CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, JANUARY 24, 2022 4:00 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

Members: Chairperson Cindy Flower, Mary Jo Fesenmaier, Rich Hedlund, Tim Dunn, and John Halverson

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

Roll Call
Present: Flower, Fesenmaier, Hedlund, Halverson, and Dunn
Absent: None

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes
Mary Sibbing, 1725 Hillcrest Drive; Spoke in favor of the Cemetery Board being reinstated to alleviate duties on the Director of Public Works.

Jim Strauss, 1517 Meadow Ridge Cir; Spoke in favor of year round parking for the City.

Spyro Condos, 1760 Hillcrest Drive; Spoke in favor of the snow operations practices. Also spoke in regard to the Cemetery Perpetual Care Funds and them being audited.

Approval of the December 28, 2021 Public Works Committee meeting minutes as prepared and distributed
Motion by Dunn to approve, second by Hedlund. No discussion. Motion carried 5-0.

Director of Public Works Report
Update regarding Snow Event Reports/Plowing
DPW Director Earle noted that the snow reports are in the packet for the committee's review. No action taken.

Update regarding DPW Administrative Assistant Hiring process
Earle stated that the position has been posted and that applications are due February 9, 2022. He hopes to have someone in place by March 2022. No action taken.

Update regarding Ordinance in relation to Snow Removal on Pedestrian Paths
Earle stated that the language change is current with the City Attorney to be drafted. Flower stated that as the motion was made to approve by Public Works, that it go to the Finance Committee for action. No action taken.

Update regarding Cemetery Record Keeping
Earle added that he hopes the new Administrative Assistant will aid in this project and the implementation of the Pontem software for Cemetery tracking. The current records are still located within the cemetery office for public inspection, but they do not leave the office. Fesenmaier would like to see the Cemetery Board reinstated and that this be placed on the next Finance meeting for discussion. Earle stated that there are separate funds for operating and perpetual care that are overseen by the Finance Department. No action taken.

Update regarding installation of Delineator Tubes in Spring 2022
Earle stated that these will be installed in the spring, once the weather is warmer. No action taken.

Update regarding the 2021 Street Improvement Project in relation to striping and installation of bollards
City Engineer Naomi Rausch explained that the striping was redone for turn lanes on Edwards Blvd. Flower identified some other areas on Edwards Blvd that need to have re-striping. No action taken.

Update regarding Brush Collection Ordinance Revision
Earle stated that the language change is current with the City Attorney to be drafted. Flower stated that as the motion was made to approve by Public Works, that it go to the Finance Committee for action. Earle stated that he cannot locate that the City will do a pickup in the spring, but that service is offered regardless. No action taken.

Parking Manager Report
Parking Manager Elder stated that the Parking Enforcement will be starting soon. He added that 101 Walworth County passes were sold in 2020-2021, this was a carryover questions from the previous meeting. Elder added that the committee could explore a way to issue parking passes for a radius from the City versus just within the county. No action taken.

Electric Car Charging Stations
Elder stated that the cost of approximately $15,000 is about the average between all companies that he researched. No action taken. He added that Alliant may have funds available for this type of project. He added that this would need to go to the Finance Committee and the Council for a recommendation prior to any work being done/explored further. Fesenmaier stated that this should be done as an ordinance and should be done to attract tourists. Earle stated state statute prohibits Cities from selling power as the City does not supply its own power, such as the City of Elkhorn. Flower added that this should be a service for a fee and shouldn't be paid by the tax payers. Elder stated that he will research further and report back to the committee. No action taken.

Year Round Parking Program
Flower added that she requested this item. She feels that there was confusion regarding the short time that parking enforcement is not in effect. Elder believes that the City shut it down during the winter months due to slower tourist traffic and staff limitations. Elder believes that the closure was confusing and maybe year round parking enforcement should be explored. The committee discussion included the desire for additional information for future discussions. No action taken.

Discussion/Recommendation regarding Change Order #3 filed by Wolf Paving Co, Inc for a completion date extension for the 2021 Street Improvement Project- ***DPW Director Earle & Kapur Engineering***
Motion by Hedlund to approve with the additional striping as discussed previously, second by Dunn. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #3 filed by Wolf Paving Co, Inc for the 2021 Street Improvement project in an amount not to exceed $175,751.50- ***DPW Director Earle & Kapur Engineering***
Rausch stated that the city will be maintaining approximately $8,000 in retainage and this includes the changes for change order #2.
Motion by Hedlund to approve, second by Dunn. Motion carried 5-0.

