



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, DECEMBER 4, 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:

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AGENDA

1. Call to order-Council President Fesenmaier
2. Pledge of Allegiance – Alderperson Dunn
3. Roll Call
4. Approval of the Committee of the Whole Minutes from November 6, 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. Hillmoor Ad Hoc Committee Report-Mayor Klein
7. Presentation regarding Winter Public Works Program; Tom Earle, Director of Public Works
8. Presentation from Lake Geneva Public Library; Emily Kornak, Executive Director
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 meeting or materials posted on the City website.

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

h. Geneva Lake Law Enforcement Agency-Mayor Klein

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

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

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

Roll Call
Present: Fesenmaier, Yager, Howell, Esposito, Frame, Straube,Dunn, Yunker
Absent: none

Approval of the Committee of the Whole Minutes from September 5, 2023 and October 2, 2023 as prepared and distributed

Motion by Yager to approve, second by Yunker.
Alderperson Esposito requested that under the Hillmoor Ad Hoc Committee report from September 5, 2023, the word "weekly" be changed to "bi-weekly" as the Committee meets every other week. She also clarified that upcoming meeting dates may vary due to the Holidays, and that anyone interested in attending should double-check the meeting dates on the calendar.
Motion carried 8-0.

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.

Sherri Ames, 603 Center St; thanked all the Committee members for being in attendance, spoke in support of Short-Term Rental software, and spoke on property assessments.

Neil Kolb, 700 Joshua Ln; spoke in support of the YMCA relocating to Hillmoor.

Jim Gaugert, N3121 Center St; spoke in support of the YMCA relocating to Hillmoor, and shared a graph showing ideas for consideration from a Hillmoor Ad Hoc Committee meeting.

John Swanson, 1150 Park Dr #701; spoke in support of the YMCA relocating to Hillmoor.

Cathy Stoodely, 919 Carey St; spoke in support of the YMCA relocating to Hillmoor. She highlighted the partnerships, programs, and services the YMCA offers. She asked the Council to partner with the YMCA.

David McConnell, 21 Lakeview Dr; spoke in support of the YMCA relocating to Hillmoor, highlighted programs offered by the YMCA, and spoke about the results of the YMCA survey.

Update regarding Dragon Days™ Festival of Fantasy; Paul Stormberg, Gyga Memorial Fund
Paul Stormberg from the Gyga Memorial Fund introduced Harold Johnson, chair of Dragon Days.
Mr. Johnson gave a report on the Dragon Days 2023 event and other initiatives planned by the Gyga Memorial Fund. Mr. Johnson explained the economic impact of this year's event and touched on predictions for next year.

Questions and general discussion between Mr. Johnson and the Committee followed.

Presentation regarding the 2023 Assessment Process; Dean Peters, Associated Appraisal Consultants
Dean Peters from Associated Appraisals, vice president of operations, gave an explanation of assessments and the tax levy in the state of Wisconsin, and gave a detailed report on the process followed for the City's full revaluation.

Questions followed between Mr. Peters and the Committee regarding land value assessments, commercial vs residential appraisals in regard to Short-Term Rentals, and the Open Book/Board of Review Process.

Hillmoor Ad Hoc Committee Report-Mayor Klein

Alderperson Fesenmaier reported that the next meeting is Thursday at 4:00pm.

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

Finance, License, and Regulation Committee-Chair Howell

Alderperson Howell gave a report on upcoming topics including Short Term Rental software and the purchase of a street sweeper.

Personnel Committee-Chair Dunn

No meeting, no report was given.

The Committee requested that a meeting be scheduled for December.

Public Works Committee-Chair Straube

Alderperson Straube gave an update on recent Committee topics including a curb raising project by the Walmart and Taco Bell parking lots.

Questions and discussion followed regarding a traffic study for a stoplight on HWY 50.

Piers, Harbor, and Lakefront Committee-Chair Yunker

Alderperson Yunker reported on pending equipment purchases, a boat slip replacement RFP, and that the City now carries liability insurance for the dam.

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

Alderpersons Frame and Howell were absent at last meeting, no report given.

Tree Board-Esposito

Alderperson Esposito reported on activity regarding the emerald ash boar and spongy moth problems, including a current physical eradication program and budgeting for soil injections in the spring. The Tree Board will be entering a tree in the parade of trees, and is looking into a project with local students to develop protectors for the trees on Main Street.

The City arborist considers requests for specific tree plantings.

Police and Fire Commission-Yunker

Alderperson Yunker reported that the neighborhood watch program is now operational.

Plan Commission-Yunker

Alderperson Yunker announced that the public hearings for the Alliant Energy and Lake Shore Drive Comprehensive Plan changes will be on November 16th.

The Short-Term Rental Ordinance will also be on the November agenda.

Board of Park Commissioners-Frame

No report given.

Library Board-Fesenmaier

Alderson Fesenmaier reported that the Library is continuing to work on its Strategic Planning for the next five years, and will be presenting at a future Committee of the Whole meeting.

Historic Preservation Commission-Dunn

Alderson Dunn reported on the replacement of historic markers around town, and the changes to the historic preservation ordinance.

Questions followed regarding the archaeological grant application and the letter of intent. Alderson Esposito gave background information on the financial details regarding the grant.

Avian Committee-Yager

Alderson Yager announced that the City received the 2023 High Flyer award, which is posted upstairs in conference room 2A. She explained this is a step above being a Bird City as it includes an educational component. The Committee is working on the 2024 application, has gathered information on gull deterrence, and will participate in the parade of trees at the museum. Alderson Yager announced that the butterfly garden at the library has broken ground.

Tourism Commission-Fesenmaier and Howell

Alderson Fesenmaier spoke about grant money given by the Commission and about future contract negotiations with VISIT Lake Geneva.

Cemetery Board-Fesenmaier

Alderson Fesenmaier spoke about the Pontem gravesite search software, revision of rules and regulation, and the purchase of properties for further cemetery development. Chair Sibbing attended the State conference for cemeteries.

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

Alderson Yager spoke about the recent Impact Awards, the addition of 12 new partners to the Chamber, the ribbon cutting ceremony for Salt & Kai at the Markets of Lake Geneva, and highlighted the increase in marketing analytics. The Electric Christmas Parade is December 2nd, and the Bundle Up promotional drive goes through December 31st.

*Geneva Lake Museum-Dunn

Alderson Dunn gave an update on topics including the Dragon Days festival attendance, the Wizard of Lake Geneva exhibit is now 80% complete, highlighted the Parade of Trees, and announced the elevator installation project which is possible thanks to multiple grants.

Lake Geneva Economic Development Corporation-Howell and Yager

Alderson Yager reported that there is 1 lot left at the business park, and that the Corporation recently had a wonderful spread in the Lake Geneva Regional News highlighting the properties in the business park.

Geneva Lake Environmental Agency-Dunn

Alderson Dunn spoke on topics including invasive species, the need for a new home and boat, incorporating the agency into a taxing authority, and further financial needs.

*Geneva Lakes Family YMCA-Straube

Alderson Straube reported that there was no meeting in October, and the next meeting is this Thursday. She thanked everyone who spoke in support of the YMCA relocating to Hillmoor.

General discussion followed regarding the YMCA's letter of intent to purchase land at Hillmoor.

*Geneva Lake Use-Esposito

No meeting, no report.

Business Improvement District-Straube

Alderperson Straube reported that the board voted to increase the board size by 2 members, and announced holiday events including the tree lighting on November 24th during Black Friday and Shop Small weekend.

Geneva Lake Law Enforcement Agency-Mayor Klein

No report given.

Adjournment

Motion to adjourn by Yager, second by Esposito

No discussion.

Motion carried 8-0. The Committee adjourned at 7:25pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns

Deputy Clerk



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CITY OF LAKE GENEVA HILLMOOR AD HOC COMMITTEE

THURSDAY, NOVEMBER 9, 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, Norine Smyth, and Peggy Schneider

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the September 28, 2023 and October 26, 2023 Hillmoor Ad Hoc Committee minutes as prepared and distributed
4. Report from Geneva Lake Conservancy on their initial work day. Future dates will include 11/18/2023, 12/2/2023, 12/16/2023, 12/30/2023, 1/13/2024, 1/27/2024, 2/10/2024, 2/24/2024
5. Report from Friends of Hillmoor – Future work days 11/16/2023 and 11/19/2023
6. Review of the draft letter to Council regarding the YMCA proposal
7. Conversation with City Attorney Draper/ questions from the committee
8. Input on December meeting dates.
9. Next Meeting Date & Time: November 30, 2023 at 4:00 p.m.
10. 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

Call to Order: 4:00pm

Roll Call, Present: Mayor Klein, Dave Quickel, Skip Atwell, Cherie Borowiec, Michael Krajovic, Fred Gahl, Celine Lillie, Karen Yancey, Paula Porubcan, Lawrie Weed, Norine Smyth (Betty Volquardsen), Peggy Schneider.

Roll Call, Excused: Deborah Beagle, Henry Sibbing, Adam St. Marie.

Motion to Approve Minutes from cancelled Oct 12th meeting by Cherie; Second by Mayor Klein; Approved.

Report from the Friends of Hillmoor regarding their mission, workday plans, fundraising, etc. (Betty Volquardsen)

Mission: same as stated in 2017 – to protect and enhance the land and water resources at Hillmoor.

Goal: bring local community into the conversation. This is being done with meetings, get-togethers, events, and now workdays on site.

Lake Geneva resident demographics – 18-20% are 18 and under; 60% 19-65; 20-22% 65 and over. We need more input from this 60% group including families and young adults.

Oct. 9th, City Council approved work planned by Friends of Hillmoor. This work includes:

1. Ecological Restoration along Hwy 50
2. Tree Trimming and brush/limb debris removal.

Both #s 1 and 2 will be done by private company with funds raised by Friends of Hillmoor.

Difference between Ecological Restoration and things like Buckthorn Removal. Ecological restoration is a much broader, more comprehensive activity that includes health of land, soils, animals, birds, insects, water, fish, etc. the entire ecosystem. Things like buckthorn or other invasive species removal is an example of one part of these comprehensive/larger restoration efforts.

3. Volunteer Clean Up Workdays. Oct. 19th and 22nd. Two hours each day. 6 people first day, 12 people second day. First day – cleaned up trash (car tires, lumber, glass, plastic, wheel burrow, etc.; cleared cart paths; noted that City had previously mowed over buckthorn in many areas along cart paths (but unfortunately did not treat with herbicide immediately following – this encourages buckthorn to return and return more vigorously). Second day – cleared cart paths, front parking lot area, hauled out trash and brush debris using personal vehicles.

Manicured vs. Natural Landscapes (the former not productive to ecological health, the latter important to ecological health).

Many funding sources available for ecological restoration work, including programs for rain gardens, roadside and boulevard natural plantings, “green infrastructure”.

Argument that pesticides/herbicides used on golf courses are same used on residential lawns, so therefore not “harmful”: This argument is incorrect. The poisons currently used on

residential lawns are killing pollinating insects, which negatively effects ecosystems down-the-line... crops, birds, fruits, water quality and runoff, etc.

Current Disc Golf Course use: leave as is, a natural place for people to enjoy, community use of young adult demographic, 30-40 disc golfers out on Tuesday league nights.

Next Hillmoor Workdays: Nov. 16 and Nov 19. Passed out completed Project Evaluation Form that Friends of Hillmoor have completed as part of request from City to approve their activities.

Paula: asked Mayor Klein, given completed and future work on Hillmoor by the Friends, (and also upcoming by Geneva Lakes Conservancy) can we ask Police Dept to update their assessment of risks on the property, as it pertains to allowing public access to the property?

Mayor: Yes, I will look in to that. Another issue is that there is an ordinance/requirement that a perimeter (of a certain width?) needs to be mowed around the property.

Laurie: Can we get a dumpster out there for volunteer work crews to use?

Mayor: Pubic works offered to come and pick up things for Friends, Geneva Lakes Conservancy will be taking advantage of this offer.

Michael: is most of the garbage gone by now? Do you need a dumpster for this?

Betty: Yes, most of the garbage is gone and no dumpster is needed.

Mayor: Friends also contracted with tree trimming company, so they will be removing brush.

Karen: Geneva Lakes Conservancy and Friends of Hillmoor are working together to combine their 2 plans for restoration work at Hillmoor, so that they compliment one another. Friends will concentrate on the "front half" of the property, Conservancy on the "back half. There will be overlap and shared mission/goals/plans.

Betty: Yes, this is correct. And the Habitat Restoration subcommittee is working on this.

Letter of Intent from YMCA to Purchase 38 Acres of Hillmoor Property

Mayor: The City has received a letter of intent/proposal from the YMCA, to purchase 38 acres of Hillmoor property to build a new facility.

Karen: what happen to the plan to purchase and use property at Veterans Park?

Mayor: Don't know, not part of this letter. Also, the letter does not say how much they want to pay for the 38 acres.

Fred: No, we do not want to sell. No group should bypass the Ad Hoc Committee. We haven't decided anything one way or the other, too early in the process. We just got the property and we don't want to turn around and sell it.

Betty, Karen, Cherie, Paula: Agree

Karen: Can we make a recommendation to the City to reject?

Betty: Agree

Celine: We need to remind City, and ourselves, of the purpose of this Ad Hoc Committee. To make recommendations on the uses of the property.

Karen: Agree, we are here to develop a plan.

Cherie: Not picking on the YMCA, Hillmoor should not be for sale to anyone.

Laurie: I recommend that we have Celine draft a letter from the Ad Hoc Committee reminding them of the role of the Ad Hoc Committee and recommending no sale to the YMCA.

Celine: I will do this.

Michael: I haven't made up my mind one way or the other any single project because we don't have all the info yet. For example, what does the YMCA plan – sports fields? What is the process?

Mayor: Letter of Intent states that the YMCA wishes to negotiate with the City on a price, but does not say anything about usage or structures, etc.

Michael: for example, maybe the YMCA can do 10 acres, and build out the roads and utilities that the City needs, assist with access and facilities for the Amphitheater, etc. maybe these things could all be negotiated.

Mayor: Its on the December City Council agenda, if Council says NO then dead issue, but YMCA can continue to come back with amended changes, etc. If Council says YES, then issue goes to Plan Commission, etc.

Celine: Would it come to Ad Hoc Committee for comment?

Michael: another consideration, what about leasing vs. sale, and what revenue City might need to do other projects on the property?

Dave: YMCA may be interested in trading valuable property it now owns in the City. What about the City "giving" Hillmoor property to WE Energies rather than selling?

Fred: we should have a referendum to ask residents if they want to sell Hillmoor property to the YMCA.

Dave: the YMCA did this.

Michael: the survey did not give all the details that residents would need in order to make this type of decision.

Fred: Do we want to sell 38 acres? No. But we are open to incorporating a YMCA facility into the Master Plan.

Betty: Yes, we are looking at 10-20 possible uses for the property.

Celine: an interim response, don't sell right now, we are still working on our master plan recommendations.

Karen: agree

Celine: I will have draft recommendation to Ad Hoc Committee for our Nov. 9th meeting.

Cost of Maintaining the Disc Golf Course

Mayor: Public works says that cost to maintain all city parks is about \$330,000, and while not broken out by park, they estimate \$100,000 to mow and maintain disc golf course.

Karen: disc golf appeals to the youth demographic

Celine: mowing and maintenance of the disc golf course benefits the property, it preserves the asset, promotes safety, it's a good thing that should continue.

Michael: people also use this part of Hillmoor for walking, biking, walking dogs, etc., not just disc golf.

Betty, Laurie, Karen, Cherie, Paula, Mayor, Michael: Agree, keep spending this money.

Mayor: we need to let the disc golf club know that they need to get Event Permits for their tournaments, etc.

Living Amphitheater at Hillmoor

Mayor: Some people have approached saying that since George Williams campus is closing, and by extension closing Music By The Lake venue, that a Hillmoor amphitheater could easily take its place. Also, a reminder that \$10,000 has been offered from a donor to help pay for an amphitheater.

Betty and Cherie: No, keep the amphitheater small.

Karen: Can we do this in stages? Start small, and then add in various things (amenities, size, etc.) over time?

Mayor: spoke with folks who built and manage a small amphitheater in Indian Creek Nature Preserve, in Iowa. They have comparable project, spent \$75,000 to build venue. 300 capacity.

Betty: Phoenix Park in Delavan, includes grassy areas for blankets as well as rock benches to sit.

Mayor: could be expanded in future, talked to firm in charge of Music by the Lake, they say no decision has been made regarding closing that venue.

Celine: what about bathrooms, utilities, lighting, electricity, water

Mayor: would be part of Hillmoor's master plan. At the Iowa venue, bathrooms are in nearby Nature Center. E.g., if we had an ice rink, or some other recreational space at Hillmoor, then there could be a shared support structure, etc.

Michael: a band shell with lawn seating, done at higher elevations, would be less buggy, closer to HWY 50 is less costly also for bringing in road and utilities. Parking easier closer to hwy 50. Also, less noise pollution and other impact on the quiet natural areas in the back half of the property.

Fred: even George Williams/Music by the Lake has no parking. They have to shuttle people in. Phoenix Park has a nice set up. Also, Midwest Artist Series could help fund this.

Cherie: Yes, lots of people would want to donate to this type of project.

Michael: should have stage face East or South, projecting sound toward to commercial area.

Geneva Lake Conservancy Work Days, Etc.

Karen: Correction on Agenda... first work day is Nov. 4, not Nov. 14. Nine days planned, from Nov through Feb., 9am to noon.

So far, we have about 12 people signed up and several boy scout and girl scout troops interested. Will park in city lot east of Serv-Pro, and access Hillmoor from the north end. We have a management plan for this area. Will be removing invasive species from the wetland areas where future trails and boardwalks are planned. We may do some wetland species plantings as well.

We are also working with Friend of Hillmoor on a comprehensive Management Plan for the entire property.

We would like the various City Departments to then be familiar with this Plan so they can better plan their own projects in a way that assists with short and long term restoration efforts, and to coordinate their work with those of the Conservancy and the Friends.

Mayor: Good, we look forward to hearing from you on Nov. 9th regarding how your first work day went.

Update on CLG Grant Application for Archaeological Survey

Paula: Draft application was submitted to the Historic Preservation Committee, the Mayor, City Attorney, City Administrator, and City Council members. This includes the three proposals by potential subconsultants. I will go to Historic Preservation Committee meeting on Nov. 14th to discuss, answer questions, make edits, etc. The final application should be something that the Preservation Commission recommends approval for to the City Council.

In talking with Jason Tish (grant administrator) suggestion made that we ask for \$35,000 rather than \$30,000, to cover any unexpected costs.

Discovered that application needs to go to the Finance, Licensing, and Regulation Committee for approval and signature. If we get the grant, the City is required to pay the consultant first, and is then reimbursed by the State with the grant monies. So, the \$35,000 needs to go in to this year's budget. I will go to the FLR Committee meeting on Nov. 7 and answer any questions. Grant application is due December 18.

Would the Ad Hoc Committee like copies of the draft application and subconsultant proposals?

Karen, Celine: yes, you can include it within our packet for the next Nov. 9th meeting.

Betty: a reminder to subcommittees to fill out the project evaluation form.

Michael: a reminder that subcommittees will not be able to enter all the info in some or many cases, without additional funds for studies etc. Just enter what you can.

Betty: group working on Community Center, Restrooms, Playgrounds is meeting and looking at design options, costs, etc.

Cherie: Big playgrounds are not best fit for Hillmoor right now. Very costly, e.g., \$500,000. Instead, small facilities spaced along trails might be better fit.

Betty: agree

Michael: Our group is close to ready to present, end of November meeting.

Mayor: what should we do about Thanksgiving meeting date:

Karen, Laurie: lets meet November 30.

All: agreed

Motion to Adjourn, Seconded, Adjournment: 5:30pm.



- 1. Purpose**
- 2. Ordinances**
- 3. Responsibilities**
- 4. Downtown snow removal**
- 5. Storm classification**
- 6. Priorities**
- 7. Private streets**
- 8. General**
- 9. Property damage**

Adopted by Common Council	01/??/1996
Amended by Common Council	??/??/2011
Amended by Common Council	11/22/2021

SECTION 1: INTRODUCTION, PURPOSE, AND GOAL

Introduction

Lake Geneva is a progressive and rapidly growing community of approximately 7900 people, located forty-five miles southwest of Milwaukee near the intersection of STH 120, STH 50 and US 12. The City is recognized as one of the premier vacation destinations in Wisconsin and the Midwest and attracts world-wide visitors. Many festivals can attract 10-50,000 visitors in any season. Area resorts capitalize on rolling acres of pristine landscape that meet the shores of Geneva Lake. Its proximity to Milwaukee, Madison, Chicago and Rockford also provide a very popular destination for one day visitors. It is essential that our community provides the best and most efficient snow and ice control possible. Although efforts have been made to be as specific as possible, *it should be noted that due to the unpredictable nature of snow and ice events in the State of Wisconsin, any plan needs to be flexible to accommodate a variety of circumstances. This document should be viewed as a general guide for snow and ice response with the understanding that responses differ with each event as each has unique characteristics.*

Background

Due to its geographic location, Lake Geneva is subject to freezing rain, ice, and snow anytime during the fall, winter, and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on Lake Geneva's apx 45 miles of city streets following snow and ice storms lies with the Public Works Department.

Purpose

The purpose of a good snow and ice removal policy is to ensure the roadways are safe and passable* for the motoring public and for public service vehicles; however, there is general awareness that chlorides have a negative environmental impact on Geneva Lake as well as nearby soils, vegetation, waterways, infrastructure and vehicles. Chlorides also cause damage to the pavement. Every effort shall be made to minimize salt usage while still providing passable travel ways. The City does not maintain a 'bare/dry road' policy.

*According to Wisconsin Department of Transportation's Passable Roadways in a Winter Storm Event article, a passable roadway is defined as a roadway surface that is free from drifts, ridges and as much snow and ice as is practical and can be travelled at a reasonable speed. Reasonable speed is defined as a speed a vehicle can travel without losing traction. This means during and after a snow/ice storm, reasonable speed will be lower than the posted speed limit.

