



**BOARD OF PARK COMMISSIONERS
TUESDAY, MARCH 16, 2021 – 6:30PM
CITY HALL, COUNCIL CHAMBERS**

THE CITY OF LAKE GENEVA IS HOLDING MEETINGS VIRTUALLY WITH LIMITED CAPACITY (NO MORE THAN THIRTEEN) IN COUNCIL CHAMBERS TO COMPLY WITH SOCIAL DISTANCING DUE TO THE CORONAVIRUS (COVID-19) PANDEMIC. HERE'S HOW YOU CAN PARTICIPATE:

**6:30 p.m. March 16, 2021 Park Board
Tue, Mar 16, 2021 6:30 PM - 7:30 PM (CDT)**

Please join my meeting from your computer, tablet or smartphone.

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AGENDA

Committee Members: Cindy Feuredi, Brian Olsen, David Quickel, Barbara Philipps, Peggy Schneider, Obdulia Alvarez, Peg Esposito, Mary Jo Fesenmaier- Alderperson and Mayor Charlene Klein

1. Call to order – Cindy Feuredi
2. Roll Call
3. Approval of Meeting Minutes from March 1, 2021
4. 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
5. Discussion/Recommendation of Parks Use Ideas - AARP GRANT ideas
6. Discussion/Recommendation of Parks Maintenance and Repair- Four Seasons and Park Signs
7. Discussion/Recommendation of TAP Grant and RFP's

cc: Aldermen, Mayor, Administrator



8. Discussion/Recommendation of YMCA Presentations in April, June, August, October 2021
9. Discussion/Recommendation of Online listings of parks
10. Discussion/Recommendation of Park Impact Funds, Park Funds Use
11. Next Meeting Date: (April 20, 2021, 6:30 PM)
12. Adjournment

Board of Park Commissioners Meeting Minutes March 1, 2021

Call to Order: President Cindy Fueredi called the Park Board Meeting to order March 1, 2021 at 6:30 PM in the Council chambers of City Hall, Lake Geneva, WI.

Roll Call: Present were: President Cindy Fueredi, Secretary Barbara Philipps, Peggy Schneider, Peg Esposito, Alderperson Mary Jo Fesenmaier, Mayor Charlene Klein. Absent were Brian Olsen, David Quickel and Obdulia Alvarez.

Comments from the Public: There were no comments from the public.

Discussion/Recommendation regarding Park and Open Space Requests for Proposals: There are six proposals. MSA, FOTH, Vanderwald, JSD, Ayers, Silvernails.

Chart is included in minutes depicting Proposals.

Alderperson Fesenmaier mentioned she was pleased the City received 6 bids. 3 is the minimum for bid. The budget is for \$30,000.00 5 came in under bid.

Vanderwauld was the lowest bid but did not include extra charges. Peg Eposito wished to thank Vanderwauld for the work but would like to see fresh thinking, would like to see a fresh approach. President Fueredi mentioned Silvernails was over budget.

President Fueredi said FOTH and JSD were both very comprehensive. FOTH is out of Franklin, WI and JSD is out of Des Plaines, Ill. Peg mentioned JSD is an ecologically conscience, mid-size firm with a good portfolio. Mayor Klein said Vanderwauld seems thorough. Esposito mentioned Vanderwauld would charge extra for workshop. The Mayor said Ayers was not up to date with Parks. MSA would mail out postcards-extra charge. Fesenmaier said the Board needs to act-not leave proposals on the shelf. We need to recommend and be prepared for a lot of questions and debate about what needs to be done.

There was a move by Cindy to choose Ayers Proposal. No second

Esposito moved to approve JSD. President Fueredi made second. Schneider mentioned JSD is not a Wisconsin Company and mentioned Ayers is a large company that might not give the attention that is needed and said MSA brought in a good proposal.

Fueredi called for vote on JSD. Motion was unanimously defeated.

Cindy Fueredi moved to nominate MSA, mentioned MSA price was lower and included extra printing. The Company is based in Madison. Peg Esposito Seconded the motion. Mayer called for vote MSA nominated unanimously.

Alderperson Fesenmaier Called for the meeting to adjourn, President Fueredi seconded the motion. The motion to adjourn passed unanimously and the meeting adjourned at 7:28 PM.

Respectfully submitted by Barbara J Philipps, Secretary, Board of Commissioners.

