

**CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, MARCH 27, 2023 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members: Chairperson John Halverson, Mary Jo Fesenmaier, Rich Hedlund, Tim Dunn, and Joan Yunker

Meeting called to order by Chairperson Halverson at 4:00 pm

Roll Call: Chairperson John Halverson, Mary Jo Fesenmaier, Rich Hedlund, Tim Dunn, and Joan Yunker

Comments from the public limited to 5 minutes, limited to items on this agenda.

Sheri Ames, 603 Center St. spoke in opposition to item #9 traffic signal and #13 parking for employees.

Janine Osborne, Business Improvement District (BID) member spoke in opposition to item # 13 and shared that the BID does not have a budget for a shuttle program and a business survey is being conducted that will be forthcoming.

Approval of the February 27, 2023, Public Works Committee Meeting Minutes as Prepared and Distributed

Ald. Yunker motioned to approve the February 27, 2023, Public Works Committee meeting minutes as prepared and distributed, seconded by Ald. Dunn. Motion carried 4-0.

Director of Public Works Report

Director Earle referenced the latest snow and commended the DPW staff for their hard work and dedication to snow removal. Brush collection started today and will be picked up until May 25th. Staff are working on opening bathrooms and prepping for summer.

Kapur Engineering Report

Kapur representative, Rauch spoke 2023 street program underway and a walk-thru was conducted with DPW to go over scope of work with intention to advertise and conduct BID opening in April. Kapur is collaborating with the Clerk's Office to put together a Sidewalk Program timeline. It was decided that the assessment for Lake Geneva Blvd., would be part of Kapur's July update.

MSA Report

MSA representative, DeYoung shared that the project on Marianne & Pine Tree Lane has begun and overall, it's going well. DeYoung indicated that contractors plan to start working on Saturday's going forward, and MSA is sending out weekly updates to the residents in that location.

Wrigley & Cook was moved up from April 13th to an April 3rd start, and MSA plans to provide updates to the businesses. MSA's estimated completion date of project with pavement is May 15th (please note, this is weather dependent).

Parking Manager Report

Parking Manager, Elder shared the overview of the parking sales by day. The city collected approximately \$191,000 in kiosk and Park Mobile revenue compared to \$120,000 in February of 2022. Parking prices were increased on weekends only, which is when the city generates about 65% of its business. Revenue is tracking according to that percentage. Parking purchased via coin is at less than 1%, 70% credit card, 30% via the Park Mobile app. The highest revenue dates were February 4th and 5th

which is when the Winterfest/US National Snow Sculpting event took place downtown. He also stated that he included an update for waived parking fees, Parking Lot B (next to the Brunk Pavilion) rentals, and estimated number of city shuttle provided for free during events. The Parking Manager will share more details on who covers the cost/donation and when fees are waived in his next update.

Discussion / Recommendation of Potential Signal of Four Intersections: Townline Rd. & Edwards Blvd., Center St. & Interchange N., Grant St. & Williams St., George St. & Williams St.

Kapur had put this together based on potential changes after looking at traffic and pedestrian access across these intersections and direction from the PWC in Feb. and included the table which was part of the Kapur update. Ald. Fesenmaier stated that she “was told by Tom that Townline Rd. and Edwards Blvd. actually it wasn’t Tom, it was the gentleman that did the impact fee study through the Public Works Department, (Ruekert-Mielke), that Townline Rd. would be paid for if a stop light goes through there, “and she proceeded by asking if that was correct; “so the city wouldn’t end up paying anything, that it would be paid for if a stop light goes through there through the state.” Director Earle stated that it would depend on if it meets the warrant. Ald. Fesenmaier stated, “yeah, I understand, I said, *if* that correct.” Dir. Earle stated that if the intersection does not meet the criteria of the warrant, it would be fully funded by the city. Ald. Fesenmaier noted again that she said “*if*.” She again stated that she said, *if* and once again she said “I said if” as Dir. Earle was commenting on the topic.

Ald. Fesenmaier stated that the Center Street/Interchange North was included and asked if it was correct. Dir. Earle stated he believed it was. Kapur representative, Rauch pointed out that the County had done a warrant at this location, and it was not warranted due to the traffic count. Ald. Fesenmaier commented that the location wound up in the impact fee study. Dir. Earle stated that she was correct that it was in the impact fee study because he was asked to look into those areas, and that those three or four spots were being reviewed via the impact study for future growth. Dir. Earle points out that impact fees do not cover existing deficiencies in infrastructure, they only cover future growth. Ald. Fesenmaier said, “yeah it covered future growth.” Dir. Earle stated it was put in the impact study in case it ever did warrant, after growth. Ald. Fesenmaier stated her question was that Center Street was included in the impact fee study. Townline was not, Center Street was. Ald Fesenmaier then asked if Dir. Earle recalled the other two that were included in the impact fee study. Ald. Fesenmaier stated twice it “was not the two in the chart.” Dir. Earle stated that he did not recall. Ald. Fesenmaier proceeded to say it was Geneva and Broad Street. She wanted to know why these two were in the chart, but the other two were not. Dir. Earle stated he did not know why and stated he would need to check with a representative from Ruekert-Mielke. Ald. Fesenmaier specifically asked Dir. Earle who gave the representative from Ruekert-Mielke the data, who gave him the information about the intersections and directly asked Dir. Earle. He responded he did not know.

