



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

**HILLMOOR COMMISSION AGENDA
THURSDAY, AUGUST 21, 2025 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

Mayor Todd Krause, Alderperson Cindy Yager, Consultant Michael Krajovic; Members - Mark Davids, Kenneth Etten, Dan Getzen, Larry Happ, Paula Porbucan, Peggy Schneider and Lowell Thompson.

1. Call to Order
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 July 24, 2025
5. Update regarding HWY 50 and other improvements – Handicap accessible gates, paved path, foot bridges, and new paths in Zones 4 and 5 – Mayor Krause and Michael Krajovic
6. Update regarding City issuing an RFP (Request for Proposals) for developing a master architectural/landscaping conceptual plan for Zone 1 – Mayor Krause and Michael Krajovic
7. Review/Recommendation regarding an RFP for developing an ecological restoration plan – Paula Porubcan and Michael Krajovic
8. Discussion regarding creating a birding destination and offering geocaching at Hillmoor – Mark Davids and Michael Krajovic
9. Discussion/Recommendation requesting City Council to determine estimated land cost for potentially selling land to nonprofit organizations interested in constructing new facilities within Zone 5 of the Hillmoor park project – Mayor Krause and Michael Krajovic
10. Review/Recommendation regarding Historic Commission sign location near Haskins St.- Ken Etten and Michael Krajovic
11. Discussion regarding increasing Hillmoor Newsletter readers – Lowell Thompson and Michael Krajovic
12. Discussion regarding Hillmoor budget for 2026 - Mayor Krause and Michael Krajovic
 - a. Relocation of Dog Park
 - b. Relocation of Disc Golf Tee and Holes
 - c. Completion of Main Trail Loop on East Side of Zone 1

- d.** Picnic Tables and Park Benches
 - e.** Ecological Restoration Plan Implementation
 - f.** Conceptual Park Planning Services for Zones 2-5
 - g.** Additional Landscaping for Zone 1
 - h.** Picnic Pavilion(s)
 - i.** Extension of Utilities to Picnic Pavilion(s)
 - j.** Consulting Support Services for Hillmoor Commission
- 13.** Future Agenda Items
- 14.** Next Meeting Date & Time: Thursday, September 11th at 6pm
- 15.** 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.*

**HILLMOOR COMMISSION MINUTES
THURSDAY, July 24, 2025 - 6:00 PM**

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Mark Davids, Kenneth Etten, Dan Getzen, Larry Happ, Paula Porubcan, Peggy Schneider, Lowell Thompson, Mayor Todd Krause, Alderperson Cindy Yager and Consultant Michael Krajovic

Call to Order by Mayor Krause at 6:00 pm.

Roll Call

Present: Mayor Krause, Alderperson Cindy Yager (via zoom), Consultant Michael Krajovic, Kenneth Etten, Larry Happ, Lowell Thompson, Paula Porubcan, Peggy Schneider, and Mark Davids.
Excused/Absent: Dan Getzen was excused.

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. Jake Johnson, Joe Zimmer, Peg Esposito, Joel Hoiland, and Ross Magnusen spoke during the public comment period.

Approve the Minutes of June 12, 2025. On a motion by Paula Porubcan and second by Mark Davids the minutes from the meeting of June 12, 2025 were unanimously approved.

Update/Recommendation regarding HWY 50 and other improvements – handicap accessible gates, foot bridges, and new paths in Hillmoor Zones 4 And 5. Mayor Krause reported that Public Works will continue to clear the HWY 50 frontage on the east side of the property in the coming weeks. Michael Krajovic presented three projects that included installing a new gate at the entrance off of HWY 50, installing a similar gate off of Haskins St., and replacing the collapsed cart bridge near HWY 50. He estimated the cost to approximately \$3,000 per project. The funds would be used by the Public Works Department to purchase the necessary materials to complete each project. The funds would come out of the Hillmoor Project budget for this year. The Commission members approved to allocate approximately \$9,000 to help complete the three projects. Krajovic also gave an update on the proposed new paths to be cut by Public Works in Zones 4 and 5. He said that Public Works would most likely not be able to make the new grass trails until later in the fall.

Discussion/Recommendation regarding preparing an RFP (Request for Proposal) for an ecological restoration plan for the Hillmoor property. Paula Porubcan briefly reviewed the importance of restoring the Hillmoor property’s ecosystems beginning with developing a restoration plan for the Hillmoor property as presented during the Hillmoor Commission’s June 12 th meeting. Krajovic estimated the cost to develop a plan to be somewhere between \$10,000 and \$20,000 depending upon the level of detail provided. After a brief discussion, on a motion by Mark Edwards and second by Lowell Thompson the Commission unanimously authorized Krajovic to draft an RFP for selecting a firm to develop a restoration plan for the entire Hillmoor property.

Review/Discussion regarding the RFP (Request for Proposal) for developing a master architectural/landscaping plan for Zone 1 of Hillmoor. Various Commission members provided input to Krajovic on the draft RFP.

Discussion/Recommendation regarding projects and amenities to be included in Hillmoor Zone 1 conceptual planning. Michael Krajovic gave an overview of the project evaluation process and criteria the Commission members were using to evaluate projects for inclusion in the conceptual planning phase for Zone 1- the White River Corridor as part of the Knowles-Nelson grant project. He outlined a recommended course of action for the Commission members to approve or not approve different potential projects and amenities. He suggested that items related to plants and ecological restoration be grouped into one motion and that general improvements and activities be grouped into another motion before proceeding to vote on individual project ideas for Zone 1.

On a motion by Ken Etten and seconded by Mark Davids, the Hillmoor Commission, as part of an overall ecological restoration plan for the entire Hillmoor property, approves the planting of native plant species, plant diversification, landscaping enhancements, riverbank and riverbed improvements to be considered in the conceptual planning phase of Zone 1. The motion passed unanimously.

On a motion by Paula Porubcan and seconded by Lowell Thompson, the Hillmoor Commission approves including the joint walking and biking paved paths, paved connector trails, hiking trails, cross country ski trails, and fishing as approved in the Knowles-Nelson grant in the conceptual planning phase of Zone 1. The motion passed unanimously.

Krajovic stated that after considering public input and project evaluations, the Commission members were ready to make individual project recommendations. He mentioned that projects or amenities included in the conceptual planning phase of Zone 1 does not automatically guarantee that the project/amenity will be included in the final master plan for the property. He also stated that a project would not advance to the conceptual planning phase and would be put on hold or set aside for consideration in another zone if no one made a motion for approval of the project or a motion is made but fails to gain a majority of votes for approval.

Mayor Krause then asked for motions on the list of potential projects already considered suitable for Zone 1.

