CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, NOVEMBER 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, Hedlund, Fesenmaier, 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
Jonathon Duggin, McDonald Road; Spoke in regards to the lot located at 1815 Conant Street.

Approval of the October 25, 2021 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

Update regarding Bloomfield Rd Signal
Public Works Director Earle addressed the committee regarding the agreement for this signal. He noted that this project is progressing and that state has taken it over at this point. He added the agreement is that the City will contribute the first $150,000 of the project and then the school will pay the remainder. Finance Director Hall confirmed this and noted that the City will be billed directly, she will then invoice the School District. A report will be made available to the Council, for review. No action taken.

Update regarding Cemetery
Earle stated that the Cemetery financial reports are in the packet for review. He added that the prices for services are currently being reviewed. No action taken.

Naomi Rausch, Kapur Engineering, noted that the signal project should start in April 2022 and hopefully finishing in mi-July 2022. Flower asked that the plans for the project be made available to the committee for review.

Earle added that there have been many questions regarding the restrooms at the Riviera. He noted they are able to be open year-round, but there is not staff available to maintain or secure the restrooms. He plans to discuss this with the Police Department to find a way for them to be open, but locked at night. No action taken.

Parking Manager Report

Update regarding End of Month Parking Revenue
Parking Manager Elder noted that the total revenue between the kiosk and ParkMobile App was $188,000 at the end of October. Revenue at the end of November was $56,000 with paid parking on November 14. No action taken.

Update regarding Year to Date Parking Revenue
Elder gave a month by month breakdown for 2021 by kiosk and ParkMobile app. He added that $1.9 million net revenue was collected. No action taken.

Update regarding Shuttle Usage
Elder added that the Oktoberfest Shuttle had riders 236 on Saturday and 35 riders on Sunday of the event. He attributed the low ridership on Sunday to the weather. The next shuttle will be Winterfest and the program will be monitored for that event as well. Fesenmaier asked that previous year's data be made available as well. No action taken.

Update regarding potential Electric Charging Stations
Elder explained that he has been having exploratory conversations with vendors regarding electric car charging stations. The costs for installation, maintenance, and software will need to be calculated before any action can be taken. Flower added that this should be explored based on need and wanted the committee to consider this addition. Fesenmaier stated

that it should be reviewed and that other municipalities that offer this should be studied. This would include if this should be by policy or ordinance. No action taken.

<u>Discussion/Recommendation regarding lot located at 1815 Conant St- ***Chairperson Flower and Building & Zoning Dept***</u>
Flower noted that this had come about due to a resident complaint. It appears that the lot was approved in 1992 with conditions however since then, it has been modified without following the guidelines.
Motion by Hedlund to suspend the rules and allow Jonathon Duggin to address the committee, second by Flower. Motion carried 5-0.
Duggin addressed the committee and noted that there was a conversation with the Building Department regarding this situation and was told it would be at the discretion of the Public Works Department. At that time the former Public Works Director reviewed the lot and saw no issues. Earle stated that there was a letter sent to the homeowner on January 4, 2021, but that there has been back and forth regarding this subject. Fesenmaier stated that there should be a formal action taken by possibly the Plan Commission for a variance, to show in the records. Public Works Director Earle stated that the Building & Zoning Administrator explained this issue is of the purview of the Public Works Department.

Motion by Fesenmaier to refer to the Plan Commission, second by Halverson. Building & Zoning Administrator Walling joined the meeting. He noted that the drive way of the parking lot in question violates the public works right-of-way and it violates the Zoning code as it is located off property. Earle stated that it was reviewed, informally, in the past and verbal agreement was given by prior department heads. Walling stated that this would need to be reviewed at the Zoning Board of Appeals; it is not under the purview of the Plan Commission or Common Council.

Motion to refer was withdrawn, second agreed.

Hedlund agreed that the Zoning Board of Appeals would be the correct next step for the applicant. No action taken.

<u>Discussion/Recommendation regarding Disc Golf Bridge #5- ***Ellena Engineering***</u>
Public Works Director Earle explained that the Park Board had recommended that Bridge #3, not #5 should be considered for replacement. The City Attorney advised that the Council needs to make this decision.

Motion by Fesenmaier to refer to the Common Council including all pertinent packet materials, second by Flower. Flower would like a plan/map of the disc golf course to be included in the Council packet. Motion carried 5-0.

<u>Discussion/Recommendation regarding Highway 50 project, including drainage areas- ***DPW Director Earle***</u>
Earle explained that the project maps are available in the packet for review. He added that he did notify those adjacent property owners of the proposed plan. He added that the catch basins and potential bike path was discussed with WisDOT. He added that there are currently no drainage issues in that area that they are aware of. Some of the drainage was identified as flowing into the Golf View Condos, which does have drainage issues. No action taken.

<u>Discussion/Recommendation regarding Bike and Pedestrian Study; including WisDOT feedback for bike accommodations- ***Public Works Director Earle***</u>
Earle stated that this item ties in with the previous item. Flower stated that the plan shows a multi-use path on Highway 50. Committee discussion also included potential review of the traffic light timing of all of Main Street/Highway 50. The discussion also included installing a multi-use path on Highway 50 from the Chateau Royale to Edwards Blvd; the recommendation is that the path be constructed of asphalt versus concrete.

