



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

**BOARD OF PARK COMMISSIONERS
TUESDAY, OCTOBER 15, 2024 - 6:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

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

AGENDA

1. Call to order
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 Board of Park Commissioners minutes from September 17, 2024, and October 1, 2024
5. YMCA Quarterly Report
6. Discussion/Review of the Avian Committee Minutes
7. Discussion/Review of the Tree Board Minutes
8. Discussion/Action on a proposal from Glen Fern Construction, for Project 2024-13A Lions Den Concession Concrete Pads (*carried forward from September meeting*)
9. Overview of the Condition of Westgate Tot Lot
10. Discussion on proposed locations and uses for the \$17,000 of Impact Fees
11. Discussion/Action on use for the \$17,000 of Impact Fees
12. Call for a special workshop to continue discussion on 1, 3, and 5 year plans
13. Future Agenda Items
14. Next Meeting Date & Time
15. Adjournment

*A quorum of the Council may be present; however, no official Council action will be taken.
Requests from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office in advance
so that the appropriate accommodations can be made.*

**BOARD OF PARK COMMISSIONERS MINUTES
TUESDAY, SEPTEMBER 17, 2024 – 6:30 P.M.
CITY HALL, MEETING ROOM 2A**

1. Meeting was called to order by President Adam St. Marie at 6:30 p.m.
2. **Roll Call:** Present: President Adam St. Marie, Secretary Ann Esarco, David Quickel, Peggy Schneider, Dana Furlo, Alderperson Cindy Yager, Mayor Todd Krause.
Absent (Excused): Julie Mulligan
Note: Cindy Forster Feuredi resigned.
3. **Comments from the public limited to 5 minutes**
 - a. P. Esposito – Budget and spending, residents are asking for sidewalks/paths at Veteran’s Park, especially on the north side. Try to have walkway all around.
 - b. Requesting “rambling” sidewalk through Hillmoor from downtown to Walgreens.
4. Acknowledged the talents and time shared by outgoing president, Cindy Forster Feuredi.

Approval of Board of Park Commissioners meeting minutes from August 20, 2024. Motion by Peggy Schneider, Second by Cindy Yager. approved unanimously.

- 5.
6. **Park Superintendent Report –**

Samantha provided a verbal recap of her report. Presented grants available – playground grants mostly non-profit or partner with a non-profit. Vibrant Spaces may be a good grant to apply for, they are requesting multi-use spaces. Offered by Wseda. Other grant information was provided.

7. Discussion regarding scheduling a Special Session “Budget Workshop” to discuss future plans.

Motion by Adam St. Marie, Second by Ann Esarco to meet in two weeks, October 1, 2024, to discuss budget plans. Unanimously approved.

Alderperson Yager stated to make sure that we have a quorum in attendance. At present, it appears that all are available.

8. Spending ideas: Accessibility, Seminary Park – in bad shape, and used by many. Playground equipment, Seminary Park is a primary focus area for residents and visitors. Funds can be utilized to add a new area with new equipment that target 2-5 year-old children. The equipment for this age group generally is designed naturally using “all inclusive” equipment. For Seminary, think about location of new equipment. Consider accessibility to the equipment by the use of concrete walkways in and around. Poured rubber areas can be used by the actual equipment. World class level parks should be the focus.

Consider Knowles-Nelson funds. Consider tourism funding.