Goal

The City's overall goal is to plow all of its roadways curb to curb, from arterial and collector streets, to local residential streets and alleys of snow accumulation within twelve (12) hours after the snow has stopped. However storms with a long duration will take substantially longer to clear.

SECTION 2: CITY ORDINANCES FOR SNOW AND ICE CONTROL

Notice

An updated City snow and ice control policy may be available on the City website, DPW Offices and the City Clerk's Office around November 1st of each year.

Snow Emergency Declaration

PER MUNICIPAL CODE:

SECTION 74-10(a). DECLARATION. "The Emergency Manager or his/her designee, Mayor or in the Mayor's absence the President of the City Council shall have the authority to declare a snow emergency whenever conditions arise which in their judgment necessitate the same. The person declaring the snow emergency shall first consult with the DPW and Fire/EMS services if appropriate.

SECTION 74-10(b). AUTHORIZED ACTIONS. Upon the declaration of a snow emergency, the Police and Fire Chiefs are authorized to hire tow trucks, require snowplows to accompany emergency vehicles both inside and outside the corporate limits of the City, establish a public information telephone reception center, advise radio station WLKG of declaration of snow emergency, and take any other action necessary.

SECTION 74-10(c). PLOWING. The Street Department "shall first clear and keep clean all primary routes and entrances and exits to the emergency facilities, then all secondary routes shall be cleared and maintained." A map of streets designating facilities is in the office of the City Clerk, Fire Dept. and Police communications center.

SECTION 74-10(d). PARKING. "During a snow emergency, there shall be no parking on all primary and secondary routes. Any vehicles parked on such routes shall be towed away at the owner's expense as provided in Section 74-37."

SECTION 74-10(e). TERMINATION. "The snow emergency may be terminated by the

Emergency Manager, Mayor or City Council. The snow emergency shall be limited to the time during which such snow emergency conditions exist.”

SECTION 74-60(a). NO PARKING SIGNAGE FOR SNOW REMOVAL. “For the purpose of removing snow from the streets and surrounding areas, the Street Department may erect signs prohibiting parking in the particular area where snow is intended to be removed.”

SECTION 74-60(b). PENALTY FOR VIOLATION. “The Police Department may tow away all vehicles parked in violation pursuant to this subsection.”

SECTION XX-XXX. Snow removal around hydrants. It shall be the adjacent property owners responsibility to remove snow from around a fire hydrant placed in a Right-of-Way within 24hrs of the end of the storm.

Sidewalks

Property owners are responsible for the sidewalks adjacent to their property on all sides. This includes ADA ramps up to the travelled portion of the roadway. If sidewalks are not cleared within 24 hours in areas outside the Central Business District, or within 12 hours in the Central Business District, the following procedure will be employed in accordance with Section 62-223:

- a. The City may schedule removal of snow any time after the 12 or 24 hour time period has lapsed. The downtown has heavy pedestrian usage; therefore the risk of public health, safety, and welfare is an overriding consideration.
- b. upon expiration of the time limit a forfeiture shall be levied in accordance with the City Code. Each 24 hour period shall cause a separate offense.
- c. the sidewalk shall be cleared by a City hired contractor at the direction of the Code Enforcer.

Contractor shall provide before and after photographs to the City for documentation purposes.

- d. deposit of snow in streets prohibited in accordance with Section 62-221, “No person shall cause to be deposited snow from his premises onto the sidewalk abutting thereon or onto any street...”

this includes pushing, placing or throwing snow across a street, ROW and/or alleyway. Snow shall stay on the side of the street/alley/right-of-way from where it originated.

Bike Paths

As certain bike paths are multi-use paths used as sidewalks, it is acknowledged that these areas need to be cleared of snow and ice. A map of these areas will be made available from time to time by the Common Council outlining which areas will be the responsibility of the adjacent property owners to maintain all year including snow/ice removal. The responsibilities will mirror that of the sidewalk snow maintenance ordinances. These areas shall be reviewed by the City from time to time and maps adjusted accordingly.

The City DPW will plow certain bike paths as time and resources allow. These areas include the paths in and around Vet's Park, sections of Edwards Blvd and Townline Rd. When frost is neither present in the soil nor deep enough to withstand plowing equipment, the DPW shall at its discretion allow snow to remain on the bike paths until such time as conditions will allow snow removal. As a general rule, the City does not chemically treat bike paths.

SECTION 3: RESPONSIBILITIES OF CITY PERSONNEL

Public Works Department

The task of keeping vehicular traffic moving on the City of Lake Geneva's 40 plus miles of streets during and following snow storms is the duty of the Public Works Department. The Department is responsible for the coordination and supervision of the entire snow and ice control operation. Tracking of storm warnings, making decisions as to type and timing of a snow and ice control operation, alerting personnel, tracking costs (Ice and Snow Control Report) and the continual observation of ice and snow operations are all part of the responsibilities. Although the Public Works Department directs snow plowing and ice control under the direction of the Director of Public Works, it depends heavily upon the continual support and cooperation of all other municipal departments within the City.

Lake Geneva Police Department

Two primary functions of the Police Department are assistance with deteriorating road conditions and the ticketing and towing of the vehicles in violation of Sections 74-10(d) and 74-60 of the Municipal Code of the City of Lake Geneva. The Police Department provides the first notice of hazardous conditions to Public Works particularly during the late evening and early morning hours. The Police Department also is responsible for communicating snow emergencies to the media.

City Code provides the Police Department may tow away all vehicles parked in violation of this subsection. During a snow emergency the vehicles in violation will be towed immediately or as soon as possible under existing conditions. In times of extreme emergency, the City may opt to tow all cars to a central location such as a public parking lot or the City Garage on Carey Street. (Illegally parked cars in violation SIGNIFICANTLY hinder safe plowing and removal operations)

Water, Wastewater & Cemetery Departments

Wastewater and Cemetery employees may be called upon during snow emergencies to supplement manpower shortages for reasons to include: illness of DPW personnel, inability to get to work, or extended storm conditions. Water Department employees shall ensure that substations, wells and towers are clear of snow and ice. In extreme circumstances, the City may call upon all employees with valid CDLs to plow during manpower shortages.

Code Enforcement

DPW relies heavily on Code Enforcement to ensure that sidewalks and ADA ramps are properly cleared by property owners, and ensuring that private individuals contractors are not causing unsafe conditions by plowing or placing snow in roadways or other areas. Per Ordinance, if downtown walks/ramps are not cleared by property owners prior to crews clearing the area, there will be snow left behind in the parking stalls. If the property owners place snow in the parking lane after crews clear the area, it will be the property owner's responsibility to remove such snow. They may also be ticketed. City plows cannot clear stall areas when parked cars are present. CE ensures these rules are obeyed.

Repair Shop

The function of the Street Department Repair Shop in Lake Geneva's Snow and Ice Control Plan is to prepare all the equipment needed well in advance of the winter season. Included are repairs to any equipment that breaks down during any class storm either in the shop or in the field. Preventative maintenance is also done on the trucks and equipment. Whenever possible, an additional employee is assigned to the mechanic shop to assist with two-man repairs. As the Department does not have a full time mechanic, repairs and maintenance are performed by staff as time allows during their normal duties and also private repair shops.

SECTION 4, DOWNTOWN SNOW REMOVAL

Downtown Snow Removal

Downtown snow removal is a difficult task. Crews cannot safely perform this function when traffic and/or pedestrians are present. Typically, except in extreme cases, this will be performed between midnight and 6am depending upon but not limited to the following: timing of a storm, duration, type, future forecast, amount of snow and the implementation of a snow emergency. DOT/FMCSA regulations also play a factor in the schedule. Priority shall be given to the 45 miles of City roadway being plowed and treated before stalls will be cleared.

There are no official rules that allow downtown properties to place their snow in the street. Historically the City has allowed this practice to alleviate the buildup of snow in the terrace section of the ROW downtown as a convenience to property owners even though it conflicts with City Ordinances. (the terrace section can be earth, lawn, pavement, brick, concrete, etc) Sidewalks must be cleared a minimum of 4' wide, if the property owners wish to clear a wider path, paths to the curb line or clear the terrace sections adjacent to their sidewalks they may do so but they must have this snow in the parking lanes before the crews clear the area or it will remain in the stalls at the responsibility of the property owner. (City and ADA rules mandate a 4' clear sidewalk only) If the snow event is significant or of a long duration, it is possible that crews will not windrow and pick up the downtown area for a few days. Staffing, machine availability and many other factors come into play.

Crews clear all downtown City parking lots to allow late night guests, early morning workers and visitors an area to park while the removal is in progress. Parked cars can significantly hinder the snow removal process; every effort should be made by property owners along the snow removal route to make sure parked cars are not present along the snow removal route. If too many vehicles or pedestrians are near the snow removal route, crews will abandon the effort until the removal can be done safely.

Many factors contribute to the decision on whether to windrow the snow downtown, push it into piles, or simply plow it to the curb line. Amounts, temperature, type of snow, future forecasts, time of day, day of week, road conditions in other parts of the City, availability of staff, etc., all play a part. The decision on how to address this issue lies with the Street Superintendent as he/she is most cognoscente of the circumstances involved.

Property owners must accept realistic expectations of how and when snow removal can occur. Crews cannot remove snow in the parking lane when traffic and/or parked vehicles are present, therefore snow may remain in the gutter line and/or parking lane for a few days before it is removed. City crews make an effort not to pile snow over the curb onto the terrace where it would in fact be the property owners responsibility, (same as snow piled at the end of a driveway) this is why snow is left in the parking lane. Furthermore, if the snow is pushed onto the terrace, crews would not be able to collect it for future removal. Another misconception regarding windrows on the curb line or terrace is that it is against ADA rules. This is false; ADA ramps are at the intersections, not mid-block. If a property owner prefers a mid-block walkway, generally referred to as a carriage walk, it is at their discretion and responsibility to clear it.

As stated at the beginning of this section, there are many factors that contribute to any decision. Safety must be considered at all times.

SECTION 5: STORM CLASSIFICATIONS

Class “A” Storm (Less than 2 inches total accumulation)

This is a snow storm with an accumulation of less than 2 inches in depth and may include plowing and material application. Crews are dispatched to City buildings, walks, lots and all routes, addressing the arterial and collector streets, including hills, curves, controlled intersections on local roadways that serve the Police Station, Fire Stations, DPW and schools. However, during a freezing rain when extremely dangerous conditions exist, the entire City may be treated at the Superintendents discretion.

The Street Superintendent shall determine the need to call in employees if he/she feels the conditions require it. In the absence of the Street Superintendent, the Foreman or the Director of Public Works may call in staff. It then will be the Superintendent, Foreman or DPW’s decision whether to upgrade to a Class “B” storm or continue the Class “A”.

Class “B” Storm (2” To 8” Inches total accumulation)

This storm is a snowfall of two (2) inches to eight (8) inches in depth and may involve a full plowing and material application operation.

Under a Class “B” Storm, the DPW begins by dispatching plow trucks to each of the routes including all City buildings and lots servicing first any EMS/Fire and Police Dept. areas, parking lots, arterial and collector streets. During normal business hours downtown, the plows may have to place snow to the backs of parked cars. In this event, stalls shall be cleared as soon as safely possible depending on time of day and availability of staff. Every effort is made to keep open as many parking places as possible. Snow amounts, time of day and many other factors shall dictate if the snow will be piled in the parking lane or windrowed to the street center. Parking stalls cannot be cleared safely when traffic is present

A snow emergency will be declared during a Class “B” Storm if conditions continue to deteriorate and accumulations significantly increase. The Street Superintendent or his/her designee will stay in close contact with the Police Dept., who in turn will notify the Chief or his/her designee who acts as the City Emergency Manager and has the authority to call a Snow Emergency based on actual conditions. Generally accumulations of 3” or more, blowing and drifting, severe temperatures and future forecasts can all affect the decision. The Emergency Manager will also be in close contact with Fire and EMS services as to their need. The City

Emergency Manager or His/Her designee, the Mayor or in his/her absence the President of the Common Council shall have the authority to call or cancel a snow emergency.

All downtown lots shall be plowed and treated as soon as possible so as to be available for downtown traffic while the stalls are being plowed to the extent possible. This snow is moved into piles or pushed into windrows for removal later as the Superintendent directs per Sec 4.

Residential streets will be cleared after all Arterial and Collector roads are clear. As drivers clear their zones they may be instructed to pull off the residential streets from time to time to check the arterial and collector streets for buildup and then return to residential streets.

Drivers are instructed to plow and treat their arterial and collector streets first before entering residential areas. Drivers are to return to the arterial and collector streets from time to time to check if they are still clear. The Street Superintendent may assign a plow to keep certain streets clear if staff is available. This action would allow zone drivers to continue plowing on residential streets.

The Street Superintendent will be on patrol as time permits to watch for hazardous conditions. He/She will call drivers off of residential streets when he/she feels that the arterial and collector streets need immediate attention. He/She will remain in contact with the Police Department to relay messages to drivers of trouble spots. The Director of Public Works may also reclassify a storm as appropriate. He/She will remain aware of the forecasted weather and work with the Street Superintendent to call in employees as needed.

Employees from other Departments may also be called in as needed.

If in a Class "B" Storm the need arises, the Street Superintendent or Director of Public Works can authorize outside contractors to assist. All streets, parking lots, alleys, and municipal building sidewalks should be cleared in about 10-12 hours for a Class "B" Storm. In this case certain drivers may be kept back after normal hours to keep arterial and collector streets open and treated. As all storms are unique and many factors contribute to any decision, this will be evaluated on a per-storm basis.

Class "C" Storm (8" or more total accumulation)

This storm is extremely heavy snowfall, eight (8) inches or more in depth, occurring in a period of twenty-four hours or less. In this storm, life threatening situations can arise as emergency vehicles can become bogged down and stranded, therefore it is recommended that a Snow Emergency be called. When existing conditions and weather forecasts indicate a Class "C" Storm event is imminent, the Street Superintendent and Director of Public Works will maintain close communication with Police, EMS and Fire. The Street Superintendent or Director of Public Works may also arrange for outside contractors to assist City Employees. Primary and secondary route lanes along with PD, FD, EMS and DPW locations shall be the focus during these types of events with all other areas being done when time and resources permit.

SECTION 6: SNOW REMOVAL PRIORITIES

Appropriate Level of Service

Matching the level of service to roadway classification and vehicular volume will effectively provide a high quality winter travel-way for our citizens and visitors. The priorities are as follows:

- 1) Arterial roadways
- 2) Major and minor collectors
- 3) Local residential streets
- 4) Cul-de-sacs and dead end streets
- 5) Sidewalks in front of City property
- 6) Bike paths, certain areas.

The extreme cost and negative environmental impacts of a “bare pavement” policy at all times for each and every roadway is not feasible. If a citizen drives carefully for 1-2 blocks on their local street to a collector or major roadway with a higher level of service, then travel throughout Lake Geneva is easy and safe. Balancing level of service with resources is the more efficient use of Lake Geneva tax dollars and minimizes damage to our environment and vehicles. Local streets will not generally be treated during the plowing operation (except maybe certain intersections) but will be treated appropriately during freezing rain and where the forecast is for continued low temperatures. However, hills curves, and intersections will be treated in each of the Class A, B, or C Storm.

Cul-de-sacs and Dead Ends

Cul-de-sacs and dead ends require special equipment and are difficult to clear; therefore they are last on the street cleaning list. Drivers shall plow past cul-de-sacs and dead ends if they intersect with a through street. When a driver has completed all arterial, collector, and through residential streets, he then returns and plows cul-de-sacs and dead ends. Other drivers who have completed their zones will assist in any other zone with cul-de-sacs and dead ends.

Parking Lots and Alleys

Alleys and parking lots shall be plowed soon after the snow stops to allow residents, visitors, and employees to park their vehicles off-street.

Sidewalks

The Street Department is responsible for snow removal on sidewalks adjacent to City owned buildings and property. These will be addressed as soon after the City streets, parking lots and alleys are plowed as time allows.

Private sidewalk snow removal issues are those sidewalks adjacent to private property which, under City ordinance, are the responsibility of the abutting property owner for snow removal. City ordinance authorizes the City to initiate sidewalk snow removal for public safety and welfare if the snow and/or ice have remained on the surface for a period in excess of 24 hours after the termination of the storm. (except in the downtown area, see Ordinances) The procedure is set forth under the Public Notice section of the policy and is administered by Code Enforcement.

NOTE: In any storm event, Sidewalks that are the responsibility to be maintained by City crews will not be done until all streets are passable.

SECTION 7, PRIVATE STREETS

Private Streets

Snow removal from private streets shall not be provided except in an emergency situation ordered by Police, Fire or EMS.

SECTION 8, GENERAL

General.

Per USDOT/FMCSA Hours of Service regulations, no CDL driver shall work more than sixteen (16)

consecutive hours without ten (10) hours off duty. This includes non-driving hours. If needed, employees from other Departments may be called in to supplement Street Department employees. The DPW operates with enough staff for one shift only, many of the DPW's functions, including downtown snow removal, require the entire departments involvement. Crews will be scheduled accordingly.

Salt/brine may be applied to roadways before the snow falls and/or packs to enable easier snow/ice removal. At times the Superintendent at his/her discretion may dispatch several salt/brine trucks to specific areas prior to precipitation to help keep the impending snow from getting packed onto the roadway.

The City of Lake Geneva does not have a 'bare/dry road' policy.

DPW is also cognoscente of the tourist nature of the City and may at times increase levels of service in certain areas for anticipated traffic volumes during winter holidays and festivals.

The items below shall be applied using Best Management Practices from the Wisconsin Transportation Center, WisDOT, WisDNR and the Salt Smart Collaborative. All City of Lake Geneva DPW employees attend several seminars on an annual basis regarding salt/brine application. The Superintendent shall be in charge of ordering the proper use of all materials. Application patterns shall be generally applied towards the center line of a crowned roadway, or the uphill side of a slope. Intersections shall be broadly treated as to allow safe travel. As per the BMP's above, application rates will generally be kept to <500lbs per mile with traffic volume, weather and temperature being factors in increasing or decreasing rates at the discretion of the Superintendent.

Use of Abrasives

Abrasives do not prevent nor do they remove buildup of snow pack, to the contrary they can compound the problem by allowing the temporary melting and then rapid refreezing of the snow/ice. Abrasives can damage vehicles with a "sand blasting" effect as the sand is thrown up off the tires onto the body of the vehicle. Studies have shown they can also be very detrimental to the environment. They can be an advantage when temperatures are extremely low, however, they must be mixed with rock salt in an apx 5:1 ratio to prevent stockpile caking and freezing. This material also needs to be swept/cleaned from the roadways and catch basins and disposed of in a licensed landfill which can be very expensive. It shall be at the discretion of the Street Superintendent to properly order the use of abrasives.

Calcium Chloride

Studies have shown that straight salt or salt treated with calcium chloride is more economical to use and has better results than abrasives. It has been proven that one ton of salt can give the same results as three tons of sand. Even better results have been accomplished by pre-treating the salt with calcium chloride. This starts the salt working as soon as it hits the pavement. Because it is wet, calcium chloride is not thrown to the side of the road by the spreader or traffic. City trucks shall use 100% salt and brine unless directed otherwise by the Superintendent.

Salt Brine

Salt brine may be applied at the discretion of the Superintendent when situations warrant. Brine will be applied in accordance with industry standards generally between 25-60 gallons per mile. Primary routes, secondary routes and the downtown snow removal route shall be the primary focus of brine application along with certain hills, curves and intersections throughout the City.

Winter Street Sweeping

The street sweeper may be sent out whenever above freezing temperature opportunities allow the safe removal of accumulated sand and salt on bare pavement streets.

SECTION 9, Property Damage

Mailboxes

If contacted by a property owner about damage to mailboxes, the City will by policy pay the property owner a maximum of \$50.00 to replace damaged mailboxes if the actual plow struck the box or post. If the damage occurred because the box was not installed in accordance with Post Office Requirements (see Exhibit below) or because it was damaged by snow from a plow or in a current state of disrepair then repairs will be the responsibility of the property owner. It shall be at the discretion of the DPW Superintendent's investigation as to

when or if restitution is warranted. Property owners must contact DPW within 24 hours of damage in order to request an investigation. If replacement is found to be in order, DPW may place a temporary box until weather permits installation of permanent box.

Exhibit;

A Guide to USPS Mailbox Regulations;

The United States Postal Service (USPS) requires residential mailboxes to conform to a number of rules and regulations. The standardization of mailboxes helps to ensure the safety of mail carriers and the items they deliver. While some rules apply to all mailboxes in general, there are separate, specific regulations for locking, package or wall mount mailboxes.

General USPS Requirements for Curbside Residential Mailboxes

USPS Mailbox Regulations

USPS mailbox regulations for in ground and surface mount post installation.

All manufactured mailboxes must meet the internal and external dimension requirements of the USPS.

