



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, JUNE 3, 2024 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Council President: Mary Jo Fesenmaier

Council Vice-President: Cindy Yager

Alderspersons: Sherri Ames, Shari Straube, Linda Frame, Peg Esposito, Joel Hoiland, Ken Howell

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. 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
2. Pledge of Allegiance – Yager
3. Roll Call
4. Approval of the Committee of the Whole Minutes from May 6, 2024, 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. **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 Yager
 - c. Public Works Committee-Chair Fesenmaier

d. Piers, Harbor, and Lakefront Committee-Chair Frame

7. **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-Fesenmaier and Howell
- b. Tree Board-Esposito
- c. Police and Fire Commission-Straube
- d. Plan Commission-Esposito
- e. Board of Park Commissioners-Yager
- f. Library Board-Ames
- g. Historic Preservation Commission-Hoiland
- h. Avian Committee-Yager
- i. Tourism Commission-Fesenmaier and Howell
- j. Cemetery Board-Frame

8. **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-Hoiland
- c. *Lake Geneva Economic Development Corporation-Hoiland and Yager
- d. Geneva Lake Environmental Agency-Fesenmaier
- e. *Geneva Lakes Family YMCA-Straube
- f. *Geneva Lake Use-Frame
- g. Business Improvement District-Ames
- h. Geneva Lake Law Enforcement Agency-Frame

9. Future Meeting Date: July 1, 2024 at 6:00 pm

10. 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, MAY 6, 2024 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Council President: Mary Jo Fesenmaier
Council Vice-President: Cindy Yager
Alderspersons: Sherri Ames, Shari Straube, Linda Frame, Peg Esposito, Joel Hoiland, Ken Howell

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

Pledge of Allegiance-Aldersperson Hoiland
Aldersperson Hoiland led the Committee in the Pledge of Allegiance.

Roll Call
Present: Fesenmaier, Yager, Ames, Straube, Frame, Esposito, Hoiland
Absent: Howell

Approval of the Committee of the Whole Minutes from February 5, 2024, as prepared and distributed
Motion by Yager to approve, second by Esposito.
No discussion. Motion carried 7-0.

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
Sherri Ames, 603 Center St; congratulated Badger Graduate, Caleb Monge, on his accomplishment of being a drum major at UW Madison.

Bill Huntress, 1015 Pleasant St; congratulated the new elected officials and spoke on the developer's agreement for Symphony Bay and changes to the plan and impact fees, and the effect of new annexations.

Andrea Christian, 250 Havenwood Dr; spoke on accessibility to the new GLEA office, and safety concerns with the condition of streets, sidewalks, and sidewalk ramps.

Todd Krause, Mayor, 1112 Wisconsin St, spoke on addressing accessibility and working to improve the condition of the streets and sidewalks. He also announced that on Saturday, May 18th at 10:00am, there will be a ribbon cutting at Hillmoor.

Dennis Loeser, 336 W Laurie St, spoke on annexations, growth and development, Air BnBs, capacity of utilities, and congratulated the elected officials.

Sherri Ames, 603 Center St; repeated her congratulations from earlier due to technical difficulties during her comment period.

Presentation regarding No Mow May: Julie Hill, UW-Extension
Julie Hill from UW-Extension gave a presentation on the history, goals, and benefits of No Mow May, reducing chemicals, and the impact on Pollinators, and let the public know they can call or email her with any gardening questions.
Questions and discussion between Committee members and Ms. Hill followed covering topics such as Lake Geneva's Ordinance, which states no tickets are issued for lawn length between January 1-June 1, and natural plantings in terraces to reduce mowing.

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

Aldersperson Fesenmaier gave an update on topics including the City's new policy manual, the employee handbook, the accessible sidewalk at the beach, the crosswalk from Symphony Bay to Veterans Park, and the disc golf bridge replacements.

Esposito reported on the acceptance of the Historical Grant on the agenda for tomorrow's meeting.

Personnel Committee-Chair Yager

Aldersperson Yager reported that the first personnel committee meeting of the year just took place and that many issues that need to be addressed have come up including the employee evaluation process and Personnel Committee ordinances.

Public Works Committee-Chair Fesenmaier

Aldersperson Fesenmaier reported on recent topics such as accessibility on public vs private sidewalks and whether the issue is a public works or code enforcement issue, the 2024 street improvement program.

Piers, Harbor, and Lakefront Committee-Chair Frame

Aldersperson Frame reported that her first meeting as Chair will be May 14th, and the main topic will be the Lagoon.

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-Fesenmaier and Howell

Aldersperson Frame reported that the Grand Geneva employee dorm project has been completed, spoke on water main breaks, and discussed the utility work needed prior to the upcoming hwy 50 project.

Tree Board-Esposito

Aldersperson Esposito announced arbor day and earth day celebrations, including a new tree planting in Donian and a children's event hosted by the Parks Superintendent, and tree protectors for the trees on Main St.

Police and Fire Commission-Straube

Aldersperson Straube announced that her first meeting is this Thursday. No report given.

Plan Commission-Esposito

Aldersperson Esposito reported on the ordinance change to allow for paintings on the buildings, the developments in the Geneva Square area, retention ponds, and a gateway ordinance.

Aldersperson Hoiland reported on the Short Term Rental ad hoc committee activities, including marking up the ordinance and hearing public input. He announced he is hopeful to have an ordinance ready to begin the process in June.

Board of Park Commissioners-Yager

Aldersperson Frame reported on activities at the last meeting surrounding the approval of the YMCA contract renewal.

Discussion followed on the terms of the agreement.

Library Board-Ames

Aldersperson Ames reported on the Library activities including Ellen receiving her master's degree, upcoming programs, Badger Talks, the tax return preparation program, youth services, tech services, and circulation. Aldersperson Esposito highlighted an upcoming lecture series concerning the archaeological survey at Hillmoor.

Historic Preservation Commission-Esposito

Alderson Esposito reported that the Commission is very involved with the archaeological survey.

Alderson Fesenmaier spoke on the possible implementation of a local ordinance specifying historical structures and landscapes

Avian Committee-Yager

Alderson Yager reported on various Committee topics including a request for a presentation at Symphony Bay, a Bee City USA application partnership request from the Friends of Hillmoor, the Storybook Trail signs have been updated at Four Seasons and the past Purple Martin story will be re-installed, the Bird-watching backpacks at the Library, and Monarchpalooza with the Rotary Club at the butterfly garden at the Library which will take place June 22 from 12-2pm.

Tourism Commission-Fesenmaier and Howell

Alderson Fesenmaier reported on the great best practices of the Tourism Commission concerning their packet materials and minutes. Recent agenda items include Grant applications for the Riviera wood floor and the Wee Whiskey Fest, hotel listings on the website, and the follow-up evaluations has been added as a constant agenda item.

Cemetery Board-Frame

Alderson Fesenmaier reported on the need for road improvement, ordering another Columbarium, and spoke about the Pontem burial search software program which is available on the City's website.

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

Alderson Yager reported that they are very busy with event planning and encouraged everyone to visit their website for information.

*Geneva Lake Museum-Hoiland

Alderson Hoiland reported that they are meeting this Wednesday at 5:30pm.

*Lake Geneva Economic Development Corporation-Hoiland and Yager

NO

Geneva Lake Environmental Agency-Fesenmaier

Alderson Fesenmaier reported on topics including hiring a college intern, clean boats clean waters, a fishing tournament, and the new office in William's Bay.

Questions followed regarding the funding structure. Alderson Fesenmaier explained the budgeting from the different municipalities as well as private fundraising efforts.

*Geneva Lakes Family YMCA-Straube

Alderson Straube reported that recent activity included the contract being approved.

*Geneva Lake Use-Frame

Alderson Frame reported that they meet on an as-needed basis, and has morphed into the Geneva Lake Association, which meets annually. Topics of interest include CD3 machines, farm run off, commercial boat usage, the lagoon, and damage to the seawall.

Business Improvement District-Ames

Alderson Ames reported on details for the Spring Wine Walk, spoke about upcoming events including Murals in Motion, Music on Broad, and thanked Alex with the BID and VISIT for all their hard work.

Geneva Lake Law Enforcement Agency-Frame

Alderson Frame reported that they have not met yet,. They begin patrolling the lake Memorial Day weekend. They are in the midst of spring training. The next meeting is June 12th. They recently relocated to Fontana from Williams Bay.

Alderson Fesenmaier thanked everyone for attending and discussed the importance of recapping the committees and highlighted the presentations.

Alderson Frame thanked the Mayor for the various appointments.

Future meeting date: June 3, 2024 at 6:00 p.m.

Adjournment

Motion by Yager to adjourn, second by Frame.

No discussion. Motion carried 7-0.

The meeting adjourned at 7:25pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns

Deputy City Clerk

CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION COMMITTEE
TUESDAY, APRIL 16, 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

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

Roll Call

Present: Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, Cindy Yager (via Zoom), and Tim Dunn.

Absent: None

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

None.

Approval of the Finance, Licensing, & Regulation Committee minutes from April 3, 2024, as prepared and distributed

Motion by Yunker to approve. Second by Howell. No discussion. Motion carried by unanimous voice vote.

Licenses & Permits

Discussion/Recommendation regarding a Tier-1 Event Permit filed by the Lake Geneva Business Improvement District for the event of Music on Broad Street to take place on Saturdays & Sundays from May 25 to August 18, 2024, located on the Sidewalk along the 200 Block of Broad Street.

Motion by Howell to approve. Second by Dunn. Minimal discussion was held. Question whether the music would be acoustic or amplified. City Administrator will get answer before the next Council meeting. Motion carried by 4 – 1 voice vote with Yunker voting no.

Discussion/Recommendation regarding a Firework Permit filed by the Lake Geneva Jaycees for the event of Venetian Fest to take place on August 18, 2024, at dusk.

Motion by Yunker to approve. Second by Fesenmaier. No discussion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding a Public Event Permit file by Holy Communion Church for the event of Farmers Market to take place Thursdays from May 2 to October 31, 2024, from 8:00am to 1:00pm located in front of Holy Communion Church on Broad Street.

Motion by Dunn to approve. Second by Fesenmaier. No discussion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding a Temporary Class "B" fermented malt beverage license application filed by St Francis de Sales Catholic Church for the event of Spring Festival to take place on May 5, 2024, located at St. Francis de Sales, 148 W Main St, Lake Geneva.

Motion by Yunker to approve. Second by Fesenmaier. No discussion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding a Temporary Operator License filed by Cornelio Cruz for the event of Spring Festival to take place on May 5, 2024, located at St. Francis de Sales, 148 W Main St, Lake Geneva.

Motion by Yunker to approve. Second by Dunn. No discussion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding a lease agreement between the City of Lake Geneva and Gage Marine for Space "F" in the Riviera concourse, 812 Wrigley Dr.

Motion by Yunker to approve. Second by Howell. City Administrator Nord advised the committee this is a one-year lease at the same per square foot rate being charged to another tenant for a space being used for storage. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding sponsorship at Veterans Park and Disc Golf Park (recommended by the Board of Park Commissioners on March 19, 2024).

Motion by Howell to approve. Second by Dunn. General discussion among the committee members. Lake Geneva Parks Superintendent Samantha Ingo addressed the committee and answered various questions concerning the proposed sponsorship program. After additional discussion Fesenmaier moved to refer this back to the Park Board to secure more detailed information as to how the sponsorship program would work. Second by Howell. Motion carried by unanimous voice vote.

Presentation of Accounts

Pre-Paid Bills: \$203,292.07

Motion by Yunker to approve. Second by Dunn. No discussion. Motion carried by unanimous voice vote.

Pre-Paid Checks for Palpable Tax Errors: \$20,909.46

Motion by Yunker to approve. Second by Dunn. No discussion. Motion carried by unanimous voice vote.

Regular Bills: \$222,662.31

Motion by Yunker to approve. Second by Dunn. No discussion. Motion carried by unanimous voice vote.

Motion to go into Closed Session pursuant to Wisconsin Statutes 19.85(1)(e) for deliberating or negotiating or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding an agreement between Public Administration Associates, LLC, the Town of Linn, and the City of Lake Geneva for intergovernmental agreement negotiations for Fire and Emergency Medical Services.

At 4:48 p.m. Fesenmaier moved to go into closed session with the committee members as well as Alderperson Esposito, Comptroller Pisarcik. City Administrator Nord and Fire Chief Peters. Second by Howell. Second by Howell. Motion carried unanimously on a 5-0 roll call vote.

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

At 5:04 p.m. Howell moved to return to open session. Second by Fesenmaier. Motion carried unanimously on a 5-0 roll call vote.

Fesenmaier moved to forward the agreement between Public Administration Associates, LLC, the Town of Linn, and the City of Lake Geneva for intergovernmental agreement negotiations for Fire and Emergency Medical Services to the City Council without a recommendation. Second by Dunn. Motion carried by unanimous voice vote.

Adjournment

At 5:06 p.m. Yager moved to adjourn. Second by Howell. Motion carried by unanimous voice vote.

David Nord
City Administrator

CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION COMMITTEE
TUESDAY, MAY 7, 2024 - 4:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Chairperson Ken Howell, Alderpersons: Sherri Ames, Mary Jo Fesenmaier, Cindy Yager, and Joel Hoiland

Call to Order by Chairperson Howell

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

Roll Call

Present: Ken Howell, Sherri Ames, Mary Jo Fesenmaier, Cindy Yager, and Joel Hoiland

Absent: None

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

Peg Esposito, 124 Darwin Street, Lake Geneva spoke in favor agenda item 11, recommending that the committee sign the proposed agreement.

Approval of the Finance, Licensing, & Regulation Committee minutes from April 16, 2024, as prepared and distributed

Motion by Yager to approve. Second by Fesenmaier. No discussion. Motion carried by unanimous voice vote.

Licenses & Permits

Discussion/Recommendation regarding a Public Event & Street Use/Closure Permit filed by Badger High School for the event of Badger High School Graduation Ceremony to take place on June 9, 2024 from 1:00 p.m. to 2:00 p.m., located on Wells St between South St. and Highway 120.

Motion by Ames to approve. Second by Hoiland. No discussion. Motion carried by unanimous voice vote.

