

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, SEPTEMBER 27, 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 4:30 p.m.

Roll Call

Present: Flower, Fesenmaier, and Dunn

Absent: Hedlund and Halverson

Hedlund joined the meeting at 4:02 p.m.

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

Peggy Schneider; 245 Lookout Drive; Spoke in regards to the intersection between the Middle School and High School; more specifically the sidewalks in this area.

Approval of the August 23, 2021 Public Works Committee meeting minutes as prepared and distributed
Motion by Hedlund to approve, second by Dunn. No discussion. Motion carried 4-0.

Director of Public Works Report

Update regarding Clean sweep

DPW Director Earle stated that the clean sweep through Walworth County will be held on October 1 & 2. No action taken.

Update regarding Refuse/Recycling Quotes

Earle explained that they have been in contact with John's Disposal with no update as of yet. No action taken.

Update from Park Board

Earle noted that there has not been an update from the Park Board as of yet. No action taken.

Update regarding Disc Golf Bridge

This item will be discussed at the next Park Board meeting. There should be an update for this committee at the next meeting. No action taken.

Update regarding Bloomfield Rd Signal

Earle stated the minutes from this meeting have been included in the packet with Kapur Engineering and the State for the committee's review. Should they have any questions they can email or call him. No action taken.

Update regarding Cemetery

Finance Director Hall had included the budget versus actual reports for the Cemetery Fund. No changes at the Cemetery at this time. No action taken.

Update regarding Hwy 50 Road Patch in crosswalk at Edwards Blvd

Earle stated that the road work in this crosswalk had been corrected. No action taken.

Update regarding left turn lane into gas station on North leg of Edwards Blvd/Hwy 50

Earle added that he is working to find documentation including the developer's agreement to address this issue. The bollards will more than likely not be added until the Spring. No action taken.

Update regarding "Four Way" Signs to the intersection of Rush Street and Lake Geneva Blvd

Earle stated that these had been installed last week. No action taken.

Earle stated that the City will be spending \$150,000 on the Bloomfield Signal and that once that's exhausted, the school will pay to repair the remainder.

Parking Manager Report

Parking Manager Elder gave his report regarding the revenues for the Parking Department and noted that \$333,000 was collected in August. He added the Sunday morning parking placards for the downtown churches have been utilized at around 10-12 every Sunday. This will continue to be monitored through October. He noted there has been a request to reserve some stalls in the eastside of the Library for patrons, as the Library is under construction. Committee discussed that the reservation of stalls could go straight to the Finance, Licensing, and Regulation Committee for further discussion/action. Flower inquired about the usage of the shuttle program and how the City may recoup costs from the Tourism Commission. No action taken.

Discussion/Recommendation regarding the DPW 2022 Budgets- **DPW Director Earle**

Earle added that there was nothing to report. No action taken.

Discussion/Recommendation regarding winter maintenance of City bike paths; including possible ordinance creation - **DPW Director Earle**

Earle explained currently there is nothing in place giving ownership of the snow clearing of the various multi-use paths in the City. The first one identified was the path near the intersection of Highway 50 and Edwards Blvd. This would add that adjacent property owners be responsible for clearing of the path, whether is snow or grass, etc. He added that there are certain paths that get plowed in Veterans Park and on Townline Rd, but there is not enough staff available to clear all of the paths. Creating an ordinance would make that the responsibility of the adjacent property owners. Flower added that maybe paths with access to the right of way be included to be plowed by the City, but that the committee needs to provide guidance on its desires. Fesenmaier stated this should be consistent and is in favor of this being the responsibility of the adjacent property owners. Discussion included if this would also include maintenance and repair of these paths as well. Discussion included sending this to the Park Board for further discussion as well and then have that board make a recommendation.

Motion by Fesenmaier to recommend amending the ordinance to include winter maintenance of the City bike/multi-use paths be the responsibility of the adjacent property owners and refer to the Park Board for recommendation, second by Dunn. Earle added the path adjacent to Curtis Street would need to be exempt until such time it can be repaired.

Discussion included that the property owners be responsible for the paths in front and on the sides of the property, within reason. Dunn would like to see the motion amended to exempt the area from the YMCA to Host Tower, due to its failed state and the embankment. Earle stated that he could give recommendations to the Park Board of what paths may be the adjacent property owners responsibility. Motion carried 4-0.

Halverson joined the meeting at 4:31 p.m.

Discussion/Recommendation regarding City of Lake Geneva Snow/Ice Maintenance Policy- **DPW Director Earle**

Earle stated that he has been working on this policy with little input from other City Departments. He added the Downtown Business Improvement District had suggestions on how to handle the snow removal downtown and those were sent to the Attorney to review. He explained that somethings had been changed regarding classifying a snow event and added the use of brine to the policy. For the most part, this policy will remain unchanged, but clarified. Discussion included that a snow emergency be declared based on criteria versus by just a declaration. Or that the declaration be made as a collaboration of the Fire Chief, Police Chief and the Public Works Director, versus an elected official. Earle added that this could maybe be the decision of the Emergency Management Coordinator or designee and advised against the call being criteria based. Flower added that this should be a collaborative effort between the Police, Fire, and the Public Works Department with a recommendation to the City Administrator or designee. Currently a snow emergency can be called by the Mayor or the Council President. Discussion included that the employee handbook being updated to add the plow driver requirements that are being removed from the policy. Earle added the mailbox policy should be addressed too as most municipalities are doing away with them. More often than not, the snow is causing the damage to the mailboxes, not the plows themselves. Also many mailboxes are not compliant with the USPS standards and are not stable. No action taken.