Table 1

RFP requirement	Ayres	Foth	JSD
Consultant website	www.ayresassociates.com	www.foth.com	www.jsdinc.com
Office location	Madison	Franklin, WI	Des Plaines, IL plus
Quote	\$22,110.00	\$23,100.00	\$22,500.00
Projected completion date	October	November	October
Most contain outdoor planning elements for local implementation and grant eligibility	Yes	Yes	Very comprehensive
Update inventory, analysis of existing parks and facilities	Yes, includes guidance for website use	Yes, includes guidance for website updates	Yes
Analyze			
Land use	Yes	Yes	Yes
Population, demographics	Yes	Yes	Yes
Park policy	Yes	Yes	Yes
Staffing	Yes	Yes	Yes
Service areas	Yes	Yes	Yes
Impact fees	Yes	Yes	Yes
ADA	Yes	Yes	Yes
Maintenance and equipment needs	Yes	Yes	Yes
Trails	Yes	Yes	Yes
Existing master plans	Yes	Yes	Yes
Utilize existing info	Yes	Yes	Yes
Provide updated maps	Yes	Yes, comprehensive	Yes, comprehensive
Develop goals and objectives for all park lands, updated capital improvement plan	Yes, going beyond 5 years	Yes	Yes
Include recommended improvements, including cost projections	Yes	Yes	Yes
Provide one draft report, one final plan, including attendance at Park Board meetings for presentations	Yes	Yes, plus bi-weekly meetings	Yes
Public Inclusion			
Include one public input session	Yes, comprehensive	Yes	Yes
Include one public survey	Yes, ongoing	Yes, maybe 2	Yes
Must provide 10 printed copies of draft and final plan, and PDF of both	Yes	Yes	Yes

RFP requirement	MSA	Silvernail	Vanderwalle
Consultant website	www.msa-ps.com	www.silvernailgeodesign.com	www.Vanderwalle.com
Office location	Madison	Black Earth, WI	Madison, Milwaukee
Quote	\$16,000.00	\$66,000.00	\$13,390 base; \$13,755 extras (note: most extras will be needed to fulfill RFP)
Projected completion date	December	September	
Most contain outdoor planning elements for local implementation and grant eligibility	Very comprehensive	Yes	
Update inventory, analysis of existing parks and facilities	Yes	Yes	Includes kickoff meeting with staff (1 hr), board (1 hr)
Analyze			
Land use	Yes	Yes	
Population, demographics	Yes	Very comprehensive	
Park policy	Yes	Yes	
Staffing	Yes	Yes	
Service areas	Yes	Yes	
Impact fees	Yes	Yes	
ADA	Yes	Yes	
Maintenance and equipment needs	Yes	Yes	
Trails	Yes	Yes	
Existing master plans	Yes	Yes	
Utilize existing info	Yes	Yes, plus update and add	
Provide updated maps	Yes	Yes	
Develop goals and objectives for all park lands, updated capital improvement plan	Yes	Yes	
Include recommended improvements, including cost projections	Yes	Yes	
Provide one draft report, one final plan, including attendance at Park Board meetings for presentations	Yes	Yes	All meetings virtual (more for in person). 1 hour each provided in quote
Public inclusion			
Include one public input session	May ask us to send invitations via postcards or stuff utility bills	Very comprehensive	Virtual, additional for in person
Include one public survey	Yes	Probably more	Included in additions, not quote
Must provide 10 printed copies of draft and final plan, and PDF of both	PDFs to be provided; printing \$1,500 extra		Only digital included in price

Table 1

RFP requirement	Ayres	Foth	JSD
Consultant website	www.ayresassociates.com	www.foth.com	www.isdinc.com
Office location	Madison	Franklin, WI	Des Plaines, IL plus
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Projected completion date	October	November	October
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Provide one draft report, one final plan, including attendance at Park Board meetings for presentations	Yes	Yes, plus bi-weekly meetings	Yes
Public inclusion			
Include one public input session	Yes, comprehensive	Yes	Yes
Include one public survey	Yes, ongoing	Yes, maybe 2	Yes
Must provide 10 printed copies of draft and final plan, and PDF of both	Yes	Yes	Yes

MSA	Silvernail	Vanderwalle
www.msa-ps.com	www.silvernailgeodesign.co	www.Vanderwalle.com
Madison	Black Earth, WI	Madison, Milwaukee
\$16,000.00	\$66,000.00	\$13,390 base; \$13,755 extras (note: most extras will be needed to fulfill RFP)
December	September	
Very comprehensive	Yes	
Yes	Yes	Includes kickoff meeting with staff (1 hr), board (1 hr)
Yes	Yes	
Yes	Very comprehensive	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes, plus update and add	
Yes	Yes	
Yes	Yes	
Yes	Yes	
Yes	Yes	All meetings virtual (more for in person). 1 hour each provided in quote
May ask us to send invitations via postcards or stuff utility	Very comprehensive	Virtual, additional for in person
Yes	Probably more	Included in additions, not quote
PDFs to be provided; printing \$1,500 extra		Only digital included in price

Board of Park Commissioners Meeting Minutes February 24, 2021

Call to Order: President Dr. Cindy Fueredi called the Park Board Meeting to Order on February 24, 2021 at 6:30 PM in the Council of Chambers of City Hall, Lake Geneva, Wisconsin.

