

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, APRIL 26, 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 4:04 p.m.

Roll Call

Present: Flower, Fesenmaier, Hedlund, and Dunn

Absent: Halverson

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 March 22, 2021 Public Works Committee meeting minutes as prepared and distributed

Flower noted that she had questions about the minutes that were presented. She noted that the minutes requested the crosswalk on Edwards Blvd at Park Drive, but that the packet now says Geneva Parkway. Public Works Director Earle stated that his notes said that the crosswalk would be at Geneva Parkway. Flower asked that the minutes be reviewed.

Motion by Fesenmaier to continue to the next meeting, second by Hedlund. Motion carried 5-0.

Director of Public Works Report

Update on bollards on Townline and Edwards Blvd

Earle stated that it is still too cold to put those out at this time, but that they will go in once the weather warms up. No action taken.

Update on various patches around town

Street Superintendent Waswo is working with Utility Commission to coordinate the installation of the various patches around town. No action taken.

Update on Bloomfield Rd and Edwards signal

Earle noted that the City Engineer is working with the WI DOT on this project currently. No action taken.

Update on City Snowplowing

There have not been any snow events in April so the equipment is starting to be torn apart to get the trucks ready for the summer. He added that any remaining salt has been placed in the City's salt shed for this coming winter. He noted that the issues that usually occur downtown with the snow have not been resolved but that a solution will be coming forward soon. He added that the Committee will also need to discuss the now plowing on the bike paths as well. No action taken.

Update on 2020 Sidewalk Improvements

Earle stated that the curbs on Crawford were removed and that project should be close to completion. No action taken.

Update on Pioneer Cemetery

Earle explained that he has been exploring getting some of the headstones repaired and getting dirt in the cemetery to help flatten the landscape out. Some of the headstones that are buried under the dirt/grass which poses a problem for landscaping. No action taken.

Fesenmaier asked if there are any perpetual care funds for the Pioneer Cemetery. Earle stated that he doesn't have any records of that for Pioneer Cemetery. Earle stated that those types of funds would cover the maintenance of the grass, trees, roads, etc for the cemetery not the headstones or structures within the cemetery.

Fesenmaier asked about the DPW's use of the Nixle program. Earle added that he or Neil will set up the Nixle messages or if they are busy he will ask help from City Hall. He noted that program has been used for tornados, brush pickup, snow emergencies or various other DPW related things. No action taken.

Parking Manager Report

Parking manager Elder addressed the committee; he explained that they have hired a new parking enforcement officer and that the new beach kiosks have been installed. He reviewed the March 2021 parking revenue; he noted that there was approximately \$123,000 collected. Of that amount 18.1% ParkMobile app, 3.2% coin and that 78.7 % was credit card. He added that the Public Works Department was almost concluded with the removal of the numbered stall markers. He also announced that July 15, 2021 will be proclaimed by Mayor Klein as Lake Geneva Day, wherein residents can come to the unveiling of the Riviera. Elder noted that the Mayor would like to offer free parking to those with residential stickers for that day and that should be considered by the committee at the next meeting. Flower added that this could probably go straight to the Finance, Licensing, and Regulation Committee too. Flower stated that she has received many expressions of praise for the removal of the stall markers. No action taken.

Discussion/Recommendation regarding 2021 Paving Project and Sidewalk Updates

Naomi Rausch with Kapur Engineering stated that she thought the crosswalk discussion included that it would be placed at Geneva Parkway, more specifically on the north side. She added that this was determined by the slope in the median. They have looked at what would be involved with putting ramps at that location and at the east side bike path. They have also researched the flashing beacons, and that three would need to be in; per the recommendation of the WI DOT. Flower would like to see clarification on whether these recommendations are based on high volume of traffic or pedestrians. Fesenmaier would like to see those flashing beacons to help with speed abatement. Flower stated that she would like to solidify the need of a beacon at Park Drive. Engineer Rauch explained that the site plan is still being reviewed at this time. Further information should be brought back to the committee at the next meeting for more discussion.

Hedlund noted that he has had inquiries on when Snake Rd will be done. Rauch added that preliminary engineering is being completed now, with the paving to conclude in the fall of 2021. No action taken.

