



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

POLICE AND FIRE COMMISSION MEETING MINUTES

THURSDAY DECEMBER 7, 2023– 6:00 P.M.

CITY HALL, COUNCIL CHAMBERS

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

1. Call meeting to order

The meeting was called to order by Commissioner Fairbanks at 6:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Clausen, following by a moment of silence.

3. Roll Call

Commissioners Fairbanks, Clausen, Condos, Saul and Jegerski were present. Also present: Police and Fire Liaison Yunker, Police Chief Gritzner, Police Lieutenant Keller, Police Lieutenant Way, Fire Chief Peters, Fire Captain Detkowski, and Administrative Specialist Papenfus

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

Mary Jo Fesenmaier, 1858 South Lakeshore Drive, complimented the Fire Chief and Police Chief for coming to talk to the Friends of Hillmoor committee. The Friends of Hillmoor Committee was able to get a permit from the City to hire a company to clear the trees from Hillmoor for safety purposes with no expense to the city.

5. Acknowledge Correspondence - There was none.

6. City Council Report

Police and Fire Liaison Yunker had nothing to report.

7. Approval of the Regular meeting minutes of November 9, 2023

Saul motioned to approve the regular meeting minutes of November 9, 2023. Clausen seconded. Motion carried 5-0.

8. Discussion – Short Term Rentals

Chief stated he wanted to state his position on the record regarding the Short-Term Rentals due to the frequent discussions at city meetings. The Police Department has developed a way to track the Short-term rentals with the Building and Zoning Department. Chief Gritzner urged people with complaints to call at the time of the incident so that the Police Department could immediately address the issue. The Police Department's job at the Short-Term Rentals is enforcement of municipal code violations only. The other violations need to be addressed through Building and Zoning. The Police Department has concentrated patrol at bar time in specific areas to address the foot traffic around the short-term rentals. The Commission discussed at length the compliance of building requirements and what was to should be done to make sure that the residences were in compliance. Police and Fire Liaison Yunker stated that an Ad Hoc Committee was being set up to discuss how to handle and manage the Short-Term Rentals within the city. She stated there is a new Building and Zoning Inspector who was hired to enforce the code violations at these rentals.

9. Police Department Business

a. Discussion/Action - Approval of bills for the month of November 2023, operating in the amount of \$360,840.77, Equipment Replacement purchases in the amount of \$684.00, for a total of \$361,524.77

Condos motioned to approve the bills for the month of November 2023. Clausen seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

b. Discussion/Action - Confirmation of Detective promotion, effective January 1, 2024

Fairbanks motioned to confirm the promotion of Officer Rodriguez to Detective effective January 1, 2024.

Condos seconded. Motion carried 5-0.

Chief Gritzner asked for the Police and Fire Commission to confirm the promotion of Officer Rodriguez to Detective effective January 1, 2024. She has worked for the department since 2020. She also has experience from City of Delavan and the Elkhorn Police Departments in the positions of CSO, Telecommunicator and Records.

c. Discussion/Action -- Purchase of service handgun by Retired Police Officer per General Order 18-1, specifically Patrol Lieutenant Bridgett Way

Condos motioned to approve Lieutenant Bridgett Way to purchase her service handgun for \$1.00 per General Order 18-1. Jegerski seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

d. Discussion/Action - Lexipol Policy update

- 436 Field Training Officers

Saul motioned to accept Lexipol Policy 436 Field Training Officers as presented. Fairbanks seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

Chief Gritzner reviewed the changes to Field Training Policy 436.

e. Discussion/Action - Approve donations for Shop with a Cop for a total of \$4,500.00

- Immanuel Lutheran Church in the amount of \$500.00
- Charles Saul and Judith Nolan in the amount of \$100.00
- Lake Geneva Area Realty in the amount of \$1,000.00
- Brunk Industries in the amount of \$600.00
- Maxwell Mansion in the amount of \$500.00
- Larry's Towing in the amount of \$600.00
- Como Community Church in the amount of \$500.00 (cash)
- Joni's Diner in the amount of \$500.00
- Su Wings Chinese Restaurant in the amount of \$200.00

Fairbanks motioned to approve the donations for Shop with a Cop as listed for a total of \$4,500.00. Saul seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

