



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, FEBRUARY 5, 2024 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Council President: Mary Jo Fesenmaier

Council Vice-President: Cindy Yager

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

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

1. Links to the City of Lake Geneva's live video stream can be found at <https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream>
2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
3. Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free)
Access Code: 9746153

AGENDA

1. Call to order - Council President Fesenmaier
2. Pledge of Allegiance - Alderperson Dunn
3. Roll Call
4. Approval of the Committee of the Whole Minutes from December 4, 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 Spongy Moths: Jon Foster, Public Works
8. Presentation regarding Cicadas: Jon Foster, Public Works
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, 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
Alderpersons: Joan Yunker, Shari Straube, Linda Frame, Peg Esposito, Tim Dunn, Ken Howell

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

Pledge of Allegiance – Alderperson Dunn

Roll Call

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

Approval of the Committee of the Whole Minutes from November 6, 2023, as prepared and distributed
Motion by Frame to approve, second by Esposito. No discussion. Motion carried 5-0.

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.

Mark Roads; N3319 State Rd 67; Spoke in favor of the YMCA purchasing land within Hillmoor for a new YMCA facility.

Clancy Green; 1303 Links Rd; Authored the Letter of Intent for the YMCA to purchase land within Hillmoor and offered some clarification to the letter.

Jim Gogert; N3121 Center St; Congratulated Badger High School on their recent State Championship Football win. Spoke in favor of the YMCA purchasing land within Hillmoor for a new YMCA facility.

Sherri Ames; 603 Center St; Congratulated an unnamed swimmer for their State Championship win. Spoke in regard to her disappointment with the absence of the District #1 Alderpersons. She spoke in opposition to Mr. Earle's comments regarding leaf pickup. She also spoke in opposition to the short-term rental software discussion being delayed. She questioned why the ideas and initiatives of the Parking Ad Hoc Committee were never brought to the Common Council for a vote.

Steve Weiss; 546 Pheasant Ridge Ave; Spoke in favor of the YMCA purchasing land within Hillmoor for a new YMCA facility.

Brigitte Kutschma; N2239 Wilmot Blvd; Spoke in favor of the YMCA purchasing land within Hillmoor for a new YMCA facility. She spoke about the outlet and sense of community that the YMCA offers to people with different cultural backgrounds and ethnicities.

Straube joined the meeting at 6:18 p.m.

David Quickel; 424 Country Club Dr; Spoke in favor of the YMCA purchasing land within Hillmoor for a new YMCA facility.

Fred Gahl; 661 S Lakeshore Dr; Spoke in opposition of the YMCA purchasing land within Hillmoor for a new YMCA facility, as it was originally presented to the Hillmoor Ad Hoc Committee. He added that selling the Hillmoor land would be a disservice to the City of Lake Geneva and its residents.

Hillmoor Ad Hoc Committee Report-Mayor Klein

Mayor Klein presented to the Committee of the Whole the most recent work of the Hillmoor Ad Hoc Committee. She noted that this group has had many conversations about how the property should be used, many of them based on community input. She explained that many groups have given presentations for use of the space and that recently an archaeological grant was applied for. Esposito encouraged the Mayor to continue exploration of the

Knowles-Nelson grant for the property. She would like to have the opportunity to review the application before it submitted. No action taken.

Presentation regarding Winter Public Works Program; Tom Earle, Director of Public Works
Public Works Director Tom Earle

Presentation from Lake Geneva Public Library; Emily Kornak, Executive Director

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
Fesenmaier: recommendation to purchase Avenu software
approved a task order for the traffic control on Center St

Personnel Committee-Chair Dunn

Dunn noted that the committee has not met, but will be potentially meeting in January 2024. Esposito mentioned that the Parks Superintendent was officially hired as of today. No action taken.

Public Works Committee-Chair Straube

Straube explained that the committee did meet last month, but that December's meeting will more than likely be canceled. She added the committee explored adding a center turn lane on Highway 50. The committee also discussed a possible signal at Townline Rd/Edwards Blvd. Fesenmaier asked that the letter to the WI DOT concerning the speed reduction to that intersection status be explored. No action taken.

Piers, Harbor, and Lakefront Committee-Chair Yunker

Alderperson Yunker was asked if she wished to approach the podium to give her report.
Alderperson Fesenmaier restated Yunker's response that she had no report.
No report given.

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

Utility Commission-Frame and Howell

Tree Board-Esposito

Esposito stated that the Council did approve the materials for the Spongy Month Eradication issue. They are also working on the tree rings for the downtown trees. No action taken.

Police and Fire Commission-Yunker

Yunker stated that the parade went fine and the meeting is on Thursday. No action taken.

Plan Commission-Yunker

Board of Park Commissioners-Frame

Frame noted that the Park Board met last week to discuss the use of park impact fees. They also discussed the new Park Superintendent position and reiterated that the position has been filled. Frame added that there was a discussion regarding the current park rules, more specific to the Hillmoor property. No action taken.

Library Board-Fesenmaier

Fesenmaier noted that most of her report was covered during the Library presentation. No action taken.

Historic Preservation Commission-Dunn

Avian Committee-Yager

Yager stated that the committee is working towards their grants for 2024 and the Bird City application. They have their tree at the museum up and to go explore it. No action taken.

Tourism Commission-Fesenmaier and Howell

Cemetery Board-Fesenmaier

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

*No meeting or materials posted on the City website.

*VISIT Lake Geneva-Yager

Yager stated that there is not too much to report other than they keep accepting new partners. They are currently in negotiations with the Tourism Commission concerning their contract.

*Geneva Lake Museum-Dunn

Dunn stated that the Parade of Trees is up at the museum and goes until the first week of January, 2024. He encouraged everyone to visit to enjoy the spectacular. The museum continues to work on indoor accessibility to the second floor, as the only current path is outdoors. He noted that there continues to be work done for the exhibit for Dungeons & Dragons and hopes that Gary-Con will bring more guests to the museum. No action taken.

*Lake Geneva Economic Development Corporation-Howell and Yager

Yager noted there was not a meeting held. No action taken.

Geneva Lake Environmental Agency-Dunn

Dunn stated that the agency will need to move physical locations, as their lease is ending. There will not be a meeting in December 2023. No action taken.

*Geneva Lakes Family YMCA-Straube

Straube explained that the YMCA auction will be February 17, 2024 and the theme is Via Lake Geneva. They recently purchased the Montessori school and hired a new pre-school director. No action taken.

*Geneva Lake Use-Esposito

No report given.

Business Improvement District-Straube

Straube stated that Oktoberfest and Fall Wine Walk were great successes. Two new BID members were approved by the board, but still need Council approval. No action taken.

Geneva Lake Law Enforcement Agency-Mayor Klein

Mayor Klein stated that they have not met, but will be meeting next week with the

Adjournment

Motion by Frame to adjourn, second by Yager. Motion carried 5-0. Meeting adjourned at 7:50 p.m.



Extension

UNIVERSITY OF WISCONSIN-MADISON

Provided to you by:

Spongy Moth

P.J. Liesch, UW Entomology and R. Chris Williamson, *formerly UW Entomology*

The spongy moth, *Lymantria dispar* (formerly known as the “gypsy moth”) is native to parts of Europe, Asia, and North Africa. It was inadvertently introduced to North America in New England in 1869 and has since spread westward. Over time, the spongy moth has become one of the most important insect pests of forest and shade trees in the eastern U.S. The larva (caterpillar) is the destructive life stage that feeds on foliage which can result in defoliation. Repeated defoliation can weaken trees, resulting in greater susceptibility to disease and other insect pests. Spongy moth caterpillars can also be a nuisance when they aggregate on the sides of buildings or produce large quantities of frass (droppings) that fall from trees onto lawns and patios. The hairy caterpillars can also cause skin irritation.

