



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

CITY OF LAKE GENEVA AVIAN COMMITTEE
TUESDAY, APRIL 9, 2024 - 6:00 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

Members:

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

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the Avian Committee minutes from March 12, 2024
4. Comments from the public limited to 5 minutes, limited to items on this agenda
5. Update Financial Review for 2023/24
6. 2024 Calendar/Strategic Planning/Projects
7. World Migratory Bird Day Celebration
8. Bird City Application Status
9. Partnerships, Funding Opportunities and Potential Grants
10. Monarch Palooza at the Library/Purple Martin "open" house
11. Recognition for our Volunteers
12. New Member for the Avian Committee
13. Other
14. Next Meeting Date & Time
15. Future Agenda Items
16. 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, March 12 2024 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: Sarah McConnell, Jill Rodriguez, Karen Gallo, Kelley Happ, Beverly Leonard and Cindy Yager - Alderperson

3. Approval of Avian Committee meeting minutes from February 2024. A motion to approve the minutes was made by Rodriguez, seconded by Leonard. The motion was passed.

4. Comments from the Public

Viki Ross, a resident of the Symphony Bay subdivision, attended the meeting to request an Avian Committee member speak to her group this fall and to express interest in the work of the Avian Committee.

Peg Esposito, from Friends of Hillmoor, attended the meeting to talk about the possibility of becoming a “Bee City USA.” She explained how the group’s goals of encouraging pollinator friendly activities, including natural plantings and avoiding use of pesticides, benefit the environment. They would like to partner with the Avian group as we are affiliated with the city but will complete their own application for the Bee City status. McConnell thought we would have to get an approval from Dave Nord to go forward. Happ moved and Yager seconded a motion to encourage the Friends of Hillmoor to go forward with Bee City application process. It was approved.

5. Bird City Application

McConnell reported that we have not heard from Bird City Wisconsin regarding our 2024 application. Our application was completed on time in January, but we were not able to upload it as they had changed the formula. She will call and find out the status of our application.

Yager pointed out that the responsibilities of the newly hired Park Director include fund raising, and that we should talk with her about possible grants and grant writing.

6. Financial Review and Update for 2023-24

Despite our request, we did not get an updated budget report including final 2023 expenses. We need a detailed balance report. We know what we requested for 2024, plus we have some carry over from 2023, but we need details of what was spent. Rodriguez will request that we receive an updated budget report each month.

7. 2024 Calendar, Strategic Planning and Projects

Last fall the committee purchased 10 permanent signposts for the Story Book Trail and the Public Works department recently installed them at Four Seasons Nature Park. We discussed finding a new story for the signs, as we want to continue our message of bird migration and connection with our natural environment. It was suggested that we work with the library to find a book we could use, or we already have three years’ worth of good stories from the Learn to Soar project. We agreed to re-use the school students’ story about the Purple Martin pair this year. This is part of our World Migratory Bird Day celebration, and we will pick a Saturday in May to invite the public to join us welcoming back our feathered friends. To give the students recognition for the story, it was suggested we ask St. Francis school to put out an e-blast to students and their families who worked on the 2021, 2022 and 2023 books.

Rodriguez talked about another project on our long-range plan – providing birding backpacks for local hotels. These would be similar to the kids’ backpacks we have donated to the library to check out, and they contain bird books, maps of local birding spots and a good pair of binoculars. The Tourism Commission cannot give us funds for supplies, but Rodriguez suggested we ask them for money to market this project.

8. Monarch Palooza at the Library

Rodriguez updated the committee on the butterfly garden the Rotary Club is creating at the library. There will be a “Soft Opening” of the garden on May 9 at 2 pm, then a grand opening “Monarch Palooza” celebration from noon until 2 pm on June 22, with a ribbon cutting ceremony, speakers and information about monarch butterflies. Because the Monarch population is down nearly half, it is important to teach families about attracting and helping our Monarchs thrive. We all agreed that this could be a good time to show off our Martin boxes to the public. If the timing is right, we could lower the Martin houses to show nests, eggs or babies.

9. Ways to Recognize our Volunteers

We have four volunteers who have helped with our Martin houses and we would like to recognize their assistance. It was suggested we recognize them at a City Council meeting – possibly in July, and present each of them with a gift to show our appreciation. McConnell suggested framing one of Nikki Marsicano’s lovely bird prints as a gift. We would also like to recognize Carol Zimmermann for all her contributions to the Avian Committee at the same time. Leonard suggested a proclamation from the city to be read.

