



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, JULY 1, 2024 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Council President: Mary Jo Fesenmaier

Council Vice-President: Cindy Yager

Alderpersons: 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:

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Access Code: 9746153

AGENDA

1. Call to order-Council President Fesenmaier
2. Pledge of Allegiance – Alderperson Frame
3. Roll Call
4. Approval of the Committee of the Whole Minutes from June 3, 2024
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. Presentation on "The Impact of Alzheimer's Disease and Dementia in Our Community": Olivia Deering; Research Coordinator, Alzheimer's Disease Research Center; and Community Educator Volunteer, Alzheimer's Association
7. **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

8. **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-Esposito
- h. Avian Committee-Yager
- i. Tourism Commission-Fesenmaier and Howell
- j. Cemetery Board-Frame
- k. Board of Review-Alderspersons Straube, Frame, Hoiland, and Howell

9. **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

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, 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

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

Call to order

Alderpersn Yager called the meeting to order at 6:00 pm.

Pledge of Allegiance – Yager

Alderpersn Yager led the Committee in the Pledge of Allegiance.

Roll Call

Present: Yager, Ames, Esposito, Frame, Hoiland, Straube

Absent: Fesenmaier, Howell

Approval of the Committee of the Whole Minutes from May 6, 2024, as prepared and distributed

Motion by Ames to approve, second by Hoiland.

No discussion. Motion Carried 6-0.

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.

Pete Peterson, 1601 Evergreen; spoke on the YMCA and using other development possibilities besides Hillmoor.

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

In Alderpersn Howell's absence, Alderpersn Yager referenced the packet materials for information.

No report given.

Personnel Committee-Chair Yager

Alderpersn Yager reported that the Committee is very busy; updated the job description format to ensure all descriptions are standardized moving forward, and approved the updated job description for the City Administrator. Upcoming items include the organization flowchart and changing job descriptions for a couple of open positions.

Public Works Committee-Chair Fesenmaier

In Alderpersn Fesenmaier's absence, Alderpersn Yager referenced the packet material for information.

No report given.

Piers, Harbor, and Lakefront Committee-Chair Frame

Alderpersn Frame reported on topics including upcoming spillway repair, lagoon dredging, surrounding municipal input on the future of the lagoon. The lagoon will be discussed again at the next meeting on June 11th at 5:00pm. The Committee is looking for public input.

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 Yager referenced the packet materials for information.

No report given.

Tree Board-Esposito

Aldersperson Esposito reported on concerns including the cicadas, the Christmas Tree lights on Main Street being periodically removed to alleviate damage, and looking for ideas on how to mitigate damage to trees on Main Street and how to hold individuals accountable when they damage trees.

Discussion followed regarding cicadas and tree damage.

Police and Fire Commission-Straube

Aldersperson Straube stated that this week's meeting would be her first one.

Plan Commission-Esposito

Aldersperson Esposito reported that the Commission approved the Phase 8 of Symphony Bay annexation, a parcel combination on Knoll Ln, and a physical activity studio at 433 Broad St.

Aldersperson Hoiland reported on STR Ad Hoc Committee activities, the Ordinance is ready for legal review, and then the Ordinance should go to the Plan Commission in July and then Council sometime in August. The Committee will pursue other activities including resident communication, the website message, and to work with owners/operators to educate on the new ordinance and other alternatives.

Board of Park Commissioners-Yager

Aldersperson Yager reported on recent topics including prioritizing improvements and budgeting issues.

Library Board-Ames

Aldersperson Ames reported on recent and upcoming events including Badger Talks, Coffee with the Mayor, a pop-up dinner fundraiser at Simple, circulation increases, and Cicadapalooza.

Historic Preservation Commission-Hoiland

Aldersperson Esposito reported on projects including the local historical plaques, the traveling History Makers Tour in Library Park, railroad station pavers are being cleaned up.

Discussion followed on the local historical program regarding commercial and residential buildings.

Avian Committee-Yager

Aldersperson Yager spoke on the Purple Martins population, announced the Committee is participating in Cicadapalooza, and had a table at the Farmers Market for World Migratory Bird Day.

Tourism Commission-Fesenmaier and Howell

Aldersperson Yager referenced the packet materials for information.

No report given.

Cemetery Board-Frame

Aldersperson Frame reported on recent activity including officer election, the City liaison, who is now the Parks Superintendent, a pending logo, and the budget.

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 congratulated Skip Harkless for winning the Mr. Lake Geneva contest, reported on the fundraising success of the event, and spoke about the Cicadapalooza event taking place on June 8th.

*Geneva Lake Museum-Hoiland

Alderson Hoiland reported on membership totals, hours of operation, fundraising and grant efforts, and various local group connections.

*Lake Geneva Economic Development Corporation-Hoiland and Yager

There was no meeting, no report given.

Geneva Lake Environmental Agency-Fesenmaier

Alderson Yager referenced the packet materials for information.

No report given.

*Geneva Lakes Family YMCA-Straube

Alderson Straube reported that the YMCA recently put out a Press Release regarding their various expansion opportunities.

*Geneva Lake Use-Frame

Alderson Frame reported on efforts with the Geneva Lake Association and the Geneva Water Alliance.

Discussion followed among Committee members regarding the activity of the various Boat Clubs and rental companies around the Lake.

Business Improvement District-Ames

Alderson Ames reported on the Murals in Motion event, upcoming efforts for the Main Street accreditation, and the silent auction.

Further discussion followed on the progression of the Murals and the possibility of more in the future.

Geneva Lake Law Enforcement Agency-Frame

Alderson Frame recently met with the Commander and reported on activities including training.

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

Adjournment

Motion by Hoiland, second by Frame.

No discussion. Motion carried 6-0.

The meeting adjourned at 6:47 pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns

Deputy Clerk



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

CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION COMMITTEE

TUESDAY, JUNE 4, 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

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AGENDA

1. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the May 21, 2024 Finance, Licensing, and Regulation Committee minutes as prepared and distributed
5. **Licenses & Permits**
 - a. Discussion/Recommendation regarding **Resolution 24-R47** a resolution authorizing and directing the proper city official(s) to issue the Liquor License renewals for the period of July 1, 2024, to June 30, 2025
 - b. Discussion/Recommendation regarding Sidewalk Cafe Permit Renewals for the period of July 1, 2024, to June 30, 2024, filed by: Harborside Pub & Grill, Harry's Cafe, O2 Lounge, and Popeye's
 - c. Discussion/Recommendation regarding Massage Establishment renewal applications for the term of July 1, 2024, to June 30, 2025, filed by: Healing Muscle Therapies and Lakeview Spa
 - d. Discussion/Recommendation regarding a Tier-2 Event Permit filed by VISIT Lake Geneva for the event of Concerts in the Park to take place Thursdays from June 27 to August 8, 2024, from 6:00 pm to 8:00 pm, located in Brunk Pavilion and Flat Iron Park

