk Kropf noted that there was not a quorum of the Committee of the Whole Present and that the meeting could not continue. President Fesenmaier noted that the Committee could not meet even to discuss issues and gather information.

Approval of the Committee of the Whole Minutes from September 5, 2023 as prepared and distributed
No action taken.

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.
No comments made.

Presentation regarding Badger High School Homecoming 2023; Badger Student Council
No action taken.

Presentation regarding the 2023 Assessment Process; Dean Peters, Associated Appraisal Consultants
No presentation given.

Hillmoor Ad Hoc Committee Report-Mayor Klein
No report given.

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Finance, License, and Regulation Committee-Chair Howell
No report given.

Personnel Committee-Chair Dunn
No report given.

Public Works Committee-Chair Straube
No report given.

Piers, Harbor, and Lakefront Committee-Chair Yunker
No report given.

COMMITTEE, COMMISSION AND BOARD REPORTS. The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

Utility Commission-Frame and Howell
No report given.

Tree Board-Esposito
No report given.

Police and Fire Commission-Yunker
No report given.

Plan Commission-Yunker
No report given.

Board of Park Commissioners-Frame
No report given.

Library Board-Fesenmaier
No report given,

Historic Preservation Commission-Dunn
No report given.

Avian Committee-Yager
No report given.

Tourism Commission-Fesenmaier and Howell
No report given.

Cemetery Board-Fesenmaier
No report given.

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.

*VISIT Lake Geneva-Yager
No report given.

*Geneva Lake Museum-Dunn
No report given.

*Lake Geneva Economic Development Corporation-Howell and Yager
No report given.

Geneva Lake Environmental Agency-Dunn
No report given.

*Geneva Lakes Family YMCA-Straube
No report given.

*Geneva Lake Use-Esposito

No report given.

Business Improvement District-Straube

No report given.

Geneva Lake Law Enforcement Agency-Mayor Klein

No report given.

Adjournment

The meeting adjourned at 6:02 p.m. due to a lack of quorum.



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CITY OF LAKE GENEVA HILLMOOR AD HOC COMMITTEE
THURSDAY, OCTOBER 12, 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, Lawrie Weed, and Norine Smyth

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the September 28, 2023 Hillmoor Ad Hoc Committee Meeting minutes
4. Report from The Friends of Hillmoor regarding their mission workday plans, fundraising, etc- Betty Volquardsen
5. Discussion regarding possible Living Amphitheater at Hillmoor- Mayor Klein
6. General Discussion – Geneva Lake Conservancy work days, **11/4/2023, 11/18/2023, 12/2/2023, 12/16/2023, 12/30/2023, 1/13/2024, 1/27/2024, 2/10/2024, and 2/24/2024 from 9:00 a.m. to Noon on all days**, timing of recommendations to Council, thoughts on the previous meeting's presentations and other input from the committee
7. Next Meeting Date: October 26, 2023
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.*

9/28/2023 AdHoc Committee

Call to Order: 4:02pm

Roll Call:

Present:

Mayor Klein
Dave Quckell
Skip Atwell
Henry Sibbing
Adam St. Marie
Cherie B.
Michael Krajovic
Fred Gahl
Celine Lillie
Lawrie Weed
Norine Smyth: Betty V.
Peggy Schneider
Karen Yancey

Absent:

Deborah Beagle
Paula

Motion to Approve: Seconded: Approved

Presentation by Keith Rhebb and Rhebb

- Prior to Keith Rhebb and Rhebb's renovation of the Golf Course in Winter Park the City was paying 250k-350k a year to pay for the Golf Course. They rebuilt the course for 1.2 million dollars and paid it off quickly. Now the course makes 250-350k a year and that goes back into the City.
- There are 5,000 9 hole golf courses in the U.S and Winterpark is in the top 34 and I see

Lawrie: Was there an existing golf course in Winter Park? And their Operating Costs?

- Yes.
- There were about 4 staffers
- If I am guessing on their operating costs it's probably about \$400,000

Fred: Give us an idea of what you've seen in 9 hole golf courses and the change in demographics of what you're seeing

- Yeah, a lot of people now don't have time for 18 holes, they want to spend time with their families. It's really the way golf is going in some ways. You can also play an 18 hole on 9 holes with different T's.

Dave Quickel: How many other golf courses are there would you say around Winter Park

- So you have a lot of private clubs you can't get to. If you are trying to start at golf it's stressful to try to start at a private club. We are finding people are playing more at the Winter Park course because it's more relaxed and more enjoyable for them.

Mayor: So what I understand is that you and Riley are there in the construction of the course.

- We do the design build for the course. We don't just design it and hand it off. We are the people on the dozer and if field people have questions we answer them immediately on site.

Mayor: Can you talk about the environmental impact of weed control and stuff like that?

- We are very conscious of that and the different regulations

Celine: Can you guess what the cost would be to restore the 9 holes at Hillmoor

- That's always a question we get but I always throw that back and ask what number do you think that is. What number would you say you aren't comfortable with?
- You have natural drainage on the site that you can take advantage of?

Adam: What would we need to do in order to have an assessment of a low to high number.

- I don't see it less than 5 million or more than 10 million
- This could get more expensive depending on the club house but it doesn't need to be. It could be a minimalist golf course.
- It was a golf course previously and could be again.

Celine: How many months would you say that Winterpark is active?

- It's year round.
- They are charging \$18 a round for locals and \$22 for out of town. It's way under value for what they are charging. They should be charging around \$40 a round. Winter Park is doing about 45-50,000 rounds per year.

- People are driving near your golf course to Sand Valley. Golfers would drive by and stop there. Golfers plan their trip around golfers and drive accordingly.

Betty: Could you help us understand the pesticides on the property?

- Homes probably use more than golf courses. Golf courses are regulated in their use.

Betty: It's not the pesticides that bother me, it's the insecticides that bother me.

- I know people we work with are stewards of the environment and take care of the environment.

Mayor: We printed out some information on that. There are over 200 pages we can get to have a lot of information on it for anyone who wants more.

Hank: Keith, you said, do you remember saying, "You could see something really great here." What were you picturing?

- I pictured people who haven't played seeing this beautiful land. I called Riley and said I think this is Winterpark 2.0. This is what we were looking for.

Lawrie Weed: From start to finish how long did this renovation take?

- Three months. You do have challenges with the growing season.

Hank: There has been discussion in the community here that no one wants to play golf anymore. Can you speak to how this golf course could serve a community?

- I could go on for an hour on that. Covid changed the way the industry is. It's never been busier. People are getting outside. Walking golf courses are a big part. You could use the golf course as a revenue stream for conservation. You could do local fundraising tournaments.

Hank: Is it possible for you to put together a written proposal for the renovation of the golf course? Is it possible for you to even show us a potential revenue?

- There are other people who have the expertise in projecting the numbers of revenue streams. The sense I have is that you have things going for you since you have a golf course there. We don't want you to spend money on things you don't need. Winterpark saved money because they were part of it. Their staff was part of our team working, the arborist, the City owned boring equipment for the pipe we put underground. The staff from the Park's Dept. came in and helped us do sprinklers there. The City took ownership.

Michael: How many total acres did the 9 hole golf course sit on? How does this City handle the liability of people walking on the sidewalks?

- It was about 34 acres.
- The golf course has been there for 100 years.

Presentation by Nancy Aten and Dan Collins - Landscape of Place

Karen Yancey: The number one thing people said they wanted was a nature preserve. So I wanted to have some professionals come in to present.

Pattern Discussions are one way to start a Master Plan. Example: Gathering Ground - 38 acres that they wanted to engage a design for. Their pattern is that "Farming is Learning". The second big pattern was, "How do they embrace change?" They wanted to be an "illustration on earth" was their pattern.

How are these patterns created? We sit and talk about them. Each place is unique and has a unique vision.

Guiding Principles can also be used to make a master plan that is cohesive with a community. For one project we started with what they felt was the most important part of their property, the creek. So we worked from "Begin at the Creek". Everything became a question of "is it good for the creek"?

Climate Resilience needs to be a part of this planning. Our solutions need to be mindful of that.

Then we get to the "How do we make this happen"?

Menomonee Valley is another example in Milwaukee. Guiding Principles here were Ecological Function, Learning, Intrinsic Value of nature.

Adam: What negative impacts should we be aware of from pesticides on the environment?

- That can be mitigated by plants and berms to move water.

Karen: The strips can mitigate some of it but not all of it?

Mayor: But if they are using best practices hopefully they can mitigate all of it.

Hank: Thank you for that. You said at one point it needed to have money coming in, have faith in the future,

Mayor: We can get the pdf of your presentation.

Mike: Can you elaborate more on which plant species you use as you climate strategize?

- One strategy is to pick widely adaptive species. Another is genetic diversity. The third is to move species here that live in the south that are expected to live in our conditions but that one is a riskier proposition but is in keeping with a lot of practices going on.

Mayor: I have a question regarding your company itself. What you showed us today is natural restoration, have you incorporated any building elements?

- We have collaborated with other architects on those structures. We are not architects but we can site plan. So we will often partner with architects to broaden the solution.

Karen: There are some walking paths that could generate some income and cost much less to make than some of these other more developed based concepts we have been discussing.

Fred: What's the cost? What would it cost to hire you?

- I don't think we can answer that without some thought. The project in New York was about a \$200,000 property but it was 38 acres.
- Unlike the golf course our product has such a wide range of outcomes. If you just wanted meadows that's very simple, if you want something like the walkway through Geneva Lakes Conservancy. Which cost about \$20,000 not including design fees.

Karen: We are going to the committee to ask for permission to remove invasive buckthorn which is easiest to do in the winter. We will be asking for volunteers to help with that.

Hank: You are focused on the ecological factors. It would seem this could marry with a golf course and you would be a part of that?

- Yes.

Cherie: Are there basic prices for you to make a plan?

- No, we would need more information.

David: Would our grant cover any of this?

Fred: What's the largest project you've done?

- 4,000 acres is the largest.

Next Meeting Thursday Oct. 12, 2023

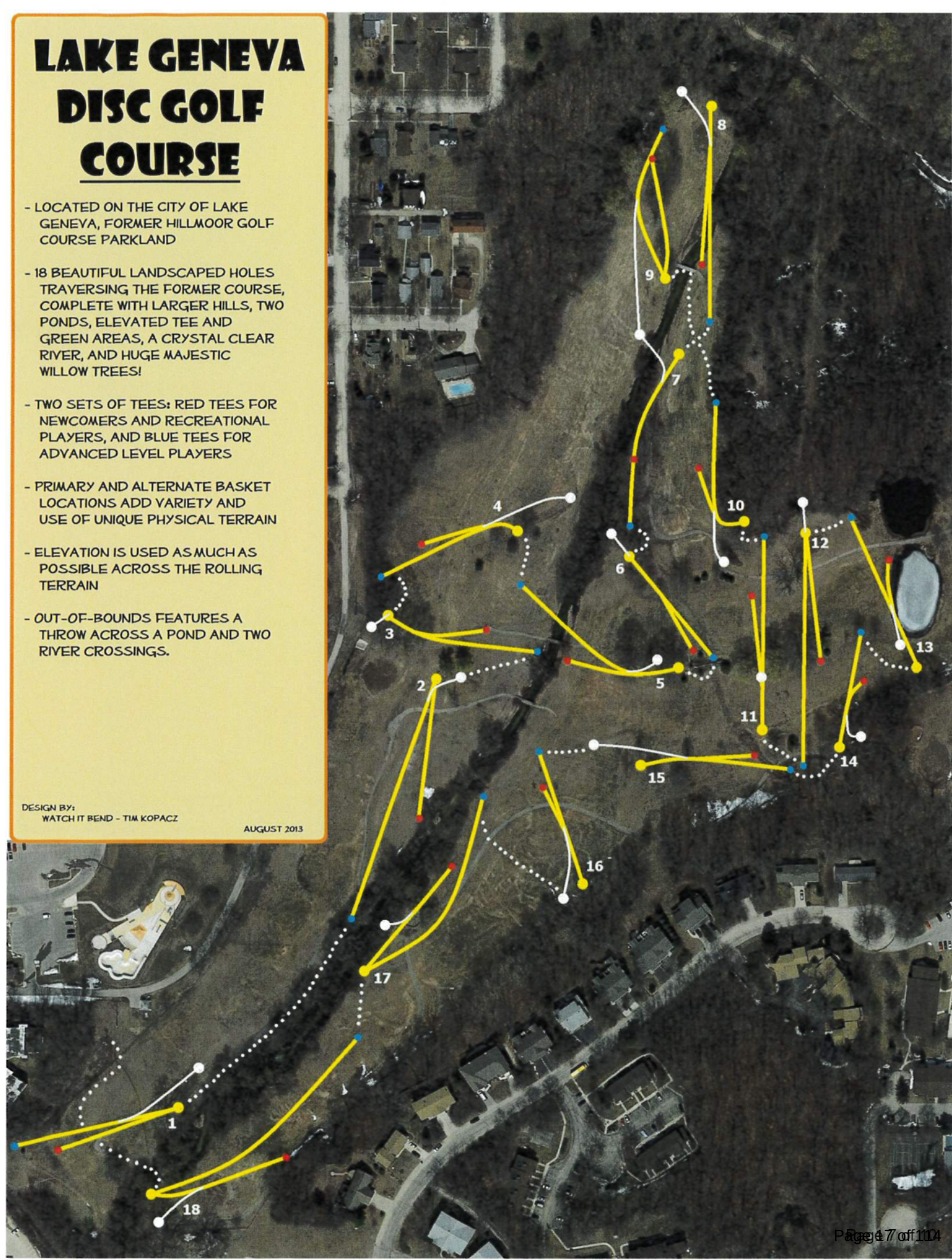
Adjournment: Motion to adjourn 5:45pm

LAKE GENEVA DISC GOLF COURSE

- LOCATED ON THE CITY OF LAKE GENEVA, FORMER HILLMOOR GOLF COURSE PARKLAND
- 18 BEAUTIFUL LANDSCAPED HOLES TRAVERSING THE FORMER COURSE, COMPLETE WITH LARGER HILLS, TWO PONDS, ELEVATED TEE AND GREEN AREAS, A CRYSTAL CLEAR RIVER, AND HUGE MAJESTIC WILLOW TREES!
- TWO SETS OF TEES: RED TEES FOR NEWCOMERS AND RECREATIONAL PLAYERS, AND BLUE TEES FOR ADVANCED LEVEL PLAYERS
- PRIMARY AND ALTERNATE BASKET LOCATIONS ADD VARIETY AND USE OF UNIQUE PHYSICAL TERRAIN
- ELEVATION IS USED AS MUCH AS POSSIBLE ACROSS THE ROLLING TERRAIN
- OUT-OF-BOUNDS FEATURES A THROW ACROSS A POND AND TWO RIVER CROSSINGS.

DESIGN BY:
WATCH IT BEND - TIM KOPACZ

AUGUST 2013





Three areas identified as possible sites:

Area 1 may provide for *stage* facing north, east or west.

Area 2 may provide *stage* facing north or north-east.

Area 3 may provide *stage* facing south-east.

Attributes:

Natural amphitheater for approx. 200 persons as a setting for 3 season performances of music, plays, symphony, lyric opera, lectures, library programs, etc. etc. We may be able to form it into a small sledding hill for the winter months as well.

Revenue producer for the city as rental for outdoor weddings, private events, etc.

Speaks to the wishes of the community input sessions to maintain a natural looking environment at Hillmoor and to have a place for them to enjoy performances.

Can be constructed in a relatively short amount of time, so that the citizens may begin enjoying the property they just purchased.

Easily integrated into all other plans for Hillmoor, with walking paths, gazebos around it and nearby, etc. and integrated with surface parking areas.

Funding: Private resources or use of Tourism Funds. **We have an initial firm commitment of 10K from a local citizen to begin the plan design and engineering, etc. (letter to follow)should this be selected for Hillmoor.**

Anticipated Revenue: Wedding and small private event revenues, ticket sales from specified performances. (Some events would be free)

Expenditures: Initial cost of construction and ongoing maintenance TBD if the amphitheater is approved by the committee and the Common Council.. I would highly recommend a force of volunteers to manage ticketed events, as modeled after the Belfry theater volunteer force.



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

TUESDAY, SEPTEMBER 19, 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

Linda Frame; 940 Lake Geneva Blvd; Spoke in opposition to the cost of the seasonal pier removal and cited that the lagoon should take precedence.

Approval of the September 5, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed

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

Licenses & Permits

Discussion/Recommendation regarding a Taxi Company License renewal application filed by Need A Ride Taxi Service for the term expiring June 30, 2024

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

Discussion/Recommendation regarding a Temporary Operator License filed by Sharon Smith for use at the Fall Wine Walk to take place on November 5, 2023

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

Discussion/Recommendation regarding a quote for the 2023 season removal of gas pier finger piers from Gage Marine in amount not to exceed \$6,800.00

Harbormaster Russell addressed the committee concerning the quote. He noted that multiple repairs to posts and stringers needed to be completed to this pier. This would be a one-time contract on a trial basis.

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

Presentation of Accounts

Pre-Paid Check Report: \$42,113.03

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

Regular Check Report: \$147,002.57

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

Adjournment

Motion by Dunn to adjourn, second by Yunker. Motion carried 5-0. The meeting adjourned at 4:37 p.m.

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

TUESDAY, OCTOBER 3, 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 opposition to increasing the resident beach pass fee. Spoke in favor of the proposed projects to occur on Hillmoor.

Betty Volquardsen; 1000 Cumberland Trl; Spoke in favor of the proposed projects to occur on Hillmoor.

Peg Esposito; 124 Darwin St; Spoke in favor of the proposed projects to occur on Hillmoor.

Karen Yancy; Geneva Lake Conservancy; Spoke in favor of the proposed projects to occur on Hillmoor.

