CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, FEBRUARY 28, 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 4:01 p.m.

Roll Call
Present: Flower, Fesenmaier, Hedlund, and Halverson
Absent: Dunn

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
None

Approval of the January 24, 2022 Public Works Committee meeting minutes as prepared and distributed
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Director of Public Works Report

Update regarding Snow Event Reports/Plowing
DPW Director Earle stated that last week's ice storm used a lot of salt. The ongoing issue now will be the thaw and refreeze of any standing water. No action taken.

Update regarding Winterfest
Earle stated that this year's Winterfest went well with no issues. No action taken.

Update regarding Equipment/Truck future purchases
Earle stated that equipment is becoming harder to locate and secure. When it is available the prior approval of the purchase can save the City money; he is looking at maybe moving forward with future purchases sooner than anticipated. No action taken.

Update regarding striping on Edwards Blvd
City Engineer Naomi Rausch, addressed the committee regarding the striping on North Edwards Blvd. She outlined several striping options to help with the merge of traffic. She added that some of the configuration may change with the completion of the Highway 50 project in the future. Flower would like to see those changes made prior to the Highway 50 project as that projected date is slated for 2026. No action taken.

Parking Manager Report

Parking Manager Elder stated that February 2022 will finish about 11% better than February 2021. He added that a lot of the credit is due to Winterfest. He added that over 1,600 people rode the shuttle the weekend of Winterfest. Hedlund suggested that the City should obtain a Tourism Commission grant to help offset the costs of the shuttles offered. No action taken.

Electric Car Charging Stations
Elder stated that he reviewed data from Door County in regards to this. Most of the charging stations are located on private land and are offered as part of a hotel stay, but are mostly free. He added that there is litigation in place regarding a municipalities ability to own charging stations. Fesenmaier would like to see this continue to be on the agenda for future updates. Hedlund thought that maybe the charging stalls could have a higher parking fee rate, versus people being charged exclusively for the electricity. No action taken.

Year Round Parking Program
Elder stated that the expense for staying open year round would result in an extra $100,000, mainly for employee wages. This would also make some parking employees to be eligible for City benefits, based on the hours worked. He projected income based on the available numbers, looking at the two weeks in November along with February revenues. He estimated the revenue could be anywhere from $80,000 to $225,000 net revenue. Flower stated that this should be on the agenda for next month for a recommendation from the committee. She added that she would like to see the Walworth County pass maybe changed to a radius pass for WI residents, versus just county wide. No action taken.

Discussion/Recommendation regarding the 2022 Street Improvement Project- ***MSA Engineering***
John Jenkins from MSA stated that he is working on the construction maps. The plans include the sidewalks and ramps, along with the streets. He would like this to move forward so that the bid can be published and hopefully returned by April 4, 2022. He will be working on the special assessment schedule as well, including a date for public hearing. Committee discussion included problematic areas on Highway 50 that need to be addressed. He outlined some of the problematic ramps based on the current grading of those areas. The Committee would like to have the schedule of the project plan available at the next meeting. No action taken.

Discussion/Recommendation regarding reinstatement of the Cemetery Board- ***Ald. Flower***
Flower explained that there have been comments made about the Cemetery board dissolution and that those functions should not be on the Public Works Committee to handle.

Motion by Flower to reinstate the Cemetery Board, second by Halverson.
Earle stated that new members of the Cemetery Board will need to be appointed. He also expressed concerns with the current ordinance language and how it outlines the hiring of a sexton. The Cemetery Sexton is currently hired by the Public Works Director, from within the department, not the Council.

A power outage occurred at City Hall, which caused a brief interruption in the meeting.

Fesenmaier stated that the Cemetery Board dissolution was a recommendation of the Finance Committee, but was never voted on by Council; therefore, it wasn't actually dissolved and the ordinance was not removed from the City code. Flower stated that she would like to see some action on this item and that the Mayor should appoint members to the board immediately.

Motion to amend by Flower to recommend the Mayor appoint members to the Cemetery Board, second by Halverson. Fesenmaier stated that she feels the motions are not in order. Motion tied 2-2, with Hedlund and Fesenmaier voting no.

Discussion/Recommendation regarding revisions to the snow removal policy- ***Ald. Flower & City Attorney Draper***
Flower stated that the main focus of the discussion would be on page 6 of the policy and that the provisions for the fire hydrants need to be removed. She added that the Attorney has noted that adjacent property owners cannot be held responsible for clearing those paths. Flower recommended that the Public Works Department be responsible for the snow removal on these paths.
Earle stated that the paths are not cleared as soon as the roads and would like to see a timeline as part of the policy for clear guidance. Earle expressed concerns with plowing some of the paths with equipment due to their structural integrity.

