



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

CITY OF LAKE GENEVA BOARD OF PARK COMMISSIONERS
TUESDAY, APRIL 18, 2023 - 6:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Cindy Feuredi, Brian Olsen, David Quickel, Barbara Philipps, Peggy Schneider, Demetra Condos, Peg Esposito, Alderperson
Cindy Yager, and Mayor Charlene Klein

AGENDA

1. Call to order – Cindy Feuredi
2. Roll Call
3. Approval of Minutes from the March 21, 2023 Board of Park Commissioners meeting as prepared and distributed
4. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes
5. YMCA Quarterly Report
6. Changes in Municipal Code
7. Discussion/Recommendation regarding Park Manager Position
8. Next Meeting Date & Time
A Board of Park Commissioners working meeting is scheduled for 6:00 pm on April 19, 2023, on the second floor of City Hall, to discuss income development possibilities within the Lake Geneva Park system.
The next regular Board of Park Commissioners meeting is May 23, 2023 at 6:30 pm.
9. **Adjournment**

--

City of Lake Geneva Park Board Minutes for Meeting 3-21-23

Call to order was at 6:30 PM on Tuesday, March 21, 2023 at 6:30 PM by President Cindy Feuredi.

Roll call was taken by Secretary Barbara Philipps. Those present were Cindy Feuredi, Brian Olsen, David Quickel, Barbara Philipps, Peggy Schneider, Peg Esposito, Alderperson Cindy Yager. Mayor Charlene Klein was absent, and Demetra Condos has resigned. Guests included Lois Preusser, Neal Wasco and Mary Jo Fessenmaier.

Comments from the public were limited to items on the agenda. Mary Jo Fessenmaier spoke about new park signs, the YMCA path and possible grants for rehabbing the path for the 8th generation. Peg talked about the large sign bought by the Park Board, the sign provided by the Avian Committee and the sign purchased thru the S.B. Johnson Grant. The minutes from 2-23-23 were requested to be amended by Cindy Feuredi and Peg Esposito seconded. Approved by the Board unanimously.

Neal Wasco reported for Public Works. The outdoor bathrooms will be opened April 1st. There have been a lot of permits submitted and the Department of Public Works is discussing the YMCA.

Cindy reported that the cost of moving the dog park is estimated to be \$71,000 and supplying water would be prohibitive. The Dog Park is not going to be moved.

There was discussion regarding the cost of converting the Tennis Court into a Pickleball Court. Cindy said it would cost \$42,000 to resurface. It would cost \$18,000 to fill the cracks. Peg asked if it would need to be resurfaced again in 8-9 years. Neal stated the Tennis Court needs to be resurfaced not filled. Cindy stated the Pickle Ball people want the Tennis Court to be converted. The Park Board has no funds to resurface and then convert into a Pickleball Court. Peg made a motion and Cindy seconded to resurface the Tennis Court and reline the pickleball Court. The vote was approved unanimously.

There was discussion/recommendation regarding the cost of multi-use path located by the YMCA. A new path would cost \$276,463.51. Dave said lighting should also be considered. Brian questioned why this subject was being brought up to the Park Board. Neal stated lighting would be a problem. Property is owned by the YMCA. The YMCA will be sold within the year. Cindy stated the path should be paved. Peg Esposito stated that the path is not safe at night and needs to be revamped. Peg Esposito said the ADA should obtain the Grant. See the enclosed Exhibit E for cost of the multi-use path. Cindy recommended that this matter be continued.

There was discussion and recommendation regarding the ordering of new park signs. There was talk of a 4 Seasons sign and Storybook Trail is applying for a grant. Timberline Sign Company is working with the City on this.

Peg made a statement saying that Walworth County does not care if the Park Board renames the parks. There was discussion and recommendation to rename Willow Park to Flat Iron Park and Elm Park to Library Park as recommended by Mary Sturges. (as noted in Council Minutes of 1894) This was voted on and approved unanimously.