6. Discussion/Recommendation regarding **Resolution 24-R46** a resolution authorizing carryover of Equipment Replacement Funds budgets from 2023 to 2024
7. Discussion/Recommendation regarding proposals for Audio/Visual upgrades to Council Chambers
8. Discussion/Recommendation regarding the issuance of six (6) parking passes for the UCC Church Food Bank Volunteers (*Referred by Public Works Committee with no recommendation*)
9. Discussion/Recommendation regarding the issuance of parking placards for official city business, to City Council members
10. Discussion/Recommendation regarding the replacement of a Skid Loader from Equipment Replacement Fund (*Public Works Committee approved May 28, 2024*)
11. Discussion/Recommendation regarding the replacement of a Wide Area Mower from Equipment Replacement Fund (*Public Works Committee approved May 28, 2024*)
12. Discussion/Recommendation regarding the format for all job descriptions (*Personnel Committee to consider at June 3, 2024*)
13. Discussion/Recommendation regarding the revised job description for City Administrator (*Personnel Committee to consider at June 3, 2024*)

14. Presentation of Accounts

- a. Pre-paid Bills: \$94,320.20
- b. Regular Bills: \$447,487.13

15. Adjournment

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

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

TUESDAY, MAY 21, 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

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

Roll Call

Present: Howell, Fesenmaier, Hoiland, and Yager

Absent: Ames (excused)

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

None

Approval of the May 7, 2024 Finance, Licensing, and Regulation Committee minutes as prepared and distributed
Motion by Hoiland to approve, second by Yager. No discussion. Motion carried 4-0.

Licenses & Permits

NONE

Discussion/Recommendation regarding a request from the YMCA for 80 (eighty) Beach Passes for the Summer Youth Swimming Program

Motion by Hoiland to approve, second by Yager. This is a same amount that has been requested in the past. Motion carried 4-0.

Discussion/Recommendation regarding a 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

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

Discussion/Recommendation regarding Resolution 24-R40 a resolution approving to open custodial account(s) with Pershing Advisor Solutions LLC and engage Ehlers Investment Partners as investment advisor

Motion by Hoiland to approve, second by Yager. Tammy Olszeksi, from Ehlers Financial Planners addressed the committee concerning the resolution. Motion carried 4-0.

Discussion/Recommendation regarding a budget amendment request by the Downtown Business Improvement District (BID) for an increase to the Murals line item offset the expenses for marketing before the reimbursable grants and sponsorship revenues are collected

Motion by Yager to approve, second by Hoiland. Alex Binanti addressed the requested budget amount. She added that they would have a net increase once the grants and sponsorship are received. Motion carried 4-0.

Discussion regarding the January through March 2024 Treasurer's Budget versus Actual Report

Finance Director Pisarcik reviewed the January through March 2024 Treasurers' Report and the Budget versus Actual Report. No action taken.

Presentation of Accounts

Pre-paid Bills: \$46,095.50

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



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

TUESDAY, JUNE 18, 2024 - 4:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

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

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AGENDA

1. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the Finance, Licensing, & Regulation Committee minutes from June 4, 2024
5. **Licenses & Permits**
 - a. Discussion/Recommendation regarding Sidewalk Café Permit renewal applications filed by: Barrique Bistro & Wine Bar, Flat Iron Tap, Guac Star, Hill Valley Cheese Shop and Cheese Bar, Lake Aire Restaurant, Oakfire, Simple Cafe, Sopra, **and Zaab Corner Bistro**
 - b. Discussion/Recommendation regarding a Creamery Permit renewal application filed by Scoops Ice Cream Inc
 - c. Discussion/Recommendation regarding Class "A" Beer/"Class A" Liquor License renewal applications filed by, Fontana Petro Inc d/b/a Northside Mobil and 1111 N Edwards Blvd LLC d/b/a Fairfield Inn & Suites
 - d. Discussion/Recommendation regarding a Class "B" Beer License renewal application filed by Tienda el Rancho Inc d/b/a Tienda el Rancho
 - e. Discussion/Recommendation regarding Class "B" Beer/"Class C" Wine License renewal applications filed by Breakfast Bungalow LLC d/b/a Great Eggs and Mama Cimos LLC

d/b/a Mama Ciminis

- f. Discussion/Recommendation regarding Massage Establishment renewal applications filed by Element Massage Studio, Lake Geneva Massage Therapy, **Elevate Wellness, and Jasmine Salon and Spa**
 - g. Discussion/Recommendation regarding a Taxi Company License renewal application filed by Senior Cab Plus
 - h. Discussion/Recommendation regarding an Event Permit application filed by the William Guy Forbeck Foundation for the event of Forebeck Legacy Half Marathon, to take place on Sunday, June 8, 2025, from 6:30 am to 12:00pm, located at Flat Iron Park and various City Streets
 - i. Discussion/Recommendation regarding a Public Event Permit filed by All Community Events for the event of World of Ice to take place from December 5, 2024, to February 2, 2025, located at Riviera Beach
 - j. Discussion/Recommendation regarding a Public Event Permit application filed by Friends of Hillmoor for the event of Star Party to take place on Thursday, June 27, 2024, with a rain date of Sunday, June 30, 2024, from 8:15pm to 11:00pm located at Hillmoor-clubhouse parking lot
- 6. Discussion/Recommendation regarding a Complimentary Riviera Ballroom Event Request form filed by Camp Broadcast for the event of "Swiftly Fest" to take place on Sunday, September 29, 2024 from 1:30pm to 5:00pm
 - 7. Discussion/Recommendation regarding **Ordinance 24-01**, an ordinance amending Section 2-49 (3), Personnel Committee, of Chapter 2, Administration, of the City of Lake Geneva Municipal Code (*recommended by the Personnel Committee on June 3, 2024*)
 - 8. Discussion/Recommendation regarding **Ordinance 24-04**, an ordinance amending Section 2-3, Appointed Officials, of the City of Lake Geneva Municipal Code (*recommended by the Personnel Committee on June 3, 2024*)
- 9. **Presentation of Accounts**
 - a. Pre-Paid Checks: \$33,733.43
 - b. Regular Checks: \$284,377.76

10. Adjournment

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

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

TUESDAY, JUNE 4, 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

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

Roll Call

Present: Howell, Hoiland, Ames, and Yager

Absent: Fesenmaier

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

Dimitri Anganos; 811 Wrigley Dr; Spoke in favor of the Popeye's sidewalk café permit and the different configuration.

Approval of the May 21, 2024 Finance, Licensing, and Regulation Committee minutes as prepared and distributed
Motion by Hoiland to approve, second by Yager. No discussion. Motion carried 4-0.

Licenses & Permits

Discussion/Recommendation regarding Resolution 24-R47 a resolution authorizing and directing the proper city official(s) to issue the Liquor License renewals for the period of July 1, 2024, to June 30, 2025

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

Discussion/Recommendation regarding Sidewalk Cafe Permit Renewals for the period of July 1, 2024, to June 30, 2025, filed by: Harborside Pub & Grill, Harry's Cafe, O2 Lounge, and Popeye's

Motion by Hoiland to approve, second by Yager.

Motion to Hoiland to suspend the rules to allow Dimitri Anagnos to speak, second by Yager. Mr. Anagnos addressed the committee concerning his request

Motion to amended.

Original motion carried 4-0.