Plants Attacked and Damage: Spongy moth caterpillars have been reported to feed on hundreds of species of trees and shrubs. Preferred hosts include aspen, birch, crabapple, hawthorn, linden, mountain ash, oak, and willow. Some deciduous trees (e.g., dogwood, green & white ash, honey locust, silver & red maple, and tulip tree) and most evergreen trees are generally resistant. Blue spruce and white pine can occasionally be attacked. Feeding damage frequently results in severe and/or complete defoliation which can weaken trees over time. On rare occasions, trees can be killed outright. In most cases, trees recover and produce new leaves in July.



A spongy moth caterpillar.

Photo credit: PJ Liesch, UW Entomology

Life Cycle & Appearance: The spongy moth has four distinct life stages: egg, larva (caterpillar), pupa, and adult (moth). Adult females lay eggs in masses of 500-1000 eggs in August. Egg masses are beige with a velvety texture and spongy consistency (*hence the common name of “spongy moth”*). Egg masses can be attached to a variety of surfaces and can be well hidden. They and are often found on buildings, lawn furniture, mail boxes, rocks and trees. Spongy moths overwinter in the egg stage.

Small caterpillars emerge from the eggs in spring around the time that leaves are expanding (typically in May in Wisconsin). Newly hatched caterpillars climb up to foliage and begin feeding. If the first tree is not a suitable plant, caterpillars produce a silken thread and can be dispersed by the wind (“ballooning”). Once a suitable host plant has been found, they feed for five to six weeks. Spongy moth caterpillars have a “hairy” appearance and are initially a mottled grey color. They soon take on a characteristic appearance with pairs of blue and red bumps running down their backside; mature caterpillars reach lengths of 2+ inches. Spongy moth caterpillars pass through 5 or 6 substages known as instars. Early instars (one through three) feed during the day and cause little damage. Once larvae reach the fourth instar, they begin feeding at night and hide on rough bark or amongst leaf litter during the day. These later instars are larger and cause considerable damage. Approximately 90% of the feeding damage caused by larvae is done by the last two instars. After they have completed feeding, caterpillars pupate and adult moths emerge in July. Pupae are brownish, pod-like structures and are typically 1.5-2.5 inches long. The adults do not feed and only live long enough to mate and lay eggs. Adult moths are approximately 1-1.5 inches long. Female moths are slightly larger than males and are a pale color. Females cannot fly, but do release a chemical pheromone to attract males. The males are a dark brown color and can fly to females to mate.



Adult female spongy moth with egg mass.

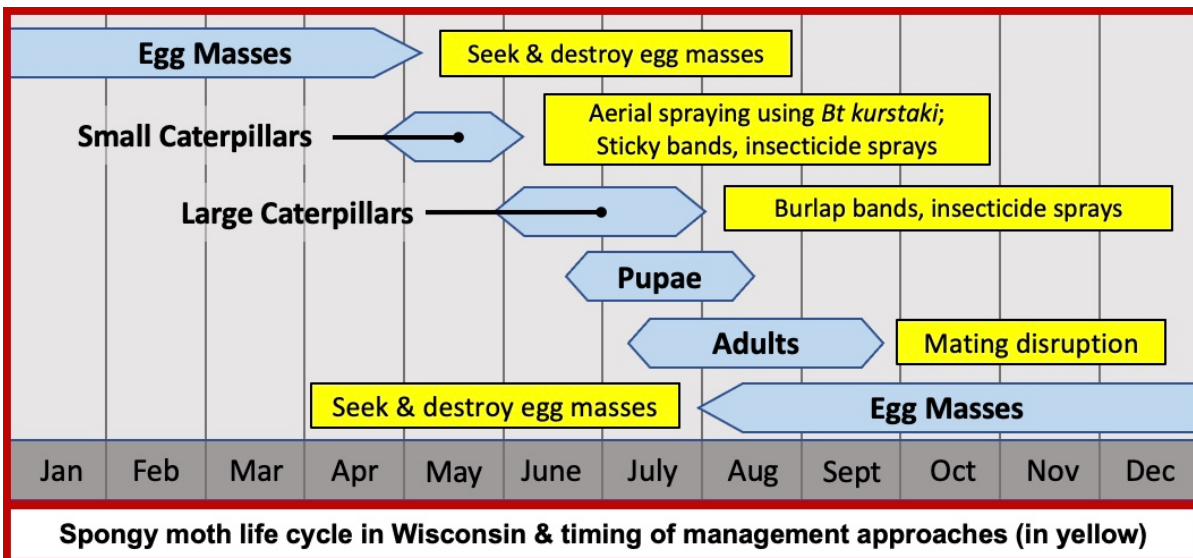
Photo credit: Ryan Hodnett via Wikipedia CC



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UNIVERSITY OF WISCONSIN-MADISON

Management: Management of the spongy moth depends on many factors, such as the number and size of affected trees, the overall area affected, and the life stage of the insect. Larger areas (*i.e.*, forests and woodlots) cannot be effectively treated by individual landowners; consult a forester for guidance. In specific situations, aerial applications of a bacterial-based insecticide known as *Bacillus thuringiensis kurstaki* ("BTK") may be used to help manage spongy moth populations. Mating disruption (*i.e.*, the use of a synthetic version of the female's sex pheromone) is occasionally used to limit the ability of adult spongy moths to mate in specific areas.



For small numbers of high-value plants, several management options exist. **Destroying Eggs:** Spongy moths spend ~75% of their life cycle as eggs. Locating and destroying the egg masses can help reduce populations in a small area. Egg masses can be scraped off surfaces with a putty knife and dropped into a container of soapy water for several days or bagged and discarded to kill them. Alternatively, egg masses can be treated with a dormant horticultural oil. **Sticky Bands:** Sticky bands can be used around tree trunks to capture and kill small caterpillars. The UW-Madison Division of Extension Spongy Moth website has full instructions for this method: bit.ly/3IZPdIS. **Burlap Bands:** Since larger caterpillars hide during the day, a band or skirt of burlap hung around the trunk of a tree with twine can offer a hiding spot. Burlap bands must be checked daily, and caterpillars can be knocked into a container of soapy water to kill them. **Insecticide Sprays:** For trees and shrubs that are short enough in height, insecticide sprays can be an option. Organic and reduced-impact sprays include insecticidal soaps, horticultural oils, pyrethrins, spinosad, and *Bacillus thuringiensis kurstaki*. These options work best against small caterpillars and the soaps, oils, and pyrethrins only work for a short period of time. Conventional insecticide sprays containing pyrethroid ingredients (*e.g.*, bifenthrin, cyfluthrin, cyhalothrin, cypermethrin, deltamethrin, permethrin, etc.) are commonly sold at hardware stores & garden centers for controlling insect pests on landscape plants and typically protect treated foliage for 1-2 weeks at a time. Always read and follow all directions on the pesticide label. For large trees that cannot be effectively sprayed, consult a certified arborist about additional management options.

Biological Control: In areas where the spongy moth has been established for several years, natural enemies can help keep spongy moth populations in check. Natural enemies include insect parasites that attack eggs and caterpillars, predators such as birds, and insect-specific pathogens. A fungal pathogen called *Entomophaga maimaiga* has been introduced and helps curb spongy moth populations in many years. Spring precipitation helps encourage this fungus, while dry conditions limit its impacts.

For more information on spongy moth: See the UW-Madison Division of Extension spongy moth website fyi.extension.wisc.edu/gypsymothinwisconsin, or contact your county Extension agent.

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References to pesticide products in this publication are for your convenience and are not an endorsement or criticism of one product over similar products. You are responsible for using pesticides according to the manufacturer's current label directions. Follow directions exactly to protect the environment and people from pesticide exposure. Failure to do so violates the law.

Thanks to Karen Delahaut and Phil Pellitteri for reviewing this document.