Approval of the September 19, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed

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

Licenses & Permits

Discussion/Recommendation regarding a Tier I Event Permit Application filed by the Downtown Business Improvement District for the event of Downtown Lake Geneva Annual Wine Walk to take place on November 5, 2023, located at various downtown businesses

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

Discussion/Recommendation regarding a Temporary Operator License application filed by Lynne Cole for the event of Fall Wine Walk to take place on November 5, 2023

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

Discussion/Recommendation regarding a Temporary Operator License application filed by Karlee Fowler for the event of Fall Wine Walk to take place on November 5, 2023

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

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by the Geneva Lake Arts Foundation for the event of Gallery 223 Open House to take place on November 17, 2023, located at 223 Broad St

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

Discussion/Recommendation regarding a Temporary Operator License Application filed by David McConnell for the event of Gallery 223 Open House to take place on November 17, 2023

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

Discussion/Recommendation regarding a Temporary Operator License Application filed by Sarah McConnell for the event of Gallery 223 Open House to take place on November 17, 2023

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

Discussion/Recommendation regarding a Tier II Event Permit Application filed by VISIT Lake Geneva for the event of 48th Annual Lake Geneva Electric Christmas Parade to take place on Saturday, December 2, 2023 from 3:00 p.m. to 6:30 p.m. located in downtown Lake Geneva

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

Discussion/Recommendation regarding Pay Request #1 filed by Carlson Racine Roofing & Sheet Metal for work completed on the 1070 Carey Street Roofing project in an amount not to exceed \$103,312.95

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

Discussion/Recommendation regarding payment to Kehoe-Henry & Associates, INC for rendering work completed on the 1070 Carey Street Roofing Project in an amount not to exceed \$2,885.25

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

Discussion/Recommendation regarding possible fee change for outside catering services for the Riviera Ballroom

Motion by Yunker to suspend the rules to allow Heather Jones to address the committee, second by Dunn. Motion carried 5-0.

Heather Jones stated that the current outside catering rate is \$750 and she would like double it to more closely match the average.

Motion by Fesenmaier to continue to the next meeting, second by Yager. Motion carried 5-0.

Discussion/Recommendation regarding possible fee change for annual resident beach passes

Laura Pisarcik addressed the committee concerning the potential increase. She stated that it would be an increase to \$20 for all six passes, instead of the current \$18. Residents would then be able to only purchase all six passes at one time. This would help to aid the front desk with the streamline of the process and issuance. Yager stated that Piers, Harbors, and Lakefront Committee had discussed the issue of short-term renters using the resident beach passes.

Motion by Yunker to approve the increase and refer the issue of short-term renters using the passes to PHLC, second by Howell.

Fesenmaier and Yager stated that they would like to see some different solutions to this situation.

Motion by Fesenmaier to continue the cost part to the next meeting, second by Yager. Motion carried 5-0.

Discussion/Recommendation regarding a Project Plan filed by the Friends of Hillmoor for Ecological Restoration at the Hillmoor Property (333 E Main St) to take place on week days in October 2023

Motion by Yager to approve, second by Fesenmaier. Fesenmaier stated that a company will be coming in to do the work, not the Public Works Department. She added there will be no City Staff involvement or City money for this project. Motion carried 5-0.

Discussion/Recommendation regarding a Project Plan filed by the Friends of Hillmoor for Volunteer Trimming of Cart Path at the Hillmoor Property (333 E Main St) to take place on one weekday and weekend in October 2023

Motion by Yager to approve, second by Fesenmaier. Fesenmaier stated this project will involve volunteers for this project and that they will each complete a liability waiver form. Motion carried 5-0.

Discussion/Recommendation regarding a Project Plan filed by the Friends of Hillmoor for Tree Trimming and Removal at the Hillmoor Property (333 E Main St) to take place one weekday in October

Motion by Yager to approve, second by Fesenmaier. Fesenmaier added that this will be done by a company as well. Motion carried 5-0.

Discussion/Recommendation regarding a Project Plan filed by the Geneva Lake Conservancy for the Hillmoor Work Days at the Hillmoor Property (333 E Main St) to take place on: 11/4/2023, 11/18/2023, 12/2/2023,

12/16/2023, 12/30/2023, 1/13/2024, 1/27/2024, 2/10/2024, and 2/24/2024 from 9:00 a.m. to Noon on all days
Motion by Yunker to approve, second by Yager. Fesenmaier stated that she would like to see the dates of the volunteer days on the City website.

Motion by Fesenmaier to suspend the rules to allow Karen Yancy to speak, second by Howell. Motion carried 5-0. Yancy described the project plan as described in the packet. Fesenmaier asked for a map for the plan before it goes to Council. Motion carried 5-0.

Presentation of Accounts

Pre-paid Bills: \$170,007.13

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

Regular Bills: \$255,028.61

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

Motion to go into Closed Session pursuant to Wis Statutes 19.85(1)(f) considering financial or disciplinary data of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories related to City Auditors and pursuant to Wis Statutes 19.85(1)(e) deliberating or negotiating the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session related to City Attorney rate for nuisance action services

Motion by Howell to convene the committee into closed session to include the City Administrator, City Clerk, Finance Director, Alderperson Esposito, and Mayor, second by Fesenmaier. Motion carried on a roll call vote 5-0. The meeting convened into closed session at 5:18 p.m.

Motion to return to open session pursuant to Wis Statutes 19.85(2) and take action on any items discussed in closed session

Motion by Yager to reconvene the committee into open session, second by Dunn. Motion carried on a roll call vote 5-0. The Council reconvened into open session at 5:32 p.m.

Motion by Fesenmaier to approve paying the City Attorney \$100 per hour for the nuisance action work, not to exceed \$28,500, second by Howell. Motion carried 5-0

Motion by Fesenmaier to send a notice of termination to WIPFLI for auditing services, second by Yager. Motion carried 5-0.

Adjournment

Motion by Yager to adjourn, second by Fesenmaier. Motion carried 5-0. The meeting adjourned at 5:34 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, OCTOBER 23, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

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

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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 September 25, 2023 Public Works Committee Meeting Minutes
5. Director of Public Works Report
6. Parking Manager Report
7. City Engineer Report
8. Discussion / Recommendation Approval of Symphony Bay Phase 3 - Recommended Roadway Approval Acceptance [Kapur]
9. Discussion / Recommendation Wolf Paving Payment Request #1 [Kapur]
10. Discussion / Recommendation Possible City Involvement in Proposed Signal at Main St. and Hillmoor Entrance [Kehoe-Henry Inc.]
11. Discussion /Recommendation Possible Speed Bumps in Center St. Alley [Sept. PWC]
12. Discussion / Recommendation STH 120 SMFA Between City and State Regarding a Barrier between Starbucks and Taco Bell [Sept PWC]

13. Discussion / Recommendation Updated SMFA Between State and City Regarding STH 50 Project.
14. Discussion / Recommendation Grounds Maintenance Hillmoor Property [Ald. Frame / Ald. Straube]
15. Discussion / Recommendation 19995004 Pine Tree Lane & Mariane Terrace, Pay Application 5 [MSA]
16. Future Agenda Items
Order of Future Road Programs

17. 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 MINUTES
MONDAY, SEPTEMBER 25, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

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

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

Comments from the Public Limited to 5 Minutes, Limited to Items on this Agenda

Chairperson Straube reference to DPW Admin, Grebenor for written correspondence. It was noted correspondence was shared regarding item number 9 that safety of Interchange North and Center from Stacy Smith of Rockridge Lane.

Bill Henry, VP of Kehoe & Assoc. out of Elkhorn, and he's present to speak regarding item 11, the State HWY 50 project as he represents Frank Guske of Lake Geneva Lanes, suggested to the DOT that a third lane be explored or signalized intersection between Lake Geneva Lanes and Mr. Gill's property. Shared renderings of proposed drawings with reference to traffic study. Guske has been funding the study on his own. Ask that the city consider to helping participate in the study, ¼ of the cost \$2,220 consultant estimates second phase, \$5500 to \$6500. Would like to send on to the council.

Sherri Ames, 603 Center St. item # 12 between Dodge & Water St. had a good meeting with DPW, Ald. Fesenmaier and there are now Slow Children signs in the alley. She would like to see speed limit signs and speed bumps due to the number of multi purposes residents, Airbnb, and businesses. Concern is for the residents. Speed bumps require a petition and \$500 per speed bump would like to ask the city to waive this.

Ryan Stelzer, 215 Skyline Dr. – He addressed the Parking Report noting that the parking revenue was higher the week of Venetian Fest, highest revenue in parking for the month of August and questioned if the city would generate the revenue that it does if it were not for the events that exist and would like that considered when going over the fee waiver policy.

Pete Peterson, speed bumps bothered by the \$500 cost, and he believes the City to consider a city-wide speed bump.

Approval of the Minutes of August 28, 2023, Public Works Committee as Prepared and Distributed

Ald. Yunker motioned to approve the August 28, 2023, Public Works Committee meeting, seconded by Ald. Dunn. Motion carried 4-0.

Director of Public Works Report

Working on budget and stated the increase in pricing of equipment and items. We were asked to host part of the American Public Works Assoc. seminar at the Grand Geneva working on that beginning of December.

Parking Manager Report

High watermark was Sat., August 12th, \$19,500 in Kiosk, 65% credit card, 34% in park mobile, monthly totals just over \$409,000 Park Mobile was about \$293,000 mostly due to rate increase enacted on weekends. Listed waived parking fees, lot B reservations and what they were charged, the city shuttle ridership, lot I revenue up \$6,000. It's about \$2,000, a small number overall compared.

City Engineer Report

Got all their surveys yesterday and Geneva Lake Damn went out to bid late summer and bid came in high. Postponing until 2024. Working on task orders Sheridan Springs/Center St. location at crosswalks at Lake Geneva, wells and south, as well as apartment complex, and over by. If it looks good can put it in task order.

Discussion / Recommendation Task Order from City Engineer on Possible Traffic Control Measures in the Area of Interchange North and Center St.

Ald. Howell asked if directions were needed.

Ald. Howell motioned to approve the discussion to move forward with the task order to be formed and sent to FLR, seconded by Ald. Dunn. Motion carried 5-0.

Discussion / Recommendation City / WisDOT STH 120 Municipal / State Agreement

Director Earle shared feedback from prior months PWC and the response from the DOT that they'll only accept one suggestion of the median divider (in packet) at a cost of \$100,000 to \$125,000 and allow to put the six-inch curb back. Bring back to October PWC.

The options on the Bike path are either WisDOT repairs for \$10,000 or the city can fix it themselves.

Close the gap in the sidewalk between Tristan Crist and Townline Road. The area is not developed and WisDot said, "no."

Dir. Earle stated DPW's recommendation would be to put in a six-inch curb. It's a Police Department enforcement issue. The city would have the curb raised at a cost of \$25,000 and would need to budget for that.

The state will not participate because there is no crash history of accidents.

Ald. Straube motioned to approve the bike path to move forward to FLR, seconded by Ald. Yunker. Motioned 3-1; Ald. Howell, No

Discussion / Recommendation STH 50 City / State Agreement for Improvements

Laying out the engineering cost, federal and state fund cost estimate \$575,000 with \$131,000 being the responsibility from city. We bought White River holding so taken off the table. Parking 98.8 paid by state and multi-use path goes from Hillmoor to Edwards \$55,000 or 20%.

Ald. Howell motioned to approve, seconded by Ald. Yunker. Motion carried 4-0.

Discussion / Recommendation on Possible Speed Bumps & Speed Limit Signs on Center St. Alley Between Dodge St. and Water St.

Ald. Straube motioned to allow Sherri Ames to speak, second by Ald. Howell. Motion carried 5-0. Speed limit sign typically not placed in alleys. DPW Earle noted that the Speedbump Policy is in the packet, would most likely have to be tweaked. Ald. Howell and Straube shared that they would like to see petitions from others as well as Police and Fire input. Tom to talk to Attorney Draper to clarify resident or property owner on this item. Speedbumps bring back to October for a Police & Fire Department opinion.

Ald. Howell speed limit signs cost \$100 for both.

Ald Howell motioned to approve the cost for the speed limit signs, seconded by Ald. Dunn. Motion carried 5-0.

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

Dir. Earle noted the Street Sweeper pricing is \$286,000 with a seven-month lead time on the delivery of the machine.

Ald. Howell motioned to move this to FLR with the report from Finance, seconded by Ald. Yunker. Motion carried 5-0.

Future Agenda Items

Oct PD input on Speedbumps

Opinions of Alleys from PD & Fire

Barrier Curb by Taco Bell Forwarded to October

Ald. Howell motioned to adjourn at 5:05 pm, seconded by Ald. Yunker. Motion carried 5-0.



City of Lake Geneva

Department of Public Works

1065 Carey St.
Lake Geneva, WI 53147
262.248.6644

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

PUBLIC WORKS OFFICE & ADMINISTRATION

- Brush and leaf pick-up has started.
- DPW met several times with WisDOT regarding the Hwy 50 project.
- DPW met with WisDOT regarding the STH 120 (Edwards Blvd.) project.
- Recent heavy rains have caused several storm water related issues around the City.
- The DPW Super, Director, Admin Assistant and City Engineer have been working on the LRIP grants.
- DPW participated in a funding seminar at UW.
- 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.
- Many surplus items are listed on Wisconsin Surplus.
- DPW has worked with Staff on several equipment repair projects.
- DPW worked with Geneva Township DPW regarding the Int North/Center St. options.
- DPW is currently awaiting the delivery of the new Park RTV's.
- 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 currently waiting for delivery of the new leaf wagon.
- Attend DRT meetings.
- Attend Staff meetings.
- Attend PWC/FLR meetings.
- Continued work on Resolution 23-R40 is ongoing with all letters sent. As well as contact with several others. DPW is consulting with the City Attorney.
- Schedule winter readiness operations with staff.
- DPW and the City Engineer are looking into possible solutions for intersection control in the Sheridan Springs/Center Street 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 AT&T and the Riviera elevator continue. DPW Super and Riviera Super are working with several companies.
- Park Manager position applications due 19 Oct.
- Abandonment of the Logan Street ROW is ongoing.
- Resolution 23-R40 is progressing.

PUBLIC WORKS OPERATIONS

- Crews are currently performing garbage removal 5 days /week downtown.
- Repair sinkhole on bike path, tile, patch.
- Beach garbage as needed.
- Beach groomed as needed
- Launch and lagoon seaweed removal as needed.



PUBLIC WORKS OPERATIONS CONT.

- 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.
- Staff has again encountered homeless individuals in the Parks, PD has been notified.
- 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, approximately 37 loads were hauled to the recycling center in September.
- Several road patches were completed.
- 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 received; the Arborist is scheduling application.
- 3 signs replaced, vandalism.
- 2 street light heads replaced.
- Several parking lot lights repaired at Veterans Park.
- Several dead deer have been removed from roadways. Edwards Blvd.
- Brush pile burning continues.
- Compost site managed weekly with rollover and recorded temps.
- Roadside mowing ongoing including parks/paths.
- Haul approximately 4 ton of street sweepings to Mallard Ridge.
- Veteran's Park maintenance continues.
- Floors were resurfaced in West End restrooms.
- Equipment maintenance; mower blades, oil, grease, etc.
- Downtown and park restrooms cleaned 4 days/week.
- Citywide tree planting has started.
- Dead wooding large ROW trees ongoing
- Donian Preserve river overlook pressure washed, stained and painted.
- All Park shelters pressure washed.
- Seminary and Cobb park restrooms will be winterized.
- Flat Iron park aerated and seeded.
- Irrigation systems have been turned off. Awaiting winterization.
- Pond waterfall system winterized.
- Two Staff members out for personal reasons.
- Assisted Fire Dept in countywide disaster training at DPW campus.
- Riviera plaza and stair lighting is being assessed.
- Several street signs straightened.
- Several signs were repaired after traffic accidents.
- Misc. ongoing duties.

CITY OF LAKE GENEVA
PARKING SALES BY DAY - SEP

	CASH	CREDIT CARD	TOTAL
1-Sep	51.15	11,156.70	11,207.85
2-Sep	84	21,477.94	21,561.94
3-Sep	74.3	24,040.43	24,114.73
4-Sep	136.45	11,392.62	11,529.07
5-Sep	90.45	3,576.92	3,667.37
6-Sep	54.85	2,823.91	2,878.76
7-Sep	81.5	3,624.03	3,705.53
8-Sep	36.15	8,037.29	8,073.44
9-Sep	80.8	18,113.17	18,193.97
10-Sep	77.25	13,701.49	13,778.74
11-Sep	42.6	1,972.08	2,014.68
12-Sep	48.8	2,734.44	2,783.24
13-Sep	83.6	2,926.03	3,009.63
14-Sep	81.8	3,575.21	3,657.01
15-Sep	80.4	10,331.38	10,411.78
16-Sep	63.75	15,137.34	15,201.09
17-Sep	37.5	8,791.53	8,829.03
18-Sep	83.65	3,130.54	3,214.19
19-Sep	79.3	1,824.76	1,904.06
20-Sep	86.1	2,464.41	2,550.51
21-Sep	144.9	3,001.53	3,146.43
22-Sep	73.55	7,860.37	7,933.92
23-Sep	73.9	18,388.33	18,462.23
24-Sep	63.65	11,959.49	12,023.14
25-Sep	39.4	2,806.82	2,846.22
26-Sep	33.7	1,615.54	1,649.24
27-Sep	36.7	1,928.79	1,965.49
28-Sep	62.1	2,696.03	2,758.13
29-Sep	57.05	8,731.94	8,788.99
30-Sep	108.2	17,643.44	17,751.64
	<u>2,147.55</u>	<u>247,464.50</u>	<u>249,612.05</u>

Net of Tax 236,599.10

2022 158,837.53
2021 169,714.58
2020 171,080.76

AVG 2020-2022 166,544.29
OVER (UNDER) 70,054.81

PARKMOBILE net of tax
2022 55,696.00 52,792.42
2021 56,419.00 53,477.73
2020 19,011.85 18,020.71

2022 PM + Kiosk 211,629.95
2021 PM + Kiosk 223,192.31
2020 PM + Kiosk 189,101.47

AVG 2020-2022 207,974.57
OVER (UNDER) 132,158.73

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
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
Octoberfest 396 (Sat), 289 (Sun); 685 Pending
TOTAL 6,607.15

Lot I revenue to date

2023 15,974.00 (1,940 from reservations)
2022 10,008.27
2021 11,122.28

Coin 2,147.55 0.6%
CC 247,464.50 68.9%
Parkmobile 109,560.00 30.5%
359,172.05 100%

Memo to City of Lake Geneva

To: Tom Earle, Director of Public Works **Date:** October 18, 2023

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

CC: Nan Grebenor, City of Lake Geneva

Subject: Kapur Updates – October PWC

2023 Streets Program

Payment Request #1 is in the packet for discussion/action.

