



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

**PUBLIC WORKS COMMITTEE AGENDA
MONDAY, OCTOBER 27, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

Chairperson - Cathy Stoodley; Members - JaNelle Powers, Mary Jo Fesenmaier, Linda Frame, and Joel Hoiland.

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 from September 22, 2025
5. Written Staff Reports
 - a. Director of Public Works Report
 - b. Street Superintendent Report
 - c. Parking Manager Report
 - d. Engineer Report
6. Update on Highway 50 Project
7. Update regarding speed bumps
8. Update regarding curb ramping
9. Update regarding crosswalks
10. Update on Draft Traffic Control Device Policy(Hoiland)
11. Discussion/Recommendation regarding Task Order 48 2026 Streets Program (Kapur)
12. Discussion/Recommendation regarding Dodge and Braod Intersection
13. Discussion/Recommendation regarding possible change to bulk trash pickup to an on-call basis, Johns Disposal
14. Adjournment

*No official Council action will be taken; however, a quorum of the Council may be present.
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 the appropriate accommodations can be made.*

**CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, SEPTEMBER 22, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members: Chairperson - Cathy Stoodley; Members - JaNelle Powers, Mary Jo Fesenmaier, Linda Frame, and Joel Hoiland.

Call to Order

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

Roll Call

Present: Stoodley, Fesenmaier, Frame, Powers & Hoiland.

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

Sherri Ames 603 Center Street, spoke on the item # 9.

Approval of the minutes from July 28, 2025, AMENDED

Motion to approve by Fesenmaier, Second by Frame.

Motion carried.

No further discussion.

Approval of the minutes from August 25, 2025

Motion by Frame to approve, Second by Fesenmaier.

Motion carried.

No further discussion.

Written Staff Reports

Director of Public Works Report

Report was included in the packet.

Committee members and Earle discussed topics included in the report.

Street Superintendent Report

Superintendent Report was included in the report.

Waswo and committee members discussed various topics included in the report.

Parking Manager Report

Parking Manager report was included in the report.

Committee members and Gehris-Padro discussed parking placards' revenue impact.

Fesenmaier requested the placard revenue impact be a separate line item in the report.

Discussion ensued regarding parking ticket grace periods.

Engineer Report

Engineer Report that was included in the packet.

Rauch gave an overview of the 2025 Program update.

Update regarding Highway 50 Project

Update was included in the packet.

Update regarding curb ramping and crosswalks potential policy (Fesenmaier)

Fesenmaier discussed curb ramps and crosswalks.

Stoodley explained first responders should be involved in speed bump discussions.

Item is continued until next month's meeting.

Update regarding Broad and Dodge intersection (Fesenmaier)

Earle stated signs have arrived.

The item was continued to next month's meeting.

Discussion/Recommendation regarding DPW Surplus Items for Auction (DPW)

Earle gave an overview of surplus items.

Motion by Frame to approve, Second by Stoodley.

Motion carried.

Adjournment

Motion by Frame to adjourn, second by Hoiland.

Motion carried.

Adjourned at 4:34pm.

To: Public Works Committee
From: Tom Earle, Director of Public Works
RE: Oct. 2025 Director's Report

PUBLIC WORKS OFFICE & ADMINISTRATION

DOT.

- Discuss Hwy 50 with LGUC and WisDOT several times, ongoing.
- Research existing documents regarding Main St construction. Ongoing, several located..
- Discuss Real Estate acquisitions for STH 120 project with Admin and Engineer. Ongoing
- Meet with WisDOT regarding building projects on STH 50. Signage and traffic signage and signals.
- STH 120 signal discussions.

DPW

- Meet regarding spillway lighting, ongoing, discuss with LGBC. Meet with BC.
- Meet with Parks Director several times.
- Currently working on CIP projects. Oak Hill Chapel Roof. Chapel windows. 1070 Carey Lighting, etc. Sexton shed. Roof should start week of Aug 25. (complete) Windows have been ordered.
- Balcony for fuel delivery, monitoring issue begun, CIP, RFP soon. Meet with DOR regarding new shed requirements.
- Meet with designer/engineer on salt shed addition. Project projected start date 22 Sept. Project moved back due to scheduling.
- Begin RFP for 1065 Carey OH doors. Waiting on approval from Admin. 3 of 4 doors installed. Waiting for quotes.
- 1065 conference room coming along.
- Discuss operations with Genoa City DPW, ongoing.
- Discuss border roads winter maintenance with surrounding Muni's.
- Review ROW permits, meet with B&Z. Attend DRT
- Daily activities, signage, roads, salt allocation, salt application seminars, etc. Signage issues around town.
- Meet with Geneva Town regarding Center St., Forest St.

Cemeteries

- Survey complete, data compilation for design started
- Attend Cemetery Board in Oct.. Updates on projects
- Several issues at Oak Hill are being resolved and ongoing. Many ownership issues lately, assisted numerous families for ownership issues. This is ongoing and ramping up.
- Address past errors in record keeping at Oak Hill, ongoing. Many new issues found.
- DPW Admin Assistant is working on finding possible remedies for the Oak Hill Columbarium issues.



DPW October Operational Report

Streets

Crews have been out, filling potholes.

Staff are out cleaning and inspecting Storm drain inlets.

Superintendent has been working with a contractor for some storm drain replacement.

