



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

**AVIAN COMMITTEE  
TUESDAY, MAY 13, 2025 - 6:00 PM  
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)**

**Members:**

President - Sarah McConnell; Members - Beverly Leonard, Jill Rodriguez, Karen Gallo, Victoria Ross, Kelley Happ, and Alderperson - JaNelle Powers

**AGENDA**

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes April 8, 2025
5. Annual Election of Officers
  - a. Chair
  - b. Secretary
6. Review of City Ordinances pertaining to the Avian Committee
7. Update from City Council
8. 2025 Financial Review and Budget Update
9. Birding Backpacks Project
10. Climate Change Topics/Updates
  - a. World Migratory Bird Day Final Plans
  - b. EV Chargers in Lake Geneva
11. Purple Martin House Update
12. Next Meeting Date & Time
13. Future Agenda Items
14. Adjournment

*A quorum of the Council may be present; however, no official Council action will be taken.  
Requests from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's  
office in advance so that the appropriate accommodations can be made.*

# **City of Lake Geneva Avian Committee Meeting Minutes**

**Tuesday, April 8, 2025 6:00 P.M.**

**City Council Conference Room 2A**

**1. Call to Order:** 6:00 PM by Sarah McConnell

**2. Roll Call. The following members were present:** Sarah McConnell, Jill Rodriguez, Kelley Happ, Karen Gallo, Victoria Ross, Beverly Leonard and Alderperson Cindy Yager.

**3. Approval of Avian Committee meeting minutes**

Rodriguez made a motion to approve the minutes from the March 11 meeting, seconded by Ross and passed.

**4. Visitors and Comments from the Public:**

Betty Volquardsen, our new member-to-be and Alderperson JaNelle Powers were in attendance.

**5. Update from City Council**

Yager updated the committee on the search for a new City Administrator and said the city is in negotiations with a good candidate. A very experienced new Building and Zoning Director has been hired and will be starting soon. The city will still need a code enforcement administrator.

She also said the job description for a new Parks Administrator has been approved at personnel and will move to FLR and then Council. They did add wording about a background in ecology or environmental sciences, as the Avian committee suggested. This new person will develop programs for the parks.

Yager also reported that Piers and Harbors have been working on the dam/dredging/replacing piers project. The dam needs to be dug out to the bottom for a full inspection, and there should be cost sharing with the Lake County Level Corporation and other municipalities for this project.

The city is also in the process of getting bids for creation and installation of a great new playground at Veterans Park.

She also advised that Alliant Energy will be at the April 28 Council meeting to discuss plans for expansion at their current site next to the Geneva Lake Museum. This could affect our Chimney Swifts.

**6. Budget Update and 2025 Financial Review:**

Our current financial status is good

**7. Bird City Application**

We earned High Flyer status!! Thanks to all the hard work of Ross, McConnell, and all who helped, we were able to complete the very complex application and have earned the high honor of High Flyer.

**8. Birdwatching Backpacks for the City of Lake Geneva**

Rodriguez is finalizing materials and will have 10 birdwatching backpacks ready to go for use in hotels and lodging in the area. She had commissioned Althea Salgada, a local graphic artist, to create a new logo and birding brochure. Letters describing the project and inviting participation went out to local hotels - several have already responded positively. We had discussed how hotels could check these free birding backpacks out to guests and suggested they put the value on the guest's room tab until the backpack is returned.

**9. Climate Change Topics and Updates**

- **World Migratory Bird Day Activities**

The date of Saturday, May 17 in the Smith Reading Room from 10:30 am to 12:30 pm at the library - Ross confirmed that we are all set to go. The speaker is Dr. Benjamin Zuckerberg, Ph.D., Dept. of Forest and Wildlife Ecology at the University of Wisconsin-Madison. His topic will be "Canaries in the Coal Mine: Birds and Climate Change". Rodriguez moved to authorize the Committee to spend \$500 for an honorarium. Happ seconded the motion and it passed. There will also be activities and snacks for children. Next step is good publicity.

- **EV Chargers**  
No new report.
- **Tuesday@2**  
Happ reported that the “Tuesday@ 2” program at the Geneva Lake Museum on April 1 was a great success with an estimate of 75 to 80 guests learning about bird migration. It was suggested we ask the Geneva Lake Museum if we can present birding topics in April every year.

#### **10. Purple Martin House Update**

Houses are open and we are waiting for the first of the Martins to arrive - Leonard expects them to arrive in mid-April.

#### **11. Next Meeting:**

The next Avian Committee meeting is on **Tuesday, May 13 at 6 pm in Conference Room 2 A**

#### **12. Future Agenda Items**

- Update from City Council
- Budget Update and 2025 Financial Review
- Birding Backpacks Project
- Climate Change Topics/Updates
  - World Migratory Bird Day final plans
  - EV Chargers in Lake Geneva
- Purple Martin House updates
- Other
- Next meeting Date and Time
- Future Agenda Items

#### **12: Adjournment:**

Rodriguez moved to adjourn, seconded by Ross and approved. Meeting adjourned at 6:25 p.m.