Additional factsheets are available at the University of Wisconsin-Madison Division of Extension's Horticulture website: hort.extension.wisc.edu



Extension

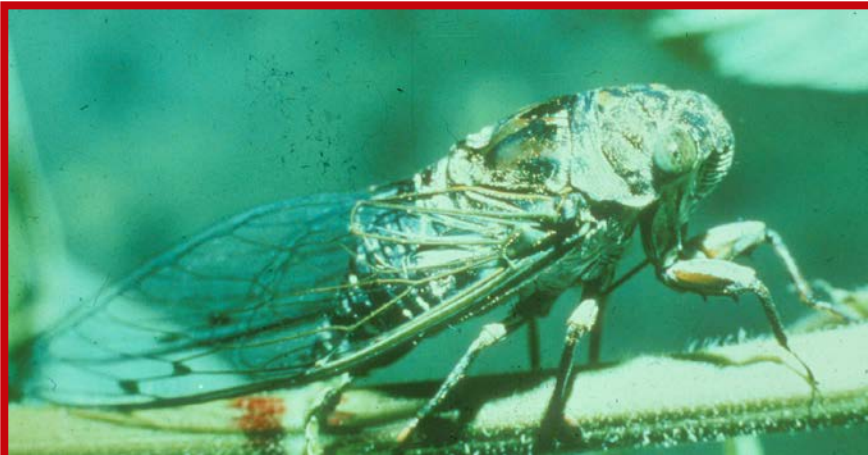
UNIVERSITY OF WISCONSIN-MADISON

Provided to you by:

Cicadas

R. Chris Williamson, UW Turf and Ornamental Specialist

Adult periodical cicadas (*Magicicada* spp.) are black and have reddish-orange eyes and legs, and have clear wings with orange veins that are positioned over their bodies like a roof or canopy. Male cicadas typically make a loud buzzing noise or squawk when disturbed,



Dog-day or annual cicada.

often producing a deafening noise when synchronized with other males. Periodical cicadas emerge in specific locations once every 17 years in the northern part of their range and once every 13 years in the southern part. Different groups (called broods) emerge somewhere in the eastern United States nearly every spring, with numbers most abundant from

mid-June through early July. The next adult emergence in Wisconsin is expected in 2007. To ensure survival and subsequent reproduction, massive brood emergence occurs, overwhelming predators such as birds.

The “dog-day” or annual cicadas are considerably larger than periodical cicadas. They have greenish bodies with black markings, and their wings have green veins. Annual cicadas appear during the summer days of July and August. These cicadas have two to five year life cycles, and their broods often overlap at a given location, allowing some to appear every year.

Plants Attacked and Damage: More than 270 plant species have been reported as hosts for cicadas. Some of the tree species preferred by cicadas include apple, ash, beech, cherry, dogwood, hawthorn, hickory, magnolia, maple, oak, peach, and pear. In addition, preferred flowers, vines, and shrubs include arborvitae, black-eyed Susan, grape, hollies, junipers, raspberry, rhododendron, rose of Sharon, spirea, and viburnum.

Periodical cicadas can damage trees both above and below ground. The most obvious damage is caused when cicadas lay eggs on small twigs, leading to a splitting of twigs that eventually causes death to the branches. This injury is called “flagging”. Large, established trees can withstand considerable flagging. However, flagging can be very serious on young trees (< 4 years old), because these trees have many branches that are of a size ($\frac{1}{4}$ to $\frac{1}{2}$ inch diameter) preferred by cicadas. Damage is also caused by immature cicadas (nymphs) that suck sap from the roots of plants. Prolonged feeding by nymphs may reduce plant growth and fruit production, and ultimately lead to death.

Cicadas do not bite readily or sting, and they have no known toxic chemicals that they release. However, they are considered a nuisance because of their abundance and loud, deafening noise.



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UNIVERSITY OF WISCONSIN-MADISON

Life Cycle: Periodical cicada nymphs develop underground, frequently damaging plant roots by sucking plant juices. After 13 or 17 years below ground, mature nymphs emerge from the soil at night and climb onto nearby vegetation where they pupate (i.e., transform into winged adults). As a result of this process, shed exoskeletons (i.e., outer skins) of cicadas can be readily found attached to trees. Cicada emergence is relatively synchronized, with most nymphs emerging within a few nights. Adult cicadas only live for about two to four weeks, and during this time they feed relatively little. Male cicadas “sing” by vibrating membranes on the ventral or underside of their abdomen. Females are incapable of generating sound. Male courtship songs attract females for mating. After mating, females lay their eggs in twigs $\frac{1}{4}$ to $\frac{1}{2}$ inch in diameter. Female cicadas slice into wood and deposit one to several dozen eggs in one branch. Eggs remain in twigs or branches for six to ten weeks before hatching. Upon hatching, ant-like nymphs fall to the ground where they burrow down six to 18 inches to feed on plant roots. As periodical cicadas emerge during the spring, they frequently build mud tubes that project three to five inches above the soil. Such tubes are commonly mistaken for tubes that crayfish construct. Annual cicadas typically emerge from June through August. However, their emergence is scattered throughout this period. Consequently, their emergence often goes unnoticed.

Control: There are several control options available for cicadas. If a periodical cicada emergence is anticipated, then postponing new plantings until late summer or fall, after the cicadas have died, may reduce the likelihood of egg laying and subsequent flagging. Young trees in yards or small orchards can be protected with nylon netting during the egg laying period. Netting should have a mesh size of no greater than $\frac{1}{8}$ inch, and should be placed over the trees when males are first heard singing. Netting should be tied to the trunk beneath the lower branches, and may be removed after adult activity has ended. If egg laying cannot be avoided, eggs can be removed by pruning out and destroying young twigs in which the eggs have been laid. This control option must be implemented within a three week period after eggs have been laid.

Landscape plantings, nurseries, orchards, and yards should be monitored every two to three days during the cicada egg laying period to detect incoming females. Based on observed egg laying or branch flagging, insecticide sprays targeted against egg laying adults can be used and are typically effective. Because below-ground nymphs typically do not cause meaningful damage, soil applied insecticide applications are not suggested. However, if unacceptable levels of damage occur due to root-feeding, there are insecticides that are labeled, and may be applied, for control of nymphs.

For pesticide recommendations: See UW-Extension bulletin A3597, or contact your county Extension agent.

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Thanks to Karen Delahaut and Phil Pellitteri for reviewing this document.

A complete inventory of University of Wisconsin Garden Facts is available at the University of Wisconsin-Madison Division of Extension Plant Disease Diagnostics Clinic website: <https://pddc.wisc.edu>.

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

TUESDAY, DECEMBER 19, 2023 - 4:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

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

Call to Order by Chairperson Howell

Chairperson Howell called the meeting to order at 4:30 pm

Roll Call

Present: Howell, Dunn, Fesenmaier, Yunker

Absent: Yager

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

None

Approval of the December 5, 2023 Finance, License, and Regulation Committee minutes as prepared and distributed

Motion by Yunker to approve, second by Dunn.

No discussion. Motion carried 4-0.

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class "B"/"Class B" Retailer's License application filed by Join the Movement to Stop Human Trafficking for the event of "Break the Ice" Join the Movement Fundraising Gala to be held on January 13, 2024, from 5:00 p.m. to 11:00 p.m., located in the Riviera Ballroom, 812 Wrigely Dr

Motion by Yunker to approve, second by Dunn.

No discussion. Motion carried 4-0.

Discussion/Recommendation regarding disallowance of claim filed by Julie Leone for alleged injuries and damages sustained as a result of a trip and fall on a step at or near the Riviera Building on June 30, 2021, pursuant to Wis. Stat. 893.80(1g)

Motion by Yunker to disallow, second by Dunn.

Dunn requested clarification on the claim. Howell explained when the event occurred.

Motion carried 4-0.

Presentation of Accounts

Pre-paid Bills: \$409,009.80

Motion by Yunker to approve, second by Dunn

No discussion. Motion carried 4-0.

Regular Bills: \$510,684.76

Motion by Yunker to approve, second by Dunn.

No discussion. Motion carried 4-0.

Adjournment

Motion by Yunker to adjourn, second by Dunn.