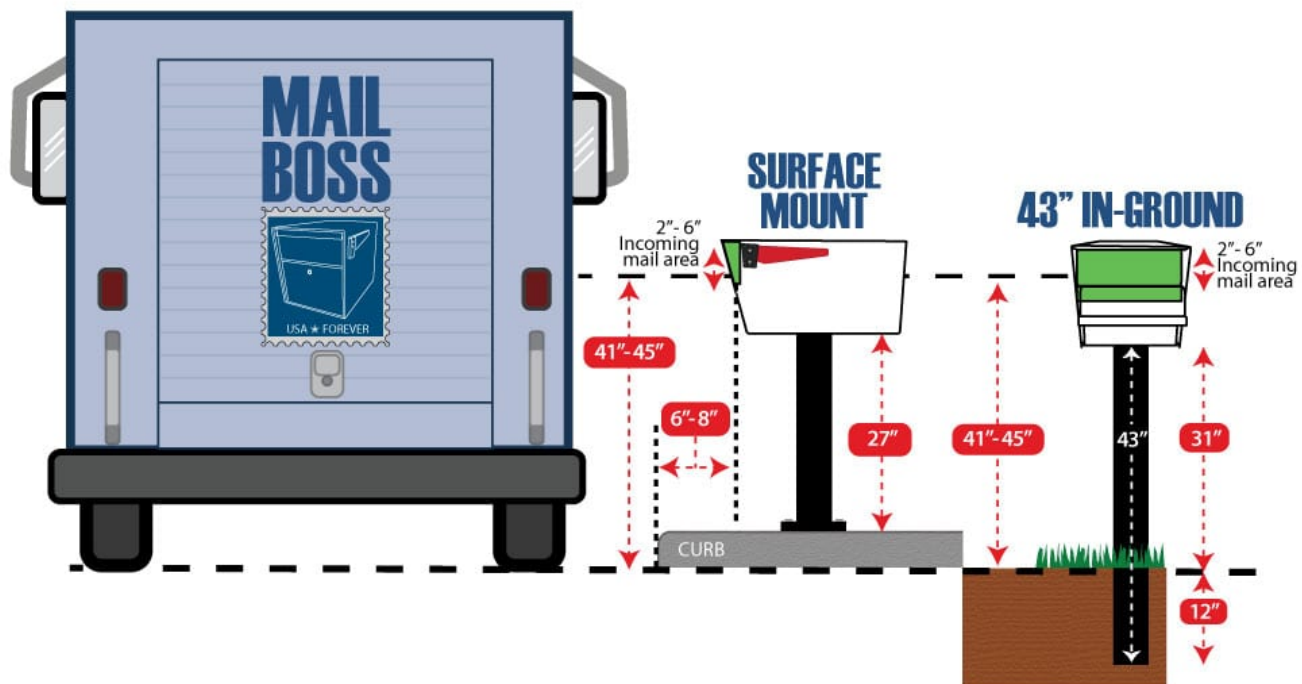
Curbside mailboxes must be placed on the right-hand side of the road and facing outward so that mail carriers can access it easily without leaving their vehicle.

The box or house number on a mailbox must be represented in numbers that are at least 1 inch tall. Numbers must be positioned visibly on the front or flag side of the box.

Mailboxes must be placed 6 to 8 inches away from the curb; the incoming mail slot or door must be 41 to 45 inches from the ground.

Curbside mailbox posts should be buried less than 24 inches deep and made from wood no larger than 4 inches high by 4 inches wide. Steel or aluminum pipes with a 2-inch diameter are also acceptable.

Newspaper receptacles may be mounted on the same post as the mailbox, but they must not contact it directly or be supported by it.



Rights-of-Way

It is understood that many property owners care for the ROW like private property. However, ROW's are designed among other things to provide storage for snow from the streets in the winter months. Many times during snow events crews must push snow in the ROW areas in order to open the roadways, especially in heavy amount events. This may cause damage to grass areas. The Superintendent will investigate these areas in the spring for repair. If it is found private companies or residents caused the damage it will be the property owners responsibility to repair. If it is found DPW is responsible, the areas will be repaired when weather and material availability allow in the spring in order of reporting. Mainly after 01 May of each year. At no time will private landscaped areas placed in the ROW be repaired by the City, this includes trees, flowers, bushes, artwork, etc. It is against City ordinances to place anything in the ROW without a permit except a USPS approved mailbox and post.

SECTION 10, RULES

If they can do so safely, City crews are instructed to plow around any stranded or disabled vehicle and inform the Police Dept Communications Center of the location of the stranded vehicle. Any driver finding a vehicle completely blocking a street will radio the Police Communications Center and Street Superintendent or Foreman for immediate removal. Crews are instructed to continue plowing their routes or zone until they are sure that all roads are passable*. Crews shall not stop to assist any motorist or pedestrian unless an emergency exists which threatens public safety. Crews shall not plow or treat any private property unless directed by the Superintendent, Director, Police or Fire Dept. while assisting police, ambulance or fire department emergency response personnel. Crews are instructed to continue to plow past any driveway even if the accumulated snow from their plow blocks the end of the driveway. It is the responsibility of the private property owner to clear any snow from their driveway. This includes sidewalks and ADA ramps that enter or connect to the travelled portion of the roadway. Crews shall not stop to clear any private drive or sidewalk connecting to the roadway unless they meet the emergency criteria above.

*See section 1.

General information

Weather factors....

Average amount of material 2015 vs 2023

Sand/salt 2014-15 = 72 ton per event. 144,000 lbs (almost 1000 tons/year) (3272lbs per mile)

Salt 2022-23 = 19 ton per event. 38000 lbs (average 4-500 tons/year) (863lbs per mile)

73% reduction

Calibrate-calibrate-calibrate.

Brine usage

700 gal brine in 2017-18

38,000 gal in 2022-23

Brine on average has 93+- lbs salt per mile. (2 ½ bags of softener salt) (45 gal x 9lbs = 405 x 23%)

Pre-salt is typically 2-300lbs per mile. (6 ¼ bags)

Operator training

New equipment

Costs

Parked cars= \$\$\$\$\$\$

Trash cans in roadway= \$\$\$\$\$\$

Placing snow in roadway is not only dangerous and illegal but costs \$\$\$

Pick up apx 2.6 miles downtown and spend as much time there as the remainder of the 42 miles in the City.

Private roadways elimination

Driveways

No 'Bare-Road' policy.

FMCSR-CDL requirements for drivers

Too much salt/not enough. Opinions

Brine when sweeping, interpretation/accusations.

Salt vs. pets

Salt vs environment. Stay tuned....

Many many factors

CITY OF LAKE GENEVA



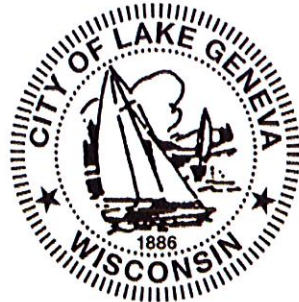
GARBAGE COLLECTION RULES

To aid the Street Department in the process of timely snow removal garbage and recycling containers and bulk items should be placed by 6:00 AM on collection day at a point between the curb and the sidewalk near or on the driveway approach. Garbage and recycling cans should not be placed on the roadway at any time. Garbage cans should be returned to their storage location by 8:00 pm on the day of collection.



Please contact Code Enforcement at
262-249-4090 with any questions.

CITY OF LAKE GENEVA



GARBAGE COLLECTION RULES

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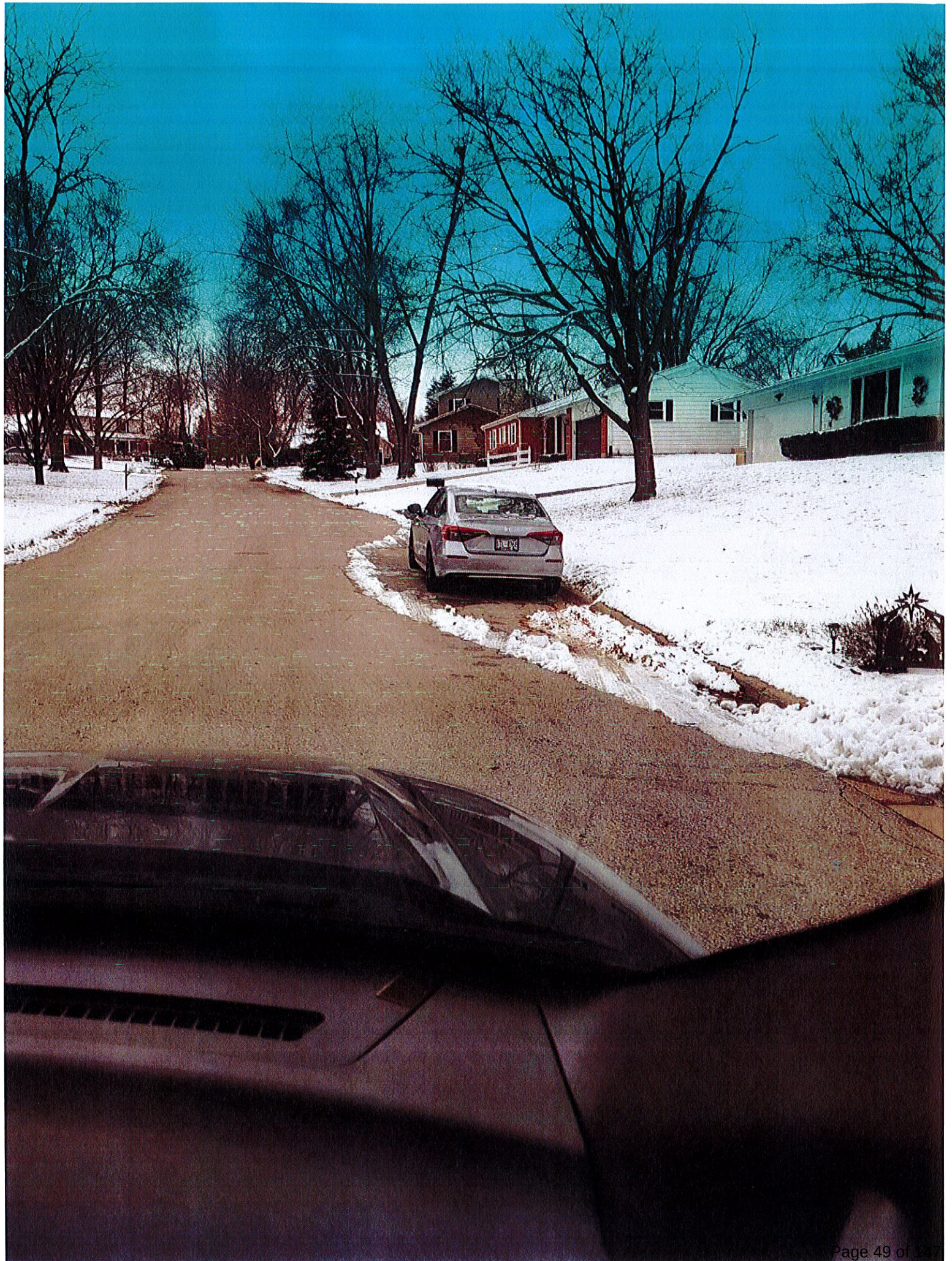












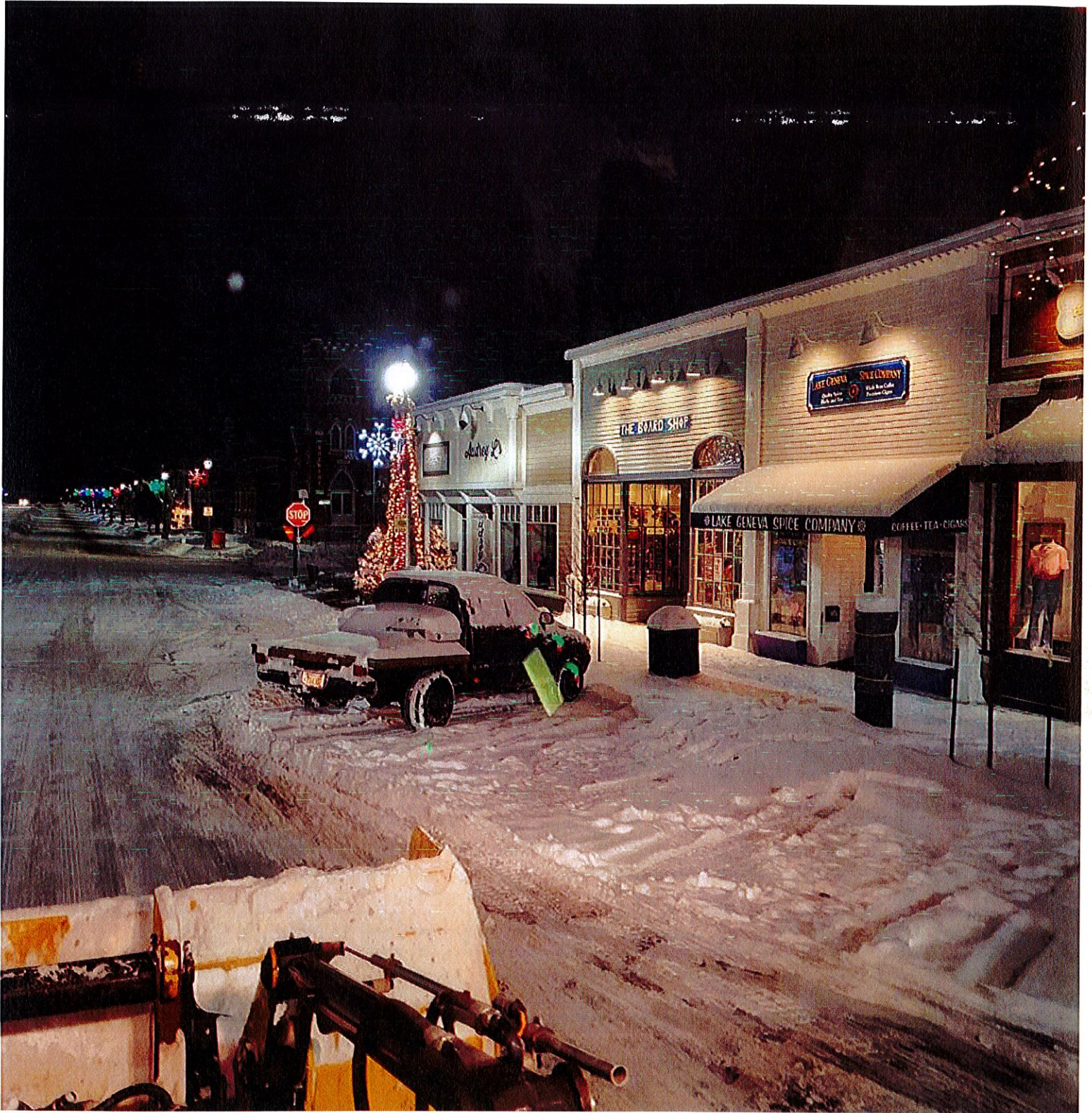














Deicing Application Rate Guidelines

24' of pavement (typical two-lane road)

These rates are not fixed values, but rather the low end of a range to be selected and adjusted by an agency according to its local conditions and experience.

Pavement Temp. (°F) and Trend (↑↓)	Weather Condition	Maintenance Actions	Lbs/ two-lane mile			
			Salt Prewetted/ Pretreated With Salt Brine	Salt Prewetted/ Pretreated With Other Blends	Dry Salt*	Winter Sand (abrasives)
>30° ↑	Snow	Plow, treat intersections only	80 (40/lane mile)	70	100*	Not recommended
	Frz. rain	Apply chemical	80 – 160	70 – 140	100 – 200*	Not recommended
30° ↓	Snow	Plow & apply chemical	80 – 160	70 – 140	100 – 200*	Not recommended
	Frz. rain	Apply chemical	150 – 200	130 – 180	180 – 240*	Not recommended
25 - 30° ↑	Snow	Plow & apply chemical	120 – 160	100 – 140	150 – 200*	Not recommended
	Frz. rain	Apply chemical	150 – 200	130 – 180	180 – 240*	Not recommended
25 - 30° ↓	Snow	Plow & apply chemical	120 – 160	100 – 140	150 – 200*	Not recommended
	Frz. rain	Apply chemical	160 – 240	140 – 210	200 – 300*	400
20 - 25° ↑	Snow or frz. rain	Plow & apply chemical	160 – 240	140 – 210	200 – 300*	400
20 - 25° ↓	Snow	Plow & apply chemical	200 – 280	175 – 250	250 – 350*	Not recommended
	Frz. rain	Apply chemical	240 – 320	210 – 280	300 – 400*	400
15 - 20° ↑	Snow	Plow & apply chemical	200 – 280	175 – 250	250 – 350*	Not recommended
	Frz. rain	Apply chemical	240 – 320	210 – 280	300 – 400*	400
15 - 20° ↓	Snow or Frz. rain	Plow & apply chemical	240 – 320	210 – 280	300 – 400*	500 for frz. rain
0 to 15° ↑↓	Snow	Plow, treat with blends, sand hazardous areas	Not recommended	300 – 400	Not recommended	500 – 750 spot treat as needed
< 0°	Snow	Plow, treat with blends, sand hazardous areas	Not recommended	400 – 600**	Not recommended	500 – 750 spot treat as needed

*Dry salt is not recommended. It is likely to blow off the road before it melts ice.

** A blend of 6 – 8 gal/ton MgCl₂ or CaCl₂ added to NaCl can melt ice as low as -10°.

WELCOME

LIBRARY CARD BENEFITS

Congratulations on your new library card! You now have access to all public libraries in Walworth, Racine, Kenosha, and Rock counties.

Collections are shared between libraries, so place your requests for items to be delivered directly to Lake Geneva.

We are fine free on most items - just renew your checkouts and don't worry if you're a day or two late returning your items!



PROGRAMS & EVENTS

Library events include local history presentations, arts and crafts, author visits, summer reading programs, storytimes, book discussions, memory cafes, and more.

Follow our website and Facebook page (facebook.com/lakegenevalibrary) to stay informed. You can also text BOOKS to 888777 for text updates from the Library.



LAKE GENEVA
PUBLIC LIBRARY



CONTACT DETAILS

 **PHONE :**
262-249-5299

 **EMAIL US :**
lakegene@lglibrary.org

 **OUR WEBSITE :**
lglibrary.org

 **OUR ADDRESS :**
918 W Main Street
Lake Geneva WI 53147

 **OUR HOURS:**
Mon-Fri-Sat 9am - 5pm
Tue-Wed-Thu 9am - 8pm

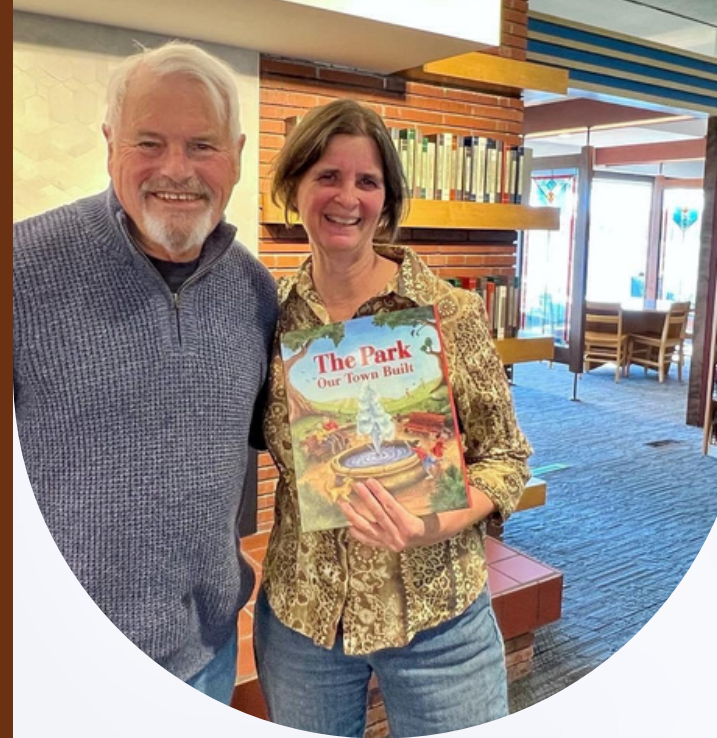
ABOUT US

The Library champions lifelong learning and access to information, resources, and services for all community members.

Established in 1895, the Library is governed by an appointed board and funded by the City of Lake Geneva as well as by Walworth and adjacent counties.

The building was designed by Frank Lloyd Wright protégé James R. Dresser in 1954, and renovated in 2021-22.

The Library is staffed by a team of dedicated professionals working to enhance the quality of life for all residents and visitors.



ONLINE RESOURCES

In addition to our print collection and Library of Things, our patrons have access to e-books and downloadable audiobooks via Libby (app) / Overdrive, streaming media on Hoopla and Kanopy, and online tutoring and job seeker support from Brainfuse. Our local newspapers are digitized and accessible from the Library as well. Visit our website at lglibrary.org for all of our digital offerings!



First Middle Last Name	
Date of Birth MM/DD/YYYY	
Residential Address (No PO Box)	
City	
State ZIP	
Mailing Address (PO Box or alternate)	
City	
State ZIP	
Phone Email	
Mobile Phone + Carrier	
PIN (4 digits for account access)	
Would you like to receive SMS notifications from the library? Data/message fees from your carrier may apply. ____YES ____ NO	
BORROWER AGREEMENT: I accept responsibility for the use of this card, including all items borrowed on it and all fines/fees incurred. I understand that any fines/fees incurred are payable at the time they accrue and that delinquent accounts may be subject to collection activity (collections agency does not report to credit agencies; youth accounts are not sent to collections). I agree to inform the Library immediately of any change to personal contact information or if my card is lost or stolen.	
Signature (over age 18)	
Date	
Under age 18: Parent Guardian Name	
Parent Guardian Address	
Parent Guardian Phone	
Parent Guardian Email	



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CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION COMMITTEE

TUESDAY, NOVEMBER 7, 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

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Access Code: 9746153

AGENDA

1. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the October 17, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed
5. **Licenses & Permits**
 - a. Discussion/Recommendation regarding a Public Assembly Permit/Project Plan Application filed by the Friends of Hillmoor for Volunteer Clearing of Cart Paths on Hillmoor to take place on November 16, 2023 and November 19, 2023 from 1:00 p.m. to 3:00 p.m. each day
6. Discussion/Recommendation regarding the purchase of a street sweeper from MacQueen Equipment in an amount not to exceed \$286,358.80, to be paid from the Equipment Replacement Fund
7. Discussion/Recommendation regarding Task Order #30, by Kapur Engineering for engineering services to be performed in regards to traffic and pedestrian improvements at Interchange North (Sheridan Springs Road)/Center Street, in an amount not to exceed \$8,064.00
8. Discussion/Recommendation regarding the reallocation of ARPA funding from the Lakeview Dr. Improvement Project to the Pine Tree Lane & Mariane Terrace Improvement Project

9. Discussion/Possible Recommendation to add \$35,000 to the proposed 2024 City Budget for upfront costs related to proposed [Certified Local Governments \(U.S. National Park Service\) grant for Hillmoor property](#)
10. Discussion/Recommendation regarding selection of Avenu Insights & Analytics, Option #1 Short Term Rental Compliance in an amount not to exceed \$26,840 and to identify a funding source *(contingent upon receipt and Attorney review of vendor contract)*
11. Discussion regarding the August 2023 Treasurer's Report and Budget versus Actual Report
12. Discussion regarding the September 2023 Treasurer's Report and Budget versus Actual Report
13. **Presentation of Accounts**
 - a. Pre-paid Checks: \$45,288.43
 - b. Regular Checks: \$245,276.38
14. **Adjournment**

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

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

TUESDAY, OCTOBER 17, 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

Alderperson Dunn called the meeting to order, in absence of Chairperson Howell, at 4:30 p.m.