Respectfully submitted, 5/7/2025

Kelley Happ

**Sec. 2-234. Composition; appointment; term; vacancy; salary.**

- (a) Composition. There shall be seven members on the Avian (Bird) Committee, comprised of six citizens and one Alderman. **[Amended 11-12-2018 by Ord. No. 18-09]**
- (b) Appointment. The members shall be appointed by the Mayor and confirmed by the Common Council at the organization meeting each April.
- (c) Term. Citizen members shall serve two-year terms, except that for initial appointments, two citizen members shall serve one-year terms and two citizen members shall serve two-year terms. The citizen members' terms shall be staggered so as to have two members' terms expire annually.
- (d) Vacancy. Any vacancy shall be filled through the appointment procedure described above for the remaining term of the vacancy.
- (e) Salary. Members of the Avian Committee shall serve without compensation.

**Sec. 2-235. Meetings; conduct; duties.**

- (a) Meeting. The Committee shall meet a minimum of four times per year and shall fix its meeting dates and time at the beginning of each calendar year or as soon as practical. Additional meetings may be called by the Chairman or by action of the members at a duly called meeting. All meetings shall be held at the City Hall unless otherwise designated by the Chairman.
- (b) Rules of Order. The Chairperson shall call the meeting to order, shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with Robert's Rules of Order, unless otherwise provided by statute or by the rules stated herein.
- (c) Quorum. A majority of the membership of the Committee shall constitute a quorum for the transaction of business.
- (d) Organization. The members of the Avian Committee shall elect a Chairman from amongst its members. The Avian Committee may elect other officers necessary or appropriate to aid in the efficient running of the Committee. **[Amended 12-10-2012 by Ord. No. 12-23]**
- (e) Agenda. The Chairperson is responsible for the preparation of the agenda and shall provide a digital or electronic copy of such agenda to the City Clerk for posting and distribution to other Committee members and the public at least 48 hours prior to such meeting. Informational material for items identified on the agenda shall also be provided with the agenda when practical.
- (f) Committee action. Unless otherwise stated herein, the Avian Committee is advisory in its capacity and shall make recommendations to the City Council.
- (g) Submittal of minutes. The acting Secretary shall submit in a timely fashion a digital copy of the meeting minutes to the City Clerk for posting and distribution. If action by the City Council is desired, such action shall be so noted in the minutes.

(h) Duties. The Avian Committee shall:

(1) Make recommendations to the City Council:

- a. To plan and celebrate International Migratory Bird Day annually on the second Saturday of May.
- b. To monitor and implement minimum criteria to achieve annual certification as a "Bird City" community.
- c. To apply for Bird City status annually.
- d. To promote the City of Lake Geneva as a tourist destination for bird enthusiasts.

(2) Submit at least one bird-related article for the City website or media.

(3) Review annually all City ordinances and policies/procedures related to birds and recommend changes or updates to the Common Council.

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
<b>GENERAL FUND</b>						
<b>MISCELLANEOUS</b>						
<b>MISCELLANEOUS</b>						
11-70-00-47300	AVIAN DONATIONS	.00	.00	250.00	250.00	.00
Total MISCELLANEOUS:		.00	.00	250.00	250.00	.00
<b>MISCELLANEOUS</b>						
11-70-00-57800	AVIAN COMMITTEE EXPENSES	1,182.50	1,607.50	4,100.00	2,492.50	39.21
Total MISCELLANEOUS:		1,182.50	1,607.50	4,100.00	2,492.50	39.21
Net Total GENERAL FUND:		1,182.50-	1,607.50-	3,850.00-	2,242.50-	41.75
Net Grand Totals:		1,182.50-	1,607.50-	3,850.00-	2,242.50-	41.75

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>11-70-00-47300 AVIAN DONATIONS</b>					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	250.00-	Unearned	250.00
<b>11-70-00-57800 AVIAN COMMITTEE EXPENSES</b>					
		03/31/2025 (03/25) Balance	.00 *	.00 *	425.00
AP	728	ELAN FINANCIAL SERVICES	175.00		
		**Desc: BIRD CITY-APPLICATION/RENEWAL FEE			
AP	159	SCHLITZ AUDUBON NATURE CENTER	490.00		
		**Desc: SWIFT NIGHT OUT			
AP	20	COPIES & PRINTS PLUS LLC	17.50		
		**Desc: COPIES- SINGLE SIDED / DOUBLE SIDED			
AP	436	ZUCKERBERG, BENJAMIN	500.00		
		**Desc: HONORARIUM FOR MIGRATORY BIRD DAY SPEAKER			
		04/30/2025 (04/25) Period Totals and Balance	1,182.50 *	.00 *	1,607.50
YTD Encumbrance	.00	YTD Actual	1,607.50	Total	1,607.50
		YTD Budget	4,100.00	Unexpended	2,492.50
<b>11-70-00-57810 AVIAN COMMITTEE DONATION EXP</b>					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Number of transactions: 4	Number of accounts: 3	Debit	Credit	Proof
Grand Totals:		1,182.50	.00	1,182.50

Report Criteria:

Actual amounts

All accounts

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