No discussion. Motion carried 4-0.

The committee adjourned at 4:32pm.

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

WEDNESDAY, JANUARY 3, 2024 - 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 pm

Roll Call

Present: Howell, Dunn, Fesenmaier, Yunker

Absent: Yager

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

Jeff Russart N1810 E Valley Park Rd, Linn, Art in the Park Director; spoke in support of item number 7.

Approval of the Finance, License, and Regulation Committee minutes from December 19, 2023, as prepared and distributed

Motion by Yunker to approve, second by Fesenmaier.

No discussion. Motion carried 4-0.

Licenses & Permits

Discussion/Recommendation regarding an Original "Class C" Wine License filed by Mashtun Brewing LLC d/b/a Mashtun Brewing, Kristen Kettle, Agent, located at 700 Veterans Pkwy #203, Lake Geneva, WI

Motion by Dunn to approve, second by Yunker.

No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a Temporary Class "B" retailer's license application filed by St Francis de Sales Parish for the event of Chili-Cook Off to take place on January 20, 2024, from 6:00pm to 9:00 pm, located at St Francis de Sales Catholic Church, 148 W Main St, Lake Geneva

Motion by Yunker to approve, second by Dunn.

No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a Temporary Operator License filed by Robert E McCormick Jr, for the event of Chili-Cook Off, taking place on January 20, 2024, located at St Francis de Sales Catholic Church, 148 W Main St, Lake Geneva

Motion by Yunker to approve, second by Fesenmaier.

No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a Complimentary Riviera Ballroom Event Request form filed by VISIT Lake Geneva for the event of Lake Geneva Winterfest, to take place from January 29, 2024, to February 4, 2024

Motion by Yunker to approve, second by Fesenmaier.

Fesenmaier complemented staff on the form.

Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 24-R01**, a resolution adopting the Event Permit fees for Private and Public Events set by policy approved by the Common Council on December 11, 2023

Motion by Fesenmaier to approve, second by Howell.

Fesenmaier asked about the difference in the application fee for public events.

Deputy Clerk Jahns offered clarification on the pricing difference.
Motion carried 4-0.

Presentation of Accounts

Pre-Paid Bills: \$60,346.78

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

Regular Bills: \$151,543.06

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

Adjournment

Motion to adjourn by Yunker, second by Dunn.
No discussion 4-0. The meeting adjourned at 4:36pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns
Deputy Clerk



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

CITY OF LAKE GENEVA PERSONNEL COMMITTEE

MONDAY, AUGUST 7, 2023 - 4:00 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

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

AGENDA

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

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

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

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

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

Roll Call

Present: Hedlund, Halverson, Howell, and Dunn

Absent: Yager (excused)

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

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

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

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

Adjournment

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

**CITY OF LAKE GENEVA
PUBLIC WORKS COMMITTEE
MONDAY, NOVEMBER 27, 2023 - 4:00 PM**

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

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

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

Sheri Ames, 603 Center spoke regarding support of stop lights at Center St.

Bill Henry, Kehoe Henry Assoc. Guske Item #9 reiterate support for City and WisDOT to move forward to improve traffic flow.

Approval of the October 23, 2023 Public Works Committee Minutes

Ald. Yunker motioned to approve the October 23, 2023 minutes, seconded by Ald. Yaeger. Motion carried 5-0.

Director of Public Works Report

Experienced a couple of snow events for the season. Hosted a training session at the DPW shop.

Discussion Only Disc. Golf Course Bridge # 3

Carry over from the last three years unable to get this item engineered but didn't have money in 2023. Have money allotted for 2024 and will be put out for bid in January.

Parking Manager Report

Revenue is up .5% in coins, and 24% in park mobile. The total for the month \$240K compared to 2022 \$192K mostly result of rate increase and good weather. Various totals for waived parking fees at \$32K, Riviera \$8600, Shuttle Ridership \$6,600 . Paid parking season ended on November 15th. Is all of LOT I . coin cost city is an expense.

City Engineer Report

Working on Edwards Blvd. and LG Blvd., along with a few task orders that were approved and will begin the 1st week of December.

Discussion /Recommendation WisDOT Proposal for Center Turn Lane on Main St Between Edwards and Curtis St. [DPW]

Continuation of turn lane from KFC to the Church and this would continue all the way to Edwards Blvd. entire project 2.1 million and City's portion would be 1.5 million. WisDot would like status to determine if they should add it to their design. Ald. Straube believes adding the turn lane would be beneficial

Ald. Yunker motion to suspend the rules allow Bill Henry to speak, seconded by Ald. Dunn. Motion carried 5-0.

Advantages would benefit Hillmoor and residents on the other side and people coming off Curtis St. to the west providing easier access. Hoping for additional turn lanes and potential for signal for traffic. Yellow section on handout is city owned and where intersection can start. Between two property owned on the south side willing to give up four driveways. Minimizing or eliminating acquisition costs. Started

process with traffic engineers to do the study and hoping city will participate. Henry suggested TIF as an option.

Ald. Howell motioned to move this item on to FLR, seconded by Ald. Yunker. Motion carried 5-0.

Discussion / Recommendation the City of Lake Geneva pursuing SISP Funding Including Signal Installation in the STH 120 Project Townline to ST HWY 50 (100% City Cost). [Kapur & DPW]

Little premature per Dir. Earle. The warrant has been met and the state has suggested ssip funding, however the grant cannot be applied for until the year of the construction.

Ald. Howell motioned to move to next month for further discussion, seconded by Ald. Yaeger. Motion carried 5-0.

Discussion / Recommendation Payment request #2 for 2023 Street Program as Requested by Wolf Paving and Recommended for Payment by [Kapur]

Brandi spoke stating Kapur recommends the payment number two be approved and processed. payment.

Ald. Howell motioned to approve payment #2 for the 2023 Street Program, seconded by Ald. Yager. Motion carried 5-0.

Future Agenda Items

List of Roads

Adjournment

Ald. Yager motioned to adjourn at 4:31 pm, seconded by Ald. Straube. Motion carried 5-0.



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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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2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
3. Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free)
Access Code: 9746153

AGENDA

1. Meeting called to order by Chairman Yunker
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the 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 Minutes
Lake Geneva Utility Commission Meeting
Monday December 18, 2023, 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD IN PERSON

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

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

Staff in Attendance – Gajewski & Busch

Comments from the public as allowed by Wis. Statutes §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
None

Approve Utility Commission Minutes from November 20, 2023, as prepared and distributed.
Howell/Frame motion to approve. Passed unanimously.

Acknowledgement of Correspondence

Thank you from the Bauman Family for card & flower condolences.

Approval of November 2023 Financials

Howell/Stanczak motion to approve. Passed unanimously.

Approval of November 2023 Bills

Binn/Klein motion to approve. Passed unanimously.

Director's Report

Gajewski reviewed the submitted Director's report.

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

Discussion/Action on proposed cellular equipment modifications by AT&T at the Host Tower

Gajewski said that this has been back and forth for review and revision during the first part of the year and was actually signed off by Dixon Engineering back in June. The carrier has not been in touch since then, but they are now ready to begin the work.

Howell/Frame motion to approve. Passed unanimously.

Discussion/Action on professional services agreement with Clean Water Engineering

Gajewski said this is a two-year agreement. Clean Water Engineering have done our cross-connection inspections for the past four years. The only difference with this new contract is a slight increase in the per inspection cost. Discussion was had on satisfaction of service and the challenges of starting out during Covid.

Howell/Frame motion to approve the Professional Services Agreement with Clean Water Engineering. Passed unanimously.

Discussion/Action on acceptance of water and sanitary sewer improvements – Symphony Bay Phase 4

The utility improvements along Soprano, Debussy & Beethoven were installed in 2021 and were all inspected by Kapur & Associates. The final walk through has been completed and the Developer is requesting that the utility improvements be accepted by the Utility Commission. If accepted, they

would be booked as assets in 2023. Discussion regarding any problems encountered and what procedures should be followed before acceptance of the utilities. Gajewski is comfortable accepting them based on Kapur's recommendations.