Motion by Flower to adopt the policy as outlined on page 6 of the policy, to include the language "as time allows", second by Fesenmaier. Earle inquired about the use of salt to maintain the paths as walking paths, and that the salt usage has not been the past practice. Flower recommended that the paths be salted as the sidewalks and roads are. Hedlund stated that the paths should not be salted as in past practice. Motion carried 3-1, with Hedlund voting no.

Discussion/Recommendation regarding bid award for the signal for Bloomfield Rd and Edwards Blvd- ***Kapur Engineering***
Rausch explained that the bid tab is in the packet for review. She recommended awarding the bid to LaLonde Contractors. The project is slated to start in April with an estimated completion in July of 2022. Rausch explained that this is a cost share project between the City and the School District.

Motion by Hedlund to award the bid to LaLonde Contractors not to exceed $527,728.72, second by Fesenmaier. Earle added that the City is contributing $150,000 to the project as a whole. Rausch added that Attorney Draper is reviewing the current Memorandum of Understanding for consistency. Motion carried 4-0.

Motion by Flower to suspend the rules and move the agenda item regarding GAP/Island properties up on the agenda, second by Hedlund. Motion carried 4-0.

Discussion/Recommendation regarding GAP/Island properties throughout the City- ***Building & Zoning Administrator & City Administrator***

Building Administrator Walling noted that this project has been ongoing and would address the number of GAP properties located within the City. There are a number of City owned properties that are either on GAP properties or multiple tax parcels. He stated that this is before the committee as a way to start moving forward with the project; there is currently a budget line item for $25,000. He added that it would be beneficial to do a little bit at a time as the parcel survey work may vary. Earle added that these GAP properties do not have official addresses which is problematic for the Fire Department, if there is an emergency. The Committee would like to see a list and a map of the GAP properties within the City. No action taken.

Discussion/Recommendation regarding the purchase of a 2022 Ford 1-ton dump truck with funds from the Cemetery Equipment Replacement Fund- ***DPW Director Earle***

Earle stated that this is part of the equipment replacement fund. He added that the quote includes the truck being built out without the plow. The quote for the truck is $57,484.00 and the quote for the plow is $6,825.00; total $64,309. The budget for this item is $60,000 but there will be additional funds available as the new leaf vac for the Cemetery, listed in the budget will not be purchased.

Dunn joined the meeting at 5:44 p.m.

Motion by Hedlund to approve the purchase of the truck in an amount $57,484 from Kunes and the plow in an amount not to exceed $6,825 from Knapheide, with the total amount not to exceed $64,309, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding Disc Golf Bridge replacement ***(Public Works Committee recommended Bridge #5 and the Board of Park Commissioners recommended Bridge #3; Council referred this to the Public Works Committee for further discussion on December 13, 2021; Public Works Committee directed staff to explore replacing both bridges on December 28, 2021; FLR Committee referred to the Public Works Committee on February 16, 2022) – Ald. Flower & Ald. Fesenmaier***

Earle stated that Ellena engineering has been tasked to design both bridges, but that there has been back and forth on determining which bridge or bridges should be replaced. The Public Works Committee had recommended bridge #5, but that the Park Board had recommended the replacement of bridge #3. Flower stated that the design of both bridges should continue and should be on the next agenda.

Motion by Flower to continue the design for both bridges and bring back for discussion, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding WI DOT Highway 50 Project; including specialized signal equipment and turn lanes- ***DPW Earle***

Earle stated that there has not been current correspondence with the WI DOT and there has been a hold to allow time to work with the Beautification Committee on this item. The Beautification Committee is slated to meet in May. No action taken.

Discussion/Recommendation regarding possible roadside/right-of-way/park planting for reduced mowing- ***Ald. Flower***

Motion by Flower to continue this item to a Special Meeting of the Public Works Committee, with the date to be determined, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding possible signal placement at Interchange North and Center Street- ***Ald. Flower***

Motion by Flower to continue this item to a Special Meeting of the Public Works Committee, with the date to be determined, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding revisions to the brush collection ordinance- ***DPW Earle & City Attorney Draper***
Motion by Flower to continue this item to a Special Meeting of the Public Works Committee, with the date to be determined, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding Library Park sidewalk upgrades – ***DPW Director Earle***
Motion by Flower to continue this item to a Special Meeting of the Public Works Committee, with the date to be determined, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding signage and possible signalization at Edwards Blvd and Townline Rd- ***PD Chief***
Motion by Flower to continue this item to a Special Meeting of the Public Works Committee, with the date to be determined, second by Fesenmaier. Motion carried 5-0.

Future Agenda Items

Adjourn
Motion by Fesenmaier to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:02 p.m.