10. Other: New Member for the Avian Committee

We will be looking for a new member of the Avian Committee to take the place vacated by Carol Zimmermann, but we agreed to wait until our May meeting to make a recommendation, after the city-wide elections in April.

11. Next Meeting:

The Next Avian Committee meeting is on **April 9 at 6 pm in Conference Room 2 A**

12. Future Agenda Items

- Update Financial Review for 2023/24
- 2024 Calendar/Strategic Planning/Projects
- World Migratory Bird Day Celebration
- Bird City Application Status
- Partnerships, Funding Opportunities and Potential Grants
- Monarch Palooza at the Library/ Purple Martin “open” house
- Recognition for Our Volunteers
- New member for the Avian Committee
- Other
- Next meeting Date and Time

13: Adjournment:

Rodriguez moved to adjourn, seconded by Happ and approved. Meeting was adjourned at 6:55 p.m.

Respectfully submitted 4/2/2024
Kelley Happ

Account Number	Account Title	2023-23 Prior year Actual	2023-23 Prior year Budget	Variance Current year	% of Budget
GENERAL FUND					
MISCELLANEOUS					
MISCELLANEOUS					
11-70-00-47300	AVIAN DONATIONS	.00	250.00	250.00	.00
Total MISCELLANEOUS:		.00	250.00	250.00	.00
MISCELLANEOUS					
11-70-00-57800	AVIAN COMMITTEE EXPENSES	4,199.11	4,125.00	74.11-	101.80
11-70-00-57810	AVIAN COMMITTEE DONATION EXP	.00	.00	.00	.00
Total MISCELLANEOUS:		4,199.11	4,125.00	74.11-	101.80
Total MISCELLANEOUS:		4,199.11	4,375.00	175.89	95.98
GENERAL FUND Revenue Total:		.00	250.00	250.00	.00
GENERAL FUND Expenditure Total:		4,199.11	4,125.00	74.11-	101.80
Net Total GENERAL FUND:		4,199.11-	3,875.00-	324.11	108.36
Net Grand Totals:		4,199.11-	3,875.00-	324.11	108.36

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
11-70-00-47300 AVIAN DONATIONS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		12/31/2023 (13/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	250.00-	Unearned	250.00		
11-70-00-57800 AVIAN COMMITTEE EXPENSES					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
AP	36	LEONARD, BEVERLY	10.00		
		**Desc: PURPLE MARTIN ASSC DUES			
AP	330	COPIES & PRINTS PLUS LLC	35.00		
		**Desc: BIRD POSTERS-AVIAN COMMITTEE			
AP	364	ZIMMERMANN, CAROL	60.94		
		**Desc: PKT FOLDERS-LEARNING TO SOAR			
		01/31/2023 (01/23) Period Totals and Balance	105.94 *	.00 *	105.94
AP	334	CHASE CARD SERVICES	175.00		
		**Desc: AVIAN ANNUAL BIRD CITY RENEWAL			
AP	743	COPIES & PRINTS PLUS LLC	33.75		
		**Desc: EDUCATION MATERIALS-2023 STORYBOOK TRAIL			
AP	894	MCCONNELL, SARAH	50.60		
		**Desc: REIMBURSE-LEARNING TO SOAR PRIZES			
AP	722	LEONARD, BEVERLY	69.98		
		**Desc: REIMBURES-PURPLE MARTIN SUPPLIES			
		03/31/2023 (03/23) Period Totals and Balance	329.33 *	.00 *	435.27
AP	263	COPIES & PRINTS PLUS LLC	22.25		
		**Desc: FLYWAY MAP			
AP	388	COPIES & PRINTS PLUS LLC	57.25		
		**Desc: SIGNAGE AT 4 SEASONS NATURE PRESERVE			
AP	519	LEONARD, BEVERLY	15.73		
		**Desc: PURPLE MARTIN-SUPPLIES			
		04/30/2023 (04/23) Period Totals and Balance	95.23 *	.00 *	530.50
AP	24	COPIES & PRINTS PLUS LLC	12.00		
		**Desc: BIRD POSTERS-AVIAN COMMITTEE			
AP	544	ST FRANCIS DE SALES	72.76		
		**Desc: BUS-FOUR SEASONS			
		05/31/2023 (05/23) Period Totals and Balance	84.76 *	.00 *	615.26
AP	424	COPIES & PRINTS PLUS LLC	41.00		
		**Desc: PROGRAM MATERIALS-WORLD MIGRATORY BIRD			
AP	16	COPIES & PRINTS PLUS LLC	60.31		
		**Desc: MIGRATORY BIRD CELEBRATION PRINTS			
		06/30/2023 (06/23) Period Totals and Balance	101.31 *	.00 *	716.57