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. Work will continue on this task upon clear direction.

Edwards Blvd / Lake Geneva Blvd Sidewalk Assessment

Survey has been completed and design work has begun.

Geneva Lake Dam / Center Street Culvert / Seawall Repair

Kapur provided a revised task order for consideration by GLLC in rebidding a revised scope for Fall 2024 construction. Both the dam repair permit and the seawall repair permit were obtained from WDNR. We are working on the finishing the Center Street Culvert relining and will initiate permitting in the next couple weeks.

Task Order – Interchange North (Sheridan Springs) /Center Street

Task Order 30 for the intersection evaluation at Interchange North/Center Street will be presented to FLR on November 7th.

Task Order – South Street Cross-Walks

The task order will be prepared upon obtaining CAD preliminary design that was completed for the TAP Grant South Street Bike Trail. Request for the information from the design consultant has been initiated.

October 18, 2023

City of Lake Geneva
Public Works Department
1065 Carey Street
Lake Geneva, WI 53147

Attn: Mr. Tom Earle
Director of Public Works

Re: Request for Traffic Study Assistance
Proposed Improvements to STH 50 East
DOT Project No. 3170-09-70/71
Lake Geneva, Wisconsin
KH Job No. 2303

Dear Mr. Earle:

We are writing on behalf of the Guske Family, owners of Lake Geneva Lanes, located at 192 East Main Street, directly across Highway 50 from Hillmoor. Our hope is that the City of Lake Geneva will consider partnering with us, and other potentially affected parties, to complete a traffic analysis which may result in a controlled intersection providing safe and efficient access to properties on the south side of STH 50, as well as the City-owned Hillmoor property to the north. In our opinion, this would be mutually beneficial for a variety of reasons, and the timing for considering such improvements is right given the upcoming Highway 50 project.

Mr. Frank Guske initiated a proactive planning process in 2021 with the goal of potentially improving the Lake Geneva Lanes property and giving others the opportunity to do so on the south side of Highway 50 across from Hillmoor. A Conditional Use Permit application filed on behalf of Mr. Neal Gill in 2018 to develop a gas station and Dunkin' restaurant on the parcel immediately west of Lake Geneva Lanes was not approved by the City. Traffic and access were prime concerns raised by the City, including a desired restriction for only "right turn in" and "right turn out" ingress and egress for the site. Such a restriction would, and has, discouraged other potential developers from considering investments in the properties across from Hillmoor.

In March 2022, we prepared a conceptual plan for an intersection on the west side of the Lake Geneva Lanes property. The concept included extension of the center turn lane which is currently in place west of the Curtis Street intersection. Turn lanes to provide safer ingress and egress could also be included. Another safety benefit would be that a single intersection could replace up to four driveways on the south side of Highway 50.

The City's most recent Comprehensive Plan, adopted October 24, 2022, contains a special section devoted to Hillmoor (see attached). The City planners noted a potential signalized intersection on Highway 50 to provide controlled access to Hillmoor. Shortly after this Comprehensive Plan was adopted, the City's purchase of the Hillmoor property was finalized. This made the City a true stakeholder in the proposed Highway 50 improvements, and not just the local municipality working in cooperation with the DOT.

With the City's new role as owner, and the wide variety of potential uses and improvements being considered for the Hillmoor property, we updated our concept plan to include an access road leading north into the property (see attached). This location is almost exactly mid-way between the nearest other signalized intersections at Edwards Boulevard to the east and Wells Street to the west. It also provides extended views of on-coming traffic in both directions versus the limited visibility to the east from the current entrance to Hillmoor. Prior to approaching the DOT representatives planning the Highway 50 improvements, we met with you, Mayor Klein, and City Administrator Nord. With your permission, we then shared our conceptual plan for additional improvements that could be part of the Highway 50 project. The City Public Works Committee has also requested that DOT explore the center turn lane, which we are pleased to see has been included in the most recent progress drawings.

The DOT representatives stated a current traffic study would be required before a new intersection could be considered. The same firm which prepared the study as part of the gas station/Dunkin' restaurant CUP application just west of Lake Geneva Lanes has been engaged for the current study. In addition to consultant and legal fees since 2021, Mr. Guske has authorized and paid for the initial steps of the required traffic study.

Per the traffic study consultant's proposal, the balance to complete Phase 1 of the Traffic Impact Analysis (TIA) is \$8,877. After Phase 1 is completed and reviewed, the DOT will require further study and a second phase report. The traffic study consultant estimates the cost for Phase 2 of the TIA to be between \$22,000 and \$26,000. Our specific request is for the City to partner with us in this planning effort and agree to fund 25% of the remaining costs of the traffic studies - \$2,219.25 for the balance of Phase 1 and an estimated \$5,500 to \$6,500 for Phase 2 for an estimated total of \$7,719.25 to \$8,719.25.

Thank you for considering our request. We look forward to working with the City and DOT toward a successful project which improves traffic safety, creates more efficient traffic flow, and benefits all property owners along Highway 50 East.

Respectfully submitted,

KEHOE-HENRY & ASSOCIATES, INC.

William R. Henry

William R. Henry
Architect-P.E.

Cc: Mr. Frank Guske
Atty. Chad Pollard
file

Enc: Excerpts from Lake Geneva Comprehensive Plan adopted 10-24-2022
Conceptual Plan revised April 2023



**2nd Revision
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT**

This agreement supersedes the agreement signed by the Municipality on November 28, 2022 and signed by the State on November 28, 2022.

Revised date: October 12, 2023
Date: September 16, 2020, November 14, 2022
I.D.: 3170-09-00/20/70
Road Name: STH 50
Limits: WELLS ST TO GRAND GENEVA WAY
County: Walworth
Roadway Length: 1.37 Miles

The signatory City of Lake Geneva, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement of Connecting Highway

Proposed Improvement - Nature of work: As determined by project scoping.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan). Items to be 100% locally funded could include, but may not be limited to, adjustment of water service boxes, gate valves, and manholes; adjustment of sanitary sewer manholes, placing of new sanitary manhole seals and covers, decorative elements, RRFB, high visibility crosswalk at West Street, concrete sidewalk widening West St to Curtis St (6' to 10')

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%*
Preliminary Engineering: Plan Development	\$ 525,000	\$ 393,750	75%	\$ 131,250	25%
Real Estate Acquisition: Acquisition	\$ 45,000	\$ 45,000	100%	\$ -	0%
Compensable Utilities	\$ -	\$ -	0%	\$ -	100%
Construction: Participating	\$ 1,952,000	\$ 1,952,000	100%	\$ -	0%
Paving Items (Parking (angled))	\$ 1,303,000	\$ 1,287,364	98.8%	\$ 15,636	1.2%
Multi-use Path	\$ 275,000	\$ 220,000	80%	\$ 55,000	20%
Non-Participating	\$ 45,000	\$ -	0%	\$ 45,000	100%
Total Cost Distribution	\$ 4,145,000	\$ 3,898,114		\$ 246,886	

This request is subject to the terms and conditions that follow (pages 2 – 3) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the City of Lake Geneva (please sign in blue ink)		
Name	Title	Date
Signed for and in behalf of the State (please sign in blue ink)		
Name	Title SE Region Planning Chief	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.

- (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.
 - (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
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5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
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 - (f) Funding for new multi-use path, 80% State 20% Municipality
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Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

[END]



2nd Revision
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FOR A STATE- LET HIGHWAY
PROJECT**

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Date: September 16, 2020, November 14, 2022

I.D.: 3170-09-00/20/70

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Limits: WELLS ST TO GRAND GENEVA WAY

County: Walworth

Roadway Length: 1.37 Miles

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[END]

PROJECT ID: 3170-09-00/70

TITLE: City of Lake Geneva

SUBTITLE: Wells St to Grand Geneva Way

ROUTE: STH 50

COUNTY: Walworth

DATE: 10/11/2023

PREPARED BY: Valbon Latifi (Bloom Companies)
PDS PM: Jason Dahlgren (WisDOT)

EXPANSION ESTIMATE - CURTIS ST TO EAST DR										
BID ITEM #	DESCRIPTION	RESURF QUANTITY	RECON QUANTITY	UNIT	UNIT PRICE	RESURF TOTAL	RECON TOTAL	DIFFERENCE	NOTES	
204.0100	REMOVING CONCRETE PAVEMENT	-	200	SY	\$ 20.00	\$ -	\$ 4,000	\$ 4,000	Small amount at Curtis intersection	
204.0120	REMOVING ASPHALTIC SURFACE MILLING	12,150	7,000	SY	\$ 5.00	\$ 60,750	\$ 35,000	\$ (25,750)	Only 24' core of roadway	
204.0150	REMOVING CURB & GUTTER	360	1,480	LF	\$ 7.50	\$ 2,700	\$ 11,100	\$ 8,400	See RMVLS tab	
204.0155	REMOVING CONCRETE SIDEWALK	50	150	SY	\$ 8.00	\$ 400	\$ 1,200	\$ 800	Same for both alternatives	
204.0165	REMOVING GUARDRAIL	434	434	LF	\$ 7.00	\$ 3,038	\$ 3,038	\$ -		
205.0100	EXCAVATION COMMON	200	9,000	CY	\$ 17.00	\$ 3,400	\$ 153,000	\$ 149,600	Under asphaltic surface path	
305.0110	BASE AGGREGATE DENSE 3/4-INCH	500	900	TON	\$ 27.00	\$ 13,500	\$ 24,290	\$ 10,790		
305.0120	BASE AGGREGATE DENSE 1 1/4-INCH	85	7,900	TON	\$ 16.00	\$ 1,360	\$ 126,400	\$ 125,040		
311.0110	BREAKER RUN	300	9,230	TON	\$ 22.00	\$ 6,600	\$ 203,060	\$ 196,460	Assumed 16" depth, can be omitted, but matching west end w/ improvement	
455.0605	TACK COAT	1,710	2,195	GAL	\$ 2.00	\$ 3,420	\$ 4,390	\$ 970		
460.6223	HMA PAVEMENT 3 MT 58-28 S	1,515	3,075	TON	\$ 65.00	\$ 98,505	\$ 199,895	\$ 101,390		
460.6224	HMA PAVEMENT 4 MT 58-28 S	1,180	1,540	TON	\$ 70.00	\$ 82,600	\$ 107,800	\$ 25,200		
465.0105	ASPHALTIC SURFACE	395	420	TON	\$ 155.00	\$ 61,225	\$ 65,100	\$ 3,875		
601.0407	CONCRETE CURB & GUTTER 18-INCH TYPE D	-	1,140	LF	\$ 25.00	\$ -	\$ 28,500	\$ 28,500		
601.0411	CONCRETE CURB & GUTTER 30-INCH TYPE D	2,120	3,275	LF	\$ 17.00	\$ 36,040	\$ 55,675	\$ 19,635		
602.0410	CONCRETE SIDEWALK 5-INCH	2,465	7,300	SF	\$ 8.00	\$ 19,720	\$ 58,400	\$ 38,680	Same for both alternatives	
602.0605	CURB RAMP DETECTABLE WARNING FIELD RADIAL YELLOW	265	265	SF	\$ 70.00	\$ 18,550	\$ 18,550	\$ -		
650.5500	CONSTRUCTION STAKING CURB GUTTER AND CURB & GUTTER	2,120	3,275	LF	\$ 2.00	\$ 4,240	\$ 6,550	\$ 2,310	Same for both alternatives	
650.9000	CONSTRUCTION STAKING CURB RAMPS	9	9	EACH	\$ 150.00	\$ 1,350	\$ 1,350	\$ -		
690.0150	SAWING ASPHALT	1,350	4,800	LF	\$ 3.00	\$ 4,050	\$ 14,400	\$ 10,350		
INCIDENTAL ITEMS		RESURF PERCENTAGE	RECON PERCENTAGE	UNIT	PERCENTAGE	RESURF TOTAL	RECON TOTAL	TOTAL	NOTES	
	STORM SEWER/ DRAINAGE	6%	12%	LS	-	\$ 25,287	\$ 134,604	\$ 109,317	Lighting cost highly variable depending on decorative poles and final design	
	EROSION CONTROL/RESTORATION	3%	6%	LS	-	\$ 12,643	\$ 67,302	\$ 54,658		
	LIGHTING	0%	20%	LS	-	\$ -	\$ 224,340	\$ 224,340		
	TRAFFIC SIGNALS	0%	10%	LS	-	\$ -	\$ 112,170	\$ 112,170	For new development, if approved	
	MISC	6%	7%	LS	-	\$ 25,287	\$ 78,519	\$ 53,232		
					SUBTOTAL	\$ 63,217	\$ 616,934	\$ 553,717		
	REAL ESTATE	RESURF AREA	RECON AREA	UNIT	UNIT PRICE	RESURF TOTAL	RECON TOTAL	TOTAL	NOTES	
	TILE & FEE	38,000	113,000	SF	\$ 2.00	\$ 76,000	\$ 226,000	\$ 150,000	Macro level guestimate	
					SUBTOTAL	\$ 76,000	\$ 226,000	\$ 150,000		
CONSTRUCTION TOTAL (w/o DELIVERY)							\$ 561,000	\$ 1,965,000	\$ 1,404,000	
DESIGN COSTS							RESURF TOTAL	RECON TOTAL	TOTAL	NOTES
TO DATE										
	BLOOM COMPANIES, LLC	-	-	-	-	\$ 13,500	\$ 13,500	\$ -	Work done to date is out of scope from contract	
PROJECTED										
	BLOOM COMPANIES, LLC	-	-	-	-	\$ -	\$ 76,500	\$ 76,500	Approximately \$10k is traffic signal design for new development	
	GESTRA	-	-	-	-	\$ -	\$ 7,000	\$ 7,000	Additional borings for roadway widening and subgrade improvements	
	SINGH & ASSOCIATES	-	-	-	-	\$ -	\$ 22,500	\$ 22,500	Lighting design, if wanted	
	TERRATEC ENGINEERING, LLC	-	-	-	-	\$ -	\$ 39,000	\$ 39,000	Plat worked needed for about 13 additional parcels	
	UWM	-	-	-	-	\$ -	\$ 3,200	\$ 3,200	Archaeological and historical	
DESIGN TOTAL							\$ 13,500	\$ 161,700	\$ 148,200	
PROJECT TOTAL							\$ 574,500	\$ 2,126,700	\$ 1,552,200	



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, OCTOBER 10, 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
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Access Code: 9746153

AGENDA

1. Meeting called to order by Chairman Yunker
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the September 12, 2023 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed
5. Discussion/Recommendation regarding Riviera Roof, related to bird control (*continued from September 12, 2023 meeting*)
6. Discussion/Recommendation regarding status and future use of Lagoon Slips (*continued from September 12, 2023 meeting*)
7. Discussion/Recommendation regarding the 2024 Lifeguard Service Agreement with Water Safety Patrol
8. Discussion/Recommendation regarding a request for AED unit for Riviera Beach (*Water Safety Patrol*)
9. Discussion/Recommendation regarding 2024 Clean Boats/Clean Water Program Participation (*Water Safety Patrol*)
10. Discussion/Recommendation regarding West End Pier boat vandalism
11. Discussion/Recommendation regarding Boat Launch Rate:

- a. Increase all to current DNR rates
 - b. Add daily Commercial Fee- \$100 (currently only a season pass fee of \$1,000)
- 12. Discussion/Recommendation regarding possible fee change for annual beach passes and possible regulation on eligibility for passes
 - 13. Discussion/Recommendation regarding replacing defective exterior lighting at the Riviera at a cost of \$24,000
 - 14. **Motion to go into Closed Session pursuant to Wis Statutes 19.85(1)(f) considering financial or disciplinary data of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories **related to Riviera Concourse Space M Lease****
 - 15. **Motion to return to open session pursuant to Wis Statutes 19.85(2) and take action on any items discussed in closed session**
 - 16. **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.*

**CITY OF LAKE GENEVA PIERS, HARBORS, AND LAKEFRONT COMMITTEE
TUESDAY, SEPTEMBER 12, 2023 - 5:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

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, Esposito and Dunn.

Absent: Straube (excused)

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

Approval of the July 11, 2023, Piers, Harbors, and Lakefront Committee minutes as prepared and distributed. Motion by Esposito to approve. Seconded by Dunn. Motion approved by unanimous voice vote.

Harbormaster Report. Harbormaster Steve Russell reviewed the information submitted in the meeting packet. Russell noted that the Riviera Beach had ninety-two days of operation this season with only three days of complete or partial closing. Gross revenues received (pretax) were approximately \$700,000. Various questions from members of the committee and discussion with Russell concerning other topics covered within his report.

Discussion/Recommendation regarding Riviera Roof related to bird eradication. Russell discussed various options that are available to address the issue. Discussion between the committee members and Russell concerning the pros and cons of each option. After further discussion Howell so moved to hold over this agenda item until the next Piers and Harbors Committee meeting. Seconded by Esposito. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding status and future use of Lagoon Slips. Harbormaster Russell addressed the committee concerning numerous challenges related to operation the boat slips within the Lagoon. Russell stated that he held a meeting with the Lagoon renters to discuss various issues. Discussion was held between the committee members and the Harbormaster. Yunker so moved to hold this agenda item over until the next meeting. Seconded by Esposito. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding a quote for Lagoon Dredging DNR Samples from Inland

Dredging. Harbormaster Russell briefly outlined the issues and potential costs related to this topic. After some conversation among the committee and Russell, it was consensus of the committee to have Russell reach out to the Wisconsin Department of Natural Resources and the Geneva Lake Environmental Agency to gather additional information and possibly have them address the topic at the next meeting. Yunker so moved to hold this agenda item over until the next meeting. Seconded by Howell. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding a quote for seasonal removal of gas pier finger piers from

Gage Marine. Harbormaster Russell reported that he had received and reviewed a quote from Gage Marine to remove the gas pier finger piers at an annual cost of \$6,800.00. It was consensus of the committee and the Harbormaster that this would be a one-year, standalone contract to review the effectiveness of the service (i.e., this contract would not be incorporated into the overall contract the City has with Gage Marine). Russell stated he would get the contract to the City Clerk to be included on the next FLR agenda. Motion by Yunker and seconded by Howell to recommend approval of the one-year agreement. Motion carried by unanimous voice vote.

