



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, SEPTEMBER 17, 2024 - 6:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

President Adam St. Marie, Secretary Ann Esarco, Cindy Forster Feuredi, David Quickel, Peggy Schneider, Dana Furlo, Julie Mulligan
Council Liaisons: Alderperson Cindy Yager and Mayor Todd Krause

AGENDA

1. Call to order – Adam St. Marie
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. Acknowledgments to Cindy Forster for her time and generosity in helping transition Chairpersons
5. Approval of the Board of Park Commissioners minutes from August 20, 2024
6. Parks Superintendent Report
 - a. Playground Certification Inspection Report
 - b. Grant Updates
7. Discussion/Action on scheduling a Special Session "Budget Workshop" to discuss 1, 3, and 5 year plans
8. Discussion/Recommendation regarding spending \$448,500 on Parks and Park Equipment
9. Discussion/Action on a proposal from Glen Fern Construction, for Project 2024-13A Lions Den Concession Concrete Pads.
10. Next Meeting Date & Time
11. Future Agenda Items
12. Adjournment

This is a meeting of the Board of Park Commissioners. No official Council action will be taken; however, a quorum of the Council may be present.

Regeusts from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office in advance, so the appropriate accommodations can be made.

CITY OF LAKE GENEVA BOARD OF PARK COMMISSIONERS

Minutes

Tuesday, August 20, 2024 - 6:30 PM

Lake Geneva City Hall; Council Chambers

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

2. Roll Call:

Committee Members Present: Cindy Forster-Fueredi, Ann Esarco, Peggy Schneider, David Quickel, Dana Furlo, Julie Mulligan, Adam St. Marie, Alderperson Cindy Yager

Not Present: Mayor Todd Krause (excused)

Staff Present: Samantha

3. Comments from the public: P. Esposito

4. Communications received via written service: none

5. Approval of prior meeting minutes:

Motion to approve minutes from July 16, 2024
Motion:
2 nd :
Passed Unanimously

6. Election of Officers:

Motion to appoint Adam St. Marie as President of the Lake Geneva Park Board
Motion: P. Schneider
2 nd : A. Esarco
Yay = 6, Nay = 2 (Motion passed)

Motion to appoint Ann Esarco as Secretary of the Lake Geneva Park Board
Motion: A. Esarco
2 nd : D. Quickel
Yay = 7, Nay = 1 (Motion passed)

7. Acknowledged Tree Board Minutes, P. Schneider provided a recap of the written report.

8. Acknowledged Avian Committee Minutes, C. Yager provided a recap of the written report. The Board was also reminded of the Swift Night Out event on September 5.

Motion to move presentation of proper use of impact fees by Attorney Dan Draper forward in the agenda
Motion:
2 nd :
Approved Unanimously

Attorney Draper provided an overview of how impact fees can be spent on park items. He noted that the Park Board has \$17,000 to spend down before year-end. Failure to spend the funds results in the return of the dollars to the City fund.

9. Sam presented her report for the month

10. Sponsorship Fee Form discussed noting that discount applied would be 20% across the board for returning sponsors.

Motion to approve the sponsorship fee form with suggested edits.
Motion: A. Esarco
2 nd : A. St. Marie
Approved Unanimously

11. Sponsorship Wish List. Discussed, but also carried forward.

Motion to carry forward agenda items 12-17
Motion: C. Yager
2 nd : A. Esarco
Approved Unanimously

12-17. Carried Forward

18. Carried Forward Items:

- Dog Park
- Structure of Parks & Recreation Department
- Weddings in Parks
- Dark Skies Initiative
- Plantings to reduce mowing/maintenance
- Sponsorship Wish List
- Never Say Never Re-allocation of Funds
- Capital Improvements Budgeting
- Impact Fees
- Overview of Parks
- UniverCity Alliance