Park rental income was discussed. The Park Board needs a budget. Park Board needs money to fix the park equipment. Cindy stated the Park Board is designed to be visionary. Our vision is to purchase new playground equipment. It is up to the Park Board to figure it out. Cindy made a motion and Brian seconded that the Park Rental income for 2024 go to Park Board and then go to FLR for approval. The motion was approved unanimously. Brian said Park Board needs to do this now and not wait for new Park Manager position to be filled.

Money making ideas for the Parks were discussed. Cindy recommended a "working meeting" to discuss raising money for the parks with income being given to and controlled by the Park Board. Brian talked about using food trucks for events. It was decided that April 19th, 2023 will be the date of the working meeting at 6:PM. The meeting will be held on the second floor of City Hall.

There was discussion of dates for YMCA quarterly reviews: April 18th18, July 18, Sept 19 and Oct 17 of 2023. The next meeting will be April 25, 2023 at 6:30 PM.

Cindy requested the Park Board Meeting be adjourned. Dave Quickel seconded. This was approved unanimously. The park board meeting was adjourned on 3-21-23 at 7:35 PM.

Respectfully submitted by Barbara J. Philipps, Secretary for City of Lake Geneva Park Board
on 3-22-23

Board of Park Commissioners Meeting

April 18, 2023

- 1.) Summary of Baseball/Softball program for 2023 – Travel teams practice in April, and games begin in May. In-house teams, practice will start, and games begin in June. Total of 35 teams this season (Travel baseball/softball, T-Ball, Minor and Major league baseball, Junior softball.
- 2.) 12 tournaments scheduled for Vets Park in 2023 (9 baseball, 3 softball). The first tourney starts at the end of April 28-30
- 3.) Field renovation work is finished on all 6 fields at Veterans Park, finished last August
- 4.) Recommendation for a Spring spruce up with the fields at Veterans Park, the bid from KEI will be presented at the meeting
- 5.) Lions Club on board to make improvements on the outside at the Lion's Den (painting, replacing, and repairing soffits, posts, etc.)
- 6.) Request for a multiple-year contract with the City of Lake Geneva and Geneva Lakes Family YMCA to use Veterans Park fields for programs instead of a year-to-year agreement

Questions for the Park Board

- 7.) Pickleball Court conversion on outdoor tennis courts (Central-Den and Eastview courts). Status and what is expected of the YMCA?
- 8.) What is the schedule for the construction at Vets Park for the Never Say Never playground?

MUNICIPAL CODE REVISION (NEW)

Chapter 82. Vegetation

Article III. Forestry

Sec. 82-61. City Forester.

[Ord. No. 97-7, § 34.03, 5-27-1997]

(c) Plan. The City Forester, under the direction of the Director of Public Works, shall prepare a forestry plan which shall include one or more of the following programs. A city lawn park beautification program to provide for tree planting and replacement in lawn parks and public right of ways. The program shall provide for the cost of tree planting. After review by the Tree Board, the Park Board shall make a recommendation of the plan to the City Council. This plan shall be reviewed and updated as necessary.

Sec. 82-63. Trees in lawn parks and public right-of-way.

Ord. No. 97-7, § 34.05, 5-27-1997]

(7) Tree removal. The city forester shall submit to the Director of Public Works and the Tree Board, a list of non-emergency trees to be removed along with a brief description of the location, species and need/cause for removal. This list shall be compiled when necessary. Trees which are cut down shall be removed with the root by a stump grinder at least nine inches below grade. All wood and debris shall be removed from the site and no wood or debris shall be permitted to remain on the street or sidewalk when work on any day is concluded. Holes must be safeguarded by a barricade if not immediately filled. The city will fill holes as soon as practical with organic fill and dressed with top soil and grass seeded. The site shall be barricaded to protect the public at any time work is in progress. A permit may be issued to an abutting property owner to remove a lawn park/terrace tree upon approval by the City Forester and the Tree Board or the Director of Public Works in concurrence with the Park Board. The reason shall be included in the permit application. The permit shall be conditioned upon proof of liability insurance covering death and personal injury and property loss or damage in the amount of \$250,000. Trees shall be removed without damage to the neighboring trees, asphalt or curb & gutter. Property owners who removed terrace trees without a permit may be subject to fines including replacement costs. Private removals shall abide by the same rules listed in article (7).