Discussion/Recommendation a Public Event Permit with Street Use filed St. Francis de Sales Parish School for the event of Roadrunner 5K to take place on May 25, 2024 from 8:00 a.m. to Noon, located on various City streets

Motion by Hoiland to approve. Second by Fesenmaier. No discussion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 24-R34 a resolution authorizing carryover of Lakefront Fund budget amounts from 2023 to 2024.

Motion by Hoiland to approve. Second by Yager. Brief discussion between the committee members and the Comptroller Pisarcik. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 24-R35 a resolution authorizing carryover of General Fund budget amounts from 2023 to 2024

Motion by Hoiland to approve. Second by Yager. Brief discussion among committee members and Pisarcik. Hoiland asked that the resolution be modified from stating “chain supply” to “supply chain” Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Resolution 24-R37 a preliminary resolution declaring intent to exercise Special Assessment Powers for the City of Lake Geneva 2024 Street Improvement Project

Motion by Yager to approve. Second by Ames. General discussion between the committee and City Engineer Naomi Rauch. Fesenmaier noted that the resolution makes reference to a list of locations which is not attached. Rauch stated that the list has historically been added to a related, subsequent resolution. Motion carried by unanimous voice vote.

Discussion / Recommendation for approval of the Lagoon Seawall Repairs construction contract to CK Contractors (Kapur)

Motion by Yager to approve. Second by Hoiland. General discussion between the committee and Harbormaster Russell. Russell noted that this is in the 2024 budget. The project is expected to be complete by November 30, 2024, with full clean up completed by December 15, 2024. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the bid approval and recommendation for 2024 Street Paving Program to Wolf Paving Co Inc (Kapur)

Motion by Hoiland to approve. Second by Yager. Discussion between the committee and Rauch. It was noted by Rauch that all projects would be undertaken at this time. Projects for the Fall, if any, would be limited to portions of sidewalk. Motion carried by unanimous voice vote.

Discussion/Recommendation authorizing the City of Lake Geneva Comptroller/Finance Director as the signor to execute the Memorandum of Agreement with the Wisconsin State Historic Preservation Office

Motion by Ames to approve. Second by Yager. General discussion. Comptroller Pisarcik this was previously approved by City Council and involves no City funds. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the revised and updated Cemetery Rules and Regulations

Motion by Fesenmaier to approve. Second by Ames. Fesenmaier stated that this document is the result of consolidating several rules from various sources over the past six months. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the Veteran's Park Programming Agreement with the Geneva Lakes Family YMCA, Inc.

Motion by Ames to approve. Second by Hoiland. General discussion among members of the committee. Howell asked that a copy of the 2-year contract for the concession stand be included in the Council packet for reference.

Hoiland moved to amend the original motion to reduce the length of the Veteran's Park Programming Agreement with the Geneva Lakes Family YMCA, Inc. from two years to one year. Second by Howell. The amendment carried on a 4-1 voice vote with Fesenmaier voting no.

The original motion, with amendment, was approved on a 4-1 voice vote with Fesenmaier voting no.

Presentation of Accounts

Pre-Paid Bills: \$59,753.28

Motion by Yager to approve. Second by Hoiland. No discussion. Motion carried by unanimous voice vote.

Regular Bills: \$284,739.38

Motion by Hoiland to approve. Second by Yager. No discussion. Motion carried by unanimous voice vote.

Adjournment

At 4:40 p.m. Ames moved to adjourn. Second by Yager. Motion carried by unanimous voice vote.

David Nord
City Administrator



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

CITY OF LAKE GENEVA PERSONNEL COMMITTEE

MONDAY, MAY 6, 2024 - 4:00 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Members: Chairperson Cindy Yager, Sherri Ames, Mary Jo Fesenmaier, Linda Frame, and Peg Esposito

AGENDA

1. Meeting called to order by Chairperson Yager
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the March 4, 2024 Personnel Committee minutes as prepared and distributed
5. Discussion/Recommendation regarding Section 2-49(3) Personnel Committee ordinance
6. Discussion/Recommendation regarding the City of Lake Geneva Employee Performance Evaluation Form
7. Discussion/Recommendation regarding the City of Lake Geneva Appendix A Organizational Chart
8. Motion to go into Closed Session pursuant to Wis. State. 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: City Administrator, Building/Zoning Administrator, City Clerk, Finance Director/Comptroller, Harbormaster, Parking Manager, and Public Works Director
9. Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session
10. **Future Agenda Items:**
 - a. Committee Chair/City Council- How to Run a Meeting (Roberts Rules), Gov't 101 Access
 - b. Committee Secretary's Minute Taking (Robert's Rules)
 - c. Set Schedule for Staff Evaluations
 - d. Review Policy and Procedures Manuals
 - e. Review Committee Guidelines/Procedures for all Standing and Appointed

Boards/Commissions (i.e. member, voting rights, etc)

f. Review Job Descriptions

g. Handbook Discussion/Review

11. 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, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

CITY OF LAKE GENEVA SPECIAL PERSONNEL COMMITTEE
WEDNESDAY, MAY 22, 2024 - 4:30 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

Members:

Members: Chairperson Cindy Yager, Sherri Ames, Mary Jo Fesenmaier, Linda Frame, and Peg Esposito

AGENDA

1. Meeting called to order by Chairperson Yager
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Discussion/Recommendation regarding the City Administrator job description
5. Discussion/Recommendation regarding the Harbormaster job description
6. Discussion/Recommendation regarding hiring process and timelines
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, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE
TUESDAY, MAY 28, 2024 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Chairperson Fesenmaier, Shari Straube, Joel Hoiland, Peg Esposito, Cindy Yager

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Access Code: 9746153

AGENDA

1. Meeting called to order by Chairperson Fesenmaier
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from April 22, 2024
5. Staff Reports
 - a. Director of Public Works
 - b. Street Superintendent
 - c. Parking Manager
 - d. Engineer Report
6. Discussion/Recommendation issuing six parking passes for the UCC Church Food Bank Volunteers (Parking)
7. Discussion/Recommendation regarding accepting coins in the Kiosks (Parking)
8. Discussion/ Recommendation regarding agenda and packets for meetings (*continued from April 2024 meeting*) (*Chair*)
9. Discussion/Recommendation regarding new Riviera Beach ADA Access (*recommended by Piers,*

Harbors, and Lakefront Committee on May 14, 2024) (Kapur)

10. Discussion/ Recommendation regarding City Sidewalk Assessment/Inventory (Kapur)
11. Discussion/Recommendation regarding Center Street - Interchange North intersection options (Kapur)
12. Discussion regarding SS4A Grant possibilities- signal at Townline Road and Edwards Boulevard (Kapur)
13. Discussion/ Recommendation regarding on street bike lanes (Kapur)
14. Discussion/Recommendation regarding replacement of Skid Loader from Equipment Replacement Fund (DPW)
15. Discussion/Recommendation regarding replacement of Wide Area Mower from Equipment Replacement Fund (DPW)
16. Discussion/ Recommendation regarding items from Department of Public Works to be considered surplus and sold on Wisconsin Surplus Auction with the proceeds from equipment to be placed in the Equipment Replacement Fund and proceeds from logs to be placed in tree fund. (DPW)
17. Discussion/ Recommendation regarding conditions of Bloomfield Road at Edwards towards Wells and possible remedies (DPW/Chair)
18. Discussion/Recommendation regarding South Lake Shore Drive adjacent to Bigfoot Beach conditions(Chair)
19. Discussion/ Recommendation regarding Big Foot Beach accessibility and remediation(Chair)
20. Discussion/ Recommendation regarding native plantings in boulevards and city-maintained terraces(Chair)
21. Discussion/Recommendation regarding Department of Transportation planning report for HWY 50/Main Street project(DPW)
22. Discussion/Recommendation regarding Light shields-West end piers and trail entrance on Townline Road (DPW/Chair)
23. Future Agenda Items
24. **Adjournment**

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

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, APRIL 22, 2024 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Chairperson Mary Jo Fesenmaier, Alderpersons: Shari Straube, Joel Hoiland, Peg Esposito, Cindy Yager

Meeting called to order by Chairperson Fesenmaier
Chairperson Fesenmaier called meeting to order at 4:00pm.

Roll Call

Present: Mary Jo Fesenmaier, Joel Hoiland, Peg Esposito, and Cindy Yager
Absent: Shari Straube

Comments from the public limited to 5 minutes, limited to items on this agenda
There were none.

Approval of the March 25, 2024 Public Works Committee minutes
Motion by Hoiland to approve, second by Esposito. No discussion. Motion carried 4-0.

Director of Public Works Report

Public Works Director Tom Earle gave a overview of the Director's report that was included in the packet. . General discussion and questions followed between Earle and the committee members regarding Highway 50 construction; specifically: foot traffic, sidewalk additions, keeping right of way clear, and the possibility of creating a bicycle or a multi-use lane before the project begins.

Street Superintendent Neil Waswo reported bids are being accepted for 2024 crack and joint sealing, fertilized Vets and Cemenary Park, and MSA 1 year walk through was completed.

Parking Manager Report

Parking Manager Seth Elder gave an overview of Kiosk and Park Mobile revenue for the month of March, along with Parking Lot B reservations for 2024. Elder shared parking enforcement is fully staffed for the season.

Discussion followed regarding peak points, ticket writing procedures, and coin efficiency.

Engineer Report

Naomi Rauch of Kapur explained her memorandum that was included in the packet. Discussion followed between committee members in relation to options for the Interchange North/Center Street project. Ideas and alternatives relative to pedestrian access to the Riviera Beach were also discussed.

Discussion / Recommendation for approval of the Lagoon Seawall Repairs construction contract to CK Contractors (Kapur)

Rauch stated the lowest bid received for the Seawall Repair was CK Contractors for \$48,413.50. Harbormaster Steve Russell shared funding for the project was included in the 2024 Capital Plan with a budget for \$120,000.

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

Discussion / Recommendation 2024 Street Paving Program (Kapur)

Rauch shared background information on the project and bid results, stating the lowest bid was received from Wolf Paving in the amount of \$796,992.95. Earle disclosed that 2024 street paving has a budget of \$1,000,000.

Questions followed from committee members on the specifics of the project, reimbursements, and budget.

Motion by Esposito to approve, second by Hoiland. No discussion. Motion carried- 4-0.

Discussion Intergovernmental Agreements

Earle discussed the intergovernmental agreements involving the City, such as plowing, and equipment sharing. Earle explained the difference between written and verbal agreements.

Discussion/ Recommendation regarding agenda and packets for meetings

Fesenmaier referred to Policy 103, Standing Committee Agenda Deadlines, which was included in the packet. It was requested the chairperson receive a draft agenda two Fridays prior to each PWC meeting, and the final agenda to be posted by end of day on the Wednesday previous to each scheduled meeting.

Fesenmaier stated final agenda and packet did not have to be emailed as committee members are able to retrieve it from the website.

Motion by Fesenmaier to continue to next month, second by Yager. Motion carried 4-0.

Future Agenda Items

- Grant Street intersection
- Bike Lane Hillmoor
- Agenda/Packet Policy
- Plantings on Boulevard
- Bloomfield resurfacing road
- Light shields-West end piers
- Accessibility challenge report
- Sidewalk assessment/ inventory list

Adjournment

Motion by Hoiland to adjourn, second by Esposito. No discussion. Motion carried 4-0. The meeting adjourned at 5:26pm.

These minutes are unofficial until approved by committee

Kassandra Vina
DPW Administrative Assistant



ELECTRONIC RECYCLING

**10:00AM TO 2:00PM
SATURDAY, AUGUST 24, 2024**

**LAKE GENEVA PUBLIC WORKS
1065 CAREY STREET
LAKE GENEVA WI 53147**

**MUST PROVIDE PROOF OF RESIDENCY IN
LAKE GENEVA WI
(LICENSE/ BILL/ BANK STATEMENT)**



To: Public Works Committee
From: Tom Earle, Director of Public Works
RE: May. 2024 Director's Report

PUBLIC WORKS OFFICE & ADMINISTRATION

- Brush and leaf pick pickup ongoing
- Telematics being added to brush pickup vehicle.
- DPW met again several times with WisDOT regarding the Hwy 50 project and the Mayor.
- DPW met again with WisDOT regarding the STH 120 (Edwards Blvd) project.
- Attended operations and maintenance seminar in Waukesha.
- Attend Heavy Truck Tire Inspection Certification class.
- DPW participated in DOT/County info exchange. Ongoing
- DPW continues to work on the well and charge wells from the Hillmoor irrigation system.
- Worked with Park Super on Hillmoor trails, ongoing. Vets Park building, Lions Den roof, water DPW has worked with Staff on several equipment repair projects. (Jake WAM, Garbage truck...)
- DPW worked with Geneva Hwy on Center St intersection
- DPW is currently awaiting the delivery of the new Park RTV's. One has arrived at dealer. (still) (update) One has been picked up, in use
- DPW and the City Engineer working on Allendale Rd with Utility, ongoing.
- DPW is currently waiting for delivery of the new leaf wagon. update
- Attend DRT meetings.
- Attend Staff meetings.
- Currently working on ~~13~~ 15 CIP projects
- Attend bid openings
- Assist City Engineer with multiple projects. Including 2024 Street Improvement. Shop asphalt,
- Continued work on Resolution 23-R40 is ongoing with all letters sent. As well as contact with several others. DPW is consulting with City Attorney. One area left with no contact. Updated..
- Summer ops starting.
- Oak Hill dump area being addressed, several patches completed. Survey complete.
- DPW and the City Engineer are looking into possible solutions for intersection control in the Sheridan Springs/Center St area. Met with Town officials.
- Sailboat plaza issues worked on with Utility
- Fencing issues at DPW. Complete
- 1055 Carey St backup generator has arrived, install currently underway. Complete and was used already.
- Meet with Alders and City Admin several times.
- Consult with City Attorney on several issues.
- Several issues at Oak Hill are being resolved, ongoing
- Assisted Harbormaster with RFP's for Lagoon. Complete
- Assist Historic Preservation with several issues.
- DPW met with WalCo regarding borders, again.
- Met with Library Staff concerning patio area.