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

Chief Gritzner stated the Christmas Parade was the biggest one ever and was a big success due to the BID, volunteers and three other departments who assisted. Chief Gritzner indicated that police officer testing was scheduled for this week. The 2024 budget passed. Shop with a Cop is scheduled for December 16. Officer Sarles and Officer Sanchez-Hernandez will be graduating the academy on December 21, 2023. Chief Gritzner recognized Lieutenant Way as her last PFC meeting. The Commission thanked Lt. Way for her service. Lt. Way stated it was an honor to serve the community for 24 years.

g. Discussion - Top Five Monthly Incidents – No discussion/action

h. Discussion – Monthly activity reports - -No discussion/action

2023 Dispatch activity for November 2023:	Telephone calls – 1,931	911 calls - 221	Window assists – 581
2022 Dispatch activity for November 2022:	Telephone calls – 2,165	911 calls - 249	Window assists – 651
2023 Patrol activity for November 2023:	Calls for Service – 1,862	Arrests - 115	
2022 Patrol activity for November 2022:	Calls for Service - 1,809	Arrests - 241	

i. Discussion – Police Department Thank You notes – No discussion/action

- Lakeland School Girl Scout Troop 7166

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

November expenditures, Detective promotion, Shop with a Cop donations, Top Monthly incidents, Monthly reports.

10. Fire Department Business

a. Discussion/Action - Approval of bills for the month of November 2023, operating in the amount of \$173,804.63, Equipment Replacement purchases in the amount of \$0, for a total of \$173,804.63

Fairbanks motioned to approve the bills for the month of November 2023. Saul seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

b. Discussion – EMS Medical Billing/Stark Medical Billing – No discussion/action

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

Chief Peters discussed the monthly report including anniversaries, department and community events. He highlighted the Badger High School Football State send off and the Christmas Parade. Chief Peters reviewed calls for service.

d. Discussion/Action - Posting of 2024 Full Time Hiring

Saul motioned to approve posting of 2024 full time hiring. Fairbanks seconded. Motion carried 5-0.

Chief Peters stated the 2024 budget was approved and he asked the commission to approve posting for the 2024 full time hiring, which is for three Firefighter/Paramedic positions.

e. Discussion/Action – Approval of hiring Administrative Specialist Renee Edmonds (pending background)

Saul motioned to approve flex schedule hiring of Administrative Specialist Renee Edmonds pending background. Condos seconded. Motion carried 5-0.

Chief Peters indicated that the position is to fill part of Administrative Specialist Baumeister's hours.

f. Discussion/Action- Approval of side letters with Lake Geneva Firefighter's Association.

Clausen motioned to approve the side letters with the Lake Geneva Firefighter's Association. Saul seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

Chief Peters explained the agreements with the Lake Geneva Firefighter's Association. He stated that these agreements will help both the department and the union.

g. Discussion/Action- Thank you notes – No discussion/action

- Lakeland School Girl Scout Troop 7166
- Family of Captain Homer Baumann
- Chris Stoller
- Chief John Peters from Walworth County Leadership Team

h. Discussion/Action- Approve donation of \$125.00 gift card to the Next Door Pub from Chris Stoller

Fairbanks motioned to approve donation of \$125.00 gift card from Chris Stoller. Clausen seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

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

November expenditures. Chief's report, Hiring Administrative Specialist Edmonds, Lake Geneva Firefighter's Association side letters.

11. 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

Fairbanks motioned to go into closed session to include the Commission, Police and Fire Personnel. Saul seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0 at 6:58 p.m.

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

Fairbanks motioned to return to open session. Condos seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0 at 7:25 p.m.

Condos motioned to move forward with staffing agreement as discussed. Clausen seconded. Roll call vote: Fairbanks-Y, Clausen-Y, Condos-Y, Saul-Y, Jegerski-Y. Motion carried 5-0.

13. Adjourn

Saul motioned to adjourn the meeting. Clausen seconded. Motion carried 5-0 at 7:26 p.m.

Respectfully submitted,



Cindy Papenfus
Administrative Specialist

c: Police Chief/Fire Chief
Commissioners-file/Commission Liaison
City Administrator/City Clerk
City Comptroller
Council Members - Mayor