Roll Call

Present: Dunn, Fesenmaier, Yager, and Yunker

Absent: Howell (excused)

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

Sherri Ames; 603 Center St; Spoke in favor of the Dennison Choir use of the Riviera Ballroom for their concert. Spoke in favor of selecting a short-term rental software vendor.

Charlene Klein; 817 Wisconsin St; Spoke in regards to the short-term rental software and warned of the misinformation being stated about the number of rentals in the City.

Approval of the October 3, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed

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

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by Never Say Never Playland for the event of Downtown Lake Geneva Fall Wine Walk to take place on November 5, 2023, located at various downtown businesses

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

Discussion/Recommendation regarding Temporary Operator License Applications for the November 5, 2023 Fall Wine Walk filed by: Elizabeth Berhinig, William Briggs, Angela Carlson, Elizabeth Huml, Kimberly Steiner, Emily Syring, and Denise Zajac-Podhajsky

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

Discussion/Recommendation regarding Lake Geneva Public Library request to use the Riviera Ballroom on Monday, November 13, 2023 from 4:00 p.m. to 5:00 p.m. for a collaborative Veteran's Day program with the Central Denison Dynamic Dolphin youth choir

Motion by Yunker to approve, second by Yager. Fesenmaier questioned if a form for staff to complete could be investigated to use outside of the Riviera contract. Motion carried 4-0.

Discussion/Recommendation regarding replacing defective exterior lighting at the Riviera at a cost of \$24,000

Motion by Yunker to approve not to exceed \$24,000, second by Fesenmaier. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding Short Term Rental Software vendors

Yager stated that it is important to review these proposals and to possibly partner with one for enforcement. She added that staff needs to be able to monitor this more closely, due to the complaints that have been received.

Fesenmaier stated that the public has made it clear that there have been code violations concerning short-term rentals. She added that these companies would be available 24/7 to deal with any violations. She added that the presence of short-term rentals and the issues that have come up have created a sense of anxiety for citizens.

Yunker stated that these vendors are not on site to physically monitor the issues and doesn't understand how having

an off-site company will help. Yunker added that she doesn't feel comfortable spending \$30,000 on a vendor when we could pay a part-time person to actually in town.

Yager expressed concerns with having neighbors call in or monitor the properties as part of a neighborhood watch. Fesenmaier added that this would be in addition to staff's involvement, not meant to replace it.

Motion by Fesenmaier to contract with Avenu for Option #1 \$26, 840, second by Yager. Motion carried on a roll call vote 3-1, with Yunker voting no.

Discussion/Review of the Preliminary 2024 Operating and Capital Budgets

Finance Director Pisarcik addressed the committee concerning the 2024 preliminary operating and capital budgets. She noted that she was very appreciative of the alders that came to the two by two meetings and a summary of those meetings is in the packet for public review. She added that she had worked with all of the departments and outside entities to create this budget. All line items are within the preliminary budget, in the packet.

City Administrator Nord stated that there is a question within the budget regarding the Three Sisters Statue. He added that a decision will need to be made concerning its restoration or replacement.

The approximate cost of this would be \$250,000 and is currently not in the 2024 capital budget.

Finance Director Pisarcik then gave a high-level overview of the changes within the 2024 budget. Yager questioned if money could be put on a staggered placeholder for the Three Sisters Statue. Pisarcik stated that they could, but that a full placeholder could be placed in the next round of borrowing. Yager asked that staff review the action of the Historic Preservation Commission concerning the statute.

Fesenmaier stated that she would like to see the Park Wages increase to include additional staff to support the Parks Superintendent, which she would like to see as a Director. She stated that she would like to see the Parks Department as she had intended.

Fesenmaier questioned if Tourism Commission money could be used towards the interest payments Hillmoor as it was on the Riveria. Pisarcik stated that she wasn't sure how that would work, but it could be explored in the future. Fesenmaier stated that she would like to see the code enforcement line item, to tailor to the short-term rental enforcement.

Yager questioned what the Hillmoor wages were for. Pisarcik added that the Department of Public Works does mow out there currently, and that having that separate line item helps to track how much money is being spent out there.

Motion by Yunker to suspend the rules to allow Building & Zoning Administrator Fred Walling to address the committee, second by Yager. Motion carried 4-0.

Building & Zoning Administrator Walling explained the timeline of how the short-term rental permit fee was lowered over time and stated that it could be changed based on the additional software/staff. Walling stated that he would be hesitant to increase the cost of the permit fee to pay for that software as it might create pricing inconsistencies.

No action taken.

Presentation of Accounts

Pre-paid Checks: \$60,194.38

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

Regular Checks: \$493,567.61

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

Adjournment

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



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CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION COMMITTEE

TUESDAY, NOVEMBER 21, 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

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Access Code: 9746153

AGENDA

1. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the November 7, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed
5. **Licenses & Permits**
 - a. **NONE**
6. Discussion/Recommendation regarding approval of the roadway acceptance for Symphony Bay Phase 3
7. Discussion/Recommendation regarding Pay Request #1 filed by Wolf Paving Co, Inc for work completed on the 2023 Lake Geneva Street Program, in an amount not to exceed \$145,224.04
8. Discussion/Possible Recommendation Possible City Involvement in Proposed Signal at Main St. and Hillmoor Entrance
9. Discussion/Recommendation regarding purchase of Spongy Month Eradication materials for \$14,311.02 (approved by the Tree Board on November 7, 2023)
10. Discussion/Recommendation regarding Resolution 23-R51 a resolution amending Fire Department fees (approved by the Police & Fire Commission on November 9, 2023)

11. Discussion/Recommendation regarding possible fee change for annual beach passes and possible regulation on eligibility for passes
12. Discussion/Recommendation regarding updated fees related to special events
13. Discussion/Recommendation regarding selection of Avenu Insights & Analytics, Option #1 Short Term Rental Compliance in an amount not to exceed \$26,840 and to identify a funding source *(contingent upon receipt and Attorney review of vendor contract)*
14. Discussion regarding October 2023 Treasurer's Report and Budget versus Actual
15. **Presentation of Accounts**
 - a. Pre-paid Bills: \$62,017.24
 - b. Regular Bills: \$214,352.65
16. **Adjournment**

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

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

TUESDAY, NOVEMBER 7, 2023 - 4:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

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

Call to Order by Chairperson Howell

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

Roll Call

Present: Howell, Fesenmaier, Yager, and Yunker

Absent: Dunn

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

Sherri Ames: 603 Center St; Spoke in opposition to the spending of City money of the Hillmoor property. Spoke in favor of purchasing the Avenu short term rental software. Spoke in favor the permit application filed by the Friends of Hillmoor being approved.

Walter Smith; 1800 LaSalle St; Spoke in regards to the Avenu short term rental software and noted that it can be helpful depending on its capabilities.

Approval of the October 17, 2023 Finance, Licensing, and Regulation Committee minutes as prepared and distributed

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

Licenses & Permits

Discussion/Recommendation regarding a Public Assembly Permit/Project Plan Application filed by the Friends of Hillmoor for Volunteer Clearing of Cart Paths on Hillmoor to take place on November 16, 2023 and November 19, 2023 from 1:00 p.m. to 3:00 p.m. each day

Motion by Yager to approve, second by Fesenmaier. Fesenmaier stated that the Friends of Hillmoor had two successful days in October and it went very well. Motion carried 4-0.

Discussion/Recommendation regarding the purchase of a street sweeper from MacQueen Equipment in an amount not to exceed \$286,358.80, to be paid from the Equipment Replacement Fund

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

Discussion/Recommendation regarding Task Order #30, by Kapur Engineering for engineering services to be performed in regards to traffic and pedestrian improvements at Interchange North (Sheridan Springs Road)/Center Street, in an amount not to exceed \$8,064.00

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

Discussion/Recommendation regarding the reallocation of ARPA funding from the Lakeview Dr. Improvement Project to the Pine Tree Lane & Mariane Terrace Improvement Project

Motion by Yunker to approve, second by Fesenmaier. Howell stated that this money was allocated to the City by the State and this is shifting the money towards another project. Motion carried 4-0.

Discussion/Possible Recommendation to add \$35,000 to the proposed 2024 City Budget for upfront costs related to proposed [Certified Local Governments \(U.S. National Park Service\) grant for Hillmoor property](#)

Motion by Yunker to approve, second by Yager. Fesenmaier questioned the different numbers within the application presented to the committee.

Motion by Howell to allow Paula Porbucan to speak, second by Fesenmaier. Porbucan addressed the committee

regarding the request. She added that the request is for \$35,000, but that if the grant is not approved then the City will not have to pay it. This additional money would be placed in the 2024 budget as the grant award will not occur until about February 2024.

Finance Director Pisarcik stated that this would be a pass through amount and wouldn't affect anything. Motion carried 4-0.

Discussion/Recommendation regarding selection of Avenu Insights & Analytics, Option #1 Short Term Rental Compliance in an amount not to exceed \$26,840 and to identify a funding source (*contingent upon receipt and Attorney review of vendor contract*)

Motion by Yager to approve, second by Fesenmaier. Howell stated that the City has not received the contract, so it hasn't been reviewed by the Attorney. Howell added that the new Code Enforcer will start next week that hasn't had a chance to review it and would be responsible for overseeing it.

City Administrator Nord stated that the Code Enforcer will start next week and that it is a full time position.

Motion by Yunker to suspend the rules to allow Building & Zoning Administrator Walling to speak, second by Howell.

Walling addressed the committee regarding the Code Enforcer's roles and noted that this new person is aware.

Nord stated that Avenu was contacted about receiving a contract, but had not heard anything.

Motion by Fesenmaier to continue to the next Finance, Licensing, and Regulation Committee meeting, second by Yager.

Nord read the email from the Avenu representative and noted the differences between option #1 and option #2 presented by Avenu.

Motion to continue carried 4-0.

Discussion regarding the August 2023 Treasurer's Report and Budget versus Actual Report

Finance Director Pisarcik reviewed the August 2023 Treasurer's Report and Budget versus Actual Report. No action taken.

Discussion regarding the September 2023 Treasurer's Report and Budget versus Actual Report

Finance Director Pisarcik reviewed the August 2023 Treasurer's Report and Budget versus Actual Report. No action taken.

Presentation of Accounts

Pre-paid Checks: \$45,288.43

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

Regular Checks: \$245,276.38

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

Adjournment

Motion by Yager to adjourn, second by Yunker. Motion carried 4-0. The meeting adjourned at 5:00 p.m.



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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.



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CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE
MONDAY, NOVEMBER 27, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

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

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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 October 23, 2023 Public Works Committee Minutes
5. Director of Public Works Report
6. Discussion Only Disc. Golf Course Bridge # 3
7. Parking Manager Report
8. City Engineer Report
9. Discussion /Recommendation WisDOT Proposal for Center Turn Lane on Main St Between Edwards and Curtis St. [DPW]
10. Discussion / Recommendation the City of Lake Geneva pursuing SISP Funding Including Signal Installation in the STH 120 Project TWN LN to ST HWY 50 (100% City Cost). [Kapur & DPW]
11. Discussion / Recommendation Payment request #2 for 2023 Street Program as Requested by Wolf Paving and Recommended for Payment by [Kapur]
12. Future Agenda Items

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MONDAY,
OCTOBER 23, 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. Yunker, Ald. Dunn, Ald. Yager, Ald. Howell, Ald. Straube

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

Sherri Ames, 603 Center St. per Attorney Draper a resident is defined as a property owner spoke and it was determined to hold off on putting speed bumps until the spring. Would like to know what speed limits are in the alley until it's put on the books.

Peg Esposito, 124 Darwin St. spoke in regard to item #14 - grounds maintenance of Hillmoor. She believes it's not the time for people to be working on property yet. She would like to see a plan put in place otherwise it would be a poor use of our funds. She also noted that the Friends of Hillmoor are willing to help and fund projects there.

Betty Volquardsen, 1000 Cumberland Trail, also spoke in regard to item #14. She opposed to work taking place in Hillmoor, doesn't understand why fall is a time to do this, and supports having a separate Parks Manager with a different understanding.

Mary Jo Fesenmaier, 1085 Lake Shore Dr. spoke about items #8 Symphony Bay Phase 3 be aware making sure proper stop signs are placed in the developed area. The City Engineering Report regarding the Riviera Beach is stuck in FLR & would need to refer to Chair on what to do with that, the Geneva Lake Dam on ownership for the dam now that we have insurance, planning and building crosswalks, item #10 – the signal at Main St. and Hillmoor consider recommending speed limit to FLR or reduce to 35 or 25. Item #14 Hillmoor property is not a park, it should be left as is and leave it to the ad hoc committee for the comprehensive plan. Referenced items she distributed from Kishwalktoe and clear cutting rather than selectively cutting out things. She also expressed not mowing widespread.

Approval of the September 25, 2023 Public Works Committee Meeting Minutes

Ald. Yunker motioned to approve the September 25, 2023 minutes, seconded by Ald. Dunn. Motion carried 5-0.

Director of Public Works Report

Ocktoberfest and Dragon Fest went well. Prepping for APWA to host a salt calibration demonstration at DPW from Grand Geneva on November 1st. Alley speed limit is a state ordinance. Noted: DPW didn't put Hillmoor on the agenda.

Parking Manager Report

Revenue kiosks and app was over \$359K compared to last year \$211K due to rate increase. High water day was Sunday, Sept. 3 just over \$24,000 in additional revenue. Referenced coin, credit card. Waived parking fees are currently at \$32K, Lot B is at \$8,600. The cost of the shuttle is \$9,400 for the entire year.

City Engineer Report

Riviera Beach access is stuck at FLR and recommended it come back to PWC. GLLC discussed how to move forward on dam repairs, and Center St. lining repair will be coming up, along with Interchange North / Center South Street Crosswalks.

Discussion / Recommendation Approval of Symphony Bay Phase 3 - Recommended Roadway Approval Acceptance [Kapur]

Recommended acceptance in February and formalizing acceptance of these roadways.

Ald. Yager motion to approve the Symphony Bay Phase 3, seconded by Ald. Howell. Motion carried 5-0.

Discussion / Recommendation Wolf Paving Payment Request #1 [Kapur]

Ald. Howell motioned to accept Wolf Paving Request #1, seconded by Ald. Yager. Motion carried 5-0.

Discussion / Recommendation Possible City Involvement in Proposed Signal at Main St. and Hillmoor Entrance [Kehoe-Henry Inc.]

Ald. Howell motioned to allow Bill Henry to speak, seconded by Ald. Yager. Motion carried 5-0.

Bill Henry spoke on behalf of Guske family, owners of Lake Geneva Lanes at 192 E. Main St. directly across from Hillmoor in hope that the city would partner with them in a traffic analysis and turn lanes. The DOT is currently looking at the 3rd lane, budget signal. Question in regards city assisting with funding of no more than 25% of the traffic study; \$2,200 is the cost. DOT Phase II and hoping the city would participate at 25% or total of appx. \$7,000 to \$8,000 working cooperatively working with the city and DOT.

Ald. Howell asked what's next after the traffic study. Bill stated the turning lane is the next thing for DOT . Don't know the cost or how it will be split up. YMCA possible financial interest?

Ald. Howell motioned to approve the participation, seconded by Ald. Yunker. Motion carried 5-0.

Yager questioned that there are several what if's, and she thinks we could be jumping the gun. Bill doesn't think so and believes HWY 50 will remain the entrance to Hillmoor; with the signal about halfway between Wells and Edward i.e. it can also support turn lanes.

Ald. Howell stated this is the money it would cost to find out all the answers and Chairperson Strube agreed.

Discussion /Recommendation Possible Speed Bumps in Center St. Alley [Sept. PWC]

Ald. Yager motion to continue, seconded Ald. Howell. Motion carried 5-0.

Discussion / Recommendation STH 120 SMFA Between City and State Regarding a Barrier between Starbucks and Taco Bell [Sept PWC]

Earle stated raising the curb vs. creating the costly barrier.

Ald. Yunker motioned to put on the six inch curb, seconded by Ald. Yager. Motion carried 5-0.

Discussion / Recommendation Updated SMFA Between State and City Regarding STH 50 Project.

Earle this is to get everyone together working in the same direction. \$247,000 agreement. Meeting last Thursday and reevaluating Main Street project and looking at the parking and 3rd lane in the middle (to Wells to the top of the hill all way to Peller Rd.).

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

Discussion / Recommendation Grounds Maintenance Hillmoor Property [Ald. Frame / Ald. Straube]

Ald. Straube noted that this was brought up to see if PWC should be taking care of before Winter, but DPW has been told to stay out of Hillmor. She agrees with Ald. Espisito too early and need to reference the Hillmoor Ad Hoc Committee.

Ald. Howell is asking what's happening out there. Friends of Hillmoor removed trash and some invasives.

No action taken.

Discussion / Recommendation 19995004 Pine Tree Lane & Mariane Terrace, Pay Application 5 [MSA]

Matt said a couple remaining items are still outstanding.

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

Future Agenda Items

Order of Future Road Programs

Making Sure Proper Signage Phase 3 Symphony Bay

Adjournment

Ald. Yager motioned to adjourn the meeting at 4:53 pm, seconded by Ald. Yunker. Motion carried 5-0.



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

PUBLIC WORKS OFFICE & ADMINISTRATION

- Brush and leaf pick up in full swing, fielding many calls.
- Telematics in trucks proving their worth.
- DPW met again several times with WisDOT regarding the Hwy 50 project.
- DPW met again with WisDOT regarding the STH 120 (Edwards Blvd) project.
- Attended Salt Wise hands-on workshop at Jefferson County Highway
- DPW attended APWA Fall Conference at Grand Geneva, 3 days.
- DPW participated in Salt Wise calibration workshop at our Street Dept shop through APWA
- 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.
- Surplus auction has concluded, waiting on results.
- DPW has worked with Staff on several equipment repair projects.
- DPW worked with Linn Hwy on several areas of shared roadway.
- 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.
- 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. One area left with no contact.
- Winter Ops have started.
- DPW and the City Engineer are looking into possible solutions for intersection control in the Sheridan Springs/Center St. area. Waiting to meet with the Town.
- Issues with AT&T and the Riviera elevator continue. DPW Super and Riviera Super are working with several companies. UPDATE; Repairs are complete.
- Park Superintendent interviews started.
- PM's on all Street Dept heating equipment finished.

PUBLIC WORKS OPERATIONS

- Crews are currently performing garbage removal 3 days /week downtown.
- Pothole patches on Main St, east complete.
- Beach garbage as needed.
- Beach groomed as needed.
- Launch and lagoon seaweed removal as needed.
- Crews have been replacing street name signage.
- Crews have been updating traffic signage.
- Pothole patch every other week.
- Street sweeping is ongoing, 3-4 days/week.



City of Lake Geneva

Department of Public Works

1065 Carey St.
Lake Geneva, WI 53147
262.248.6644

- Cobb, Lions Den, Dunn, and Seminary restrooms have been closed and winterized as well as the Beach House.
- 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 53 loads have been hauled to the recycling center in September.
- 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; Arborist is scheduling application. Application in the NW section of the city was performed.
- 2 signs replaced, vandalism.
- 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 apx 7 ton of street sweepings to Mallard Ridge.
- Veteran's Park maint. continues.
- West End restroom will remain open until lake freezes.
- Equipment maintenance; mower blades, oil, grease, etc.
- Downtown and park restrooms cleaned 3 days/week.
- Citywide tree planting has finished up, apx 87 trees were planted.
- Dead wooding large ROW trees ongoing.
- All Park shelters cleaned.
- Irrigation systems have been turned off and winterized.
- Pond waterfall system winterized.
- 2 Staff members out for personal reasons.
- Assisted Fire Dept in Countywide disaster training at DPW campus. Cleaned up.
- Riviera plaza and stair lighting contract approved. Waiting on material.
- Several street signs straightened.
- Several signs were repaired after traffic accidents.
- Misc. ongoing duties.
- Two shop doors were repaired.
- Tube furnace at 1065 Carey repaired.
- Gate at Dunn Field repaired.
- 2 tires repaired on Case loader.
- 2 heavy plows were sent to the dealer for repairs with the DEF systems, warranty.
- 1 heavy plow sent to Best Truck for plow carriage rusted through.
- 1st snow event was 31 Oct, see snow report.



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, NOVEMBER 14, 2023 - 5:00 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

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

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Access Code: 9746153

AGENDA

1. Meeting called to order by Chairman Yunker
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the October 10, 2023 Piers, Harbors, and Lakefront Committee meetings minutes as prepared and distributed
5. Harbormaster Report
6. Discussion/Recommendation regarding Riviera Roof, related to bird control (*continued from September 12, 2023 meeting*)
7. Discussion/Recommendation regarding possible fee change for annual beach passes and possible regulation on eligibility for passes
8. Discussion/Recommendation regarding possible RFP for Lagoon slip removal and installation of new slips
9. **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, OCTOBER 10, 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

Meeting called to order at 5:00 PM by Chairman Yunker

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.

George Steffen, 1316 Pleasant Street spoke on agenda item six (Lagoon slips)

Richard Pucci, 316 Elmwood Avenue spoke on agenda item six (Lagoon slips)

Approval of the September 12, 2023 Piers, Harbors, and Lakefront Committee minutes as prepared and distributed. Motion by Esposito, seconded by Dunn. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Riviera Roof, related to bird control (continued from September 12, 2023, meeting). Harbormaster Steve Russell provided the committee with an update. Two companies have been contacted to visit the site and make recommendations as to how best address to the issue. Russell suggested possibly issuing an official Request For Proposals to solicit additional input. Consensus of the committee to carry this topic over to the next Piers & Harbors meeting.