(13) Notice of planting and removal. Whenever the City Forester proposes the planting or removal (except emergency removals) of any tree he shall give two weeks advance written notice by way of door hanger flyer with the address, tree identification of the planted/removed tree and the reason for removal. White paint marks on the tree to be removed or on the ground where tree is proposed to be planted will also be used. The notice will include a phone number and email address for the City Forester. Questions concerning the work must be submitted to the City Forester within two weeks of the date of the served notice. After reviewing any questions submitted, the City Forester may modify planting plan or forward objections to removals to the Tree Board or Director of Public Works for final review. No prior notices by the City Forester are required for trimming or pruning or for the emergency removal of dead or dangerous or diseased trees. The absence of a timely notice shall not render any work performed invalid.

Chapter 82. Vegetation (CURRENT ORD.)

Article III. FORESTRY

Sec. 82-61. City forester.

[Ord. No. 97-7, § 34.03, 5-27-1997]

(c) Plan. The city forester, under the direction of the director of public works and utilities, shall prepare a forestry plan which shall include one or more of the following programs: A city lawn park beautification program to provide for tree plantings and replacement in lawn parks. The program shall provide for the cost of tree planting to be borne jointly by the abutting property owner and the city, as determined by the board.

Sec. 82-63. Trees in lawn parks and public rights-of-way.

[Ord. No. 97-7, § 34.05, 5-27-1997]

(7) Tree removal. The park board or director of public works and utilities, on approval from the board, shall approve all nonemergency tree removals. Trees which are cut down shall be removed with the root stump grubbed or ground out to a depth at least nine inches below grade. Surface roots beyond the main stump are to be removed to a depth at least five inches below grade. All wood and debris shall be removed from the site and no wood or debris shall be permitted to remain on the street or sidewalk when work on any day is concluded. Holes must be safeguarded by a barricade if not immediately filled. The city will fill holes as soon as practicable, which shall be topped with a minimum of two inches of topsoil and seeded. The site shall be barricaded to protect the public at any time work is in progress. A permit may be issued by the board or the director, with concurrence of the board chairman, to an abutting property owner to remove a lawn park tree having a diameter in excess of six inches measured 54 inches from grade, shall also be conditioned upon proof of liability insurance covering death and personal injury and property loss or damage in the amount of \$250,000. Trees shall be dropped away from the parkway or street to protect all other public trees. A permit may be issued by the city forester without proof of insurance for removal of trees less than six inches in diameter.

(13) Notice of planting and removal. Whenever the city forester proposes the planting or removal of any tree, he shall give two weeks' advance written notice to the owner of record or person in charge of the lot or parcel of land adjacent to the land on which such tree stands or will stand. The written notice shall advise that written, detailed objections may be sent or served upon the city forester within the two-week period. The notice shall specify in detail the street, avenue or boulevard from which trees are proposed to be planted or removed and the general nature and character of the changes and improvement contemplated. After reviewing any written objections which may be submitted, the city forester may modify planting plan or forward objections to removals to the board for final decision. No prior notices by the city forester are required for the trimming of living trees or for the emergency removal of dead or dangerous trees. The absence of a timely notice shall not render any work performed invalid.

Draft one is comprised using the new position of Park Manager. Under this scenario the line of succession would be the 1. Director, 2. Superintendent, 3. Foreman and 3. Parks Manager, 4. Streets and Park Staff.

The Foreman would oversee; Riviera Building Manager, City Hall Building Manager, 9 operator II positions, 1 part time and 5 street seasonal workers. The Foreman would also be in charge of the Cemetery Sexton and his crew of 1 Operator I and 1 part time position.