I have been working with city Engineer on the 2025 street program.

The 2025 street program is well underway.

Sweepers have been out 5 days a week cleaning the downtown and residential areas.

Staff have been replacing street signs and traffic signs.

Staff are working on streetlight repairs.

Staff have been also doing repairs to traffic signals that have been damaged by vehicles.

Staff have been out doing utility locates daily.

Staff are doing downtown garbage pickup Mondays, Wednesdays, Fridays, and Sundays.

DPW office have been getting a lot of visitors for the brush drop off.

Staff have been out repairing some streetlights.

Staff also have been completing needed repairs to equipment.

Staff have been getting equipment ready for fall curbside pickup

Curbside pickup started on September 29th.

New radios are being installed.

Stop bars have been painted on Lake Geneva Blvd.

New crosswalk has been painted on the midblock of Center St.

Parks

Parks have been very busy; there were 4 shelter reservations and 4 events.

Crews are out emptying garbage cans in parks 5 days a week.



City of Lake Geneva

Department of Public Works

1065 Carey St.

Lake Geneva, WI 53147

262.248.6644

Seasonal help is maintaining the park restrooms and grounds on weekends. Hrs. 10am to 4pm.

Staff have been working on some repairs to mowing equipment.

Forestry

Staff have been out watering trees as needed.

Staff have been attending online Trainings.

The crew is out trimming trees.

The crew are out doing needed removals.

Riviera

Very busy, we hosted 8 events in the month of August.

Working on refinishing the exterior doors.

Annual elevator inspection has been completed.

Quarterly inspection of the sprinkler system has been completed.

Parking Operations Report October 2025

Current Parking Permits:

- 6,566 (6,076 Resident - 270 WalCo Resident - 220 Business)
- 32/40 Parking Lot Permits

2025 Revenue:

Month	Parkmobile-App	Flowbird-Kiosks
2025-01	\$ -	\$ 1,016.72
2025-02	\$ 59,369.00	\$ 89,258.76
2025-03	\$ 69,120.00	\$ 105,650.17
Total Q1	\$ 128,489.00	\$ 195,925.65
	Q1 Grand Total	\$ 324,414.65
2025-04	\$ 65,362.00	\$ 101,188.91
2025-05	\$ 122,054.00	\$ 187,317.80
2025-06	\$ 156,953.00	\$ 270,242.27
Total Q2	\$ 344,369.00	\$ 558,748.98
	Q2 Grand Total	\$ 903,117.98
2025-07	\$ 200,932.00	\$ 314,618.55
2025-08	\$ 205,748.00	\$ 326,490.72
2025-09	\$ 116,807.00	\$ 206,267.58
Total Q3	\$ 523,487.00	\$ 847,376.85
	Q3 Grand Total	\$ 1,370,863.85
2025-10	\$ 86,578.00	\$ 142,734.88
2025-11	\$ -	\$ -
2025-12	\$ -	\$ -
Total Q4	\$ 86,578.00	\$ 142,734.88
	Q4 Grand Total	\$ 229,312.88
	2025 Grand Total	\$ 2,598,396.48

2024 Revenue for Comparison:

Month	Parkmobile-App	Flowbird-Kiosks
2024-01	\$ -	\$ 97.00
2024-02	\$ 67,431.00	\$ 126,532.78
2024-03	\$ 60,018.50	\$ 113,719.92
Total Q1	\$ 127,449.50	\$ 240,349.70
	Q1 Grand Total	\$ 367,799.20
2024-04	\$ 64,882.00	\$ 118,852.59
2024-05	\$ 110,678.50	\$ 199,156.91
2024-06	\$ 153,494.50	\$ 288,422.88
Total Q2	\$ 329,055.00	\$ 606,432.38
	Q2 Grand Total	\$ 935,487.38
2024-07	\$ 180,583.00	\$ 332,667.45
2024-08	\$ 170,377.00	\$ 321,336.20
2024-09	\$ 117,130.00	\$ 230,428.99
Total Q3	\$ 468,090.00	\$ 884,432.64
	Q3 Grand Total	\$ 1,352,522.64
2024-10	\$ 103,868.50	\$ 203,696.06
2024-11	\$ 38,060.50	\$ 52,493.68
2024-12	\$ -	\$ 17.70
Total Q4	\$ 141,929.00	\$ 256,207.44
	Q4 Grand Total	\$ 398,136.44
	2024 Grand Total	\$ 3,053,945.66

Citations to date:

Issued:34,067

Paid:22,826

Dismissed/Closed: 6,641

Sent to Collection: 1,573

Warning: 192

In Dispute: 32

Outstanding: 2,803

Information pulled 10/22/2025

Ongoing Plan for 2025/2026:

- UPSafety Hot List software beta test ongoing
- Sign Survey-
 - Compact Car signs- revitalization plan
 - Ordered new with additional clarifying sign to post
 - Cook St-needs signposts
 - Motorcycle Signs-revitalization plan
 - Ordered
 - Will begin changeover during winter shutdown
 - Identification of areas requiring more signs or signposts
 - Lake Shore Drive
 - Cook St at Geneva St
 - Library Park, West
 - Lot I/Dunn Field collaboration with Harbormaster
- Staff discussion of No Parking Zone on Broad Street at Geneva Theatre
 - Discussion ongoing with City Staff/Fire Department
- Ongoing participation in Hwy 50 Construction Discussion Group