Discussion/Recommendation regarding the bid award for the 2022 Crack Filling & Sealing Project- ***DPW Director Earle***
Earle stated that the bids are in the packet for review and that the street list was previously approved by this committee. He recommended using Fahrner, which included all of the roads approved with an excess of $20,000. This means that they can do all of roads listed for $15,000 and additional roads could be added.
Motion by Hedlund to approve to approve awarding the bid to Fahrner Asphalt, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding 2022 Street Improvement Project- ***Ald. Flower***
Engineer John Jenkins addressed the committee regarding the 2022 Street Improvement project; he added that there have been changes due to changes in the plan. Jenkins stated that part of the alley between Main St and Darwin St has been added to the project. This would be partially done as it is not in all disrepair. Jenkins then reviewed the rest of the project plan with the committee. Discussion noted there may be a need for temporary easements for some of the work to be done, specifically for grade issues. Jenkins noted that there may be issued with sidewalk ramps adhering to federal guidelines for ADA compliance for sizing issues. He added that he did not see any major heaves or issues on the sidewalk on Wrigley Drive and could put together an assessment. Discussion included possibly special assessing adjacent owners for the work to be done. Any ramps that are redone would need to meet ADA compliance but that any sidewalk maintenance wouldn't necessarily have to as it is conforming to the existing. Jenkins requested a copy of the City's special assessment process/policy.
Jenkins addressed the ramps on Wrigley Drive and noted that some of the angled parking stalls do not meet the current standards. He added that if there is a consistent width to those stalls, it will not create a problem. Changing the lines could

result in the loss of some stalls. Earle added that the work on Wrigley Drive would not be done between Memorial Day and Labor Day. Earle stated that he would like to see this portion maybe delayed so the City can have time for public outreach. Flower would like to see the gathering of public input and public outreach should be a part of all programs moving forward. Earle recommended that Wrigley Drive be removed from the 2022 project and that two other streets be identified to be added in its place.
Motion by Flower to move forward with the 2022 Street Improvement Program with two lets; on with Wrigley Drive/Cook Street for public involvement and the second let be the remaining of the streets in the 2022 program, second by Fesenmaier.
Committee discussion included the curb/gutter and drainage on Marianne Terrace. Flower added that she would like those property owners to be aware of the project intent in this area. Concerns were addressed with the existing landscaping in the right of way and the parking for property owners as well. Dunn suggested vacating this street so that it would be privately maintained. Flower would recommend that Marianne Terrace and Pine Street be added to the second let for the project, as part of the motion. There should be a special meeting held for public input at a future date.
Motion was re-read. Motion by Flower to move forward with the 2022 Street Improvement Program with two lets; on with Wrigley Drive/Cook Street and Marianne Terrace/Pine Street for public involvement and the second let be the remaining of the streets in the 2022 program, second by Fesenmaier.

Motion carried 5-0.

Discussion/Recommendation regarding implementation of additional funds to the for Sidewalk Repair within the 2022 Street Improvement Project- ***Ald. Flower***
Earle stated that there have been complaints and areas identified for this funding. No action taken.

Discussion/Recommendation regarding Library Park sidewalk upgrades – ***DPW Director Earle***
Motion by Flower to continue, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding WI DOT Highway 50 Project; including specialized signal equipment and turn lanes- ***DPW Director Earle***
Motion by Flower to continue, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding possible placement of a traffic signal at Center Street and Interchange North- ***Ald. Flower***
Motion by Flower to continue, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion regarding signal plans for Bloomfield Rd and Edwards Blvd- ***DPW Director Earle & Kapur Engineering***
Motion by Flower to continue, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion regarding possible roadside/right-of-way/park planting for reduced mowing- ***Ald. Flower***
Motion by Flower to continue, second by Fesenmaier. No discussion. Motion carried 5-0.

Future Agenda Items

- **a.** GAP/Island Boundary Properties
- **b.** Townline Rd/Edwards Blvd Intersection Signs/Signal
- **c.** YMCA Contract- Veterans Park Rentals
- **d.** Bonding for Road Projects

Adjourn
Motion by Halverson to adjourn, second by Dunn. Motion carried 5-0. The meeting adjourned at 6:01 p.m.