19. Next meeting: September 17, 2024 @ 6:30pm.

Motion to Adjourn at 8:11
Motion: Esarco
2 nd : Quickel
Approved Unanimously

Prepared by: Ann Esarco, Secretary



City of Lake Geneva

Department of Public Works

1065 Carey St.
Lake Geneva, WI 53147
262.248.6644

To: Park Board

From: Samantha Ingo, Parks & Facilities Superintendent

Park Operations August 2024

Parks & Facilities

- Lions Den pillar BID has been posted.
- 9 pavilion rentals for the month of July.
- Art in the Park ; Venetian Festival went well, no damages to park.
- Worn split rail fencing has been replaced at 4 Seasons.
- Dogs on Leashes Ordinance – Signs have been ordered and once received old signs “no dogs in park” will be posted in it’s place along with dog waste bag stations.

Grant	Organization	Priorities
Playgrounds		

Vibrant Spaces	Wisconsin Economic Development	Vacant or underutilized spaces for recruiting and retaining residents ; attract multiple users ; impact on nearby businesses
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Community Champions Playground Grant	Game Time	Purchase of new play equipment
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Community Ties	Union Pacific	Community Vitality (recreation)
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Community Facilities Grant	USDA	Construct Community Facilities
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Rural Community Development Initiative	USDA	Community Facilities
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BNSF Railway Foundation Grant	BNSF Railway	Civic (parks & rec)
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Child Welfare Foundation	American Legion Child Welfare Foundation	Physical, mental, emotional, activities for the welfare of youth
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Reiman	Reiman Foundation	Children
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Hometown Grants	T-Mobile	Local connections; outdoor spaces
Neighborhood Assist	State Farm	Community development; neighborhood revitalization
Parks for All	Hydroflask	Building; maintaining; and resotring access to parks

Amount	Match	Deadline	Grant Info & Application
\$25,000–50,000	1:1 Match	12/9/2024	https://wedc.org/programs/vibrant-spaces-grant/

\$25,000–75,000

Sliding
scale/match based
on percentage

10/25/2024

https://www.gametime.com/funding/playground-grant?utm_source=google&utm_medium=cpc&utm_campaign=2024_gametime_grant&utm_id=2024+GameTime+Grant&utm_term=&utm_campaign=Performance+Max+-+Grants&utm_source=adwords&utm_medium=ppc&hsa_acc=2187322245&hsa_cam=20526839891&hsa_grp=&hsa_ad=&hsa_src=x&hsa_tgt=&hsa_kw=&hsa_mt=&hsa_net=adwords&hsa_ver=3&gad_source=1&gclid=CjwKCAjwxY-3BhAuEiwAu7Y6szkS6Zm5Xhv3JPPEo-74Mw3nVu58eTkwtQhtB9WCCmGZKFG0HSeWrhoC80kQAvD_BwE

\$5,000–30,000

?

Rolling

<https://www.up.com/about/community/foundation/local-grants/criteria-eligibility/index.htm>

?	?	Rolling	https://www.rd.usda.gov/programs-services/community-facilities/community-facilities-direct-loan-grant-program-16#overview
\$50,000–500,000	1:1 Match		https://www.rd.usda.gov/media/file/download/usda-rd-rdi-factsheet-7/10/2024 . pdf
\$1,000–10,000 (potential for more)	No	Rolling	http://www.bnsffoundation.org/programs/
	No	May 1st – July 15th	https://www.legion.org/documents/pdf/CWF_Grant_Application.pdf
?	?	Rolling	https://www.reimanfoundation.org/applicationguidelines/

up to \$50,000	No	Quarterly Deadlines	https://www.t-mobile.com/brand/home-town-grants#FAQs
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?	?	?	https://www.statefarm.com/about-us/corporate-responsibility/community-grants
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?	?	10/31/2024 =1	https://www.cybergrants.com/pls/cybergrants/quiz.display_question?x_gm_id=7616&x_quiz_id=10334&x_order_by
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Notes

Matching funds have to be available at time of award, not application. Construction has to begin in 2025. Yearly grant.