Funding available:

- \$242,500 CIP (Capital Improvement)
- \$172,000 Impact Fees
- \$ 15,000 ADA Equipment
- \$ 19,000 Impact Fees set to retire

9. Next Meeting Dates and Times:

- **October 1, 2024 at 6:30pm (Special Session)**
- **October 15, 2024 at 6:30pm (Monthly Meeting)**

10. Future Agenda 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 Improvement Budgeting**
- **Impact Fees**
- **Overview of Parks**
- **UniverCity Alliance**

11. Motion to Adjourn by Peggy Schneider, Second Dana Furlo – approved unanimously.

Prepared by Secretary Ann Esarco

BOARD OF PARK COMMISSIONERS MINUTES
TUESDAY, OCTOBER 1, 2024 – 6:30 P.M.
CITY HALL, CONFERENCE ROOM 2A (UPPER LEVEL)

1. Meeting was called to order by President Adam St. Marie at 6:30 p.m.
2. **Roll Call:** Present: President Adam St. Marie, Secretary Ann Esarco, David Quickel, Peggy Schneider, Dana Furlo, Alderperson Cindy Yager, Mayor Todd Krause.
Absent (Excused): Julie Mulligan
3. **Comments from the public limited to 5 minutes:**
 - a. P. Esposito, keep in mind the changing demographics of the area, note that younger children may be coming less while older children and adults are becoming more prevalent.
4. **Discussion of Board of Park Commissioner's priorities:**
 - a. Information provided on Blue Zone Cities – cities setup with consideration of long-term lifespans, and Green Zone Cities – cities setup with consideration of living “green.”
 - b. Lack of quality in children's parlor equipment.
 - c. Needing increased understanding of Park Superintendent/Park Director job description.
 - i. Park Board provides direction
 - ii. Staff person carries out the plan
 - iii. Carried forward to discuss job description
 - d. Provide all board members print copies of Lake Geneva Comprehensive Outdoor Recreation Plan 2021-2026 and Bicycle and Pedestrian Plan adopted March 26, 2018
 - e. Consider developing a motto and vision for our parks
 - f. Parks should have budget line on City Budget: \$300,000
 - i. Capital improvements
5. **Discussion of Impact Fees:**
 - a. Seminary Park, approach Tourism Committee for partnering with the City for improvement of the park
 - b. Discussion of Knowles grant usage for walkways within and near Hillmoor
 - i. Highway 50 reconstruction may
 - c. Discussion of improvement of Westgate (Sturwood) Tot Lot
 - d. Discussion of adding dog bags at dogs
 - e. Board members may want to look at Westgate Tot Lot with the intent of reporting on what the lot may need
 - f. Benches, dog bag dispensers, pieces of equipment
 - i. Location, item, cost – board members please be prepared to discuss
 - g. Equipment/Park near middle school and high school, there is no playground available for all the children that live in the nearby equipment
6. Adjournment motion by St.Clair, second by Quickel at 7:43p. Approved.

Carried forward items:

Discussion of Park Superintendent/Park Director job description

Prepared by Secretary Ann Esarco



Adam St. Marie <adam@studiosaintmarie.design>

RE: Park Board Lions Den

2 messages

Tom Earle <dpwdirector@cityoflakegeneva.gov>

Tue, Oct 8, 2024 at 9:31 AM

To: "Adam St. Marie" <adam@studiosaintmarie.design>

Cc: Vanessa Jahns <vjahns@cityoflakegeneva.gov>, Kassy Vina <dpwoffice@cityoflakegeneva.gov>, Neil Waswo <dpwsuperintendent@cityoflakegeneva.gov>, Laura Pisarcik <lpisarcik@cityoflakegeneva.gov>

This is the 2nd part of project 2024-13. I had \$35,000 placed in the 2024 budget for work on the Lions Den along with the Lions Club.

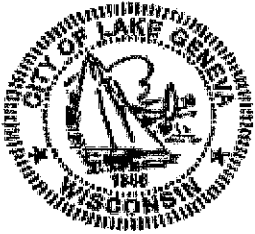
To date we have spent \$19950 replacing the roof which leaves us \$15050. Proposal 2024-13a completes the wood posts on the Lions Den (we had 4 replaced 5 years ago) and the concrete pads under the player benches which the YMCA has asked for. The bids came in at \$14560.