2025-Revenue Impact

- Winterfest Jan 29-Feb 2, Impact -\$6,360 +Shuttle
- Sunday Parking Placards, Impact -\$44,280 (retail value)
- YMCA 5k April 26, Impact -\$640
- Lake Geneva Food Pantry, Mon-Wed-Fri 9am-11:30a, Impact -\$4320 (retail value)
- Farmer's Market, Thursday's May 1-Oct 30, Impact -\$11,016
- Concerts in the Park, Thursdays Jun 26-Aug 7, Impact -\$560
- MYA Concert, Jul 19, Impact -\$200
- Art in the Park Aug 8-Aug 10, Impact -\$12,810 +Shuttle
- Venetian Festival Aug 12-Aug 18, Impact -\$39,120 +Shuttle
- The Lemonade Crawl, August 20, Impact -\$40
- Fat Tire Charity Ride, Sept 13, Impact -est. \$1,000
- Walk to End Alzheimer's, Sept 20, Impact -\$400
- Dragon Days, Oct 3-5, Impact -est. \$480
- Oktoberfest, Oct 11-12 est. \$4,236 +Shuttle
- Dragon Days, Oct 3-5, Impact -est. \$480

Upcoming Events/Waived Fees:

- City Employee Parking Placards-ongoing routine expense TBD

2024-Total Impact

- **-\$148,022 of Parking Revenue from Waiver of Parking Fees**
- **Shuttle Fees Total -\$10,317.60**
 - Winterfest \$3953.66, Art in the Park \$1212.66, Venetian Fest \$2836.19, Oktoberfest \$2315.09

HWY 50 PROJECT UPDATE

Here are some high-level talking points, let me know if you have any questions.

- Real Estate acquisition ongoing
- Second Public Involvement Meeting: winter 2026
- Milestone dates
 - 90%: 05/01/2026
 - Final: 08/01/2026
 - Letting: 11/10/2026 or 12/08/2026
- Private Utility Relocations: starting late spring/early summer 2026; to be completed prior to roadway construction commencing
- Roadway Construction and Lake Geneva Utility Commission Improvements: starting February 2027, lasting two construction seasons

Jason Dahlgren, PE

Project Manager

WisDOT SE Region

Major Projects PDS-Unit 2

Seasonal Alley Speed Bumps Procedure

800.1 PURPOSE

To allow residents to petition for the installation of seasonal speed bumps to mitigate speeding in alleyways. This procedure does not apply to streets.

800.2 DEPARTMENT RESPONSIBLE

The Department of Public Works is responsible for constructing speed bumps as directed by the Common Council.

800.3 COMMITTEE OVERSIGHT

The Public Works Committee will review all speed bump requests. The Public Works Committee will provide a recommendation to the Finance, Licenses and Regulations (FLR) Committee. Final approval must be granted by the Common Council.

800.4 SPEED BUMP POLICY

- (a) If residents bordering an alley have a problem with vehicles driving too fast, a petition of 50% or more of affected residents shall be submitted to the Director of Public Works for consideration of a seasonal speed bump, along with a \$500 application fee.
- (b) The petition shall be forwarded by the Director of Public Works to the Aldermen of the District, City Administrator, Police Department, and Street Superintendent for a recommendation and comment within 30 days.
- (c) Upon expiration of the 30-day period, the item shall be placed on the Public Works Committee agenda for discussion and approval. If approved by Public Works Committee, the request shall go to the FLR Committee and Common Council for approval. If approved, the Street Superintendent shall order two-speed bumps, anchors, and warning signs. The speed bumps shall be installed within 30 days of receipt of the materials if the time of year is appropriate.
- (d) Speed bumps shall be installed no later than Memorial Day and removed no later than October 15th. Speed bumps shall be reinstalled annually unless removed from a particular location for cause.
- (e) Only one new speed bump location will be approved per year on a first-come first-served basis.
- (f) If a speed bump needs to be replaced due to normal use, the City will bear the costs of replacement. However, petitioners must replace any abused or damaged speed bumps at cost.

66.0909 Curb ramping.

[66.0909\(1\)](#)**(1)** The standard for construction of curbs and sidewalks on each side of a city or village street, or a connecting highway or town road for which curbs and sidewalks have been prescribed by the governing body of the town, city or village having jurisdiction, shall include curb ramping providing access to crosswalks at intersections and other designated locations. Curb ramping includes the curb opening, the ramp and that part of the sidewalk or apron leading to and adjacent to the curb opening. Any person constructing new curbs or sidewalks or replacing curbs or sidewalks within 5 feet of a legal crosswalk in any city street, village street, connecting highway or town road shall comply with the standards for curb ramping under this section.

(3) Curb ramps shall conform to the following requirements:

(a) Curb ramping shall be of permanent construction. The ramp shall be at least 40 inches wide. The sides of the ramp shall slope from the sidewalk or apron elevations to the ramp elevation with the widest portion of the side slope not less than 18 inches nor more than 24 inches wide at the curb. The ramp slope may not exceed one inch vertical to 12 inches horizontal from the flow line elevation of the curb. The curb opening shall be not less than 40 inches nor more than 80 inches wide at the flow line of the curb. The taper of the curb from the top of the curb to the flow line of the curb at the curb opening shall be not less than 18 inches nor more than 24 inches wide. The ramp shall be bordered on both sides and on the curb line with a 4-inch-wide yellow stripe or with brick of a contrasting color.