Certain play structures
are eligible for
funding.



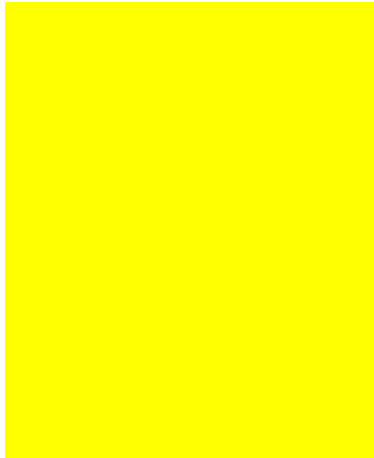
Need to partner with 501c3

Might not be eligible;
need clarification from
USDA

Need to partner with 501c3

Need to partner with 501c3

tion only ; must submit request



Need to partner with 501c3

AGREEMENT

This Agreement made this 10th. day of September, 1984
by and between the City of Lake Geneva, a municipal corporation, hereinafter
called "City", and Joint School District No. 1, City of Lake Geneva, Towns of
Bloomfield, Geneva, LaFayette, Linn, Lyons and Spring Prairie, hereinafter
called "School District" and the Lake Geneva Board of Park Commissioners,
hereinafter called "Board of Park Commissioners".

WITNESSETH:

WHEREAS, the School District, aforesaid, is the owner of premises
adjoining its Eastview School, commonly called Dunn Field, and

WHEREAS, the City, aforesaid, is the owner of premises adjoining
Central School, commonly called Maple Park, and

WHEREAS, said School District does not presently need the use of
all of said land, on the premises known as Dunn Field, for school building
purposes, and

WHEREAS, the School District does use and has a need for the use
of the land owned by the City adjoining its Central School, such use being
for playground and recreational facilities for its students during the
school term, and

WHEREAS, the City does use and has a need for the use of land
owned by the School District, adjoining Eastview School, commonly known as
Dunn Field, such use being for public recreational facilities, and

WHEREAS it is the intention of the parties to this contract that pending such need of the land adjoining Eastview School by the School District for school buildings, that an agreement be entered into being the parties that the Maple Park premises be in the control of and used for the purpose of the School District and that the premises adjoining Eastview School, commonly known as Dunn Field be in the control of and used for the purposes of the City, and

WHEREAS, it is the intention of the parties to this contract that pending such need of use of the Eastview School property by the School District for school buildings, the premises be used and developed as part of the Lake Geneva City Park system provided the School District aforesaid shall reserve to itself the right to use said land for school purposes in the future should this use be necessary, and

WHEREAS, the Board of Park Commissioners aforesaid is charged under the Wisconsin Statutes Section 27.08(2) with the duty of developing to the greatest possible extent the use of all lands in the City of Lake Geneva which are available for park purposes, and

WHEREAS, it is the intention of the parties to this contract to agree to cooperate in establishing the best use of the respective premises, and to solve between the parties of this contract all questions of jurisdiction. responsibility for maintenance, development and control of the subject premises.

NOW, THEREFORE, IT IS AGREED by and between the parties, in consideration of the mutual benefits conferred by this Agreement, as follows;

MAINTENANCE OF GROUNDS & EQUIPMENT

A. Maple Park (Exhibit "A")

The School Board shall be responsible for maintaining, repairing existing equipment and for the replacement of equipment and facilities now existing on the Maple Park grounds and otherwise be responsible for all upkeep and repair of the Maple Park grounds as deemed necessary and appropriate by said School Board. The School Board shall further have the authority to provide capital improvements to said Maple Park as deemed necessary and desirable by said School Board subject to the provisions of this Agreement. This paragraph does not include the tennis courts which will be the sole responsibility of the City.