Discussion/Recommendation regarding possibly vacating Logan Street- **DPW Director Earle**

Earle explained that the right of way had been given to the Luther Church and that a section of that right of way is not accessible by the City for maintenance. There may be utilities in that area that would require an easement but it would be ideal to deed it over. It would need to be explored which property may get that section.

Motion by Flower to explore vacating that section of Logan Street, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding the guardrail on George Street at Maxwell Street – **Kapur Engineering**

Naomi Rausch, Kapur Engineering, addressed the committee regarding the guardrail on George Street and Maxwell Street. They did complete an analysis and overview of this area. Several factors including traffic and embankment were considered for this area. She identified the different hazards of this location and crash history as well. She noted that the cost to remove and replace this guardrail would be \$12,500. Discussion also included possible removing trees and reducing the speed in this area. Fesenmaier inquired if reducing the size of the guardrail would help abate costs. Rausch stated that she wasn't sure if reducing the size would change the cost. Earle expressed concerns with removing trees without knowing for sure the ownership of the trees.

Motion by Flower to remove of the guardrail and the tree identified as number 2 along with hazards in the clear zone, second by Hedlund. Flower noted that the terminals are out of date and would like to see chevrons instead of a guardrail, perhaps. Fesenmaier agreed with the additional chevrons. Motion carried 5-0.

Discussion/Recommendation regarding 2021 Street Improvement Project; including project updates (alleys, Snake Rd, Park Dr Cross Walk, etc) - **Kapur Engineering**

Emma Connell, Kapur Engineering, addressed the committee and noted that the alleys have been paved. She added that Snake Road has been milled. She explained that there is a change order for the crosswalk on Edwards Blvd, but that it wasn't placed on the agenda properly so it couldn't be discussed. The committee discussion included sending the change order straight to the Finance Committee for consideration. Connell added that there will be a separate item for the flashing beacons from TAPCO. The change order and flashing beacons would cost approximately \$34,000. The curb and gutter on Edwards Blvd will be done soon as well. No action taken.

Discussion/Recommendation regarding the 2026 Wis DOT Highway 50 Project

Earle stated that he has had meetings with Wis DOT about this project. He added that he was not looking for action on this, but wanted the committee to explore any issues that they can identify with stretch of road. He added that any issues identified could be addressed at the next WisDOT meeting. He added that the beautification committee would also be interested in giving some money to help upgrade the proposed monotubes. The WisDOT noted that they could not identify a need for an expansion of this stretch of road. No action taken.

Discussion/Recommendation regarding 2022 Street Improvement Project- **MSA Engineering**

Representative from MSA Engineering addressed the committee regarding the proposed plans for Marianne Terrace/ Pine Tree Ln and presented several options. Earle stated that Pine Tree Ln wouldn't need a full rehab but that Marianne Terrace should strongly be considered. Flower stated that she would be in favor of a hybrid plan for this area. No action taken.

Discussion/Recommendation regarding adopting a Sidewalk Maintenance Program in 2022 - **Ald. Flower**

Flower stated that this item and the next item go together. She added that the idea of a policy should go to the Finance Committee for approval and that the money set aside for the Library Park sidewalk.

Motion by Flower to adopt the sidewalk maintenance policy in 2022, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding to using the Library sidewalk maintenance line item from the capital borrowing for the 2022 phase of the Sidewalk Maintenance Program - **Ald. Flower**

Motion by Flower to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding City of Lake Geneva Brush Collection program- **Ald. Fesenmaier**

Fesenmaier stated that she would like to see the program expanded and to have the Public Works Director present solutions for this. Earle explained that he does not have enough staff in the summer time to expand this program. Motion by Flower to continue, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding Downtown Main St Signals to call for the pedestrian crossing at all times Friday thru Sunday (May 25th to September 10th) - **Ald. Flower**

Flower recommended that Public Works Director Earle explore this with TAPCO for automated pedestrian crossing versus a call button. Committee discussion included directed Public Works Director Earle to research this and bring back to the committee for consideration. No action taken.

Discussion/Recommendation regarding Landscape Beautification Program- **Ald. Flower**

Motion by Flower to refer to the Park Board, second by Halverson. No discussion. Motion carried 5-0.

Discussion regarding Round-About mowing maintenance- **Ald. Flower**

Motion by Flower to continue, second by Halverson. No discussion. Motion carried 5-0.

Future Agenda Items

- Intersection between Middle School and High School

Adjourn

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:00 p.m.