Dir. Earle stated that if the representative from Ruekert-Mielke asked about certain intersections, he would provide him with what was given to him by this committee. Dir. Earle noted that many locations were on a DPW ‘wish List’ which was created and kept over the last 10 years.

NO ACTION TAKEN

Discussion / Recommendation Beach Access at the Riviera w/Options

Kapur representative. Ald Fesenmaier stated she marked a spot on a map.

Kapur stated that on Option 2 you must be a certain amount of feet from the highwater mark. Kapur said it is 35 feet and it would be tough. Hash marks are no parking areas. 9 x 22 spots going north and

south only as it is the only way DPW and Police/EMS currently can get on the beach without using stairs at Beach House.

Kapur is going to check the spacing, and there is still some work to do. Earle likes the access and gate location. Earle stated he has heard there may be an opportunity for a Tourism Grant for this location and to check with the City Administrator. Earle stated the parking stall with Elmer's may be in their contract where the proposed gate is located so that may be an issue. Ald Fesenmaier stated she would like the gate option done now. Earle stated the area would need a survey, design and engineers estimate before being put out for bid. Members of the committee asked if the parking stall contracts (for Riviera tenants) can be redone in anticipation of the future redesign. Survey and ADA compliance needs to be completed by Kapur.

Ald. Fesenmaier motioned to approve continuing to have Kapur review the new gate location along with redesigning parking stalls, and forward to FLR with a task order, second Halverson. Motion carried 4-0.

Ald. Fesenmaier motioned to continue dumpster issue, second Halverson. Motion carried 4-0.

Discussion / Recommendation Possible Removal of Island in Cul de Sac of Fairview Dr.

Kapur representative stated that this is part of the 2023 street program, and they surveyed the location. Issues pruning the spruce tree and manhole is close. Spruce tree is a violation of the city ordinance.

Ald. Hedlund motioned to move the tree and take out the island, seconded by Ald. Yunker. Motion carried 4-0.

Discussion / Recommendation Removal of Abandoned Driving Range Office at Hillmoor

Chief Gritzner shared that some homeless individuals have been inhabiting the building and feces and urine are present. Requesting the shack be at minimum boarded up but would prefer razing. Earle stated the pad would stay but would remove the structure. Utilities were shut off but need to be verified. The chief said they noticed people living in the building in the last two weeks. Dir. Earle was there within the month and the doors and windows were intact and are now broken.

Ald. Hedlund motioned to have the driving range office building raised, seconded by Ald. Yunker. Motion carried 4-0. Tom Earle needs to apply for a raising permit per Building & Zoning. (forward to FLR).

Discussion / Recommendation Business Improvement District Remote Employee Parking with Shuttle

Badger HS indicated to the BID that their parking lot could be used in the summer with a shuttle. Currently serving through the BID number of employees, shifts, funding, done on holiday weekends. Ad hoc committee meets on Wednesday. Recommended to continue. Ald. Fesenmaier asked who's conducting the survey. Alex the Executive Director of the BID is conducting the survey.

Ald. Fesenmaier motioned to refer to the ad hoc committee, seconded by Ald. Halverson. Motion carried 4-0.

Discussion / Recommendation Renewal of the 2023/2024 TAPCO Contract

Earle stated the contract as well as the prior year's contract were in the packet. He recommended approval.

Ald. Hedlund motioned to approve the contract, seconded by Ald. Yunker. Motion carried 4-0. (Forward to FLR)

Discussion / Recommendation Purchasing 2023 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B) not to Exceed \$48,820.00

Dir. Earle stated the specs were in the packet along with a narrative of the need.

Ald. Hedlund motioned to approve, seconded by Ald. Yunker. Motion carried 4-0.

Discussion / Recommendation for Department of Public Works Purchase of a 2023 F-250 4x4 SD Super Cab 6.75' box 148" WB SRW XL (X2B), not to Exceed \$55,155.00

Dir. Earle stated the specs were in the packet along with a narrative of the need.

Ald. Yunker motioned to approve, seconded by Ald. Halverson. Motion carried 4-0.

Discussion / Recommendation Regarding Response from WisDOT on 10FT Path along HWY 50 & Turn Lane Heading East

Earle stated he discussed the narrowing of a bike path from 10' to 8' with WisDOT as asked last month. They (WisDOT) informed him that without hardship or need WisDOT would not allow a bike path less than 10'. Ald. Fesenmaier asked what the best options were to tie into the existing bike paths. Do we have it as part of the roadway? From Edwards all the way down to West St.? All three options; 10 FT, just the sidewalk, addition to the bike lane, etc.? Earle stated there may be a meeting to ask more questions regarding the project.

Hedlund questioned the letter from WisDOT which stated "65/35 split, but now that we own Hillmoor 80/20 split? for a 10FT bike/foot path. Earle stated that was prior to the city owning Hillmoor. Earle stated that WisDOT agreed both turn lanes are fine east and west.

Ald. Fesenmaier motioned to continue to next meeting so DPW can get options, approve requesting Earle to check with WisDOT, seconded by Ald. Halverson. Motion carried 4-0.

Future Agenda Items

July Special Assessment Kwik Trip & Edwards BLVD.

Adjournment

Ald. Hedlund motioned to adjourn at 5:10 pm, seconded by Ald. Dunn. Motion carried 4-0.