Update regarding Lake Geneva Dam Project. Harbormaster Russell reported the one bid received was well above the cost anticipated. Russell indicated that Geneva Lake Level Corporation has rejected the bid and that the project has been delayed until next year to allow time to rework the bid document and rebid the project.

Adjournment. At 5:41 PM, Esposito moved to adjourn. Seconded by Dunn. Motion carried by unanimous voice vote.

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.



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 OCTOBER 16, 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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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 September 18, 2023 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of September 2023 Financials
7. Approval of September 2023 Bills
8. Directors Report
9. Discussion/Action on a proposal for a change in the firm to conduct Utility auditing services
10. Discussion/Action on proposed plans by Pioneer Estates of Lake Geneva to add two water and sewer services on parcel MB 700002
11. Discussion/Action on proposed amendments to the Utility Uniform, Clothing & Dress Policy
12. Discussion/Action on proposals for exterior door replacements at the Wastewater Treatment Plant
13. Discussion/Action on estimate of probable construction costs for the Big Foot lift station force main replacement
14. Discussion/Action on draft 2024 Utility Operations and Maintenance Budgets
15. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday September 18, 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 August 21, 2023, as prepared and distributed.
Binn/Stanczak motion to approve. Passed unanimously.

Acknowledgement of Correspondence

None

Approval of August 2023 Financials

Binn/Howell motion to approve. Passed unanimously.

Approval of August 2023 Bills

Howell/Frame motion to approve. Passed unanimously.

Director's Report

Gajewski reviewed the submitted Director's report and gave an update on fall hydrant flushing and valve turning. Wastewater crews are out in the collections system jetting and the grouting and lining of manholes is scheduled to be done this year. Josh updated the Commission on the force main break at the Big Foot Lift Station. Third quarter billing will be mailed at the end of the month with bills due October 20. WisDOT is on schedule to do geotechnical work in the next few weeks with 21 boring locations. Gajewski gave an update on the ongoing local development projects.

Binn/Frame motion to approve the Director's report. Passed unanimously.

Discussion/Action on an amendment to the authorized prepaid vendor list

Gajewski explained that we almost exclusively use slurry as backfill now and there is a small saving to be had if we pay the invoices within a certain timeline. This is why he is requesting an addition to the list.

Binn/Klein motion to approve the proposed amendment to the prepaid vendor list. Passed unanimously.

Discussion/Action on the preliminary draft of Utility's 2024 capital project requests

Gajewski explained that the list is just a preliminary draft at this time and there is an expectation that prices will need to be updated. He explained what the markings on the list refer to and said he can go over each project individually if the Commission desires. Discussion was had regarding the Septage Receiving Station and Gajewski gave some background information on this project as well as an update on where we are today. Discussion was had on water quality requirements and PFAS and where we are in terms of changes that may be required to our system to adhere to any future

guidelines that could be upcoming. Gajewski reassured the Commission that we have consistently seen PFAS results at half the acceptable level that the EPA is discussing so no brick-and-mortar changes are expected to be required. On the water side, the areas that are being looked at are Iron & Manganese filtration and also lifespan replacement for existing underground facilities. The draft also includes engineering for the Highway 50 project.

Lyon/Binn motion to approve the preliminary draft of the capital project requests. Passed unanimously.

Adjourn

Binn/Frame motion to adjourn at 4:23pm. Passed unanimously.

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

9 / 2023

FUND 61 - WASTEWATER UTILITY

REVENUES	Current Period	YTD	2023 Budget	YTD vs Budget	YTD % of Budget 75%	Prior YTD 2022	Prior YTD 5 Year Avg.
INTEREST EARNED	28,764	188,761	69,600	119,161	271.21%	33,128	16,619
CUSTOMER SALES	629,662	1,643,301	2,104,937	-461,636	78.07%	1,571,096	1,507,178
OTHER REVENUE	3,026	12,262	11,225	1,037	109.24%	8,687	7,232
CAPITAL CONTRIBUTIONS	14,174	429,696	205,150	224,546	209.45%	145,470	134,672
TOTAL REVENUES	675,626	2,274,020	2,390,912	-116,892	95.11%	1,758,382	1,665,700
EXPENSES							
TOTAL OUTSIDE SERVICES	40,130	208,062	408,455	-200,393	50.94%	204,085	193,282
TOTAL OPERATING EXPENSES	8,755	29,333	45,550	-16,217	64.40%	27,421	22,516
TOTAL INSURANCE	8,423	25,269	29,450	-4,181	85.80%	21,962	19,310
TOTAL SALARY & BENEFITS	105,147	492,018	668,150	-176,132	73.64%	418,179	403,514
TOTAL LAB SUPPLIES	1,663	16,209	21,250	-5,041	76.28%	17,326	12,680
TOTAL MISCELLANEOUS EXPENSE	19	142	1,000	-858	14.17%	89	376
TOTAL MAINTENANCE	63,572	148,216	301,600	-153,384	49.14%	52,548	118,880
TOTAL OPERATION & MAINTENANCE EXPENSES	227,710	919,249	1,475,455	-556,206	62.30%	741,610	770,557
REVENUES OVER O&M EXPENSES	447,916	1,354,771	915,457	439,314		1,016,772	895,143
TOTAL CAPITAL OUTLAY	249	14,786	1,324,700	-1,309,914	1.12%	119,257	75,604
REVENUES OVER TOTAL EXPENSES	447,668	1,339,985	-409,243	1,749,228		897,515	819,539
TOTAL CASH TRANSFERS	70,290	1,103,585	-413,250	1,516,835	-267.05%	834,280	502,340
NET CHANGE IN CASH BALANCE	377,378	236,400	4,007	232,393		63,235	317,199
FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance				
Wastewater Utility Fund Cash	473,148	-114,924	358,225				
LGIP #10 - Capital Project Fund	3,128,540	14,116	3,142,657				
LGIP #11 - Debt Service Fund	0	0	0				
LGIP #12 - Impact Fee Fund	1,676,578	49,714	1,726,292				
LGIP #13 - Equipment Replacement Fund	1,549,991	6,994	1,556,985				
TOTAL WASTEWATER CASH AND INVESTMENT	6,828,258	-44,100	6,784,158				

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

9 / 2023

FUND 62 - WATER UTILITY

REVENUES	Current Period	YTD	2023 Budget	YTD vs Budget	YTD % of Budget 75%	Prior YTD 2022	Prior YTD 5 Year Avg.
INTEREST EARNED	16,917	108,571	61,200	47,371	177.40%	18,656	9,532
CUSTOMER SALES	563,618	1,441,901	1,833,474	-391,573	78.64%	1,394,874	1,341,257
OTHER REVENUE	9,352	282,456	306,498	-24,042	92.16%	272,441	249,962
CAPITAL CONTRIBUTIONS	9,280	386,826	185,900	200,926	208.08%	131,820	121,601
TOTAL REVENUES	599,167	2,219,753	2,387,072	-167,319	92.99%	1,817,791	1,722,352
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	14,392	53,739	69,850	-16,111	76.93%	46,733	42,984
TOTAL SOURCE OF SUPPLY - MAINTENANCE	3,284	12,565	66,500	-53,935	18.89%	8,584	11,400
TOTAL PUMPING EXPENSE - OPERATION	14,556	56,027	83,500	-27,473	67.10%	50,774	50,578
TOTAL PUMPING EXPENSE - MAINTENANCE	2,222	8,424	45,950	-37,526	18.33%	3,052	15,703
TOTAL WATER TREATMENT - OPERATION	19,198	82,664	116,900	-34,236	70.71%	71,119	68,814
TOTAL WATER TREATMENT - MAINTENANCE	12,887	59,878	76,000	-16,122	78.79%	59,018	58,573
TOTAL TRANS. & DISTRIBUTION - OPERATION	10,473	46,216	63,900	-17,684	72.33%	31,624	29,630
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	30,326	121,827	194,150	-72,323	62.75%	224,674	138,923
TOTAL CUSTOMER ACCOUNTS	12,872	59,433	76,025	-16,592	78.18%	51,122	47,798
TOTAL ADMIN & GENERAL OPERATIONS	81,722	382,504	463,540	-81,036	82.52%	336,645	292,298
TOTAL OTHER EXPENSES	50,000	225,000	310,000	-85,000	72.58%	225,000	232,020
TOTAL OPERATION & MAINTENANCE EXPENSES	251,932	1,108,277	1,566,315	-458,038	70.76%	1,108,346	988,721
REVENUES OVER O&M EXPENSES	347,235	1,111,476	820,757	290,719		709,445	733,630
TOTAL CAPITAL OUTLAY	27,635	514,872	576,000	-61,128	89.39%	70,936	196,876
REVENUES OVER TOTAL EXPENSES	319,600	596,603	244,757	351,846		638,510	536,754
TOTAL CASH TRANSFERS	51,249	768,713	241,600	527,113	318.18%	536,680	218,808
NET CHANGE IN CASH BALANCE	268,352	-172,109	3,157	-175,266		101,830	317,947

FUND CASH AND INVESTMENT SUMMARY	<u>Opening Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>
Water Utility Fund Cash	162,130	-204,784	-42,654
LGIP #1 - Capital Project Fund	1,958,432	8,837	1,967,268
LGIP #2 - Impact Fee Fund	983,133	39,066	1,022,199
LGIP #3 - Equipment Replacement Fund	807,610	3,644	811,254
TOTAL WATER FUND CASH AND INVESTMENT	3,911,305	-153,238	3,758,068



Lake Geneva Utility Commission

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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: October 2023 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

Fall hydrant flushing was completed in late September and staff reports the operations went well, noting that the directional flushing that was incorporated resulted positively.

The Center Street Tower was drained, cleaned, and inspected on October 10th and the preliminary results indicate that we have reached the end of life for the wet interior coating and should consider a recoating project soon. Additionally, the exterior coating is beginning to see degradation and may be considered for recoating at the time the wet interior is completed. More information will be provided when the formal report is completed.

WASTEWATER OPERATIONS

Staff are wrapping up the last of this season's work for preventative maintenance cleaning of sewer mains and our manhole grouting and lining work will start on 10/16.

Staff are preparing for our fall land application of biosolids and completed follow-up soil sampling from the field that we applied on last year. Staff has also reviewed our field inventory information with WDNR and we anticipate a meeting with their staff to be held in the next month to update information on one of the Utility-owned fields, modifying the data as may be directed by WDNR.

OFFICE & ADMINISTRATION

The third quarter collections process is underway, and bills are due on October 20th.

Staff in all departments are working to complete all weather-sensitive and seasonal work before the onset of winter.

Staff has continued with the 2024 Utility budget work and has drafted the preliminary Operations & Maintenance portion of the budget, which will be presented at the October 16th meeting.

9. Utility Audit Services

The Utility retained its current auditing firm in 2021, with the anticipation that they would provide 3 years of auditing services (2021, 2022 & 2023), holding an option for the Utility to extend the services for 2 additional years.

The City of Lake Geneva is currently utilizing the same auditing firm as the Utility and has recently requested to utilize an alternate firm for their auditing services, starting in 2023. Staff reviewed the RFPs that were received in 2021 and contacted Lauterbach & Amen, to inquire about their interest in providing these services, which they are interested in performing.

The City has since gained approval from FLR and Council to proceed with L&A as the new auditor. Staff does not have a concern about changing auditing firms at this time, and would also expect to see a small cost savings if the change was authorized.

Action is recommended to approve Lauterbach & Amen to perform auditing services for the Lake Geneva Utility Commission, starting work for fiscal year 2023.

10. Pioneer Estates – Utility Service Plans

In March of this year, the Commission approved the conceptual plans to provide two additional water and sewer services at Pioneer Estates of Lake Geneva, conditioned on the following items:

1. *Approval of the request for rezoning with the Town of Bloomfield,*
2. *Approval of the expansion of service by the City Council,*
3. *Approval of the construction plans by the Utility, and*
4. *Drafting a revised memorandum of understanding for utility service between Pioneer and the Utility.*

Since March, Pioneer has received approval of zoning from Bloomfield. Additionally, the Utility has received and reviewed the proposed plans for the additional services. Staff has also conferred with the City Attorney regarding the stipulation of Council approval, which has been deemed unnecessary, as the parcel in question is already served with municipal utilities and the parcel owner operates private water distribution and sewer collection improvements on the parcel. Staff has recently held a joint meeting with Pioneer to discuss the terms of the existing Water Service Agreement and Sewer Service Agreement, and there is anticipation by Staff that Pioneer will be working with the Utility over the coming months to address amendments to both agreements.

Staff has reviewed a set of revised plans prepared by Pioneer Estates for the two additional water and sewer services and finds them to be satisfactory. The prepared plans are anticipated to be submitted to the Town of Bloomfield, who will review and provide approval of the plans.

Action is recommended to approve the plans submitted by Pioneer Estates of Lake Geneva for the installation of two additional water and sewer laterals.

Staff would also recommend that Utility notification be required 48 hours before the installations, to ensure Staff can be present during the work.

11. Utility Uniform, Clothing & Dress Policy Amendment

The Utility established the current Uniform, Clothing & Dress policy in 2020, a copy of which is included in packets for review. Staff has requested an amendment to the policy, which is shown in redline within the original policy. The amendment would shift a separate safety-toe footwear reimbursement policy and incorporate it into the Uniform, Clothing, & Dress policy.

Action is recommended to approved the proposed amendment to the Uniform, Clothing & Dress policy.

12. Wastewater Treatment Plant Door Replacements

The Utility budgeted for various entry door replacements at the Wastewater Treatment Plant (WWTP) in 2023 and has since solicited quotes from area contractors. Staff received two responses from qualified contractors, copies of which are included in packets for review. The quotes came in roughly \$3,000 higher than what was anticipated during the 2023 budget cycle, however, funds are available through general revenues to complete the project.

Action is requested to approve the quote for the entry door replacement at the WWTP as proposed by Foremost Doors.

13. Big Foot Lift Station Force Main Replacement Estimate

As reported in prior meetings, the Wastewater Utility has experienced continued failures in the force main from the Big Foot Lift Station, which now includes 5 repairs within the last 7 years. An evaluation of the main was initiated earlier this summer to obtain probable costs of construction, along with the potential to relocate the main's outfall into a different sewershed. While the evaluation is not complete, an initial estimate of probable construction costs has been prepared for Commission review.

Given the recent frequency of failures in this main, Staff would recommend the Commission consider proceeding with its replacement as early as possible, with the potential of including it in the scope of 2024 Capital Projects.

Action is requested to recommend the Big Foot Lift Station force main replacement project proceed, requesting Staff obtain proposals for detailed engineering and project management costs, along with an anticipated timeline to reach construction completion.

14. Draft 2024 Utility O&M Budget Proposal

Staff has prepared drafts of operational and maintenance budgets for the Wastewater and Water Utilities, incorporating some updates to the capital list presented at the September meeting. After Commission review and input, final drafts will be prepared and presented in November for adoption. Staff will be in attendance to present each budget at the meeting and will be available to answer questions or to offer input as necessary.

No formal action recommended at this time. Staff will proceed as directed, preparing the final draft budgets for adoption at a future meeting.