Tom Earle, Director**City of Lake Geneva Department of Public Works****Streets, Parks, Cemeteries, Lakefront, Forestry, Buildings and Grounds****1065 Carey St. Lake Geneva WI 53147****(262)248-6644****Receiving hours; Generally Monday – Thursday 600am – 230pm. No Fridays.****Adjustments for weather, holidays and special events apply.****Call for Hours**

NOTICE OF CONFIDENTIALITY* This e-mail and any files transmitted with it may contain information that is privileged, confidential and exempt from disclosure under applicable laws. This communication is intended for the sole use of the individual or entity to which it is addressed. If the reader of this message is not the intended recipient, dissemination, forwarding, printing, or copying of this e-mail and any files you have received with it without the consent of the sender is strictly prohibited. If you have received this e-mail in error, please do not distribute it. Please notify the sender by e-mail at the address shown and delete the original message.

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



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.

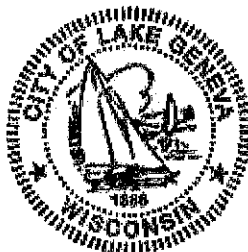
1. City of Lake Geneva Comptroller Ms. Laura Pisarcik

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 _____

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 Pisarcik

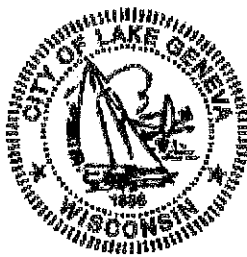
Signature: _____ Date ____/____/2024

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.