Roll Call: Secretary Barbara Philipps verbally called Roll Call. Those Commissioners present were President Dr. Cindy Fueredi, Alderperson Mary Jo Fesenmaier, David Quickel, Brian Olsen, Peg Esposito and Mayor Charlene Klein. Absent were Peggy Schneider and Obdulia Alvarez.

Approval of Meeting Minutes from January 19, 2021: Barbara moved to approve and was seconded by Peg Esposito. Vote was unanimous.

There were no comments from the public.

Discussion/Recommendation of Parks Use Ideas, Item 10 was moved up to item 5. Guest Sarah McConnell, representing the Avian Committee spoke about suggested improvements at the 4 Seasons Nature Preserve in Lake Geneva. The Nature Preserve is well known for Birding and walking trails. Mrs. McConnell requested improved signage, additional flowers and native plantings near the bulletin board. She also asked for the park to create and supply Birding maps. The bluebird and wood duck boxes need repair and so do purple martin feeders.

Sarah also reported on involvement with the Girl Scouts and the 5th Graders at St Francis Grade School. The Avian Committee has also reached out to the public school but have not received a commitment. She has suggested that the 5th graders help develop a historical trail with a story book. Another request is for the Park Board to make signs and Maps with walking trails. Sarah also reported that the boardwalk is in disrepair and is collapsing.

President Fueredi recommended uniform signage for all 27 Parks in Lake Geneva.

There is an AARP Grant. Sarah believes The Park Board should provide plans for the extension of the nature paths at 4 Seasons.

Guest Peter Pokory spoke about the boardwalk and suggested that the Boy Scout Troup might be approached to rebuild tower that was destroyed by fire.

Discussion/Recommendation of Dog Park sign: It was recommended and moved By Peg Eposito to have 4 signs made and seconded by Mary Jo Fesenmaier. Vote was unanimous to have 4 signs made. The money for these signs will come out of public works.

Discussion/Recommendation of TAP Grant and RFP's: Six proposals have been received for the plan and an extra Park Board meeting will be held either on March 1, 2021 at 6:30 PM or on March 3, 2021 at 6:30 PM. The TAP Grant has been awarded but the Park Board does not know what next step is.

Discussion/Recommendation of YMCA Presentations in April, June, August, October 2021:

YMCA Auction was virtual due to pandemic. Money generated was the most successful YMCA auction ever held.

Discussion/Recommendation of Online listings of parks: The online listings of Lake Geneva's 27 parks needs to be improved. A template for all parks needs to be developed for the Park Board Web Site.

Discussion/Recommendation of Parks Maintenance and Repair: Sidewalks in the parks need to be maintained by the City and City is responsible for plowing. President Cindy Feuredi will check with Public Works to see if City is responsible for maintaining walking trails and bike paths in the City Parks. The 5 Bridges at Hillmoor were discussed. For of the Bridges are in disrepair and there are no railings on bridges.

Discussion/Recommendation of Park Impact Funds, Park Funds Use: \$15,000 has been spent for the Never Say Never Park and there is \$5,800 left for new parks. Park Grants A print of Park Funds Summary will be available for next meeting.

Next Meeting: Next meeting is scheduled for March 23, 2021 at 6:30 PM

Adjournment: President Cindy Fueredi moved to adjourn meeting at 7:28 Pm and was seconded by Brian Olsen.