- On a motion by Lowell Thompson and seconded by Paula Porubcan the Hillmoor Commission approved including an amphitheater/bandshell in the conceptual planning phase of Zone 1. The motion passed unanimously.
- There was discussion that the Bocci ball courts near Curtis St. are rarely being used. No one made a motion to approve a Bocci ball court. The project was placed on hold at this time.
- There was discussion about the level of use a garden would receive. No one made a motion to approve a Community Garden. The project was placed on hold at this time.
- No one made a motion to approve a Croquet court. The project was placed on hold at this time.
- On a motion by Larry Happ and seconded by Paula Porubcan the Hillmoor Commission approved including a modified disc golf course in the conceptual planning phase of Zone 1. The motion passed unanimously.
- On a motion by Lowell Thompson and seconded by Mark Edwards the Hillmoor Commission approved including a dog park and possibly divided to provide separate areas for large and small dogs in the conceptual planning phase of Zone 1. The motion passed unanimously.
- There was discussion that a privately owned mini-golf course is located on Wells St. No one made a motion to approve a mini golf course. The project was placed on hold at this time.

- On a motion by Mark Edwards and seconded by Ken Etten the Hillmoor Commission approved including an additional parking areas in the conceptual planning phase of Zone 1. The motion passed unanimously.
- On a motion by Paula Porubcan and seconded by Mark Davids the Hillmoor Commission approved including park benches in the conceptual planning phase of Zone 1. The motion passed unanimously.
- There was discussion that the City's Park Commission had recently decided to turn the two nearby tennis courts into pickle ball courts. No one made a motion to approve Pickle Ball courts. The project was placed on hold at this time.
- On a motion by Peggy Schneider and seconded by Paula Porubcan the Hillmoor Commission approved including picnic pavilions in the conceptual planning phase of Zone 1. The motion passed unanimously.
- On a motion by Lowell Thompson and seconded by Mark Davids the Hillmoor Commission approved including picnic tables in the conceptual planning phase of Zone 1. The motion passed unanimously.
- On a motion by Paula Porubcan and seconded by Mark Davids the Hillmoor Commission approved including park benches in the conceptual planning phase of Zone 1. The motion passed unanimously.
- There was discussion about the idea of combining a splash pad with an adjacent playground. On a motion by Lowell Thompson and seconded by Peggy Schneider the Hillmoor Commission approved including both a splash pad and playground to be located near each other in the conceptual planning phase of Zone 1. The motion passed unanimously.
- There was discussion that the existing court in Veterans Park is rarely used. No one made a motion to approve a Sand Volleyball court. The project was placed on hold at this time.
- On a motion by and seconded by Paula Porubcan the Hillmoor Commission approved including signage in the conceptual planning phase of Zone 1. The motion passed unanimously.
- On a motion by Mark Davids and seconded by Lowell Thompson the Hillmoor Commission approved including a sledding hill near the north end of the property in the conceptual planning phase of Zone 1. The motion passed unanimously.
- On a motion by Paula Porubcan and seconded by Lowell Thompson the Hillmoor Commission approved including additional restroom facilities (could be part of picnic pavilions) in the conceptual planning phase of Zone 1. The motion passed unanimously.
- On a motion by Lowell Thompson and seconded by Peggy Schneider the Hillmoor Commission approved including solar panels where possible on roof tops of new structures such as picnic pavilions in the conceptual planning phase of Zone 1. The motion passed unanimously.

Future Agenda Items. Mark Davids suggested having a discussion about offering Geocaching on the property and getting the property designated as a birding destination. The Mayor agreed to discuss at a future meeting.

Future Meetings. The next Hillmoor Commission meeting is scheduled for 6:00 pm, Thursday, August 14th at City Hall. (Note: Meeting date was later moved to Thursday, August 21st at 6:00 pm)

Adjournment - Motion by mark Davids and second by Lowell Thompson. Voice vote, approved, motion carried. Adjourned at approximately 7:45 pm.

REQUEST FOR PROPOSALS (RFP) FOR:
Hillmoor Ecological Restoration Plan RFP 2025



Issued by:

City of Lake Geneva, Wisconsin

August ???, 2025

The City of Lake Geneva is seeking professional Ecological Restoration Services for its Hillmoor park project.

Proposals Must Be Submitted by:

12:00 PM

September ??, 2025

City of Lake Geneva
626 Geneva Street
Lake Geneva, Wisconsin 53147
Phone 262-248-3673 / Fax 262-248-4715

www.cityoflakegeneva.gov

Hillmoor Ecological Restoration Plan RFP 2025

INTRODUCTION:

The City of Lake Geneva, Wisconsin is seeking professional services to develop an ecological restoration plan for its Hillmoor park project. The plan is needed for the approximate 230 acres that make up the Hillmoor property. This RFP outlines the City's requirements for working on this project and seeks qualified individuals and/or firms to submit proposals detailing their qualifications, capabilities, and experience to assist the City in achieving its goal of creating a restoration plan that is supported by the public by June 15th of 2026. A copy of the Hillmoor Commission's mission and the City's Vision and Major Objectives for the Hillmoor project are included in the Appendix.

BACKGROUND:

The City of Lake Geneva is located in southeastern Wisconsin. Its population is approaching 9000 residents and is surrounded by thousands of other residents living in adjacent communities who also consider Lake Geneva their home. Lake Geneva is the largest community on Geneva Lake, which contains over eight (8) square miles of high-quality water for outdoor recreation, which makes Lake Geneva a nationally recognized tourist destination. The City's population swells in the summer vacation season, often overcrowding the City's existing parks. The Hillmoor park project is intended for use primarily by City residents, though once fully opened and beautifully designed, guests and visitors will want to experience it as well.

The White River begins as it flows north out of Geneva Lake through the City and into two existing City parks - Flat Iron Park and Donian Park - before flowing into the Hillmoor property. The City acquired 189 acres of the Hillmoor property in late 2022 for the primary purpose of preserving green space within the City, adding to the 30 plus acres of adjacent park land it already owned. A map showing the border of the entire property is shown in the Appendix. A listing of individual tax land parcels that make up the Hillmoor property is also included in the Appendix.

About half of the property was used as a golf course until it closed in 2007. The property has remained vacant since then except for the area along the White River in Zone 1 which has been used for an 18 hole disc golf course and a dog park. Old golf cart paths still exist on parts of the property and are used for walking by some residents, but the property is largely unused by the residents of the City.

In 2023, the City began investigating potential uses and improvements for the entire 230 acre Hillmoor property by forming a temporary Ad Hoc Committee. The City's Vision and Major Objectives for the property are included in the Appendix along with various quality of life factors and the Hillmoor Commission's mission.

More recently, in February of 2025 the City formed a new Hillmoor Commission, chaired by the Mayor, supported by a part time consultant, to begin moving forward with the formal planning of the property. The selected consultant/firm will work with the Commission to develop the ecological restoration plan. The Commission is a formal recommending body for City Council.

To facilitate the planning process, the Commission divided the property into five (5) different Land Use Zones based on their unique characteristics and value. Zone 1 – The White River Corridor, Zone 2 – the Wetland Area, Zone 3 – The Forested Area, Zone 4 – The Gateway Area, and Zone 5 – The Potential Building Area. Each Zone has different potential uses and/or ecological features. A map of the five (5) zones is included in the Appendix.

Zone 2a, located to the north of Zone 2, is a commercial site owned by the City of Lake Geneva and is only to be included in this restoration plan to the extent of identifying and recommending removal of invasive species located at the southern side of the parcels. Most of the property is mowed grass and will not be part of this restoration plan since it will most likely be used for commercial development.

Zone 5 is ecologically similar to Zone 4, but is specified as a separate zone due to its location making it favorable for potential future building sites.

