

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, FEBRUARY 22, 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, Fesenmaier, and Halverson

Absent: Hedlund

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

Jim Gottinger; Lake Geneva School District Administrator; Spoke in opposition of the committee convening into Closed Session to discuss the Edwards Blvd and Bloomfield Road Traffic Signal RFQ and spoke to the need to move this project along without delay.

Colorado Goldway; 150 West St; Spoke in concern of the trash and recycling pickup for the City and would like to see efforts made to increase the amount of recycling done throughout the City.

Approval of the January 25, 2021 Public Works Committee meeting minutes as prepared and distributed
Motion by Dunn to approve, second by Halverson. No discussion. Motion carried 4-0.

Director of Public Works Report

Public Works Director Tom Earle addressed the committee regarding the snow events and snow emergency that was declared earlier in the month. Street Superintendent Neil Waswo addressed the committee regarding the events during the snow emergency. He noted that this storm wasn't large, with only three inches of snow falling, but that the timing of the storm with Winterfest happening warranted a snow emergency. He explained that this worked really well and thanked everyone involved. He added that there have been seventeen total snow events and that nine of them occurred in late January through February. Fesenmaier stated that she appreciated the policy being followed in that snow was windrowed, but that the Council needs to approve a snow emergency as City functions are being changed. Public Works Director Earle noted that only two things occurred during the snow emergency that were different than past practices; one being that the snow emergency was called and the second was that the downtown business owners did have their twelve-hour window to remove the snow from their sidewalks. He added that he had scoured the City ordinances and policies and could not find any reference to allowing the downtown business owners to put the snow from their sidewalks into the street. He added that this practice is not allowed anywhere throughout the City and is not sure why it has been allowable in the downtown. Halverson thanked Earle and Waswo for their hard work and efforts during the snow emergency. No action taken.

Earle stated that he has been having of phone calls regarding the traffic signal and has been working on the Memorandums of Understanding for all of the interested parties. He added that he has been in conversation with the WI DOT trying to determine who will be responsible for the light and which party will be responsible for what parts of its installation. Earle stated that since the light will not be part of the City's connecting highways, therefore the WI DOT will assume responsibility of the light; i.e. maintenance and associated expenditures. Fesenmaier noted that there was talk of a task order being completed for the traffic signal and inquired about the signed copy. City Administrator Nord stated that the former Mayor had requested a task order to be completed, but he was only in possession of an unsigned copy. Flower directed the City Administrator to research if that type of request is within the scope of the Mayor's authority, particularly what dollar amount can be authorized. Earle added that the committee had directed him to file a permit with the state to start the work, but after discussions with the WI DOT he concluded that since the traffic signal will fall under the state's responsibility that the WI DOT would be the agency to file for the permit. No action taken.

Parking Manager Report

Parking Manager Seth Elder addressed the committee regarding the parking team and the February revenues. He stated that they are all healthy and back to work. He noted that the while February is not over as of yet, he couldn't offer a complete synopsis of the month, but could give an idea of what has transpired thus far. He noted that Winterfest weekend alone generated over \$30,000 in revenue between the kiosks and the Park Mobile app. He added that month to date the

parking revenue is at \$80,000 and that 16% of the revenue was generated from the Park Mobile app. He added that the team has been out educating business owners and visitors about the parking enforcement starting sooner than it had in the past. Fesenmaier stated that she would like to see a kiosk moved closer to the boat launch and would call Elder to discuss logistics. No action taken.

Discussion/Recommendation regarding 2021 Street Improvement Project Bid award

Earle indicated that the City had received four bids for the 2021 Street Improvement Project. He added that Wolf Paving was the lowest apparent bidder at \$648,631.82 for both the base bid and the additional bid for Snake Road. Flower stated that the Council will need to have the final approval of the bid award, which will coincide with the Public Hearing for the sidewalk special assessment.

Motion by Fesenmaier to approve the bid award to Wolf Paving for the 2021 Street Improvement Project base bid in an amount not to exceed \$525,186.22 and for additional bid #1 in amount not to exceed \$123,445.60, second by Flower. Motion carried 4-0.

Discussion/Recommendation regarding Pay Request #2 from Payne & Dolan, INC for the 2020 Street Improvement Project in an amount not to exceed \$32,055.79

Public Works Director Earle stated that this is pay request #2 for the 2020 street project and that the retainage is being held until sidewalk work is completed.

Motion by Fesenmaier to approve, second by Dunn. Earle stated that the City is not happy with the sidewalk work that has been completed as they do not adhere to our ordinances. The contractor was made aware of the changes that need to be made and that the City will not pay the remaining balance until it is fixed. Motion carried 4-0.