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

CITY OF LAKE GENEVA PIERS, HARBORS, AND LAKEFRONT COMMITTEE

TUESDAY, MAY 14, 2024 - 5:00 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Chairperson Linda Frame, Alderpersons: Shari Straube, Sherri Ames, Peg Esposito, and Ken Howell

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

1. Links to the City of Lake Geneva's live video stream can be found at <https://wi-lakegeneva.civicplus.com/319/City-Meetings-Video-Stream>
2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
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 Frame
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the Piers, Harbors, and Lakefront Committee minutes from March 12, 2024
5. Discussion/Recommendation regarding new Riviera Beach ADA Access - Kapur Update
6. Discussion/Recommendation regarding a request from the YMCA for 80 (eighty) Beach Passes for the Summer Youth Swimming Program
7. Discussion/Recommendation regarding request for admission fee waiver or discount for 20 students and 2 adults on either May 30th or June 3rd from about 11:00am-2:00pm in order to reward the Eastview School's 4th & 5th grade student council members with a beach day for their end of the year celebration
8. Harbormaster Report
9. Explanation of the Lagoon Rental Season 2024; Chairperson Frame
 - Expenses of Pier Removal
 - City Lagoon Renters Season Launch Passes at No Charge; a concession for loss of slip due to pier removal
 - Lost Boat Slip Rental Revenue
 - Sea Wall Damage/Repair Costs

- Dredging Costs

10. Discussion of Lagoon Status; Concerns of 4 Municipalities; Chairperson Frame

- City of Lake Geneva
- Linn Township
- Fontana
- Williams Bay

11. Discussion/Recommendation regarding options eco-friendly, spillway safe, being explored and BID requests; Chairperson Frame

- Same Wood-Type Pier Structure System vs New System Option to discuss
- Construction Details
- Number of Slips/Details
- Pictures Samples of Proposed Pier System
- Drawing of Proposed Outline of the System

12. 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.*



Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

361 W Main Street
P.O. Box 187
Lake Geneva, WI 53147
262-248-2311
www.lgutilitycommission.com

Dennis Lyon – President
Josh Gajewski – Utility Director
Jeff Ecklund – Water Superintendent
Ken Bauman – Wastewater Superintendent

LAKE GENEVA UTILITY COMMISSION MONDAY MAY 20, 2024 4:00 PM COUNCIL CHAMBERS - CITY HALL, 626 GENEVA STREET

MEETINGS WILL BE HELD VIRTUALLY AS WELL AS IN PERSON. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

1. Links to the Lake Geneva Utility Commission'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 Meeting to Order
2. Roll Call
3. Comments from the public as allowed by Wis. Statutes §19.84 (2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
4. Approve Utility Commission Minutes from April 15, 2024 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of April 2024 Financials
7. Approval of April 2024 Bills
8. Directors Report
9. Discussion/Action on the release of 2.5% retainage held for utility work completed on the Pine Tree Lane and Mariane Terrace Improvement Project
10. Discussion/Action on proceeding to the bidding phase of the Big Foot Lift Station Force Main Replacement Project
11. Discussion/Action on the scope of services for the design and bidding of utility improvements along STH 50
12. Discussion/Action on the award of crack filling and chip sealing work for the seepage cell access roads
13. Discussion on the 2023 Consumer Confidence Report
14. 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 requested amendments to the Host Tower lease with AT&T
15. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
16. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday April 15, 2024 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD IN PERSON

Call Meeting to Order – Lyon called the meeting to order at 4:02pm

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

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.

Ald. Mary Jo Fesenmaier spoke regarding item 11 on the agenda to request an update on the paving of the Mariane Terrace lift station driveway.

Approve Utility Commission Minutes from March 18, 2024, as prepared and distributed.

Howell/Frame motion to approve. Passed 6-0.

Acknowledgement of Correspondence

None

Approval of March 2024 Financials

Binn/Frame motion to approve. Passed 6-0.

Approval of March 2024 Bills

Howell/Frame motion to approve. Passed 6-0.

Director's Report

Gajewski gave an overview of the submitted Director's report and included an update on the EPA's final ruling regarding enforceable PFAS limits and how that relates to our Utility. Our test results are below the enforceable threshold at this time. Further testing will take place this year.

Klein/Binn motion to approve the Director's Report. Passed 6-0.

Discussion / Action on a quote to perform supplemental geotechnical exploration and analysis for the Big Foot Lift Station Force Main Replacement Project

Gajewski said that since last month's meeting the geotechnical information has been collected and preliminary findings show boulders and cobbles that may not be conducive to directional drilling.

Bore pits have been recommended to further determine the geology in that area and see if directional drilling is still feasible.

Binn/Frame motion to approve proceeding with the bore pits as discussed. Passed 6-0.

Discussion/Action on the purchase of a replacement equipment crane

Gajewski gave an explanation as to why we need to replace the crane now. Discussion was had regarding how the new crane will be fitted to the truck. The money for this purchase will come from the Equipment Replacement Fund.

Howell/Stanczak motion to approve the replacement of the equipment crane. Passed 6-0.

Discussion/Action on the purchase of a replacement control panel for the Mariane Terrace Lift Station

With regard to public comment, Gajewski reported that he spoke with the president of the Homeowners Association (HOA) shortly before this meeting and was told that they have not yet decided which of their project wishes they are going to complete. The driveway to the lift station is owned by the HOA and the utility has a sanitary sewer easement. Document research was done as part of the Mariane Terrace/Pine Tree Lane project last year and there are no written agreements with the Association that state the utility, or the city will maintain the pavement. LW Allen has said there is a 16-week lead time for the control panel so the installation and start-up of this control panel would be in the fall. There are some remaining improvements that include relocating the generator connection point to the right of way at the entrance pillars where the HOA is considering installing a gate. The wet well manhole would also be replaced with a sealed manhole frame at the point of pavement replacement. The HOA are discussing how they would like stormwater to flow across their property. There is a safety concern of ice in the winter and access to the lift station. Gajewski has been and will continue to be in contact with the HOA as these improvements progress. The money for the control panel will come from the Equipment Replacement Fund. Discussion was had regarding a photo that had been sent to Ald. Frame of missing pavement. Frame showed the photo to Gajewski who explained that it was actually showing the driveway to the lift station which has a very steep grade. There is no missing pavement. The driveway used to have a large tree in the middle of it and that tree was removed over ten years ago.

Frame/Binn motion to grant the purchase of a replacement control panel for the Mariane Terrace Lift Station as quoted. Passed 6-0.

Lyon/Binn motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c) considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, regarding the Water Operator II position.

The commission convened into closed session on a roll call vote at 4:37pm.

Howell/Frame motion to return to open session pursuant to Wis. Stat. 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 5:00pm.

Howell/Frame motion to direct the Utility Director to proceed as discussed in closed session.

Adjourn

Howell/Binn motion to adjourn at 5:02pm. Passed 6-0.

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

4 / 2024

FUND 61 - WASTEWATER UTILITY

REVENUES	Current Period	YTD	2024 Budget	YTD vs Budget	YTD % of Budget 33%	Prior YTD 2023	Prior YTD 5 Year Avg.
INTEREST EARNED	33,812	96,814	229,600	-132,786	42.17%	59,477	15,499
CUSTOMER SALES	424,195	455,690	2,166,137	-1,710,447	21.04%	470,617	455,024
OTHER REVENUE	1,013	3,499	11,760	-8,261	29.76%	3,184	2,474
CAPITAL CONTRIBUTIONS	13,428	29,467	59,680	-30,213	49.38%	1,865	27,080
TOTAL REVENUES	472,449	585,470	2,467,177	-1,881,707	23.73%	535,143	500,077
EXPENSES							
TOTAL OUTSIDE SERVICES	19,420	49,870	430,343	-380,473	11.59%	55,021	53,132
TOTAL OPERATING EXPENSES	3,728	9,188	53,090	-43,902	17.31%	8,068	6,967
TOTAL INSURANCE	0	0	35,975	-35,975	0.00%	0	4,050
TOTAL SALARY & BENEFITS	53,602	164,666	653,911	-489,245	25.18%	164,925	140,589
TOTAL LAB SUPPLIES	141	12,010	22,800	-10,790	52.67%	9,769	8,198
TOTAL MISCELLANEOUS EXPENSE	0	0	1,000	-1,000	0.00%	92	102
TOTAL MAINTENANCE	30,766	42,951	366,700	-323,749	11.71%	41,874	15,249
TOTAL OPERATION & MAINTENANCE EXPENSES	107,657	278,685	1,563,819	-1,285,134	17.82%	279,749	228,286
REVENUES OVER O&M EXPENSES	364,792	306,786	903,358	-596,572		255,393	271,791
TOTAL CAPITAL OUTLAY	176	14,062	1,226,075	-1,212,013	1.15%	24,345	52,991
REVENUES OVER TOTAL EXPENSES	364,615	292,724	-322,717	615,441		231,048	218,800
TOTAL CASH TRANSFERS	33,214	514,399	328,120	186,279	156.77%	66,765	143,161
NET CHANGE IN CASH BALANCE	331,401	-221,676	-650,837	429,161		164,283	75,639

FUND CASH AND INVESTMENT SUMMARY

	Opening Balance	Period Activity	Ending Balance
Wastewater Utility Fund Cash	266,605	-340,116	-73,511
LGIP #10 - Capital Project Fund	3,672,421	16,783	3,689,204
LGIP #11 - Debt Service Fund	0	0	0
LGIP #12 - Impact Fee Fund	1,846,421	8,410	1,854,832
LGIP #13 - Equipment Replacement Fund	1,704,395	7,789	1,712,184
LGIP #14 - Wastewater Operating Reserves Fund	282,517	1,245	283,761
TOTAL WASTEWATER CASH AND INVESTMENT	7,772,359	-305,889	7,466,470

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

4 / 2024

FUND 62 - WATER UTILITY

REVENUES	Current Period	YTD	2024 Budget	YTD vs Budget	YTD % of Budget	Prior YTD 2023	Prior YTD 5 Year Avg.
INTEREST EARNED	20,741	78,733	134,300	-55,567	58.62%	46,744	11,973
CUSTOMER SALES	1,843	407,890	1,882,606	-1,474,716	21.67%	425,747	420,675
OTHER REVENUE	39,531	185,864	316,710	-130,846	58.69%	139,722	159,852
CAPITAL CONTRIBUTIONS	11,820	33,770	42,200	-8,430	80.02%	17,914	37,653
TOTAL REVENUES	73,935	706,258	2,375,816	-1,669,558	29.73%	630,126	630,153
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	4,117	17,581	76,000	-58,419	23.13%	19,562	17,241
TOTAL SOURCE OF SUPPLY - MAINTENANCE	297	37,155	16,300	20,855	227.95%	5,264	3,521
TOTAL PUMPING EXPENSE - OPERATION	6,346	20,025	86,700	-66,675	23.10%	21,083	18,996
TOTAL PUMPING EXPENSE - MAINTENANCE	506	23,449	101,950	-78,501	23.00%	3,340	10,134
TOTAL WATER TREATMENT - OPERATION	3,215	24,765	121,550	-96,785	20.37%	29,002	28,446
TOTAL WATER TREATMENT - MAINTENANCE	4,205	19,817	81,150	-61,333	24.42%	29,009	29,693
TOTAL TRANS. & DISTRIBUTION - OPERATION	5,079	21,266	57,350	-36,084	37.08%	19,882	15,169
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	15,524	62,604	215,400	-152,796	29.06%	58,787	57,074
TOTAL CUSTOMER ACCOUNTS	5,243	23,273	79,080	-55,807	29.43%	26,500	21,954
TOTAL ADMIN & GENERAL OPERATIONS	40,505	163,737	506,421	-342,684	32.33%	166,244	131,604
TOTAL OTHER EXPENSES	23,500	94,000	273,000	-179,000	34.43%	100,000	101,600
TOTAL OPERATION & MAINTENANCE EXPENSES	108,536	507,673	1,614,901	-1,107,228	31.44%	478,673	435,433
REVENUES OVER O&M EXPENSES	-34,602	198,585	760,915	-562,330		151,453	194,720
TOTAL CAPITAL OUTLAY	4,411	40,839	807,975	-767,136	5.05%	195,245	71,699
REVENUES OVER TOTAL EXPENSES	-39,013	157,746	-47,060	204,806		-43,792	123,020
TOTAL CASH TRANSFERS	20,741	872,404	-67,500	939,904	-1292.45%	316,285	152,811
NET CHANGE IN CASH BALANCE	-59,753	-714,658	20,440	-735,098		-360,076	-29,790
FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance				
Water Utility Fund Cash	-247,011	331,249	84,238				
LGIP #1 - Capital Project Fund	2,388,864	10,525	2,399,389				
LGIP #2 - Impact Fee Fund	1,102,269	4,856	1,107,126				
LGIP #3 - Equipment Replacement Fund	837,039	3,688	840,727				
LGIP #4 - Water Operating Reserves Fund	379,411	1,672	381,083				
TOTAL WATER FUND CASH AND INVESTMENT	4,460,573	351,989	4,812,563				



Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

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Dennis Lyon – President
Josh Gajewski – Utility Director
Jeff Ecklund – Water Superintendent
Ken Bauman – Wastewater Superintendent

TO: Lake Geneva Utility Commission
FROM: Josh Gajewski, Utility Director
SUBJECT: May 2024 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

The system leak survey has been completed, which found a total of 18 leaks that had not surfaced: 3 mains, 3 services 3 valves, and 9 hydrants. All but two of the repairs have been completed and the last two are scheduled for repair the week of 5/20.

Spring hydrant flushing started the week of May 6th and will be wrapping up by May 24th.

Source water sampling was recently completed for analysis of PFAS, which is a requirement for the City's filing into the pending class action lawsuit settlement. Results are anticipated in early June and updates will be provided to the Commission as they become available.

WASTEWATER OPERATIONS

Staff continues working with Engineering on the Big Foot Lift Station project, which is noticed on the agenda for potential Commission action to advance the project toward bidding.

Staff continue working on the annual inspections and preventative maintenance activities within the collection and treatment system.

The sanitary lift station for Phase 5 of Symphony Bay is advancing, with startup anticipated within the next 3-4 weeks, and site restoration and the last of the improvement construction continuing for 3-5 weeks afterward.

OFFICE & ADMINISTRATION

Work for the 2023 audit is nearing completion and the annual PSC report was filed in early April. We anticipate the audit report presentation to be at the June meeting.