Currently in 2025, SEWRPC (Southeastern Wisconsin Regional Planning Commission) is conducting a botanical and invasive species assessment and a rare species survey for the entire property that should be completed by late fall 2025. Invasive plant species have overrun many parts of the property except for Zone 1 that consists mostly of mowed grassy fields that make up a disc golf course.

In addition to the SEWRPC study, the Hillmoor Commission is currently working on developing a master conceptual architectural plan for Zone 1 which has limited invasive plant species infiltration. The architectural plan, which is expected to be completed by the end of the first quarter of next year, will involve the design and layout of Zone 1 of the park including amenities such as picnic pavilions and new paved paths. The conceptual planning of Zone 1 will also involve setting landscaping planting standards that include strategies for using soil appropriate native plant species, plant and habitat diversification, improving on site water retention, climate resiliency, insect and disease resistance, and improving seasonal color. The restoration ecological restoration plan for the entire Hillmoor property described in this RFP will involve incorporating similar strategies.

SCOPE OF WORK

Hillmoor Ecological Restoration Plan

PRIMARY GOAL

A Primary Goal of the restoration plan is to improve the quality of terrestrial habitat on the Hillmoor property which will support a more diverse population of wildlife. The goal is to improve the ecology in each of the five (5) Land Use Zones – the oak forest area in Zone 3, the wetland area in Zone 2, the shrubland and upland/grassland areas in Zones 4 & 5. Due to their similarity, Zones 4 & 5 can be combined for restoration planning purposes, though their implementation priority level may be different, especially for new plantings if development is to occur in Zone 5.

While Zone 1 is mainly mowed grass, developing a riverbed and riverbank ecological restoration plan for the White River in Zone 1 is to be included as part of the overall restoration plan for the property. In some cases, part of the riverbank improvements may involve improving access to the river where needed to support recreational activities, which will be determined through the architectural conceptual planning process for Zone 1 previously mentioned.

REQUIRED RESTORATION PLAN COMPONENTS

Please provide an estimated cost to complete the work described in each of the sections 'a' through 'e' below.

a) Assessing the Property

Past uses of the property may impact the restoration plan and should be part of the assessment of the property. Historically, much of the property was used as a public golf course for nearly 100 years until the course closed in 2007. The tree lines of old fairways can be seen on the property especially in Zones 4 & 5, though much of the course is now heavily overgrown and infiltrated with invasives. The White River was channelized in Zone 1 during the layout of the golf course. Other parts of the property, including some flood plain areas, were used for agricultural. Sections along the White River were dammed for powering water wheels and recreation.

The Scope of Work is to include:

- Developing a detailed map of an appropriate size that shows the location of each invasive plant community/species considered ecologically significant within each Zone. Significant is defined as being large enough and pervasive enough to have harmed habitat diversity and require

removal. Some of the invasive plant species that have been identified on the property include buckthorn, honey suckle, black alder, phragmites, reed canary grass, black locust, multiflora rose, yellow Iris and garlic mustard. If necessary to properly convey the desired information, provide a separate map for each individual zone.

- Creating a supporting document for the map of invasives in the form of a table listing all significant or impactful invasive species that are present in each of the 5 Land Use Zones. As previously mentioned, Zones 4 & 5 can be treated as one Zone due to their ecological similarity.
- Providing an estimate of abundance of each species in the terms of acreage and relative percent of cover in each Zone should be provided where practical and useful to quantify the extent of saturation.
- The assessment of the property should also include an inventory and evaluation of the health of existing preferred plant species. Some older trees are near the end of their expected lifespan. In cases where younger preferred species are located among invasives, they should be marked before removing invasives to protect them from accidental removal.
- Providing photographic documentation of invasives that can be used to show the City, potential donors, and grant makers the extent of ecological degradation. They will also be used to show “before and after” photos to document progress.
- It is understood that the 5 Land Use Zones being used by the City most likely will not accurately represent all uniquely identifiable ecological zones on the property. The 5 Land Use Zones may include multiple sub zones to more accurately define floral habitat. These subzones may also overlap between the 5 Land Use Zones.

b) Recommending Treatments for Removing Invasive Plants

Broadcast spraying, burning, spot spraying, cutting, girdling, and other removal methods are expected to be needed in specific areas.

The Scope of Work is to include:

- A table listing the recommended mechanical and chemical means for removing each invasive species identified in specific sections of each Zone. For example, indicated where forest mowing and broadcast spraying is recommended for removing dense populations of woody invasive shrubs such as buckthorn or honeysuckle, and where brush cutting smaller populations followed by spot-spraying or other means of direct application would be recommended.
- A list of recommended chemicals, concentrations, and instructions for application, for each invasive species that is to be removed. Also include the recommended best/seasonal time periods for application to maximize removal effectiveness. Note: The White River flowing out of Geneva Lake is of high water quality. The City’s drinking water comes from underground aquifers connected to the hydrological system of the Lake and river. The City wishes to

minimize the use of herbicides wherever possible to minimize any negative impacts on the environment and water quality.

- Recommendations for both short-term control methods and long-term vegetation management requirements for each Zone.
- Where practical and useful, recommend on site uses for brush and trees that have been cut which can be intentionally placed to enhance animal habitat.
- Providing the expected time frame and necessary long-term commitments to achieve implementation success assuming that all the necessary resources are available for successful implement of the restoration plan.
- The expected annual work required for maintaining the sections of property (for example – controlled burns) once most of the invasive species are removed and new planting have taken hold.
- The estimated cost for removal of invasives species and the estimated percent % removal goal (for example – 100% or 95% eradication)
- An assessment of the extent of overgrazing on the property by deer, any wildlife threats to the restoration effort, and recommended methods to mitigate potential damage, especially for new plantings.
- Identifying any concerns requiring the avoidance of disturbances during primary nesting periods.

c) Recommending New Plantings

The Scope of Work is to include:

- Developing an appropriately sized detailed map showing the location of plantings of native and preferred plant species (those that enhance floral diversity and improve climate resiliency) to replace the invasive species on the property. Planting instructions such as spacing, locations and density should be provided for each specific tree species. If necessary to properly convey the desired information, provide a separate map for each individual Zone.
- Recommending new plantings based on soil types. Soil maps are available through USDA's National Resources Conservation Services. Some field testing of soil will most likely be required to verify soil types especially in areas where extensive earth moving may have occurred such as during construction of the former golf course.
- Recommending seed mixes with listing of all types of plant seeds that are included in the mix. Provide planting instructions for each seed mix. Include a list of vendors that sell the recommended seed mixes.
- Recommend any new planting technologies or soil nutrients that would improve success rate of plant survival.

d) Recommending Implementation Strategies

The Scope of Work is to include:

- Developing individual implementation plans for each of the five (5) Land Use Zones broken into the three main stages: 1) Removal of invasive species. 2) Planting of new plants and seeds, and 3) Long-term recommendations for ecological maintenance.
- Providing recommended priorities for restoration efforts indicating the best locations to start. Based on current observations, information, and understandings, Zone 4 and parts of Zone 5 are considered higher priority based on their visible location and rapid infiltration of growing invasives. Zone 3 – the forested area would also be considered a high priority.
- Developing three different implementation strategies for the property based on three different levels of available funding. The three different levels of funding to be used are \$50,000 per year, \$100,000 per year, and \$200,000 per year. It is important that the City is able to understand what can be accomplished based on the amount funding available for implementation. (Note: Funding for implementation of the restoration plan will be dependent upon future annual appropriations determined by the City.)
- Working with the City to develop an implementation plan based on the City's expected annual resource capacity needed to complete the work.
- Providing an hourly rate for follow-up visits, for additional consultation and updates, and for performing onsite oversight and assessment during implementation of the restoration plan.
- Please provide an estimated schedule and an approximate amount of time that will be needed for proper oversight during implementation stage of the restoration process.
- The City Public Works Department may be involved in helping with the implementation plan. If they are, the selected consultant/firm will be expected to help guide their involvement in the restoration project.

e) Evaluating Levels of Success

The Scope of Work includes developing metrics the City could use to measure the success of its restoration efforts. Success of the restoration effort will be evaluated based on:

1. the extent to which invasive species are removed,
2. the amount of land area that has been seeded and/or planted with preferred and native plant species,
3. the number and types of new trees and plant species that have been planted,
4. the types and areas of new or original floral habitat that are established over time (such as oak forest/savanna or prairie,
5. the increase in biodiversity including the attraction of new animal species,
6. the improvement of water absorption and soil health, and
7. the improvement in ecological climate resiliency and disease/insect resistance through native plantings and plant diversification.

8. Other criteria - recommending other metrics that should be considered to measure success

f) Integrating Volunteer Support

The plan is to include a recommendation for how and when to use volunteers where possible and practical to help with the restoration effort. Lake Geneva’s current Hillmoor focused volunteer group – the Friends of Hillmoor – is interested in helping to restore the property and have already assisted with trail clearing. Currently a few members are in the process of becoming Wisconsin DNR certified to apply herbicides. They plan to assist in areas where targeted restoration efforts are needed such as where cut and stump application would be recommended for the removal of invasive plant species.

g) Recommending Resources

The plan is to include a list of private and public (both state and federal) potential grant opportunities and other support programs that this restoration project would be eligible for and that City could apply for to help with the implementation of the plan.

As mentioned above, the plan is to include a list of qualified contractors located in the southern Wisconsin – northern Illinois region, organized by area of expertise, that can provide the specialized services needed to implement all parts of this plan.

As also stated, provide a list of vendors and/or nurseries in the region who can provide the seeds and plants specified for the plantings in each Zone of the property.

TBD - HILLMOOR ECOLOGICAL RESTORATION PLAN PROJECT SCHEDULE – TIMELINE

The table below lists the estimated time schedule for project milestones.

Activity or Milestone	Approximate Date
Issue of RFP	August 29, 2025
Deadline for Questions	September 12, 2025
Answers to Questions Distributed	September 19, 2025
Deadline for Submitting Proposals	September 26, 2025
Staff and H. Commission Review of Proposals	Early October
Interviews of Finalists (if needed)	Early to Mid October
City Approval of Contract on or before	October 13, 2025
Meeting with Hillmoor Commission	November 13, 2026
Presentation of Preliminary Findings to Hillmoor Commission	February 12, 2026
Public Input Meeting on Restoration Plan	???
Presentation of Final Plan to Hillmoor Commission	June 11, 2026

Note: The City reserves the right to extend the deadline for submitting proposals and to make changes such as clarifications or corrections to the RFP at any time before the RFP submission deadline. The City also reserves the right to modify the estimated timelines to complete the project.

LICENSES and CERTIFICATIONS

Each person, team, firm, or organization submitting proposals must possess all the necessary federal, state, and local licenses as required by law to perform the work described in this RFP and be willing to furnish proof of such upon request by the City.

FEDERAL, STATE, and LOCAL LAWS, REGULATIONS, and ORDINANCES

Submitters/proposers agree to follow all current, pending, and future federal, state, and local laws, regulations, and ordinances relevant to completing the Scope of Work included in this RFP. Failure to do so would be considered a breach of contract.

CONFLICTS OF INTEREST

Submitters/proposers certify that to the best of their knowledge that no employee of the City or City officials involved or affected by this RFP, has an interest in the Submitters'/Proposers' business, and that no person associated with the Submitter/Proposer has an interest that would conflict with the performance of a contract with the City.

EVALUATION CRITERIA, PROCESS, and CONDITIONS

The proposals submitted will be reviewed by members of City staff, members of the Hillmoor Commission and members of City Council and its representatives, hereinafter referred to as the "City".

Proposals will be reviewed and evaluated based on the following criteria:

- Compliance to submission requirements of the RFP.
- Thoroughness of proposal.
 - Quality of responses.
 - Ability to meet timeline.
 - Experience in developing comprehensive ecological restoration plans involving different ecological habitats.
 - Relevant ecological restoration experience including the removal of invasive plant species, native plant restoration, current plant diversification strategies, climate resiliency, hydrological issues.
 - Quality of references.
 - Total cost of services to complete Scope of Work

The City reserves the right to investigate as it deems necessary to verify all qualifications and/or information that is submitted as part of an RFP. The City also reserves the right to reject any and all proposals at its sole discretion.

As part of the selection process, the City reserves the right to contact or interview none, some, or all of the organizations/firms that submitted acceptable proposals. The City reserves the right to negotiate the terms of a contract with the selected organization/firm prior to entering into a contract. If negotiations do not lead to a mutually agreed-to-contract, the City may proceed to negotiate with the firm with the next best proposal. After completing the selection process the recommendation will be submitted to City Council for formal approval.

All of the information or materials submitted by proposers will be considered public City property. The City retains the right to discard or retain all of the proposals as submitted and use any idea in any proposal regardless of whether the proposal was selected or rejected.

SUBMITTAL REQUIREMENTS

Each proposal must provide the minimum amount of information listed below in order to be considered eligible for the selection process.

Cover Letter

- Statement of Interest
- Name, address, phone, and email of main contact person.
- Statement certifying that the information submitted is true and complete to the best knowledge of the individual signing the cover letter.
- Signature of an authorized principal or partner of the submitting organization/firm.

Organizational Overview

- General background information on your organization. Web address.

Project Team

- A list of personnel that will be working on this project.
- A description of each person's role and responsibilities in the project.
- A resume of each person on the project team.
- A list of any subcontractors that might be involved in the project along with their qualifications, experience, and expected role in the project.

Past Experience and References

- Describe your organization's experience working on similar projects to develop multi-faceted ecological restoration plans for similar size properties.
- Provide examples of past completed projects including images of or links to any similar conceptual plans.

- Provide references for two or more similar projects that your organization worked on. Include any web links to plans or information that are available online that would be helpful in the evaluation of your organization.

Innovative Approach

- Describe your organization's approach to accomplishing this RFP's Scope of Work within your proposed cost structure which you believe are innovative for developing the best restoration plan for this specific piece of property.
- Assuming global temperatures will continue to rise, how will your firm develop planting strategies that are climate resilient?
- Provide any additional information that you feel the City should consider when deciding what firm/organization should be selected to do this work.