Discussion/Recommendation regarding status and future use of Lagoon Slips (continued from September 12, 2023 meeting). Russell recommended to the committee that a formal Request For Proposals to receive cost estimates for (a) the removal of the existing lagoon slips and (b) the installation of new lagoon slips. After additional discussion, Howell so moved to send out a Request For Proposals. Esposito seconded the motion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the 2024 Lifeguard Service Agreement with Water Safety Patrol. After brief discussion, Howell moved to recommend approving the 2024 Lifeguard Service Agreement with the Lake Geneva Water Safety Patrol. Seconded by Esposito. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding a request for AED unit for Riviera Beach (Water Safety Patrol). . After brief discussion, Esposito moved to recommend approving the purchase of an AED unit for use at the Riviera Beach. Howell seconded the motion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding 2024 Clean Boats/Clean Water Program Participation (Geneva Lake Environmental Agency). Russell provided a brief report of the 2023 program and recommended participating again in 2024. Motion by Howell to recommend participating in the 2024 Clean Boats/Clean Water Program. Seconded by Esposito. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding West End Pier boat vandalism. Harbormaster Russell discussed this topic with the committee, outlining various incidents of vandalism and theft that have occurred. Briefly discussed possible options for the City to consider to address the issue. Russell noted this topic was strictly “informational” at this time.

Discussion/Recommendation regarding Boat Launch Rate. Russell addressed the topics of increasing all rates to current Department of Natural Resources (DNR) rates as well as adding a daily Commercial Fee of \$100 (currently there is no daily rate; only a season pass fee of \$1,000). After discussion among the committee members. It was consensus to not increase all City rates to the DNR’s rates. Esposito moved to recommend that the City add a daily commercial fee of one hundred dollars. Motion seconded by Yunker. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding possible fee change for annual beach passes and possible regulation on eligibility for passes. City Administrator Nord asked that this agenda item be held over until next month. Howell moved to continue this agenda item until the next meeting. Seconded by Esposito. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding replacing defective exterior lighting at the Riviera at a cost of \$24,000. Russell reviewed the estimates within the meeting packet for replacement of 6 bollard lights around the fountain as well as lights for the stairways leading up to the second floor of the Riviera building. Funding for these items would be taken from this year’s budget. Howell so moved to recommended approval of the purchase. Seconded by Yunker. Motion carried by unanimous vote. This item was referred to the FLR committee.

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. At 5:36 PM, Esposito so moved that the committee go into closed session with the addition of the Mayor, Harbormaster, Alderperson Fesenmaier and City Administrator Nord. Seconded by Howell. Motion carried unanimously.

Motion to return to open session pursuant to Wis Statutes 19.85(2) and take action on any items discussed in closed session. At 5:42 PM Howell so moved to go back into open session. Seconded by Esposito. Motion carried unanimously.

Esposito so moved that the City proceed as discussed in closed session. Seconded by Yunker. Motion carried unanimously.

Adjournment

At 5:43PM Howell moved to adjourn. Seconded by Dunn. Motion carried by unanimous voice vote.



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 NOVEMBER 20, 2023 4:00 PM COUNCIL CHAMBERS - CITY HALL, 626 GENEVA STREET

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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 October 16, 2023 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of October 2023 Financials
7. Approval of October 2023 Bills
8. Directors Report
9. Discussion/Action on Payment Request #5 for the Pine Tree Lane & Mariane Terrace Improvement Project prepared by Asphalt Contractors Inc.
10. Discussion/Action on the proposed scope of work to be performed on Well #5 pumping equipment, Dodge St. boost pump #2, and Treatment Plant pump 2B
11. Discussion/Action on the proposed 2024 Operating and Capital Budgets for the Wastewater Utility and Water Utility
12. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, regarding the Wastewater Superintendent.
13. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
14. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday October 16, 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, Nord & Binn Excused – Howell, Frame & Stanczak

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.

Bill Henry from Kehoe Henry & Associates wanted to let the Commission know that he is present and representing Pioneer Estates (item 10) so if they have any questions during discussion, he could answer them.

Approve Utility Commission Minutes from September 18, 2023, as prepared and distributed.
Binn/Klein motion to approve. Approved 4-0.

Acknowledgement of Correspondence

Gajewski received correspondence regarding the bill being referred to as LRB4336 which calls for the possible mandatory extension of services for “Urban Towns”. The co-sponsorship window for this has closed and he has not received any other communication about it since then. He has also received EPA dates for the continued sampling for PFAS. There are also industry communications regarding the 3M/Dupont class action lawsuit regarding PFAS which we would be a part of if it proceeds.

Approval of September 2023 Financials

Binn/Nord motion to approve. Passed 4-0.

Approval of September 2023 Bills

Binn/Klein motion to approve. Passed 4-0.

Director’s Report

Gajewski went over his submitted Director’s report. Flushing went very well and is now completed. Center St tower has been drained and inspected and will need to be repainted both on the wet interior and the exterior next year. Staff has been corresponding with DNR regarding the fall application of biosolids on Utility owned land. Office staff are collecting third quarter billing payments and working on the 2024 budget.

Klein/Binn motion to approve. Passed 4-0.

Discussion/Action on a proposal for a change in the firm to conduct Utility auditing services

Gajewski reminded the Commission that we have used the same firm for the past two years for auditing services with the option to use them for a third year. The City are planning to move to Lauterbach and Amen for 2023 auditing services next year. Gajewski has been involved in the discussions and has no issue moving to use Lauterbach and Amen for 2023 and then for the two years after that.

Binn/Klein motion to accept Lauterbach and Amen as the auditor for Utility services. Passed 4-0.

Discussion/Action on proposed plans by Pioneer Estates of Lake Geneva to add two water and sewer services on parcel MB 700002

Gajewski gave the history of this project and said that Pioneer has received rezoning approval to move forward. He has received two different sets of plans and meetings have been held with subsequent plan revisions being made. Staff is in favor of the plans as they now stand with the installation of two new water and sewer services being installed. He would request that the Utility are notified 48 hours in advance of the installation or as soon as possible if any emergency work is required.

Binn/Nord motion to approve the plans submitted by Pioneer for an additional two water & sewer laterals with the recommendation that the Utility are given 48 hours' notice of the installation. Passed 4-0.

Discussion/Action on proposed amendments to the Utility Uniform, Clothing & Dress Policy

No discussion.

Klein/Binn motion to approve the amendment. Passed 4-0.

Discussion/Action on proposals for exterior door replacements at the Wastewater Treatment Plant

Gajewski gave an overview of the scope of this work and the alternates requested and said there are two submitted quotes. Staff recommend approval of the quote from Foremost Doors to install the metal clad doors.

Klein/Binn motion to approve the quote for the metal clad entry door replacement at the WWTP as submitted by Foremost Doors. Passed 4-0.

Discussion/Action on estimate of probable construction costs for the Big Foot lift station force main replacement

Gajewski reminded the Commission that we have had multiple main breaks and repairs in this location. The lift station is just south of South St and sits in the lagoon area just south of Maytag Rd. Ideally it would be relocated but it could also be replaced in the same location. The estimate in the packet does not include any engineering services and is just a placeholder for the 2024 budget. Gajewski detailed all the components that go into this project and what would be the ideal situation. Discussion followed. Concerns were raised about how this may affect a future bike path on South St and Gajewski responded to those concerns. No action taken at this time. Staff to proceed with obtaining an engineering proposal and fact finding.

Discussion/Action on draft 2024 Utility Operations and Maintenance Budgets

Discussion was had on revenues for both utilities and the changes shown to it, including the pre-payment of impact fees in 2023. Gajewski said he feels very confident in the budgets as presented so far. He detailed some of the significant changes including interest earned that is higher than received in previous years. Revenues are forecasted using usage patterns and there is no proposed rate increase for 2024. Expenditures are seeing a higher than previously felt increase in energy expenses, and Alliant and WE Energies are both looking for rate increases again in 2024 so this could be another significant change. We have also seen continued increases in product and delivery costs for the chemicals that we use on the water side. We do still have some expenses to be finalized in terms of some capital project costs and insurance costs. Discussion was had on when the Utility would be looking at the next full rate case with the Public Service Commission. We no longer qualify for a simple rate case since it has been over 5 years since our last full rate case. Both Utility budgets will be brought back in November for final approval. No action taken.



Lake Geneva Utility Commission

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Dennis Lyon – President
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TO: Lake Geneva Utility Commission
FROM: Josh Gajewski, Utility Director
SUBJECT: November 2023 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

The Center Street Tower inspection report has been completed and we have received a recommended scope of work and preliminary cost estimate, which has been reflected in the 2024 budget requests.

Staff has completed the work necessary to provide a formal response to satisfy the Wisconsin Department of Agriculture, Trade, and Consumer Protection's laboratory audit that was performed in late summer.

All required asphalt patching from repair work performed during the year was completed the week of November 13th. Any repairs made will be temporarily patched and have pavement work itemized for completion in the spring of 2024.

WASTEWATER OPERATIONS

Scheduled manhole grouting was completed in October and staff has reported that flow rates to the plant have been noticeably lower than in prior months/years, indicating that the work done for inflow/infiltration elimination is paying dividends.

The land application of biosolids was completed the week of November 13th, along with the completion of the VFD replacement project for the oxidation ditch aerators, which was approved earlier in the year and had stalled while we waited for the delivery of controls components.

OFFICE & ADMINISTRATION

Staff has continued with the 2024 Utility budget work and has submitted the final drafts for Commission review and potential adoption at the November meeting.



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

CITY OF LAKE GENEVA AMENDED TREE BOARD
TUESDAY, NOVEMBER 7, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; ~~CONFERENCE ROOM 2A~~ POLICE TRAINING ROOM
(UPPER LEVEL)

Members:

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

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the September 12, 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. 2024 Budget to include Spony Month Injections Blight and Pine Needle Disease- Dennis Loeser
7. Discussion/Recommendation regarding fall tree planting to include dedication tree in Donian Park
8. Update regarding Tree Protectors- Jon Foster
9. Discussion/Recommendation regarding Christmas Tree Decor
10. Set next meeting date & date
11. 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.*

MEETING MINUTES TUESDAY September 12, 2023

Roll Call 4:00 PM- Candy, Peg, Sonya, Mayor, Jon-arborist, Morgan

Public- Denis Louser, Cindy, Mark Sesselman, Julie Mulligan

Minutes approved- Peg makes motion Sonya second, unanimously approved.

Public Comments: Julie Mulligan wants a dedication tree planted in memory of David Mulligan (DIRT) nick name, in Donian Wetland Preserve (BUR OAK.) She will be filing out a donation form.

Mark Sesselman of 351 South Curtis has purchased a tree to be planted in Disc Golf Course with plaque, checking the status of planting.

Dennis Louser wanted to talk about Blight & needle disease concerns on spruce trees. It will be added to the agenda for the next meeting. Mark- 351 south Curtis- Tree and plaque first of October to be planted.

Arborist Report: Things briefly were this fall plantings, Spongy moth infestation and treatment with soil injection for caterpillars and scraping off the egg masses to reduce numbers. Also the money that will need to be budgeted to preserve oak trees at Oak Hill and other locations within the city from Spongy moth. Fall Planting will begin in October, but the downtown flowering pear may be planted in September, they will be B&B 2- 2.5-inch DBH to stop some of the vandalism. Ordinance change concerning removal of tree notifications and tree planting notifications was passed and will be used this fall before plantings and removals proceed.

Parks position briefly mentioned: Mayor commented that a committee will be meeting to further discuss this.

Update on Downtown tree protection: Both schools that were contacted said no, Sonya will contact gateway Tech college. The 15,000 allocated for purchasing protection rings for the trees may need to be reallocated. Jon will talk to Tom, the Director of Public Works.

Update on school projects- Sonya commented that Candice Franks of the Badger Ag Class will probably participate with the City Forester for some sessions this coming year.

Next Meeting: Tuesday, October 10th at 4pm.

Adjournment 5:00 PM: Peg made the motion Sonya 2nd and all approved.



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

**POLICE AND FIRE COMMISSION MEETING
THURSDAY NOVEMBER 9, 2023– 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS**

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

AGENDA

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes
5. Acknowledge Correspondence
6. City Council Report
7. Approval of the Regular meeting minutes of October 5, 2023
8. Discussion/Action – BID District donation to the Police Department for Shop with a Cop in the amount of \$5,000.00
9. Discussion/Action – BID District donation to the Fire Department in the amount of \$5,000.00
10. Fire Department business
 - a. Discussion/Action - Approval of bills for the month of October 2023, operating in the amount of \$183,869.85, Equipment Replacement purchases in the amount of \$13,499.15, for a total of \$197,369.00
 - b. Discussion – EMS Medical Billing/Stark Medical Billing
 - c. Discussion – Monthly Chief’s Update and Fire Department Report Overview
 - d. Discussion/Action - Approval of updated Fire Department Responses Fees
 - e. Discussion/Action – Short Term Rental Fire Inspections
 - f. Discussion/Action- Approval of Lexipol Policies
 - 207 Minimum Staffing Levels
 - 1062 Exchange of Duty
 - 1063 Shift Fill in and Hold Over
 - g. Discussion/Action- Acceptance of resignation from EMT Hannah Kukla
 - h. Discussion/Action- Acknowledgement of thank you notes
 - Mrs GG
 - Skwareski Family
 - Walworth County Special Olympics

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

11. Police Department Business

a. Discussion/Action - Approval of bills for the month of October 2023, operating in the amount of \$362,295.54, Equipment Replacement purchases in the amount of \$3,275.24, for a total of \$365,570.78

b. Discussion – Detective vacancy update

c. Discussion - Full Time Officer hiring update

d. Discussion/Action – Confirmation of hiring Full Time Telecommunicator Douglas Ludwig

e. Discussion/Action – New Badge Design Approval

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

g. Discussion - Top Five Monthly Incidents

h. Discussion – Monthly activity reports -

2023 Dispatch activity for October 2023:	Telephone calls – 2,425	911 calls - 227	Window assists – 732
2022 Dispatch activity for October 2022:	Telephone calls – 2,339	911 calls - 226	Window assists – 684
2023 Patrol activity for October 2023:	Calls for Service – 1,955	Arrests - 134	
2022 Patrol activity for October 2022:	Calls for Service - 1,778	Arrests - 148	

i. Discussion – Police Department Thank You notes

- Whitewater Police Department

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

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

a. Police Department - Lake Geneva School Resource Officer Memorandum of Understanding

b. Fire Department – Town of Linn Staffing Agreement

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

14. Adjourn

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

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



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

**JOINT MEETING OF THE CITY COUNCIL AND
THE PLAN COMMISSION
MONDAY, NOVEMBER 13, 2023- 6:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

Council Members:

Mayor Charlene Klein, Council President, Mary Jo Fesenmaier, Council Vice President, Cindy Yager
Alderspersons: Tim Dunn, Peg Esposito, Linda Frame, Ken Howell, Shari Straube, and Joan Yunker

Plan Commission Members:

Mayor Charlene Klein, Alderperson Joan Yunker, Commissioners: John Gibbs, Joel Hoiland, Dr. 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 City Council
2. Meeting called to order by Plan Commission
3. Roll Call of members of City Council
4. Roll Call of members of Plan Commission
5. Election of Joint Committee Chairperson
6. Acknowledgement of Correspondence
7. Verification of proper legal notice
8. Presentation of the Comprehensive Plan Amendments by Vandewalle & Associates

9. Public Hearing on Comprehensive Plan Amendments:

- a.** Wisconsin Power & Light Company (WP&L) request to amend the Future Land Use Map to change the recommended future land use category for a portion of Tax Key # ZOP 00003 from Public Park & Recreation to Institutional & Community Services

- i.** Open Public Hearing by Common Council
- ii.** Reading of submitted comments
- iii.** Comments from the Public
- iv.** Plan Commission & Common Council questions
- v.** Closing of Public Hearing by Common Council

- b.** Lakeside Living LLC request to amend the Future Land Use Map to change the recommended future land use category for tax parcels ZCNS 00001 through ZCNS 00004 and ZCNS 00028 through ZCNS 00031 from Single Family Urban to Two-Family/Townhouse Residential

- i.** Open Public Hearing by Common Council
- ii.** Reading of submitted comments
- iii.** Comments from the Public
- iv.** Plan Commission & Common Council questions
- v.** Closing of Public Hearing by Common Council

10. Response to Public Hearing questions by Vandewalle & Associates and City Staff

11. Discussion of Comprehensive Plan Amendments by Plan Commission and Common Council

12. Adjournment of the City Council

13. Plan Commission Discussion/Recommendation of Resolution 23-PC01 a resolution recommending Amendments to the City of Lake Geneva Comprehensive Plan to the Common Council

14. Adjournment of the Plan Commission

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



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

CITY OF LAKE GENEVA PLAN COMMISSION
MONDAY, NOVEMBER 20, 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

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Access Code: 9746153

AGENDA

1. Meeting called to order by Charlene Klein
2. Roll Call
3. Approve Minutes of the October 16, 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. Review and Recommendation to vacate and discontinue a portion of Logan Street in Block 2 of Wheeler Addition
7. Continued - Conceptual review of a proposed development by **Basso Builders** for the property currently located in the Town of Bloomfield Tax Key No. MA56400002
8. Review and recommendation for a Zoning Map Designation for the property located at **N3219 County Trunk H** (Elkhorn Rd.) for permanent zoning of Planned Office (PO) to complete the process of annexation. Applicant Ron Amman, RJ Ammon Properties
9. Public Hearing and Recommendation for a Conditional Use Permit (CUP) for James E. Willet, 14628 John Humphrey Dr. Orland Park, IL 60462 for a building addition to the home at **1320 W. Main St.** located in the Estate Residential – 1 (ER-1) zoning district tax key no. ZYUP00094H
10. Public Hearing and Recommendation to amend the existing Zoning Code section 98-206(8)(y) regarding Short Term Rental guidelines

11. Building and Zoning Administrators Report

12. Review and discuss 2024 Comprehensive Plan Implementation budget item recommendations

13. Adjournment

QUORUM OF CITY COUNCIL MEMBERS MAY BE PRESENT

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

CITY OF LAKE GENEVA AMENDED PLAN COMMISSION MINUTES
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

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

Roll Call

Present: Klein, Yunker, Gibbs, Hoiland, Foster-Fueredi, Marquardt, Cary

Absent: None

Approve Minutes of the September 18, 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

- Luke & Monica Pfeifer, 1091 S Lake Shore Drive, written submission; spoke in opposition to proposed amendment changes related to Item #10
- Barry Mess, 1010 Mobile Street; spoke in opposition to Item #8
- Sherri Ames, 605 Center Street; spoke in opposition to Items #8 & #10
- Bob McDonald, 1020 Mobile Street; spoke in opposition to Item #8
- Susan Lewis, 1145 Mobile Street; spoke in opposition to Item #8
- Penny Froh, 736 N Andria Drive; spoke in opposition to Item #10
- Helen Xiong, 711 N Andria Drive; spoke in opposition to Items #9 & #10
- Pat Sasaki, 1050 Mobile Street; spoke in opposition to Item #8
- Bob Morava, owner of Stuart Johnson & Co, 1002 Mobile Street; spoke in opposition to Item #8
- Peg Esposito, 124 Darwin Street; spoke in opposition to Items #8, #9 & #10
- David Widzisz, 748 N Andria Drive; spoke in opposition to Item #10
- Adam Ruesch, 729 Joshua Lane; spoke in opposition to Item #10
- Terrie Mess, 1010 Mobile Street; spoke in opposition to Item #8
- Susan Smolarek, Elite Lake Rentals; 672 W Main Street; provided market information related to Item #10
- Larry Happ, 1120 S Lake Shore Drive #13; spoke in opposition to Item #10

Acknowledgment of Correspondence

There was 1 item of correspondence received and was distributed to the members of the Plan Commission.

Downtown Design Review:

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

Applicant Thomas George presented the application for a request to construct a garbage enclosure for 222 Center Street (included on pages 6-11 of the packet) and answered commission member's. Motion by Hoiland to approve, second by Cary. No discussion. Motion carried. 7-0.

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

Applicant Thomas George presented the application for a request to construct a garbage enclosure for 252 Center Street (included on pages 12-17 of the packet) and answered commission member's. Motion by Hoiland to approve, second by Cary. No discussion. Motion carried. 7-0.

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

Applicant not present (supporting documents included on pages 18-21 of the packet). Administrator Walling answered commission member's questions. Motion by Hoiland to approve, second by Yunker. No discussion. Motion carried. 7-0.

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

Applicant not present (supporting documents included on pages 22-26 of the packet). Administrator Walling & City Engineer Rausch answered commission member's questions. Motion by Hoiland to approve, second by Cary. No discussion. Motion carried. 7-0.

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

Josh Basso of Basso Builders, 405 Skyline Drive, presented details and answered commission member's/city staff questions for the proposed conceptual review (included on pages 27-32 in the packet). Recommendation to take comments and return, No Action.

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

Sara Johnson & Katie Skelton, representatives for Continental Properties Company, presented a conceptual review of a proposed development and answered commission member's/city staff questions (included on pages 33-65 of the packet). City Planner Kruesel provided next steps for the applicant. No action.

Review and Recommendation regarding proposed amendments to the City of Lake Geneva Short Term Rental Ordinance; Chapter 98 of the Zoning Code Ordinance

Administrator Walling provided history and current status regarding proposed amendments to the City of Lake Geneva Short Term Rental Ordinance and answered commission members questions. (included on pages 66-70 of the packet) Motion by Mayor Klein to continue, second by Hoiland. Motion carried. 7-0

Adjournment

Motion by Hoiland to adjourn, second by Cary. Motion carried 7-0. The meeting adjourned at 8:35p.m.



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

CITY OF LAKE GENEVA AMENDED BOARD OF PARK COMMISSIONERS

TUESDAY, NOVEMBER 21, 2023 - 6:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

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

AGENDA

1. Call to order – Cindy Feuredi
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes
4. Approval of the October 17, 2023 Board of Park Commissioners Minutes as prepared and distributed
5. Discussion regarding Park Superintendent List of Priorities
6. Department of Public Works Monthly Update
7. Discussion/Recommendation regarding Park Rules
8. Future Agenda Items
 - a. Gygax Memorial Items
9. Next Meeting Date & Time (January 16, 2024 at 6:30 p.m.- December 19, 2023 Meeting CANCELED)
10. **Adjournment**

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CITY OF LAKE GENEVA BOARD OF PARK COMMISSIONERS

Minutes

Tuesday, October 17, 2023 - 6:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Call to order 6:30 pm by President Cindy Forster-Fueredi

Committee Members Present: Cindy Forster-Fueredi, Ann Esarco,
Mayor Charlene Klein, Peggy Schneider, Denise Wendell (viaZoom)

Committee Members Not Present: Linda Frame, David Quickel

Others Present: None

Comments from the public: None-

Approval of September 19, 2023 minutes of the Board of Park Commissioner

Motion 1st: Klein

Motion 2nd: Schneider

Approved unanimously.