Frame/Binn motion to approve the acceptance of water and sewer improvements of Symphony Bay phase 4. Passed unanimously.

Discussion/Action on request for participation in tuition reimbursement program for Jo Busch – Utilities Coordinator

Gajewski reported that Busch had approached him about participating in a program she had found for anyone involved in Local Government. The program is run through the UW Madison Division of Extension in conjunction with Wisconsin Counties Association and Leadership Wisconsin inc. It's a series of online classes and in person seminars held in Steven's Point. The timing of finding this opportunity was such that the budget had already been approved, hence why it is listed on the agenda today. He recommends approval.

Howell/Nord motion to approve. Passed unanimously.

Discussion/Action on the proposed scope of work to be performed on Well #5

Gajewski gave the history of the findings when the well was pulled, cleaned and inspected. He detailed the recommended scope of work and discussion was had regarding the timeline. Gajewski reported that a chemical treatment was being recommended and Water Well Solutions have already applied for, and received, DNR approval for this. Discussion was had on pumping capacity. The budgeted amount of \$60K for this project is less than the expected cost of \$72K but this has been accounted for in tonight's budget amendment. Discussion was had on the timeline for the work, Frame/Binn motion to approve the proposed scope of work for well #5. Passed unanimously.

Discussion/Action on utility improvements along the WisDOT STH project corridor

Gajewski gave an update on this project. The soil boring results show sandstone at around 20 feet deep and therefore the deep gravity sewer installation would require a 60-foot-wide trench. The practicalities combined with the cost of this make it an unsuitable option and alternatives need to be found. The DOT are looking to do environmental studies for their portion of the project in Spring of 2024. Discussion was had regarding timelines and when Gajewski could present alternate options to the Commission.

Frame/Howell motion to direct staff to investigate the alternatives to the deep gravity sewer option. Passed unanimously.

Discussion/Action on Resolution 2023-002 Amending the 2023 Water & Wastewater Utility Budgets

Gajewski explained that the Utility has not previously made budget amendments, but it is good housekeeping. The amendments shown use the Public Service Commission's requirements for accounts that have a difference of 15% and more than \$10K. Nord confirmed that this is something the city do as well, and he would recommend it.

Frame/Howell motion to approve the amendments to the 2023 Water & Wastewater budgets.

Howell/Frame motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the purchase and/or sale of property, and to include City staff.

The Commission convened into closed session on a roll call vote at 4:38pm.

Klein/Nord motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session.

The Commission returned to open session on a roll call vote at 4:52pm.

No action taken.

Adjourn

Binn/Stanczak motion to adjourn at 4:53pm. Passed unanimously.

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



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 precede.

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 JANUARY 4, 2024– 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 November 9, 2023
8. Approval of the Special Meeting Minutes of December 27, 2023
9. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of December 2023, operating in the amount of \$174,611.31, Equipment Replacement purchases in the amount of \$8,963.20, for a total of \$183,574.51
 - b. Discussion/Action – Accept letters of resignation from CSO Lucas Hughes and CSO Gordon Hinrichs
 - c. Discussion/Action – Accept Dunkin Donut Gift Cards in the amount of \$45.00 from Crystal Lewandowski
 - d. Discussion/Action - Approve donations for Shop with a Cop for a total of \$1,200.0
 - Mike’s Auto Repair in the amount of \$500.00
 - Richard Meinel in the amount of \$100.00
 - Lake Geneva School JT1 School District in the amount of \$400.00
 - Harborside Pub & Grill in the amount of \$200.00
 - e. Discussion/Action – Approve donation from Al and Norma Exner in the amount of \$350.00
 - 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 December 2023:	Telephone calls – 1,905	911 calls – 181	Window assists – 604
2022 Dispatch activity for December 2022:	Telephone calls – 2,374	911 calls - 233	Window assists – 670
2023 Patrol activity for December 2023:	Calls for Service – 1,779	Arrests - 170	
2022 Patrol activity for December 2022:	Calls for Service - 1,511	Arrests - 170	

i. Discussion - Yearly Statistics

2023	Dispatch activity: Telephone calls–	31,800	911 Calls–	3,266	Window assists–	8,760
2022	Dispatch activity: Telephone calls	31,456	911 Calls–	3,419	Window assists–	9,184
2023	Patrol activity:	Calls for service–	23,640	Arrests–	2,445	
2022	Patrol activity:	Calls for service–	21,246	Arrests–	2,281	

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

10. Fire Department Business

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

b. Discussion – EMS Medical Billing/Stark Medical Billing

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

d. Discussion – 2024 Full Time Hiring Process update

e. Discussion – 2024 Town of Linn staffing update

f. Discussion/Action- Accept donation from Linda West in the amount of \$100.00

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

11. Motion to go into closed session under Wisconsin State Statute 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 and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.

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.

13. Adjourn

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

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



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

CITY OF LAKE GENEVA PLAN COMMISSION
MONDAY, 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)
------------------------------------	---

Parks Operator;	\$134,000.00 (2025-26)
-----------------	------------------------

Year 1;	\$92,000.00 (2023)
---------	--------------------

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.

Director and Staff Reports for December 2023

Library Board: January 11, 2023, 3:30 pm

Director's report (Emily Kornak):

Current projects:

- 2024 Badger Talks dates at The Ridge Hotel (all at 6:30 pm - collaborative programming with Barrett Memorial Library and Fontana Public Library):
 - Tuesday, January 30, 2024 (Hygge, Health, and Happiness)
 - Tuesday, March 26, 2024 (Topic TBD)
 - Tuesday, April 30, 2024 (Topic TBD)
 - Tuesday, May 28, 2024 (Topic TBD)
 - Tuesday, October 29, 2024 (Topic TBD)
 - Tuesday, November 26, 2024 (Topic TBD)
- Additional supplemental programming: puzzle contest was a success and by popular demand will return in March. We'll also repeat Tiny Art at some point but I'll coordinate that with Wendy for youth services inclusion.
- Administrative setup of VITA program with IRS and State of WI Dept. of Revenue (software and system setup, site coordination, required filings, training scheduling, volunteer recruitment, appointment scheduling) continues - this is very time consuming at the moment. We anticipate starting appointments mid-February after volunteer training is completed. Huge thanks to Ann Esarco for volunteer training and also a monetary donation to the library from Avant Cafe.

Upcoming projects:

- Personnel Committee meetings with staff (one on one)
- VITA program launch
- Policy review (ongoing) - restart / continue board review (either @ Feb or March mtgs)
- Staff launch of strategic planning tracking
- Capacity and expansion planning (staffing) + job description refreshes
- 2024 Capital projects - coordination with City of LG
- 2023 state annual report

General update:

- City Attorney confirmed on 1/9/2024 that we can limit youth programs to their designated target age groups. This is not age discrimination.



Youth Services (Wendy Finley):

We had a lot of fun in December. There were a total of 673 patrons in attendance for Youth activities between programs and class visits. The Drumming, Musical Sing-Along and Visit from Santa were a big hit! I am looking forward to the new year. Amy Stuebs from Bittner's Bakery generously donated coupons for treats for new cardholders under age 6, we'll be giving those away with new card sign ups for the littles.



More Youth Services photos on the Youth Services Facebook page and here:

<https://photos.app.goo.gl/RTkoNfFSNaaNf7Q6>

Circulation Services (Kay Stang):

For the month of December, we circulated 8482 items and issued 89 cards. We're all a few pounds heavier due to so many people generously feeding us during the holiday season but I don't have an exact number for that.

We're starting our ViTA training; we've already had people come in and ask when sign up starts so we're providing an important service and people are aware of it.

My continuing goal is to have more community outreach; since Maria, Wendy and Brad are our celebrities, I plan to formulate some collaborations with the three of them. I believe that having our faces in the community is always a good idea but it will also be helpful for paving the way to different locations during the Hwy. 50 construction project.