(b) Curb ramping shall be in one of the following locations, to provide access to each end of each crosswalk affected:

1. At the center of the curve of the street corner to accommodate crossing for either direction at the intersection. The entire curb corner may not be made into a ramp, but shall provide for standard sidewalk apron and curb on both sides of a ramp. Any safety zone marking required by ordinance shall be provided in the street or town road 40 inches out and parallel with the curb, joining with the standard safety pedestrian crossing markings in the street or town road;

2. If subd. [1.](#) is not feasible, centered on line with the crosswalk and pedestrian traffic and containing surface texturing to indicate clearly to the sense of touch that the surface differs from that of the sidewalk or street. The surface texturing shall consist of linear impressions one-fourth of an inch to three-eighths of an inch deep, oriented to provide a uniform pattern of

diamond shapes. The diamond shapes shall measure approximately 1 1/4 inches wide by 2 1/4 inches long, with the length of the diamond shape parallel to the direction of pedestrian movement. The diamond shapes shall be spaced one-fourth of an inch to three-eighths of an inch apart. This surface texture may be achieved by impressing and removing expanded metal regular industrial mesh into the surface of the ramp while the concrete is in a plastic state; or

3. If both subds. [1.](#) and [2.](#) are not feasible, at a suitable location as near to the crosswalk as practicable. Any safety zone markings required by ordinance shall be provided in the street or town road 40 inches out and parallel with the curb, joining with the standard safety pedestrian crossing markings in the street or town road.

(5) The district attorney, on his or her own motion or upon the complaint of any person, may bring an action in circuit court to enforce this section.

[66.0909\(6\)](#)**(6)** If any person constructs a new or replacement sidewalk or curb, other than the town, city or village with jurisdiction over the curbs or sidewalks, the town, city or village shall inform the person of the requirements of this section. The town, city or village may agree to construct, or bear the cost of constructing, curb ramping required to provide access to sidewalks opposite the new or replacement curb or sidewalk.

History: [1971 c. 283](#); [1973 c. 98, 243](#); [1977 c. 29](#) s. [1654 \(3\)](#); [1979 c. 272](#); [1991 a. 32](#); [1999 a. 150](#) s. [543](#); Stats. 1999 s. 66.0909.

Curbs and Gutters Policy

August 27, 2025

1. Purpose

Curbs and gutters are a fundamental part of Lake Geneva's Street and stormwater management system.

They provide:

- Structural definition of the roadway.
- Control and direction of stormwater runoff.
- Enhanced pedestrian safety and accessibility.
- Support for long-term durability of pavement edges.
- Visual and functional delineation between vehicle, bicycle, and pedestrian spaces.

This policy establishes consistent standards for the design, installation, and maintenance of curbs and gutters across the City.

2. Applicable Standards & References

- **AASHTO "Green Book"** – *A Policy on Geometric Design of Highways and Streets*.
- **FHWA Roadway Drainage Design Manual**.
- **WisDOT Facilities Development Manual (FDM), Chapter 13 – Drainage**.
- **APWA Standard Specifications** for concrete curbs and gutters.
- **ADA Standards for Accessible Design** (when integrating pedestrian crossings).

3. General Design Principles

1. **Consistency Across the Network** – All new developments and capital projects must use approved city curb and gutter profiles to ensure compatibility and ease of maintenance.
2. **Material Selection** – Portland cement concrete shall be the standard material. Alternatives (e.g., mountable curbs, granite, or asphalt extrusions) may be used only where approved for historic district compatibility or low-volume alleys.
3. **Hydraulic Function** – Gutters shall be designed to handle stormwater flows consistent with Lake Geneva's storm sewer system capacity and WisDOT drainage criteria.
4. **Pedestrian Safety** – Curb ramps must be provided at all crossings, compliant with ADA and PROWAG standards, with detectable warning surfaces.
5. **Integration with Bike & Ped Facilities** – At trail crossings or shared-use paths, mountable or rolled curbs should be used where feasible to maintain bike and wheelchair accessibility.

4. Curb Types & Applications

- **Barrier (Vertical) Curb** – Default standard for urban streets; provides separation between vehicles and sidewalks, improves pedestrian safety.
- **Mountable (Rolled) Curb** – For residential subdivisions, alleys, or where frequent driveway access is required.
- **Integral Curb and Gutter** – Standard profile for most city streets to simplify construction and maximize durability.
- **Historic/Downtown Districts** – Alternative profiles (e.g., granite curbing) may be considered for aesthetics, subject to approval.

5. Dimensions & Specifications

- **Standard Barrier Curb Height:** 6 inches.
- **Gutter Pan Width:** 24 inches minimum.
- **Concrete Strength:** Minimum 4,000 psi at 28 days.
- **Jointing:** Contraction joints every 10 feet; expansion joints at 40 feet or at driveways / intersections.
- **Cross-Slope of Gutter:** 2% minimum to promote drainage.