The 2nd quarter collections process has been completed and disconnects are scheduled for the 22nd for all delinquent accounts remaining at that time.

Discussion with Pioneer Estates recently resumed regarding updates and potential amendments to the existing water and sewer use agreement. Additional meetings are anticipated to take place within the next month and hope to have revisions finalized by July or August.

MAY 2024 UTILITY COMMISSION AGENDA - BACKGROUND INFORMATION

9. Release of Retainage – Pine Tree Ln & Mariane Terrace

During the progression of the project, the DPW & Utility withheld retainage on the related work completed to ensure the punch list and warranty items were addressed adequately. The Contractor recently completed all utility related restoration items and the retainage for the project is no longer necessary.

Staff recommends the Commission authorize the release of the Utility's portion of the 2.5% retainage and payment issuance to Asphalt Contractors Inc.

10. Big Foot Lift Station Force Main Replacement

As directed by the Commission in March, the development of project plans and specifications has continued to reach a 60% complete threshold. With these updates, staff and engineering can finalize the last of the project details, obtain the regulatory permitting, and move toward bidding the project over the 3-5 weeks, with a bid opening to be held in early July and potential award of the work at the July Commission meeting.

Staff recommends the Commission authorize the release of the Big Foot Force Main Replacement Project for bidding.

11. STH 50 Scope of Services – Utility Improvement Design & Bidding

Over the last 16 months, the Utility has worked with MSA to evaluate utility improvements as part of the upcoming WisDOT project. In February the Commission voted unanimously to move the project forward and to coordinate the preliminary scope with WisDOT. The next step for the project would be entering a detailed design phase, followed by bidding. A scope of services was prepared by MSA at the request of Utility staff, which is included for Commission review. Staff anticipates working with WisDOT over the next month to finalize the scope, primarily related to the coordination of construction sequencing with their project, and return with a final scope and proposal at the June meeting.

Action is requested of the Commission to provide staff with direction on their review and any modifications proposed to the scope of services.

12. Crack & Chip Sealing – Seepage Cell Access Roads

Staff prepared the documentation and participated in the DPW's recent bidding process, requesting crack sealing and chip sealing work on the seepage cell access roads. A copy of the bids received are included for Commission review. While the crack sealing work was budgeted for 2024, continued deterioration of the road surfaces warranted a broader scope of work to complete the chip sealing. A budgetary allocation of \$15,000 is available, which would need to be supplemented to complete the crack and chip seal work. Staff would recommend the additional \$20,068 be allocated from the Capital Project Fund and that the work be awarded to Fahrner Asphalt Sealers, Inc.

Staff recommends the Commission approve the crack and chip seal work for the seepage cell access roads to Fahrner Asphalt Sealers Inc., for \$35,068.

13. 2023 Consumer Confidence Report (CCR)

Consumer Confidence Reports (CCR) are required by the Federal Environmental Protection Agency (EPA). The Utility is required to prepare and distribute the CCR by July 1st of each year, providing information to customers concerning water quality for the monitoring year. The report identifies detected contaminants, compliance with drinking water rules, and educational language. Staff will be present to review and highlight the 2023 CCR at the meeting.

No formal action is recommended by Staff, this item is for Commission review only.

14. Closed Session

Staff will be in attendance at the May meeting to provide input to the Commission as requested.



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

CITY OF LAKE GENEVA TREE BOARD
TUESDAY, MAY 14, 2024 - 4:00 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

Members:

President Candy Kirchberg, Alexander Gabriel, Peggy Schneider, Sonja Dailey, Cindy Forster-Fueredi, Alderperson Peg Esposito

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Mayor Krause and Member Alexander Leonard
4. Comments from the public limited to 5 minutes, limited to items on this agenda
5. Arborist Report: Jon Foster
 - a. Report on your Christmas lights damaging downtown Trees – draft a letter to the BID requesting all lights be taken off of trees
 - b. Possibly rewrite ordinance for tree safety downtown
 - c. Good amount of rain this spring/spongy, moth progression and discussion on netting trees for cicada brood 2024
6. Discussion regarding corporate tree plantings/replacements
7. Future Agenda Items
8. Next Meeting Date & Time
9. **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.*



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

**POLICE AND FIRE COMMISSION MEETING
THURSDAY MAY 9, 2024 – 6:00 P.M.
CITY HALL, COUNCIL CHAMBERS**

Commission Members Commissioners: Spyro Condos, Jay Fairbanks, Len Jegerski, Tom Clausen and Emily Soley-Johnson
Police and Fire Liaison Shari Straube, 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. Welcome newly appointed Commissioner Emily Soley-Johnson
7. City Council Report
8. Approval of the Regular meeting minutes of April 4, 2024
9. Election of Officers:
 - a. President
 - b. Vice President
10. Discussion/Action – Change July 4, 2024 PFC meeting date to July 11, 2024
11. Discussion/Action – Approve Police and Fire Department 2023 Carryover General Fund Budget items to the 2024 General Fund Budget in the amount of \$38,600.00 for the Police Department and \$40,600.00 for the Fire Department as listed in Resolution 24-R35.

POLICE DEPARTMENT

11-21-00 53420 Special Equipment-SWAT uniforms	\$ 2,000.00
11-21-00 57370 Body Armour Expenditures	\$ 8,100.00
11-21-00-58100 Equipment Outlay-Mobile Radios	<u>\$28,500.00</u>
	\$38,600.00

FIRE DEPARTMENT

11-22-00 51380 Fire Department Uniforms	\$ 4,900.00
11-22-00 58200 State Mandated Equip Testing	\$26,500.00
11-22-00-58500 Equipment Outlay-Mobile Radio	<u>\$ 9,200.00</u>
	\$40,600.00

12. Police Department Business
 - a. Discussion/Action - Approval of bills for the month of April 2024, operating in the amount of \$439,904.80, Equipment Replacement purchases in the amount of \$164,349.50, for a total of \$604,254.30
 - b. Discussion/Action – Approval of Lexipol Policies
 - 332 Missing Persons
 - 602 Sexual Assault Investigations
 - 616 Forensic Genetic Genealogy
 - 1065 Wellness Program

- c. Discussion - Chief's Report (briefing only – no action will be taken)
- d. Discussion - Top Five Monthly Incidents
- e. Discussion – Monthly activity reports -
 - 2024 Dispatch activity for April 2024: Telephone calls – 2,156 911 calls – 241 Window assists – 803
 - 2023 Dispatch activity for April 2023: Telephone calls – 2,320 911 calls - 271 Window assists – 747

 - 2024 Patrol activity for April 2024: Calls for Service – 1,867 Arrests - 123
 - 2023 Patrol activity for April 2023: Calls for Service – 1,660 Arrests - 114
- f. Discussion – Thank you notes
 - Walworth County Sheriff's Officer – Telecommunicator Wojtas and Telecommunicator Pilman
 - City of Whitewater Police Department – Assist with Spring Splash

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

13. Fire Department Business

- a. Discussion/Action - Approval of bills for the month of April 2024, operating in the amount of \$271,306.38, Equipment Replacement purchases in the amount of \$0, for a total of \$271,306.38
- b. Discussion – EMS Medical Billing/Stark Medical Billing
- c. Discussion – Monthly Chief's Update and Fire Department Report Overview
- d. Discussion/Action – Approval of 2023 Fire Department Annual report
- e. Discussion/Action – Accept donation from the Lake Geneva Firefighters Association of PT equipment valued at \$10,000.00
- f. Discussion/Action- Approval of updated Lexipol policies
 - 213 Americans with Disabilities Act (ADA) Compliance
 - 214 Limited English Proficiency Services
 - 1021 Wellness Program
 - 1025 Lactation Breaks
- g. Discussion/Action- Approval of Hiring of Personnel pending background and medical examinations
 - Lucas Carlise
 - Gianna Hernandez
 - William Beetschen
- h. Discussion - Thank you notes
 - Mrs. Nelsons Central Denison Class
 - American Legion Call (FF/PM Kubiak & FF/EMT Drohner)
- i. Discussion/Action - Items to be forwarded to City Council

14. Motion to go into closed session per Wisconsin State Statute 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session specifically: Fire Department – City of Lake Geneva and Town of Linn Service Agreement

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

16. Adjourn

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

CITY OF LAKE GENEVA PLAN COMMISSION MINUTES
MONDAY, APRIL 15, 2024 - 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, Hoiland, Foster-Fueredi

Absent: Marquardt, Gibbs (Excused), Cary (Excused)

Approve Minutes of the March 18, 2024 Plan Commission meeting as distributed
Motion by Yunker to approve, second by Hoiland. No discussion. Motion carried. 4-0.

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
Michael Ploch, 200 Interchange North - Community State Bank; Addressed concerns related to Agenda Item #9.
Peg Esposito, 124 Darwin Street; Spoke about the Gateway Ordinance for *all* Gateways into the City.

.
Audio/Visual technical difficulty occurred; audio recording interrupted

Acknowledgment of Correspondence

No Correspondence

6:16 p.m. Forster Fueredi attends the meeting in-person (prior remote).

Request for a Site Plan Review for 233 Center St. for the property zoned Central Business (CB) to place a Mural on the South facing wall Tax Key No. ZOP00284. Applicant Melges Property Holdings LLC, 1100 Edwards Blvd. Lake Geneva
Motion by Hoiland to approve, second by Klein. No discussion. Motion carried. 4-0.

Request for a Site Plan Review for 234 Broad St. for the property zoned Central Business (CB) to place a Mural on the North facing wall (facing the alleyway) Tax Key No. ZOP00257. Applicant Richard Herman Properties, W4920 Oakwood Dr. East Troy.
Motion by Hoiland to approve, second by Yunker. No discussion. Motion carried. 4-0.

Request for a Site Plan Review for 858 W. Main St. for the property zoned Central Business (CB) to place a Mural on the West facing wall Tax Key No. ZOP002336 Applicant Paul Pappas, PO Box 701 Lake Geneva.
Motion by Hoiland to approve, second by Klein. No discussion. Motion carried. 4-0.

Public Hearing and Recommendation for a General Development Plan (GDP) of a proposed development by Geneva Square – GS Outlot 3, LL.2737 Central Street, Evanston. IL 60201 for the property currently located on the Geneva Square Property zoned Planned Development (PD) at 80 East Geneva Square Tax Key No. ZYUP00137C1.

Gregory Hughes, Managing Agent for Geneva Square, presented details and answered commission member's/city staff questions related to GDP of a proposed development in Geneva Square (included on pages 31-44 of the packet).

Motion by Klein to close public hearing, second by Hoiland. Motion carried. 4-0.
Motion by Hoiland to approve, second by Yunker. No discussion. Motion carried. 4-0.

Public Hearing and Recommendation to amend the existing Zoning Code section 98-726 regarding Murals.
Peg Esposito, 124 Darwin Street; Expressed concerns about Zoning Code verbiage, "case by case".

Motion by Klein to close public hearing, second by Foster-Fueredi. Motion carried. 4-0.
Motion by Hoiland to approve, second by Yunker. Motion carried. 4-0

Adjournment.

Motion by Yunker to adjourn, second by Hoiland. Motion carried 4-0. The meeting adjourned at 6:47 p.m.



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

CITY OF LAKE GENEVA PLAN COMMISSION

MONDAY, MAY 20, 2024 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Members:

Mayor Todd Krause, Alderperson Peg Esposito, Commissioners: John Gibbs, Doug Skates, Cindy Forster Fueredi, Jeremy Nafziger, and Kyle Cary

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

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

AGENDA

1. Meeting called to order by Todd Krause
2. Roll Call
3. Approve Minutes of the April 15, 2024 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. Recommendation for Pre-Annexation & Development Agreement and Petition of Annexation and Assignment of Temporary Zoning of Single Family Residential – 4 (SR-4) filed by **Bloomfield Holdings, LLC**, for the property located at 875 Townline Road, Tax Key No. No. MB 500003
7. Public Hearing and Recommendation for a Zoning Map Amendment application filed by **RJ Amann Properties LLC**. to assign permanent zoning for the property located at N3219 CTH H, Tax Key No. JA54900001 recommended zoning classification to be Planned Office (PO) zoning district
8. Public Hearing and Recommendation for a Conditional Use Permit (CUP) application filed by Jennifer Klemke, 1020 Lake Geneva Blvd. for a request to allow for a Physical Activity Studio 98-206(4)(t) land use in the Central Business zoning district (CB)for the property located at **431-433 Broad St.** Tax Key No. ZOP00114
9. Public Hearing and Recommendation for a Conditional Use Permit (CUP) application filed by Jennifer Klemke, 1020 Lake Geneva Blvd., for a request to allow for a Commercial Indoor

Lodging 98-206(4)(k) and Group Development 98-208 land use in the Central Business zoning district (CB) for the property located at **431-433 Broad St.** Tax Key No. ZOP00114

10. Public Hearing and Recommendation for a Conditional Use Permit (CUP) for **1614 Lake Shore Dr.** for Christine & Robert Hau, 1614 Lake Shore Dr. Lake Geneva for a proposed new home construction for the property located in the Estate Residential – 1 (ER-1) zoning district Tax Key No. ZLM00035
11. Public Hearing and Recommendation for a General Development Plan by Canyon Development Group 937 Tarrant Dr. Fontana WI 53125 for the property located at **817 N. Knoll Ln.** zoned Planned Development (PD) Tax Key Nos. ZA442700001 & ZA442700002
12. Schedule for the Annual Comprehensive Plan Amendment Cycle (Vandewalle and Associates).
No action required.
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, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

CITY OF LAKE GENEVA SPECIAL PLAN COMMISSION

TUESDAY, MAY 28, 2024 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Members:

Mayor Todd Krause, Alderperson Peg Esposito, Commissioners: John Gibbs, Doug Skates, Cindy Forster Fueredi, Jeremy Nafziger, and Kyle Cary

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Access Code: 9746153

AGENDA

1. Meeting called to order by Mayor Krause
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 five (5) minutes
4. Acknowledgment of Correspondence
5. Public Hearing and Recommendation for a Zoning Map Amendment application filed by Bloomfield Holdings, LLC to assign permanent zoning of Single Family Residential – 4 (SR-4) for the property located at 875 Townline Road, Tax Key No. No. MB 500003
6. 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, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673
www.cityoflakegeneva.gov

**CITY OF LAKE GENEVA SHORT-TERM RENTAL (STR) AD HOC COMMITTEE
WEDNESDAY, May 15, 2024 - 5:00 PM
CITY HALL-COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

Chairman Joel Hoiland, Emily Hummel, Carroll Pearson, Neal Kolb, Tom Keefe, Luke Pfeifer,
Jason Smolarek, Advisory Staff Member: Fred Walling or Jason Renz

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS.

