



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- [www.cityoflakegeneva.gov](http://www.cityoflakegeneva.gov)

**TREE BOARD**  
**TUESDAY, MARCH 11, 2025 - 4:00 PM**  
**LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)**

**Members:**

President Candy Kirchberg, Alexander Gabriel, Sonya Dailey, Alderperson Peg Esposito

**AGENDA**

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from February 11, 2025
5. Arborist Report: Jon Foster
6. Discussion regarding care of city trees and inviting the BID to become a partner in keeping the downtown trees safe
7. Discussion regarding the Arbor Foundation and Tree City Designation
8. Discussion/Action regarding naming a 2025 Arbor Day honoree
9. Discussion regarding the Bird Flu
10. Review and Comments on Proposed Park Director Job Description
11. Next Meeting Date & Time
12. 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.*

## TREE BOARD MINUTES FEBURARY 11<sup>TH</sup> 2025

**CALL TO ORDER: 4:04 PM**

**ROLL CALL MEMBERS PRESENT-** Candy Kirchberg, Sonya Dailey, Alexander Gabriel, Alderwoman Peggy Esposito, City Forester Jon Foster, City Tree Crew Blake Slaek. **GUESTS-** Mary Jo Fesenmaier, Mark Sesselman, Dennis Loser, Jannell Powers.

**PUBLIC COMMENTS-** Mark Sesselman thanked the Tree Board and Park Board for approval of his plaque to replace the one that was vandalized.

**MINUTES APPROVED FROM NOVEMEBER 12<sup>TH</sup>** - Alexander Gabriel made a motion to approve the minutes, Sonya Dailey Seconded the motion and it was unanimously approved.

**ARBORIST REPORT-** Jon discussed the winter projects, trimming and woods cleanup at the Oak Hill Cemetery and tree removals in the city terraces. He also discussed presenting pictures and explanations for tree removals done in the future, these will be sent as a packet to the Council of The Whole with the purpose of answering any public questions about reasons for tree removals.

**ARBOR DAY DISCUSSION-** Peggy has checked with the grade schools about participating in a planting for Arbor Day with the possible location of Hillmore. The kids would plant small bare root whips with guidance and the city would plant an Oak Tree ball & burlap. The date is tentatively set for April 21<sup>st</sup> or 25<sup>th</sup> depending upon those participating.

**ADDING NEW MEMBERS-** Light discussion concerning finding new members for the Tree Board, more discussion in the future.

**PARK DIRECTOR POSITION-** Peggy discussed how the position would involve things done within the Parks System and how it would be a position separate from DPW. Some questions and discussion occurred about the position and future discussions will continue.

**NEXT MEETING-** March 11<sup>th</sup> 4:00 PM

**ADJOURNMENT-** 4:50 PM Alexander Gabriel made the motion to adjourn the meeting and Sonya Seconded the motion, it was unanimously approved.



# Memo

**To:** Parks Commission, Avian Committee, Tree Board, Cemetery Board, Piers and Harbors Committee and Public Works

**From:** David De Angelis, Interim City Administrator

**cc:** Mayor Todd Krause

**Date:** March 6, 2025

**Re:** Parks Director Job Description

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Please find attached to this memo a copy of the draft Parks Director Job Description as well as the memo which I presented to the Personnel Committee on March 3<sup>rd</sup>. You are receiving this information to allow for your committee, board or commission the opportunity to share your thoughts and opinions regarding this new position and the assignment of job responsibilities. As this job description follows the City's approved template, please focus your comments on the positions span of control and what the principal duties. Also please remember that job descriptions are intended to capture broad categories and not go into specific tasks or all the projects that may be part of their duties.

The comments once received from all the committees will then be forwarded to the Personnel Committee for consideration and possible modifications to the job description.



# Memo

**To:** Personnel Committee

**From:** David De Angelis, Interim Administrator

**cc:** Mayor Krause

**Date:** February 24, 2025

**Re:** Parks Director

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Please find attached to this memo the updated version of the job description for the Parks Director. This description includes comments and suggestions from staff regarding as well as some changes to the duties and responsibilities and span of control. The principal purpose of this position is one of primarily administrative functions across several areas of the city for the purpose of providing efficient and effective use of our parks, open spaces and facilities as well as hopefully implementing in the future recreational programming.

I have included the oversight of the cemetery administration, not the physical maintenance or operations which would remain with public works, moving forward. It is the intention that this individual would handle the paperwork and the public inquiries regarding the plots and provide planning and regulation oversight for the fund use and future projects. The day-to-day maintenance and interments would still be handled by public works and the sexton.

In addition, I have indicated that this position will become the coordinator for all special events within the city that involve city parks, streets or property. The main purpose for this is to have a one stop person for anyone requesting or putting on an event that can then shepherd them through the process and route the materials and coordinate the street event banners.

It is envisioned that this position will not have its own staff for the purpose of performing park or maintenance, which would not be cost effective, but would coordinate the needs of the parks and cemetery with public works who would staff and provide the equipment necessary for those tasks. It is important to note that as this position evolves and grows with the needs of the city

there may be a future need for an administrative assistant to help support the department, especially if recreational programs are put in place in the future.