Discussion/Recommendation regarding Massage Establishment renewal applications for the term of July 1, 2024, to June 30, 2025, filed by: Healing Muscle Therapies and Lakeview Spa

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

Discussion/Recommendation regarding a Tier-2 Event Permit filed by VISIT Lake Geneva for the event of Concerts in the Park to take place Thursdays from June 27 to August 8, 2024, from 6:00 pm to 8:00 pm, located in Brunk Pavilion and Flat Iron Park

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

Discussion/Recommendation regarding Resolution 24-R46 a resolution authorizing carryover of Equipment Replacement Funds budgets from 2023 to 2024

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

Discussion/Recommendation regarding proposals for Audio/Visual upgrades to Council Chambers

Motion by Yager to approve, second by Ames. Finance Director Pisarcik

Motion by Hoiland to allow from Jeremy from DeKind to speak, second Ames. Motion carried 4-0.

Jeremy addressed the committee regarding the proposal and recommended the SmartSpace. Finance Dio

Motion by Hoiland to approve the proposal from SmartSpace, second Ames. Motion carried 4-0.

Discussion/Recommendation regarding the issuance of six (6) parking passes for the UCC Church Food Bank Volunteers (Referred by Public Works Committee with no recommendation)

Motion by Ames to approve, second by Hoiland. Ames stated she was contacted by the food pantry volunteer to obtain a free parking pass. Ames also stated that if other non-profits would have the free passes then they should be handled on a case by case basis. Yager agreed with giving the passes. Motion carried 4-0.

Discussion/Recommendation regarding the issuance of parking placards for official city business, to City Council members

Motion by Yager to approve, second by Ames. Discussion was held regarding the need for the Council members to be given a parking placard. Hoiland and Howell stated they are against the passes based on the public's perception. Yager stated that she would hope that Council members would be responsible to only use as intended. Motion tied on a roll call voted 2-2, with Hoiland and Howell voting no.

Motion by Howell to send to Council without recommendation, second Hoiland. Motion 4-0.

Discussion/Recommendation regarding the replacement of a Skid Loader from Equipment Replacement Fund (Public Works Committee approved May 28, 2024)

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

Discussion/Recommendation regarding the replacement of a Wide Area Mower from Equipment Replacement Fund (Public Works Committee approved May 28, 2024)

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

Discussion/Recommendation regarding the format for all job descriptions (Personnel Committee to consider at June 3, 2024)

Motion by Yager to approve, second by Ames. Yager stated that this is a draft and this would be for job descriptions moving forward. Motion carried 4-0.

Discussion/Recommendation regarding the revised job description for City Administrator (Personnel Committee to consider at June 3, 2024)

Motion to Howell to continue, second by Hoiland. Motion carried 4-0.

Presentation of Accounts

Pre-paid Bills: \$94,320.20

Motion by Ames to approve, second by Hoiland. No discussion. Motion carried .

Regular Bills: \$447,487.13

Motion by to approve, second by. No discussion. Motion carried.

Adjournment

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



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CITY OF LAKE GENEVA PERSONNEL COMMITTEE
MONDAY, JUNE 3, 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 May 6, 2024 Personnel Committee minutes and May 22, 2024 Special Personnel Committee minutes as prepared and distributed
5. Discussion/Recommendation regarding Sec. 2-3 APPOINTED OFFICIALS Ordinance
6. Review/Discussion regarding Section 2-49 (3) PERSONNEL COMMITTEE Ordinance
7. Discussion/Recommendation regarding City of Lake Geneva Employee Performance Evaluation Form and samples from other communities
8. Discussion/Recommendation regarding City of Lake Geneva Appendix A Organizational Chart
9. Discussion/Recommendation regarding the revised job description format for future use in all hires
10. Discussion/Recommendation regarding the revised Job Description for the City Administrator
11. Next meeting date & time - July 1, 2024 @ 4:00 pm
12. Future Agenda Items:
 - a. Committee Secretary's Minute Taking (Robert's Rules)
 - b. Committee Chair/City Council- How to Run a Meeting (Roberts Rules), Gov't 101 Access
 - c. Set Schedule for Staff Evaluations
 - d. Review Policy and Procedures Manuals
 - e. Review Job Descriptions

- f. Review Committee Guidelines/Procedures for all Standing and Appointed Boards/Commissions (i.e. member, voting rights, etc)
- g. Handbook Discussion/Review

13. Adjournment

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

**CITY OF LAKE GENEVA, PERSONNEL COMMITTEE
MONDAY, MAY 6, 2024 – 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

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

Chairperson Yager called the meeting to order at 4:00 p.m.

Roll Call

Present: Yager, Ames, Fesenmaier, Frame, and Esposito.

Absent: None

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

None

Approval of the March 4, 2024, Personnel Committee minutes as prepared and distributed

Motion by Ames to approve. Second by Esposito. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Section 2-49(3) Personnel Committee ordinance.

General discussion among the members of the committee concerning Section 2-49(3) / Personnel Committee Ordinance. Reading and review of the document with various comments related to unclear or contradictory wording contained in the document.

After additional discussion, motion by Esposito to continue discussion next month with next month's packet material to include Section 2-3 of the Municipal Code as referenced in the original document. Second by Fesenmaier. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the City of Lake Geneva Employee Performance Evaluation Form.

General discussion concerning the form currently used for employee evaluations, which was adopted in 2016. General discussion concerning deficiencies in the current form and the need for a new form which can be modified to be more department specific. Some conversation about public access to the all the City's job descriptions.,

Motion by Esposito for the City Administrator to bring 3 or 4 evaluations tools for the Committee to discuss. Second by Frame. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the City of Lake Geneva Appendix A Organizational Chart.

General discussion concerning the layout of the City's existing organization chart. Interest by the committee in having a more readable lay out and inclusion of positions which have been created since the chart was last printed. Motion by Esposito to continue to the June meeting. Second by Frame. Motion carried by unanimous voice vote.

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.

At 4:50 p.m. Fesenmaier moved that the committee go into closed session with the addition of Mayor Krause and Alderperson Hoiland being allowed to be present in the closed session. Second by Esposito. Motion carried by a roll call vote of 5-0.

At 5:36 p.m. Ames moved to return to open session. Second by Fesenmaier. Motion carried by a roll call vote of 5-0.

Motion by Fesenmaier and second by Ames to set a future meeting (scheduled or special meeting) to review the Building and Zoning Administrator's entire personnel file. Motion carried by unanimous voice vote.

Adjournment

At 5:40 p.m. motion by Ames to adjourn. Second by Fesenmaier. Motion carried by unanimous voice vote.

**CITY OF LAKE GENEVA, PERSONNEL COMMITTEE
WEDNESDAY, MAY 22, 2024 – 4:30 PM
LAKE GENEVA CITY HALL; ROOM 2A (SECOND FLOOR)**

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

Chairperson Yager called the meeting to order at 4:38 p.m.

Roll Call

Present: Yager, Ames, Fesenmaier, Frame, and Esposito.

Absent: None

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

Alderman Joel Hoiland, 390 Country Club Drive, Lake Geneva addressed the committee concerning agenda item number four and stated the importance of the job description of the City Administrator clearly outlining the chain of command: ensuring efficiency for the City government's operations.

Betty Volquardsen, 1000 Cumberland Trail, Lake Geneva, Wisconsin addressed the committee concerning agenda item number four; offering her experience in job analysis, job descriptions and other personnel related services.

Discussion Recommendation regarding the City Administrator job description.

The committee reviewed the current City Administrator job description as well as the related City ordinance regarding the position. General discussion was had concerning the level of education for the position as well as possibly encouraging prior experience in a Wisconsin municipality. The committee would like to integrate the job description into a specific annual evaluation document for the position.