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 OCTOBER 6, 2022 – 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS**

Commission Members Commissioners: Jim Connors, Spyro Condos, Chuck Saul, Jay Fairbanks, and Len Jegerski,
Police and Fire Liaison JoanYunker, 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 September 8, 2022
8. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of September 2022, operating in the amount of \$323,132.00 Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$0, for a total of \$323,132.00
 - b. Discussion – 2023 Budget Update
 - c. Discussion/Action – Job Title changes based on 2022 City of Lake Geneva Wage/Compensation study
 - Confidential Administrative Assistant to Administrative Specialist
 - Data Systems Administrator to Police Records Administrator
 - Data Specialist to Police Records Specialist
 - d. Discussion/Action – Approval to establish Community Service Officer Eligibility list
 - e. Discussion/Action - Approval to assign CSO Steven Richard to 32 hours per week in 2023
 - f. Discussion/Action - School Resource Officer Assignment to the Joint I School District
 - g. Discussion/Action – Police Chief transition timeline
 - h. Discussion/Action – Chaplain Program Logo/Apparel

- i. Discussion/Action – Lexipol updates
 - 310 Officer-Involved Shootings and Deaths
 - 334 Public Alerts
 - 602 Sexual Assault Investigations
 - 802 Property and Evidence
 - 1064 Line-Of-Duty Deaths
 - 1065 Wellness Program

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

k. Discussion - Chief’s Top Monthly Incidents

l. Discussion – Monthly activity reports -

2022 Dispatch activity for September 2022:	Telephone calls - 2,748	911 calls - 250	Window assists – 773
2021 Dispatch activity for September 2021:	Telephone calls – 2,635	911 calls - 297	Window assists – 574
2022 Patrol activity for September 2022:	Calls for Service - 1,903	Arrests - 125	
2021 Patrol activity for September 2021:	Calls for Service - 1,937	Arrests - 161	

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

9. Fire Department Business

a. Discussion/Action - Approval of bills for the month of September 2022, operating in the amount of \$131,395.13, Capital purchases in the amount of \$0, Equipment Replacement purchases in the amount of \$25,355,63, for a total of \$156,750.76

b. Discussion – EMS Medical Billing/Stark Medical Billing

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

d. Discussion/Action – Acceptance of State of Wisconsin EMS Flex Grant in the amount of \$90,710.00

e. Discussion/Action – Review of Fire Department fees and revenue sources

f. Discussion/Action - Approval of updated Fire Department Fees within the City’s Schedule of Fees

g. Discussion – Building RFP status update

h. Discussion – SCBA purchase/AFG Grant update

i. Discussion/Action – Use of Fire Responders donation funds for K-9 EMS class

j. Discussion - Thank you notes

- Walworth County Adult Special Olympics

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

10. 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 AMENDED PLAN COMMISSION

MONDAY, OCTOBER 16, 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 September 18, 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. Downtown Design Review:
 - a. Application by Thomas George 3389 S. Shore Dr. Delavan, for a request to construct a garbage enclosure for Downtown Design Review for 220 Center St. Tax Key No. ZA276000001
 - b. Application by Thomas George 3389 S. Shore Dr. Delavan, for a request to construct a garbage enclosure for Downtown Design Review for 252 Center St. Tax Key No. ZOP00258
 - c. Application by Sarah Dorchester, 2096 Nutmeg Ave, Fairfield, IA. 52556 for a request to install a building sign for Downtown Design Review for the property located at 752 W. Main St. Tax Key No. ZOP00319
7. Review and Recommendation of an Extra Territorial Zoning review of a proposed Certified Survey Map (CSM) for Daniel Schiopu, 3949 N. Oconto Ave. Chicago IL 60634, to create a

lot as identified on the certified survey Job no. 23355 dated 9-15-2023 for Tax Key No. NDE00012

8. Continued - Conceptual review of a proposed development by Basso Builders for the property currently located in the Town of Bloomfield Tax Key No. MA56400002
9. Conceptual review of a proposed development by Continental Properties Company Inc. W134N8675 Executive Pkwy, Menomonee Falls WI 53051 for the property currently located on the northwest corner of Townline Rd. and Edwards Blvd. Tax Key No. ZYUP00198
10. **Review and Recommendation regarding proposed amendments to the City of Lake Geneva Short Term Rental Ordinance; Chapter 98 of the Zoning Code Ordinance**
11. 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, 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

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

Roll Call

Present: Klein, Yunker, Gibbs, Hoiland, Foster-Fueredi, Marquardt, Cary
Absent: None

Approve Minutes of the August 21, 2023 Plan Commission meeting as distributed
Motion by Hoiland to approve, second by Cary. No discussion. Motion carried. 7-0

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

Susan Lewis, 1145 Mobile Street, on behalf of herself & the below, spoke in opposition to Item #12

- 1154 Mobile St, Rae Ann Halati; opposition to Item #6
- 1120 Mobile St, Susan Raia; opposition to Item #6
- 1163 Mobile St, John Mueller; opposition to Item #6
- 1170 Mobile St, Laura & Camal Hibbler; opposition to Item #6.
- 1139 Mobile St, Elinor Swenson; opposition to Item #6
- 1140 Mobile St, Jim & Mary Kloster; opposition to Item #6
- 1130 Mobile St, Sandra Ghandehari; opposition to Item #6
- 1150 Mobile St, Rob & Denise Ocker; opposition to Item #6

Bill Henry, Kehoe-Henry & Associates: Spoke supporting Item #12.

Sherri Ames, 603 Center Street: Spoke in opposition to Item #6. #11 & #12.

Jim Gee, 330 S Boulder Ridge Drive, Representative of Geneva Lake Museum: Spoke in opposition to Item #11; stated the museum would like to be included in the discussion/decision on item #11.

Dennis Kulak, 1120 S Lake Shore Drive #23: Spoke in opposition to Item #12.

Bill Elwood, 1120 S Lake Shore Drive #24: Spoke in opposition to Item #12.

Pete Eckardt, 1120 S Lake Shore Drive #20: Spoke in opposition to Item #12.

Larry Happ, 1120 S Lake Shore Drive #13: Spoke in opposition to Item #12.

Kelley Happ, 1120 S Lake Shore Drive #13: Spoke in opposition to Item #12.

Michael Lynch, 1084 LaGrange Drive: Spoke in opposition to Item #12.

Acknowledgment of Correspondence

There were two items of correspondence received, in opposition relative to Item #11. All items were distributed to the members of the Plan Commission.

Conceptual review of a proposed development by Basso Builders for the property currently located in the Town of Bloomfield Tax Key No. MA56400002

City Planner Mich & City Engineer Rausch provided an overview and answered Commission members' questions (included on pages 5-7 of the packet).

Applicant not present. Commission members express the importance of having applicants attending Plan Commission Meetings.

City staff encourage a Concept Review. This is on a piece of land that is not in the City of Lake Geneva. The required next steps would be to be annexed, re-zoning, & site plan review before permits could be issued; this is a non-binding discussion

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

Janine Osborne, representative for Harbor Shores, 300 Wrigley Drive & Mike Seydlitz, W3620 Linnwood Ave, Owner of Lake Geneva Cart Rental, presented the application for Conditional Use Permit (CUP) details and answered Commission members' questions (located on pages 8-16 in the packet). Commission members expressed concern about the proposed location, due to the busy traffic at the Harbor Shoes entrance (only entrance). The Plan Commission asked applicants if the site of the cart rentals could be relocated to the north parking lot on Center Street. Applicant states they cannot commit without approval from the CEO; the parking lot is leased to Gino's East.

Public Hearing: Sherri Ames, 603 Center Street: Spoke in support of an alternative location.
Motion by Mayor Klein to close public hearing, second by Cary. Motion carried 7-0.

The Plan Commission expresses the support of small businesses and partnerships. The proposed intersection is perceived as dangerous.

Motion by Hoiland for denial of the request for CUP located at 300 Wrigley Drive, second by Cary. Motion carried 7-0.

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

Scott Wolfe, 1617 Woodland Drive, representative for CDS Investments, 911 Mason Lane, Lake in the Hills, IL presented an overview and answered Commission members' questions related to a Public Hearing (located on pages 17-33 in the packet).

No Public Comment

Motion by Mayor Klein to close the public hearing, second by Gibbs. No discussion. Motion carried 7-0
Motion by Cary to approve, second by Yunker. No discussion. Motion carried 7-0.

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

A representative for Signature Investments, 4796 E Clayton Road, Fitchburg, WI, presented an overview and answered Commission members' questions related to the Public Hearing application (located on pages 44-61 of the packet).

City Planner Mich provides clarification for Conditional Use vs Short Term Rental.

City Attorney Draper stated this is a group development, meaning two buildings are located on the same parcel.

No Public Comment

Motion by Mayor Klein to close public hearing, second by Hoiland. No discussion. Motion carried. 7-0
Motion by Mayor Klein to approve, second by Hoiland. No discussion. Motion carried. 7-0

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

Ron Amman, 827 Dodge Street, presented an overview and answered Commission members' questions related to the petition for direct annexation of the property located at N\3219 County Highway H in the Town of Geneva (located on pages 62-74 in the packet).

City Mich provides an overview of the application. This is not a "Town Island".

Attorney Draper states require the petitioner to pay 5 years worth of the taxes as a condition of the annexation.

Motion by Hoiland to approve and pay 5 years worth of the Town's taxes and assign temporary zoning of planned office; second by Gibbs. No discussion. Motion carried. 7-0.

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

Jessica Bahr & Greg Audrey, representatives for Wisconsin Power & Light Co., presented the request for an Amendment to the Comprehensive Plan for the proposed property for the relocation of downtown Lake Geneva Electrical Distribution Substation (located on pages 75-96 in the packet) and answered Commission members' questions; general discussion followed between Wisconsin Power & Light Co. representatives and Plan Commission members.

Discuss request for an Amendment to the Comprehensive Plan from Lakeside Living LLC., for the property located at 1120 S. Lake Shore Drive

Steve Greenberg, representative for Lakeside Living, LLC, 937 Tarrant Drive, Fontana, WI, presented the request for an Amendment to the Comprehensive Plan for the property located at 1120 S Lake Shore Drive (located on pages 96-137 in the packet) and answered Commission members' questions; general discussion followed between Lakeside Living representative, Plan Commission members and City Planner.

The applicant has been at the table for over a year now and if City Staff informed them that they needed a Comprehensive Plan Addendum, they would have met the deadline. The City Staff did not realize there was an issue with the Comprehensive Plan not showing Two Family in that location. The City staff identified that they had been missed along the way. The City Planner's recommendation is to allow them to come into this Comprehensive Plan Cycle, to right that wrong. If this was a new project that came today, we would have them go into the next cycle for next year.

Attorney Draper informs members of the Plan Commission that the next step is on the agenda; setting a date for a public hearing for public participation and providing input on whether the Comprehensive Plan should be changed. The only requirement under the statutes is that the City Council conducts a public hearing; it will be conducted jointly with the Plan Commission so they can hear all comments, and what the next step would be for the Plan Commission to make a change to the Comprehensive Plan map and to present an ordinance for the City Council to pass or not pass. The Plan Commission has the duty of changing the Comprehensive Plan and the City Council will determine if it will be approved or disapproved. The City Council cannot make changes to the ordinance. The most the City Council can do is to vote it down or refer back to the Plan Commission.

The reason for the need to change the Comprehensive Plan: There is a provision in the Plan Development Ordinance that states that after the full development of the whole General Development Plan is not done within five years, it expires; then there is a procedure to follow to go through.

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

City Planner Mich provided background and next steps for the recommendation for Common Council to set up a public hearing for this year's Comprehensive Plan amendments. The state lays out a specific process for amending the Comprehensive Plan; part of the requirement involves 30 day notice before the public hearing. A notice in the newspaper is required 30 days prior to the public hearing takes place. The next earliest date to conduct a joint meeting (City Council & Plan Commission) would be Monday, November 13, 2023.

Motion by Mayor Klein to recommend a joint public hearing with the City Council and Plan Commission to be set for November 13, 2023; second by Hoiland. No discussion. Motion carried 7-0.

Adjournment

Motion by Mayor Klein to adjourn, second by Cary. Motion carried 7-0. The meeting adjourned at 8:48p.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, OCTOBER 17, 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 Linda Frame 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 September 19, 2023 Board of Park Commissioners meeting minutes as prepared and distributed
5. YMCA Quarterly Update
6. Department of Public Works Update
7. Discussion/Recommendation regarding Impact Fee Use for New Parks
8. Next Meeting Date & Time
9. **Adjournment**

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CITY OF LAKE GENEVA BOARD OF PARK COMMISSIONERS

Minutes

Tuesday, September 19, 2023 - 6:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Call to order 6:30 pm by President Cindy Fueredi

Committee Members Present: Cindy Forster Fueredi, Peggy Schneider, Ann Esarco, Denise Wendell, Alderperson Linda Frame and Mayor Charlene Klein, David Quickel (arrived 6:34pm)

Committee Members Not Present: Brian Olsen, Barbara Philipps

Others Present: None

Comments from the public: None

Approval of July 18, 2023 minutes of the Board of Park Commissioner, Motion by Feuredi, Wendell, approved unanimously with notation that typo of YMCA present individuals should be Mike, not Mile. Correction requested.

Approval of August 15, 2023 minutes of the Board of Park Commissioners Motion: Fueredi, Klein - approved unanimously

Operations report by Neil Waswo, Department of Public Works. Written report submitted Motion: Klein, Fueredi - approved unanimously.

Discussion of Park Impact Fees no requirement to spend funds until December 31, 2024, at that time, we must spend \$17,000 to \$20,000. See wish list below.

Forward list of possible impact fee expenditures to legal counsel or advisers to determine allowable items: Motion Klein, Schneider - approved unanimously.

Amend agenda to include the following, Klein, Frame – approved unanimously.

Veterans Park discussion regarding maintenance focusing mostly on safety. Upgrade to park area for incoming Never Say Never Park impacts decision. Motion to Schneider, Quickel, approved unanimously.

Recommend City Council to honor John Swanson with plaque and John Swanson day to honor his work with the Dream Team over the last 22 years. Motion Quickel, Frame approved unanimously.

Adjourn 7:37 Wendel, Fueredi approved unanimously.

October 17, 2023 @ 6:30pm
Adjournment Cindy Fueredi /Linda Frame

List of impact fees expenditure possibilities

Adaptive equipment at existing parks
Bleachers and shade screens at Veteran's Park
Disability accessibility at all parks
Wedding venues locations at parks
Picnic tables along river walk at Hillmoor
Pedestrian plan for all to navigate from downtown to schools and grocery stores
Move dog park to Four Seasons
Bridge maintenance along Hillmoor Walk way



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: October 2023 Report

OPERATIONS UPDATE

PARK OPERATIONS

- Painted and stained outlook at Donian Park
- Resurfaced the West End bathroom floor
- There were 8 shelter rentals and the Alzheimer Walk in the month of September
- Completed bike path repair next to Curtis St.
- Been working on spot sidewalk replacement in parks
- Tree crews have started the fall tree planting in the Parks, Cemetery, and ROW
- Tree crews finished pruning lakefront parks
- Crews cleaned up and reedbed tree rings in parks
- Flat Iron Park has been plugged and reseeded
- Received two more park bench donations
- With the latest rains; grass is still growing so we are still at full force mowing
- All seasonal help has left for the season
- All shelters have been pressured washed
- Had additional staff for the Labor Day weekend to monitor the parks and restrooms
- Started ROW brush mowing and mowing around ponds
- Repaired parking lot lighting at Veteran's Park

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.

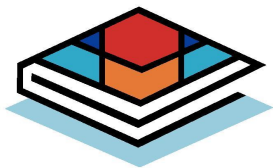
Veterans Park discussion regarding maintenance focusing mostly on safety. Upgrade to park area for incoming Never Say Never Park impacts decision.

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



LAKE GENEVA PUBLIC LIBRARY

Library Board Meeting

Date: Thursday, October 12, 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 (Gramm)
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 - Voyager update
 - c. Building and grounds report
 - d. Budget/funding overview and update
6. Vice-President's report (Gramm)
 - a. LGPL Foundation gift - discussion and action
7. Director's report (Kornak)
 - a. General usage and library report
 - b. Strategic planning progress with WiLS
 - i. November 16, 2023 framework development meeting
 - ii. Data dashboard and webinar links available
 - c. Prairie Lakes Library System
 - i. November 16, 2023 Evergreen Golf Club in Elkhorn - Trustee Dinner.
Quorum notice posted, invitation from PLLS forthcoming
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
OCTOBER 10, 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 September 12, 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*. Discussion regarding *Proposed 2024 LGHPC Budget* and presentation to Finance, Licensing & Regulation Committee.
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; 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*, and subsequent approval by the City Council. Discussion regarding additional items we now need to complete to qualify for landmark status.
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. Update from Sonja Akright on any new information regarding 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. Update from Sonja Akright regarding who to contact on website update.
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. Mark suggested replacing with 12” X 12” pavers or a simple concrete strip to mark the “footprints”, but noted that any option will not be inexpensive.
18. Report regarding any new correspondence from Stephanie Klett and Chris Hunter 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, NOVEMBER 14, 2023.***

Lake Geneva Historic Preservation Commission Meeting Minutes

September 12, 2023 7:00 p.m. at Lake Geneva City Hall

Temporary President Grace Hanny called the meeting to order at 7:00 p.m. Lake Geneva City Hall

Present: Grace Hanny, Louise Rayppy, Chris Brookes, Sonja Akright, Emily Hummel and Tim Dunn. Ken Etten, Patrick Quinn were absent. Guests: Mary Jo Fesenmaier, Andrea Christian and Gregory Schroeder.

Review and approval of the minutes from August 8, 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" will be about Black Point Estate 1880's Fashions, October 3rd. Swift Night Out was a pleasant event. On September 17th, the 7th Annual Golf Outing. Get ready for the Parade of Trees—Reserve now. No new information on short-term rentals. Emily informed us that more families are moving into Maple Park.

Update regarding Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours, including Black Point programs at the Lake Geneva Public Library. Pioneer Cemetery Tours -- September 9th and 10th. Oak Hill Cemetery Tours 10/7 and 10/14. Winter local history series will start in September.

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. No new information.

Review of recent bills and invoices and updates on the current balance in the Lake Geneva Historic Preservation Commission 2023 City Budget. Draft Copy of Proposed 2024 LGHPC Budget. Our current balance is \$2,540.00.

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 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 and subsequent City Council action. Ordinance 23-08 passed. Five items to qualify for landmark status. Need pamphlet like Whitewater has. Jason did a good job of setting this up.

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. Which signs to do between now and December 31. Took a vote, will discuss this at our next meeting.

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. No new information.

Discussion regarding possible nomination of the former Hillmoor Golf Course property as a National Historic Landscape under the Department of Interior Historic Landscape program. Waiting for archeological landmark interest then can proceed to archeological grant. Nomination for State and National Register.

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

Update 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. Updating and rewriting it. Sonja checked with University of Wisconsin—it wasn't maintained. Nobody was checking on app.

Discussion regarding new projects for the LGHPC, updates to our website www.historyoflakegeneva.org, and discussion on any other potential future LGHPC projects that we might want to consider. Website needs to be updated—budget money to have website updated. Sonja will get information from museum about how their website is put together.

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. Mark suggested replacing with 12” X 12” pavers or a simple concrete strip to mark the “footprints”, but noted that any option will not be inexpensive. Will wait to find out how much it will cost.

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. Christi Hunter visited the Pioneer Cemetery Tour and E-mail Ken about the tour and it is a good way to promote the history of Lake Geneva, and also tourism. Chris attends their meetings.

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.
Meeting adjourned at 7:45 P.M.

Respectfully submitted, Louise M. Rayppy



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

CITY OF LAKE GENEVA AVIAN COMMITTEE
TUESDAY, OCTOBER 10, 2023 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

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

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the September 12, 2023 Avian Committee minutes as prepared and distributed
4. Comments from the public limited to 5 minutes, limited to items on this agenda
5. Next Meeting Date & Time
6. Update Financial Review for 2022/2023
7. Brief 2023 Calendar/Project review
8. Update on Potential Grants
9. Partner Updates
10. Reports on events filed in Google Docs
11. Christmas Tree Event at Geneva Lake Museum
12. Future Agenda Items
13. **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, September 12, 2023, 6:00 P.M.

City Council Conference Room 2A

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

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

3. Approval of Avian Committee meeting minutes from August 2023

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

4. Comments from the Public

District 3 Alderperson Peg Esposito was in attendance to ask for suggestions/ideas on how to keep gulls off the new roof of the Riviera. Their droppings run off the rooftop and into the lake and caused an e-coli breakout in the swimming area. The city had to close the beach for a day. She was inquiring from the Avian Committee of any ways to discourage the birds from perching on the roof. Several suggestions were offered, and committee members offered to research other effective methods.