I also plan on utilizing different areas of the library for displays; I've looked at other libraries and some of them have something in every nook.

I spoke with one of our out of state patrons over the phone and let her know she could donate via a check to the library when she asked about donating to the library; she sent us a \$1,000 donation (undesignated) in gratitude for library services and programs.

Here's to a great New Year and thank you all for your ongoing support.

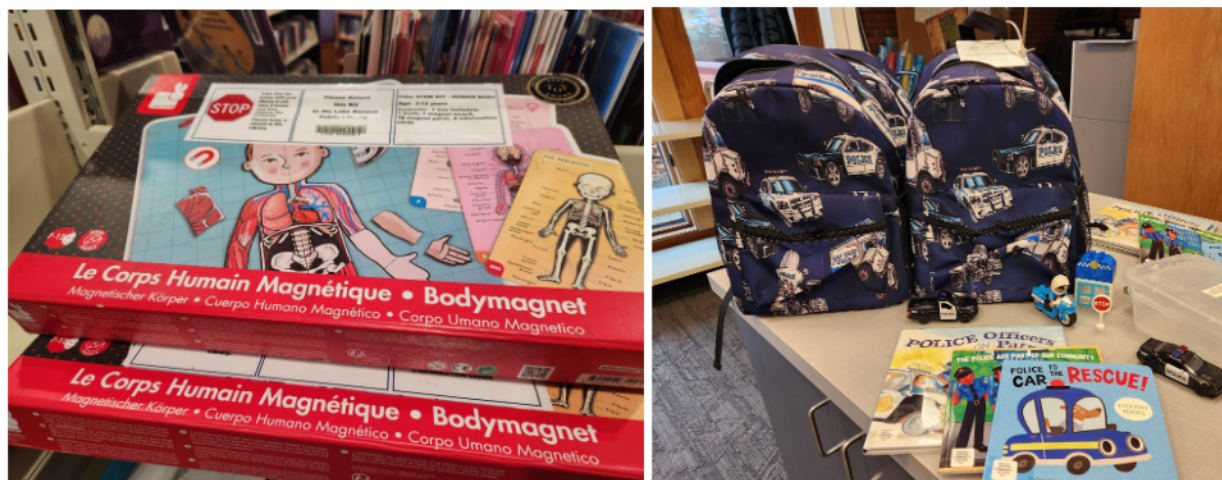


Technical Services (Pam Kingwill):

During the month of December Technical Services added a total of 248 items to the catalog. Adult items total 234 and juvenile/YA total 14.

Tech services were busy creating STEM kit records for the donation of three backpacks from the Lake Geneva Police Department. The backpacks are filled with toys and books to help children explore the important role of this community helper. We also added some very good quality donations to our collection.

Fun Fact: Lake Geneva Public Library added their very first STEM kit to the catalog in January of 2018 it is the Human Body kit. We now have 50 STEM kits in our collection.



Facility & Technology (Keith Gerlach):

For the month of December, we had 22 Book-a-Librarian sessions and 44 different notary ceremonies.

We hosted two successful Holiday Cardmaking programs which made great use of our Cricut paper cutting machine and gave me an opportunity to examine the software more deeply in preparation for future programs featuring the Cricut.

The Cricut generally saw increased use during the holiday season, for programming, but especially for patron projects as crafty patrons learn about our machine.

I completed the acquisition of Blackstone Unlimited and prepared for launch on January 1st including the scheduling of marketing materials, coordinating SIP2 authentication, and the arrangement for administrative functions.

I've also taken on collection management responsibilities for our nonfiction collection in addition to the audiobook and large print collections. I've begun working on a gap evaluation process that will be ongoing.



****Note from Emily:** I've asked Keith to plan on presenting to the board in February a brief overview of his very successful "Book-a-Librarian" service******

Community Engagement (Ellen Ward-Packard):

In the month of December, we had 77 attendees at 8 adult programs and 128 attendees at 6 all-ages programs.

Lots of crafting this month; we had a very good time making gnome ornaments and holiday cards. Maria showed some great Christmas movies at her Hallmark Afternoons and we had a pretty good turnout considering the time of year.

We've found two volunteers for Cindy Lester's monthly memory Cafe, Virginia Hertl and Scott Hume. Cindy says they are fabulous, so many thanks to the two of them and the Friends for helping us find some help for Cindy!

The month of January will see a lot of "cozy" programs, including a repeat of last year's Hygge Hikes, nature documentaries, a Badger Talk on *hygge*, and De-stress Fest, a new program for us that's been getting a lot of community interest (potentially featuring both therapy dogs and a human therapist!) Evening book club at the Geneva Tap House will also begin this month.



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

TOURISM COMMISSION MINUTES
Monday, January 8, 2024
COUNCIL CHAMBERS, CITY HALL

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

Roll Call

Present: Chair Brian Waspi, Alderman Fesenmaier, Alderman Howell, Troy Migut; Stephanie Klett (Ex-Off), Mayor Klein (Ex-Off, arrived at 4:17 p.m., sat in audience)

Absent: Vice Chair Zakia Pirzada, Linda Moritz; Comptroller Laura Pisarcik (Ex-Off)

Comments from the Public limited to 5 minutes, limited to items on the agenda: None.

Approval of Tourism Commission minutes from December 11, 2023

Motion by Waspi, second by Migut, to approve the minutes from December 11, 2023.

Unanimously carried.

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

Jones reviewed her monthly report included in the packet. She was enthusiastic about the upcoming wedding season and is extending her marketing campaign one month longer this year. She is using “Here Comes the Guide,” at no cost and Zola, for a three-month trial period for additional marketing of the Riviera. Jones already has four bookings in 2025.

Riviera agreement for events requesting to have rental fees waived

Fesenmaier noted that the form should be sent to FLR and Council for a revision: add the amount waived to the form. Also, Heather requested that it is noted on the form when she is notified that the waiver has been approved, so she can keep her records up-to-date. Another line should be added that staff has verified the dates are indeed available.

Update from Tourism Entity – Visit Lake Geneva

Deanna Goodwin highlighted future events from her report including Winterfest 2024, January 31 through February 4.

Samples from the impressive December Earned Media list:

- https://madison.com/news/local/madison-day-trips/article_b9c43216-9914-11ee-94fe-43deae0d4c51.html
- <https://newyorktravelguides.com/coziest-winter-towns-in-america/>

Mayor Klein arrived.

The VISIT Lake Geneva website ended the year with an impressive 1.5 million page sessions and 4.3 million pageviews while their Facebook account scored a 9.1 million post reach. They collected more than 1200 winter clothing items, through the end of the year, donated to Walworth County families.

Update from Lake Geneva Business Improvement District (BID) –

New for 2024 a blog section on the website will be added and Murals in Motion artist selection will occur in February.

Progress continues with WEDC's Main Street program. BID is initiating an impact study for the Hwy. 50 project to determine marketing needs and solutions during the construction.

Written financial update provided by City Comptroller

No information was included in the packet.

Tourism Promotional Grant Program and Requests

None.

Date Change for 2024 Taco Fest

Applicant needed to move the 2024 event up by one weekend due to a scheduling conflict. The grant had previously been approved by the Commission, so the only change requested is the date. Motion by Howell, second by Waspi, to change Taco Fest 2024 to Friday, September 13, through Sunday, September 15, 2024. Unanimously carried.

City Website link and Grant Application revision

Spot needed on the City Website for City Hotel information and revision of Tourism Grant Application to reflect the requirement that a link (to above) be included on any marketing materials.

This item is still in progress with Heather Jones to consult with Administrator Nord.

Review of Riviera Waiver form (previously approved by City Council)

Duplicate agenda item.

Form was included in the packet and discussed above.

Review of signed 2024 Visit Contract with the Lake Geneva Tourism Commission

No changes or corrections. New contract was signed by the December 31, 2023 expiration date. 2024 Business Plan will be emailed to all Commissioners.