After additional discussion. Frame moved that the committee hold a Special Working Session of the Personnel Committee on Wednesday, May 29, 2024, at 6:30 p.m. Frame further stated she will take the existing job description and City Administrator ordinance and blend it into a working document for the committee to use. Second by Esposito. Motion carried by unanimous voice vote.

Discussion / Recommendation regarding the Harbormaster job description.

The committee reviewed the current Harbormaster job description as well as the related City ordinance regarding the position. General discussion was had concerning the current wording as well as possible changes to duties. Suggestions removing references to the Public Works Director and Street Superintendent and place this position entirely under the City Administrator. Possible daily monitoring of piers, buoys, etc. instead of reference to “once a week” Discussion about referencing the Community Service Officers.

Page 3; Address keeping the Piers & Harbors Chair informed in between monthly Piers & Harbors meetings, in addition to the monthly Harbormaster Report. General discussion on how to keep lines of communication open by channeling information through the City Administrator.

Possible assignment of the Harbormaster as the first point of contact for the first floor Riviera tenants. Discussion about the uniformity of format for all city job descriptions.

Ames moved that the Harbormaster position / job description be forwarded to a working Personnel meeting on Wednesday, May 29th. Second by Fesenmaier. Motion carried by unanimous voice vote.

Yager moved that the City Administrator position / job description be forwarded to a working Personnel meeting on Wednesday, May 29th. Second by Fesenmaier. Motion carried by unanimous voice vote.

Brief discussion on the possibility of merging the Parking Manager and Harbormaster positions. Possible discussion at a later meeting

Discussion / recommendation for hiring process and timeline.

Yager stated the revised job descriptions will be addressed at the special Personnel meeting / work session on May 29, 2024. The job descriptions will then be sent to the regularly scheduled Personnel meeting on June 3, 2024, and forwarded to the June 4, 2024, FLR meeting. General discussion concerning the City Administrator hiring process moving forward.

Adjournment

At 5:56 p.m. motion by Ames to adjourn. Second by Esposito. Motion carried by unanimous voice vote.

Sec. 2-3. Appointed officials. [Code 1992, § 1.02; Ord. No. 99-13, § I, 8-9-1999 ; amended 5-24-2010 by Ord. No. 10-05 ; 11-28-2011 by Ord. No. 11-33 ; 5-29-2012 by Ord. No. 12-08 ; 11-10-2014 by Ord. No. 14-08]

Appointed officials of the City shall be selected in the manner and for the terms prescribed as follows:

	Official	How Appointed	Term
(1)	City Clerk	Appointment by the City Council	Indefinite
(2)	Fire Chief	Police and Fire Commission	Indefinite
(3)	Police Chief	Police and Fire Commission	Indefinite
(4)	Director of Public Works	Appointment by the City Council	Indefinite
(5)	Assessor	Appointment by the City Council	Indefinite
(6)	Comptroller	Appointment by the City Council	Indefinite
(7)	Administrator	Appointment by the City Council	Indefinite
(8)	Treasurer	Appointment by the City Council	Indefinite

ORDINANCE OF THE COMMON COUNCIL			
An ordinance amending Section 2-49 (3), Personnel Committee, of Chapter 2, Administration, of the City of Lake Geneva Municipal Code, as it relates to periodic evaluations of department heads.			
Committee	Personnel Committee to consider on June 3, 2024 recommended approval on March 4, 2024. Finance, Licensing, & Regulation Committee to consider on March 19.		
Fiscal Impact:	N/A		
File Number:	24-01	First Reading : Second Reading :	XXXXXX, 2024 XXXXXX, 2024

The Common Council of the City of Lake Geneva, Wisconsin, does hereby ordain as follows:

Section 2-49 (3)

Personnel Committee.

a.

The Committee shall be responsible for negotiating all employment contracts, ~~-or~~ agreements, ~~or hire letter~~ between the City of Lake Geneva and its ~~-~~ Department Head ~~employees~~, excepting only those employees who are specifically governed by another City committee or commission.

~~**b.**~~

The Committee shall make a recommendation to the City Council to accept or reject employee contract or agreement offers. The City Council shall have the sole power to accept or reject employee contracts or agreements by a majority vote.

~~**b.e.**~~

The Committee shall be responsible for ensuring that the City Administrator undertakes periodic evaluations, semiannual and/or annual, of all City department heads except those governed by another City commission, committee, or official.

~~**d.-c.**~~

The Committee shall be responsible for all disciplinary matters involving grievances, prohibitive practice complaints, work rule violations, and contract violations, ~~and other matters including discharge or separation for employment,~~ involving City of Lake Geneva Department Heads.

~~**e.-d.**~~

The Committee shall be responsible ~~for creating and~~ recommending to the City Council job description revisions for all City employees (except police and fire), and such job descriptions shall be utilized when advertising for and evaluating potential new and current employees.

~~**f.-e.**~~

The Committee will interview all prospective exempt employees and all appointed officials of the City that are appointed by the City Council as set forth in Section ~~2-3~~ of the Municipal Code of the City of Lake Geneva. City ~~D~~ Department H ~~heads~~ are those individuals responsible for the oversight of particular functions and employees of the City. City

~~De~~partment ~~H~~heads shall be given the authority to hire and terminate employees within their department, provided that any hiring is done without violating budgetary constraints placed on their departments and any terminating is done within the guidelines established by the City of Lake Geneva ~~Employee Handbook~~.

~~[Added 5-24-2010 by Ord. No. 10-05; amended 11-28-2011 by Ord. No. 11-32; 9-22-2014 by Ord. No. 14-05]~~

Approved by the City of Lake Geneva Common Council on this XX day of XXXX, 2024.