Motion by Hedlund to pursue a multi-use path on Highway 50 between Curtis Street and Edwards Blvd, second by Dunn. Fesenmaier stated that there may be an issue with the new gas station's sidewalk and that the path would need to be connected to it. Motion carried 5-0.

<u>Discussion/Recommendation regarding 2021 Street Improvements- ***Kapur Engineering***</u>
Naomi Rausch, Kapur Engineering, stated that the striping on Snake Rd needs to be done and some grading on Edwards Blvd still needs to be completed. There is some confusion on the striping on Edwards Blvd, in that some was done and some wasn't. Rausch stated that she would be investigating that issue as the final completion date of November 15, 2021, has passed. She suggested maybe a change order to extend the deadline of the completion date. Rausch stated that it could just be a temperature and timing issue that has caused the delay. Earle added that if for some reason the project has been completed, then they will not be paid for the remainder of the project. Flower would be in favor of an extension and asked

for a suggestion from the engineer. Rausch stated that if the project is not completed, the City could hold payments on the work that has not been done. A punch list could be done, which could layout the necessary final details to be done along with extending the contract. Earle added that the retainage could be held as well.

Motion by Flower to send to the Finance, Licensing, and Regulation Committee to extend the contract date for Kapur to identify punch list items and hold retainage until a date specified by Kapur, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding 2022 Street Improvement project – ***MSA Engineering***
Earle stated that MSA did not have anything new to report, but they will be giving a report in December 2021. Flower stated that she would like this to get moving so there is time to bid the project out. Flower expressed concerns with the sidewalks on Wrigley Drive as well. No action taken.

Discussion/Recommendation regarding potential Request for Proposals for Civil Engineering Services- ***Chairperson Flower***
Flower stated that there is not a contract for Engineering services with the City currently. She wondered if the committee would want to go out for proposals or draft a contract with Kapur. Halverson and Hedlund agreed that a proposal should be sought to keep pricing competitive. Hedlund added that he is happy with the work Kapur has done and feels that the present knowledge of the City is extremely valuable.

Motion by Hedlund to seek request for proposals for Civil Engineering Services for the City, second by Halverson. Committee discussion included determining how long a contract may be valid for and possibly having the contract reviewed annually. Fesenmaier would like the contract to have a hard expiration date, maybe after six years. Dunn felt that six years may be too long and felt that three years may be more appropriate. Hedlund suggested a five-year contract with an annual renewal.

Motion was restated to seek request for proposals for Civil Engineering Services for the City for a six-year contract that shall be considered for renewal annually. Earle noted that engineering services needs to start with the Request for Qualifications first as they typically do not release prices for services. Earle stated that it is difficult to start with a new engineering firm if that was the case and asked that the current engineering firm be evaluated and given an opportunity to correct or better their performance.

Motion was re-read to seek request for qualifications for Civil Engineering Services for the City for a six-year contract that shall be considered for renewal annually. Motion carried 5-0.

Discussion/Recommendation regarding 2021 Crack Filling Project- ***DPW Director Earle***
Earle stated that this had gone to bid with Fahrner Asphalt being the lowest apparent bidder.

Motion by Hedlund to accept the bid from Fahrner Asphalt for the 2021 Crack filling project in an amount not to exceed $35,000, second by Dunn. Motion carried 5-0.

Discussion/Recommendation regarding 2022 Crack Filling Project- ***DPW Director Earle***
Earle stated that the committee typically does not address this as it is in the budget. This was on the agenda just to give a progress report of the project. No action taken.

Discussion/Recommendation regarding Department of Public Works Roof Project Bids- ***DPW Director Earle***
Earle indicated that this was approved a while ago and that a change came up with the specs of the proposed materials. With that change the project had to be re-bid. Two bids were received and he recommended that the project be award to Midwest Roofing for both bids.

Motion by Hedlund to award the bid to Midwest Roofing for Public Works Roofing Projects 2021-01 and 2021-02, second by Halverson. If the bid amount should change above 17% there would need to be a new bid done. Motion carried 5-0.

Discussion/Recommendation regarding Townline Road Signage- ***Chairperson Flower***
Earle stated that he consulted with the Police Chief regarding this matter and that Walworth County would just need notification of any signage placed. The Chief is hopeful that when the signal is installed on Bloomfield Road, traffic will slow down. Conversations are being had to determine what the exact language will be on those signs. This matter will be on the agenda for further review and discussion. No action taken.

Discussion/Recommendation regarding leaf pickup program- ***Chairperson Flower***
Flower stated that there was a resident complaint regarding the program cut off. Flower asked Earle to review the policy for compliance and consistency. She asked that the flyer be reviewed for brush pickup as well. No action taken.

Future Agenda Items

- Hwy 50 Drainage and Bike Path
- 2021 Street Improvement Project
- 2022 Street Improvement Project
- Engineering Service RFQ
- 2022 Crack Filling Project
- Towline Rd Signage
- Leaf/Brush Pickup Program

Adjourn

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:02 p.m.