AGENDA

COMMITTEE REVIEW MEETING

1. Call to Order
2. Roll Call
3. Approval of the STR Ad Hoc Committee Minutes from May 1, 2024
4. Comments from the public as allowed by Wis. Stats. §19.84(2). Comments will be limited to 5 minutes
5. Review and discuss version 8 language changes to the Short-Term Rental (STR) Ordinance - Sec. 98-206
6. Other STR-related topics as time permits
7. Next Meeting - May 29, 2024
- 8. Adjournment**

This is a meeting of the Short-Term Rental Ad Hoc Committee. No official Council action will be taken; however, a quorum of the Council may be present.

**Short-Term Rental (STR) Ad Hoc Committee
Committee Review Meeting
City Hall, City Council Chambers, Lake Geneva, WI
May 1st, 2024 - 5:00 – 6:30 p.m.**

Committee Members present: Tom Keefe, Luke Pfeifer, Jason Smolarek, Emily Hummel, Jason Renz (Code Enforcer, Assistant Building Inspector), Fred Walling (Building & Zoning Administrator), and Joel Hoiland, Chairman (3rd District Alderman); Neal Kolb and Jason Smolarek attended via Zoom.

Joel Hoiland called the meeting to order at 5:00 p.m.

Roll Call of members present.

Motion to approve minutes from April 17th meeting by Thomas Keefe; Second by Luke Pfeiffer.

Note that there were members of the public present to observe the committee discussions at this meeting.

Joel stated that the purpose of today's meeting was to continue reviewing and discussing language changes to the Short-Term Rental (STR) Ordinance – Sec. 98 – 206. **Refer to STR Ordinance Worksheet v8***

Beginning with the Property Management requirements, the committee reviewed the change in the rental language from (Monday) Calendar week to the number of days, and the logic for the change.

Discussion, followed by a decision to add clarification of the Rental Booking Period, which shall be identified as the time between when one rental arrives and the next rental arrives.

Discussion regarding the legality of our working language in light of current lawsuits in the State of Wisconsin regarding the issues of the distance property managers need to live from their STR properties which led to the decision to leave this open until cases are resolved.

Discussion regarding the value of the current rule that requires each STR in Lake Geneva to have a non-booking period of 185 days per year brought up several viewpoints. Jason Smolarek asked that the committee consider reducing or eliminating the off-season booking period and permit short-term rentals 365 days of the year. He pointed out that STRs hire cleaners and other service providers to maintain STR properties (jobs), that STRs accommodate tourists and visitors who provide income to City businesses, and that year-long STR rentals would eliminate, “ghost houses” in neighborhoods. Emily Hummel spoke about the value of upholding the non-booking period to the Residents in light of preserving the sense of community and maintaining neighborhoods. Joel Hoiland stated that making changes to the “off-season booking rental period” would be more appropriate after the current ordinance has been revised and in operation. Fred Walling stated that he believes the 185-day non-booking period should stay as it is, at least for now.

Discussion regarding where information about the names of STR guests are to be kept to protect individual privacy led to the decision that the Owners will keep this information; the City staff do not need this to enforce rules and regulations.

Discussion about the idea of external signage to identify STRs led to the decision not to do so, as it would become a Public Safety issue, as identifying which houses are vacant could attract criminal activity.

There was consensus that a failure to display the STR License Number on all booking platforms, direct booking websites, and anywhere else the property is posted would be a violation of the ordinance.

Discussion regarding the Violations and Penalties language led to the decision to continue this discussion to the next meeting, with members working on the language changes.

Joel Hoiland discussed the next steps as we work toward presenting a revised ordinance. He said we would have at least one more meeting before requesting City Attorney Dan Draper, and other appropriate City staff, to review the revised STR ordinance. Joel asked Fred Walling to provide an assessment of the time it would take once the committee sends the revised ordinance to the Plan Commission and through all steps of the decision-making process before enactment. Fred agreed to provide this timeline at the next meeting.

Joel confirmed that the STR ordinance revisions are still a work in progress and that further discussion and work will need to continue. He then asked each committee member for final comments on today's discussions, which led to more suggestions and ongoing concerns:

1. Will the City hire a software company or outside resources to help enforce the STR Ordinance?
2. What will the mechanism be for citizens to report suspected STR Ordinance violations?

Joel stated that our next STR Ad Hoc Committee meetings will be on May 15th & May 29th at 5:00 p.m. at City Hall. He also stated that after the Committee agrees on a revised ordinance there will be several opportunities for public comments at each of the next steps.

The meeting was adjourned at 6:30 pm, approved by Luke Pfeiffer and seconded by Emily Hummel.

SHORT-TERM RENTAL ORDINANCE

Sec. 98-206. Short-term rental.

Description: Includes all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists and transients for more than six but fewer than 29 consecutive days. It does not include private boardinghouses or rooming houses not accommodating tourists or transients, or bed-and-breakfast establishments regulated under ACTP 73. [Ord. No. 19-16] (**hereinafter "STR"**)

1. Permitted by right: all zoning districts where "residential dwellings" are permitted, as that term is defined in § 66.1014, Wis. Stats. [Ord. No. 19-16]

a. **Land use requirement.** An **STR** shall only be located as an accessory land use within zoning districts that allow residential dwellings, as that term is defined in § 66.1014, Wis. Stats.

b. **Annual city license required.** **STR**s shall operate only during the valid period of an annual City of Lake Geneva **STR** license (hereinafter "**Annual License**") for each consecutive 365-day period. If the **STR** is transferred or there is any change of ownership of the **STR** during the valid period of an **Annual License**, the **new owner must apply for a license as defined in this ordinance prior to operating the STR. Licensees may not be transferred. license may only be assumed by the transferee for the remaining period of the license.** When the license is issued, it will include a registration number (**hereinafter "STR License Number"**) that **must be displayed as defined in this ordinance.** Operating an **STR** without a current version of a valid **Annual License** shall be considered a violation of this chapter, and subject to the penalties of Section 98-936. The following information shall be provided on an annual basis, ~~prior to~~ **before** issuance of said **Annual License**:

i. Completed City of Lake Geneva short-term rental application, which includes the property owner's name, address, and phone number; the **Designated Operator's** name (**as defined in 1(c)vii**), address, and phone number; and the period of operation of up to 180 days in a 365-day period, which must be consecutive;

ii. A current floor plan for the **STR**, at a minimum scale of one-inch equals four feet, and a site plan of the property at a minimum scale of one-inch equals 10 feet showing on-site parking spaces, **all bedrooms, size of beds in each bedroom**, and trash storage areas;

iii. General Building Code inspection by the City, and submittal of official Building Code inspection report with no outstanding compliance orders remaining;

iv. Proof of valid property and liability insurance for the dwelling unit; [5]

[5] Editor's Note: Former Subsection b. iv, requiring a Fire Code inspection and report, was repealed on 3-28-2022 by Ord. No. 22-02. This ordinance also redesignated former Subsection (8)(y)1bv through x as Subsection (8)(y)1biv through viii, respectively.

v. State of Wisconsin tourist rental house license;

vi. City of Lake Geneva room tax permit;

vii. City of Lake Geneva general business license; [6]

[6] Editor's Note: Former Subsection (8)(y)1bvii, requiring a seller's permit, was repealed on 3-28-2022 by Ord. No. 22-02. This ordinance also redesignated former Subsection (8)(y)1bv through x as Subsection (8)(y)1biv through viii, respectively.

viii. Payment of an administrative fee, set by City Council resolution, to cover the costs to the City of administering the above. The City of Lake Geneva ~~short-term rental~~Annual License shall be issued with the completion of the above requirements and compliance with the City's Room Tax Ordinance. [7]

[7] Editor's Note: See Ch. 70, Taxation, Art. III.

c. **Property management requirements.** Each STR shall be managed consistent with the following requirements:

i. The total number of days of operation within any 365-day period of an Annual License shall not exceed 180 consecutive days ~~of~~(hereinafter "Rental Season"). This period of STR operation shall be specified by the property owner in the required Lake Geneva ~~short-term rental~~Annual License application.

ii. The stay of a guest in a STR (hereinafter "Rental") is calculated on the number of nights stayed between the arrival date and departure date.

iii. The minimum rental booking period shall be a minimum of seven consecutive days by any one party. "Rental Booking Period" shall be identified as the date between one rental arrival and the next rental arrival. A Rental must be for at least two nights and may not arrive within 7 days of the prior guest arriving at the STR. For example, if a rental arrives on June 1, the earliest the next Rental could arrive is on June 8.

iv. During the days of the Annual License that is outside of the Rental Season ("Rental Off-Season") the Rental Booking Period shall be a minimum of 29 days. For example, if the property is rented November 1-7, it cannot be rented again until December 1.

v. Similar facilities in which single-family detached homes are available for less than seven days, more than 180 daysnights, or throughout the year, are a different land use that falls within the indoor commercial lodging land use category.

vi. The maximum number of occupants shall not exceed the total number licensed by the State of Wisconsin~~.or two per bedroom plus two additional occupants, whichever is less.~~

vii. The STR shall be operated by the property owner or by a property manager explicitly designated in the valid Lake Geneva ~~short-term rental~~Annual License application as the "Designated Operator." A manager is someone who hasThe Designated Operator must have all of the powers of the STR owner in the STR owner's absence.

viii. The property owner's and the Designated Operator's names, addresses, and twenty-four-hour phone numbers shall be provided in the City of Lake Geneva ~~short-term rental~~Annual License application and shall be updated within 24 hours upon any change in the property managerDesignated Operator or the property managerDesignated Operator's contact information.

ix. The Designated Operator must reside within or have their business located within 25 miles of the STR parcel.

x. The **Designated Operator** must be available by phone 24 hours, seven days a week, during the period of operation designated in the Lake Geneva ~~short-term rental~~**Annual License** application.

xi. Each ~~owner/operator~~**Designated Operator** shall ~~provide and~~ maintain a guest register ~~for each short-term Rental~~ and shall require ~~the primary~~ all guests to register their true names and addresses before allowing occupancy. ~~The guest register shall also include the Rental arrival date, Rental departure date, and consideration paid for the Rental.~~ The guest register shall be kept intact and available by the designated operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.

xii. ~~Each short-term rental owner/operator shall maintain the following written business record for each rental of short-term rental: the true names and addresses of any person renting the property, the dates of the rental period (which must be a minimum of seven consecutive days), and the monetary amount or consideration paid for the rental. The business record shall be kept intact and available by the designated operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.~~

xii. ~~Short-term rental~~**Annual L**icense and emergency contact information must be posted in a conspicuous area within the property at all times.

d. ~~Property~~**STR** operational requirements. Each **STR** shall be operated per the following requirements:

i. The "Requirements for Short-Term Rental Guests" form provided by the City of Lake Geneva to summarize City requirements for **STRs**, and the site plan for the subject property clearly depicting guest parking spaces and the rear yard, shall be posted on the inside of the front door of each throughout its period of operation.

ii. **Parking requirements:**

a. A minimum of two off-street parking spaces shall be provided on the subject property for each **STR**. If the **STR** provides three or more bedrooms, an additional on-site parking space is required for each additional bedroom over two, plus one space for each employee on the largest shift, if applicable.

~~b. All guest parking for vehicles and trailers shall be within a parking space designated on the site plan, on an area paved with concrete or asphalt.~~

~~c. All guest vehicles and trailers may only park on-site. Street parking for guests is not permitted.~~

b. No parking is permitted on gravel, lawn, or planter bed areas.

iii. **Site appearance requirements:**

a. Aside from a changing mix of guests and their vehicles, there shall be no evidence of the property being used as an **STR** visible on the exterior of the subject property.

b. No exterior signage related to the **STR** is permitted, other than the property address.

c. No outdoor storage related to the **STR** land use is permitted, except for typical

residential recreational equipment, ~~seating and outdoor cooking facilities which are permitted only within the rear~~ not permitted in the front yard. The STR and property must abide by the Zoning Ordinance defined in Municipal Code section 98.

d. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted to accommodate guests.

iv. Neighborhood impact requirements:

a. STRs, including guests, must abide by City ordinances, including those defined in Municipal Code section 46-4 regarding loud and/or unnecessary noise.