She also said she's on a mission to make sure Hillmoor property is not a profit maker for people or organizations who do not live in Lake Geneva, and to keep it natural.

5/6. Budget Update/Financial Review

The Avian Budget for 2024 was submitted September 11. We are asking for \$25 more than we did last year, and will be using the \$1,100 carry over from last year. In the report our budget priorities were spelled out. The format for us to present the budget is different this year – we will not present directly to City Council. Our budget request will go to the Finance, Licensing and Regulation Committee for budget consideration. The meeting will be at 4 pm on October 17. Rodriguez will be there to answer questions, but probably will not have the opportunity to speak. FLR will then report back to City Council for approval. Many thanks to Zimmermann and Rodriguez for their work on preparing this year's budget request.

Yager inquired if we submit our budget through Public Works department. Answer was that we have our own account; it is not under Public Works. The budget request notice comes from Laura Pisarcik, Finance Director, and we send it back directly to Laura.

Zimmermann made a **motion** for committee members to create a report on activities or projects they were involved with as soon as they are completed, and store them in the Google Docs. This could be as simple as a short paragraph about the activity, photos, costs, etc. to make it easier to put together things like budget or Bird City applications. This was seconded by Happ and passed unanimously. Committee members were requested to write a summary of their event and either post it in Google Docs or send it to Zimmermann. For example Leonard and Gallo will report on the Martin project; Rodriguez the Christmas tree and library backpack projects; Learn to Soar and Ornithology Conference is Zimmermann, SNO is McConnell, Yager is signs and parks and World Migratory Celebration is Happ.

7. Swift Night Out Recap

Applause!! The event was perfect. The weather was great, the Schlitz Audubon presentation was excellent and the swifts showed up by 7:15 in large numbers, circled the chimney for 10 or 15 minutes, and then dove down in just at dusk. Everything went well and we received great posts on social media – see Lake Geneva Lake Life. We estimated that there were 250 or more people inside the museum and another 50 to 100 outside watching the sky. Yager commented that publicity was much better this year.

Happ suggested the possibility of setting up a donation bin and splitting any proceeds with the Geneva Lake Museum for next year's event.

8. Purple Martin Colony Update

Leonard and Gallo reported that the Purple Martins left in early August for their annual fall migration and it is now clean up time. They will work with our three Martin house volunteers to clean out and repair all the nesting boxes and get them ready for winter. The committee had previously talked about presenting a program at the library about our Martin boxes and showing the visitors what's inside them. We agreed it is a worthwhile teaching project and that people like to see the nests, so we will re-visit this topic next year.

9. Calendar Project Review:

November 14 and 15 are the dates for the Christmas tree decorating project at the Geneva Lake Museum. The theme for our tree this year is cardinals and members are already collecting little cardinal ornaments.

We selected the date of **Thursday, September 5, 2024 for the Swift Night Out** event. McConnell commented that the migration patterns seem to be moving earlier each year, so we agreed upon a slightly earlier date than previous years. Zimmermann suggested making 50 to 100 new rack cards advertising Swift Night Out 2024 and using some of them in conjunction with our tree at the museum.

It was suggested that if we are able to do Cookies for a Cause next year we use the money to offset the Schlitz bird program.

10. Partner Updates

Rodriguez reported on the Rotary Club Butterfly Garden project. It needs to be funded and finished by May 15. They will be planning a Grand Opening in early May and hope to have Roy Diblik of Northwind Perennial Farm and possibly others for speakers. This would also be a good opportunity for the Avian Committee to talk about Purple Martins.

11. Christmas Tree at the Museum

See item number 9.

12. Other

The City Council will be meeting with various committee chairs on Monday, September 19 to make recommendations for the new Park Director's job and where this person should be placed on the organizational chart. McConnell agreed to attend the meeting for the Avian Committee.

12. Next Meeting:

Next Avian Committee meeting is on Tuesday, October 10 at 6 pm in Conference Room 2 A

13. Future Agenda Items

- Update Financial Review for 2022/2023
- Brief 2023 Calendar/Project review
- Update on Potential Grants
- Partner Updates
- Reports on events filed in Google Docs
- Christmas Tree Event at Geneva Lake Museum
- Other

15: Adjournment:

Zimmermann moved to adjourn, seconded by Happ and approved. Meeting was adjourned at 7:15 p.m.

Respectfully submitted, 10/2/2023

Kelley Happ

Account Number	Account Title	2022-22 Prior year Actual	2022-22 Prior year Budget	Variance Current year	% of Budget
GENERAL FUND					
MISCELLANEOUS					
MISCELLANEOUS					
11-70-00-47300	AVIAN DONATIONS	250.00	100.00	150.00-	250.00
Total MISCELLANEOUS:		250.00	100.00	150.00-	250.00
MISCELLANEOUS					
11-70-00-57800	AVIAN COMMITTEE EXPENSES	1,276.32	3,025.00	1,748.68	42.19
11-70-00-57810	AVIAN COMMITTEE DONATION EXP	.00	.00	.00	.00
Total MISCELLANEOUS:		1,276.32	3,025.00	1,748.68	42.19
Total MISCELLANEOUS:		1,526.32	3,125.00	1,598.68	48.84
GENERAL FUND Revenue Total:		250.00	100.00	150.00-	250.00
GENERAL FUND Expenditure Total:		1,276.32	3,025.00	1,748.68	42.19
Net Total GENERAL FUND:		1,026.32-	2,925.00-	1,898.68-	35.09
Net Grand Totals:		1,026.32-	2,925.00-	1,898.68-	35.09



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

CITY OF LAKE GENEVA TOURISM COMMISSION
MONDAY, OCTOBER 9, 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.- October 9, 2023 Tourism Commission
Oct 9, 2023, 4:00 – 5:00 PM (America/Chicago)

Please join my meeting from Google Chrome on your computer.
<https://meet.goto.com/677183693>

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 September 11, 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. Discussion/Possible Action regarding the 2024 “Independent Contractor Agreement” (Lake Geneva Cooperative Convention Center Special Events Coordinator)
7. Update from Tourism Entity (VISIT Lake Geneva) on Promotional Activity, Calendar, and Hotel performance
8. Update from Lake Geneva Business Improvement District (events and mission)
9. Written financial update regarding Room Tax Dollars Collected, Financials, current Budget & Disbursements, list of outstanding (unpaid) tourism grants awarded
10. 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 Winter Bridal Show
11. Discussion – Update regarding Visit Lake Geneva contract with Tourism Commission
 12. Proposed Tourism Commission Logo (VISIT Lake Geneva; continued from August 24, 2023 meeting)
 13. Riviera agreement for events that request to have rental fees waived
 14. Future Agenda Items- Next Meeting: Monday, November 13, 2023 at 4:00 p.m.
 15. **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, September 11, 2023
COUNCIL CHAMBERS, CITY HALL

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

Roll Call

Present: Vice Chair Zakia Pirzada, Ald. Fesenmaier, Alderman Howell, Linda Moritz, Troy Migut, Mayor Klein (Ex-Off).

Absent: Chair Brian Waspi, Stephanie Klett (Ex-Off), 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 August 14, 2023

Motion by Pirzada, second by Howell, to approve the minutes from August 14, 2023.

Unanimously carried.

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

Jones reviewed the Marketing Update including website statistics. We are now booking the Riviera out into 2025. The meeting planner event, originally scheduled for May, but rescheduled due to the Wrigley Drive construction, has been cancelled. Jones will hold individual tours as needed. Heather's contract expires at the end of October. The current contract was included in the packet for review and changes will be presented at October's meeting.

Update from Tourism Entity – Visit Lake Geneva

Goodwin gave highlights from the monthly report. The Annual Dinner and Impact Awards will be held on October 24 at the Abbey Resort. Mark your calendars for the Lighted Christmas Parade, December 2, and Winterfest 2024, January 31 through February 4. The Geiger Tour, leading to print and digital stories, featured 13 writers including many new faces. The Visit Lake Geneva website continues to set new records in all categories. TikTok is also gaining momentum since the June launch.

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

Alex showcased the increase in traffic with their updated website and social media push. A detailed chart is included in the packet listing the BID-sponsored events. A business networking event is planned for the end of September. Binanti plans to attend the September Housing Summit, sponsored by Walworth County, concerning workforce housing and school families, which are both impacted by the number and quality of Short-Term Rentals in the city. Mural in Motion is now rescheduled for May 2024.

Written financial update provided by City Comptroller

Balance Sheet from August 31, 2023

Total Assets - \$860,099.84

Restricted Fund Balance - \$525,302.27

It was noted that there is approximately \$9000 left for 2023, taking into account outstanding grants and unpaid contracts.

Tourism Promotional Grant Program and Requests

Abominable TRAIL Race, ASR Events

Without objection, continued to October.

Abominable SNOW Race, ASR Events

Without objection, continued to October.

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

Applicants explained that though the event is at Grand Geneva, the capacity is 350 rooms, and the overflow from the expected 1000 total room stays will be booked in the city limits. The \$10,000 requested is for shuttle buses. The Commissioners asked them to return in October to focus their budget on marketing expenses not shuttle buses.

Lake Geneva Lions Club Oktoberfest, Doug Bartz

The event will be held at Lake City Social. The group was asked to rename their event to avoid confusion with the BID's Oktoberfest on the same dates. They will be choosing a different date for next year's event. The event's main attraction is the Corn Hole Bags Tournament with 32 2-person teams plus families. Although the ask was for \$20,000, the Commissioners focused on funding the marketing portion of their budget. Motion by Pirzada, second by Howell, to approve the October 7 and 8 Oktoberfest grant for \$5,000. Unanimously carried.

Tourism Commission Logo and other possible changes

Visit Lake Geneva needs the original logo from the City to make changes. There is a need to clarify the logo, so the public and taxpayers understand the funds are from room taxes not property taxes. Motion by Zakia, second by Moritz, to continue to the October meeting. Unanimously carried.

Addition of link or QR code to all marketing materials including print and social media

In a continued effort to direct visitors to hotels within the City limits, the Commission has been discussing the requirement to use a web link and/or QR Code for more accuracy in guests finding and booking City hotels. If a QR Code or link are used from the Riviera webpage, Heather cannot accurately track the source of the inquiry. Through input from Heather and Deanna, it was suggested that the City website mirror the Hotels page from the Riviera "Hotels and Lodging" specific webpage. This will allow users to go directly to the hotels listing but on the City website. The City can then provide website analytics and tracking for the Commission, etc.

The link and/or QR Code to the City website page will then be required to be included on the Grant Recipient Marketing Website. The grant application revision can be scheduled for the October meeting. Motion by Pirzada, second by Moritz, to continue to the October meeting. Unanimously carried.

Initial discussion regarding Visit Lake Geneva with Tourism Commission (contract opens July 1, 2023) No update. Continued to October meeting.

Future meeting agenda items and next meeting date –

In addition to above,

- Request by Commissioners to have Comptroller provide last three years amounts paid to Visit (for contract and room taxes) and room taxes total collected.
- Link or QR Code on promotional materials – continued to October for grant application revision; verify city website has mirrored hotels and lodging page from Riviera website; include city website metrics for this page in a separate report under Heather Jones' report
- Contract negotiations update with Visit – include the current contract and any drafts in the October packet.
- Heather Jones contract renewal (expires Oct. 31, 2023) – Please include current and draft contract in the October packet.
- Agreement for Riviera for events that are comped.

Monday, October 9, 2023, at 4:00 PM

Motion by Pirzada, second by Moritz, to adjourn at 5:18 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier,
Secretary

Riviera Ballroom/MATL Update- Tourism Commission Meeting October 2023

Marketing Update

- Website Analytics Update: Past 30 Days:
 - Site Sessions: 2,248 (8% decrease)
 - Site Sessions by traffic source
 1. Google (925)
 2. Direct (514)
 3. Facebook (340)
 4. Social Media Ad (87)
 5. Visit Lake Geneva (87)
 - Active Inquiries: 78 (+10 from last month), 71 recorded for September 2022
 - Avg. Session Duration: 3min 9sec (no change)
 - Site Bounce Rate: 58.5% (-1.2%)
- WeddingWire & TheKnot: September Stats
 - 114 Storefront Views, compared to 91 avg in our market/category
 - 16 leads (+3 from last month)
- Hotels & Lodging Analytics Update Past 30 days:
 - 30 Page Views (5 view decrease from last month)
 - Avg. time spent on page: 3min 30sec (-1sec)

**Reports generated on October 4th*

Social Media Ad Campaign completed September 15th. Please see attached overview the statics of the campaign.

Starting to work on wedding show for January, planning for some new and exciting changes to the show for 2024.

Sales Update

	2018	2019	2020	2021	2022	2023	2024	2025
Weddings	45	28	9	54	55	52	38	2
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	43	2
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- 1 contract out for December (holiday party).
 - 2024 Events- 4 contracts returned this month (all weddings) with 3 contracts out.
 - 2025 Events- One contract returned (wedding) with 1 contract out.
 - Last Year- Reported on October 5, 2022; 61 events booked for 2022, 42 events booked for 2023 and 5 events booked for 2024.

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	\$294,333.83

CATERING REVENUE

\$29,159.74	\$14,688.76	\$4,337.68	\$32,970.09	\$46,691.72	\$32,797.38
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Independent Contractor Agreement

Lake Geneva Cooperative Convention Center Special Events Coordinator

This Agreement ("Agreement") is made and entered into this **1st day of November, 2022** by and between **Heather Jones**, ("Contractor") and the **Lake Geneva Tourism Commission**, a Commission of the City of Lake Geneva, a municipal corporation.

WITNESSETH:

WHEREAS, the Lake Geneva Tourism Commission wishes to retain the services of Contractor to perform technical and administrative services related to special event coordination to increase overnight stays in the City of Lake Geneva, Wisconsin, and

WHEREAS, Contractor wishes to work as an Independent Contractor to work and consult with the LGTC as a special event coordinator with the goal of coordinating group sales to increase overnight stays in the City of Lake Geneva, Wisconsin,

NOW THEREFORE in consideration of the sum of Ten and no/100 (\$10.00) Dollars, the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged hereto, the parties agree as follows:

1. **Term.** Lake Geneva Tourism Commission hereby retains Contractor for an initial term commencing **November 1, 2022**, and ending **October 31, 2023** ("Initial Term"). Upon conclusion of the Initial Term, this Agreement may be renewed for additional one-year terms ("Additional Term(s)") by mutual agreement between the parties.
2. **Engagement of Services.** Contractor will provide Lake Geneva Tourism Commission with technical and administrative services related to special event coordination and will participate in the formulation of the Lake Geneva Tourism Commission's goals, objectives, plans, programs, policies and budget. The Contractor will adhere to the following goals in performing services for the Lake Geneva Tourism Commission:
 - Update Lake Geneva Tourism Commission regularly by attending Tourism Commission meetings, and other assigned group, trade show, and conferences as needed.
 - Market, show and book events at the Riviera Ballroom on behalf of the City of Lake Geneva in order to promote tourism and increase room stays in the City of Lake Geneva.
 - After obtaining authorization from the Lake Geneva Tourism Commission, retain outside services where and when appropriate to assist and support tourism initiatives, marketing, brochures, social media, public relations and website development/maintenance.
 - Manages group and trade show planning and member/vendor relations.

- Due to working in government planning, this person shall be required to follow laws and policies while remaining sensitive to open meeting laws and ethics violations.
3. **Compensation.** Lake Geneva Tourism Commission shall pay Contractor \$64,000.00 per year which shall be paid monthly in installments of \$5,332.00 on the 1st of each month. It is anticipated that Contractor will perform services for Lake Geneva Tourism Commission for approximately 40 hours per week. The Contractor will invoice the Lake Geneva Tourism Commission (with a copy to the Comptroller for the City of Lake Geneva) each month for her services.
 4. **Expense Reimbursement.** As an independent contractor, it is assumed that the Contractor will supply the instrumentalities, tools, and place of work for her services, however, in the event extraordinary expenses are incurred by Contractor and she wants reimbursement for said expenses, the Lake Geneva Tourism Commission must preapprove those expenses prior to their expenditure.
 5. **Independent Contractor Relationship.** It is explicitly understood and agreed that Contractor's relationship with the Lake Geneva Tourism Commission will be that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship. Contractor will not be entitled to any benefits that Lake Geneva Tourism Commission or the City of Lake Geneva may make available to its employees, including but not limited to group health insurance, life insurance, disability insurance, profit-sharing, retirement benefits, paid vacation, holidays or sick leave, or workers' compensation insurance. No part of Contractor's compensation will be subject to withholding by Lake Geneva Tourism Commission for the payment of any social security, Medicare, federal, state or any other employee payroll taxes. The Lake Geneva Tourism Commission will regularly report amounts paid to Contractor by filing a Form 1099-MISC with the Internal Revenue Service as required by law. Contractor may perform the services required by this Agreement at any place or location and at such times as Contractor shall determine. Contractor agrees to provide all tools and instrumentalities, if any, required to perform the services under this Agreement.
 6. **Nondisclosure and Confidentiality.** The Lake Geneva Tourism Commission and Contractor acknowledge and confirm that Contractor may by virtue of Contractor's relationship with the Lake Geneva Tourism Commission obtain access to sensitive, confidential, restricted and proprietary information of the Lake Geneva Tourism Commission and Lake Geneva Tourism Commission's clients, including, without limitation, financial records and client's records and files. Contractor agrees that any such confidential information of which Contractor acquires knowledge in the course of Contractor's performance of her services hereunder shall be used solely in connection with such services and shall not be used in any other manner whatsoever. Contractor agrees that they will not, without the prior written consent of the Lake Geneva Tourism Commission, disclose, divulge or publish to others any confidential information of which they have acquired knowledge in the course of their

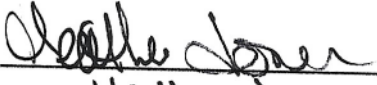
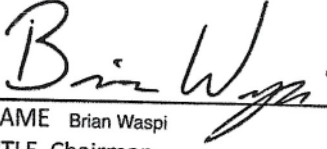
services hereunder. Contractor further acknowledges and confirms that such confidential information is the exclusive property of the Lake Geneva Tourism Commission, and under no circumstances whatsoever shall Contractor have the right to any of such information subsequent to the termination of this agreement. Upon request of the Lake Geneva Tourism Commission, Contractor shall deliver to the Lake Geneva Tourism Commission any and all such confidential information, including all copies of such information prepared or produced in connection therewith, pertaining to the Lake Geneva Tourism Commission's business or Contractor's services for the Lake Geneva Tourism Commission, whether made or compiled by Contractor or furnished to Contractor in connection with such services to the Lake Geneva Tourism Commission.