It would be my estimation that it will take up to one year for this person to become familiar with the various responsibilities of the role before they are able to start pursuing recreational program opportunities. You may also wish to consider after this person has settled into the role you may wish to review if the harbormasters responsibilities, which includes oversight of the beach, piers, docks, buoy's and the Riveria, should perhaps be added to the parks department and add the harbormaster as a direct report to the Parks Director. This would put all of the recreational activities of the city under one department and one leader allowing for more coordinated management.

If you have any questions please feel free to contact me prior to the meeting.

## **Parks Director**

**Department:** Parks and Recreation Department

**FLSA Status:** Exempt

**Reports to:** City Administrator

**Salary Grade:** L

### **General Definition of Work**

The Parks Director is responsible for performing a variety of complex professional and administrative work in planning, developing, maintaining, scheduling, and implementing year-around city wide parks and recreation programs and facilities as well as coordinating special events within the City.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

### **Essential Duties and Responsibilities**

#### ***General Duties-***

- Manage all parks and recreation activities in the City as they are developed and manage any staff which may be added to the department in the future.
- Work cooperatively with The Department of Public Works, which schedules and performs all the maintenance of the parks and the cemetery.
- Be the coordinator for all special events that require permitting through the city and manage the placement of street banners for events.
- Handle all administrative functions of the cemetery including public interactions, oversight of budget and planning and projects. Serve as a principal staff for the Park Board the Cemetery Board, The Tree Board, The Avian Committee. Assist and develop plans with the committees to maintain the City of Lake Geneva as the "Tree City" and "Bird City" statuses and any other related awards, titles or recognitions.
- Coordinate reports completed on Park studies and updates of Parks department for major decision-making purposes with the City Administrator and any other interested groups.
- Provide exemplary customer service by responding to requests, complaints, and/or comments in a timely manner.
- Manage the office for the Parks Division; keeping all files up to date, both physical and digital, requisition supplies, equipment, and services as needed.

#### ***Strategic and Long-Range Planning-***

- Provide Leadership and direction in the development of long- and short-range plans for the department.
- Interpret, gather, and prepare data for studies, reports and recommendations and coordinate department activities with other departments and agencies for any studies or plans.
- Develops and reviews new programs for Recreation and Park needs.
- Develops and coordinates with City Boards, Commissions and Committees, the YMCA, the School District, Community, and other organizations in the use of the Parks for future year-around programs, activities, and functions for children, adults, seniors, and those with disabilities for any activities at the parks.

- Develop and maintain a catalog notifying the public of recreational offerings including the use of the City website, social media and other media.
- Develops, maintains, and implements a Park and Recreation Master Plan in conformance with the Comprehensive Plan.
- Reviews and considers all projects and programs for their sustainability.

**Supervision-**

- Supervise and manage the planning of any new park developments, playgrounds amenities, coordinate necessary resources for proper construction and maintenance of Park Facilities.

**Budget-**

- Responsible for the development and maintenance of the Parks department budget including program, operating and capital budgets. Research, pursue, and draft applications for grant opportunities

**Knowledge, Skills and Abilities**

- Skilled at establishing and maintaining cooperative relationships with employees and citizens.
- Ability to problem solve and deal with a variety of situations where only limited standardization may exist.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form while making decisions in accordance with City rules, regulations, and policies.
- Knowledge of ADA compliance.
- Excellent oral and written communication skills with both employees and customers.
- Must have highly developed organization and prioritization skills to meet the needs of customers and park operations.
- Must be able to carry out various administrative and clerical duties with little supervision using time and resources effectively.
- Knowledge of various business computer hardware and software. Ability to learn and become proficient in new software applications.
- Adaptable to a fluid and dynamic work environment.
- Strong attention to detail, prompt, and dependable.

**Education and Experience**

- Education: bachelor's degree in Recreation Management, Public Administration, or a closely related field is preferred.
- Master's degree in Recreation, Park and Resource Management, or Community Resources and Development, or closely related field is preferred.
- A minimum of five years of parks and recreation experience or related equivalent.
- At least two years of professional managerial experience involving budgeting, program planning and development, and comprehensive supervisory responsibilities.
- CPRP certification (Certified Park and Recreation Professional). Or must successfully obtain it within the first year of hire.
- Experience in or ability to learn GIS software applications.
- Proficiency in a variety of computer programs including: Microsoft Office, META platforms, various social media platforms and other related software.

- Experience in financial management, business administration or management, related fields.
- Familiarity with City ordinances, State statutes, procedures, guidelines, and correspondence.
- Proven strong oral and written communication.. Proven ability to present to large groups.
- Must have a valid driver's license.

### **Physical Demands**

- Ability to work evenings and weekends when necessary and when appropriate for attendances at park events, meetings, training, and continuing education.
- The work of the Parks Director is performed both in an office setting with regular work in a field setting. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time.
- Must be able to lift and move up to 35 pounds. Must have simple grasping and hand-eye coordination to handle or operate objects, tools, controls, and office equipment.
- Must be able to communicate effectively with a wide spectrum of society on the telephone, in person, and via electronic platforms. Must be able to communicate well with vendors.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to visit shop environments that include noxious fumes, loud noise levels, and hazardous areas which may require PPE.
- Must be able to work well and interact with various City Departments to provide knowledge and support.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

The City of Lake Geneva is an Equal Opportunity Employer.