6. Construction & Maintenance

- **Installation** – All contractors must follow WisDOT Standard Specifications Section 601.
- **Inspection** – City Engineer or designee shall inspect all curb and gutter installations prior to acceptance.
- **Maintenance** – Cracked, spalled, or heaved sections must be replaced, not patched, when structural integrity is compromised.
- **Winter Operations** – Materials and design shall consider freeze-thaw durability and deicing chemical exposure.

7. Policy Goals for Lake Geneva

1. **Stormwater Management** – Ensure curbs and gutters support the city’s broader stormwater management plan, including runoff into Geneva Lake.
2. **Accessibility** – Achieve 100% ADA-compliant curb ramps at intersections by 2030.
3. **Tourism-Oriented Design** – Maintain aesthetically pleasing curb and gutter systems along high-visibility corridors (downtown, lakefront, parks).
4. **Lifecycle Cost Efficiency** – Emphasize durability and standardization to reduce long-term maintenance costs.

Crosswalks & Sidewalks Policy

City of Lake Geneva

August 27, 2025

1. Purpose

This policy provides standards and guidelines for the design, installation, maintenance, and removal of crosswalks and sidewalks within the City of Lake Geneva to ensure safe, accessible, and efficient pedestrian movement.

2. Governing Standards

All crosswalks and sidewalks in the City of Lake Geneva shall comply with:

- **Federal:** *Manual on Uniform Traffic Control Devices (MUTCD)* for crosswalk markings; *Americans with Disabilities Act Accessibility Guidelines (ADAAG)* for sidewalk design and curb ramps.
- **State:** *Wisconsin Statutes, Chapter 66* (municipal responsibilities for sidewalks) and *WisDOT Facilities Development Manual (FDM)*.
- **Local:** City ordinances regarding sidewalk construction, snow removal, and maintenance responsibilities.

3. Scope

This policy applies to:

- Pedestrian crosswalks (signalized, unsignalized, mid-block).
- Sidewalks in residential, commercial, and downtown districts.
- Curb ramps, tactile warning strips, and accessible routes.
- Multi-use connections that intersect with streets.

4. Policy Principles

1. **Safety & Accessibility:** Crosswalks and sidewalks shall prioritize pedestrian safety, ADA accessibility, and visibility.
2. **Equity of Access:** Ensure safe pedestrian routes to schools, parks, downtown, the lakefront, and transit stops.
3. **Consistency:** Apply MUTCD and WisDOT standards uniformly across the city.
4. **Context Sensitivity:** Sidewalk and crosswalk design must reflect adjacent land use, historic character, and pedestrian demand.
5. **Proactive Maintenance:** Ensure sidewalks and crosswalks remain safe, clear, and accessible year-round.

5. Installation Criteria

Crosswalks may be installed when:

- Required by MUTCD at signalized intersections.
- Warranted by pedestrian volume, crash history, or proximity to schools, senior housing, the lakefront, or parks.
- Requested through citizen petition or Council action, with supporting staff review.
- Needed to support residential integrity and access, tourism, special events, or downtown circulation.

Sidewalks shall be provided when:

- Required under subdivision or site development regulations.
- Located on designated Safe Routes to School.
- Along collector or arterial roads where pedestrian demand exists.
- Directed by City Council to close critical gaps in the pedestrian network.

6. Design Standards

- **Crosswalks:** MUTCD-compliant markings (continental, ladder style or zebra preferred in high-traffic areas); adequate signage and lighting.
- **Sidewalks:** Minimum width of 5 feet in residential areas and 8–10 feet in commercial/downtown areas; durable materials such as concrete.
- **Curb Ramps:** ADA-compliant slopes, tactile warning strips, and smooth transitions.
- **Visibility:** Ensure crosswalks have adequate sight lines, lighting, and signage.

7. Maintenance Standards

- **Snow & Ice Removal:** Adjacent property owners are responsible under ordinance; Code Enforcement and Public Works provides enforcement.
- **Surface Condition:** Sidewalks and ramps inspected annually; tripping hazards to be repaired or replaced.
- **Crosswalk Markings:** Inspected each spring; restriped annually or as needed.
- **Accessibility:** Repairs prioritized where ADA compliance is compromised.

8. Removal or Modification

A crosswalk or sidewalk may be removed or modified if:

- It no longer meets MUTCD or ADA requirements.
- Traffic studies indicate it creates safety hazards.
- Redevelopment or road realignment requires relocation.
- Council approves removal following staff recommendation.

9. Implementation & Enforcement

- **Public Works Department:** Responsible for inspections, maintenance, and repairs.
- **City Engineer:** Reviews warrants and ensures compliance with design standards.
- **Police Department:** Supports enforcement of pedestrian right-of-way and school safety zones.
- **City Council:** Approves new crosswalks/sidewalks or removals by resolution.

10. Funding

- Annual city budget allocation for sidewalk and crosswalk improvements.
- Sidewalk assessments or cost-sharing with adjacent property owners, as allowed by statute.
- State and federal pedestrian safety grants.
- Developer contributions for subdivision/site development sidewalks.

11. Review & Updates

- Policy reviewed every **3 years** or upon MUTCD/ADA/WisDOT revisions.
- Annual report by Public Works on repairs, upgrades, and new installations.

Draft: Traffic Control Device Policy

City of Lake Geneva, Wisconsin

Purpose

The purpose of this policy is to establish a clear and consistent framework for the installation, maintenance, modification, and removal of traffic control devices on all city-owned streets, roads, sidewalks, crossings, and alleys. This policy ensures safety, efficiency, and compliance with applicable state and federal guidelines, including the *Manual on Uniform Traffic Control Devices (MUTCD)*.