The Parks Manager would lead; Arborist, Assistant Arborist, Forestry Worker , Future parks worker (2026), Future Parks Worker (2028), Future Parks Worker (2030) and 5-6 seasonal lakefront staff.

This scenario would call issue to the fact that a need would arise for parks to coordinate and 'share' operators, trucks and equipment with streets as well as *not* take the burden of 'other work' off the forestry crew as originally intended. I.e; The forestry crew would be under the Parks Manager which means restroom and normal parks duties are included. Without a complete crew all parks staff would need to participate including the forestry crew.

Placing job duties to each division, either parks or streets would become burdensome and paramount, keeping in mind the availability of equipment/trucks and operators. The obvious duties for parks are forestry, park facilities and grounds (restrooms, trash, recycling, mowing, painting, etc), bike trail system, winter maintenance of all City owned sidewalks and bike trails. Parks would have no way of completing even half of these tasks without a full crew unless

the forestry crew assisted which would undermine the very reason for the Parks crew in the first place.

Street duties to include maintenance of streets, street sweeping, parking lots, traffic signals, traffic lights, right of ways ,street signs, traffic signs, Riviera building, City Hall, storm sewers, catch basins (>1200), curb and gutter, concrete repair, asphalt repair, etc. . Plumbing, HVAC, electrical, carpentry, etc. Downtown garbage. (CDL required) The City has WisDOT Connecting Highway status for apx 3 miles of multi lane roadway as well which we are responsible for all maintenance.

A few non obvious duties would be compost operations; This requires a front end loader/operator for apx 6-8 weeks in the spring, summer and fall. Leaf/brush collection; This requires a CDL license with air brake endorsement. Cemetery mowing, (parks could mow and free up the sexton and crew for burials, landscaping, equipment maintenance, stone maintenance etc. which is needed) Beach grooming/maintenance. Heavy repair of park equipment would most likely fall to streets or parks would need to tool.

There would need to be street staff added *(1) to compensate for the loss of the Arborist and assistant who at this time share normal street dept duties as well as forestry duties. (the arborist and assistant normally share the morning duties and then switch to forestry, therefore one new staff would compensate for the loss of both as the new staff would stay all day not just in the am)

If a Parks dept. was established, we could use a **3, 5 and 7 year plan to build the dept adding one staff member accordingly. As staff was added this would/could lower the dependency of the parks dept on the street dept shared labor/equip. etc.

Apx cost;

Park manager; \$92,000.00 (2023)

*Operator II; \$100,000.00 (2024)

**Future 1, 2026; \$105,000.00

**Future 2, 2028; \$110,000.00

**Future 3, 2030; \$115,000.00

Year 1; \$92,000.00 (2023)

Year 2; \$192,000.00 (2024)

2026; \$297,000.00

2028; \$407,000.00

2030; \$522,000.00

This is assuming most of the equipment now used by the street dept in parks would move to parks as streets would no longer need it. (costs do not reflect equipment replacement schedules) However, we would assume 1 or 2 pickup trucks would be needed as well as miscellaneous equipment as the parks dept grew. The **future workers could be moved up depending on how long the City expected it to take to staff an entire department. The duties assigned to the parks would depend heavily on the number of staff they in fact have, it may be possible to move one or two Street positions depending on the tasks given to each department. The City's recent purchase of the Hillmoor property will have a profound impact on a parks dept. There is obvious debate on who will be caring for the property, however, it is inevitable that City staff will at some point be participating.

Draft 2 is comprised with the scenario of repurposing the Park Manager funds for a *Forestry Operator employee in Streets. Under this scenario the org chart would remain as-is;

1. Director – 2. Superintendent – 3. Foreman/Arborist – 4. Rank and file staff.

With the additional staff, all job duties would remain unchanged; however, the *Forestry Op would be added to the forestry crew at all times when needed, not just when an existing staff member can be freed up. When not needed, which would not be often, the *Forestry Op would simply assume regular street duties as assigned. These additions also have the potential of freeing up the arborist from regular duties and have him/her concentrate on forestry responsibilities. With the addition of **1 staff member in 2024 and again in ***2025, it would also free up the arborist assistant and allow ongoing tree care when the Arborist is busy with other duties. One must remember that not all arborist duties are physical. Duties include budgeting, planning, phone calls, tree selection, seminars, continued education, etc. which is one issue we face as many times there remains little time for these tasks. This scenario would not relieve the Park, Tree and Avian groups of overwhelming work however, nor leave a foundation for growing a Park and Rec Dept.