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









Westgate Tot Lot



Westgate Tot Lot



Westgate Tot Lot



Westgate Tot Lot



Westgate Tot Lot



Westgate Tot Lot



Westgate Tot Lot



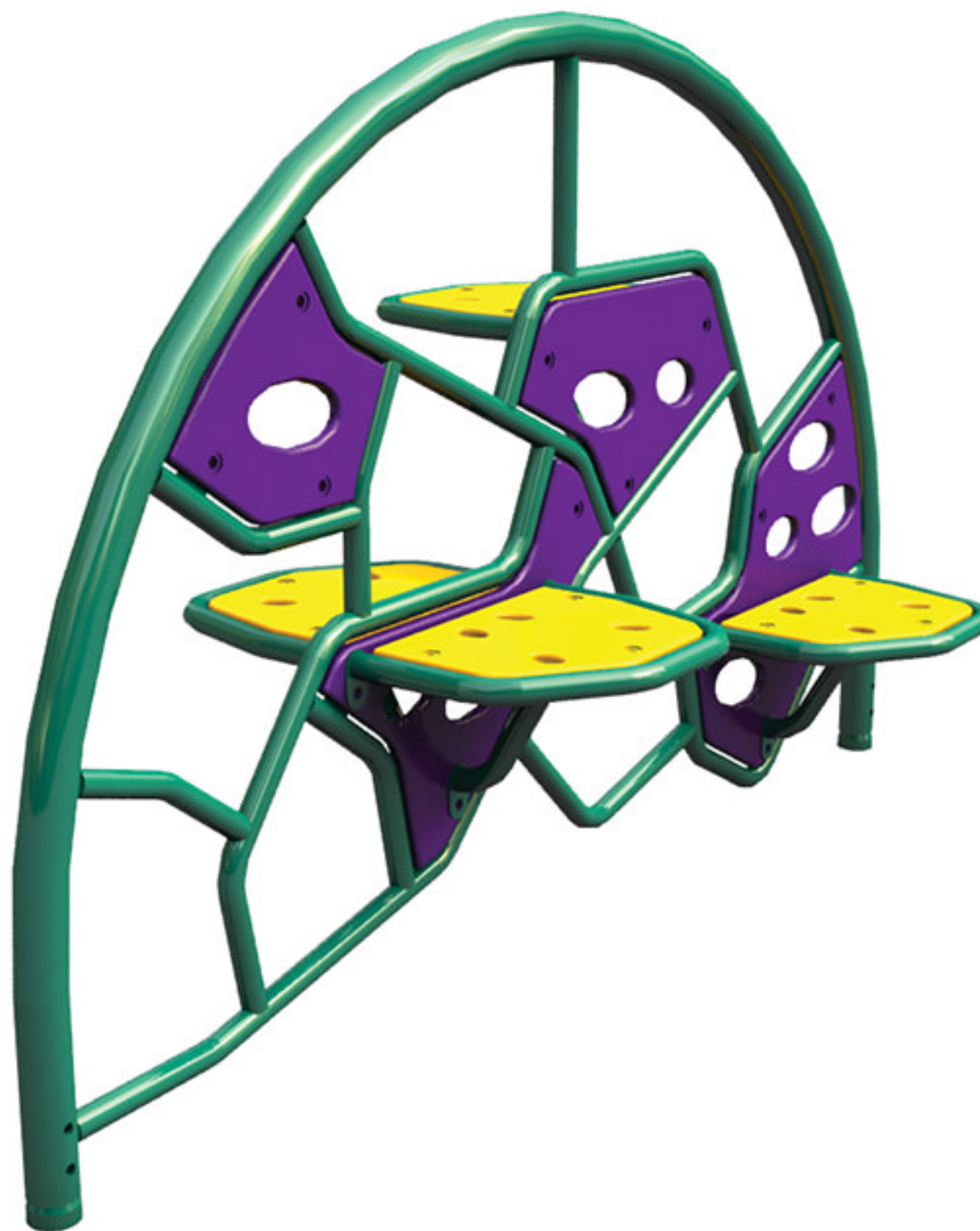
Westgate Tot Lot





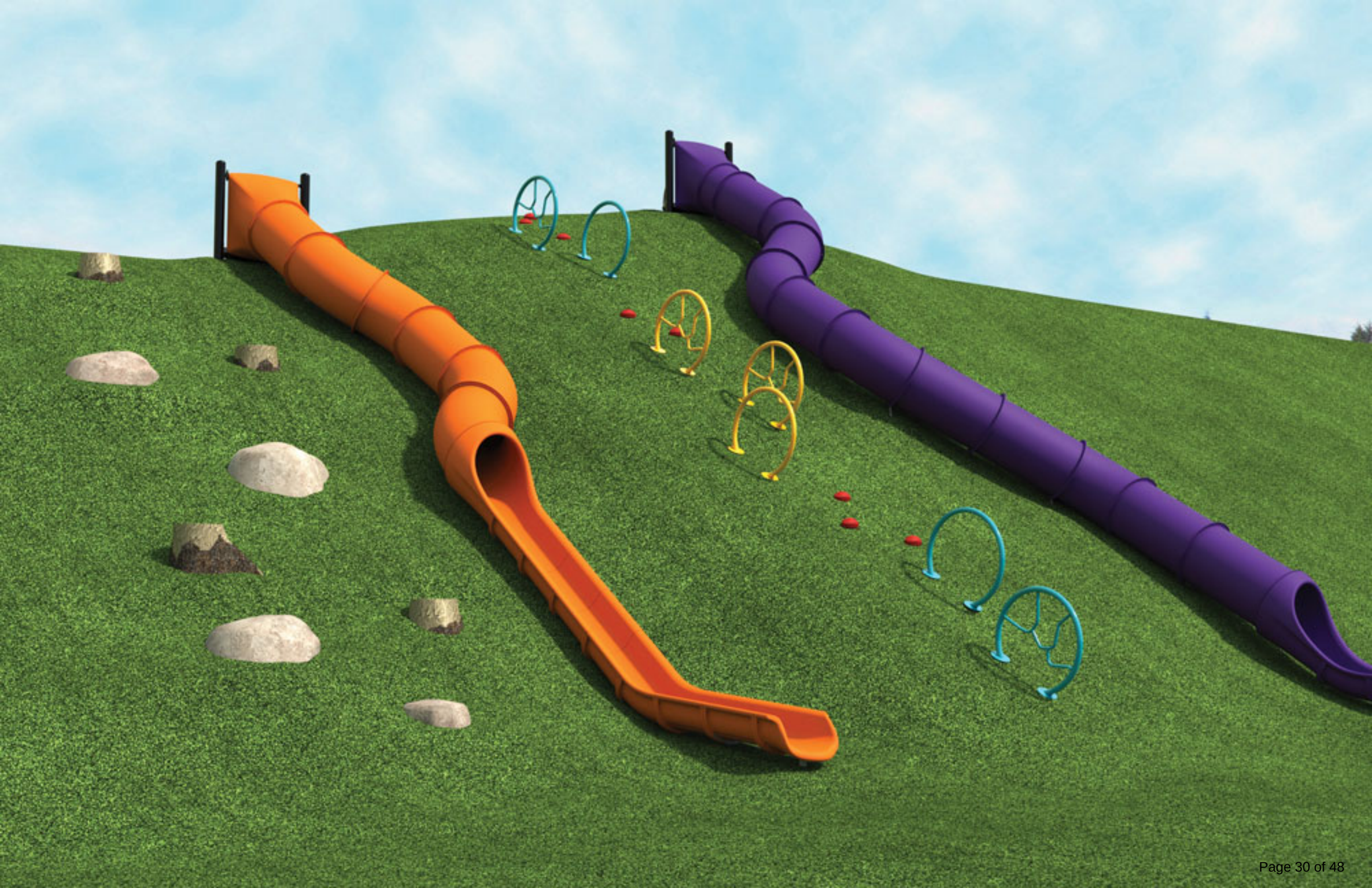


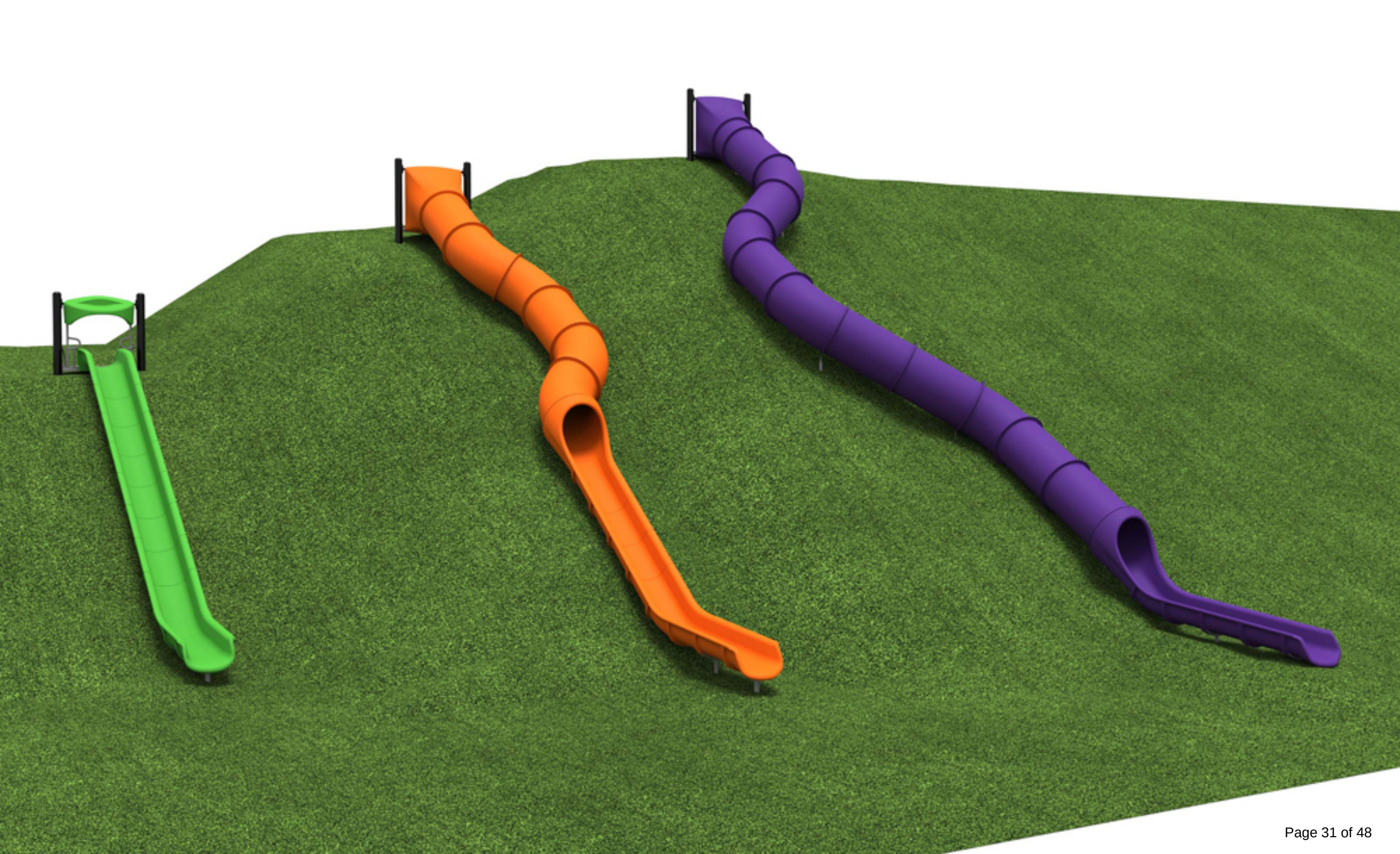






























BURKE DESIGN
BB-2465



Columbia Cascade Craftsmen Bench Cost: \$4,065

x 3 = \$12,105

x 4 = \$16,140





Cast Bronze Bench Plaques

★★★★★ 173 Reviews [See reviews summary](#)

As low as
\$258.85

SKU TPQ-02

Select Plaque Size
10.5" w x 3" h • \$70.00

Includes Pre-Drilled Holes & Hardware
Yes

[PERSONALIZE](#)

[Email a link to this product](#)

Dog Waste Bag Dispenser: \$99

These can be added to an existing post or new post according to the DPW at no extra cost since they have a budget for some of these items already.



Roll Bag Dispenser

Now: \$99.49

SKU: DEPOT-003-GRN

UPC: 644625371970

Shipping: Free Shipping

Quantity Discounts

Quantity	10 - 20	21 - 49	50 +
Price each	\$86.49	\$78.49	\$72.49
Savings	14%	22%	28%

