CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, JANUARY 25, 2021 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, Dunn, Halverson, and Fesenmaier
Absent: Hedlund

Motion by Fesenmaier to move up items #11 & #12, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding possible intersection improvements at Bloomfield Rd and Edwards Blvd
Public Works Director Earle stated that the City is waiting for the intersection study from the WI DOT and that they are evaluating the intersection for multiple potential traffic control options. He added that they are not sure if that the intersection warrants a traffic signal. Walworth County has a safety task force that has looked into the intersection. Earle stated that there has also been conflicts over the ownership of the intersection.

Hedlund joined the meeting at 4:10 p.m.

School Superintendent Jim Gottinger, addressed the committee regarding the school's concerns with the intersection. He added that there was study done in 2016 and noted that several schools are located in the vicinity that face traffic concerns in that area. He stated that he had received correspondence from the Walworth County safety task force that they felt an intersection wasn't warranted. He added that this is not acceptable and that something needs to be done before there's another accident. He further added that the school district is prepared to help pay for this intersection.

Concerns from the WI DOT included that it is a state controlled road, that is located in the township and that the City is going to potentially pay for some kind intersection improvement. This is also not part of the City of Lake Geneva connecting highway agreement.

Motion by Fesenmaier to direct staff to apply for the permit with the WI DOT for the intersection traffic signal to also include the Memorandum of Understanding and the Walworth County Safety Committee's investigation as backup to the permit application, second by Halverson. Flower expressed concerns with applying for a permit without having a task order for the engineering. Flower added that she would like to see a boundary agreement explored; that way the intersection and potential signal to be located within the City limits. She noted that agreement would likely have to start with the Mayor and work with the township to move it forward. Fesenmaier stated that this has been an ongoing issue and that applying for the permit may help the WI DOT move the process along.
Director Earle stated that the WI DOT does already have the Memorandum of Understanding, but he does not believe they have the other documentation.
Flower re-read the motion. Motion carried 5-0.

Motion by Flower to ask Mayor Klein to address the boundary agreement with the Town of Bloomfield, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding possible placement of flexible lane delineators on Cumberland Trl and Townline Rd
Chief Rasmussen stated that he does not have any further crash data from prior reports. Flower noted that this section is partially in the City and partially in the township. Flower would like to see delineators from the traffic island to the east, during the summer time only.

Motion by Flower that the City annually install the flexible delineators at staff's preferred direction, second by Fesenmaier. Earle stated that he does have the funds to purchase these and that he wouldn't need to ask for any special funding. Motion carried 5-0.

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 December 17, 2020 Public Works Committee meeting minutes as prepared and distributed
Motion by Hedlund to approve, second by Dunn. No discussion. Motion carried 5-0.

Director of Public Works Report
Public Works Director Tom Earle stated that the Bigfoot Beach area has been discussed with the WI DOT and WI DNR. Their staff is still trying to find the records that pertain to the ownership of the Bigfoot Beach to work towards a solution to fix that area. Earle stated that the “Do Not Block Intersection” sign for Country Club Dr is ordered and will be installed soon.
Streets Superintendent Neil Waswo addressed the committee regarding the snow operations for 2021 thus far. He noted that the DPW has been experimenting with pre-treating and brining. He added that the approach is more proactive and the public has been very receptive to their efforts. Fesenmaier cited the City’s snow removal policy and wondered if this policy was being followed. Waswo added that the policy is being followed and noted that it’s being enhanced with the use of primary and secondary routes. Fesenmaier noted that the welcome sign coming in to the City had been damaged and wondered if they could be replaced instead of just fixed. Waswo noted that those signs were purchased by VISIT Lake Geneva (Chamber of Commerce). No action taken.

Parking Manager Report
Parking Manager Elder addressed the committee and noted that paid parking will commence on February 1. He noted that the DPW has been helping with the placement signs that note when in a paid parking zone and that parking is pay by plate. He added that the Parking Department will be putting out the notice regarding the commencement of paid parking on all of the City’s social media platforms. There will be a Winterfest Shuttle on the Saturday and Sunday of that weekend. He added that snow removal around the kiosks had been added to all of the job descriptions for all of the Parking staff. No action taken.