Apx cost;

*Forestry Op; \$92,000.00 (2023 repurposed Park Manager funds)

**Operator II; \$100,000.00 (2024)

***Operator II; \$105,000.00 (2025)

Year 1; \$92,000.00 (2023)

Year 2; \$192,000.00 (2024)

Year 3; \$297,000.00 (2025)

With these additions it is assumed DPW would not need to add additional staff until apx 2032 based on the growth of the City and the status of the Hillmoor property.

*DPW, DPW Superintendent, Foreman, Arborist
and Assistant Arborist support Draft 2.*

This scenario captures the essence of the issues the present and former Park Board Chairs have communicated to DPW as well as address the forestry shortage as communicated by the Tree Board. It also abates many of the issues from Draft 1. Simply, there is too much work for a volunteer Park Board to accomplish regarding the growth and vision of the park and rec system. The consensus among the Park Board and its 2 subsidiaries is the City would benefit from having a full time Park and Rec Manager. Duties would include the future planning of the parks, combine the wishes of the 3 branches of the Park Board, (Avian, Tree, Parks) address shortages in the forestry program and incorporate recreation activity management into one role as a Park and Rec Manager. The Org Chart in this scenario would place the Park and Rec Manager directly under either the City Admin or the DPW and leave the physical labor to the Public Works Dept.

Roles of this position could include but not limited to;

Planning and development of new City park land.

Planning and development of existing City parks.

Liaison between the YMCA and the City.

Coordinate park permits.

Assisting in the pursuance of and drafting of grant opportunities.

Contact between the wishes of the Park Board, Tree and Avian Committees and the Council.

Coordinate with local conservancy groups.

Pursue relationships with outside organizations to bring awareness to environmental issues. Ie; WisDNR, Audubon Society, Conservancy groups, GLEA, Kishwauketoe, etc.

Manage the City's Bike/Ped plan.

Work with Geneva Lake Astrophysics and STEAM to promote events. (Many)

Manage the Tree City status; work with Forestry to keep City in compliance.

Manage the Bird City status and grants as well as activities pertaining to avian events. (swift night out, bird management/banding at 4 Seasons, Purple Martin habitat at lakefront. etc).

Planning and development of 4 Seasons Nature Center.

Planning and development of the Storybook Trail.

Work closely with the Council on the development of the Hillmoor property.

Coordinate cemetery activities with Cemetery Board.

Develop and manage recreational activities other than the traditional sports categories of baseball, football, soccer etc.

Develop and manage both indoor and outdoor activities for seniors and persons with disabilities, (possible partner with Library)

Communicate the wishes/thoughts of the various City committees to the Council for consideration based on budgetary issues, needs and wants.

This position along with adding *1 staff each in 2024 and 2025 to DPW for the Forestry Division would in essence satisfy the issues presented regarding tree care and parks as well as lay a foundation for future growth of the parks system.

Apx cost;

Park Manager \$92,000.00 (2023)

*Forestry Operator; \$100,000.00 (2024)

*Forestry Operator; \$105,000.00 (2025)

Year 1; \$92,000.00 (2023)

Year 2; \$192,000.00 (2024)

Year 3; \$297,000.00 (2025)

With these additions it is assumed DPW would not need to add additional staff until apx 2032 based on the growth of the City and the status of the Hillmoor property and the City's involvement. If DPW becomes heavily involved in the development of the Hillmoor property additional staff would be needed.

*DPW, DPW Superintendent, Foreman, Arborist
and Assistant Arborist support Draft 3.*