Definitions

- **Traffic Control Device:** Any sign, signal, marking, or device placed on or adjacent to a street, road, sidewalk, crossing, or alley to regulate, warn, or guide traffic and pedestrians.
- **Qualified Study:** An engineering or traffic analysis conducted by city staff or an authorized consultant to determine the necessity of a traffic control device.
- **Temporary Device:** A short-term traffic control measure used for construction, special events, or emergencies.

Policy Guidelines

1. Authority

- The Common Council delegates the authority to install, modify, and remove traffic control devices to the Department of Public Works (DPW), City Engineer, and Police and Fire Departments, subject to Council oversight.
- All devices must comply with MUTCD and Wisconsin Department of Transportation (WisDOT) standards.

2. Requests for Traffic Control Devices

- Residents, businesses, or community groups may submit written requests for traffic control devices to the City Clerk.
- Requests must include justification, such as safety concerns, observed hazards, or traffic flow issues.
- A petition signed by at least **60% of directly affected residents** is required for requests involving neighborhood traffic calming (e.g., speed humps).

3. Evaluation Process

- The DPW and/or City Engineer will conduct a preliminary review to confirm feasibility.
- A qualified traffic study may be conducted to assess safety, traffic volumes, speeds, pedestrian usage, crash history, and roadway design.
- Recommendations will be presented to the Public Works Committee and forwarded to the Common Council for approval.

4. Types of Devices Covered

- **Signs:** Stop, yield, speed limit, pedestrian crossing, parking, alley entry restrictions.
- **Markings:** Crosswalks, lane lines, curb markings, bicycle lanes.
- **Signals:** Traffic lights, pedestrian signals, flashing warning devices.
- **Physical Devices:** Speed humps, bollards, curb extensions, raised crosswalks.

5. Installation & Maintenance

- o Approved devices will be installed and maintained by DPW.
- o Routine inspections will be conducted to ensure visibility, reflectivity, and compliance.
- o Damaged or missing devices will be repaired or replaced promptly.

6. Temporary Traffic Control Devices

- o For construction, parades, festivals, or emergencies, temporary devices may be authorized by the City Engineer or Police Department.
- o Temporary devices must be removed once the event or need has ended.

7. Removal or Modification of Devices

- o Devices found to be unnecessary, ineffective, or non-compliant may be removed or modified following a qualified review.
- o Public notice and committee review are required before permanent removal.

8. Enforcement

- o All traffic control devices installed under this policy are enforceable by city ordinance and Wisconsin state law.
- o Violations may result in fines, penalties, or other legal actions.

Draft Resolution

RESOLUTION 2025-XX

A Resolution Adopting a Traffic Control Device Policy for the City of Lake Geneva

WHEREAS, the City of Lake Geneva is responsible for ensuring the safety and efficiency of vehicular, pedestrian, and bicycle movement on all public streets, sidewalks, crossings, and alleys; and

WHEREAS, the Common Council recognizes the importance of a consistent policy to guide the installation, maintenance, and removal of traffic control devices in accordance with state and federal standards; and

WHEREAS, the adoption of a Traffic Control Device Policy will provide transparency, consistency, and accountability in responding to community requests and managing public infrastructure;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Lake Geneva, Wisconsin, that the attached Traffic Control Device Policy is hereby adopted and shall govern all future decisions regarding traffic control devices within the City.

Adopted this ___ day of _____, 2025.

Mayor

City Clerk

TASK ORDER NUMBER #48 CIVIL ENGINEERING SERVICES

This task order is made as of October 22, 2025, under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva** (Owner) and **Kapur & Associates, Inc.** (Engineer). This Task Order is made for the following purpose:

Provide civil engineering services for the design and specification preparation, bidding, and construction management for the 2026 Lake Geneva Street Program. The City is proposing a resurfacing of 2,000 linear feet of public roadways, 500 linear feet of alleys, and 370 linear feet of new sidewalk and other pedestrian improvements necessary along project route. The task order also includes seal coating of 1,700 linear feet of roadways.

This project includes the asphalt resurfacing of:

Streets:	Cook Street Wrigley Drive	Main Street to Geneva Street Broad Street to Baker Street
Alleys:	Alley Reconstruction	Alley 50 WE Madison/Cook to NS Geneva/Main
Seal Coating:	Host Drive	Wells Street to Termini
New Sidewalk:	Park Street	Geneva Parkway to Prairie Wind Drive (370')
Additional Work:	Patching around utility structures as needed	

In addition to the above paving work the proposed task order includes

- Survey and design for accessible ramps throughout the various project limits to meet Federal Requirements for handicap accessibility.
- Storm sewer investigation with repairs being completed as necessary on all streets.
- Sidewalk repairs, curb & gutter repairs, asphalt patches and additional utility improvements will be coordinated within the roadway improvement limits.
- Data collecting, drafting, mapping, and finalizing a Capital Improvement Plan
- Updating the 2020 Budget Analysis for Capital Improvement Planning to include alleyways, bike paths, and sidewalks and ensure a sustainable replacement rate.