YMCA Quarterly Update – delivered by Mike Coolidge – Veterans Park Update

Summer season 488 children broken down as: - Baseball 132, Jr. Softball 43, T-ball
177, 7 travel teams (93), dream team 43

Fall Soccer 320 children broken down as: 213, Flag Football 107

Check to city of \$1347 and \$4307 for use of park, pavilion during 2023.

Fields close end of October

Open fields April

Tournaments start in May

Recommendation for spring spruce-up. Tourism department provided funds for updating
fields in during summer 2022.

Kujawa Enterprises recommends various options to prepare fields/level them off for
2024.

Vet's Park needs to have repair work done at Lions Den house. Asphalt around building
is also coming up and can be dangerous.

Written operations update report provided by Public Works.

Impact fee revenue to develop Pond view Estates Park Area and include dog fencing at

Four Seasons

Motion 1st: Fueredi

Motion 2nd: Wendell

Approved unanimously

Motion to develop Pond View Estates using funds from Park Impact Fees.

Motion 1st: Fueredi

Motion 2nd: Schneider
Roll call vote: Approved Unanimously

Motion to install dog park fencing at Four Season Park from Park Impact Fees.

Motion 1st: Fueredi

Motion 2nd: Wendell

Roll Call Vote:

Fueredi, Wendell, Klein – Approve

Schneider, Esarco – No

Motion Passed.

Motion to Adjourn at 7:08

Motion 1st: Klein

Motion 2nd: Fueredi

Approved unanimously.

November 21, 2023 @ 6:30pm

Adjournment Cindy Fueredi /Linda Frame

Carry forward:

Status of : Recommendation to 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.

The new Park Manager/Superintendent position is forthcoming, as a result DPW is compiling a list of priorities the Park, Avian, Tree and Cemetery Committees would like the Manager to work on.

Preliminary plans are to acclimate the Superintendent to the parks (including cemeteries) via working closely with the Street Superintendent until the Superintendent is comfortable with their knowledge of the working systems of all the parks as well as their amenities and capabilities. Without this knowledge, the Superintendent cannot know the possibilities of what the parks can and cannot support and can be best learned from those who already know. This will allow the Superintendent to realize not only the capabilities of the parks, but their deficiencies. When these are identified, they then can be addressed to fit the vision of the Committees.

It is our hope that this will provide the Superintendent with a clear view looking forward, identify the needs and wants of the Community through the Committees, and begin to bring the position to its goal, which is a stand-alone Parks Department. A *sample* of the process was laid out in the draft position summary and another below.

Apx cost;

Park Superintendent	\$92,000.00 (2023)
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*DPW/Forestry Operator;	\$134,000.00 (2024) (filled)
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Parks Operator;	\$134,000.00 (2025-26)
-----------------	------------------------

Year 1;	\$92,000.00 (2023)
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Year 2;	\$226,000.00 (2024) (possible Parks Operator)
---------	---

Year 3;	\$360,000.00 (2025) (possible Parks operator)
---------	---

(these positions can be deferred at Council discretion)

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

Office Staff	p/t apx 1200hrs/yr	\$25,000.00
	Full time	\$95,000.00-\$100,000

This represents a possible scenario out of many and a starting point. The above Committees would weigh heavily in any discussion of bringing this to fruition and the Personnel Committee would be involved in any additional Staff. (During Personnel Committee meetings, one of the issues was the cost of adding Staff) Once the Superintendent is comfortable with the inner workings and physical aspects of the parks and staffing is addressed, the logical step would be to elevate the position to Director status and begin a Parks Dept separate from DPW. To begin that now would be fruitless as they would have no staff to carry out directives.

The priorities listed here are taken from the Job Description as well as conversations with the Committees and are *representative* of but not an all-inclusive list. If there are others you believe are more accurate, simply write them in on the blank lines. (limit 4) Rather than everyone turning in a priority list, we ask that each individual Committee Chair bring them to their respective meeting and *each Committee collectively submit one form with a majority rules ranking*. The intent of the Superintendent position is to help all the Committees with their wishes and be the conduit between them and taking action. Please understand that if an item is ranked lower than another, it does not mean it is not important nor that it will not be addressed, it means it is lower on the priority list. Please do this thoughtfully instead of simply ranking all items 5 as this will help guide the position. This is not a list of what you would like to see done, it is a list of priorities for the Park Superintendent to work from.

Please score each of the following on a 1-5 scale with 5 being most important and 1 being least important. (they are in random order and not all pertain to all Committees but please fill all, when complete please forward to the DPW)

_____ Playground improvements

_____ Planning, development, etc. of new and existing City park land.

_____ Capital improvement projects. (typically larger projects over \$25000, NOT maintenance)

_____ Tree, Bird City status, coordination

_____ Bike trail expansion

_____ Recreational activities with attention to indoor and outdoor activities for seniors and persons with special needs.

_____ Develop and maintain a catalog, both hard copy and online, notifying the public of recreational offerings area wide.

_____ Areas of rest/reflection. (small areas, benches, land- water overlooks, etc)

_____ Revenue generation and additional funding opportunities

_____ Bike trail maintenance

_____ Public exercise areas for adults

_____ Compose/draft rules/ordinances pertaining to Parks/Cemeteries

_____ City owned sidewalk maintenance

_____ City wide sidewalk review and expansion

_____ Park facility improvements. (buildings, sports fields, nature trails, etc)

_____ Non-sport activities. (sewing/knitting, pottery, gardening, cooking, basket weaving, bird watching/house building, star gazing, etc)

- _____ Grant opportunities
- _____ Park grounds improvements. (habitat, natural space, wetlands, etc)
- _____ Rights of Way and terrace improvements
- _____ Expanding tree planting and tree funding opportunities
- _____ Forming Park/Rec relationships with Municipalities within close proximity
- _____ Form relationships with YMCA, Library, Schools, etc for Park/Rec opportunities
- _____ Playground additions (new)
- _____ Impact fee coordination
- _____ Hillmoor property opportunities
- _____ Park land ADA accessibility
- _____ Safe routes to School
- _____ Advertising of Park amenities
- _____ Implementing public surveys regarding Parks/Rec

Committee_____ Date _____

Chair_____



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 For the Month of October

PARK OPERATIONS

- Finished painting and staining outlook at Donian Park.
- There were 2 shelter rentals.
- There were 3 large events in October. Oktoberfest, Dragon Days, Homecoming parade; all were well attended.
- Moved the Three Sisters statue to a new location in the Museum.
- Finished spot sidewalk replacement in parks along the lake front.
- Tree crews finished the fall tree planting in the Parks, Cemetery, and ROW.
- The grass is still growing so we are still at full force mowing.
- All seasonal help has left for the season.
- Continue to do ROW brush mowing and mowing around ponds.
- City fountains have been closed and winterized.
- The beach house has been winterized.
- Cobb Park has been closed for the season and restrooms have been winterized.
- Dunn field restrooms have been winterized for the season.
- Seminary Park restrooms have been closed and winterized for the season.
- Fall clean-up is under way with the removal of the leaves in all parks.
- Curbside leaf and brush pickup has begun.
- Chamber, Westend, and Library restrooms will remain open along with the Riv.



LAKE GENEVA PUBLIC LIBRARY

Library Board Meeting

Date: Thursday, November 9, 2023

Time: 5:00 p.m.

Place: Lake Geneva Public Library

Smith Meeting Room

918 W Main Street

Lake Geneva, WI 53147

AGENDA

1. Call to order (Lyon)
2. Roll call and introduction of guests
3. Review and approval of previous meeting minutes
4. Public comment: maximum of 5 minutes per speaker, limited to items on this agenda
5. Finance, Building, & Grounds Committee report (Kundert)
 - a. Review/approval of previous month's expenditures
 - b. Donations/investments report
 - i. Foundation checks (Lyon)
 1. StoryCorps payment
 2. Drawer front fundraising
 3. Bates Foundation
 4. Steffgen Endowment
 - c. Building and grounds report
6. President's report (Lyon)
7. Director's report (Kornak)
 - a. Usage / stats
 - b. Staff reports
 - c. Action items: 2024 Holiday Schedule
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
NOVEMBER 14, 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 October 10, 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 and updates regarding *Proposed 2024 LGHPC Budget* and schedule for upcoming City Council meetings regarding publication and approval of the 2024 Operating & Capital Budgets.
9. Discussion and comments regarding recent building / remodeling projects within *National & State Historic Districts*.
10. Presentation by Paula Porubcan regarding Certified Local Government Grant Application for *Hillmoor Archaeological Survey* and discussion regarding possible nomination of the former *Hillmoor Golf Course* property as a National Historic Landscape under the Department of Interior Historic Landscape program.
11. 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.

12. 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 status of four additional plaques and signs should be repaired and/or replaced, including *Wisconsin Power & Light* plaque, *Chicago & Northwestern* plaque, *Lake Geneva Water & Light Co.* plaque, and the *Historic Railroad of Lake Geneva* plaque.
13. Update regarding current status of the *Three Graces* statue, the relocation from Flat Iron Park to the Geneva Lake Museum, and the future plans for repair and/or replacement of the *Three Graces* statue.
14. Review of recent *Historic Plaque Program* applications, including 1033 Geneva Street, 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 it 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*, the *Wisconsin Association of Historic Preservation Commissions*, and the 17th Annual Local History & Historic Preservation Conference that was held 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, DECEMBER 12, 2023.**

Lake Geneva Historic Preservation Commission Meeting Minutes

October 10, 2023 7:00 p.m. at Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Louise Rayppy, Chris Brookes, Grace Hanny, Emily Hummel and Tim Dunn. Sonja Akright was absent. Guest: Mary Jo Fesenmaier.

Review and approval of the minutes from September 12, 2023, Historic Preservation Commission Meeting.

Comments from the public and correspondence. Mary Jo Fesenmaier filled us in regarding Hillmoor Golf Course property.

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 Warner Sallman and The Head of Christ, Presenter Helen Brandt, November 7th. The FLR Committee (Financing, License, Regulation). Filing a report every quarter, external organization, quarterly report about who is staying there –some of the subjects that should be addressed at the next Finance Committee concerning short-term rentals.

Updates regarding Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours, including Black Point programs at the Lake Geneva Public Library. The Oak Hill Cemetery Tours are 10/7 and 10/14. Spiritualism in the Victorian Era—10/6 and 10/20.

Updates on events at The Riviera, at the 1928 Geneva Theater / Geneva Stage, or local news items relating to the Lake Geneva Historic Preservation Commission. The Eagles are performing at the Geneva Stage.

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. There will be a City Council Budget Workshop at 4:30 P.M. Tuesday, October 17, 2023, to answer questions. Our current balance is \$2,540.00. Maple Park's little signs, Tom Earle will put them up in a month.

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 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 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. Discussion about the expenses that we will have for nomination, advertising, and pamphlet like Whitewater has.

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. Balance of funds to repair the following signs: 11, 14, 17, 18,. Call Jim Sherin about funds to complete additional signs, if he could wait until our budget is approved for 2024.

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. Patrick talked to John Notz about the statue. He advised that a board committee should be set up to deal with this. Maybe get a grant. Park Board, Beautification Committee – nothing is going on. Maybe should talk to Park Manager.

Discussion regarding possible nomination of the former Hillmoor Golf Course property as a National Historic Landscape under the Department of Interior Historic Landscape program. This is different. Does not fall into our Landmark Ordinance.

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. The house at 1033 Geneva Street has applied for a plaque. Built in 1910. Owned by Lincoln Holding Group.

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. Update from Sonja Akright on any new information regarding renewal of I-phone app. No new information.

Discussion regarding new projects for the LGHPC, updates to our website www.historyoflakegeneva.org, and discussion on any other potential future LGHPC projects that we might want to consider. Update from Sonja Akright regarding who to contact on website update. Items on website need to be updated. Check with Sonja about how the website at the museum is set up.

Update 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. We will postpone this for next year's budget.

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. Should put more attention to our local history.

Update on information from Jason Tish at the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, and the Wisconsin Association of Historic Preservation Commissions, including the 17th Annual Local History & Historic Preservation Conference in La Crosse, Wi., on October 18-20, 2023. The Nature Series, Barrett Memorial Library – 10/16.

Meeting adjourned at 8:00 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, NOVEMBER 21, 2023 - 6:00 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A

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. Bird City Application Update and Assignments
6. Strategic Planning Meeting to include 2024 priorities and activities
7. Partnerships, funding opportunities and potential grants
8. Brief 2023 Calendar/Project review
9. Reports on events filed in Google Docs
10. Christmas Tree Trimming at Geneva Lake Museum report
11. Future Agenda Items
12. Next Meeting Date & Time: December 12, 2023 at 6:00 p.m.
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



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

CITY OF LAKE GENEVA TOURISM COMMISSION
MONDAY, NOVEMBER 13, 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.- November 13, 2023 Tourism Commission

Nov 13, 2023, 4:00 – 5:00 PM (America/Chicago)

Please join my meeting from Google Chrome on your computer.

<https://meet.goto.com/744061285>

AGENDA

1. Chairman Waspi called 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 October 9, 2023 Tourism Commission minutes as prepared and distributed
5. Update from Heather Jones (Independent Contractor for Tourism Commission) Meet at the Lake Promotional Activity
6. Update from Tourism Entity (VISIT Lake Geneva) on Promotional Activity, Calendar, and Hotel performance
7. Riviera agreement for events that request to have rental fees waived
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/Update regarding VISIT Lake Geneva contract with Tourism Commission (*Continued from October meeting*)
11. Discussion/Action on Tourism Promotional Grant Program and Requests: **Maximum ten (10) minute presentation per request:**
 - a. The Wisconsin Cheese Festival (*Lake Geneva House of Music and APG Southern*

Wisconsin)

- b.** Jazz Fest (*Lake Geneva House of Music and APG Southern Wisconsin*)
 - c.** Lake Geneva TacoFest (*Lake Geneva House of Music and APG Southern Wisconsin*)
 - d.** Women's Weekend (*Geneva Lake Woman's Association*)
 - e.** Downtown Ice Sculpture Walk 2024 (*VISIT Lake Geneva*)
- 12.** Proposed Tourism Commission Logo (*VISIT Lake Geneva; continued from October meeting*)
- 13.** Addition of link or QR code to all marketing materials including print and social media (*Continued from July 2023 meeting*). Potential revision to Tourism Grant Application to include that the grantee lists the City website page URL/link (mirrored from the Riviera webpage) showing City hotels and lodging.
- 14.** Future Agenda Items (Next Meeting Date: Monday, December 11, 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, October 9, 2023
COUNCIL CHAMBERS, CITY HALL

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

Roll Call

Present: Vice Chair Zakia Pirzada, Ald. Fesenmaier, Alderman Howell, Linda Moritz, Stephanie Klett (Ex-Off), Mayor Klein (Ex-Off), Comptroller Laura Pisarcik (Ex-Off)

Absent: Chair Brian Waspi, Troy Migut, Administrator Nord (Staff Liaison)

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

Dave Desimone, W4191 Southland Road, Linn Township, Director of Black Point Museum spoke in support of renewing the Visit Lake Geneva contract.

Approval of Tourism Commission minutes from September 11, 2023

Motion by Pirzada, second by Moritz, to approve the minutes from September 11, 2023.

Unanimously carried.

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

Heather Jones reviewed her three-page report. Fesenmaier asked about the Riviera website. Jones explained that the website is through wix.com and is registered and paid for by the City.

2024 Independent Contractor Agreement, Lake Geneva Cooperative Convention Center Special Events Coordinator

Heather Jones contracted salary increases about 9% from \$64,000 annually to \$70,000. No other changes from the contract expiring October 31, 2023. Motion by Moritz, second by Pirzada.

Unanimously carried.

Update from Tourism Entity – Visit Lake Geneva

Deanna Goodwin gave highlights from the monthly report.

Interesting Earned Media links: [12 Most Scenic Wisconsin Towns - WorldAtlas](#)

[Coolest Small City in Every State | Best of the U.S. | Fifty Grande](#)

[14 Best Winter Vacations in the USA, from Sand to Snow \(shebuysttravel.com\)](#)

The monthly partner meeting will be October 19 at Pier 290 with Peter Barca, DOR Secretary.

Annual Awards dinner is October 24 at the Abbey in Fontana.

Mark your calendars for the Christmas Parade on December 2 and Winterfest from January 31 through February 4.

Winterfest will expand into both sides of Flat Iron Park due to the bigger blocks/form being used for the snow sculptures. The center of the park will have smaller sculptures and added activities.

The Visit website has exceeded three million pageviews, setting an all-time record.

The Visitors Center on Wrigley Drive will host a cold weather clothing drive from October through December.

Update from Lake Geneva Business Improvement District (BID) – Alexandria Binanti
No report.

Written financial update provided by City Comptroller

Balance Sheet from September 30, 2023

Total Assets - \$1,032,243.26

Restricted Fund Balance - \$525,302.27

Comptroller Pisarcik briefly discussed the 2024 proposed budget from the packet. She noted that the Tourism Commission may transfer to the City's General Fund an amount for interest only, not principal, for the Riviera renovation bonds until 2025. She explained that there is no cap for municipal development transfers. She pointed out that the 2024 budget lists \$271, 425.000 in the municipal development line mainly for the Hillmoor project – Knowles-Nelson grant matching portion.

Tourism Promotional Grant Program and Requests

Abominable TRAIL Race; ASR Events, LLC

Event is being held November 18, so the application is withdrawn due to lack of time.

Abominable SNOW Race; ASR Events, LLC

Bill Wolfe presented the grant application event scheduled for Saturday, January 27, 2024 (weekend before Winterfest). This is the ninth year for the event with six years held in Lake Geneva (hosted at LG Ziplines and Adventures, Geneva Township). Attendance is 60% from the Rockford, Chicago, and Milwaukee areas including attendees from 25 states. The Winter Obstacle Course is an entirely unique experience. Motion by Pirzada, second by Moritz, to award a \$7000 grant. Unanimously carried.

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

Applicants were not present.

Lake Geneva Winter Bridal Show; Celebration on Wells

Charlie Lorenzi presented the Marketing Plan and Budget and gave details regarding the success of the event in previous years. Motion by Howell, second by Pirzada, to approve the January 20 grant for \$15,000. Unanimously carried.

Update regarding Visit Lake Geneva contract with Tourism Commission

Stephanie Klett explained that they have met once with Chair Waspi and talked in very broad terms, with no specific proposals or changes to the current contract. Visit is happy with the current contract. They are receiving 35% of any room tax amount collected over \$500,000 and are benefiting from the increased room revenues over the past two years.

Vice Chair Pirzada asked about adding new events to their contract. Klett explained that Visit, according to Section 4 of the contract, is providing tourism promotion and development. Section 8 Services does list the four events that Visit actually does manage and promote: Concerts in the Park, Winterfest, Christmas Parade, and Restaurant Week.

Pirzada asked that Section 8iii in the contract be modified to "Assist the Commission and City of Lake Geneva promote City of Lake Geneva events." No motion was made.

Pirzada also asked about expanding the RFPs to all City hotels not just those on the list in the packet. Goodwin was given permission to address the Commission and clarified that bigger

event planners use Visit to narrow down the information to larger properties and other needs listed in the RFPs. Planners do not want to be inundated with every property, just those that fit their specifications for the event. Smaller event planners tend to do their own research from the Hotels and Lodging page. Goodwin insisted Visit would lose credibility if all properties were shared in the RFP results. Discussion will continue to the November meeting.

Tourism Commission Logo and other possible changes

Visit Lake Geneva brought a few draft logos. The City does not have an original digital copy, however. Goodwin will reach out to local artist, Neal Aspinall for a quote to create an original and to add Tourism Commission on the logo. Motion by Pirzada, second by Howell, to continue to the November meeting. Unanimously carried.

Riviera Agreement for events that request rental fees waived

The City is in the process of revising its fee waiver policy. Heather Jones report shows that the Riviera was comped/donated 6 times in 2023 with no paperwork. Jones says there is no process nor forms in her files showing past history. Five of the six times the Riviera fees were waived in 2023 was for Winterfest through Visit Lake Geneva. Goodwin will check with City Administrator Nord for calculations used in the draft fee waiver policy proposal. Winterfest, along with Concerts in the Park, the annual Christmas Parade, and Restaurant Week are specifically noted in the Visit contract (Section 8f).

Future meeting agenda items and next meeting date –

- Tourism Logo – Goodwin will bring a quote
- Link on Grantee website – continued to November; revise Grant Application to include that the grantee lists the City website page URL/link (mirrored from the Riviera webpage) showing City hotels and lodging.
- Contract negotiations update with Visit – continued to November meeting with a request by Commissioners to include the current contract and any drafts in the November packet.

Monday, November 13, 2023, at 4:00 PM

Motion by Howell, second by Moritz, to adjourn at 5:40 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier
Secretary

Riviera Ballroom/MATL Update- Tourism Commission Meeting November 2023

Marketing Update

- Website Analytics Update: Past 30 Days:
 - Site Sessions: 1,515 (35% decrease)
 - Site Sessions by traffic source
 1. Google (882)
 2. Direct (423)
 3. Visit Lake Geneva (52)
 4. Bing (35)
 5. City of Lake Geneva (29)
 - Active Inquiries: 69 (-9 from last month), 70 recorded for October 2022
 - Avg. Session Duration: 6min 13sec (95% increase)
 - Site Bounce Rate: 48% (-18%)
- WeddingWire & TheKnot: October Stats
 - 142 Storefront Views, compared to 94 avg in our market/category
 - 20 leads (+4 from last month)
- Hotels & Lodging Analytics Update Past 30 days:
 - 30 Page Views (no change)
 - Avg. time spent on page: 2min 30sec (-1 min)

**Reports generated on November 4th*

Social Media Ad Campaign starting back up December 15th, gearing up for engagement season.