Discussion/Recommendation regarding purchasing three Cale Stealth Terminals to be placed at the Riviera Beach in an amount not to exceed $35,127
Motion by Hedlund to approve to be paid from the Parking Fund, second by Fesenmaier. Parking Manager Elder stated that these new kiosks will have the ability to accept cash as 23% of the money collected at the beach is cash. Elder added that this expense was budgeted for in 2021. Flower stated that she understands the need to accept cash, but would like to start to move away from it. She would also like to see the VIPLY app move forward. Motion carried 5-0.

Discussion/Recommendation regarding Pay Request #1 from Payne & Dolan, INC for the 2020 Street Improvement Project in an amount not to exceed $522,663.53
Earle stated that he would recommend approval of the payment and this does not include the retainage.
Motion by Hedlund to approve, second by Halverson. Flower noted that there are ongoing conversations regarding the curb that was installed on Sage St as part of the 2020 program. Motion carried 5-0.

Discussion/Recommendation regarding the 2021 Street Improvement Project
Director Earle stated that the program is moving along but there is issues with the possible reconfiguration of the intersection. He would like to see Edwards Blvd from the intersection of Hwy 50 to the first entrance of Home Depot be held over to 2022. With that section removed, the City could add more roads and alleys as part of the 2021 program. The largest project that should be considered in the 2021 project is Snake Road. Flower noted that the state may be hesitant to move forward with the intersection without the traffic study. Flower inquired about the bid notice in regards to the special assessment timelines. City Clerk Kropf explained the special assessment timeline and process. City Engineer Governatori explained that the project won’t require a full closure of Edwards Blvd. No action taken.

Discussion/Recommendation regarding 2022 Street Improvement project
Director Earle stated that there have been some issues with Marriane Terrace and would encourage the Alders to talk to the City Attorney regarding that issue. Some of the roads on the 2022 project, such as Snake Road, have been removed and placed on the 2021 project list. Flower stated that Wells Street and parts of Broad Street have started to deteriorate, since those are main thoroughfares, is the volume of traffic considered into the plan. Governatori stated that it is not a

main factor, but something that is concerned. Earle stated that Wells Street is not on the list as of yet due to ongoing conversations with the Utility Commission regarding water mains.

Motion by Flower to obtain RFQs for design services for the 2022 Street Improvement Project, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding the Sidewalk Cost Share Policy- Ald Fesenmaier

Flower stated that the City currently has a sidewalk policy and that the City's share will not exceed $1.75 per square foot. Fesenmaier stated that she would like to see City staff reviewing those troubled sidewalks. The Code Enforcer could tag those that do not meet the standards and give the owner 20 days to repair. If the owner does not repair it per the timeline, the City would then repair it and bill the owner.

Motion by Flower to amend the policy to add that "as part of our annual street improvement project sidewalks will be identified for repair…", second by Hedlund. Hedlund stated he would like to see the amount of time increased to 45 days. Flower stated that this amendment would take some of this off the code enforcer and then would become part of the annual street improvement project. Earle stated that he would be in favor of increasing the City's portion as part of the program.

Motion by Fesenmaier to refer to staff for recommendations and changes, second by Halverson.

Flower and Hedlund retracted the original motion made. Earle stated that he would start working on this for the next meeting. Flower stated she would also like to see the replacement justification as part of the City code. Motion carried 5-0.

Discussion/Recommendation regarding Downtown Snow Removal and possible Downtown Business Improvement District Special Assessment – Mayor Klein

Mayor Klein noted that she had a meeting after the last snow fall and felt pretty comfortable with the discussion. Earle stated that the BID had talked about possibly hiring a snow removal company to just clear the sidewalks in the BID. This could be paid for through a special assessment, but that the City would need to approve a change like that. No action taken.

Future Agenda Items

- Native Plantings
- Comprehensive Plan
- Public notification of Public Works Projects
- 2022 Street Improvement Project
- Bigfoot Beach area and shoulder on S Lake Shore Drive near Bigfoot Beach
- Townline Road speed and crash data
- Recycling and garbage collection frequency

Adjourn

Motion by Hedlund to adjourn, second by Dunn. Motion carried 5-0. The meeting adjourned at 5:53 p.m.