



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

CITY OF LAKE GENEVA SPECIAL BOARD OF PARK COMMISSIONERS

TUESDAY, NOVEMBER 28, 2023 - 6:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Cindy Forster Fueredi, David Quickel, Peggy Schneider, Ann Esarco, Denise Wendell, Alderperson
Cindy Yager and Mayor Charlene Klein

AGENDA

1. Call to order – Cindy Feuredi
2. Roll Call
3. 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
4. Approval of the October 17, 2023 Board of Park Commissioners Minutes as prepared and distributed
5. Discussion regarding Park Superintendent List of Priorities
6. Department of Public Works Monthly Update
7. Discussion/Recommendation regarding Park Rules
8. Future Agenda Items
 - a. Gygax Memorial Items
9. Next Meeting Date & Time (January 16, 2024 at 6:30 p.m.- December 19, 2023 Meeting CANCELED)
10. Adjournment

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CITY OF LAKE GENEVA BOARD OF PARK COMMISSIONERS

Minutes

Tuesday, October 17, 2023 - 6:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Call to order 6:30 pm by President Cindy Forster-Fueredi

Committee Members Present: Cindy Forster-Fueredi, Ann Esarco,
Mayor Charlene Klein, Peggy Schneider, Denise Wendell (viaZoom)

Committee Members Not Present: Linda Frame, David Quickel

Others Present: None

Comments from the public: None-

Approval of September 19, 2023 minutes of the Board of Park Commissioner

Motion 1st: Klein

Motion 2nd: Schneider

Approved unanimously.

YMCA Quarterly Update – delivered by Mike Coolidge – Veterans Park Update

Summer season 488 children broken down as: - Baseball 132, Jr. Softball 43, T-ball 177, 7 travel teams (93), dream team 43

Fall Soccer 320 children broken down as: 213, Flag Football 107

Check to city of \$1347 and \$4307 for use of park, pavilion during 2023.

Fields close end of October

Open fields April

Tournaments start in May

Recommendation for spring spruce-up. Tourism department provided funds for updating fields in during summer 2022.

Kujawa Enterprises recommends various options to prepare fields/level them off for 2024.

Vet's Park needs to have repair work done at Lions Den house. Asphalt around building is also coming up and can be dangerous.

Written operations update report provided by Public Works.

Impact fee revenue to develop Pond view Estates Park Area and include dog fencing at

Four Seasons

Motion 1st: Fueredi

Motion 2nd: Wendell

Approved unanimously

Motion to develop Pond View Estates using funds from Park Impact Fees.

Motion 1st: Fueredi

Motion 2nd: Schneider
Roll call vote: Approved Unanimously

Motion to install dog park fencing at Four Season Park from Park Impact Fees.

Motion 1st: Fueredi

Motion 2nd: Wendell

Roll Call Vote:

Fueredi, Wendell, Klein – Approve

Schneider, Esarco – No

Motion Passed.

Motion to Adjourn at 7:08

Motion 1st: Klein

Motion 2nd: Fueredi

Approved unanimously.

November 21, 2023 @ 6:30pm

Adjournment Cindy Fueredi /Linda Frame

Carry forward:

Status of : Recommendation to City Council to honor John Swanson with plaque and John Swanson day to honor his work with the Dream Team over the last 22 years.

Motion Quickel, Frame approved unanimously.

The new Park Manager/Superintendent position is forthcoming, as a result DPW is compiling a list of priorities the Park, Avian, Tree and Cemetery Committees would like the Manager to work on.

Preliminary plans are to acclimate the Superintendent to the parks (including cemeteries) via working closely with the Street Superintendent until the Superintendent is comfortable with their knowledge of the working systems of all the parks as well as their amenities and capabilities. Without this knowledge, the Superintendent cannot know the possibilities of what the parks can and cannot support and can be best learned from those who already know. This will allow the Superintendent to realize not only the capabilities of the parks, but their deficiencies. When these are identified, they then can be addressed to fit the vision of the Committees.

It is our hope that this will provide the Superintendent with a clear view looking forward, identify the needs and wants of the Community through the Committees, and begin to bring the position to its goal, which is a stand-alone Parks Department. A *sample* of the process was laid out in the draft position summary and another below.

Apx cost;

Park Superintendent	\$92,000.00 (2023)
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*DPW/Forestry Operator;	\$134,000.00 (2024) (filled)
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Parks Operator;	\$134,000.00 (2025-26)
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Year 1;	\$92,000.00 (2023)
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Year 2;	\$226,000.00 (2024) (possible Parks Operator)
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Year 3;	\$360,000.00 (2025) (possible Parks operator)
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(these positions can be deferred at Council discretion)

It is assumed that if the recreation aspect takes off, office staff will be needed.