Cost Proposal

- A detailed breakdown of fees to be charged to accomplish the work outlined in the Project Scope. The total cost for all services to be provided must include a not-to-exceed maximum price. The hourly charge rates/fees for members of the project team upon which the total project cost is based should be included.

Oral Presentations

- Some proposers may be selected to make an oral presentation of their proposal if requested by the City. The presentation may be in person or by conference call. Failure to make such presentation to the City may result in the rejection of the proposal.

SUBMITTAL PROCEDURES

All proposals that are submitted must be signed by an authorized representative of the lead, responsible organization/firm. The City reserves the right to reject any proposals that are incomplete or that contain omissions, alterations, or irregularities of any type.

The submission of a proposal automatically infers acceptance of all conditions in this RFP by the submitter/proposer.

All proposals must be submitted to and received by the City no later than Noon CST on Friday, September 2025.

All proposals should include fourteen (14) paper copies, and one electronic PDF copy that is on a flash drive or is emailed directly to the City at the address below. The proposals should be sealed in one envelope and marked with the title – "Hillmoor Planning RFP 2025".

The proposal should be shipped either by the US Postal Service, Federal Express, or United Parcel Service, or it can be hand delivered in person at City Hall, to:

Mr. David De Angelis, City Administrator
Hillmoor Planning RFP 2025
City of Lake Geneva
Lake Geneva, WI
53147

QUESTIONS and RFP ADDENDUMS

Any changes to the RFP will be posted as addendums per the RFP posting process and schedule. Questions about the RFP or the RFP process will be accepted until Noon CST on October 10, 2025. Questions must be made in writing via email directly to the City Administrator, Dave D'Angelis, at cityadmin@cityoflakegeneva.gov . No questions will be discussed or answered in person or by telephone. Questions that are received will be posted on the City's website along with the answers for public viewing.

???? questions to Dave W.????

GENERAL TERMS and CONDITIONS

Proposals that are received are considered as offers. No proposals or materials will be returned to the proposer or submitting organization/firm.

The decision to accept or reject a proposal according to the evaluation criteria of this RFP is a reflection of the City's interpretation of the capability and expertise of the organization/firm submitting the proposal. The solicitation or offering of this RFP does not obligate the City to pay any cost incurred by any individual or organization/firm associated with preparing or submitting a proposal.

Any proposer may withdraw their proposal either personally or by written request at any time before the submittal deadline. No proposal may be withdrawn sixty (60) days after the date set for opening proposals. All submissions will be considered acceptable during this time period.

The City reserves its right to accept the proposal which it determines through its own judgment is in the best and most favorable interest of the City and for the common good of its residents. The City reserves the right to reject the proposal with the lowest cost to the City. The City reserves the right to accept any item or any proposal, as well as the right to reject any or all proposals. While the City also reserves the right to waive irregularities and informalities in the RFP process or in any submitted proposal, no organization or firm submitting a proposal should anticipate that such waivers will be granted. The granting of any waiver should not be considered a waiver of any future similar informality.

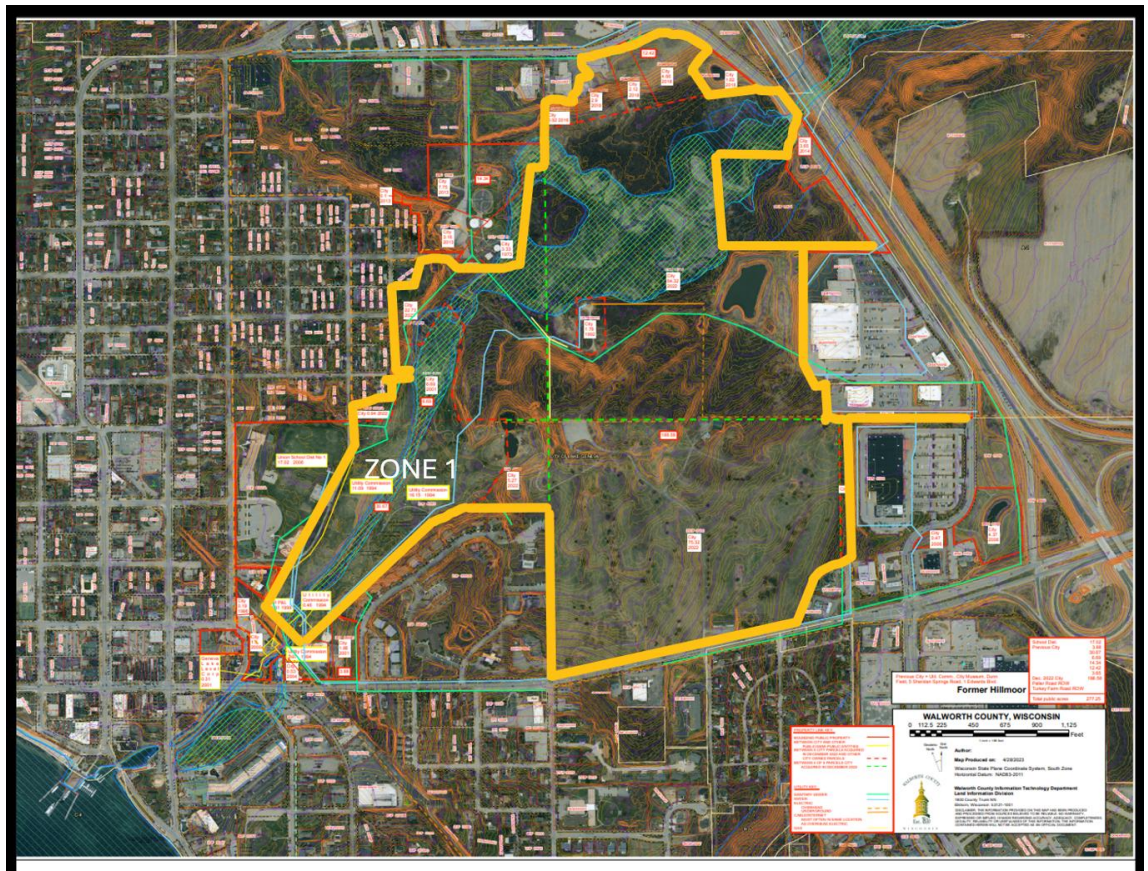
APPENDIX

Hillmoor Ecological Restoration Plan RFP 2025

Google Map Photo Property and Surrounding Area – Lake Geneva, WI



Map of Approximate Hillmoor Property Boundaries



Hillmoor Land Parcels via Walworth County Property Records rev:7/30/25

Doc: Hillmoor Project: Hillmoor - Land Parcels and Total Acreage – July 2025

CITY OF LAKE GENEVA

<u>PARCEL</u>	<u>ACRES</u>	
ZOP 00004	2.97	(RR Trail – Utility Commission)
ZOP 00004A	0.46	(Utility Commission)
ZOP 00003	16.15	(Zone 1)
ZOP 00003	11.09	(Zone 1)
ZYUP 00001A	0.94	
ZYUP 00001C	22.73	
ZYUP 00153	84.32	
ZOP 00003	5.27	
ZYUP 00131	75.32	
ZA312100001	1.3	
ZOP 00298	0.19	
ZOP 00302	0.53	(Sailboat Plaza, Utility Comm.)
ZOP 00002C	1.86	(Utility Comm., southeast side)
ZYUP 00001	6.69	(Zone 1, north end)
ZYUP 00006	0.1	
ZYUP 00002	3.16	(Utility Comm. sewage plant}
ZGC 00045	7.75	(Utility Comm. sewage plant)
ZYUP 00001B	3.33	(Utility Comm. sewage plant)
ZA 191800001	1.78	(Utility Comm.)
ZYUP 00194A	3.65	
TOTAL	249.59	Total minus Utility properties = 227.75 acres