Future meeting agenda items and next meeting date –

- Big Balloon Adventure for February
- Debrief/Follow-up form: discuss making this a permanent agenda item after the Grant Requests agenda item
- Grant Application revision: include City website link to City hotels on the grant application to require on marketing materials

Monday, February 12 at 4:00 PM

Motion by Waspi, second by Migut, to adjourn at 4:46 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier, Secretary

Lake Geneva Cemetery Board
Wednesday, January 17, 2024 – 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, November 15, 2023, meeting
5. Review/discussion/recommendation on continued updated ***draft*** of Oak Hill and Pioneer Cemetery Rules/Regulations #11 RE: responsibility of damage/repairs of headstone. City Attorney Draper's gave his opinion. Sibbing followed up on the boards decision to get another opinion and received a response from Damian Lenshek, President of WAC. His response, in part, reads:
So as a practice, repairing damage might be the best (=fastest, fairest, and least costly!), writing it into the policy might not be the best option.
WAC is not offering legal advice, and for that, your own attorney is your best source. So you were right to consult the city attorney, and I think best practice would be to listen to him.
6. Review/discussion/recommendation on concept of notifying family/owner of damaged headstone and maintaining documentation
7. Review/discussion/recommendation on WAC 4th quarter newsletter
8. Review/discussion/recommendation on paying dues to join WAC for 2024. There is \$200 budgeted in account #48 - 53200
9. Review/discussion regarding inviting the new Park Superintendent to a Cemetery Board meeting for a meet and greet to understand the role and responsibilities of this position as it relates to the cemeteries.
10. Review/discussion/recommendation on December 2023 financial reports
11. Review/discussion/recommendation on Tom Earle's DPW monthly report to include Columbarium niches repairs and Pontem GIS mapping glitch
12. 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 (March 2024 is next review)

- Monitor annual membership to WAC in December. Required to submit dues in January or February of each year.
- 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
- Complete the updated/revised Cemetery Rules/Regulations for recommendation to FLR/City Council as an Ordinance for code enforcement once completed.

13. Set next meeting date/time

14. Adjournment

CEMETERY BOARD MINUTES

Wednesday, November 15, 2023, 4:30 pm
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, October 18, 2023, Motion passed 5-0.

Discussion/recommendation to delete #23 on Rules/Regulations draft.

Motion made by Mary Sibbing and seconded by Patrick Quinn to keep #23 on Rules and Regulations draft, following discussion. Motion passed 5-0.

Review/discussion 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. Mary Sibbing contacted City Attorney Draper for clarification on this item. President Sibbing informed the Cemetery Committee of his response and clarification. A motion was made by Alderperson Fesenmeier and seconded by Patrick Quinn to contact WAC to weigh in on our City Attorneys opinion with other municipalities. Motion passed 4-1. Mary Sibbing will follow up.

Review/discussion on protocol regarding #11 of rules and regulations; notification and documentation to family/owner of damaged headstone. This is on hold until the next meeting.

Review/discussion on budget items that were submitted for the 2024 City budget. Mary Sibbing contacted Tom Earle, DPW, regarding head stone repairs and line items in the budget from which they are paid and clarified and updated the board members. These repair expenditures are in the Cemetery Fund # 54200.

Discussion on WAC 3rd quarter newsletter reference to Funeral Aid. Mary Sibbing clarified the response from WAC, Tina Lefebre. This fund is specific to assisting funeral aid to indigent and those on Medicaid.

Discussion of the 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. The Cemetery Committee completed the questionnaire and Mary will forward it to the DPW.

Reviewed Tom Earle's DPW monthly report. Maintenance issues on Niches are being worked out with the DPW and Mary Sibbing will request a follow up in the January DPW report.

Correction of the spelling of interment on City budget was completed by Laura, City Comptroller.

Future agenda items:

Invite future Park Superintendent to the Cemetery Board meeting.

Ideas for future planning of newly acquired land at Oak Hill Cemetery.

Review future costs of grade 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 to sell these lots. This will be set aside for discussion with the newly budgeted Park Superintendent position for review and recommendation.

Annual WAC dues for budgeting thee boards annual joining

Determine who will attend the 2024 annual conference of the WI Alliance of Cemeteries.

Christmas Party/dinner. December 5, 2023, 5:30 pm. Tuscan Tavern and Grill, Lake Geneva.

Next meeting: January 17, 2024, 4:30 pm

Meeting Room A, Lake Geneva City Hall.

Motion made to adjourn at 5:41 pm by Patrick Quinn and seconded by Mary Sibbing.

Motion passed 5-0 to adjourn.

Respectfully submitted,

Ruth Monico,

Secretary



City of Lake Geneva

Department of Public Works

1065 Carey St,
Lake Geneva, WI 53147
262.248.6644

To: Department of Public Works
From: Tom Earle, Director Public Works & Clint Meloncon, Sexton, Lake Geneva Cemeteries
RE: December 2023 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments	
Date	Type
12/1/2023	FULL
12/18/2023	FULL
12/20/2023	FULL

Total number of burials in 2023 was 47.

COLUMBARIUM UPDATE

Until further notice columbarium niche sales will be suspended. The Sexton is working on maintenance issues with a stone company to see if we can somehow remedy the issues.

NEW PONTEM COLUMBARIUM UPDATE

The City of Lake Geneva's IT Representative from DeKind has been working with another technician at Pontem to try to install a new columbarium database to our current software. There have been a couple instances due to bandwidth and security where the update has not worked. Both DeKind and Pontem have found a solution and plan to work on installing the new database next week.

The new automatic gate at Oak Hill is fully functional.

DPW is in the process of soliciting proposals for the installation of a furnace in the Oak Hill shop.

CITY OF LAKE GENEVA
BALANCE SHEET
DECEMBER 31, 2023

FUND 48 - CEMETERY FUND

<u>ASSETS</u>			
48-00-00-1111	FUND CASH	200,696.15	
48-00-00-12100	TAXES RECEIVABLE	168,000.00	
	TOTAL ASSETS		368,696.15
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
48-00-00-21700	ACCRUED WAGES PAYABLE	6,741.58	
48-00-00-26100	DEFERRED TAX REVENUE	168,000.00	
	TOTAL LIABILITIES		174,741.58
<u>FUND EQUITY</u>			
48-00-00-34800	ASSIGNED FUND BALANCE	236,796.63	
	REVENUES OVER EXPENDITURES - YTD	(42,842.06)	
	TOTAL FUND EQUITY		193,954.57
	TOTAL LIABILITIES & EQUITY		368,696.15