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
11-70-00-57800 AVIAN COMMITTEE EXPENSES (continued)					
AP	281	COPIES & PRINTS PLUS LLC	26.00		
		**Desc: PROMO RACK CARDS-SWIFT NIGHT OUT			
AP	282	COPIES & PRINTS PLUS LLC	13.50		
		**Desc: SWIFT NIGHT OUT FLIERS			
AP	354	SCHLITZ AUDUBON NATURE CENTER	440.00		
		**Desc: SWIFT NIGHT OUT PROGRAM			
AP	566	COPIES & PRINTS PLUS LLC	50.00		
		**Desc: SWIFT NIGHT OUT RAKE CARDS			
AP	567	COPIES & PRINTS PLUS LLC	147.00		
		**Desc: SWIFT NIGHT OUT YARD SIGNS			
AP	796	COPIES & PRINTS PLUS LLC	40.40		
		**Desc: RACK CARDS FOR SWIFT NIGHT OUT			
		08/31/2023 (08/23) Period Totals and Balance	716.90 *	.00 *	1,433.47
AP	64	LEONARD, BEVERLY	157.44		
		**Desc: TOP PERCH-MARTINS			
AP	410	ALPHABET SIGNS	2,443.20		
		**Desc: SIGN ON BEHALF OF AVIAN COMMITTEE			
AP	131	COPIES & PRINTS PLUS LLC	90.00		
		**Desc: PROMO RACK CARDS-SWIFT NIGHT OUT			
		09/30/2023 (09/23) Period Totals and Balance	2,690.64 *	.00 *	4,124.11
AP	486	LEONARD, BEVERLY	75.00		
		**Desc: PMCA ANNUAL MEMBERSHIP RENEWAL			
		11/30/2023 (11/23) Period Totals and Balance	75.00 *	.00 *	4,199.11
		12/31/2023 (13/23) Period Totals and Balance	.00 *	.00 *	4,199.11
YTD Encumbrance	.00	YTD Actual	4,199.11	Total	4,199.11
YTD Budget	4,125.00	Unexpended	74.11-		
11-70-00-57810 AVIAN COMMITTEE DONATION EXP					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		12/31/2023 (13/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
Number of transactions: 24 Number of accounts: 3			Debit	Credit	Proof
Grand Totals:			4,199.11	.00	4,199.11

Report Criteria:

Actual amounts

All accounts

Account.Account number = "11700047300","11700057800","11700057810"

Account Number	Account Title	2024-24 Period Actual	2024-24 Current year Actual	Current year Budget	Variance Current year	% of Budget
GENERAL FUND						
MISCELLANEOUS						
MISCELLANEOUS						
11-70-00-47300	AVIAN DONATIONS	.00	.00	250.00	250.00	.00
Total MISCELLANEOUS:		.00	.00	250.00	250.00	.00
MISCELLANEOUS						
11-70-00-57800	AVIAN COMMITTEE EXPENSES	175.00	175.00	4,425.00	4,250.00	3.95
Total MISCELLANEOUS:		175.00	175.00	4,425.00	4,250.00	3.95
Net Total GENERAL FUND:		175.00-	175.00-	4,175.00-	4,000.00-	4.19
Net Grand Totals:		175.00-	175.00-	4,175.00-	4,000.00-	4.19

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
11-70-00-47300 AVIAN DONATIONS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		03/31/2024 (03/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	250.00	Unearned	250.00		
11-70-00-57800 AVIAN COMMITTEE EXPENSES					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
AP		456 ELAN FINANCIAL SERVICES	175.00		
		**Desc: BIRD CITY MEMBERSHIP RENEWAL			
		03/31/2024 (03/24) Period Totals and Balance	175.00 *	.00 *	175.00
YTD Encumbrance	.00	YTD Actual	175.00	Total	175.00
YTD Budget	4,425.00	Unexpended	4,250.00		
11-70-00-57810 AVIAN COMMITTEE DONATION EXP					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		03/31/2024 (03/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
Number of transactions: 1 Number of accounts: 3			Debit	Credit	Proof
Grand Totals:			175.00	.00	175.00

Report Criteria:

Actual amounts

All accounts

Account.Account number = "11700047300","11700057800","11700057810"