Working on refreshing marketing materials and website with new pictures.

Sales Update

	2018	2019	2020	2021	2022	2023	2024	2025
Weddings	45	28	9	54	55	52	40	5
Social	4	1	0	1	5	4	3	
Corporate	4	2	1	1	2	2		
Non-Profit	7	10	0	3	1	5	3	
Event Total	60	41	10	60	62	63	46	5
Cancellation Total	0	0	40	11		3	1	
Rescheduled	0	0	20	4		1	1	
Comp			5	2	5	6		

- Sales by Year October 2023:
 - 2023 Events- 1 contract out for December (holiday party).
 - 2024 Events- 3 contracts returned this month (2 weddings & 1 non-profit) with 5 contracts out.
 - 2025 Events- Two contracts returned (weddings) with 1 contract out.
 - Last Year- Reported on November 2, 2022; 62 events booked for 2022, 46 events booked for 2023 and 7 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	\$292,150.84

CATERING REVENUE

\$29,159.74	\$14,688.76	\$4,337.68	\$32,970.09	\$46,691.72	\$42,816.00
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**Lake Geneva Tourism Commission
NOVEMBER 13, 2023
VISIT Lake Geneva Update**

Partner Meetings & Events

- VLG Monthly Partner Meeting – December 19, 8-9am at Grand Geneva Resort

Public Events – 2023-2024

- Lake Geneva Electric Christmas Parade – Saturday, December 2, 2023
- Lake Geneva Winterfest – January 31 – February 4, 2024
 - Downtown Ice Sculpture Walk – February 1 – 4, 2024
- Lake Geneva Restaurant Week – April 20 – 28, 2024
- Concerts in the Park – June 27 – August 8, 2024 (7 weeks)
- Lake Geneva Electric Christmas Parade – Saturday, December 7, 2024

Earned Media Highlights – October 2023

- [16 Best Winter Family Vacations — From Ski Trips To Caribbean Escapes](#) | Travel + Leisure Asia
- [8 Best Places To Visit In Wisconsin In The Fall 2023](#) | Traveling Lifestyle
- [9 Most Scenic Northern United States Towns](#) | World Atlas
- [140 Most Romantic Small Towns in America](#) | New York Travel Guides
- [Around Town visits Safari Lake Geneva](#) | WGN TV
- [Things to do In Lake Geneva, Wisconsin](#) | MSN News
- [Wisconsin's Resort Towns Are Booming](#) | Milwaukee Magazine
- [Wisconsin's past is on display at the state's 12 historic sites](#) | Milwaukee Journal Sentinel
- [Small Town Charm: 10 Quaint Fall Getaways In The Midwest To Book..](#) | The Travel
- [Lake Geneva has been ranked as one of the most romantic...](#) | Milwaukee Journal Sentinel
- [Lake Geneva named one of the most romantic small towns in the U.S.](#) | TMJ4
- [Your Ultimate Guide To Winter Attractions And Activities In Wisconsin](#) | Only in Your State
- [Fall Road Trips: 10 Scenic Drives to Take in the Midwest In October](#) | The Travel
- [25 Wonderful Winter Getaways in Wisconsin](#) | Paulina on the Road
- [10 Amazing Places in the United States for a Hot Air Balloon Ride](#) | Travel Pulse
- [28 Cool Things To Do in Winter in Wisconsin](#) | Paulina on the Road

Marketing Metrics – OCTOBER 2023

Website – VisitLakeGeneva.com

- Visitor Sessions – 115,194 | +6.2% (YTD 1,355,416 | +14.7%)
- Pageviews – 342,519 | +38.7% (YTD 3,705,287 | +28.9%)
- Users – 86,344 (YTD 1,039,937)
- Online Guide Visits – 5,865 (YTD 63,250)
- Top Cities
 1. Chicago – 18,714 Unique Users
 2. (not set) – 6,19
 3. Milwaukee – 2,129
 4. Lake Geneva – 1,708
 5. Ashburn – 1,022
 6. Madison - 973
 7. Dallas - 955
 8. Hampton - 735
 9. New York - 645
 10. Minneapolis - 520
- Top Pages
 1. Events – 90,111 Pageviews
 2. Home – 24,589
 3. Things to Do – 15,466
 4. Things to Do | Fall Activities – 13,638
 5. Explore | Visitors Guide Request – 12,471
 6. Things to Do | Shopping – 7,554
 7. Food & Drink – 7,322
 8. Stay | Hotels & Resorts – 7,141
 9. Things to Do | Shore Path – 6,554
 10. Weddings – 5,397

Social Media

- Facebook – 66,420 Followers (+254) | 562,119 Post Reach
- Instagram – 12,494 Followers (+143) | 12,413 Post Reach
- Twitter – 3,507 Followers (+3) | 1,112 Impressions
- LinkedIn – 1,363 Followers (-5) | 27,729 Impressions
- TikTok* – 869 Followers (+57) | 7,167 Views

(*) Launched June 13

Email Subscribers

- Subscribers – 52,935 (-473)
- Open Rate – 34.1%

Visitor Center Activity

- Walk-ins – 1,484 (YTD 14,316)
- Phone Calls – 229 (YTD 2,630)
- Emails – 661 (YTD 10,161)
- Visitors Guides Fulfilled – 625 (YTD 9,925)

Hotel Activity – SEPTEMBER 2023

- Occupancy – 58.3% (-3.8%) | YTD 54.1% (-1.0%)
- ADR - \$197.22 (+3.3%) | YTD \$201.04 (+5.2%)
- RevPar - \$114.96 (-0.6%) | YTD \$108.72 (+4.2%)

Meetings & Events RFP Activity – OCTOBER 2023

RFP#	Total Room Nights	Total Attendees	Meeting Type	Properties Sourced
1270	75	50	Social	Lake Lawn, Harbor Shores , The Abbey, Geneva National, The Ridge, The Cove , Maxwell Mansion , Grand Geneva, Bella Vista Suites
1271	80	80	Social	Grand Geneva, Geneva National, The Ridge, Lake Lawn, The Abbey, The Cove , Harbor Shores
1272	4	200	Social	The Abbey, Grand Geneva, The Riviera , Geneva National, Lake Lawn
1273	2639	750	Corporate	Grand Geneva
1274	40	60	Government	Grand Geneva
1275	150	50	Corporate	Grand Geneva
1276	70	35	Association	The Abbey, Geneva National, The Ridge, Grand Geneva
1277	775	120	Corporate	Grand Geneva
1278	725	300	Corporate	The Abbey, Grand Geneva, Lake Lawn
1279	612	200	Corporate	The Abbey, Grand Geneva

- RFPs Distributed – 10 (YTD 127)
- Total RFP Room Nights – 5,170 (YTD 47,419)
- Total RFP Attendees –1,845(YTD 31,889)
- Remaining 2023 industry show – Holiday Showcase – Nov. 29-30, Chicago

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
47-00-00-11111 FUND CASH						
		09/30/2023 (09/23) Balance	.00 *	.00 *	1,036,417.79	
CA	5	Cash Allocation - Created: 11/08/23 12:09 PM	216,707.29			
CA-CDA	7	CDA Fund Allocation - Created: 10/06/23 11:04 A		25,428.83-		
CA-CDA	24	CDA Fund Allocation - Created: 10/13/23 12:18 P		119.98-		
CA-CDA	31	CDA Fund Allocation - Created: 10/20/23 1:22 PM		45,000.00-		
CA-CDA	47	CDA Fund Allocation - Created: 10/26/23 4:35 PM		5,833.34-		
CA-JE	10	JE Fund Allocation - Created: 11/07/23 11:16 AM	37,500.00			
		10/31/2023 (10/23) Period Totals and Balance	254,207.29 *	76,382.15- *	1,214,242.93	
47-00-00-13920 ACCTS RECEIVABLE						
		09/30/2023 (09/23) Balance	.00 *	.00 *	.00	
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	.00	
47-00-00-21100 ACCOUNTS PAYABLE						
		09/30/2023 (09/23) Balance	.00 *	.00 *	70,428.83-	
AP	344	Summary Transactions from AP System		119.98-		
AP	629	Summary Transactions from AP System		43,333.34-		
CDA	83756	GENEVA LAKE ARTS FOUNDATION	14,428.83			
CDA	83787	UNITED WAY OF WALWORTH COUNTY INC	11,000.00			
CDA	83853	CHARTER COMMUNICATIONS	119.98			
CDA	83908	LAKE GENEVA JAYCEES	45,000.00			
CDA	83979	JONES, HEATHER	5,833.34			
		10/31/2023 (10/23) Period Totals and Balance	76,382.15 *	43,453.32- *	37,500.00-	
47-00-00-21900 ACCRUED EXPENSES						
		09/30/2023 (09/23) Balance	.00 *	.00 *	.00	
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	.00	
47-00-00-34800 RESTRICTED FUND BALANCE						
		09/30/2023 (09/23) Balance	.00 *	.00 *	525,302.27-	
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	525,302.27-	
47-00-00-41210 ROOM TAX						
		09/30/2023 (09/23) Balance	.00 *	.00 *	951,115.63-	
JE	12	TOURISM ROOM TAX 4TH QTR		37,500.00-		
JE	24	TRANSFER ROOM TAX TO TOURISM FUND-OC		175,604.89-		
JE	24	TRANSFER ROOM TAX TO TOURISM FUND-OC		36,832.57-		
		10/31/2023 (10/23) Period Totals and Balance	.00 *	249,937.46- *	1,201,053.09-	
YTD Encumbrance	.00	YTD Actual	1,201,053.09- Total	1,201,053.09- YTD Budget	1,100,000.00- Unearned	101,053.09-
47-00-00-46100 TOURISM MISC REVENUE						
		09/30/2023 (09/23) Balance	.00 *	.00 *	.00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
47-00-00-46100 TOURISM MISC REVENUE (continued)					
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
47-00-00-48110 INTEREST INCOME					
		09/30/2023 (09/23) Balance	.00 *	.00 *	18,375.62-
JE	23	REC OCT LGIP ACTIVITY		4,269.83-	
		10/31/2023 (10/23) Period Totals and Balance	.00 *	4,269.83- *	22,645.45-
YTD Encumbrance	.00	YTD Actual 22,645.45- Total 22,645.45-	YTD Budget 1,000.00-	Unearned 21,645.45-	
47-00-00-49100 APPL. PRIOR YR APPROPRIATIONS					
		09/30/2023 (09/23) Balance	.00 *	.00 *	.00
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
47-00-00-49350 TRANSFER FROM GENERAL FUND					
		09/30/2023 (09/23) Balance	.00 *	.00 *	.00
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
47-00-00-57100 HOTEL/MOTEL ASSN-CHAM OF COMM					
		09/30/2023 (09/23) Balance	.00 *	.00 *	112,500.00
AP	552	LAKE GENEVA CONVENTION	37,500.00		
		**Desc: 4TH QTR 2023 PAYMENT			
		10/31/2023 (10/23) Period Totals and Balance	37,500.00 *	.00 *	150,000.00
YTD Encumbrance	.00	YTD Actual 150,000.00 Total 150,000.00	YTD Budget 540,000.00	Unexpended 390,000.00	
47-00-00-57210 EVENTS COORDINATOR					
		09/30/2023 (09/23) Balance	.00 *	.00 *	23,994.00
AP	611	JONES, HEATHER	2,916.67		
		**Desc: RIVIERA EVENTS COORDINATOR-NOV			
		10/31/2023 (10/23) Period Totals and Balance	2,916.67 *	.00 *	26,910.67
YTD Encumbrance	.00	YTD Actual 26,910.67 Total 26,910.67	YTD Budget 32,650.00	Unexpended 5,739.33	
47-00-00-57212 EVENTS COORDINATOR-RIVIERA					
		09/30/2023 (09/23) Balance	.00 *	.00 *	23,994.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
47-00-00-57212 EVENTS COORDINATOR-RIVIERA (continued)					
AP	612 JONES, HEATHER		2,916.67		
	**Desc: RIVIERA EVENTS COORDINATOR-NOV				
	10/31/2023 (10/23) Period Totals and Balance		2,916.67 *	.00 *	26,910.67
YTD Encumbrance	.00	YTD Actual 26,910.67 Total 26,910.67	YTD Budget 32,650.00	Unexpended 5,739.33	
47-00-11-15900 DUE TO/FROM GENERAL FUND					
	09/30/2023 (09/23) Balance		.00 *	.00 *	.00
	10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
47-00-40-15900 DUE TO/FROM LAKEFRONT FUND					
	09/30/2023 (09/23) Balance		.00 *	.00 *	.00
	10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
47-70-00-57150 PROMOTIONAL GRANT					
	09/30/2023 (09/23) Balance		.00 *	.00 *	197,764.57
	10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	197,764.57
YTD Encumbrance	.00	YTD Actual 197,764.57 Total 197,764.57	YTD Budget 150,000.00	Unexpended 47,764.57-	
47-70-00-57155 TOURISM MUNICIPAL DEVELOPMENT					
	09/30/2023 (09/23) Balance		.00 *	.00 *	11,751.99
AP	339 CHARTER COMMUNICATIONS		119.98		
	**Desc: INTERNET SVC OCT 2023				
	10/31/2023 (10/23) Period Totals and Balance		119.98 *	.00 *	11,871.97
YTD Encumbrance	.00	YTD Actual 11,871.97 Total 11,871.97	YTD Budget 50,000.00	Unexpended 38,128.03	
47-70-00-59400 TRANSFER TO CAPITAL PROJECTS					
	09/30/2023 (09/23) Balance		.00 *	.00 *	.00
	10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
47-70-00-59500 TRANSFER TO LAKEFRONT FUND					
	09/30/2023 (09/23) Balance		.00 *	.00 *	.00
	10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
47-70-00-59600 TRANSFER TO DEBT SERVICE FUND					
	09/30/2023 (09/23) Balance		.00 *	.00 *	158,800.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
47-70-00-59600 TRANSFER TO DEBT SERVICE FUND (continued)					
		10/31/2023 (10/23) Period Totals and Balance	.00 *	.00 *	158,800.00
YTD Encumbrance	.00	YTD Actual	158,800.00	Total	158,800.00
		YTD Budget	167,375.00	Unexpended	8,575.00
Number of transactions: 21			Debit	Credit	Proof
Grand Totals:			374,042.76	374,042.76-	.00

Report Criteria:

Actual amounts

All accounts

Account.Account number = "47000011111"- "47700059600"

CITY OF LAKE GENEVA
ROOM TAX COMPARISONS
2022 AND 2023

2022

	Room Tax Regular	Room Tax Marketplace	Totals
January	54,550.20	-	54,550.20
February	74,545.47	-	74,545.47
March	77,487.03	146,570.32	224,057.35
April	73,954.48	-	73,954.48
May	114,045.78	-	114,045.78
June	188,107.19	196,339.25	384,446.44
July	313,020.56	-	313,020.56
August	254,487.85	1,540.39	256,028.24
September	179,651.19	204,625.28	384,276.47
October	-	-	-
November	-	-	-
December	-	-	-
	<u>1,329,849.75</u>	<u>549,075.24</u>	<u>1,878,924.99</u>

2023

	Room Tax Regular	Room Tax Marketplace	Net Totals
January	50,649.40	-	50,649.40
February	69,510.46	-	69,510.46
March	71,887.05	152,450.05	224,337.10
April	66,450.06	-	66,450.06
May	103,584.65	-	103,584.65
June	215,120.24	191,031.50	406,151.74
July	271,520.53	-	271,520.53
August	209,042.56	-	209,042.56
September	151,129.64	240,349.17	391,478.81
October	-	-	-
November	-	-	-
December	-	-	-
	<u>1,208,894.59</u>	<u>583,830.72</u>	<u>1,792,725.31</u>

Variance

(86,199.68)

Note: Marketplace Providers may pay on a quarterly basis

CITY OF LAKE GENEVA
BALANCE SHEET
OCTOBER 31, 2023

FUND 47 - TOURISM

<u>ASSETS</u>		
47-00-00-11111	FUND CASH	1,214,242.93
	TOTAL ASSETS	1,214,242.93
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
47-00-00-21100	ACCOUNTS PAYABLE	37,500.00
	TOTAL LIABILITIES	37,500.00
<u>FUND EQUITY</u>		
47-00-00-34800	RESTRICTED FUND BALANCE	525,302.27
	REVENUES OVER EXPENDITURES - YTD	651,440.66
	TOTAL FUND EQUITY	1,176,742.93
	TOTAL LIABILITIES & EQUITY	1,214,242.93

20 22/20 23 Tourism Grant Commitments

20 22 Meetings	Events	Amount committed	Vendor	Date of Event	Paid to Date	Remaining Balance	Total Running Balance
December	Bacon Fest Big Balloon Build	10,000.00 10,000.00	Wisconsin Valley Media Group Inspiration Ministries	May 12-14, 2023 March 19-26, 2023	- \$ 6,390.00 \$ 127,335.74 \$	10,000.00 3,610.00 13,610.00	140,945.74
20 23 Meetings							
January	MEETING CANCELLED						150,000.00
February	Jazz Fest Taco Fest Art in the Park	10,000.00 10,000.00 15,253.00	Wisconsin Valley Media Group Wisconsin Valley Media Group Geneva Lake Art Foundation	May 19-20, 2023 September 8-10, 2023 August 12-13, 2023	- \$ - \$ 14,428.83 \$	10,000.00 10,000.00 824.17	140,000.00 130,000.00 129,175.83
March	Venetian Fest Lake Geneva Meeting Planner	45,000.00 -	Jaycoes (meeting canceled by Visit Lake Geneva)-\$2,200	August 16-20, 2023 September 20, 2023	45,000.00 \$ - \$	- -	129,175.83 129,175.83
April	DAS Fest	11,500.00	United Way Wauworth County (Event held in Elkhorn)	August 4-6, 2023	11,000.00 \$	500.00	128,675.83
May	Perseid Meteor Shower cruises (GLAS) The Wisconsin Cheese Festival	2,200.00 -	GLAS (Aug 9 - 13, 2023) APG SoI them Wisconsin (Event held in Town of Geneva) Pe! Email 8/28/23 Event has Been Canceled	August 9-13, 2023 September 22-24, 2023	- \$	2,200.00	126,475.83
June	No request for Grants		No request for Grants				
July	No request for Grants		No request for Grants				
August	Octoberfest The Balloon Adventure	11,350.00 35,000.00	Business Improvement District (BID) Santa Cause, Inc.	October 7-8, 2023 April 10-15, 2024	- \$ -	11,350.00 35,000.00	115,125.83 80,125.83
September	LG Lions Club Oktoberfest	5,000.00	Lake Geneva Lions	October 7-8, 2023	- \$	5,000.00	75,125.83
October	Albionville Snow Race Lake Geneva Winter Bridal Show	7,000.00 15,000.00	ASR Events, LLC Celebration on Wells	January 27, 2024 January 20, 2024	- \$ -	7,000.00 15,000.00	68,125.83 53,125.83

Total 20 23 Committed Grants	167,303.00
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Approved 20 23 Budget	Committed 20 23 Grants	Available
\$ 150,000.00	\$ 167,303.00	(17,303.00)

Current Cash September 2023	\$ 1,214,242.93
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Account Number	Account Title	2023-23 Period Actual	2023-23 Current year Actual	Current year Budget	Variance Current year	% of Budget
TOURISM						
TOURISM						
47-00-00-41210	ROOM TAX	249,937.46	1,201,053.09	1,100,000.00	101,053.09-	109.19
47-00-00-46100	TOURISM MISC REVENUE	.00	.00	.00	.00	.00
47-00-00-48110	INTEREST INCOME	4,269.83	22,645.45	1,000.00	21,645.45-	2,264.55
47-00-00-49100	APPL. PRIOR YR APPROPRIATIONS	.00	.00	.00	.00	.00
47-00-00-49350	TRANSFER FROM GENERAL FUND	.00	.00	.00	.00	.00
Total TOURISM:		254,207.29	1,223,698.54	1,101,000.00	122,698.54-	111.14
47-00-00-57100	HOTEL/MOTEL ASSN-CHAM OF COM	37,500.00	150,000.00	540,000.00	390,000.00	27.78
47-00-00-57210	EVENTS COORDINATOR	2,916.67	26,910.67	32,650.00	5,739.33	82.42
47-00-00-57212	EVENTS COORDINATOR-RIVIERA	2,916.67	26,910.67	32,650.00	5,739.33	82.42
47-70-00-57150	PROMOTIONAL GRANT	.00	197,764.57	150,000.00	47,764.57-	131.84
47-70-00-57155	TOURISM MUNICIPAL DEVELOPMENT	119.98	11,871.97	50,000.00	38,128.03	23.74
47-70-00-59400	TRANSFER TO CAPITAL PROJECTS	.00	.00	.00	.00	.00
47-70-00-59500	TRANSFER TO LAKEFRONT FUND	.00	.00	.00	.00	.00
47-70-00-59600	TRANSFER TO DEBT SERVICE FUND	.00	158,800.00	167,375.00	8,575.00	94.88
TOURISM Expenditure Total:		43,453.32	572,257.88	972,675.00	400,417.12	58.83
Net Total TOURISM:		210,753.97	651,440.66	128,325.00	523,115.66-	507.65
Net Grand Totals:		210,753.97	651,440.66	128,325.00	523,115.66-	507.65



TOURISM ENTITY AGREEMENT

This **TOURISM ENTITY AGREEMENT** ("Agreement") is entered into by and between the City of Lake Geneva ("City") Tourism Commission ("Commission"), in accordance with §66.0615 Wis. Stat. ("Room Tax Act"), and the Lake Geneva Chamber of Commerce, Inc. doing business as VISIT Lake Geneva, a Wisconsin Non-Profit 501(c)(6) Non-Stock Corporation ("VLG") effective January 1, 2021.

WHEREAS, the City has enacted a Room Tax Ordinance to impose a tax on the privilege of furnishing, at retail, rooms or lodging to transients by any persons furnishing accommodations which are available to the public pursuant to §66.0615 Wis. Stat. ("Room Tax Act").

WHEREAS, the City has established a "Tourism Commission" duly authorized, in accordance to the statute, to contract with a tourism entity (destination marketing organization).