CITY OF LAKE GENEVA – (Commercial parcels on north side along Edwards Blvd. “Zone 2 a”)

<u>PARCEL</u>	<u>ACRES</u>	
ZA 467900001	2.9	
ZA 467900002	2.12	
ZA 467900003	0.92	
ZA 468000001	4.66	
ZA 468000002	1.82	Total =12.42 acres

SCHOOL DISTRICT – EASTVIEW SCHOOL (adjacent to Hillmoor’s west side)

<u>PARCEL</u>	<u>ACRES</u>	
ZOP 00300	0.31	
CSM 3121	0.21	
ZOP 00003A	17.02	Total = 17.54 acres

The City’s Vision and Major Objectives for Hillmoor were approved by City Council on August 14, 2023.

HILLMOOR’S VISION STATEMENT

“We envision Hillmoor as a cherished place where we enrich our lives by connecting with Nature, ourselves, and others.”

MAJOR OBJECTIVES FOR THE HILLMOOR PROPERTY

Objective 1: Natural Preservation

Create a sustainable place of timeless beauty designed in harmony with the natural environment which supports diverse plant and animal life.

Objective 2: Outdoor Recreation

Create a magical place immersed in Nature where children, families, and friends come to laugh, learn, explore, recreate, and have fun in harmony with the natural world.

Objective 3: Sense of Community

Create a community gathering place where we and our guests go to talk, listen, appreciate, relax, and rejuvenate.

Objective 4: Connectivity to the City

As a welcoming place for all people, Hillmoor will be designed to beautifully blend in with our City, the Lake, the River, and our adjoining Parks. It will also be designed to be easily accessible by foot, bike, and car, and by people with mobility challenges.

Objective 5: High Quality Structures

As an inspirational place, any structures approved for the site will be designed to blend in with the rest of the property and built using high-quality landscaping, building, environmental, and sustainability standards, that will aesthetically enhance the “small town charm” of our nationally recognized City

THE HILLMOOR COMMISSION'S MISSION

The mission of the Hillmoor Commission is to create a master development “conceptual” plan for turning the 230 acre Hillmoor property into a beautiful park that is supported by our residents and worthy of our City’s national reputation. The Commission’s work is guided by the Vision and Major Objectives that were adopted by the City. To enrich our quality of life, the Commission considers a variety of factors that can positively influence our lives. Both the Vision & Major Objectives and the Quality of Life Factors are listed on the following two pages.

To fulfill its mission, the Hillmoor Commission will prioritize projects for the property that:

- fulfill unmet or underserved needs of residents,
- that do not compete with existing services,
- that help people connect with Nature,
- that encourage outdoor recreation,
- that restore natural habitat and biodiversity,
- that can be used by everyone,
- that are a prudent use of both natural and financial resources,
- that enhance the beauty of the property,
- that contribute to our quality of life.

QUALITY OF LIFE FACTORS

These diverse quality of life factors are to be considered to help guide the planning and project evaluation process so that Hillmoor can become a special place where we can go to relax our minds, exercise our bodies, and uplift our spirits.

AESTHETICALLY: All changes to the property are to be done with the goal of enhancing the aesthetic beauty of the site and City.

RECREATIONALLY: We see Hillmoor a place to play, walk and talk with friends, to hike and bike, while connecting with Nature.

HEALTH AND WELLNESS: By encouraging outdoor activities year-round, Hillmoor will contribute to the health and wellness of our residents.

ENVIRONMENTALLY: Everything that is done on the property is to be done with the utmost care for the environment. We seek to make enhancements which are in harmony with the natural environment.

SOCIALLY: We see Hillmoor as a community gathering place for everyone where we spend time with friends and family, reconnect with old friends and make new friends. It is a place that creates a sense of belonging to a community.

SPIRITUALLY: A place where people can find peace, and just 'BE' in harmony with Nature, themselves, others, and the world.

CULTURALLY: A place where we can experience art and culture in a variety of ways to enrich our quality of life.

ECONOMICALLY: Hillmoor becomes an invaluable asset to the community that increases the value of properties throughout the City and indirectly supports economic sustainability for the City and its residents by adding to our quality of life.

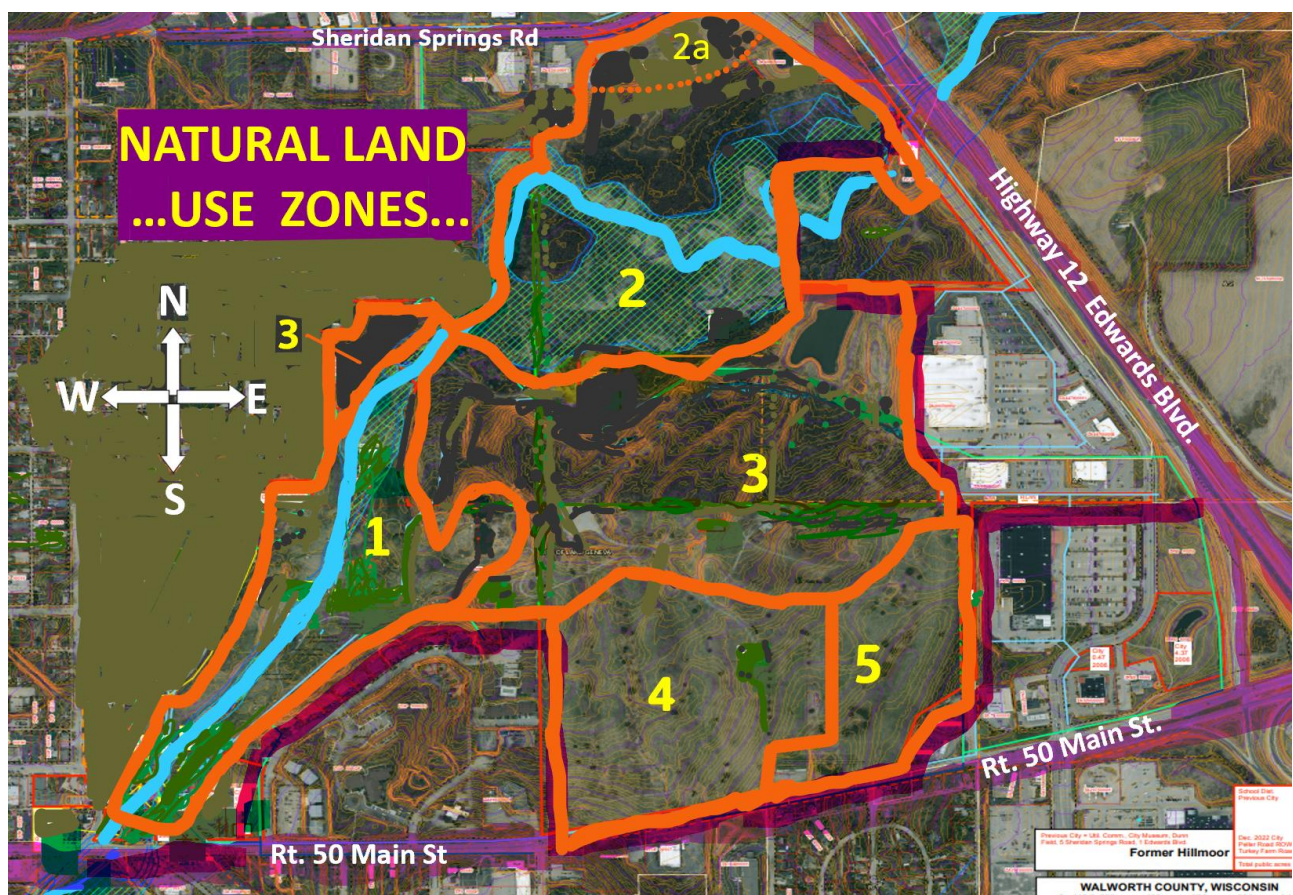
EDUCATIONALLY: To enrich the lives of both residents and visitors by sharing information about the areas unique natural and cultural history, ecology and environment including the plant and animal life in and around the crystal waters of Lake Geneva – fish, mammals, birds, reptiles, etc.