Municipal Code section 46-4(b) Loud and/or unnecessary noise prohibited. It shall be unlawful for any person to make, continue or cause to be made or continued any loud and/or unnecessary noise between the hours of 9:00 p.m. and 7:00 a.m. on weekdays and between the hours of 9:00 p.m. and 8:00 a.m. on weekends. [Amended 6-22-2020 by Ord. No. 20-05]

~~No outdoor activity shall occur between the hours of 9 p.m. and 7:00 a.m.~~

b. ~~At all times, no noise, lighting, odor or other impacts from the subject property shall be detectable at the property line at levels exceeding the requirements of Article 7 of this chapter.~~

c. ~~No vehicular traffic shall be generated by the short-term rental at levels exceeding those typical for a detached single-family dwelling unit.~~

v. STR advertising:

a. No outdoor advertising is allowed on the subject property.

b. The STR shall not be advertised for availability in any form of media until the required State of Wisconsin Tourist Rooming House and the City of Lake Geneva ~~short-term rental~~ Annual License have been issued.

c. The STR shall not advertise a maximum capacity that exceeds the license provided by the State of Wisconsin.

d. All listings, websites, posts, and advertisements ("Rental Marketing") must display the Lake Geneva STR Number, except for when the advertisement includes a web link/URL and the Lake Geneva STR Number is displayed on the page presented to the user when viewing the web link/URL. For clarity, if Rental Marketing does not contain a web link/URL with the STR Number displayed on it and contains other means for a consumer to make contact about a STR or to book a Rental, the Lake Geneva STR Number must be displayed. Examples of these other contact methods include but are not limited to mailing address, physical address, phone number, email, messaging of any kind, and any form in which a consumer's contact information is captured. All listings on websites, including direct websites, must include the Lake Geneva STR License Number.

e. All Rental Marketing must include the maximum on-site parking spaces available at the Property per this ordinance before offering rate information and allowing a booking of a Rental.

e. Access and inspections.

i. The City shall be authorized at all reasonable times upon reasonable notice to the owner, and with

either the owner's consent or a special inspection warrant under § 66.0119, Wis. Stats., except in cases of emergency where no special inspection warrant is required, and as provided in § 66.0119(2), Wis. Stats., to enter and examine any building, structure, or premises, for the purpose of ensuring compliance with this chapter. If the owner declines to consent to an inspection without a warrant, the City may not conduct an inspection under this section without first obtaining a special inspection warrant under § 66.0119, Wis. Stats., except in cases of emergency where no special inspection warrant is required, and as provided in § 66.0119(2), Wis. Stats. The owner, agent or occupant of any such premises who refuses to permit, or prevents or interferes with any entry into or upon the premises by any such inspector with a special inspection warrant or in cases of emergency where no inspection warrant is required and as provided in § 66.0119(2), Wis. Stats., shall be in violation of this section. It is not a violation of this section to refuse to grant voluntary consent to an inspection.

ii. The City has adopted the Knox-Box® key box system providing for the installation of miniature vaults that are placed upon the exterior buildings, gateposts or other applicable locations. Contained within the vault are the keys that will allow access to the **STR** in emergency situations.

iii. Designated operators and owners are encouraged, but not required to install the Knox-Box® Systems on their **STRs**. Designated **O**perators and owners of **STRs** acknowledge that the City shall not be obligated for damages occurring to **STRs** in the event emergency access to an **STR** is required and there is no Knox-Box® System installed on the property.

f. Penalties and license revocation.

i. Operating an **STR** without a Tourist Room House License from the State of Wisconsin and a **Short-Term Rental Annual** License from the City of Lake Geneva is ~~not~~ prohibited. Properties found to be operating without the proper permits will be cited \$1,000 **per day** and required to pay room taxes **and penalties** for prior **Rentals** if not yet paid ~~with penalty~~ per Municipal Code 70. Violations of the requirements for **STRs**, the provisions of the ~~short-term rental Annual L~~icense, and all others of this subsection (8)(y) are subject to separate daily ~~finest citations~~ per Section 98-936 **and this ordinance**. Citations for violations of this chapter will be issued to and will be the responsibility of the property owner.

ii. Major violations of this ordinance are subject to **finest citations** and license revocation. The following are considered major violations:

a. **Rental Marketing that does not advertise or falsely advertises information as required in this ordinance, including but not limited to maximum capacity and available on-site/off-street parking as provided with the Annual License as defined in 1(d) of this ordinance.**

b. **No ~~property manager~~ Designated Operator within 25 miles. The Designated Operator must have all of the powers of the STR owner in the STR owner's absence.**

c. **Failure to display the STR License Number on all ~~direct booking platforms/websites.~~ (company website, Airbnb, VRBO, Booking.com, etc.) as defined in 1(d) of this ordinance.**

d. **Failure to pay Room Tax and to submit timely reporting. Room Tax that is more than 30 days late may constitute a violation.**

~~(was e) Failure to advertise off street parking requirements as defined in 1(d) of this ordinance.~~

e. Renting outside the requirements defined in 1(c) of this ordinance, including but not limited to **having more than one Rental arrive in a Rental Booking Period.**

- 1) Having more than one Rental arrive in a 7-day ~~6-night~~ period during the Rental Season
- 2) Renting to more than 1 party per month ~~29 nights~~ outside of the Rental Season

iii. Penalties for major violations of this ordinance are based on the number of violations in **a rolling 12 months period** as follows:

- a. 1st: Written warning & possible **\$250 citations and court costs** (citations are per day of violation). For example, the owner rents a 4-day weekend beyond the permitted time, which equals four tickets for **that Rental**.
- b. 2nd: **\$500 fine citations and court costs** (citations are per day of violation) **and suspension of Annual License for 3 months.**
- c. 3rd: **\$1,000 fine citations and court costs** (citations are per day of violation) **and suspension of Annual License of 1 year.**
- d. 4th: Permanent revocation of **Annual License** and **future ability to get an Annual License for the STR property.**

iv. Minor violations, caused by **renters or guests of a Rental.**

- a. Examples include excessive noise, disruptive behavior, and related incidents that require law enforcement intervention.

v. Minor violations penalty method. **If renters or guests of a Rental receive five citations from the Police Department for violations that occur at the same STR in separate Rentals within a rolling 12 months, this shall constitute a major violation of this ordinance.**

vi. ~~The Annual short-term rental License and the property may be revoked for more than two violations of the requirements specific to the STR, the license, or the remainder of this chapter. STR operators found noncompliant with the terms of this subsection (8)(y) shall be considered in violation and shall be subject to all applicable penalties up to and including revocation of their short-term rental Annual License.~~

2. Resident Reporting. Residents who witness and experience major or minor STR violations are encouraged to report violations to the property owner, the property operator, the City of Lake Geneva Citizen Action Request / Complaint Form, or the Police Department **non-emergency line (262-248-4455)**. In addition, it may be helpful to document the violations. The reporting method is dependent on the severity of the violation. No adverse action will be taken against a resident for reporting STR violations. ~~However, if a resident is involved in an altercation with renters, owners, operators, city staff, or law enforcement officers the resident may be held accountable for his/her actions.~~

- a. Chronic Nuisances. If a resident is determined to be a chronic nuisance concerning short-term rentals, the City of Lake Geneva will act according to Chapter 46, Article II. Nuisances. Chronic Nuisances.

~~3. A committee appointed by the Mayor and approved by the Common Council will be formed to review and recommend license suspensions as well as appeals by Property Owners of violations issued. This committee shall be comprised of 1 Alderperson, 2 City of Lake Geneva Residents, The Building and Zoning Administrator, 1~~

~~Plan Commissioner who is not an Alderperson, and 1 Short Term Rental Operator with a City of Lake Geneva STR licensed property. A Short Term Rental Operator may not participate or otherwise vote regarding any violations to properties they own or operate. The Building and Zoning Administrator, or his/her designee, shall be an advisory member.~~

Task List:

1. *Timeline to Enactment: Develop a timeline from the point when the committee recommends a revised ordinance and sends it to the Plan Commission followed by adoption by the City Council. Fred*
2. *Minimum Rental Period: Gather documentation supporting the recommended language in "c. Property management requirements. li. The Minimum rental booking period."*
3. *STR Reporting to BZD: What can be provided to BZD to assist with monitoring rental activity? Fred, All*
4. *Committee: Section 3. REMOVED If a defendant wishes to appeal a court decision, there are appeal options available in the judicial code; WI Statute 800.14 - Appeal from municipal court decision.*
5. **At a later date ...**
6. *Offseason Rental Period Considerations: Study conditions that might justify relaxing the 180 STR minimum for exemplary performance by issuing Limited Conditional Use Permits (L-CUPs). Fred, ALL*
7. *Administrative Suggestion: Hold an annual STR owner/operator mandatory meeting to communicate requirements, changes, and any other issues that need to be covered. Fred*
8. *After submitting a revised ordinance, identify resident education and communication tools to address STR problems, and identify cost-effective monitoring and enforcement systems to manage STRs effectively. All*
10. *Design an STR online listing that identifies where licensed STRs are located including license numbers and other identifiers.*

April 16, 2024

City of Lake Geneva Board of Park Commissioners Minutes

1. Call to Order at 6:31 pm

2. Roll Call

Mayor - absent
Cindy Forster Feuredi - present
Alderpersion Linda Frame - present
Ann Esarco - absent
Julie Mulligan - present
Denise Wendell - present
Peggy Schneider - present
David Quickel - present
Rachel Allen - resigned
Park Superintendent Sam Ingo - present

3. Comments from the Public

Mary Jo Fesenmeier - Requested that dogs on leash time be placed on next month's agenda. Requested that the Agreement with the YMCA needs to be approved and sent to the city council.

Jim Gaugert – Stated it was disturbing what he heard or read about the Agreement with the Y. The Rec program has run well and efficiently. The Y has a system for dealing with weather/ tornados. Who will operate these programs?

Mike Kramp – CEO of the YMCA, wanted to discuss the agreement. The city and Y have had a partnership since 1972. He requested \$61,000 to run the programs. It is April and teams have been practicing. Questioned the charge of \$35,000 to repair the Lion's Den. Has worked with the city's Tourism Committee to get the fields up and going.

Ann Fulmer – Senior Marketing Director stated the YMCA is here for the community. The Y has the infrastructure in place to deal with any potential problem. They have implemented "Data and Deals", an example is a deal at the Zip Line is shared with guests who participate in tournaments

Cathy Stoodley – Reported that the Y provides financial assistance. The Y does not profit from the fees from the city. Questions penalizing the Y for the Lion's Den. The concession stand has been underutilized.

Chad Bittner – Shared that his daughter loves softball due to the Y, not the city. The fields were not safe, and the Tourism Committee fixed the fields. It's the city's responsibility to take care of the fields, not the Y. Provide \$61,800 to the Y to run the programs. We need to thank the Lion's Club for taking care of the Lion's Den.

4. Approval of the March 19, 2024 meeting minutes

Motion to approve: Cindy Forster Fueredi

Seconded by Denise Wendell

Motion carried

5. YMCA Quarterly Update from Mike Coolidge

See Handout titled "Board of Park Commissioners Meeting"

Cindy asked if the YMCA takes care of the fields during the summer? Mike Coolidge replied "yes".

6. Discussion/ Recommendation regarding an agreement with the Geneva Lakes YMCA for the programming and use of Veteran's Park

A robust discussion took place.

Dave Q shared the history of the relationship between the city and the YMCA.

Sam stated the staff (Sam, Tom Earle, Dave Nord, and Comptroller) review the agreement and then send it to the Park Board.

Cindy recommended that this issue come back up for discussion.

Linda stated that we need to evaluate how we're going to proceed forward. We are the landlords of Vet's Park and we should be doing the repairs. The Y took care of it in good faith.

Linda made a motion to make the 2024 Programing Agreement identical to the 2023 Programming Agreement.

Seconded by Dave

Roll call vote: Cindy Forster Feuredi - no

Alderpersion Linda Frame - yes

Julie Mulligan - abstain

Denise Wendell - abstain

Peggy Schneider - yes

David Quickel – yes

Motion carried will go to FLR

7. White River Rippers Presentation- Dan Ryan

Shared that there is damage to some of the baskets and signage. Requested permission to work with sponsors to add improvements to area, picnic benches and port-a-potties.

8. Park Superintendent Update

See Handout titled "Park Operations & Programming Update March 2024"
All the posts have been installed today and they will attach the signs soon.
Chains have not been removed yet. Hillmoor Ad Hoc Committee would like a grand opening in May.

9. Discussion and evaluation of Pavilion Rentals

We don't rent out the pavilion at Rushwood.
A new water fountain (bottle filler) will be installed at Rushwood.

10. Next Meeting Date and Time

May 21, 2024 @ 6:30pm

11. Adjournment

Motion by Cindy at 8:10pm
Seconded by Linda



LAKE GENEVA PUBLIC LIBRARY

Library Board Meeting

Date: Thursday, May 9, 2024
Time: 3:30 p.m.
Place: Lake Geneva Public Library
Smith Meeting Room
918 W Main Street
Lake Geneva, WI 53147

AGENDA

1. Call to order (Lyon)
2. Roll call and introduction of guests and new board members
3. Review and approval of previous meeting minutes
4. Public comment: maximum of 5 minutes per speaker, limited to items on this agenda
5. Annual election of officers (Lyon)
 - a. Library Board Meeting dates/time for 2024-2025
 - b. Committee appointments for Personnel, Strategic Planning, PR
6. Staff presentation: Outreach & Interlibrary Loan (Cordova)
7. Finance, Building, & Grounds Committee report (Kundert)
 - a. Review and approval of previous month's invoices
 - b. Building and grounds report
 - c. Investment / donations report
 - d. Review and approval of Historic Preservation request for outdoor WHS display
8. President's report (Lyon)
9. Director's report (Kornak)
 - a. Usage & stats, upcoming events, current projects
10. Committee reports
11. Friends of the LGPL report (Brookes)
12. City report (Ames)
13. School board report (Dinan)
14. Adjournment

Director & Staff Reports
for April 2024

Director's Report (Emily Kornak):

April saw steady library usage in foot traffic, programming, and circulation. Outreach continues to be a focus along with providing high quality programs to engage our community. I'd like to see more people take advantage of some of our lifelong education opportunities: the grant-funded program on technology and censorship in China featured two outstanding doctoral students from China with some excellent information about developments and the current state of censorship in that country; the Badger Talks series has had phenomenal presenters diverse topics ranging from cranberry growing in WI to the UW-Madison marching band to food pathogens and each session has been excellent. Please help us spread the word about upcoming programs as we work hard to have something of interest for pretty much everyone!

Two items of note re: LGPL staff - Ellen Ward-Packard finishes her Master's of Library & Information Science degree on May 18 and Keith Gerlach gave an excellent and well-received presentation on his Book-A-Librarian service at the Wisconsin Association of Public Libraries conference in Stevens Point on May 2nd. Congratulations to both of them!

Ongoing and upcoming projects:

- Audiobook section lighting improvement quote (recommendation: Giraffe Electric)
- Strategic plan tracking updates
- Accounts payable and budgeting review - 2025 budget planning will be starting soon
- Coordination of summer reading t-shirts for board/staff/Friends along with other library / Friends apparel
- Program: The Political Dynamics of the Israeli-Palestinian Conflict with Dr. Nadav Shelef of UW-Madison on Thursday, May 23, 2024 at 6:30 pm (at the library) - please attend if you can!
- Upcoming Badger Talk in planning - Tuesday, May 28, 2024 at 6:30 pm (at The Ridge) - please attend if you can! Speaker and topic TBA.
- Summer puzzle contest on June 19

Completed projects:

- 3rd Badger Talk of the year with Dr. Corey Pompey, UW-Madison Director of Bands at The Ridge on 4/30 (45 attendees)
- 2023-2024 VITA tax season wrapped up with final appointments on April 9. Many thanks to our volunteer preparers! This was an incredible service for us to be able to offer to folks who could truly benefit from free tax preparation assistance. Please spread the word that we'll need more volunteers next year! Thanks also go to the Friends of the Library for supporting the program with funding. **The average 2023 adjusted gross income of our VITA clients was \$26,441.** Our clients received a total of \$38,649 in federal tax refunds at the Lake Geneva Public Library.
- Staff in-service day training on April 12 focused on developing communication and adaptability skills and a very special volunteer appreciation lunch. Thanks again to the

Friends of the LGPL for providing lunch and everyone for joining us. We have an impressive number of volunteers in various programs and initiatives, from VITA to StoryCorps to the board and Friends to shelving help and more.