Click BUY IN BULK above to see QTY savings: BUY BIG-SAVE BIG

Dispenser Color: * Matte Green (most popular) ▾

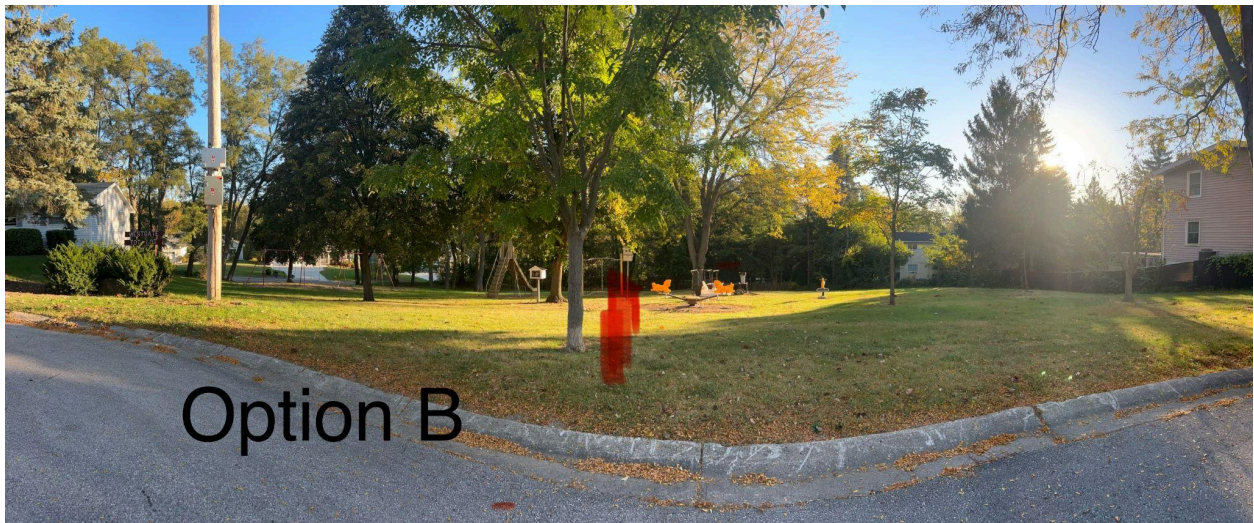
Quantity: ▾ 1 ▴

ADD TO CART

We could use get (8) of these and disperse throughout our parks

Westgate Tot Lot





Four Seasons Nature Preserve







Makers of TimberForm® & PipeLine®
Playground Equipment and Outdoor
Fitness Systems, TimberForm Site
Furniture and CycLoops® & CycLocker®
Bicycle Management Products.

Columbia Cascade Company

PO Box 1039
Camas, WA 98607-0039 U.S.A.
Telephone 503/223-1157
e-mail HQ@timberform.com

Confirmation

Corporate T.I.N. 93-0336194

Visit us at www.timberform.com

We are pleased to confirm your order as follows

Date	August 7, 2024	Our Order Number	55718-W-000	Your Purchase Order Number	K. VINA 08-07-24
Sold to	City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147			Ship to	City of Lake Geneva 1065 Carey St. Lake Geneva, WI 53147
Contact	Ms. Cassandra Vina			Mark For	BENCH
Terms	See below	Route	Truck	F.O.B.	Factory, freight allowed and prepaid
Project	Heuvelman Bench, Lake Geneva, WI				
Specifications					

TIMBERFORM

<u>Quantity</u>	<u>Model Number and Description</u>
1 each	2663-6-PH CRAFTSMEN Bench with Armrests, No. 97006 KITCHEN GREEN CASPAX-7 powder-coated cast iron frames, raised chrysanthemum graphic in end frames, Purpleheart slats, surface mount

DELIVERED TOTAL TO LAKE GENEVA, WISCONSIN

\$ 4,065.00

SALES TAX: Any taxes imposed within the state of Wisconsin are extra and not included.

SHIPMENT: Shipment shall be via truck, delivery charge prepaid, within 45 days after our receipt of the signed copy of this order Confirmation. Carrier must call Ms. Cassandra Vina at 262/248-6644 24 hours before delivery.

TimberForm Site Furniture products ship unassembled, but include assembly hardware, except anchoring bolts. Shipping packages are usually heavy and awkward and require mechanical handling to accomplish truck unloading at destination. Truck unloading and job site work are extra and not included.

DRAWING APPROVAL: We understand that drawing approval by the owner's representative is not required. See attached cut sheet.

TERMS: We shall be pleased to extend 30-day terms (from date of shipment), provided we receive the signed copy of this order Confirmation prior to shipment.

So we may know that we have entered your order correctly and may proceed with least delay, please sign this order Confirmation and return it to us.

Many thanks for your order.

Best regards,

COLUMBIA CASCADE COMPANY

By: Katherine Wilson

Katherine Wilson
kat@timberform.com
cc/LA0195

The foregoing is correct and accepted by us.

CITY OF LAKE GENEVA

By: Karl Wasner