7. **Ownership of Property.** Contractor acknowledges and agrees that all documents produced by Contractor, including but not limited to memoranda, research notes, correspondence, emails, and reports in the course of his work for Lake Geneva Tourism Commission, shall be the property of Lake Geneva Tourism Commission, and Contractor shall retain no ownership, interest, or rights therein. Upon termination of this agreement, irrespective of the time, manner or cause of said termination, Contractor will surrender to the Lake Geneva Tourism Commission all such records, and all other professional, or financial information regarding the Lake Geneva Tourism Commission's business.
8. **Governing Law.** This Agreement shall be governed in all respects by the laws of the United States of America and by the laws of the State of Wisconsin. Each of the parties irrevocably consents to the exclusive personal jurisdiction of the federal and state courts located in Wisconsin, as applicable, for any matter arising out of or relating to this Agreement, except that in actions seeking to enforce any order or any judgment of such federal or state courts located in Wisconsin, such personal jurisdiction shall be nonexclusive.
9. **Severability.** If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable, (a) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision, and (b) the legality, validity, and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
10. **Injunctive Relief for Breach.** Contractor agrees that his obligations under this Agreement are of a unique character that gives them particular value; Contractor's breach of any of such obligations will result in irreparable and continuing damage to the Lake Geneva Tourism Commission, for which there will be no adequate remedy at law; and, in the event of such breach, the Lake Geneva Tourism Commission will be entitled to injunctive relief and/or a decree for specific performance, and such other and further relief as may be proper (including monetary and punitive damages if appropriate).
11. **Termination of Agreement.** In October of each year, LGTC shall assess Contractor's performance related to duties and responsibilities performed under this Agreement. Upon conclusion of the assessment, LGTC and Contractor will determine whether to continue the Agreement for an Additional Term. The Lake Geneva Tourism Commission may take action to increase the base

compensation, bonus or any other elements of compensation for any subsequent year of this Agreement. In addition, thereto, the Lake Geneva Tourism Commission and Contractor shall be entitled to terminate this agreement for cause or without cause after providing 10 days' written notice to the other party.

12. All other agreements between the parties whether written or oral, are superseded by this agreement. All previous agreements between the parties whether written or oral are hereby terminated, determined to be null and void, and of no further effect.

IN WITNESS WHEREOF, the parties to this Agreement have signed below with the Effective Date as set forth above.

Contractor  NAME <u>Heather Jones</u>	Lake Geneva Tourism Commission  NAME <u>Brian Waspi</u> TITLE <u>Chairman</u>
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**Lake Geneva Tourism Commission
OCTOBER 9, 2023
VISIT Lake Geneva Update**

Partner Meetings & Events

- VLG Monthly Partner Meeting – October 17, 8-9am at Pier 290
- Annual Partner Dinner & Impact Awards – October 24 at The Abbey Resort

Public Events – Winter 2023-2024

- Lake Geneva Electric Christmas Parade (Saturday, December 2)
- Lake Geneva Winterfest (January 31 – February 4, 2024)

Earned Media Highlights – September 2023

- [12 Most Scenic Wisconsin Towns](#) | *World Atlas*
- [Coolest Small City in Every State](#) | *Fifty Grande*
- [19 Fun Things to Do in Lake Geneva, Wisconsin's Scenic Retreat](#) | *She Buys Travel*
- [Discover When Leaves Change Color in Wisconsin \(Plus 5 Places...\)](#) | *A-Z Animals*
- [Best Fall Hikes In Wisconsin](#) | *World Atlas*
- [From Sand to Snow: The 14 Best Winter Vacations in the United States](#) | *She Buys Travel*
- [Destination Lake Geneva Area](#) | *Wisconsin Meetings*
- [Top 5 Team-Building Activities in Lake Geneva](#) | *Wisconsin Meetings*
- [Fall Is Underrated In Wisconsin: 10 Scenic Places To See Fall Foliage](#) | *The Travel*
- [10 Reasons to Say Hello and Goodbye to Summer in Lake Geneva](#) | *Evansville Living*
- [13 Beats: From Popsicles to Pumpkins](#) | *The Colgate-Maroon News*
- [Things to do In Lake Geneva, Wisconsin](#) | *Roaming My Planet*
- [Cruising Geneva Lake: Exploring the Historic Homes of Lake Geneva](#) | *Go World Travel*
- [Cruising Geneva Lake: Exploring the Wisconsin lake's historic homes](#) | *The Daily Journal*

Marketing Metrics – SEPTEMBER 2023

Website – VisitLakeGeneva.com

- Visitor Sessions – 123,195 | +25.8% (YTD 1,240,222 | +15.5%)
- Pageviews – 368,990 | +59.6% (YTD 3,362,768 | +27.9%)
- Users – 98,247 (YTD 953,593)
- Online Guide Visits – 6,327 (YTD 57,385)
- Top Cities
 1. Chicago – 21,122 Unique Users
 2. (not set) – 8,531
 3. Milwaukee – 2,345
 4. Lake Geneva – 1,707
 5. Ashburn – 1,000
 6. Madison - 962
 7. Dallas - 959
 8. Hampton - 932
 9. Minneapolis - 747
 10. New York - 698

- Top Pages
 1. Events – 69,886 Pageviews
 2. Home – 23,197
 3. Things to Do – 20,060
 4. Explore | Guide Request – 11,441
 5. Things to Do | Fall Activities – 9,514
 6. Stay | Hotels & Resorts – 8,962
 7. Food & Drink – 7,944
 8. Things to Do | Shopping – 7,627
 9. Things to Do | Shore Path – 6,776
 10. Weddings – 4,335

Social Media

- Facebook – 66,166 Followers (+335) | 563,154 Post Reach
- Instagram – 12,351 Followers (+112) | 26,199 Post Reach
- Twitter – 3,504 Followers (+5) | 1,513 Impressions
- LinkedIn – 1,368 Followers (+15) | 32,804 Impressions
- TikTok* – 812 Followers (+59)

(*) Launched June 13

Email Subscribers

- Subscribers – 53,408 (+54)
- Open Rate –35.6%

Visitor Center Activity

- Walk-ins – 1,693 (YTD 12,832)
- Phone Calls – 241 (YTD 2,401)
- Emails – 850 (YTD 9,500)
- Visitors Guides Fulfilled –807 (YTD 9,300)

Hotel Activity – AUGUST 2023

- Occupancy – 70.9% (-1.7%) | YTD 53.6% (-0.6%)
- ADR - \$217.49 (-2.7%) | YTD \$201.86 (+5.6%)
- RevPar - \$154.14 (-4.4%) | YTD \$108.11 (+5.0%)

Meetings & Events RFP Activity – SEPTEMBER 2023

RFP#	Total Room Nights	Attendees	Meeting Type	Properties Sourced
1259	70	35	Association	Grand Geneva, Harbor Shores , Geneva National, 1878 On the Lake, Lake Lawn, The Abbey
1260	15	60	Fraternal	Grand Geneva, Harbor Shores , Geneva National, The Abbey, Lake Lawn, Bella Vista , The Cove
1261	60	30	Association	Grand Geneva, The Ridge/Gen National, The Abbey
1262	200	50	Corporate	Grand Geneva, The Ridge/Gen National, The Abbey, The Cove , Harbor Shores , Lake Lawn
1263	535	500	Govt	Grand Geneva, Lake Lawn, The Abbey, Geneva National/The Ridge
1264	49	15	Corporate	Abbey, Gen National &The Ridge, Grand Geneva, Geneva Inn
1265	180	90	Corporate	Abbey, Grand Geneva
1266	537	250	Corporate	Abbey, Grand Geneva
1267	448	110	Corporate	Abbey, Gen National & The Ridge, Grand Geneva
1268	44	22	Corporate	Grand Geneva
1269	285	150	Corporate	Abbey, Geneva National &The Ridge, Grand Geneva, Lake Lawn

- RFPs Distributed – 11 (YTD 117)
- Total RFP Room Nights – 4,573 (YTD 42,249)
- Total RFP Attendees – 2,423 (YTD 30,044)

TOURISM FUND

2024

12/31/2022	12/31/2022	%	12/31/2023	9/30/2023	%	2023	2024
BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	PROJECTED	DEPT REQUESTED

REVENUES

47-00-00-41210	ROOM TAX	1,100,000	1,293,880	118%	1,100,000	776,437	71%	1,300,000	1,400,000
47-00-00-48110	INTEREST INCOME	500	9,819	1964%	1,000	14,201	1420%	17,000	10,000
47-00-00-49100	APPL. PRIOR YR APPROPRIATIONS	-	-	-	-	-	-	-	-
47-00-00-49350	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-
		1,100,500	1,303,699	118%	1,101,000	790,639	72%	1,317,000	1,410,000

EXPENDITURES

47-00-00-57100	HOTEL/MOTEL ASSN-CHAM OF COMM	532,872	754,167	142%	540,000	112,500	21%	540,000	680,000
47-00-00-57210	EVENTS COORDINATOR	32,000	34,658	108%	32,650	23,994	73%	32,650	-
47-00-00-57212	PROMOTIONAL GRANT	32,000	34,658	108%	32,650	23,994	73%	32,650	70,000
47-70-00-57150	TOURISM MUNICIPAL DEVELOPMENT	100,000	433,584	434%	150,000	152,765	102%	175,000	150,000
47-70-00-57155	TRANSFER TO CAPITAL PROJECTS	100,000	11,518	12%	50,000	11,752	24%	15,000	271,425
47-70-00-59400	TRANSFER TO LAKEFRONT FUND	-	-	-	-	-	-	-	-
47-70-00-59500	TRANSFER TO DEBT SERVICE FUND	-	-	-	-	-	-	-	-
47-70-00-59600		211,712	202,912	96%	167,375	158,800	95%	158,800	238,575
		1,008,584	1,471,497	146%	972,675	483,805	50%	954,100	1,410,000
	FUND SURPLUS (DEFICIT)	91,916	(167,798)	-183%	128,325	306,834	239%	362,900	-

CITY OF LAKE GENEVA
BALANCE SHEET
SEPTEMBER 30, 2023

FUND 47 - TOURISM

<u>ASSETS</u>		
47-00-00-11111	FUND CASH	1,032,243.26
	TOTAL ASSETS	1,032,243.26
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
47-00-00-21100	ACCOUNTS PAYABLE	25,428.83
	TOTAL LIABILITIES	25,428.83
<u>FUND EQUITY</u>		
47-00-00-34800	RESTRICTED FUND BALANCE	525,302.27
	REVENUES OVER EXPENDITURES - YTD	481,512.16
	TOTAL FUND EQUITY	1,006,814.43
	TOTAL LIABILITIES & EQUITY	1,032,243.26

Lake Geneva Cemetery Board
Wednesday, October 18th, 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, September 20, 2023, meeting
5. Review/discussion/recommendation regarding updated ***draft*** of Oak Hill and Pioneer Cemetery Rules/Regulations 1) newly added definitions; 2) #11 updated to reflect responsibility of damage and repairs, notification family/owner of any damage to headstones including not responsible for vandalism, etc.
6. Review/discussion/recommendation on protocol regarding notification and documentation of family/owner of damaged headstone
7. Review/discussion/recommendation on any possible budget items that need to be submitted for the 2024 City budget. Mary Sibbing conferred with Tom Earle, DPW, for the budget. These are the items listed for the 2024 and future budgets: Dues and conferences\$2950.00; Insulate/heat maintenance shed. (it is only wood heat now and impossible to tend to 24/7, also staff brings machines into Office/Chapel for heat in winter which is not good) (#1 priority); Paving grass roads at Oak Hill; Sexton shed repair; Grave spoil dump maintenance. (haul away excess dirt and regrade); Chapel/Office rehab; Drainage issues; Pioneer fence painting; Repair, upkeep on sheds; Continue stone repair, Oak Hill; New Columbarium; These will be spread out over several years, not all at once. (See draft attached)
8. Review/discussion/recommendation on the WAC 3rd quarter newsletter
9. Review/discussion/recommendation on Comptrollers report every 2 months
10. Review/discussion/recommendation regarding update on Niche pricing from Tom Earle, DPW. Tom was advised by Ketterhagen Memorials that our prices for the Niche inscriptions are incorrect. As a result, Tom requested Nan to revise the Price List for the Columbarium for these charges to Market Rate as they fluctuate several times per year. (See handouts)
11. Review/discussion/recommendation on Tom Earle's DPW monthly report
12. Mary Sibbing handouts for review of vendor catalogs gathered from 2023 WAC Conference on various cemetery portfolios, columbarium's; glass niches, memorial parks, etc. for ideas regarding *future possibilities* of the newly acquired Oak Hill property. Catalogs to be shared with DPW and future Park Manager
13. Future agenda items:

Invite future Park Manager to Cemetery Board meeting.
Ideas for future planning of newly acquired land at Oak Hill Cemetery.
Review future costs of grave sites and fees.
Review comptroller financial reports every 2 months.
State Statute 157.115 (2) **Abandonment of Cemetery Lots** regarding lots not interred for over 50 years: possibility to sell these lots. Set this aside for discussion with the newly budgeted Park Manager position for review and recommendation.
Cemetery design and header on the Cemetery Website.
Determine who will attend the 2024 annual conference of the Wi Alliance of Cemeteries
Updated/revised Cemetery Rules/Regulations for recommendation to FLR/City Council as an Ordinance for code enforcement once completed.

14. Set next meeting date/time

15. Adjournment

CEMETERY BOARD MINUTES

Wednesday, September 20, 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, Alderwoman Fesenmaier, Patrick Quinn

Comments from the public. None

Motion made by Ruth Monico and seconded by Alderwoman Fesenmaier to approve Cemetery Board meeting minutes from Wednesday, August 9, 2023, Motion passed 5-0.

Discussion to review State Statute 157.115(2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years. This possibly to be set aside for the budgeted Park Manager position. Motion by Mary Sibbing and seconded by Patrick Quinn, to continue to the next meeting .Remain on future meeting. Motion carried 5-0

Recommendation to continue input on the tasks to review updates on the recent revisions of the Cemetery Rules/Regulations. Include Pioneer Cemetery in ordinance. Future report from Mary Sibbing. Tom Earle has updated Rules/Regulations to include and review with Cemetery Board Members. Discussion concerning damages and what would be repaired and at what cost.

Recommendation to continue how the city should notify families of any damage to headstones.

Reviewed Mary Sibbing's attendance at the 2023 Wisconsin Alliance of Cemeteries Conference. Mary presented receipts for a total of \$794.37. Patrick Quinn and Terry Krohn made a motion to reimburse the funds. Motion passed 5-0.

Recommendation to budget items that need to be submitted for the 2024 City Budget. Motion made by Alderwoman Fesenmaier and seconded by Patrick Quinn to recommend a budget of \$2,250 for the 2024 WAC Conference to be held in Lake Geneva next year for up to 5 people. Motion passed 5-0.

Review adding additional members to the Cemetery board. To be continued.

Review Tom Earle's Cemetery update/Oak Hill Cemetery Interments.

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.

Discussed purchase of property adjacent to Oak Hill Cemetery for \$91,271.63. Mary Sibbing will discuss some ideas from other cemetery brochures to review for the additional land. Follow up next meeting.

Future Agenda items:

Review future costs of grave sites and fees.

Review Comptroller financial reports every 2 months.

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

Cemetery design and header on the Cemetery Website.

Determine who will attend the annual conference of the WI Alliance of Cemeteries.

Next meeting: October 18, 2023, 4:30 pm

Meeting Room A, Lake Geneva City Hall.

Motion made to adjourn at 4:39 pm by Patrick Quinn and seconded by Ruth Monico.

Motion passed 5-0.

Respectfully submitted,

Ruth Monico,

Secretary

ADD CEMETERY DESIGN HERE

Rules and Regulations Oak Hill Cemetery - Pioneer Cemetery

Definitions:

- 1) "Cemetery lot" means a grave or 2 or more contiguous graves. Ownership of a cemetery lot includes the right to bury human remains in that cemetery lot as described in the rules and regulations.
- 2) "Burial" means entombment, inurnment, or interment.
- 3) "Mausoleum" means a building, structure or part of a building or structure that is used or intended to be used for the burial of human remains by placing a casket in a crypt located in the Mausoleum.
- 4) "Columbarium" means a structure of vaults lined with recesses for cremated cremains/urns.

All lot owners, grave site owners, columbarium owners, mausoleum owners, and visitors are subject to the following, as well as any City Ordinances not printed in this document.

1. All lots/graves/columbarium niches shall be sold subject to the rules and conditions provided, or which may be hereinafter passed by the Cemetery Board.
2. The purchase of cemetery lots/graves/columbarium niches shall go through the Treasurer's Office at Lake Geneva City Hall. A deed will be provided and documented with the cemetery sexton. A copy of this ordinance will be given to the deeded owner at the time of purchase.
3. Transfer of lots/grave sites/columbarium niches to another party must be reported to the office of the Sexton for recording before any party not listed on the deed shall be allowed the use of such lot and/or grave site. Transfer must come from the legal owner of the deed. No person will be recognized as a rightful owner or part owner of a lot/grave site unless his/her name appears upon the books of the Sexton. The City shall not be responsible for any mistake caused by the lack of proper paperwork and/or instructions for the particular space regarding a burial. Deeds and deed transfers are the responsibility of the owner. Deed transfers must be recorded with the Sexton office.
4. No burials of any kind except legal interment of human remains shall be permitted.
5. The speed limit in the cemetery shall not exceed 10mph.
6. No domestic animals are allowed on cemetery grounds.
7. Leaving trash on the grounds except in a trash receptacle is forbidden.
8. The harvest of wild or planted flowers, damage to any tree or plant, defacing any structure, hunting or actions considered to be injurious to the cemetery in any way are strictly forbidden.
9. No recreational vehicles allowed. (4 wheelers, go-carts, mini-bikes, snowmobiles, etc.)
10. Children under 12 years of age are not permitted without adult supervision.
11. As the City is the caretaker of the gravesite, it is responsible, therefore, for any negligent damage the city employees may cause to headstones/foundations in the process of caretaking and within reason, will repair any such damage. The Sexton will use its best efforts to notify the owner/family if accessible, of any such damage, prior to repairs. Notification or attempted

notification of owner/family will be documented for proof of such and to include plan for repair. The City is not responsible for loss or damage by vandalism or other acts beyond its reasonable control. The City is not responsible for anything placed on a lot or grave including decorations, trinkets, décor of any kind. Such items are the sole responsibility of the person/family that placed items on lot.