Respectfully submitted by Barbara J. Philipps, Secretary, Board of Park Commissioners

PARK FUNDS SUMMARY

2/28/2021

Year	REVENUES		EXPENDITURES	Notes on what \$ spent on
	<u>Park Fund</u>	<u>Interest Earned</u>	<u>Park Fund \$ Spent</u>	
2003			46,113.26	Transfer of old park fund
2004	3,928.00	158.81		
2005	2,552.00	952.44		
2006	1,407.00	1,980.99		
2007	575.00	2,477.22		
2008	150.00	1,053.67		
2009	100.00	224.33		
2010	150.00	93.52		
2011	50.00	51.76		
2012		68.23	(28,489.24)	Vet's Park south soccer field
2013	150.00	34.92	(6,455.46)	Manual scoreboard,batting cages,disc golf
2014	1,150.00	24.48	(1,610.98)	Park survey postcards, disc golf signs
2015	250.00	35.80		
2015			(15,000.00)	Transfer to Adaptive Playground Fund
2016	50.00	98.70		
2017		185.90		
2018	15,471.00	516.62	(21,060.00)	Soccer goals/Bleachers/Shade Structure
2019	20.00	536.81	(4,658.77)	Bench-Newman/Playground Equip-Tot Lot
2020	7,867.45	94.47	(5,307.05)	Bench & Plaque-Lotharius and Warner
2021		2.88		
Totals	33,870.45	8,591.51	(82,581.50)	

5,993.71 = Park Fund balance

15,000.00 = Adaptive Playground Fund balance

20,993.72 = Total Park Funds

Park Impact Fee Funds

Effective Date of Ordinance = 4/22/2004

2/28/2021

	<u>REVENUES</u>		<u>EXPENDITURES</u>	<u>REMAINING</u>	
<u>Year</u>	<u>Impact Fees</u>	<u>Interest Earned</u>	<u>Impact Fee \$ Spent</u>	<u>Impact Fee Balance</u>	<u>Notes on what \$ spent on</u>
2003					Transfer of old park fund
2004	16,560.00	158.81		16,718.81	
2005	15,870.00	952.44		33,541.25	
2006	11,250.00	1,980.99		46,772.24	
2007	6,272.00	2,477.22	(46,615.61)	8,905.85	Playground equipment, Planning
2008	20,808.00	1,053.67	(124.00)	30,643.51	Park Planning
2009	1,978.00	224.33	(7,589.00)	25,256.84	Molitor field
2010	1,380.00	93.52	(19,317.01)	7,413.34	Vet's park field, retaining wall
2011	19,248.00	51.76		26,713.10	
2012	3,910.00	68.23	(2,889.38)	27,801.95	Vet's Park south soccer field
2013	6,226.00	34.92	(11,386.78)	22,676.09	Manual scoreboard, batting cages, disc golf
2014	8,982.00	24.48	(4,046.00)	27,636.57	Park survey postcards, disc golf signs
2015	7,820.00	35.80	(23,245.68)	12,246.68	Dog park fencing, signs
2015				12,246.68	
2016	12,190.00	98.70	(4,551.00)	19,984.38	Dog Park water line
2017	20,286.00	185.90	(20,000.00)	20,456.28	Manning Way Playground Equipment
2018	20,654.00	516.62	(2,715.00)	38,911.89	Soccer goals/Bleachers/Shade Structure
2019	13,800.00	978.39		53,690.28	
2020	20,700.00	273.13		74,663.41	
2021	3,450.00	10.24		78,123.65	
Totals	211,384.00	9,219.11	(142,479.46)	78,123.65	

78,123.65 = Impact Fee balance

IMPACT FEE SUMMARY:

	<u>Collected</u>	<u>Interest Earned</u>	<u>Expenditures</u>	<u>Must be spent by:</u>
2003-2006	43,680.00	3,092.24	(87,921.78)	(41,149.54)
2007	6,272.00	2,477.22	(4,046.00)	(36,446.33)
2008	20,808.00	1,053.67	(23,245.68)	(37,830.34)
2009	1,978.00	224.33	(4,551.00)	(40,179.02)
2010	1,380.00	93.52	(20,000.00)	(58,705.50)
2011	19,248.00	51.76	(2,715.00)	(42,120.75)
2012	3,910.00	68.23	-	(38,142.52)
2013	6,226.00	34.92	-	(31,881.60)
2014	8,982.00	24.48	-	(22,875.12)
2015	7,820.00	35.80	-	(15,019.32)
2016	12,190.00	98.70	-	(2,730.63)
2017	20,286.00	185.90		17,741.28
2018	20,654.00	516.62		38,911.89
2019	13,800.00	978.39		53,690.28
2020	20,700.00	273.13		74,663.41
2021	3,450.00	10.24		78,123.65
	211,384.00	9,219.11	(142,479.46)	

Must be spent by 12/31/2013
 Must be spent by 12/31/2014
 Must be spent by 12/31/2015
 Must be spent by 12/31/2016
 Must be spent by 12/31/2017
 Must be spent by 12/31/2018
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 Must be spent by 12/31/2027