AGRICULTURALLY: Enhance the quality of life by providing land for City residents to locally grow high quality food.

SAFETY: Creating a place where people can feel safe and secure while visiting the property.

Hillmoor Land Use Zones

Hillmoor is a diverse and complicated piece of property with many different features. To facilitate the planning process, the Commission divided the approximate 230 acres of property into five (5) different Land Use Zones based on their unique characteristics such as topography, ecology, viewability, access, availability of utilities, and value. The five Land Use Zones are shown below in Figure 1. They are: Zone 1 – the White River Corridor, Zone 2 – the Wetland Area, Zone 3 – The Forested Area, Zone 4 – The Gateway Area, and Zone 5 – The Potential Building Area.



NAME OF ZONE	APPROXIMATE SIZE
• ZONE 1 – WHITE RIVER AREA	32 ACRES
• ZONE 2 – WETLAND AREA	68 ACRES
• ZONE 3 – FORESTED AREA	64 ACRES
• ZONE 4 – THE GATEWAY RT. 50 AREA	38 ACRES
• ZONE 5 – POTENTIAL BUILDING AREA	21 ACRES

POTENTIAL SALE OF HILLMOOR LAND IN ZONE 5
TO NONPROFIT CHARITABLE ORGANIZATIONS

Prepared by:
Hillmoor Commission
August 18, 2025

REQUEST TO City COUNCIL

Since it is beyond the authority of the Hillmoor Commission to do so, the Commission requests that City Council determine a fair selling price per acre of land that can be given to any nonprofit organization that is interested in constructing a new facility on the Hillmoor property.

BACKGROUND

The City purchased most of the Hillmoor property in late 2022 and agreed to a deed restriction that limits the use of 189 acres of the property for only public and nonprofit uses. The restriction prohibits independent, for-profit businesses and uses.

As part of its planning effort, the Hillmoor Commission has divided the Hillmoor property into 5 unique Land Use Zones. It has identified 21 acres in Zone 5 as the preferred potential building area due to its close proximity to utilities, accessibility, and favorable topography. Zone 5 is located in the southeast corner of the property adjacent to the back of Home Depot and other commercial buildings. It is adjacent to the Peller Rd. planned extension to be built in support of future development. The southern end of Zone 5 borders HWY 50.

The Hillmoor Commission is asking City Council to determine the price of land for any eligible nonprofit charitable organization that is interested in constructing a new facility in Zone 5 of the Hillmoor property.

This request is being made so any nonprofit organization can decide upfront if they can afford the purchase price of land as part of their project cost, before investing the time and money to work with the Hillmoor Commission to determine if their project will align with the City's overall plan for the property.

To be clear, the Hillmoor Commission is not recommending that City Council sell any land to any nonprofit organization at this time. Before the Commission would make such a recommendation to City Council, the Commission will conduct a detailed review of the nonprofit's project to determine if it is compatible with the overall plan and vision for the property. For example, the Commission will work with the organization to determine the actual amount of land needed for the project, the exact location of the project, its impacts on the property, impacts to residents, any estimated costs that the City might directly or indirectly incur as a result of the project, etc., before being able to make an informed recommendation to City Council.

The nonprofit's project would also need to meet all zoning requirements, all building and site standards, along with any protective covenants, conditions, and restrictions. All organizations seeking approval to purchase land will be required to develop a detailed site plan that accurately represents the project's size, layout, and location on the property which will be presented for public review and comment before the Commission would make a recommendation on whether the project should become part of Hillmoor park plan.

Due to the deed restriction accepted by the City when it purchased the property, the Hillmoor Commission cannot and will not consider any independent for-profit businesses or investor funded projects wanting to potentially locate on the Hillmoor property. The Commission will consider nonprofit projects which offer the types of amenities desired by residents, which align with the City's Vision and Objectives for the property, and are supported by the community.

It is the understanding of the Hillmoor Commission that the property cannot be leased while the property is still legally encumbered with financial conditions set by the City's tax exempt bond used to purchase the property. It is also understood that the City cannot sell more than 5% of the 189 acre parcel (up to 9.45 acres) without meeting specific conditions set in the bond agreement or risk losing the bond's tax-exempt status and potentially harming the City's current bond rating.

CURRENT NONPROFIT CHARITABLE PROJECTS

Currently, the Lake Geneva YMCA is the only nonprofit, public charity that is seeking the price of land in Zone 5. They do not want to invest the time and money to pay their design consultants to work with the Commission if they cannot afford the total cost of the land needed for their project.

Based on public input over the last six months, the Hillmoor Commission sees confusion among residents about the size and scope of the YMCA project based on the variety of proposals the YMCA has made to the City over the last two years.

It is the current understanding of the Hillmoor Commission that the YMCA is now seeking approximately 15 acres of land for their project as stated publicly by Chris Duesing, the Chairman of the YMCA Board of Directors, at the Hillmoor Commission's special public input meeting on April 2, 2025.

At the Hillmoor Commission meeting held on Thursday, April 10, 2025, the Commission agreed that the YMCA's project should be investigated so that an informed recommendation could be made to City Council as to whether it should be considered as part of the Hillmoor park plan. The Commission authorized the Mayor and Hillmoor consultant M. Krajovic to work with the YMCA to gather the necessary information so that the Commission could evaluate the project, and conversely, the Y could make an informed decision about moving forward at Hillmoor.

Their request for the cost of land came after a meeting in late April between the YMCA's Board Chair, their CEO, the Mayor, and the Hillmoor consultant when it was discussed what would be required of the YMCA and the City to move this project forward for further evaluation. Their request is a logical and reasonable next step. The YMCA is still waiting for a land price from the City.

The exact location of the YMCA project and the actual amount of land needed for their project will not be determined until detailed review of the project is conducted as described above.