Section A. – Scope of Services

Engineer shall perform the following Services:



Street Program Construction Plans

1. Provide topographic survey and mapping, field reviews and plan preparation for the reconstruction of alley and roadway noted above.
2. Provide topographic survey and mapping, field reviews and plan preparation for the reconstruction of all accessible ramps within the project limits. All ramps will be designed to meet Federal Accessible standards and conform with the City adopted PROWAG standards to the maximum extent practicable. Specific engineering details for accessible ramp replacements will be provided.
3. Provide a plan set to present the streets to be improved, limits of the resurfacing and type of resurfacing to be completed. Streets as listed above will be provided on the plans. Plans will include location and detail of pavement and asphalt removals, new asphaltic paving, curb, gutter, and apron replacement.
4. Provide a summary table to present a breakdown of quantities by street segment as information to bidder. Information may include but not limited to the length, width, square yardage of repair, number of manholes, number of inlets, type of asphalt and length of curb replacement (if necessary).
5. Provide construction cost estimates for all streets, sidewalk, and utility improvements.
6. Provide utility coordination of all private utilities for all streets including utility location for survey of street improvements requiring grading or utility improvements/repairs.
7. Provide details as needed to complete work.
8. Prepare and provide Project Manual including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder's Qualification Statement, Agreement, and General Conditions of Contract, Supplementary Conditions, and Special Provisions.
9. Prepare for and attend the bid opening.
10. Review project bids, make recommendation for award, and coordinate notice of award, agreement, and notice to proceed documentation.
11. Attend meetings as required and provide update memos to the Department of Public Works.



Construction Management Activities

12. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
13. Provide construction survey staking for necessary items within the construction contract. This survey provides for a “one time” staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.
14. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is completed monthly and is completed for all work approved for the prior month.)**
15. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
16. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
17. Attend meetings and coordinate with adjacent property owners and business as needed.
18. Write Special Assessment Report for all sidewalk improvements and itemized proposed improvements on a lot-by-lot basis.
19. Prepare final Sidewalk Assessment Report for post construction quantities.
20. Upon project completion, all utility data and as-built information will be transferred to the City GIS system for permanent records. In addition, as-builts, and AutoCAD information will be provided for City record.
21. It is anticipated the construction work under the 2026 City of Lake Geneva – Paving Program will begin in Spring 2026 and be completed Fall 2026. This schedule has been provided for estimating purposes only. Engineer and construction services are estimated on the engineering and survey staff being on site as needed and completing project paperwork for a construction period of up to 12 weeks. Any additional time restrictions to the contractor (such as work restricted to before Memorial Day or after Labor Day) will result in extended construction period.



Capital Improvement Planning

- 22. Complete review of all streets, alleys, and bike paths in accordance with WisDOT PASER guidelines.
- 23. Complete annual update to the City 5-year capital improvement plan as required.
- 24. Update the 2020 Budget Analysis for Capital Improvement Planning to include alleyways, bike paths, and sidewalks and ensure a sustainable replacement rate.

Section B. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed one hundred forty thousand one hundred and ninety dollars (\$140,190.00) payable according to the following terms:

A not-to-exceed amount based on the rates as listed in Attachment A of the Agreement, plus direct expenses. Cost plus services are limited to an agreed maximum figure unless amended.

Engineer may request a change to the billing hours if scope changes, beyond the control of the Engineer, resulting in an extension of the schedule or necessitates a change in personnel.

Compensation for Additional Services (if any) shall be paid by Owner to Engineer according to the hourly billing rates shown in Attachment A of the Agreement.

IN WITNESS WHEREOF, the Owner and Engineer have executed the Task Order.

For: City of Lake Geneva

Engineer: Kapur & Associates, Inc.

By: _____

By: Naomi Rauch

Signature: _____

Signature: *Naomi Rauch*

Title: _____

Title: Project Engineer/Associate

Date: _____

Date: 10/22/2025



LAKE GENEVA 2026 STREET PROGRAM TASK ORDER 48



Kapur Associates, Inc.
Summary of Staff Hours and Labor Costs for the City of Lake Geneva