B. Dunn Field (Exhibit "B")

The City shall be responsible for maintaining, repairing existing equipment and for the replacement of equipment and facilities and otherwise be responsible for all upkeep and repair of the Dunn Field grounds as delineated in Exhibit "B" as deemed necessary and appropriate by the City. The City in concert with the Board of Park Commissioners shall have the authority to provide capital improvements to said Dunn Field (Exhibit "B") as deemed necessary and desirable by the City subject to the provisions of this Agreement.

TERM OF AGREEMENT & METHOD OF TERMINATION

This Agreement shall commence September 1, 1984, and terminate on August 30, 1985. Unless either party terminates this Agreement in writing within six months of the termination date, the Agreement shall automatically

be renewed under the same terms and conditions, unless modified in writing, for additional one year terms until terminated by either party.

Either party may terminate this Agreement at any time by giving the other party six months notice of termination. If the six months notice of termination is not within six months of the Agreement termination date of August 30th, the Agreement will be effective until the termination date of next succeeding agreement year.

In any event this Agreement may not be terminated until twelve months has lapsed from its inception.

CAPITAL IMPROVEMENTS

On or about July 1st of any agreement year, both parties shall provide the other with a capital improvement plan for their respective facility for the next succeeding agreement year.

All capital improvements installed by either party shall remain the property of the party purchasing said improvements or equipment. Upon removal of said improvements the owner of the improvements shall negotiate with the owner of the premises for the sale of said improvements to the owner of the premises prior to removal.

The party installing any capital improvement upon the land of the other shall hold the other harmless for any costs incurred as the result of said installation and neither party shall allow any liens of any kind to attach to the property of the other and shall save the other harmless thereto.

Upon removal of any equipment by the occupier of the premises, said occupier shall repair any damage done to the premises as the result of such removal.

OTHER RIGHTS AND DUTIES

1. Either party may license said premises as may be allowable by law, except there shall be no liquor or fermented malt beverages sold or consumed on either the Dunn Field or Maple Park properties.

2. Either party may use the premises for purposes that are deemed in the best interest of the public and not contrary to law.

3. Both parties are required to carry liability insurance on the premises each is occupying showing the other party as an additional insured.

4. It is understood between the parties that this Agreement exchanges licenses to use certain designated premises under the terms of this Agreement and any licenses granted under this Agreement shall not be construed as easements or transfer of title either in law or equity.

This Agreement entered into this 11th day of Sept., 1984.

CITY OF LAKE GENEVA:

BY:

Richard C. Folman
Richard C. Folman, Mayor

ATTEST:

Colleen Alexander
Colleen Alexander, Clerk

JOINT SCHOOL DISTRICT NO. 1

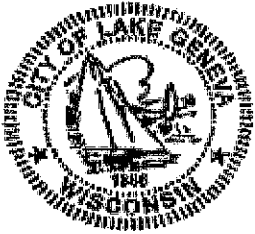
BY:

Michael P. Arnesen Pres.
Charlotte West Peterson Clerk

LAKE GENEVA BOARD OF PARK
COMMISSIONERS:

BY:

Margaret R. McCrooy



City of Lake Geneva Public Works

Streets/Parks/Forestry/Cemeteries/Buildings and Grounds

1065 Carey St. Lake Geneva WI. 53147 (262)248-6644 fax (262)248-4913

City of Lake Geneva Project 2024-13-A

The City of Lake Geneva is accepting proposals for the replacement of (12) Red Cedar Posts on The Lions Den Concession Building and (6) apx 2' x 13' concrete pads under player benches located at Veterans Park, 901 E. Townline Rd. Lake Geneva WI 53147.

Sec 1.

