

**GENEVA LAKE ENVIRONMENTAL AGENCY (GLEA)
WILLIAMS BAY, WISCONSIN**
**The monthly business meeting of the GLEA will be held at the Agency's office.
105 N Elkhorn Rd., Williams Bay, WI 53191**

Thursday, January 18, 2024, at 6:30 pm.

Minutes

GLEA Board of Directors Meeting was called to order at 6:30 pm, Thursday January 18, 2024, by Chair P. Kenny.

Roll Call

Members/ Staff Present: P. Kenny (F), C. McAdam (L), R. Umans & L. Lundberg (WB), J. Schmidt (Director), A. Townsend (Admin. Asst.), T. Jochman (Attorney).

Guest Present: M.J. Fesenmaier (LG Alderman), D. Malmin (Citizen).

Members and Staff Absent: R. Pappas (F), T. Dunn & T. O'Neill (LG), J. Weiss (L), A. Rasch (W).

General Business:

Public Comments

No public comments.

1. **Motion by R. Umans to approve November 16, 2023 minutes with revisions to agenda item 2. Budget. Seconded by L. Lundberg. CU.**
2. **Motion by R. Umans to approve November 22, 2023 and December 13, 2023 special meeting minutes. Seconded by C. McAdam. CU**
3. **Monthly Review Items:**
 - a. **Motion to approve November and December 2023 Income Statement by R. Umans. Seconded by C. McAdam. CU.**
 - b. **Motion to approve November and December 2023 Balance Sheet by R. Umans. Seconded by C. McAdam. CU.**
 - c. Bookkeeper's November and December 2023 Disbursement Report was made available for review.
 - d. Bookkeeper's November and December 2023 Donation Report was made available for review.
 - e. Action on Staff Report:
Director's report for November - December 2023 was reviewed.

Possible action on the following business.

1. Office

- a) **Office cleaning**
Office will be cleaned once a month. To be listed under office expense.
- b) **Fire and First Aid**
Check with local company.
- c) **Snow Removal**
A. Rasch is doing the snow removal. We will be charged per visit.
- d) **Security System**
Look into options and pricing.
- e) **Internet/phones**
Having network issues but we hope to get it resolved quickly.
- f) **Letterhead and Envelopes**
Sass Graphix is working on formatting our new letterhead and envelope design.

2. Funding and Strategic Plan

- a) **Strategic Plan**
 - 1) **Mission Statement**
Keep the same mission statement.
- b) **Forming a 501 © 3 Entity**
Move to February Board meeting.
- c) **Legacy Gift Giving**
Move to February Board meeting.
- d) **Taxing Authority**
Move to February Board meeting.

3. Water Quality/AIS

- a) **Current State of Lake**
GLEA will continue beach testing.

b) **Big Foot Creek Management Recommendations**

The GLEA needs to let all the municipalities know about the recommendations from the study. Look into making a presentation at the municipal board meetings.

c) **Mobile CD3 Unit**

The CD3 unit has been moved to Linn until March. The GLC still owns it.

d) **Local AIS Ordinances Chapter 30 - Update**

The ordinance has passed in Fontana, Lake Geneva, and Williams Bay. The Town of Linn is working on getting this passed. Training will be held at the GLEA office. Delavan would like to join in on the training.

4. **Grants/Projects/Equipment**

a) **Clean Boats Clean Waters Cost Share**

All of the municipalities have all agreed to cost-share clean boats and clean waters program.

b) **Request for Proposals – Macro invertebrate Survey, Aquatic Plant PI Survey**

Received two letters of intent for bids.

c) **DNR Surface Water Grant – Wake Enhancement**

Director discussed the DNR Surface Water Grant for the Wake Enhancement Project.

d) **Fontana Drone Club**

The Fontana Drone Club will be helping us document Ice Coverage on Geneva Lake, and they will be actively involved in the Surface Water Project.

5. **Marketing/Fundraising/Events/Conferences**

a) **Signage**

Check on the sign ordinances. Would get signs in 4 weeks. **Motion by R. Umans to purchase signs from Sass Graphix and we install. Seconded by C. McAdam. CU.**

b) **Website**

No updates.

c) **Social Media**

No updates.

d) **Ice On Contest**

Contest entries ended December 22, 2023.

e) **Newsletter**

With the move we are behind.

f) **Wisconsin Lakes Convention**

Convention runs from April 10 thru April 12, 2024. Hotel has been booked.

6. **Human Resources**

a) **Staffing**

A. Wisnionski will be staying on as a per project basis. Discuss with A. Wisnionski the possibility of working for us this summer.

b) **Review Open Records Request Policy**

Motion by P. Kenny to adopt the Open Records Request Policy. Seconded by R. Umans. CU.

c) **Staff Time Off Request**

Director requested time off in June, 2024.

7. **Municipalities Updates and Reports**

a) City of Lake Geneva –no updates

b) Town of Linn – no updates.

c) Village of Fontana – working on Bigfoot easement.

d) Village of Williams Bay

1. George Williams College of Aurora University- Entered into a contract to be sold pending conditions.

2. Women’s Leadership Center – easements

e) Town of Walworth-no updates.

8. **New/ Other business items**

None.

9. **Next Meeting Date**

a) February 15th, 2024.

Motion to adjourn at 8:22 p.m. by P. Kenny. Seconded by R. Umans. CU.

Dated January 24, 2024. Upon approval, posted at the GLEA office and website <https://www.gleawi.org/>. These minutes were recorded and transcribed by J. Schmidt, Director. A. Townsend, Admin. Asst.

APPROVED 02/15/2024.