CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, OCTOBER 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 4:01 p.m.

Roll Call
Present: Hedlund, Fesenmaier, Flower, Dunn and Halverson
Absent: None

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
Charlene Klein; 812 Wisconsin St; Spoke in favor of the Never Say Never Playground and asked that the agenda item be moved up.

Approval of the September 27, 2021 Public Works Committee meeting minutes as prepared and distributed
Motion by Hedlund to approve, second by Dunn. No discussion. Motion carried 5-0.

Motion by Howell to move up the agenda item regarding the Never Say Never playground, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding the Never Say Never Playground- ***Park Board Chair/Representative and Mayor Klein***
Chairperson Flower read the correspondence from Cindy Forster, the Park Board Chair, in support of the Never Say Never Playground. Mayor Klein spoke in favor of this project. Public Works Director Earle explained that the City had allocated $15,000 and a space at Veteran's Park for this project. He added that the playground currently in Veteran's Park is in dire need of repair; he inquired if the committee would like to replace the existing playground equipment or move forward with the Never Say Never playground. Earle added that parts of the playground, or possibly the whole playground would need to be closed. The estimated cost for the Never Say Never playground is approximately $500,000 and would require the City to set aside funds for ongoing maintenance.
Motion by Halverson to allow Diane Granis from Never Say Never to address the committee, second by Hedlund. Motion carried 5-0.
Diance Granis addressed the committee regarding the proposed project. She added that they have been fundraising and that maintenance funds had not been considered, but that it would be. Earle stated that money had been approved some time ago for this project but had been placed on hold. He added that the playground equipment currently in Veterans Park is in need of replacement and is very much in favor of this project; he does worry about the ongoing maintenance costs. Flower added that the Park Board would need to place funds in their budget to accomplish this as this is within their purview. No action taken.

Director of Public Works Report

Update regarding Bloomfield Rd Signal
Earle stated that this is moving forward and is being reviewed by the engineers. Naomi Rausch stated that the engineering services agreement had been signed by the City and Township. There will be a draft plan and a cost estimate available soon. Earle added that the engineering services agreement to move forward with the process, had been signed by the Mayor, City Administrator, and Public Works Director. Earle added that the City will only be contributing $150,000 to the project and then the school district will take on the remainder of the cost. Earle hopes to start the project as soon as possible and realizes that there is not an ideal time to do this, between school traffic and tourism traffic. Rausch noted that the estimated completion date would be late July or early August 2022. No action taken.

Update regarding Cemetery
Earle stated that there isn't anything to report on the Cemetery at this time. He added that the City is reviewing the currently owned software to track burials and plots. No action taken.

Update regarding Brush Collection

Earle explained the program started last month and has been going fairly well. He added that the recent rain has slowed that process. He added that the idea of year-round brush collection was discussed with his staff, but that wouldn't be feasible with the amount of staff. Fesenmaier stated that she has gotten requests that there be more pickups throughout the year, not just the spring and fall. She would like to see solutions to address their requests. Earle expressed concerns with the amount of staff that kind of program would require. No action taken.

Update regarding 2022 Street Improvement Project

Earle stated that the engineer is still working on the project with little update. No action taken.

Parking Manager Report

Parking manager Elder addressed the committee regarding the September 2021 revenues. He noted that the program collected $230,000, between the kiosk and ParkMobile App. He added that the year to date revenue is a little over $2 million, but will bring a detailed overview at the next meeting. He added that the Sunday morning church placard program is still active, through the end of this month. The utilization of those placards remains unchanged from the last few weeks. He added that the shuttle program saw about 270 riders for the Oktoberfest event. No action taken.

Discussion/Action regarding Utility Commission and Public Works Department joint project located on Lakeview Dr and Lake Shore Dr using the American Rescue Act Funds- ***DPW Director Earle & Utilities Director Gajewski***

Directors Earle and Gajewski made themselves available for questions pertaining to this project. Flower inquired about the storm water in this area. Earle explained that this project will include the addition of storm water drainage along with curb and gutter. No action taken.

Discussion/Recommendation regarding Main Street and Highway 50 project

Earle stated that he had met with the WisDOT regarding the project and that the main point of concern is the drainage of this area. The area of concern is near Highway 50 and Curtis Street was listed as a concern, but that as he has not had any complaints about the road flooding or icing. He noted that there are solutions to abate this drainage issue, but that the WI DOT is concerned about costs associated with the solutions. He cited other drainage issues throughout the City as well. He further added that there have been discussions about integrating bike paths through the City. Earle stated that this is still in the conceptual phase and will continue to have meetings to address these issues.
Motion by Flower to have the WisDOT explore a bike crossing in front of the Starbucks on Edwards Blvd, second by Fesenmaier. Motion carried 5-0.

Earle also discussed the proposed expansion of Highway 50 and that the WisDOT is exploring those options as well. No action taken.

Discussion/Recommendation regarding the 2021 Street Improvement project

Emma Connell from Kapur Engineering, stated that most of the work in the project is done, except for the restoration work. This is slated to be completed as soon as possible but that weather will be the main factor. She added that the project should be complete by mid-November. Naomi Rausch stated that the change order for the work for the crossing on Edwards Blvd, came back quite high and is on hold. Earle stated that this may come back in 2022 as part of the street improvement project or as a standalone project.