NEXT STEPS

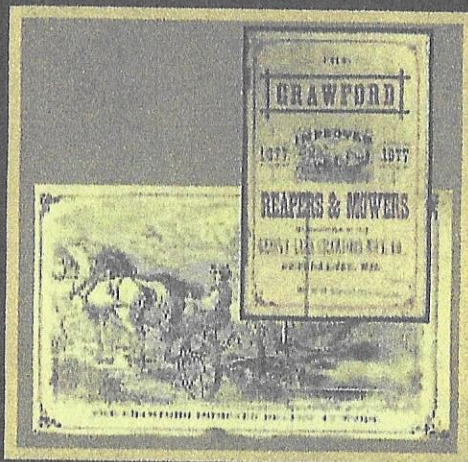
If after receiving the cost of land from the City, the YMCA decides to work with the Hillmoor Commission to define their project, the Commission and the City will need to:

- 1) Determine the appropriate rezoning of the property for Zone 5,
- 2) Develop Building and Site standards for the Hillmoor property,
- 3) Develop the appropriate protective Covenants, Conditions and Restrictions for Zone 5, and
- 4) Assist in planning the approximate location of utilities and access road.

It is believed that the YMCA is currently investigating the possibility of building a new satellite facility in Delevan approximately 10 miles west of Lake Geneva. It is unclear what impact this project might have on their Lake Geneva project.

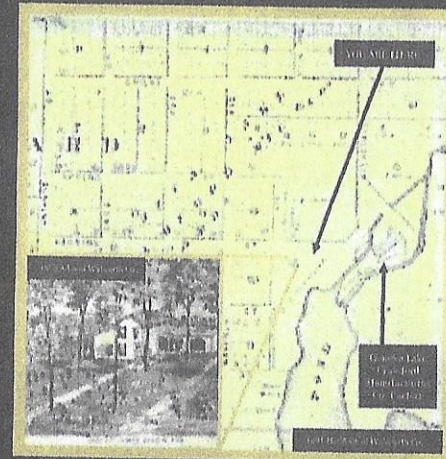
It is hoped that the proceeds from the sale of any land be reinvested into implementing the City's master plan for the Hillmoor property.

JAMES & JOHN HASKINS FARM

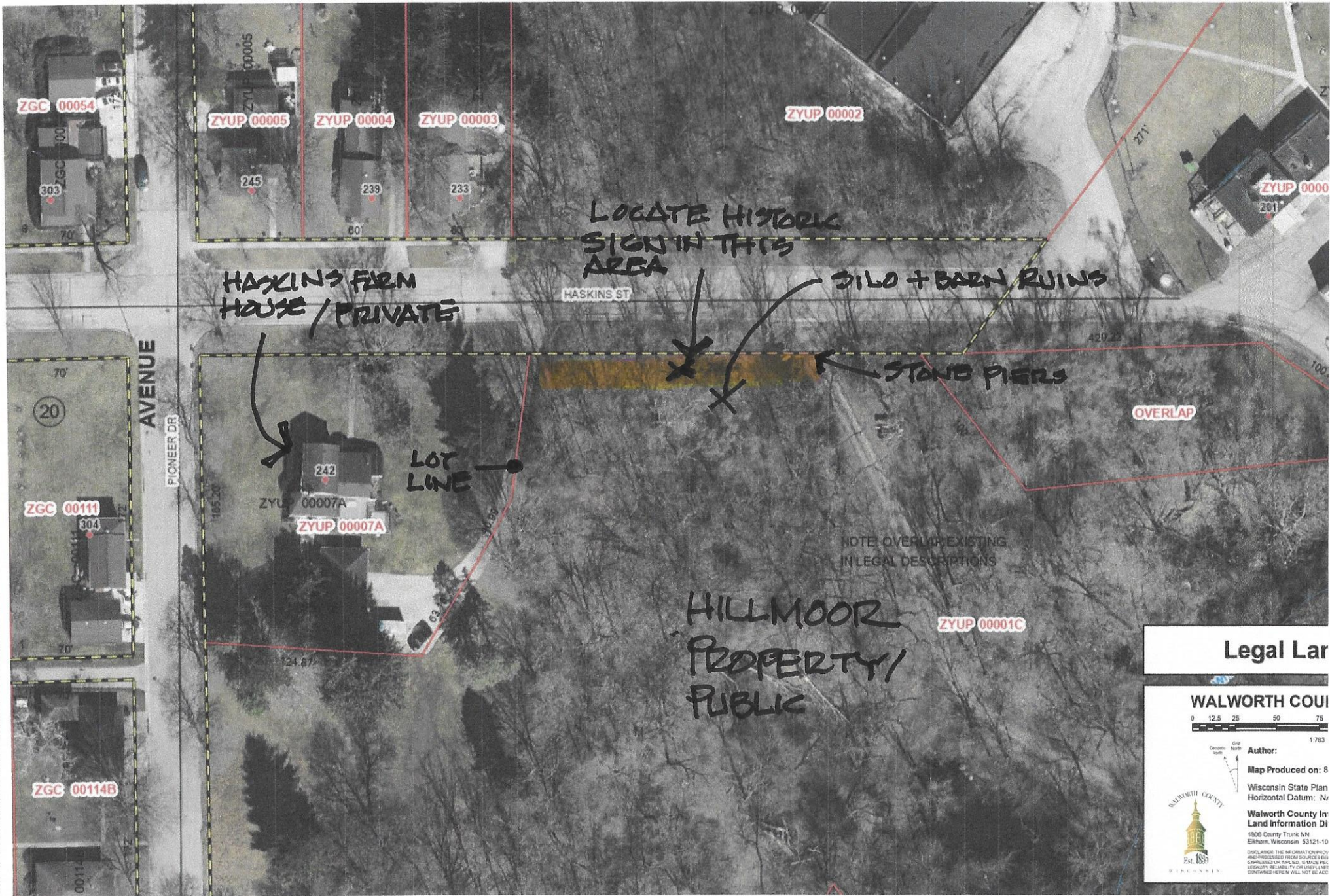


FARMERS, INDUSTRIALISTS, AND REAL ESTATE DEVELOPERS

Brothers James and John Crawford, born in Massachusetts, first met here on a 60-acre farm in the spring of 1843. They built a water-powered saw mill in 1844 along the White Pine, and a lot of their farm. The brothers developed a hardware store on Main St. in 1850. They later partnered with J. E. Crawford to charter the Cassava Lake Crawford Manufacturing Co. Crawford wanted to expand his wood business and develop a planing factory in Cassava Lake. They took into the western Great Lakes market. The firm then factory opened in 1872 near the tracks and saw mill. Two water turbines generated electricity to run the machinery. The Crawford brothers sold about 100 acres of their original farm property for residential lots in order to raise capital for the business. The new neighborhood, part of the city's third ward, was known as "residential - The Crawford". After James moved to Illinois, John ran the company from 1876 until 1887, and passed away in La Grange in 1887. The Crawford brothers' legacy shaped the city's economic and political development of Lake Geneva.







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Author:
 Map Produced on: 8
 Wisconsin State Plan
 Horizontal Datum: N/
 Walworth County In:
 Land Information DI
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 Elkhorn, Wisconsin 53121-10
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