Council Action: ☐ Adopted ☐ Failed Vote _____

Mayoral Action: ☐ Accept ☐ Veto

~~Charlene Klein~~Todd Krause, Mayor Date

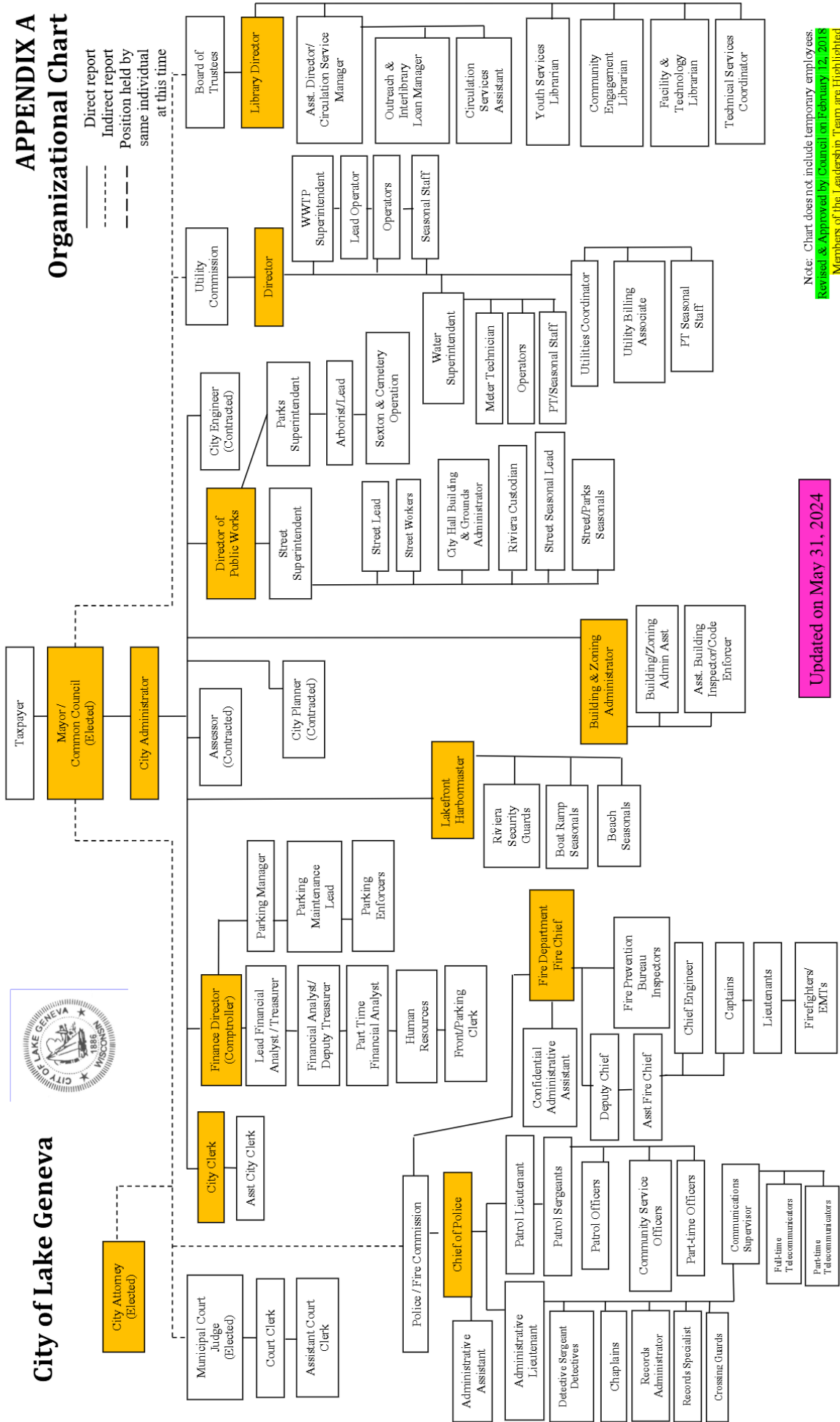
Attest:

~~Lana Kropf~~, City Clerk ~~Vanessa Jahns~~, Deputy City Clerk
Date

Publication Date: XX/XX/XXXX
Codification Date: XX/XX/XXXX

APPENDIX A Organizational Chart

Direct report
Indirect report
Position held by
same individual
at this time



Updated on May 31, 2024

Note: Chart does not include temporary employees.
Revised & Approved by Council on February 12, 2018
Members of the Leadership Team are Highlighted

Position Title

Dept/Div:

FLSA Status:

General Definition of Work (paragraph)

Essential Functions (bulleted information in each category)(categories can be changed)

General Duties-

-
-

Strategic & Long Range Planning-

-
-

Supervision-

-
-

Budget-

-
-

Knowledge, Skills and Abilities (paragraph)

Education and Experience (paragraph)

Physical Requirements (paragraph)

Special Requirements (example - Notary, or special licensing)

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.

City Administrator

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex professional work directing and supervising all operations and activities of the City government, ensuring City ordinances and State statutes, resolutions and policies adopted by the Common Council are implemented and consistently applied, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Common Council. Organizational supervision is exercised over the Department Heads.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

General Duties-

- Carry out directives of the Mayor and Council which require administrative implementation, reporting promptly to the Mayor and Council any difficulties encountered.
- Administer day-to-day operations of City government including monitoring City ordinances, resolutions, Council meeting minutes, and state statutes. Directs and manages the operations of the City; provides direction to all City functions falling under the authority of the Common Council.
- Attend Finance/License and Regulation Committee meetings. Keep informed by minutes and/or committee members, of the activities, etc. of all other committees, boards, and commissions of the City.
- Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the Mayor and the Council.
- Represent the City at various meetings, functions and events; serve as liaison to various civic and intergovernmental organizations and committees, task forces, boards and commissions; sets regularly scheduled meetings with officials from other units of local government and business and community organizations; provides information about City operations as authorized and directed as to that representation by the Mayor and the Council.
- Act as public information officer for the City with the responsibility of ensuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.
- Establish and maintain procedures to facilitate communications between citizens and City government to ensure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved.

- Attend all meetings of the Council, assisting the Mayor and the Council as required in the performance of their duties.
- In coordination with the Mayor, the Chairpersons and the Clerk, ensure that appropriate agendas are prepared to all meetings of the Council, all Council committees and all other appropriate committees and commissions of the City, together with such supporting material as may be required, with nothing in this section being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Council, or any of its committees and commissions.
- Assist in the preparation of ordinances and resolutions as requested by the Mayor or the Council, or as needed.
- Keep the Mayor and Council regularly informed about the activities of the Administrator's office by oral or written report at regular and special meetings of the Council.
- Briefs Council members on pending agenda items and other City issues.
- Provides analysis as needed to assist the Council in making informed policy decisions.
- Provides administrative support to Mayor and Council members as needed.
- Coordinates special projects.
- If action normally requiring Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor, or in the absence of the Mayor, from the Council President.

Strategic & Long Range Planning-

- Evaluate and codify all existing City policies and procedures. Serve as the city's "American with Disabilities Act" (ADA) Compliance Officer. For personnel, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Assist the Mayor and Council in establishing City-wide goals and objectives; ensure that these goals and objectives are implemented on a consistent basis.
- Assists Mayor and City Council with strategic and long-range planning for the city; participates in planning efforts at the local and regional levels; keep city council apprised of developments at the State and Federal levels that impact the city; monitors pending legislation for impact on the city' oversees compliance with new legislation. Submit appropriate reports and recommendations thereon to the Council.
- Establish when necessary administrative procedures to increase the effectiveness and efficiency of City government according to current practices in local government.
- Promote the economic well-being and growth of the City through public/private sector cooperation.

Supervision-

- Review the existing organization chart, which defines authority and responsibility for all nonstatutory positions of the City and submit any suggested

changes to the Personnel Committee for recommendation to Council for adoption as the official organization and administrative procedure plan for the City.

- Works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; facilitates problem-solving at all levels in the organization.
- Recommending to personnel the appointment, promotion, and when necessary for the good of the City, the suspension or termination of all City employees who are not subject to personnel decisions by the Board of Police and Fire Commissioners or the Library Board.
- Evaluate in conjunction with department heads the performance of all employees on a regular basis; develop and enforce high standards of performance by City employees; ensure that City employees have proper working conditions; and work closely with department heads to promptly resolve personnel problems or grievances.
- Assist in labor contract negotiations and collective bargaining issues.
- Work closely with supervisors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.
- Oversees and participates in the resolution of inquiries and complaints from the public and other organizations.
- Manages professional contractors and/or consultants providing services to the City.