Discussion/Recommendation regarding changing parking stall designations on Center Street near Geneva Towers entrance/exit

Parking Manager Elder addressed the committee regarding a concern that was brought to his attention for the parking stalls near the Geneva Towers entrance/exit; there had been issues with visibility. He noted that those immediate stalls are compact only and that a remedy could be to make them motorcycle only or to increase the length of no parking. Elder did note that the Police Department indicated that there has not had an accident there in the past three years. No action taken.

Discussion/Recommendation regarding the 2022 Street Improvement Project

Earle noted that streets that are a part of the 2022 Street Improvement Project as: Sheridan Springs Rd Circle Drive and two alleys. Earle added the Circle Drive may be pushed into 2023 as there have been utilities issues identified that require coordination with the Utility Commission. Earle added that there is another alley on Curtis Street that is failing quickly that could be added to the 2022 project as well.

Discussion/Recommendation regarding engineering RFQs for the 2022 Street Improvement Project

Earle stated that he had crafted the Request for Proposals and is under City Attorney review as of now. No action taken.

Discussion/Recommendation regarding possible changes to the sidewalk cost-share policy

Earle noted that the committee has been discussing possibly updating the policy. He reviewed the policy and offered some proposed changes including updated pricing. Updating this would possibly incentivize residents to participate in the program. Earle's other thought was to maybe include those sidewalks as part of the current street improvement project. He also cited concerns with the sidewalk repair rebate section as well. Flower stated that the road program looks at roads on a fifteen basis and that the sidewalk policy should match that. Earle also stated that there needs to be clarification on when sidewalks get ruined due to trees and he further asked that there be clarification regarding the corner lots. That section references that the City will pay full costs of the intersection portion; Earle noted that language is extremely unclear and should be clarified as well.

Motion by Fesenmaier to direct to staff to review and revise the sidewalk cost share policy based on recommendations, second by Halverson. Fesenmaier would like to see this come back to the next meeting for discussion. Motion carried 4-0.

Discussion/Recommendation regarding purchase of van from the 2021 Equipment Replacement Fund

Earle stated that this van is on the schedule to be replaced this year and was a previous donation from the Utility Commission. He acquired three proposals for the replacements and that he would recommend purchasing the van from

Lake Geneva Ford. He noted that this vehicle is older with limited miles, but is the exact model the department is looking to obtain.

Motion by Dunn to approve the purchase of the 2020 Ford Transit F-350 Cargo van from Lake Geneva Ford not to exceed \$39,458, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding repurposing Vac-All #29 Chassis into a dump truck to be paid from the 2020 Surplus Auction Funds

Earle explained that the department could use the cab and chassis from the old vac all to turn it in to a tandem to help haul brush. The funds to pay for the upgrades would be paid from the surplus auction items, sold in 2020.

Motion by Dunn to approve, second by Fesenmaier. Motion carried 4-0.

Discussion regarding possible paid parking on Geneva Street, Madison Street, Warren Street, and Maxwell Street

Earle stated that this item was requested by Hedlund, who is not present and wondered if the committee wanted to continue to next month. Parking Manager Elder stated that those additional stalls could potentially bring in approximately \$150,000 in parking revenue and the costs could be minimal. Additional kiosks could be purchased but maybe not necessary, but would suggest additional signage.

Motion by Flower to continue, second by Fesenmaier. Fesenmaier encouraged the Lake Geneva Regional News to publish an article and put something on Facebook about this topic.

Discussion regarding garbage and recycling pickup frequency

Halverson stated that there has been interest in possibly increasing the frequency of when recycling gets picked up; the idea of possible weekly pickup was brought up and that John's Disposal would be agreeable to potentially negotiating the contract as such. Fesenmaier would like to identify the goal for this and then work towards that; Halverson noted that this should be on the agenda on going for discussion. Halverson added that the committee could always invite a representative from John's Disposal to address the committee as well. No action taken.

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations regarding: Edwards Blvd and Bloomfield Road Traffic Signal RFQ and pursuant to Wisconsin Statutes 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding: Potential road work on Marianne Terrace and Pine Tree Lane

Motion by Flower to convene into closed session, second by Halverson. Motion carried 3-1 on a roll call vote, with Fesenmaier voting no. The Public Works Committee convened into closed session at 5:29 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Flower to reconvene into Open Session, second by Fesenmaier. Motion carried 4-0 on a roll call vote. The committee reconvened into Open Session at 5:59 p.m.

Motion by Halverson to schedule a special Public Works meeting to discuss the Edwards Blvd and Bloomfield Road Traffic Signal RFQ, second by Fesenmaier. Motion carried 4-0.

Motion by Flower to direct staff to continue as discussed in closed session in regards to potential road work on Marianne Terrace and Pine Tree Lane, second by Halverson. Motion carried 4-0.

Adjourn

Motion by Dunn to adjourn, second by Halverson. Motion carried 4-0. The meeting adjourned at 6:01 p.m.