Motion by Flower to have Change Order #1 moved into the 2022 Street Improvement Project, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding ordinance identifying adjacent property owners to be responsible for bike path/multi-use path snow removal- ***Park Board Chair/Representative***

Earle stated that the two areas of concern include a stretch on Edwards Blvd that are privately owned; located near Aldi and Wal-Mart. This was discussed by the Park Board and this was their recommendation. This area was looked at specifically as it is used as not only a sidewalk, but as a multi-use path. This change would greatly help the Public Works Department. Flower identified more paths that should be addressed, including the ones on Townline Rd. She would like that paths in the right-of-ways be cleared by the property owner, whether privately or City owned. The Attorney would need to draft an ordinance to address these changes.
Motion by Fesenmaier to refer to the Finance Committee pending Attorney review, second by Flower. Motion carried 5-0.

Discussion/Recommendation regarding City snow plowing policy
Earle stated that the policy is in the packet and this has been reviewed by the City Attorney. He added that there would need to be ordinance changes to adhere with the proposed policy. He added that the biggest change would be include the responsibility of clearing fire hydrants would possibly be put on the property owners; it currently falls on the employees on the Utility Commission. The Attorney added minor changes to the language within the policy. Flower added that there needs to be distinctions between bike paths/sidewalks/multi-use paths, just so that it is clear. Earle stated that another change within the policy, would be that the Emergency Manager (Police Chief) can call a snow emergency as well as the Mayor and Council President. Fesenmaier expressed concerns with who can declare a snow emergency; feels that it should remain as it is with Council confirmation after the fact.
Motion by Flower to accept the snow plowing policy as presented and that it be referred to the Finance, Licensing, and Regulation Committee, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding striping on Edwards Blvd and Main St – ***Kapur Engineering***
Earle stated that this had already been approved and this was just an update. Naomi Rausch noted that the cost was approximately $15,000 and the work should be done by mid-November. No action taken.

Discussion/Recommendation regarding Disc Golf Bridge – ***Park Board Chair/Representative***
Earle explained that the Park Board had discussed this and recommended that bridge #3 be considered for repair. This bridge would have the capacity to hold a vehicle for emergency service purposes. Flower stated that she is not in favor of the bridges being built to accommodate vehicles. Flower stated that she would also like to see the condition of the remaining bridges and added that bridge #3 does not get the same traffic that bridge #5 does. She added that bridges #1 and #5 would need the most attention, but that #3 is the recommendation of the Park Board.

Motion by Hedlund to replace bridge #5 with a pedestrian bridge, second by Flower. Motion carried 5-0 on a roll call vote.
Motion by Flower to eliminate bridges #2 and #4 expeditiously, second by Hedlund. Fesenmaier and Dunn disagreed with removing the other bridges. Motion failed 2-3 on a roll call vote, with Dunn, Fesenmaier, and Halverson voting no.

Discussion/Recommendation regarding adopting a Sidewalk Maintenance Program in 2022 - ***Ald. Flower***
Flower stated that there is an updated policy in the packet for review. She noted that there are many areas in the City that are in dire need of attention and repair. Earle questioned how this would be funded on an annual basis and if the residents would be special assessed for this work. Flower stated that this work should be included as part of Street Improvement project on an annual basis. Fesenmaier feels that this should be separate from the streets improvement project. That way there would be flexibility to fix sidewalks that are not on roads within the street improvement project. Earle added that the committee would need to identify how to handle corner properties with ramps.

Motion by Flower to approve adopting a sidewalk maintenance program to start in 2022 and have the City Attorney review, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding transferring of funds from the Capital Improvement Project Fund for the Library Park Sidewalk Project, to the Public Works General Operating Budget for Sidewalks located on Park Drive and Wells Street- ***Ald. Flower***
Flower stated that this was proposed at the last meeting.
Motion by Flower to continue, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding gap, island, and boundary properties- ***Ald. Fesenmaier***
Motion by Flower to continue, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding Downtown Main St Signals timing for the pedestrian crossing - ***Ald. Flower***
Earle stated that TAPCO could make changes to the timing, within the constraints of Wisconsin law. Earle recommended that this go before the Finance Committee and the Council. WisDOT indicated that the City has full control of this.

Motion by Flower to recommend that the pedestrian crossing on call from mid-May to mid-September, on Fridays, Saturdays, and Sundays, second by Hedlund. Hedlund expressed concerns with the traffic lights and how they communicate with each other; he feels that there are major issues with the traffic flow on Main St between Center St and Broad St.

Discussion/Recommendation regarding PROWAG ordinance adoption- ***Ald. Flower***
Flower stated that this is in the packet and would modify the ordinances for ADA compliance. This more specifically addresses the necessary ADA compliance items for inside of buildings.

Motion by Flower to approve, second by Fesenmaier. Motion carried 5-0.

Future Agenda Items

Adjourn
Motion by Hedlund adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:05 p.m.