12. Any additions and/or improvements to a lot/grave must be approved by the Sexton.
13. Only cemetery employees under the direction of the Sexton shall disturb any sod or soil. No grass, tree, shrub, etc. shall be disturbed except by cemetery employees under the direction of the Sexton.
14. General maintenance of the cemetery grounds will be performed by the City. Headstones, headstone foundations, and memorial maintenance are the responsibility of the lot/grave owner.
15. No additions to include decorations, plants, etc. shall impede on a neighboring lot/grave site. Items encroaching on other grave sites shall be removed and disposed of by the city without notice.
16. Any items placed/planted on or near a grave site that appear unsightly or not maintained shall be removed at the sole discretion of the city.
17. Spring, summer or fall decorations may be placed after 01 March and shall be removed by 01 Oct. Any items left after that date will be disposed of by the city.
18. Appropriate winter decorations may be placed on graves from 01 Nov until 01 March. Any decorations left after 01 March shall be disposed of by the city. Winter decorations shall not exceed 5' wide by 5' tall.
19. Inappropriate items that may be construed as offensive or injurious shall not be allowed and will be removed without notice at the sole discretion of the Sexton.
20. Burial options per grave site: The City shall allow one full and one cremation per grave site; two cremations per grave site; one full infant child on one full adult burial per grave site; one full infant child and one cremation per grave site; or one full infant child shall be allowed on one full burial or with one cremation dependent on available space, as sometimes vaults are only a foot or two below grade. If that is the case, a full infant will not fit with a full adult burial.
21. Notification to open a grave site must be received within 2 full working days prior to the need. In case of frost, 4 days is recommended.
22. One headstone shall be permitted per grave site. Family memorial markers shall be approved before purchase and allowed at the sole discretion of the Cemetery Board.
23. Headstones and/or memorials shall be harmonious in shape, design, and material with other headstones in the immediate area.
24. No markers, stones and or memorials of any kind shall be permitted until the grave lot/site is paid in full.
25. Traditional/full burials require a concrete vault. Any request of not using a vault is at the sole discretion of the City.

Madison Update from Hoven Consulting for WAC

September/October 2023

Senate Committee Approves Glen Porter's Re-Nomination to the State Cemetery Board

On September 19, the Senate Committee on Licensing, Constitution and Federalism held a confirmation hearing for [WAC Board Member] Edward Glen Porter's re-nomination to the state Cemetery Board. On September 28, they subsequently held an executive session and voted unanimously (5-0) to recommend approval of his nomination to the full Senate. The next step in the nomination process is for the Senate to formally vote to confirm his re-nomination, which is the final step in this process. Based on the Legislature's schedule of possible Senate session dates for the remainder of 2023, that full Senate vote could occur either in mid-October or early to mid-November.

Bills of Interest to WAC:

Legislation Creating a Cremation Permit Application Form

Early this Fall, legislators introduced legislation (Senate Bill 440/Assembly Bill 443) that would require the state Department of Health Services (DHS) to create a standard cremation permit application form. Under current law, cremation of a corpse may not occur unless a coroner or medical examiner (CME) issues a cremation permit. However, existing state law does not address the use of a specific permit application form or a specific permit document. Under this bill, if a county CME mandates the use of an application form to request a cremation permit, the applicant will be required to use the DHS-created form. In addition, this application form may be used as the permit itself, if allowed by the CME in a particular county.

Finally, under this legislation, a CME must provide a cremation permit to an applicant within 24 hours of viewing a corpse or the submission of a medical certification of death, whichever occurs later. This provision does not apply if a CME has decided that the corpse requires additional examination or a judicial inquiry into the death is necessary.

Fiscal Year 2023-2025 State Budget Highlights

Department of Safety and Professional Services (DSPS)

- *Erosion Remediation Assistance for the De Pere Greenwood Cemetery:* DSPS will provide \$1 million in Fiscal Year 2023-2024 to the cemetery to address erosion that affects burials, provided the state Cemetery Board approves.

Department of Health Services

Wisconsin Funeral and Cemetery Aids Program

- FY2023-24: \$8,079,900
- FY2024-25: \$8,323,900

Account Number	Account Title	2023-23 Period Actual	2023-23 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY FUND						
CEMETERY FUND						
CEMETERY FUND						
48-00-00-41110	PROPERTY TAX LEVY	.00	168,000.00	168,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	.00	3,235.00	3,500.00	265.00	92.43
48-00-00-46540	SALE OF GRAVES/NICHES	.00	17,500.00	23,000.00	5,500.00	76.09
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	100.00	450.00	700.00	250.00	64.29
48-00-00-46560	BURIAL INTERNMENTS	1,425.00	19,650.00	26,000.00	6,350.00	75.58
48-00-00-48110	INVESTMENT INCOME	.00	8,175.78	1,600.00	6,575.78-	510.99
48-00-00-49100	APPL OF PRIOR YEARS APPROP	.00	.00	41,000.00	41,000.00	.00
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	131.87	4,637.92	13,000.00	8,362.08	35.68
Total CEMETERY FUND:		1,656.87	221,648.70	276,800.00	55,151.30	80.08
CEMETERY FUND						
48-00-00-51200	CEM WAGES	9,194.83	94,637.27	119,361.00	24,723.73	79.29
48-00-00-51250	CEM OVERTIME	173.66	1,025.18	3,725.00	2,699.82	27.52
48-00-00-51260	CEM SEASONAL LABOR	1,802.90	10,420.12	18,000.00	7,579.88	57.89
48-00-00-51270	CEM ADMIN ASSISTANT	2,005.65	19,403.53	25,930.00	6,526.47	74.83
48-00-00-51340	CEM LIFE INSURANCE EXP	41.83	316.50	350.00	33.50	90.43
48-00-00-51345	CEM HEALTH INSURANCE	3,519.90	25,111.36	12,187.00	12,924.36-	206.05
48-00-00-51350	CEM DENTAL INSURANCE	181.46	1,234.06	420.00	814.06-	293.82
48-00-00-51355	CEM VISION INSURANCE	10.10	72.34	35.00	37.34-	206.69
48-00-00-51360	CEM RETIREMENT EXPENSE	773.44	7,906.14	9,945.00	2,038.86	79.50
48-00-00-51370	CEM DISABILITY EXP	35.31	317.79	430.00	112.21	73.90
48-00-00-51380	CEM UNIFORM ALLOWANCE	.00	1,200.00	1,200.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	992.63	9,500.64	12,650.00	3,149.36	75.10
48-00-00-52210	CEM TELEPHONE EXP	90.65	835.33	1,350.00	514.67	61.88
48-00-00-52220	CEM ELECTRICITY EXP	113.06	1,514.14	2,000.00	485.86	75.71
48-00-00-52240	CEM GAS HEAT EXP	14.79	829.93	1,200.00	370.07	69.16
48-00-00-52260	CEM WATER/SEWER EXP	270.00	2,980.50	3,500.00	519.50	85.16
48-00-00-52400	CEM BUILDING REPAIRS	.00	.00	3,000.00	3,000.00	.00
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	.00	63.26	3,300.00	3,236.74	1.92
48-00-00-53100	CEM OFFICE SUPPLIES	.00	.00	117.00	117.00	.00
48-00-00-53120	CEM POSTAGE EXP	9.40	10.00	.00	10.00-	.00
48-00-00-53130	CEM WORKERS COMP INS	1,476.78	4,430.34	4,000.00	430.34-	110.76
48-00-00-53140	CEM LIABILITY/PROPERTY INS	581.89	1,745.67	2,350.00	604.33	74.28
48-00-00-53200	CEM MEMBERSHIP DUES	.00	168.00	200.00	32.00	84.00
48-00-00-53320	CEM CONFERENCE	794.37	794.37	1,000.00	205.63	79.44
48-00-00-53400	CEM OPERATING SUPPLIES	852.44	1,345.81	1,900.00	554.19	70.83
48-00-00-53410	CEM FUEL EXPENSE	558.22	5,503.33	6,000.00	496.67	91.72
48-00-00-53500	CEM BLDG MAINT SUPPLIES	.00	28.47	500.00	471.53	5.69
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	23.08	506.23	3,000.00	2,493.77	16.87
48-00-00-53600	CEM MAINT SERVICE EXP	.00	438.00	1,800.00	1,362.00	24.33
48-00-00-53620	CEM GROUNDS/LANDSCAPING	1,399.98	2,709.48	5,000.00	2,290.52	54.19
48-00-00-53990	CEM MISC EXP	45.99	267.98	350.00	82.02	76.57
48-00-00-54200	CEM GRAVES/FOUNDATIONS	.00	10,912.30	15,000.00	4,087.70	72.75
48-00-00-54300	CEM COLUMBARIUM EXPENSES	.00	2,100.00	2,000.00	100.00-	105.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	.00	3,750.00	15,000.00	11,250.00	25.00
Total CEMETERY FUND:		24,962.36	212,078.07	276,800.00	64,721.93	76.62
Total CEMETERY FUND:		26,619.23	433,726.77	553,600.00	119,873.23	78.35
CEMETERY FUND Revenue Total:		1,656.87	221,648.70	276,800.00	55,151.30	80.08

Account Number	Account Title	2023-23 Period Actual	2023-23 Current year Actual	Current year Budget	Variance Current year	% of Budget
	CEMETERY FUND Expenditure Total:	24,962.36	212,078.07	276,800.00	64,721.93	76.62
	Net Total CEMETERY FUND:	23,305.49-	9,570.63	.00	9,570.63-	.00
	Net Grand Totals:	23,305.49-	9,570.63	.00	9,570.63-	.00

CITY OF LAKE GENEVA
BALANCE SHEET
SEPTEMBER 30, 2023

FUND 48 - CEMETERY FUND

ASSETS

48-00-00-1111	FUND CASH	256,614.39	
48-00-00-12100	TAXES RECEIVABLE	168,000.00	
	TOTAL ASSETS		424,614.39

LIABILITIES AND EQUITY

LIABILITIES

48-00-00-21100	ACCOUNTS PAYABLE	2,415.96	
48-00-00-21700	ACCRUED WAGES PAYABLE	6,741.58	
48-00-00-26100	DEFERRED TAX REVENUE	168,000.00	
	TOTAL LIABILITIES		177,157.54

FUND EQUITY

48-00-00-34800	ASSIGNED FUND BALANCE	236,796.63	
	REVENUES OVER EXPENDITURES - YTD	8,601.55	
	TOTAL FUND EQUITY		245,398.18
	TOTAL LIABILITIES & EQUITY		422,555.72

CITY OF LAKE GENEVA
BALANCE SHEET
SEPTEMBER 30, 2023

FUND 49 - CEMETERY PERPETUAL CARE

<u>ASSETS</u>			
49-00-00-10600	INVESTMENTS-EDWARD JONES	693,934.15	
49-00-00-11111	FUND CASH	14,931.95	
49-00-00-12700	LAND	91,271.63	
	TOTAL ASSETS		800,137.73
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
49-00-00-24200	DUE TO INVESTMENT ACCT	3,375.00	
	TOTAL LIABILITIES		3,375.00
<u>FUND EQUITY</u>			
49-00-00-34800	RESTRICTED FUND BALANCE	745,982.25	
	REVENUES OVER EXPENDITURES - YTD	50,780.48	
	TOTAL FUND EQUITY		796,762.73
	TOTAL LIABILITIES & EQUITY		800,137.73

Account Number	Account Title	2023-23 Period Actual	2023-23 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
49-00-00-46100	PERPETUAL CARE CONTRIBUTIONS	.00	18,025.00-	8,000.00-	10,025.00	225.31
49-00-00-48110	INVESTMENT INCOME	2,253.48-	22,576.68-	14,000.00-	8,576.68	161.26
49-00-00-48140	PORTFOLIO GAINS/LOSSES	.00	21,847.30-	10,000.00-	11,847.30	218.47
Total CEMETERY PERPETUAL CARE:		2,253.48-	62,448.98-	32,000.00-	30,448.98	195.15
CEMETERY PERPETUAL CARE						
49-00-00-59400	TRANSFER TO CEMETERY FUND	.00	11,668.50	13,000.00	1,331.50	89.76
Total CEMETERY PERPETUAL CARE:		.00	11,668.50	13,000.00	1,331.50	89.76
Total CEMETERY PERPETUAL CARE:		2,253.48-	50,780.48-	19,000.00-	31,780.48	267.27
CEMETERY PERPETUAL CARE Revenue Total:		2,253.48-	62,448.98-	32,000.00-	30,448.98	195.15
CEMETERY PERPETUAL CARE Expenditure Total:		.00	11,668.50	13,000.00	1,331.50	89.76
Total CEMETERY PERPETUAL CARE:		2,253.48-	50,780.48-	19,000.00-	31,780.48	267.27
Grand Totals:		2,253.48-	50,780.48-	19,000.00-	31,780.48	267.27



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: October 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

PONTEM NOTES:

The Notes View is a great place to record any issues at the grave site (See example of software location).

CONFERENCE BUDGET 2024:

\$2950 in the fund for dues and conferences



LAKE GENEVA
ECONOMIC DEVELOPMENT CORPORATION
"OUR LAKE MEANS BUSINESS"

DATE: October 16, 2023
TO: Board of Directors
FROM: Michael Ploch, President
RE: Notice of October 2023, Board Meeting

The October 2023 meeting of the Board of Directors will be held on **Thursday October 19th at the HARBOR SHORES HOTEL, at 7:30 AM.**

Agenda:

1. Approve minutes of July 2023 meeting.
2. Financial reports:
 - A. Romenesko Audit report.
 - B. Review & approve bills for payment
 - C. Treasurer's report
3. Lake Geneva Business Park Updates
 - A. Pool Blu purchase
 - B. LG Tennis expansion
 - C. Lot 1 Architect drawings
 - D. Owner survey & property tax report
4. Congrats in LG Regional News
5. Long term projects: discussion
6. Updates: Visit / City / Schools / Other business

Future Meeting Schedule

No November meeting

December 21st, 2023 – 4:30 PM Harbor Shores

**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.**

October 19, 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 August 24, 2023

2. Monthly Review Items:

- a. Action on August- September 2023 Income Statement
- b. Action on August- September 2023 Balance Sheet
- c. Bookkeeper's August- September 2023 Disbursement Report
- d. Bookkeeper's August- September 2023 Donation Report
- e. Action on Staff Report:
 - 1. Director Report- August – October 2023
 - 2. Intern Report- August – October 2023

Possible action on the following business.

1. Budget

- a) 2024 Funding Request Increase
- b) Discussion and Recommendations for 2024 Proposed Budget
- c) Request to increase staff purchasing powers from \$200 to \$500

2. Funding and Strategic Plan

- a) Review and discussion of the Strategic Plan draft
- b) Boat Gas Tax
- c) Forming a 501 © 3 Entity
- d) Legacy Gift Giving

3. Water Quality/AIS

- a) Water Alliance
- b) Mobile CD3 Unit
- c) Local AIS Ordinances Chapter 30- Update
- d) Approve USGS Funding Agreement

4. Grants

- a) AIS Prevention 4 CD3 Units- Update
- b) 2023 Clean Boats Clean Waters- Update
- c) Clean Boats Clean Waters Cost Share
- d) Review of DNR Surface Water Planning Grant
 - 1) Pre-Application
 - 2) Letters of Support
 - 3) Partnership with Fontana School District

- e) Environmental Education Foundation Grant

5. Projects/Equipment

- a) SEWRPC Aquatic Plant PI Survey

6. Marketing/Fundraising/Events/Conferences/ Membership

- a) Website
- b) Social Media
- c) Newsletter/ Holiday Letter
- d) Great Lakes Beach Association Conference

7. Office

- a) Lease/ Office Space

8. Human Resources

- a) Staffing
- b) Discussion on adopting a policy for Open Records Request

9. 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

10. New/ Other business items

11. Next Meeting Date

- a) November

Adjournment

Posted: October 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, October 4, 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. New Business
 - a. Budget Amendment for 2023 in Beautification
 - b. Addition of Riveria for flowers/watering
 - c. Discussion of board vacancies and proposed process of recommendations for 2024
8. Executive Director's Report
 - a. Small Business Meet Up recap
 - b. November Wine Walk update
 - c. Veterans Banners update
 - d. Oktoberfest planning
9. Comments from the Board of Directors
10. Adjourn

Geneva Lake Law Enforcement Agency

Board of Directors Meeting
Wednesday, August 2, 2023 - 5:30 p.m.

GLLEA Office
478 Lake Street
Fontana, WI 53125

THE GENEVA LAKE LAW ENFORCEMENT AGENCY IS HOLDING THIS MEETING IN PERSON.

The public can provide comments on agenda items by emailing your comments to the GLLEA Secretary/Treasurer Stephanie Smith at treasurer@genevalakepolice.com. All written comments must be submitted by 8:00 A.M. on the date of the meeting. All comments will be read aloud during agenda item #3 when public comments are allowed.

Agenda

1. Call to order.
2. Roll call.
3. Comments from public. (*Limited to 2 minutes*)
4. Approve minutes of previous meeting held July 12, 2023
5. Approval of bills and acceptance of Treasurer's report
6. Discussion on 2024 GLLEA Budget
7. Commander's Report
8. Motion to adjourn.

Agenda approved by: Commander Cole

Date Approved: 07/29/2023