Account Number	Account Title	2023-23 Period Actual	2023-23 Prior year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY OPERATIONS						
CEMETERY OPERATIONS						
CEMETERY OPERATIONS						
48-00-00-41110	PROPERTY TAX LEVY	.00	168,000.00	168,000.00	.00	100.00
	Total CEMETERY OPERATIONS:	.00	168,000.00	168,000.00	.00	100.00
CEMETERY OPERATIONS						
48-00-00-46100	MISC REVENUE	.00	3,235.00	3,500.00	265.00	92.43
	Total CEMETERY OPERATIONS:	.00	3,235.00	3,500.00	265.00	92.43
CEMETERY OPERATIONS						
48-00-00-46540	SALE OF GRAVES/NICHES	325.00	19,775.00	23,000.00	3,225.00	85.98
	Total CEMETERY OPERATIONS:	325.00	19,775.00	23,000.00	3,225.00	85.98
CEMETERY OPERATIONS						
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	.00	550.00	700.00	150.00	78.57
	Total CEMETERY OPERATIONS:	.00	550.00	700.00	150.00	78.57
BURIAL INTERMENTS						
48-00-00-46560	BURIAL INTERMENTS	2,175.00	25,550.00	26,000.00	450.00	98.27
	Total BURIAL INTERMENTS:	2,175.00	25,550.00	26,000.00	450.00	98.27
CEMETERY OPERATIONS						
48-00-00-48110	INVESTMENT INCOME	888.11	12,038.00	1,600.00	10,438.00-	752.38
	Total CEMETERY OPERATIONS:	888.11	12,038.00	1,600.00	10,438.00-	752.38
CEMETERY OPERATIONS						
48-00-00-49100	APPL OF PRIOR YEARS APPROP	.00	.00	41,000.00	41,000.00	.00
	Total CEMETERY OPERATIONS:	.00	.00	41,000.00	41,000.00	.00
CEMETERY OPERATIONS						
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	2,374.55	7,012.47	13,000.00	5,987.53	53.94
	Total CEMETERY OPERATIONS:	2,374.55	7,012.47	13,000.00	5,987.53	53.94
CEMETERY OPERATIONS						
48-00-00-51200	CEM WAGES	13,855.32	126,857.02	119,361.00	7,496.02-	106.28
48-00-00-51250	CEM OVERTIME	307.20	1,515.59	3,725.00	2,209.41	40.69
48-00-00-51260	CEM SEASONAL LABOR	1,581.64	15,197.81	18,000.00	2,802.19	84.43
48-00-00-51270	CEM ADMIN ASSISTANT	2,977.13	26,430.08	25,930.00	500.08-	101.93
48-00-00-51340	CEM LIFE INSURANCE EXP	42.09	440.58	350.00	90.58-	125.88
48-00-00-51345	CEM HEALTH INSURANCE	3,547.26	35,557.05	12,187.00	23,370.05-	291.76
48-00-00-51350	CEM DENTAL INSURANCE	182.30	1,771.35	420.00	1,351.35-	421.75
48-00-00-51355	CEM VISION INSURANCE	14.46	106.58	35.00	71.58-	304.51
48-00-00-51360	CEM RETIREMENT EXPENSE	1,171.09	10,613.81	9,945.00	668.81-	106.73
48-00-00-51370	CEM DISABILITY EXP	35.31	423.72	430.00	6.28	98.54

Account Number	Account Title	2023-23 Period Actual	2023-23 Prior year Actual	Current year Budget	Variance Current year	% of Budget
48-00-00-51380	CEM UNIFORM ALLOWANCE	.00	1,200.00	1,200.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	1,400.64	12,821.65	12,650.00	171.65-	101.36
48-00-00-52210	CEM TELEPHONE EXP	47.18	1,014.69	1,350.00	335.31	75.16
48-00-00-52220	CEM ELECTRICITY EXP	170.17	1,818.35	2,000.00	181.65	90.92
48-00-00-52240	CEM GAS HEAT EXP	95.60	986.64	1,200.00	213.36	82.22
48-00-00-52260	CEM WATER/SEWER EXP	270.00	3,604.43	3,500.00	104.43-	102.98
48-00-00-52400	CEM BUILDING REPAIRS	.00	.00	3,000.00	3,000.00	.00
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	.00	1,174.47	3,300.00	2,125.53	35.59
48-00-00-53100	CEM OFFICE SUPPLIES	.00	.00	117.00	117.00	.00
48-00-00-53120	CEM POSTAGE EXP	.00	10.00	.00	10.00-	.00
48-00-00-53130	CEM WORKERS COMP INS	.00	4,430.34	4,000.00	430.34-	110.76
48-00-00-53140	CEM LIABILITY/PROPERTY INS	.00	1,745.67	2,350.00	604.33	74.28
48-00-00-53200	CEM MEMBERSHIP DUES	.00	168.00	200.00	32.00	84.00
48-00-00-53320	CEM CONFERENCE	.00	794.37	1,000.00	205.63	79.44
48-00-00-53400	CEM OPERATING SUPPLIES	378.64	1,724.45	1,900.00	175.55	90.76
48-00-00-53410	CEM FUEL EXPENSE	426.38	7,239.01	6,000.00	1,239.01-	120.65
48-00-00-53500	CEM BLDG MAINT SUPPLIES	.00	28.47	500.00	471.53	5.69
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	.00	519.15	3,000.00	2,480.85	17.31
48-00-00-53600	CEM MAINT SERVICE EXP	.00	639.00	1,800.00	1,161.00	35.50
48-00-00-53620	CEM GROUNDS/LANDSCAPING	.00	3,022.98	5,000.00	1,977.02	60.46
48-00-00-53990	CEM MISC EXP	.00	267.98	350.00	82.02	76.57
48-00-00-54200	CEM GRAVES/FOUNDATIONS	.00	10,912.30	15,000.00	4,087.70	72.75
48-00-00-54300	CEM COLUMBARIUM EXPENSES	.00	2,100.00	2,000.00	100.00-	105.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	.00	3,750.00	15,000.00	11,250.00	25.00
Total CEMETERY OPERATIONS:		26,502.41	278,885.54	276,800.00	2,085.54-	100.75
Total CEMETERY OPERATIONS:		20,739.75	42,725.07	.00	42,725.07-	.00
Total CEMETERY OPERATIONS:		20,739.75-	42,725.07-	.00	42,725.07	.00
Grand Totals:		20,739.75-	42,725.07-	.00	42,725.07	.00

CITY OF LAKE GENEVA
BALANCE SHEET
DECEMBER 31, 2023

FUND 49 - CEMETERY PERPETUAL CARE

ASSETS

49-00-00-10600	INVESTMENTS-EDWARD JONES	737,667.89	
49-00-00-11111	FUND CASH	15,029.99	
49-00-00-12700	LAND	90,393.26	
49-00-00-12710	PREPAID REAL ESTATE TAXES	2,012.26	
	TOTAL ASSETS		845,103.40

LIABILITIES AND EQUITY

LIABILITIES

49-00-00-24200	DUE TO INVESTMENT ACCT	2,275.00	
	TOTAL LIABILITIES		2,275.00

FUND EQUITY

49-00-00-34800	RESTRICTED FUND BALANCE	745,982.25	
	REVENUES OVER EXPENDITURES - YTD	96,846.15	
	TOTAL FUND EQUITY		842,828.40
	TOTAL LIABILITIES & EQUITY		845,103.40

Account Number	Account Title	2023-23 Period Actual	2023-23 Prior year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
49-00-00-46100	PERPETUAL CARE CONTRIBUTIONS	.00	21,400.00-	8,000.00-	13,400.00	267.50
Total CEMETERY PERPETUAL CARE:		.00	21,400.00	8,000.00	13,400.00-	267.50
CEMETERY PERPETUAL CARE						
49-00-00-48110	INVESTMENT INCOME	5,088.09-	33,880.26-	14,000.00-	19,880.26	242.00
Total CEMETERY PERPETUAL CARE:		5,088.09	33,880.26	14,000.00	19,880.26-	242.00
CEMETERY PERPETUAL CARE						
49-00-00-48140	PORTFOLIO GAINS/LOSSES	30,211.58-	62,206.04-	10,000.00-	52,206.04	622.06
Total CEMETERY PERPETUAL CARE:		30,211.58	62,206.04	10,000.00	52,206.04-	622.06
Total CEMETERY PERPETUAL CARE:		35,299.67	117,486.30	32,000.00	85,486.30-	367.14
Total CEMETERY PERPETUAL CARE:		35,299.67	117,486.30	32,000.00	85,486.30-	367.14
Grand Totals:		35,299.67	117,486.30	32,000.00	85,486.30-	367.14



Lake Geneva Business Improvement District
Special Board Meeting
Wednesday, January 10, 2024 | 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. Election of Officers
 - a. Secretary
 - b. Treasurer
 - c. Vice President
 - d. President
6. Treasurer Report
 - a. Pay bills
 - b. Proposed adjustment to budget to include annual accounting services
7. New Business:
 - a. Strategic Plan review
 - b. Updated Bylaw review
 - c. Contract Agreement for Alexandria Binanti and Alethea Salgado
8. Adjourn