Discussion/Recommendation regarding City entrance signs

Flower referenced the map and photos in the packet; she asked Ald. Fesenmaier to clarify her request to discuss. Director Earle explained that these entrance signs do not belong to the City, but rather to VISIT Lake Geneva. Each sign can cost anywhere from \$2,500 to \$3,500 and would need to set aside funds for maintenance. VISIT Lake Geneva has noted that they do not wish to replace or maintain these signs. Earle stated that the insurance company probably wouldn't authorize a payout from the damage since the City doesn't own them. He also expressed concerns with taking on that cost without significantly increasing the sign budget. The committee discussion included possibly using Tourism Commission dollars or maybe the Beautification Committee could help. Fesenmaier stated that she would take this to the Tourism Commission for discussion and possible funding. Flower added that the sign at Longwood Park is really no longer an appropriate spot and would like to maybe see it at the roundabout with some landscaping. No action taken.

Discussion/Recommendation regarding 2022 Street Improvement Engineer RFQs

Flower noted that the RFQs were emailed out and are in the packet for review. She would like the committee to review and indicate their top five proposals. Flower outlined different criteria for the firms that she would like to see vetted. Committee discussion included the different qualities of the firms for selection. They further discussed that the top five to be reviewed should be MSA Professionals, Baxter & Woodman, Ruekert & Mielke, Strand Engineering, and RA Smith. Earle noted that he agrees with the selections but would also like to see one from Kapur Engineering; they are local and are very familiar with the City and its operations.

The final list was changed to MSA Professionals, Kapur Engineering, Ruekert & Mielke, Strand Engineering, and RA Smith. Flower would like to see that one firm is selected before a cost/price estimate is requested or submitted. Earle added that if these are the five firms that they wish to move forward with, then we could ask those five to submit a request for proposals that include the price.

Motion by Flower to receive sealed bids from MSA Professionals, Kapur Engineering, Ruekert & Mielke, Strand Engineering, and RA Smith, second by Hedlund. Motion carried 4-0.

Discussion/Recommendation regarding Bloomfield Rd condition and potential road patch cost

Earle stated that this has been an ongoing issue with this particular road. He added that this road is owned by the City and township on various different sections, not just right-of-way to right-of-way. He noted that the best case scenario would be for the City to obtain the entire road and right-of-way as the township does not have the funds to repair or maintain it. This would allow the City to widen it and to potentially add bike paths or turn lanes into the school. Mayor Klein noted that she has not yet approached the township about any boundary agreements or any follow up. Flower expressed concerns with just patching the areas that the City owns when the township won't be able to patch their areas. Flower didn't agree that the City should have to take on all of that cost without any benefit of the City.

Committee discussion included directing the Mayor to continue to work on a boundary agreement with the township. Fesenmaier stated that people have been contacting her about if the COVID relief money could be used towards to public works projects. No action taken.

Discussion/Recommendation regarding possible vacation of Right-of-Way on Logan Street at Cty Rd H

DPW Director Earle explained that the City actually owns a right of way that goes from Highway H to Logan Street behind the Lutheran Church. Flower noted that there wasn't a map in the packet for reference and asked that this be continued to the next month. No action taken.

Discussion/Recommendation regarding possible plowing of City bike paths

Flower stated that this came up as a result of people using the path during the heavy snowfalls without it being plowed. Earle stated that the paths do get plowed depending on the frost and weather conditions. He added that plowing has caused some major damage in the past. He added that most of the paths do not have a solid base underneath them either. Flower indicated that maybe not all of the paths should be cleared, but it could be dependent on usage. Fesenmaier asked that this be forwarded to the Finance, Licensing, and Regulation Committee to interpret the ordinance and whether some of the this should be the responsibility of the home owner. Flower added that some areas may be harder to identify than others. Flower would like to review this section by section for discussion at next month's meeting. No action taken.

Discussion/Recommendation regarding Parking Invoice approval

Parking Manager Elder noted that this is the invoice for the annual maintenance contract for the kiosks.

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

Discussion/Recommendation regarding free parking at Seminary Park for the Lake Geneva Museum Ice Cream Social

Elder stated that Alderperson Dunn let him know that there will be an ice cream social for the museum volunteers and asked that the parking fees be waived.

Motion by Flower to allow free parking at Seminary Park for the Lake Geneva Museum Ice Cream Social on May 5, 2021, second by Fesenmaier. Motion carried 4-0.

Adjourn

Motion by Fesenmaier to adjourn, second by Hedlund. Motion carried 4-0. The meeting adjourned at 5:49 p.m.