Budget-

- Keep informed concerning the availability of federal, state, and county funds for local programs. Assist department heads and the council in obtaining these funds under the direction of the Mayor and the Council.
- Responsibility for the preparation of the annual City budget, in accordance with guidelines as may be provided by the City Council and in coordination with department heads, and pursuant to state statutes, for review and approval by the Mayor and the Council.
- Administering the budget as adopted by the Council. Oversees the development and administration of the annual budget and capital improvement program.
- Reporting regularly to the Council on the current fiscal position of the City.
- Supervising the accounting system of the City ensuring that the system employs methods in accordance with current professional accounting practices.
- Serving as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Council and any limitation contained in the state statutes.
- Assist the Comptroller in examining investment accounts and reports to ensure compliance with established fiscal policies and procedures.

Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; thorough knowledge of municipal finance practices; thorough knowledge of development practices and regulations, thorough knowledge of human resource and labor relations practices and regulations; ability to operate standard office equipment and software packages; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with department heads, the City Council and the general public.

Education and Experience

Bachelor's degree in Public Administration, Political Science or related field and considerable experience as an assistant city administrator or department head, or equivalent combination of education and experience. **Master's degree in a related field of study preferred. Experience working in the State of Wisconsin preferred. Proficient in Robert's Rules of Order is a plus.**

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements (example - Notary, or special licensing)

None

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.

BASIC ROBERTS RULES OF ORDER - For Committee Chair to reference during meetings. It is suggested to make a copy of this to go along with your agenda. Place an * by any agenda items that need a motion. You could copy this document and use it as a template by adding in any committee information in each category. Make an additional copy for your secretary, leaving space underneath each item so they can record information directly underneath (see Secretary's Minutes information below).

Call To Order - note date and time

Roll Call - ask Secretary to call roll

Reading & Approval of Minutes - Do I have a motion to approve the minutes of the (date of minutes). Do I have a second? All in favor? Any opposed? Motion (passed/didn't pass) with (# in favor/ # opposed)

Comments From the Public - Comments are limited to items on this agenda. Comments are limited to 5 minutes. Please state your name and address and which agenda item you are addressing.

Proceed Through Item #'s on the Agenda - Read the item number. Address the topic or acknowledge another person to address the topic.

- If only a **discussion item**, continue until you believe discussion should be stopped and continue to the next item number.
- If item **needs a motion**, ask - Do I have a motion for item # _____. Do I have a second? Then ask for discussion of the item.
When you think discussion is finished ask - Do we have any other discussion? Hearing none, we will vote on the motion.
Ask the secretary (or you) to read the motion.
All in favor? Any opposed?
Chair announces results of vote. Motion (passed/didn't pass) with (# in favor/ # opposed)
Chair states who the motion is moving forward to (i.e. another committee, attorney, etc.).

You can add an agenda item as the last item in the meeting to discuss future items to be included in the next agenda - This would allow the public to add their wishes during the comments from the Public.

Set next meeting Date & Time:

Adjournment - Do I have a motion to adjourn? Second. All in favor? Any opposed?

DRAFT 4-29-2024

SECRETARY

WHAT MINUTES MUST INCLUDE

- The kind of meeting being held..regular, special, etc.
- The name of club
- Date, time and place of meeting
- Names of person running meeting
- Names of everyone in attendance.
- Approval of past meeting minutes with any corrections.
- Summaries of reports from officers.
- Exact final working of all motions with names of movers and
- seconders.
- Discussion record.
- Results of all votes. Where motion will be sent to.
- Points of order raised an appeals made, with the chair's ruling on each.
- Announcements.
- The time of adjournment.
- The signature of the secretary or person who took minutes

IT IS SUGGESTED - After cleaning up the minutes in preparation for submitting formally, send a copy to the Chair and possibly all committee members for review and comments.

All items for the next meeting (agenda, minutes, and supporting documents) must be submitted to the City Clerk by no later than noon on the Wed. before the next meeting. Make sure all agenda items that need to be carried over from the last meeting are included.

Ask the Chair to print off or send electronically a copy of the "Secretary's Minutes" page prior to the next meeting.

DRAFT 4-29-2024



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

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

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

AGENDA

1. Meeting called to order by 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:

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

AGENDA

1. Meeting called to order by Chairman 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 JUNE 17, 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:

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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 May 20, 2024 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of May 2024 Financials
7. Approval of May 2024 Bills
8. Directors Report
9. Discussion/Action on the scope of services for the design and bidding of utility improvements along STH 50
10. Discussion/Action on the proposed acquisition of land (PIN by Wisconsin Power & Light Company (Alliant Energy))
11. Discussion/Action on the potential award of the Wastewater Utility Exterior Building Painting Project
12. Discussion/Action on the potential award of the Wastewater Utility Headworks & Digester Painting Project
13. Discussion/Action on 2023 Compliance Maintenance Annual Report and Resolution 2024-02
14. Update on PFAS results and 3M and DuPont class action lawsuits
15. 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
16. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
17. Adjourn



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

CITY OF LAKE GENEVA TREE BOARD
TUESDAY, JUNE 18, 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. Approval of the Tree Board minutes from May 14, 2024
4. Comments from the public limited to 5 minutes, limited to items on this agenda
5. Arborist Report: Jon Foster
 - a. Discussion regarding developers, improperly planting trees on terraces, in adopting the ordinance, giving it some teeth and requesting the code being enforced by the City Code Enforcer
 - b. Letter from the Tree Board to be approved, addressed to the Park Board and BID
 - c. Request from Park Board the ability to document the Trees in Hillmoor Park
6. Kudos to Cicadapalooza, huge success, even though it rained
7. Future agenda items and collaborations with Avian Committee
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.gov

POLICE AND FIRE COMMISSION MEETING

THURSDAY JUNE 6, 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. City Council Report
7. Approval of the Regular meeting minutes of May 9, 2024
8. Fire Department Business
 - a. Discussion/Action - Approval of bills for the month of May 2024, operating in the amount of \$285,927.60, Capital purchases in the amount of \$3,402.70, Equipment Replacement purchases in the amount of \$25,983.22, for a total of \$315,313.52
 - b. Discussion – EMS Medical Billing/Stark Medical Billing
 - c. Discussion – Monthly Chief’s Update and Fire Department Report Overview
 - d. Discussion/Action- Approval of updated Lexipol policies
 - 905 Body Armor (Update)
 - 1006 Career Tracks (New)
 - 1018 On-Duty Voting in Statewide Elections (New)
 - e. Discussion/Action – Disposal of Obsolete Equipment
 - 3 positive pressure ventilation fans
 - 1 smoke ejector fan
 - 1 hose testing machine
 - f. Discussion/Action – Thank you notes
 - Woods School
 - Eastview Elementary
 - g. Discussion/Action - Items to be forwarded to City Council