Youth Services (Wendy Finley):

I had a total of about 700 patrons in the library for youth services this month. The Chicken Embryology program with live chicks and Harpist Pam Kundert raised the most interest with 35 and over 100 patrons in attendance. We partnered with the city for an Arbor Day event (25 attendees), with Star Center and Central Denison schools for their 4K community helpers unit (150 attendees) as well as with the YMCA for their Healthy Kids Fair (included in outreach numbers). May is going to be a whirlwind of summer reading promotion with expanded class visits taking up most of the month.

Enjoy some pictures of April programs.

<https://photos.app.goo.gl/VNGtWVFjGD2o9sMc8>



LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
MAY 14, 2024 – 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 April 9, 2024, *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 2024 City Budget*.
9. Discussion and comments regarding recent building / remodeling projects within *National & State Historic Districts*.
10. Update regarding Paula Porubcan’s *Certified Local Government Grant Application* for *Hillmoor Archaeological Survey* and possible nomination of the former *Hillmoor Golf Course* property as a National Historic Landscape under the Department of Interior Historic Landscape program.
11. Update from Chris Brookes regarding working with Mallory Hansen at the WHS and participating in the “*Wisconsin Historical Makers Tour History Walks*” project here in Lake Geneva.
12. Discussion and updates regarding the updates to the *City of Lake Geneva Chapter 34 - Historic Preservation Ordinance*, development of a new *Local Historic Landmark Application Form*, and additional items we need to complete to qualify for landmark status.
13. Update and discussion regarding the repair and/or replacement of any of the existing historic plaques and signs by Jim Sherin at *Timberline Signs*.

14. Update regarding the status of the *Three Graces* statue, the relocation from Flat Iron Park to the Geneva Lake Museum, and the future plans and funding for repair and/or replacement of the *Three Graces* statue.
15. Review of recent *Historic Plaque Program* applications, including 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.
16. 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.
17. Discussion regarding new projects for the *LGHPC*, updates regarding the status of 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.
18. Updates regarding the *Lake Geneva Historic Railroad Site*, including possible options for 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. *We will try to get estimate for cost to repair existing pavers.*
19. Discussion regarding any new correspondence from Stephanie Klett and Deanna Goodwin 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 and better publicize our role in the community.
20. Update on any new 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*.
21. Adjournment

***THE NEXT LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING WILL BE AT CITY HALL @ 7:00 P.M.
ON TUESDAY, JUNE 11, 2024.***

Lake Geneva Historic Preservation Commission Meeting Minutes

April 9, 2024 - 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, Sonja Akright, and Tim Dunn. Emily Hummel was absent. Guests: Don Rose, Mary Jo Fesenmaier - Alderperson.

Approval of minutes: Review and approval of the minutes from the March 12, 2024, Lake Geneva Historic Preservation Commission Meeting. Association

Comments from the public and correspondence. None

Reports on the Geneva Lake Museum upcoming events, including "Tuesdays @ Two" programs and news from the Maple Park Homeowners' Association, including updates on the regulation of short-term rentals in the Maple Park Historic District. "Tuesday @ Two": Field Trip to Church of the Holy Communion - April 23 at the Church. Annual Members Meeting; April 21st at 11:00. Service for Dale Buelter at the museum on April 20th at 1:00 p.m. The Ad Hoc STR listening session was held the first week of April. Had a good turn-out. Next one is Wednesday April 17th, 5-6:30 at City Hall.

Updates regarding Black Point Estate & Gardens, Horticultural Hall, and Historic Lake Geneva Walking Tours, including Black Point programs at the Lake Geneva Public Library. Black Point opens on May 4th. Mother's Day Cruise on the 12th. Local History Series at the Library, twice a month - May to September.

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

Review of recent bills and invoices and updates on the current balance in the Lake Geneva Historic Preservation Commission 2024 City Budget. Our current balance is \$10,885.00.

Discussion and comments regarding recent building / remodeling projects within National & State Historic Districts. No new information.

Update regarding Paula Porubcan's Certified Local Government Grant Application for Hillmoor Archaeological Survey and possible nomination of the former Hillmoor Golf Course property as a National Historic Landscape under the Department of Interior Historic Landscape program. The Friends of Hillmoor will apply for a Companion Grant.

Update from Chris Brookes regarding working with Mallory Hansen at the WHS and participating in the "Wisconsin Historical Makers Tour History Walks" projects here in Lake Geneva. WHS asked Lake Geneva to display banners. They also approved the display of the banners at east end of the Library for 1 or 2 months. We took a vote and all approved of Makers Tour History Walks, and will participate.

Discussion and updates regarding the submittal of the 2023 Certified Local Government Annual Report, review of revisions and updates to the City of Lake Geneva Chapter 34 - Historic Preservation Ordinance, development of a new Local Historic Landmark Application Form, and additional items we need to complete to qualify for landmark status. Update Ordinance on website, the codification company that the City utilizes is in the process of posting the new Ordinance. Sonja volunteered to fill out a form about The Riviera, see if the Landmark form will work. Type on website, so people don't have to download it.

Update and discussion regarding the repair and/or replacement of any of the existing historic plaques and signs by Jim Sherin at Timberline Signs. Most of the signs have been finished, need sign for sanitarium. We approved rest of signs that need repair.

Update regarding current status of the Three Graces statue, the relocation from Flat Iron Park to the Geneva Lake Museum, and the future plans and funding for repair and/or replacement of the Three Graces statue. Chris will take it on.

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

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. Have to have a new I-phone developed.

Discussion regarding new projects for the LGHPC, updates regarding the status of 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. Ask Jason about I-phone, if he can refer us to someone to develop it. We also can ask Jeff Miskie at 262-248-3790.

Updates regarding the Lake Geneva Historic Railroad Site, including possible options for 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. We will try to get estimate for cost to repair existing pavers. Ken will call Mark Polyock about who we can get to work on footprints, also will ask Tom Earle.

Discussion regarding any new correspondence from Stephanie Klett and Deanna Goodwin 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 and better publicize our role in the community. Chris will talk to Stephanie about the "Wisconsin Historical Makers Tour History Walks".

Update on any new 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. WAHPC Spring Conference April 25-26, Mineral Point.

Meeting adjourned at 8:05 P.M.

Respectfully submitted, Louise M. Rayppy

City of Lake Geneva Avian Committee Meeting Minutes

Tuesday April 9th, 2024-6pm, City Council Room 2A

AGENDA

1. Call to order@ 6:07 pm By Sarah McConnell
2. Roll call: Beverly Leonard, Sarah McConnell, Karen Gallo, Alderperson Cindy Yager, Jill Rodriguez, Kelley Happ absent
3. Approval of the minutes from March 12th, 2024. A motion to approve the minutes was made by Leonard, second by Gallo
4. Comments from the public are limited to 5 minutes, limited to items on this agenda. At the April 9th meeting Samantha, the Parks Superintendent introduced herself and offered help in any way they could help us. Yager will pick up the artwork from Storybook Trail. Victoria Ross sent in her application for the Vacant seat on the Avian Committee, she was accepted for the committee!
5. Jill reported the recap of 22/23 \$ 4200 spent.
6. Discussion for a gift for our volunteers decided we would like to give gift cards; Cindy will have to look into the gift” with city council to make sure it is allowed. The 2024 strategic planning projects the backpack kit for hotels was discussed, we are asking 3-4 thousand for marketing possibly asking the Tourism Committee.
7. Migratory Bird Day we could incorporate the Monarch Butterfly exhibit and the Purple Martin House, on June 22. Also, discussion on handing out Avian Committee info at the Farmers Market, at some point in May. Will ask Shawn if we can get a space to advertise.
8. Status for Bird City is still unknown

9. Partnerships, etc. ask about car chargers for the City of Lake Geneva. Our new Mayor Krause called during the meeting and was verifying our members and who was up for reelection. Gave approval for our newest member, Vicki Ross and also if Yager would win the election for alderperson, would she remain on our committee, she said yes.
10. Future agenda items, charging stations, purple martin song magnets to be added to some lake shore path locations
11. Next meeting will be May 14th, 2024 -6:00pm Room 2a
12. Agenda for next meeting
 - .calendar strategic planning/projects
 - . world migratory bird celebration
 - .Bird city application status
 - . Partnerships and potential grants
 - .Monarch palooza/Purple Martin open house
 - .Recognition for Volunteers
 - . Charging stations
 - . Bird songs

Adjournment: 7:20pm, Yager moved to adjourn, second by Leonard

Respectfully submitted for Kelley Happ

Karen Gallo

TOURISM COMMISSION MINUTES
Monday, April 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, Vice Chair Zakia Pirzada, Alderman Fesenmaier, Alderman Howell, Troy Migut; Mayor Klein (Ex-Off), Stephanie Klett (Ex-Off)

Absent: 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 March 11, 2024

Motion by Pirzada, second by Waspi, to approve the minutes from March 11, 2024.

Unanimously carried.

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

Jones gave an overview of her monthly report included in the packet. We are a bit behind year-to-date for rentals. The rental and catering revenue have each shown an increase year after year (since 2018 in the chart provided).

Update from Tourism Entity – Visit Lake Geneva

Goodwin highlighted the data from her monthly report. Most notable was that Stephanie Klett won the 2024 Governor's Legacy Award. Restaurant Week from April 20-28 is being hosted by 39 participants.

Update from Lake Geneva Business Improvement District (BID) –

Binanti's report included website (increase 14%) and social media analytics. They sold 375 tickets for the Spring Wine Walk with 342 actual check-in's. Fall Wine Walk will be held in November. The Annual Meeting took place on March 20 with 62 people in attendance. The Annual Report was presented.

Written financial update provided by City Comptroller

Balance Sheet dated **February 29, 2024** included in current packet

Total Assets - \$909,303.24

Restricted Fund Balance - \$907,882.50

Tourism Promotional Grant Program and Requests

Bacon Fest – Erin Fletcher

Fletcher explained the date change for this year: May 31 through June 2. Permits are in the process of being approved. Previous year's attendance was over 4000. The hours were also expanded on Friday and Saturdays nights until 10:00 p.m. New pricing will be introduced for group rates, and they have added VIBE, Very Important Bacon Eater. Motion by Pirzada, second by Howell, to approve \$25,000 for the 2024 grant including detailed marketing plan. Unanimously carried.

Murals in Motion - BID, Alexandria Binanti

Binanti explained the locations and project details using numerous artists and vendors for the whole week from May 15 to May 19. There will be a kick off event at Horticulture Hall and special dinner catered by Magpies. BID was also awarded the Travel Wisconsin Jem grant for digital and print marketing of \$10,000 . Motion by Waspi, second by Pirzada, to approve the grant and marketing plan for \$23,549. Unanimously carried.

Event Evaluations-

Downtown Ice Sculpture Walk - Visit Lake Geneva

The completed evaluation pages from the grant application were reviewed. Data and photos were included from the event. Commissioners discussed the success of the event and continued support for the grant. Alder Fesenmaier gave credit to Ms. Klett for actually initiating the idea of this review at the meetings rather than just through email. Discussion regarding how to capture previous year's data for the same event especially awarded amounts.

City Website link and Grant Application revision

In an effort to focus on City Hotel/Motels for grant recipient marketing, the Commission thinks it would be worth the money to purchase a URL and create our own simple website with list and link. Jones did some research on pricing with Wix which is the company used for the Riviera website. Motion by Waspi, second by Pirzada, to amend the Independent Coordinator contract and Marketing Budget to be used for City Hotel/Motel website Not to Exceed \$2000. This amount should be enough to cover purchase of two domain names. Carried on a 4 to 1 voice vote.

Motion by Fesenmaier, second by Waspi, to refer to Finance, License, and Regulation approval of funding for this additional website for City Hotel/Motel listing. Unanimously carried.

The Riviera Events coordinator will submit a future grant request for the monthly website fee.

Future meeting agenda items and next meeting date –

- Note: Please include the members at the top of the agenda.
- Election of Officers

- Commissioners are encouraged to access the grant application online from the City Website to review for updates. [Tourism Commission | Lake Geneva WI \(cityoflakegeneva.gov\)](https://cityoflakegeneva.gov/tourism-commission)
- Include link to City Hotels on City website at bottom of front page and under Tourism tab
- Grant Application review and revisions - to include link to City Hotels from City website
- **Monday, May 13 at 4:00 PM**

Before adjournment, the Commission extended its thank to Mayor Klein for her years of service to the City.

Motion by Pirzada, second by Howell, to adjourn at 5:36 p.m. Carried.

Respectfully submitted,
Alderman Fesenmaier, Secretary

CEMETERY BOARD MINUTES

Wednesday, April 17, 2024, 4:30 pm
Conference Room A, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 4:30 pm.

Roll call:

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

Comments from the public. None

Motion made by Patrick Quinn seconded by Terry Krohn to approve Cemetery Board meeting minutes from March 20, 2024. Motion passed 5-0.

Recommendation regarding revised and updated Cemetery Rules and Regulations. Rules and regulations will be sent to the Common Council at the next regularly scheduled meeting to approve the revised and updated cemetery rules and regulations to include the present fees schedule as Policy, as directed in **City Ordinance, Division 5, Cemetery Board, Sec. 2-308.**

Recommendation to reimburse Neal Aspinall for designing a logo heading for the above mentioned Rules/Regulations. Estimated amount is \$225.00. Neal will present 1-2 concepts at our next meeting and final art 1-2 weeks for Cemetery Board approval. Patrick Quinn made a motion to pay the invoice for the logo and Terry Krohn seconded the motion. Motion passed 5-0.