Job includes;

1. Removing existing posts. ✓
2. Proper disposal of all debris. ✓
3. Level overhang as best able. ✓
4. Install twelve (12) 6" x 6" x 8' Red Cedar Posts ✓
5. Appropriate trim, flashing if needed, seal, caulking, etc. ✓
6. Excavate, grade, compact, form and install six (6) apx 2' wide by 13' long by 4" concrete pads under players benches. ✓
7. Contractor is responsible for obtaining permit from Building Inspectors Office prior to start, will be issued no fee from the City. ✓
8. Area will be thoroughly cleaned and picked up daily to not present a hazard to the Public. Hazards shall be identified and abated at all times. ✓
9. Proper disposal of all debris shall be the responsibility of the contractor. ✓
10. Project shall be performed in a substantial workmanlike manner following all industry standard protocols. ✓
11. The City Building Inspector, Parks Superintendent and/or Public Works Director shall have authority to accept or reject all work or materials. ✓
12. Contractor must have on file an approved pre-qualification packet with the City Clerk prior to award of project to successful proposer. ✓
13. This contract shall be all inclusive with no part being considered as 'done-by-others'. ✓
14. Bidder must provide Indemnity and acceptable insurance in amounts approved by the City. ✓

SUBMITTED BY: GLEN FEAN CONSTRUCTION

Sec 2.

Material

1. 6x6x8' Red Cedar posts, suitable grade.
2. 3000psi concrete, fiber mesh, tooled joints, broom finish. 4" thick min.

OK. 

Sec 3.

Bid bond

1. Contractor must provide a bid bond of 5% of the proposed project cost in his/her proposal packet if the amount is over \$25,000.00. - N/A.

Sec 4.

Warranty

1. 1 year warranty on labor and material.

OK. 

Sec. 5.

Payments

1. 15% down prior to start. ✓
2. Monthly draws approved by City. ✓
3. Minimum 5% retainage until final approval. ✓

Sec. 6.

Agreement

1. The proposer shall hereby agree to provide to the City all of the items in the request for proposals including the advertisement for same and required Insurance packet.

2. Bid bond included. 5% \$ _____ N/A _____

3. Remove and replace twelve (12) posts per specs \$ 8650⁼

4. Install concrete pads per specs EACH PIECE \$ 985⁼ X's six (6) = \$ 5910⁼

5. Submitted by, Company, GLENN FERN CONSTRUCTION, LLC

6. Representative (print name) _____

a. Position in company _____

b. Signature _____ Date ____/____/2024

c. Representatives email _____

Sec. 7.

Acceptance by the City of Lake Geneva.

Signature: _____ Date ____/____/2024

Title _____

Sec. 8. Witnesseth that whereas the City, under provision of Sec.62.29 wis stats, and by virtue of authority vested in the said City Council has awarded the contractor the project.

Sec. 9. The City confirms that adequate funds are available and dedicated for this project.

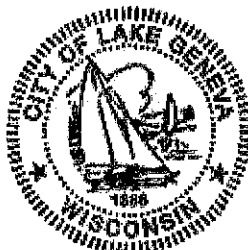
1. City of Lake Geneva Comptroller Ms. Laura Plsarclik

Signature: _____ Date ____/____/2024

Sec. 10.

Project time table

1. Project shall not start until after Labor Day weekend 2024.
2. Project must be substantially complete by 01 Nov., 2024
3. Project must be fully complete by 30 Nov. 2024.
4. Any extension shall be at the sole discretion of the City DPW.



6. Representative (print name) GREGORY OGDEN
a. Position in company OWNER
b. Signature [Signature] Date 9/9/2024
c. Representatives email gregodden@glen-fern.com

Sec. 7.

Acceptance by the City of Lake Geneva.

Signature: _____ Date ____/____/2024

Title _____

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1. City of Lake Geneva Comptroller Ms. Laura Pisarcik

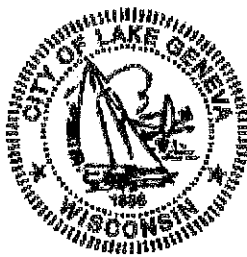
Signature: _____ Date ____/____/2024

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OK. [Signature]
OK. [Signature]
OK. [Signature]



2024-13A Lions Den Concession Concrete Pads

<u>Company</u>		<u>Total Amount</u>
Glen Fern	Remove	\$8,650
	Replace	\$5,910.00
	Total	\$14,560.00