Office Staff	p/t apx 1200hrs/yr	\$25,000.00
	Full time	\$95,000.00-\$100,000

This represents a possible scenario out of many and a starting point. The above Committees would weigh heavily in any discussion of bringing this to fruition and the Personnel Committee would be involved in any additional Staff. (During Personnel Committee meetings, one of the issues was the cost of adding Staff) Once the Superintendent is comfortable with the inner workings and physical aspects of the parks and staffing is addressed, the logical step would be to elevate the position to Director status and begin a Parks Dept separate from DPW. To begin that now would be fruitless as they would have no staff to carry out directives.

The priorities listed here are taken from the Job Description as well as conversations with the Committees and are *representative* of but not an all-inclusive list. If there are others you believe are more accurate, simply write them in on the blank lines. (limit 4) Rather than everyone turning in a priority list, we ask that each individual Committee Chair bring them to their respective meeting and *each Committee collectively submit one form with a majority rules ranking*. The intent of the Superintendent position is to help all the Committees with their wishes and be the conduit between them and taking action. Please understand that if an item is ranked lower than another, it does not mean it is not important nor that it will not be addressed, it means it is lower on the priority list. Please do this thoughtfully instead of simply ranking all items 5 as this will help guide the position. This is not a list of what you would like to see done, it is a list of priorities for the Park Superintendent to work from.

Please score each of the following on a 1-5 scale with 5 being most important and 1 being least important. (they are in random order and not all pertain to all Committees but please fill all, when complete please forward to the DPW)

_____ Playground improvements

_____ Planning, development, etc. of new and existing City park land.

_____ Capital improvement projects. (typically larger projects over \$25000, NOT maintenance)

_____ Tree, Bird City status, coordination

_____ Bike trail expansion

_____ Recreational activities with attention to indoor and outdoor activities for seniors and persons with special needs.

_____ Develop and maintain a catalog, both hard copy and online, notifying the public of recreational offerings area wide.

_____ Areas of rest/reflection. (small areas, benches, land- water overlooks, etc)

_____ Revenue generation and additional funding opportunities

_____ Bike trail maintenance

_____ Public exercise areas for adults

_____ Compose/draft rules/ordinances pertaining to Parks/Cemeteries

_____ City owned sidewalk maintenance

_____ City wide sidewalk review and expansion

_____ Park facility improvements. (buildings, sports fields, nature trails, etc)

_____ Non-sport activities. (sewing/knitting, pottery, gardening, cooking, basket weaving, bird watching/house building, star gazing, etc)

- _____ Grant opportunities
- _____ Park grounds improvements. (habitat, natural space, wetlands, etc)
- _____ Rights of Way and terrace improvements
- _____ Expanding tree planting and tree funding opportunities
- _____ Forming Park/Rec relationships with Municipalities within close proximity
- _____ Form relationships with YMCA, Library, Schools, etc for Park/Rec opportunities
- _____ Playground additions (new)
- _____ Impact fee coordination
- _____ Hillmoor property opportunities
- _____ Park land ADA accessibility
- _____ Safe routes to School
- _____ Advertising of Park amenities
- _____ Implementing public surveys regarding Parks/Rec

Committee_____ Date _____

Chair_____



City of Lake Geneva

Department of Public Works

1065 Caret St.
Lake Geneva, WI 53147
262.248.6644

To: Park Board Committee
From: Neil Waswo, Superintendent, Public Works
RE: October 2023 Report

OPERATIONS UPDATE
For the Month of October

PARK OPERATIONS

- Finished painting and staining outlook at Donian Park.
- There were 2 shelter rentals.
- There were 3 large events in October. Oktoberfest, Dragon Days, Homecoming parade; all were well attended.
- Moved the Three Sisters statue to a new location in the Museum.
- Finished spot sidewalk replacement in parks along the lake front.
- Tree crews finished the fall tree planting in the Parks, Cemetery, and ROW.
- The grass is still growing so we are still at full force mowing.
- All seasonal help has left for the season.
- Continue to do ROW brush mowing and mowing around ponds.
- City fountains have been closed and winterized.
- The beach house has been winterized.
- Cobb Park has been closed for the season and restrooms have been winterized.
- Dunn field restrooms have been winterized for the season.
- Seminary Park restrooms have been closed and winterized for the season.
- Fall clean-up is under way with the removal of the leaves in all parks.
- Curbside leaf and brush pickup has begun.
- Chamber, Westend, and Library restrooms will remain open along with the Riv.