WHEREAS, VLG qualifies as a "tourism entity" as that term is defined in the Room Tax Act; and

WHEREAS, the City, through the authority of said Commission, desires to enter into a contract with VLG for it to provide the staff, support services and assistance in developing and implementing tourism promotion and development in the greater Lake Geneva area and VLG desires to enter into such a contract with the Commission; and

WHEREAS, the agreements of the parties as to such services shall be as set forth herein; and

WHEREAS, the parties have determined that the execution of this Agreement is in the best interest of the City;

NOW THEREFORE, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Recitals. The foregoing Recitals are hereby incorporated in and made a part of this Agreement.

2. Definitions.

- a. "VLG" shall mean the Lake Geneva Chamber of Commerce, Inc. doing business as VISIT Lake Geneva, a Wisconsin Non-Profit 501(c)(6) Non-Stock Corporation.



b. "City" shall mean the City of Lake Geneva.

c. "Tourism Commission" shall mean a tourism commission duly formed by the City of Lake Geneva pursuant to Sec. 66.0615, *Wis. Stats.*

d. "Room Tax" shall mean a tax imposed on the privilege of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators, bed & breakfast inns, vacation rentals, and other persons furnishing accommodations which are available to the public pursuant to the Room Tax Act, Sec. 66.0615, *Wis. Stats* as amended from time to time.

e. "Room Tax Ordinance" shall mean an ordinance to impose a uniform tax on the privilege of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators, bed & breakfast inns, vacation rentals and other persons furnishing accommodations which are available to the public pursuant to the Room Tax Act in the City of Lake Geneva. The City currently imposes a room tax of 5% on tourists who stay at lodging properties within the City of Lake Geneva.

3. Purpose. The purpose of this Agreement is to set forth the respective responsibilities, powers, duties and obligations of the parties hereto in collecting and utilizing Room Tax revenues generated in the City under the provisions of the Room Tax Act.

4. VLG to Provide Tourism Promotion and Development. The Commission hereby designates VLG as its tourism entity as required under the Room Tax Act and VLG shall develop and implement tourism promotion and development and provide destination marketing and staff and services for the tourism industry in the City.

5. VLG Room Tax Revenue and Term. Beginning with the room tax collected on January 1, 2021 and continuing until December 31, 2023 the Tourism Commission shall forward a base amount of \$150,000 and each year an additional 35% of all room tax amounts collected over \$500,000 to VLG to be used as provided herein.

Provided there are sufficient funds transferred to the Commission, distribution of room tax by the Commission to VLG will be a minimum of \$37,500 quarterly (paid 45 days after the beginning of the quarter) with the balance determined on January 31st, for the preceding year, and paid by February 25th..

If following the execution of this Agreement, the Wisconsin Room Tax Act changes with respect to the amount of room taxes or the allocation of room taxes, the Commission and VLG, agree to re-negotiate paragraph 5 of the Agreement according to changes in the statute to become effective the year following the change. Further, if the City enacts a change to increase the room tax rate from its current rate of 5%, any amounts attributable solely to the increase in the rate shall not be used to determine if room tax rates collected for the year exceed \$500,000.

6. Use of Room Tax Revenues. VLG agrees to use the room tax revenue it receives to implement tourism promotion and development as well as provide destination marketing, staff, and services for the tourism industry in the City as defined in the Room Tax Statute. With the goal of advancing the City of Lake Geneva as a premier tourism destination. The parties agree that room tax



revenues may also be used by VLG for its administrative costs, such as, staffing costs, and other costs associated with the performance of its obligations under this Agreement. VLG agrees that its administrative costs will be reasonable and proper.

7. Acknowledgement of Compliance. VLG acknowledges and agrees that the imposition of a room tax as specified above complies with the Room Tax Act, and all other applicable statutes.

8. VLG Responsibilities. In addition to those other duties and responsibilities set forth herein, VLG shall be responsible for the following:

- a. Reporting. VLG will provide, to the Tourism Commission, monthly reports of tourism tracking and indicators including marketing activities, promotions, and event plans.
- b. Grant Assistance. VLG will assist with the Tourism Commission Grant Program for the purpose of vetting qualifications, evaluation of set criteria and make recommendations for possible grant dollar distribution.
- c. Accounting. VLG will provide the City (City Comptroller) with an accounting of all VLG expenditures of room tax revenue as required by the Room Tax Act and the Wisconsin Department of Revenue.
- d. VLG Room Tax Annual Report ("Report"). Not later than April 1st of each year, VLG shall provide the City a Report, which information is intended to be used by the City on a form that the City must provide to the Wisconsin Department of Revenue ("DOR") on or before May 1st. The Report shall specify the amount of all room tax revenues it received from the City in the previous year and a detailed account of all expenditures or room tax revenue as required by the Room Tax Act. VLG agrees to certify to the City the truth and accuracy of the Report. VLG further agrees to assist the City as appropriate with DOR Room Tax Reporting requirements. If DOR reporting deadline requirements change, VLG will provide City the report information necessary to file no later than 30 days prior to the DOR deadline.
- e. Business Plan. VLG agrees to provide a written business plan to the City which provides a projection of proposed and/or planned tourism promotion and development activities by January 1st of each year.
- f. Services.
 - i. Continue the name of Visit Lake Geneva.
 - ii. Continue to manage and promote the following annual events in the City of Lake Geneva:
 1. Concerts in the Park (approximately 7 summer midweek nights)
 2. Winterfest (U.S. Snow Sculpting Championship)
 3. Christmas Parade
 4. Restaurant Week
 - iii. Assist the Commission and City of Lake Geneva Downtown Business Improvement District (BID) with promoting BID events
 - iv. Maintain and staff Visitors Center in the City of Lake Geneva



- v. From Visit Lake Geneva's website provide a complimentary website link to the City of Lake Geneva Downtown Business Improvement District (BID) website.
- vi. VLG shall forward all received group event Request for Proposals (RFP's) to hotels/motels located within the city limits of the City of Lake Geneva, which meet the requirements of such RFP's. Visit Lake Geneva will notify the group event coordinator for the Lake Geneva Tourism Commission of any large city wide groups coming to the area, as well as sharing the RFP for any group that falls within the agreed upon accommodations and property specs previously provided by the group event coordinator.
- vii. For each fiscal year, VLG shall render to the City of Lake Geneva, to the extent required in section 8(d), an accounting of the expenditures. The allocation of Room Tax dollars used for the VLG marketing shall not be used to pledge as security for bonds and to retire bonds or grants.
- viii. Visit Lake Geneva's strategic plan initiatives should be designed to enhance downtown Lake Geneva's tourism industry and unique character of place, and create new visitor experiences with the goal of positive effect on the City of Lake Geneva Hotel & Motel occupancy.
- ix. hotel occupancy. VLG will continue to work with the Lake Geneva Downtown Business Improvement District (BID) on concepts and promoting of additional events, particularly those midweek or offseason.
- x. VLG to provide complimentary advertising space on VLG website home page as follows: Twelve (12) one-month event spotlight ads to market city events targeting the tourist audience, and six (6) one-month lodging spotlight ads to promote the Riviera as an event venue. City agrees to provide ad material to VLG in accordance with VLG's Partner Co-op Marketing program requirements.

9. Events of Default. Each of the following shall be considered to be an Event of Default (only following the applicable cure period) as to VLG:

- a. The failure to provide the City with the Room Tax Revenue Report as required herein. However, upon request of VLG, the City will give VLG an additional ten (10) days to cure. If, however, the City is granted an extension by the Department of Revenue, then VLG will be given additional time to prepare the Room Tax Revenue Report so that the City can file a timely Certified Report with the Department of Revenue.
- b. The failure to provide the City with the financial records that support the Room Tax Revenue Report as required herein after thirty (30) days written notice of VLG's failure to do so by the City, provided that if VLG cannot in good faith provide the business plan within the thirty (30) days of notice but has begun the process to provide such information, the cure period shall be extended an additional thirty (30) days to allow for VLG's good faith compliance.
- c. The failure to provide the City with the business plan as required herein after thirty (30) days written notice of VLG's failure to do so by the City, provided that if VLG cannot in good faith provide the business plan within the thirty (30) days of notice but has begun the process to provide such information, the cure period shall be extended an additional thirty (30) days to allow for VLG's good faith compliance.



10. Termination.

A. This Agreement shall remain in effect from January 1, 2021 to December 31, 2023 (three (3) years). Both parties agree to good faith renewal negotiations 180 days prior to the expiration of the contract term.

B. Notwithstanding the above, this Agreement can be subject to termination earlier if any of the following occur:

- a. The City may terminate this Agreement at any time if VLG commits an Event of Default that is not cured within the applicable time period.
- b. The City may terminate this Agreement at any time if it is found that VLG, or its agents, has committed a material breach of this Agreement, (including but not limited to, the intentional misuse of VLG Room Tax revenues for purposes outside of which are permitted by the Room Tax Act); or (ii) VLG is no longer acting as a "Tourism Entity" as defined in the Room Tax Act. In the event of a material breach, and prior to terminating the Agreement, the City shall provide written notice, including a reasonable description of the material breach, of the material breach to VLG. VLG shall have thirty (30) days to cure said breach. The City may terminate the Agreement if VLG fails to cure said breach within the thirty (30) day cure period.
- c. In the event of termination, the City shall make no further remittances to VLG under this Agreement and those revenues shall instead be temporarily retained by the City until such time as they can be forwarded to another tourism entity as defined by the Room Tax Act. All funds in the possession of VLG shall remain the property of VLG.
- d. Following termination, the City shall have no further obligation to VLG. However, VLG shall remain under the duty to provide an accounting as requested and the audit as described above in this Agreement, through the date of termination.

- 11. Modification. This Agreement shall not be modified without an express written agreement executed by the parties.
- 12. Severability. If any provision or provisions of this Agreement shall be held to be invalid, such holding shall not in any way whatsoever affect the validity of the remainder of this Agreement.
- 13. Governing Law. This Agreement has been drawn and executed and shall be performed in the State of Wisconsin. All questions concerning this Agreement and the performance hereunder shall be judged and resolved in accordance with the laws of Wisconsin.
- 14. Invalidity. If any term or condition of this Agreement, or the application of this Agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.



15. Waiver. No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.
16. Enforcement. Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing Party.
17. Entire Agreement. This Agreement sets forth the entire understanding of the parties hereto and supersedes any and all prior agreements, arrangements and understandings relating to the subject matter hereof. There are no representations, arrangements, understandings, or agreements, oral or written, not contained herein.
18. Authority. In signing this Agreement, the parties represent and warrant that the terms herein have been approved by their respective governing bodies and that appropriate authority rests in the signatories on behalf of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Lake Geneva Chamber of Commerce, Inc. d/b/a VISIT Lake Geneva

By: [Signature], Chairperson

Attest: _____, President & CEO

Date: 11/9/20

City of Lake Geneva Tourism Commission

By: [Signature], Chairman

Attest: _____, Secretary

Date: 11/09/2020

Lake Geneva Cemetery Board
Wednesday, November 15, 2023 – 4:30pm
Lake Geneva City Hall - Upstairs Conference Room
626 Geneva Street, Lake Geneva, WI 53147

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

Agenda

1. Meeting called to order
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. 19.84(2), limited to items on this agenda -
Comments will be limited to 5 minutes
4. Approve Cemetery Board meeting minutes from the Wednesday, October 18, 2023, meeting
5. Review/discussion/recommendation regarding possibly deleting #23 on Rules/Regulations draft.
Mary will confer with Tom Earle and update Tom Earles response
6. Review/discussion/recommendation regarding continued updated ***draft*** of Oak Hill and Pioneer
Cemetery Rules/Regulations #11 to reflect responsibility of damage and repairs, notification
family/owner of any damage to headstones including not responsible for vandalism, etc. See
City Attorney Draper's response to Sibbing's request for clarification on this item
7. Review/discussion/recommendation on protocol regarding notification and documentation of
family/owner of damaged headstone. Mary will update board members referring to reference
from the City Attorney
8. Review/discussion/recommendation on budget items that were submitted for the 2024 City
budget. Mary Sibbing will confer with Tom Earle, DPW, regarding headstone repairs and line
item in budget from which they are paid and will update board members
9. Review/discussion/recommendation on WAC 3rd quarter newsletter reference to reference to
Funeral Aid. See response from WAC, Tina Lefebvre
10. Review/discussion regarding the DRAFT questionnaire pertaining to the new Park
Superintendent position. As this is a new position, created to be a conduit to the 3 Parks and
Cemetery committees, Tom Earle is looking for thoughts and ideas from these Committees.
Once this questionnaire has been reviewed and completed, it will be forwarded to DPW as a
tool to get the Park Superintendent position rolling with the wishes of the City Committees
11. Review/discussion/recommendation on Tom Earle's DPW monthly report to include September
and October interments
12. Update on correction of the spelling interment on City budget
13. Future agenda items:

Invite future Park Superintendent to Cemetery Board meeting.
Ideas for future planning of newly acquired land at Oak Hill Cemetery.

Review future costs of grave plots and fees.

Review comptroller financial reports every 2 months (January 2024 is next review)

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 Superintendent position for review and recommendation.

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

Continue to review 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, October 18, 2023 - 4:30pm
Conference Room A, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 4:28 p.m.

Roll call:

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

Comments from the public. None

Motion made by Patrick Quinn and seconded by Ruth Monico to approve Cemetery Board meeting minutes from Wednesday, September 20th, 2023, Motion passed 5-0.

Reviewed/discussion suggesting changes to the updated ***draft*** of the Oak Hill and Pioneer Cemetery Rules/Regulations. 1) newly added definitions; 2) #11 updated to reflect responsibility of damage and repairs, notification of family/owner of any damage to headstones, including not responsible for vandalism.

Discussion on protocol regarding notification and documentation of family/owner of damaged headstones. It was suggested to document damages, repairs, and family/owner notification of such damage within Pontom and included this information in Tom Earles monthly report. Mary Sibbing to follow up with DPW for Tom Earle and Nan's input on this.

Review: recommendations on any possible budget items that are needed to be submitted for the 2024 City budget. Mary Sibbing discussed this with Tom Earle, DPW regarding the 2024 and future budgets. These are the items listed for the 2024 and future budgets.

Dues and conference for WAC \$2950.00.

Insulate and heat maintenance shed.

Paving grass roads at Oak Hill.

Sexton shed repair.

Grave spoil dump maintenance.

Chapel/Office rehab.

Drainage issues.

Pioneer fence painting.

Repair, upkeep on sheds.

Continue stone repair, Oak Hill.

New Columbarium.

These requests will be spread over several years.

Mary will follow up with Laura, City Comptroller, regarding clarification on Cem Graves/Headstones in 2024 budget.

Discussion regarding the WAC 3rd quarter newsletter. The staff from the DPW appreciates the information from the WAC report. It was suggested that the DPW staff attend the 2024 WAC

Conference along with the Cemetery Board members. Mary will investigate WAC Funeral Aid noted in the WAC 3rd quarter newsletter.

Reviewed the Comptroller's report. It is noted that there is \$800,137.73 in the Cemetery Perpetual account after the land acquisition payout of \$91,271.63.

Discussion regarding update on Niche pricing from Tom Earle, DPW. Ketterhagen Memorials advised Tom that our prices for the Niche inscriptions are incorrect. Tom requested Nan revise the price list for the Columbarium for these charges stating 'Call for Pricing' since the prices fluctuate several times a year.

Review Tom Earle's Cemetery update/Oak Hill Cemetery Interments. Next report will include September and October interments.

Mary Sibbing displayed vendor catalogs from the 2023 WAC Conference for future possibilities for the newly acquired Oak Hill property. Catalogs will be shared with DPW and the future Park Superintendent.

Future Agenda items:

Invite future Park Superintendent to Cemetery Board Meeting.

Ideas for future planning for the newly acquired land at Oak Hill property.

State Statute 157.115(2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years, and possibility of selling these lots. This will be set aside for the newly budgeted Park Superintendent position.

Christmas Party discussed: December 5, 2023, 5:30 pm. Location to be announced at a later date.

Next meeting: November 15, 2023, 4:30 pm
Meeting Room A, Lake Geneva City Hall.

Motion made to adjourn at 4:30 pm by Patrick Quinn and seconded by Mary Sibbing.
Motion passed 5-0 to adjourn.

Respectfully submitted,
Ruth Monico,
Secretary

The new Park Manager/Superintendent position is forthcoming, as a result DPW is compiling a list of priorities the Park, Avian, Tree and Cemetery Committees would like the Manager to work on.

Preliminary plans are to acclimate the Manager to the parks (including cemeteries) via working closely with the Street Superintendent until the Manager is comfortable with their knowledge of the working systems of all the parks as well as their amenities and capabilities. Without this knowledge, the Manager cannot know the possibilities of what the parks can and cannot support and can be best learned from those who already know. This will allow the Manager to realize not only the capabilities of the parks, but their deficiencies. When these are identified, they then can be addressed to fit the vision of the Committees.

It is our hope that this will provide the Manager with a clear view looking forward, identify the needs and wants of the Community through the Committees, and begin to bring the position to its goal, which is a stand-alone Parks Department. A *sample* of the process was laid out in the draft position summary and another below.

Apx cost;

Park Manager	\$92,000.00 (2023)
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*DPW/Forestry Operator;	\$134,000.00 (2024) (filled)
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Parks Operator;	\$134,000.00 (2025-26)
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Year 1;	\$92,000.00 (2023)
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Year 2;	\$226,000.00 (2024) (possible Parks Operator)
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Year 3;	\$360,000.00 (2025) (possible Parks operator)
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(these positions can be deferred at Council discretion)

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

Office Staff	p/t apx 1200hrs/yr	\$25,000.00
	Full time	\$95,000.00-\$100,000

This represents a possible scenario out of many and a starting point. The above Committees would weigh heavily in any discussion of bringing this to fruition and the Personnel Committee would be involved in any additional Staff. (During Personnel Committee meetings, one of the issues was the cost of adding Staff) Once the Manager is comfortable with the inner workings and physical aspects of the parks and staffing is addressed, the logical step would be to elevate the position to Director status and begin a Parks Dept separate from DPW. To begin that now would be fruitless as they would have no staff to carry out directives.

The priorities listed here are taken from the Job Description as well as conversations with the Committees and are *representative* of but not an all-inclusive list. If there are others you believe are more accurate, simply write them in on the blank lines. (limit 4) Rather than everyone turning in a priority list, we ask that each individual Committee Chair bring them to their respective meeting and *each Committee collectively submit one form with a majority rules ranking*. The intent of the Manager position is to help all the Committees with their wishes and be the conduit between them and taking action. Please understand that if an item is ranked lower than another, it does not mean it is not important nor that it will not be addressed, it means it is lower on the priority list. Please do this thoughtfully instead of simply ranking all items 5 as this will help guide the position. This is not a list of what you would like to see done, it is a list of priorities for the Park Manager to work from.

Please score each of the following on a 1-5 scale with 5 being most important and 1 being least important. (they are in random order and not all pertain to all Committees but please fill all, when complete please forward to the DPW)

_____ Playground improvements

_____ Planning, development, etc. of new and existing City park land.

_____ Capital improvement projects. (typically larger projects over \$25000, NOT maintenance)

_____ Tree, Bird City status, coordination

_____ Bike trail expansion

_____ Recreational activities with attention to indoor and outdoor activities for seniors and persons with special needs.

_____ Develop and maintain a catalog, both hard copy and online, notifying the public of recreational offerings area wide.

_____ Areas of rest/reflection. (small areas, benches, land- water overlooks, etc)

_____ Revenue generation and additional funding opportunities

_____ Bike trail maintenance

_____ Public exercise areas for adults

_____ Compose/draft rules/ordinances pertaining to Parks/Cemeteries

_____ City owned sidewalk maintenance

_____ City wide sidewalk review and expansion

_____ Park facility improvements. (buildings, sports fields, nature trails, etc)

_____ Non-sport activities. (sewing/knitting, pottery, gardening, cooking, basket weaving, bird watching/house building, star gazing, etc)

- _____ Grant opportunities
- _____ Park grounds improvements. (habitat, natural space, wetlands, etc)
- _____ Rights of Way and terrace improvements
- _____ Expanding tree planting and tree funding opportunities
- _____ Forming Park/Rec relationships with Municipalities within close proximity
- _____ Form relationships with YMCA, Library, Schools, etc for Park/Rec opportunities
- _____ Playground additions (new)
- _____ Impact fee coordination
- _____ Hillmoor property opportunities
- _____ Park land ADA accessibility
- _____ Safe routes to School
- _____ Advertising of Park amenities
- _____ Implementing public surveys regarding Parks/Rec

Committee_____ Date _____

Chair_____



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: November 2023 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments	
Date	Type
9/8/2023	CREM
9/12/2023	CREM
9/23/2023	CREM

Monthly Oak Hill Cemetery Update - Interments	
Date	Type
10/11/2023	FULL
10/26/2023	COLUMBARIUM
10/26/2023	COLUMBARIUM
10/26/2023	COLUMBARIUM
10/30/2023	CREM

COLUMBARIUM UPDATE

Until further notice columbarium niche sales will be suspended until further notice. Maintenance issues are being worked out.



Lake Geneva Business Improvement District
Board Meeting
Wednesday, November 8, 2023 | 9:00 AM
Harbor Shores of Lake Geneva

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes from last meeting
4. Comments from the public as allowed by Wis. Stats. § 19.84 (2), limited to items on this agenda except for public hearing items. Comments will be limited to 3 minutes.
5. City News and Mayor Klein Update
6. Appearance of VISIT Lake Geneva
7. Treasurer Report
 - a. Chart of Account review
 - b. Budget vs Actuals
 - c. Pay bills
8. Executive Director's Report
 - a. Oktoberfest recap
 - b. November Wine Walk recap
 - c. Holiday Marketing and Tree Lighting update
 - d. 501c3 update
9. New Business
 - a. Voting of Recommendation for 2024 Board vacancies
10. Comments from the Board of Directors
11. Motion to go into closed session pursuant to Sec. 19.85(1)(e) which states: "deliberating or negotiating the purchase of public properties, the investing of public funds, or conduction other specified public business, whenever competitive or bargaining reasons require a closed session" regarding end of year performance review and updated contract of executive director.
12. 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