Task Order 48: 2026 Lake Geneva Streets

Classification	Project Engineer III		Project Engineer II		Staff Engineer II		Technician II		Project Surveyor		Survey Crew		Total Labor	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Average Hourly Wage (2026)	\$175.00		\$142.00		\$131.00		\$109.00		\$169.00		\$153.00			
Task Description														
Cook Street														
Survey and Mapping		\$ -		\$ -		\$ -	8	\$ 872.00	4	\$ 676.00	16	\$ 2,448.00	28	\$ 3,996.00
Design/Plan Preparation		\$ -	24	\$ 3,408.00		\$ -		\$ -		\$ -		\$ -	24	\$ 3,408.00
Quantities and Details		\$ -	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	8	\$ 1,136.00
QAQC	4	\$ 700.00	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	12	\$ 1,836.00
Survey and Staking		\$ -		\$ -		\$ -		\$ -	2	\$ 338.00	4	\$ 612.00	6	\$ 950.00
Subtotal	4	\$ 700.00	40	\$ 5,680.00		\$ -	8	\$ 872.00	6	\$ 1,014.00	20	\$ 3,060.00	78	\$ 11,326.00
Wrigley Street														
Survey and Mapping		\$ -		\$ -		\$ -	8	\$ 872.00	4	\$ 676.00	16	\$ 2,448.00	28	\$ 3,996.00
Design/Plan Preparation		\$ -	32	\$ 4,544.00		\$ -		\$ -		\$ -		\$ -	32	\$ 4,544.00
Quantities and Details		\$ -	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	8	\$ 1,136.00
QAQC	6	\$ 1,050.00	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	14	\$ 2,186.00
Survey and Staking		\$ -		\$ -		\$ -		\$ -	2	\$ 338.00	4	\$ 612.00	6	\$ 950.00
Subtotal	6	\$ 1,050.00	48	\$ 6,816.00		\$ -	8	\$ 872.00	6	\$ 1,014.00	20	\$ 3,060.00	88	\$ 12,812.00
Alley 50														
Survey and Mapping		\$ -		\$ -		\$ -	4	\$ 436.00	2	\$ 338.00	8	\$ 1,224.00	14	\$ 1,998.00
Design/Plan Preparation		\$ -	24	\$ 3,408.00		\$ -		\$ -		\$ -		\$ -	24	\$ 3,408.00
Quantities and Details		\$ -	6	\$ 852.00		\$ -		\$ -		\$ -		\$ -	6	\$ 852.00
QAQC	4	\$ 700.00	4	\$ 568.00		\$ -		\$ -		\$ -		\$ -	8	\$ 1,268.00
Survey and Staking		\$ -		\$ -		\$ -		\$ -	2	\$ 338.00	4	\$ 612.00	6	\$ 950.00
Subtotal	4	\$ 700.00	34	\$ 4,828.00		\$ -	4	\$ 436.00	4	\$ 676.00	12	\$ 1,836.00	58	\$ 8,476.00
Park Sidewalk														
Survey and Mapping		\$ -		\$ -		\$ -	4	\$ 436.00	2	\$ 338.00	8	\$ 1,224.00	14	\$ 1,998.00
Design/Plan Preparation		\$ -	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	8	\$ 1,136.00
Quantities and Details		\$ -	4	\$ 568.00		\$ -		\$ -		\$ -		\$ -	4	\$ 568.00
QAQC	2	\$ 350.00	4	\$ 568.00		\$ -		\$ -		\$ -		\$ -	6	\$ 918.00
Survey and Staking		\$ -		\$ -		\$ -		\$ -	2	\$ 338.00	4	\$ 612.00	6	\$ 950.00
Subtotal	2	\$ 350.00	16	\$ 2,272.00		\$ -	4	\$ 436.00	4	\$ 676.00	12	\$ 1,836.00	38	\$ 5,570.00
Project Manual/Administration														
Administration	4	\$ 700.00	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	12	\$ 1,836.00
Advertisement/Project Manual	8	\$ 1,400.00	24	\$ 3,408.00		\$ -		\$ -		\$ -		\$ -	32	\$ 4,808.00
Attend Bid Opening		\$ -	4	\$ 568.00		\$ -		\$ -		\$ -		\$ -	4	\$ 568.00
Post Bid Opening Activities		\$ -	4	\$ 568.00		\$ -		\$ -		\$ -		\$ -	4	\$ 568.00
Meetings as Required	16	\$ 2,800.00	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	24	\$ 3,936.00
Special Assessment Report for sidewalks and final quantities	12	\$ 2,100.00	24	\$ 3,408.00		\$ -		\$ -		\$ -		\$ -	36	\$ 5,508.00
Subtotal	40	\$ 7,000.00	72	\$ 10,224.00		\$ -		\$ -		\$ -		\$ -	112	\$ 17,224.00
Construction Observation & Administration														
Resurfacing Streets, Pedestrian Path, ADA Ramps, curb repairs		\$ -		\$ -	260	\$ 34,060.00		\$ -		\$ -		\$ -	260	\$ 34,060.00
Alleys		\$ -		\$ -	120	\$ 15,720.00		\$ -		\$ -		\$ -	120	\$ 15,720.00
Construction Administration	8	\$ 1,400.00	24	\$ 3,408.00	42	\$ 5,502.00		\$ -		\$ -		\$ -	74	\$ 10,310.00
Subtotal	8	\$ 1,400.00	24	\$ 3,408.00	422	\$ 55,282.00		\$ -		\$ -		\$ -	454	\$ 60,090.00
Construction Observation & Administration														
2027 CIP & PASER Updates	16	\$ 2,800.00	52	\$ 7,384.00		\$ -		\$ -		\$ -		\$ -	68	\$ 10,184.00
Budget Analysis for Capital Improvement Planning	12	\$ 2,100.00	24	\$ 3,408.00		\$ -		\$ -		\$ -		\$ -	36	\$ 5,508.00
Subtotal	28	\$ 4,900.00	76	\$ 10,792.00		\$ -		\$ -		\$ -		\$ -	104	\$ 15,692.00
TOTALS	84	\$ 14,700.00	286	\$ 40,612.00		\$ -	24	\$ 2,616.00	20	\$ 3,380.00	64	\$ 9,792.00	478	\$ 131,190.00

Summary of Expenses	Cost	Total
Estimated Mileage (LS)	\$1,500.00	\$ 1,500.00
Soil Borings	\$7,500.00	\$ 7,500.00
Totals	\$ 9,000.00	\$ 9,000.00

Expenses:	\$ 9,000.00
Project Total:	\$ 140,190.00