Reviewed/Recommendation on future DPW monthly reports. Cemetery updates noted. Maintenance of the Sexton shed and removal from the dump area is continuing. Recommended Park Superintendent will include updates on: Columbarium, road repair time frame, shed/office repair updates.

Discussion regarding the Public Works Department repair of the Columbarium. Parts are available and Ketterhagen Memorials is making the repairs.

Continuing Discussion on Adding Pioneer Cemetery to Pontom. Patrick Quinn has a book entitled, "Pioneer Cemetery Pamphlet" which lists the names interred in Pioneer Cemetery to the best of their knowledge. Ruth Monico will visit the Elkhorn Library and purchase the pamphlet for referencing those names to in possibly be included in the Pontom network depending on cost.

Future agenda items:

- Ideas for future planning of newly-acquired land at Oak Hill Cemetery.
- Review with vendors architectural design of proposed Columbarium.
- Annual review of Cemetery rules/regulations to include fees as indicated in City Ordinance. Next review due May 2025
- Review the comptroller's financial reports.
- Monitor annual membership to WAC in December. Required to submit dues in February each year.
- State Statute 157.115 (2) *Abandonment of Cemetery Lots* regarding lots not interred for over 50 years to sell these lots.

- Determine who will attend the 2024 annual conference of the WI Alliance of Cemeteries, closer to the Conference.
- Neal Aspinall's logo-will the Board be able to use it for other purposes.

Next meeting: Wednesday, May 15, 2024, 4:30 pm

Motion made to adjourn at 5:01 pm by Patrick Quinn and seconded by Terry Krohn.
Motion passed 5-0.

Respectfully submitted,
Ruth Monico
Secretary

Chapter 2. Administration

ARTICLE V. BOARDS AND COMMISSIONS

DIVISION 5. CEMETERY BOARD

[Ord. No. 08-02, 3-10-2008; amended in its entirety 1-13-2014 by Ord. No. 14-01]

Sec. 2-301. Composition.

- (a) Size. The Cemetery Board shall consist of five members who shall be appointed by the Mayor and confirmed by the Common Council. All members of the Cemetery Board shall be residents of the City of Lake Geneva. At least one member shall be a Common Council representative.
- (b) Term. The terms of all members of the Cemetery Board shall be for two years. For the term beginning on May 1, 2014, two citizen member's terms shall expire April 30, 2015, and two member's terms shall expire April 30, 2016. Any member of the Common Council appointed to the Cemetery Board shall be appointed for a one-year term and be appointed at the annual organizational meeting or at a reasonable time thereafter.
- (c) Eligibility. Any elector of the City, whether or not he/she holds a public office, shall be eligible to be appointed as a member of the Cemetery Board. No more than two members of the Common Council shall be members of the Cemetery Board at any one time.
- (d) Members of the Cemetery Board shall serve without compensation.

Sec. 2-302. Officers.

- (a) Officers of the Cemetery Board shall be elected annually in May.
- (b) Officers of the Cemetery Board shall be elected by the appointive members of the Cemetery Board. The Cemetery Board shall select a President, Vice President and Secretary.

Sec. 2-303. Authority and duties.

- (a) The Cemetery Board shall have the following authority and duties:
 - (1) Serve in an advisory capacity to the Common Council on all cemetery related issues.
 - (2) Cooperate with the Director of Public Works, subject to final authority by the Common Council, in allocating labor and machine work necessary to landscape and maintain the cemetery grounds in accordance with rules and regulations of the cemetery.
 - (3) Recommend, in cooperation with the Comptroller and Administrator, to the Common Council, from time to time, as to the investment and handling of cemetery accounts and funds.
 - (4) Communicate with the public, in cooperation with the Comptroller and Administrator, as to the funding needs of the cemetery, as those needs may change from time to time, for the purpose of promoting the proper designation of purpose for the funding, when members of the public are considering gifting or bequeathing monies to the cemetery.

- (b) All meetings shall be held at City Hall.

Sec. 2-304. Authority of Common Council.

- (a) Final authority. The Common Council shall have the final authority over all issues and decisions which will likely have a substantial effect upon the cemetery. The Common Council may not take action on such issues or decisions until after review and recommendation by the Cemetery Board. However, the Common Council may direct any other specific issue not enumerated herein, to the Cemetery Board for review, whereby the Cemetery Board shall have 60 days to complete a review and report a recommendation to the Comptroller. If the Cemetery Board fails to report on any issue within such sixty-day period, the Common Council may act without recommendation, unless more time is specifically granted to the Cemetery Board by resolution of the Common Council. This authority shall cover, but not be limited to, the following issues:
 - (1) Accepting or conveying personal property with a fair market value of greater than \$1,000.
 - (2) Borrowing or lending funds.
 - (3) Cemetery employee labor relations and negotiations.
 - (4) Entering into any service or other contracts where the consideration for such contract has a fair market value of greater than \$1,000 in any one-year period.
- (b) Exclusive authority. The Common Council shall have exclusive authority, which means it has the sole authority to act with or without review and recommendation of the Cemetery Board, over the following issues:
 - (1) Accepting or conveying any interest in real estate, other than for the sale of burial lots or individual grave site easements.
 - (2) Investment and control of all cemetery accounts and funds, including, but not limited to, the investment and control of all gifts, memorials or bequests from estates. The Administrator and/or the Comptroller may be directed by the Common Council to act as representative of the Common Council for the purpose of carrying out the Common Council's authority under this subsection.

Sec. 2-305. Authority of Comptroller.

- (a) The Comptroller shall be responsible for the administration of all cemetery accounts and funds and is subject to the direction and authority of the Common Council as provided in Section **2-304(b)(2)**. This responsibility includes, but is not limited to, bookkeeping, accounting, collection and disbursement of funds, and any other duties as specified elsewhere in this division or this Code, as such duties relate to the cemetery.
- (b) The Comptroller shall annually report to the Common Council as to the status of all cemetery accounts and funds. Annual reports shall include, but not be limited to, the following:
 - (1) An accounting of amounts deposited in, amounts withdrawn from, other income accruing to and the balance at the close of the reporting period of such accounts.
 - (2) An accounting of all gifts received, income from gifts deposited in accounts not accounted for under Subsection (b)(1) of this section, amounts expended from those accounts and the balance of those accounts at the end of the reporting period.
 - (3) The name of any financial institution or other location of funds at the close of the reporting period.
- (c) The Comptroller may, according the direction of the donor and the conditions of any trust, invest or otherwise dispose of the moneys or property received by him or her in trust for any of the purposes of this division and according to the terms of the trust. The Comptroller shall in all things faithfully discharge such trust according to law.

Sec. 2-306. Review and reporting.

The Cemetery Board, under its normal meeting procedures, shall review and prepare a recommendation for the Common Council on all cemetery-related issues, with the exception of those issues falling under the Common Council's exclusive authority as designated in Section **2-304(b)**. The Common Council may also direct the Cemetery Board to review and prepare a recommendation on any cemetery-related issue, as the Common Council deems appropriate. The Cemetery Board shall then report in writing to the City Clerk all such issues that have been acted upon by the Cemetery Board. The Clerk shall place all such reported issues on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. If necessary, the Administrator may petition for the scheduling of a special meeting for an issue which requires immediate action or approval. Any member of the Common Council may choose to take an issue off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate. The Cemetery Board, in so reporting such issues to the Clerk, shall provide a background summary of the issue and a specific recommendation to the Common Council as to action or approval.

Sec. 2-307. Sexton.

The Cemetery Board shall hire a Sexton, subject to the approval of a majority of the Common Council, whose salary shall be paid from funds as specified by the Common Council. The Sexton shall be responsible for the day-to-day operations of the cemetery, subject to the direction of the Director of Public Works and final authority of the Common Council. The Sexton may attend Cemetery Board and/or Common Council meetings, but is not required to and will not be paid for such attendance unless specifically directed to attend by affirmative vote of the Cemetery Board or the Common Council. The specific duties of the Sexton shall include:

- (1) Administration and enforcement of the rules and regulations of the cemetery as established in Section **2-308(b)**;
- (2) Serving as an advisor to and representative of the Cemetery Board as directed by the Cemetery Board.

Sec. 2-308. Cemetery rules, regulations and fee schedules.

- (a) Cemetery Board's procedural rules. The Cemetery Board shall adopt its own procedural rules for the operation of its meetings and for other purposes, as needed.
- (b) Establishment and review. The Cemetery Board shall establish and at least annually review rules and regulations for the cemetery, as well as a fee schedule for all cemetery-related fees, easement prices, and the like. A copy of such rules and regulations and fee schedule shall be kept and made available to the public at the Clerk's and the Comptroller's office. The Cemetery Board shall report in writing to the Clerk and Comptroller any proposed change, repeal or amendment to the rules and regulations and fee schedule as the Cemetery Board has deemed appropriate by affirmative vote. The Clerk shall then place such proposals on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. Any member of the Common Council may choose to take a proposal off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate.

Sec. 2-309. through Sec. 2-312. (Reserved)

**GENEVA LAKE ENVIRONMENTAL AGENCY (GLEA)
WILLIAMS BAY, WISCONSIN**

Monthly business meeting of the Geneva Lake Environmental Agency,
Thursday, May 16, 2024

**The monthly business meeting of the GLEA will be held at the
Agency's Office and Virtually**

105 N Elkhorn Rd., Williams Bay, WI 53191.

May 16, 2024, at 6:30 pm.

Virtual Meeting Link

Join Zoom Meeting

<https://us06web.zoom.us/j/89100496954?pwd=MkdYamtZaXNyVGg3SVJBTXZtUStVQT09>

Call Meeting of GLEA Board of Directors to Order – Chairman

Roll Call.

General Business:

The public is allowed to make comments under Wis. Stats. §19.84(2). Comments will be limited to 5 minutes.

1. Approve the minutes:

- a. Regular GLEA Board of Directors Meeting on April 18, 2024

2. Board Elections

- a. Chairperson
- b. Vice Chairperson
- c. Treasure

3. Monthly Review Items:

- a. Action on April 2024 Income Statement
- b. Action on April 2024 Balance Sheet
- c. Bookkeeper's April 2024 Disbursement Report
- d. Bookkeeper's April 2024 Donation Report
- e. Treasure's Report April 2024
- f. Action on Staff Report:
 - 1. Director Report April - May 2024

Possible action on the following business

1. Human Resources

- a) College Intern
- b) OSHA Workplace Compliance
- c) Accessibility Building and Parking

2. Water Quality/AIS

- a) Mobile CD3 Unit
- b) Spillway and Dam Update
- c) City of Lake Geneva Lagoon Update
- d) USGS Stream Gauge
- e) Water Alliance Meeting April 22
- f) Chapter 30 Ordinance Update

3. Grants/ Projects/Equipment

- a) Macroinvertebrate Survey, Aquatic Plant PI, Nearshore Fisheries Survey
- b) Environmental Education Foundation Highschool Internship Grant Application
- c) Clean Boats Clean Waters

4. Marketing/Fundraising/Events/Conferences

- a) Newsletter
- b) Exotic Pet Surrender Event 2025

- c) Informational Meeting with DNR
- d) Lake Management Plan Focus Groups
 - 1. Water Quality- May 20, 6-8 pm
 - 2. Boat Traffic and Recreational Use- May 21, 6-8 pm

5. Municipalities Updates and Reports

- a) City of Lake Geneva
- b) Town of Linn
- c) Village of Fontana
- d) Village of Williams Bay
- e) Town of Walworth

6. New/ Other business items

- a) Committees

7. Next Meeting Date

- a) June

Adjournment

Posted: May 13, 2024, at GLEA office and website <https://www.gleawi.org/>

Jacob Schmidt, Director, director@gleawi.org

Aimee Townsend, Admin. Asst., glea.office1@gmail.com



Exotic Pet Surrender Event

**Do you have an exotic pet that you
are no longer able to care for?**

Accepting the surrender of exotic pets including
fish, plants, corals, inverts, small mammals,
birds and reptiles.

**Saturday, July 13th
from Noon to 3pm**

Pringle Nature Center
9800 160th Avenue,
Bristol, WI 53104

For more information please contact:
John Moyles at adoptions@jraar.org
J&R Aquatic Animal Rescue

Sponsored by:

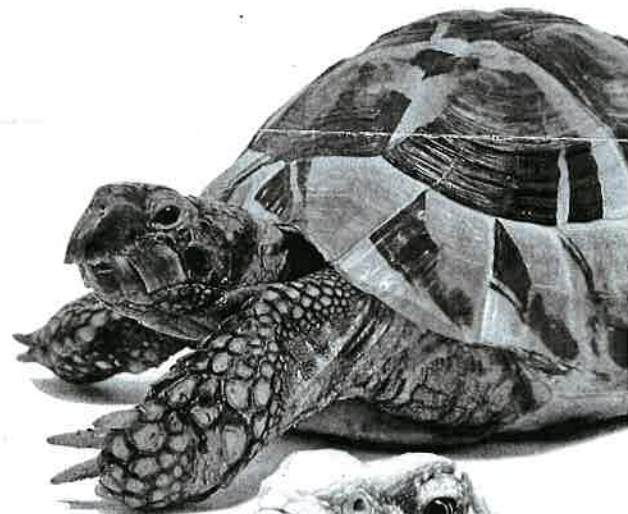
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RAD

Jellyfish Art

REPTILES

festival





Lake Geneva Business Improvement District
Board of Directors Meeting
Wednesday, May 1, 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. City News and Mayor Krause Update
6. Appearance of VISIT Lake Geneva
7. Treasurer Report
 - a. Balance Sheet
 - b. Budget vs Actuals
 - c. Pay Bills
8. Executive Director's Report
 - a. Post Event Analysis Spring Wine Walk
 - b. Murals in Motion Update
 - c. Music on Street Proposal Update
 - d. Main Street Accreditation Review Sign Up – June 7 11am
 - e. Update on beautification costs for flowers and decorations for 2025 in consideration of potential increased BID boundaries
9. Comments from the Board of Directors
10. New Business:
 - a. Discussion/Approval of Budget Adjustment for Murals
 - b. Discussion/Approval of Marketing Purchase for Placer.ai software
11. Adjourn

This is a meeting of the Lake Geneva Downtown Business District Board of Directors.
No City Council action will be taken; however, a quorum of the Council may be present.