9. Police Department Business

a. Discussion/Action - Approval of bills for the month of May 2024, operating in the amount of \$466,904.05, Equipment Replacement purchases in the amount of \$13,447.31, for a total of \$480,351.36

b. Discussion/Action – Lexipol Policy Updates

- 395 Generative Artificial Intelligence
- 602 Sexual Assault Investigations

c. Discussion – 2023 Lexipol Connect Gold Standard Recognition

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

e. Discussion - Top Five Monthly Incidents

f. Discussion – Monthly activity reports -

2024 Dispatch activity for May 2024: Telephone calls – 2,609 911 calls – 241 Window assists – 960

2023 Dispatch activity for May 2023: Telephone calls – 2,783 911 calls - 434 Window assists – 854

2024 Patrol activity for May 2024: Calls for Service – 2,247 Arrests - 205

2023 Patrol activity for May 2023: Calls for Service – 2,245 Arrests - 233

g. Discussion – Thank you notes

- Calvary Community Church

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

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

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

b. Police Department - Walworth County Radio Project

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

12. Adjourn

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

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



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

CITY OF LAKE GENEVA PLAN COMMISSION

MONDAY, 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

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- 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 BOARD OF PARK COMMISSIONERS
TUESDAY, JUNE 18, 2024 - 6:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: President Cindy Forster Feuredi, David Quickel, Peggy Schneider, Ann Esarco, Julie Mulligan, Adam St. Marie, Alderperson Cindy Yager, and Mayor Todd Krause

AGENDA

1. Call to order – Cindy Feuredi
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes
4. Approval of the minutes from May 21, 2024
5. Tree Board Minutes
6. Avian Committee Minutes
7. Park Superintendent Monthly Report
8. Discussion and Recommendations re: dog memorials at Library Park Dog Pier; Candy Kirshberg presents proposal for dog memorial & Alternative ideas
9. Discussion/Recommendations for Tree Board to identify and document trees at Hillmoor
10. Discussion /Recommendations to address letter from Tree Board and code compliance
11. Discussion/ Recommendations re: List of Pavilion Rentals and Fees
12. Discussion/Recommendations re: Developing "Friends of Parks" to establish 501c3 for fundraising
13. Discussion/ Recommendations re: Dogs on Leashes in Veterans Park
14. DPW Veteran's Park Shed - wainscotting
15. Discussion re: Including CORP park improvement items pages 51-53 on the Sponsorship Wish List
16. DISCUSSION re: Weddings in the Parks

17. Next Meeting Date & Time: Tuesday, July 16, 2024 at 6:30 pm

18. Future Agenda Items

19. Adjournment

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LAKE GENEVA PUBLIC LIBRARY

AGENDA

Lake Geneva Public Library Strategic Planning Committee Meeting
Smith Meeting Room, Lake Geneva Public Library
Wednesday, June 5, 2024
10:00 am - 11:00 am

1. Call to order (Lyon)
2. Roll call and introduction of guests
3. Summary of Flexible Facilities Grant and planning for Smith Meeting Room renovation and updates
4. Adjournment



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Strategic Planning Committee Meeting
Smith Meeting Room, Lake Geneva Public Library
Wednesday, June 5, 2024
10:00 am - 11:00 am

1. Call to order (Lyon)
2. Roll call and introduction of guests: Lyon, Pennington, Dinan, Gramm, Halverson, Rodriguez, Lafrenz, Vorpapel. Also present: Kornak
3. Summary of Flexible Facilities Grant and planning for Smith Meeting Room renovation and updates:
 - a. The committee members agreed that applying for grant funding was a good idea in spite of the grant being competitive with a short turnaround for applying. The following concepts were discussed for possible grant review:
 1. Update door access and entry for after hours access
 2. More storage
 3. Turn outside restrooms into storage space or a kitchen?
 4. New tables and chairs (chairs debatable) vs. retaining furniture and consideration of storage options
 5. Architect input - FEH, other?
 6. AV needs updating for telehealth and livestreaming
 7. Accessibility needs to be considered
 8. Maximize space, functionality (multipurpose)
 9. Considerations of east end split level??
 10. Air curtain for dividing one large room for smaller groups?
 11. Updating lighting
 12. Move stained glass
 13. Potentially re-home Dresser drawings
 14. Check Grand Geneva's new meeting rooms for ideas, vendors

Committee agreed that we need to find out if building consulting and design is included in the grant funding, as well as grant administration. We also need to make a plan and prioritize the above list. How quickly can we get architect input? Conceptual drawings?

Lyon/Rodriguez motion to adjourn at 11:02 a.m. passed unanimously.



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. Staff presentation: Technical Services (Kingwill)
6. Finance, Building, & Grounds Committee report (Kundert)
 - a. Review and approval of April & May invoices
 - b. Building and grounds report
 - c. Investment / donations report
7. President's report (Lyon)
8. Director's report (Kornak)
 - a. Usage & stats, upcoming events, current projects
 - b. Avedisian Trust - designated donation - update (proposed budget)
9. Committee reports (Strategic Planning)
10. Friends of the LGPL report (Brookes)
11. City report (Ames)
12. School board report (Dinan)
13. Adjournment

LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
JUNE 11, 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 May 14, 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*, meeting at the Historic Railroad Site, 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, the opening of the “*Wisconsin Historical Makers Tour History Walks*” project on June 14, 2024, and scheduling an official ribbon-cutting ceremony.
12. Discussion regarding the recent 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 nominate buildings as Local Historic Landmarks.
13. Updates regarding the *Lake Geneva Historic Railroad Site*, including approval of proposal from Juan Aceves, for the clean-up and repairs to the paver “footprints” of the *Railroad Turntable*, *Engine House*, and *Water Tower*. Juan’s proposal would include removing a 16” wide strip of sod, raising the existing pavers, installing landscaping fabric, and resetting the pavers in a bed of mulch.

14. Review of recent *Historic Plaque Program* applications, including Pat Strenger's home at 953 Henry Street, and the cost of plaques from *Timberline Signs* at \$258.48 each (including sales tax), application forms, and ongoing updating the list of past plaque recipients.
15. Update and discussion regarding the repair and/or replacement of any of the existing historic plaques and signs by Jim Sherin at *Timberline Signs*.
16. Discussion 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.
17. Update on the status of the *I-phone app* and *Android app* of *A Historic Lake Geneva Walking Tour*, including reactivation of I-phone app, and discussion on how to better promote the apps, including presentations to the Lake Geneva City Council. Update from Sonja Akright on any new information regarding renewal of I-phone app.
18. Discussion regarding new projects for the *LGHPC*, updates regarding the status of our website www.historyoflakegeneva.org, who to contact at City Hall regarding website revisions, and suggestions on potential future *LGHPC* projects that we might want to consider.
19. Discussion regarding any new correspondence from Stephanie Klett and Deanna Goodwin at *Visit Lake Geneva / Lake Geneva Chamber of Commerce* 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, JULY 9, 2024.**



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

CITY OF LAKE GENEVA AVIAN COMMITTEE

TUESDAY, MAY 14, 2024 - 6:00 PM

LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

Members:

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

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the April 9, 2024 Avian Committee minutes as prepared and distributed
4. Comments from the public limited to 5 minutes, limited to items on this agenda
5. Calendar for strategic planning/projects
6. World Migratory Bird Celebration
7. Bird City Application Status
8. Partnership and potential grants
9. Monarch Palooza/Purple Marin Open House
10. Recognition of Volunteers
11. Charging Stations
12. Bird Songs
13. Next Meeting Date & Time
14. Future Agenda Items
15. **Adjournment**

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



LAKE GENEVA TOURISM COMMISSION

Monday, June 10, 2024 - 4:00 PM

Lake Geneva City Hall; Council Chambers

AGENDA

1. Chairman Waspi call the meeting to order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Election of Tourism Commission officers
5. Approval of the May 13, 2024 Tourism Commission minutes as prepare and distributed
6. Update from Heather Jones (Independent Contractor for Tourism Commission) Meet at the Lake Promotional Activity
7. Update from Tourism Entity (VISIT Lake Geneva) on Promotional Activity, Calendar, and Hotel performance
8. Update from Lake Geneva Business Improvement District (events and mission)
9. Written financial update regarding Room Tax Dollars Collected, Financials, current Budget & Disbursements, list of outstanding (unpaid) tourism grants awarded
10. Discussion/Action on Tourism Promotional Grant Program and Requests: **Maximum ten (10) minute presentation per request:**
 - a. Data service software for downtown events; continued (BID)
 - b. Venetian Fest (Lake Geneva Jaycees)
11. Final event evaluations from organizations receiving tourism grants
 - a. Wee Whiskey Fest
 - b. Cheese Fest
 - c. The Balloon Adventure
 - d. Veterans' Park Ball Diamonds
12. Discussion/Action concerning possible revisions to tourism grant application webpage

13. Discussion/Action regarding Tourism Commission related forms / paperwork / grant procedures review

14. Future Agenda Items (next meeting date: Monday, July 8, 2024 at 4:00 p.m.)

15. Adjournment

This is a meeting of the Tourism Commission. No official City Council action will be taken; however, a quorum of the City Council may be present.



CITY OF LAKE GENEVA

626 Geneva Street, Lake Geneva, WI 53147- (262) 248-3673-www.cityoflakegeneva.gov

Lake Geneva Cemetery Board Agenda

Wednesday June 19 2024 4:30pm

Lake Geneva City Hall – Upstairs Rm 2C

626 Geneva Street, Lake Geneva WI 53147

President Cathy Stoodley, Vice President Terry Krohn, Secretary Ruth Monico, Patrick Quinn, Alderwoman Linda Frame Council Liaison, Samantha Ingo Park Superintendent and Staff Liaison

Agenda

1. Meeting called to order
2. Roll Call
3. Comments from the Public as allowed by Wis. Stats.19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes.
4. Approve Cemetery Board minutes from May 15, 2024
5. Discussion/recommendation regarding permanently changing meeting time from 4:30 pm to 4:00 pm on regularly scheduled days.
6. Discussion/ recommendation regarding monthly Comptroller Financial Report
7. Update/discussion regarding Neal Aspinall logo for rules/regulations and/or cemetery
8. Discussion/recommendation on Park Superintendents Monthly Report
9. Discussion/recommendation regarding DPW request on moving the purchase of new columbarium from 2027 to 2024.
10. Discussion/recommendation on adding Pioneer Cemetery to Pontem; view link on website
11. Discussion/recommendation regarding which Board members are able to attend the September 2024 annual conference of the WI Alliance of Cemeteries
12. Discussion/recommendation regarding updated cemetery pricing
13. **Future Agenda Items:**
 - Ideas for future planning of newly acquired land at Oak Hill Cemetery
 - Review with vendors architectural design of proposed Columbarium
 - Annual and as needed review and update future costs of grave plots and fees
 - Annual review of cemetery rules and regulations
 - Monitor annual membership to WAC(December). Submit dues in February of each year. Add quarterly newsletter to agenda/packet upon receipt
 - Review budget recommendations for next year (July)
 - Possibility of increasing Board members from 5 to 7. (passed Feb 15, 2023 meeting)
14. Adjournment

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



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

**BOARD OF REVIEW
WEDNESDAY, JUNE 5, 2024- 1:00 P.M.
CITY HALL, COUNCIL CHAMBERS**

Members: Shari Straube, Linda Frame, Joel Hoiland, Ken Howell, Mayor Todd Krause. and City Clerk Kropf-
Alternate Member: Peg Esposito

AGENDA

1. Call meeting to order by Clerk Kropf
2. Roll Call
3. Election of Chairman
4. Election of Vice Chairman
5. Verification that at least one member has met the mandatory training requirements specified in Wis. Stats. § 70.46 (4).
6. Announcement that Notices of Assessment were mailed and Open Book session was held on May 16, 2024
7. Review and Examination of Assessment Roll
8. Objectors to be heard
9. Deliberations
10. Set additional meeting date and time (if necessary)
11. Adjourn

*This meeting is taped for public record.
Objection Forms shall be filed within 48 hours of the Board of Review.
The Board shall be in session for 2 hours minimum unless meeting to adjourn when the roll is complete.
No official Council action will be taken; however, a quorum of the Council will be present.*

cc: Aldermen, Mayor, Administrator



LAKE GENEVA
ECONOMIC DEVELOPMENT CORPORATION
"OUR LAKE MEANS BUSINESS"

DATE: June 17, 2024
TO: Board of Directors
FROM: Michael Ploch, President
RE: Notice of June 2024, Board Meeting

The June 2024 meeting of the Board of Directors will be held on **Thursday June 20th at the HARBOR SHORES HOTEL, at 7:30 AM.**

Agenda:

1. Approve minutes of April 2024 meeting.
2. Introduction of Joel Hoiland
3. Financial reports:
 - A. Review & approve bills for payment
 - B. Treasurer's report
4. Lake Geneva Business Park Updates
 - A. Mashtun Brewery offer to purchase
 - B. Long term projects: discussion
 - C. Updates: Visit / City / Schools / Other business
 - D. Adjourn meeting

Future Meeting Schedule

July 18th, 2024 – Harbor Shores not available

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

Monthly business meeting of the Geneva Lake Environmental Agency,
Thursday, June 20, 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.

June 20, 2024, at 5:00 pm.

Virtual Meeting Link

Join Zoom Meeting

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

Call Meeting of GLEA Board of Directors to Order – Chairperson or Vice Chairperson

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 May 16, 2024

2. Monthly Review Items:

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

Possible action on the following business

1. Human Resources/Board

- a) Citizen Representatives

2. Water Quality/AIS

- a) Mobile CD3 Unit
- b) City of Lake Geneva Lagoon Update
- c) USGS Stream Gauge
- d) Chapter 30 Ordinance Update
- e) City of Lake Geneva Riveria Dumpster Issue

3. Grants/ Projects/Equipment

- a) Macroinvertebrate Survey, Aquatic Plant PI, Nearshore Fisheries Survey
- b) Ideal Wake Enhancement
- 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
- e) Walworth County Lakes Association

5. Municipalities Updates and Reports

- a) City of Lake Geneva
- b) Town of Linn
- c) Village of Fontana

June 14,24

d) Village of Williams Bay

e) Town of Walworth

6. New/ Other business items

7. Next Meeting Date

a) August

Adjournment

Posted: June 14, 2024, at GLEA office and website <https://www.gleawi.org/>

Jacob Schmidt, Director, director@gleawi.org

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



Lake Geneva Business Improvement District
Board of Directors Meeting
Wednesday, June 5, 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 Murals in Motion
 - b. Music on Street Proposal Update
 - d. Main Street Accreditation Review Reminder – June 7; 11am
 - e. Beautification Update: Lights, Flowers, and new banner design review
 - f. Update on potential new events: Introduction to half marathon partnership for 2025
9. Comments from the Board of Directors
 - a. Director Spyro Condos on Hwy 50 re-pavement project
10. New Business:
 - a. Request to review new benches in downtown from Roger Wolff and Terrance Paisano.
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.