



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

**BOARD OF PARK COMMISSIONERS
TUESDAY, MARCH 18, 2025 - 6:30 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)**

Members:

President Adam St. Marie, David Quickel, Peggy Schneider, Dana Furlo, Julie Mulligan, Craig Lambrecht, Jessica Pokorny
Council Liaisons: Alderperson Cindy Yager and Mayor Todd Krause

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the Park Board Minutes from February 18, 2025
4. Discussion of Tree Board Minutes
5. Discussion of Avian Minutes
6. 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
7. Review and discussion of Parks Budget
8. Discussion regarding Park Row Native Plantings
9. Veteran's Park Update
10. Discussion/Action regarding the YMCA Concession Agreement and Programming Agreement
11. Review and Comment on Proposed Park Director Job Description
12. Next Meeting Date & Time
13. 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

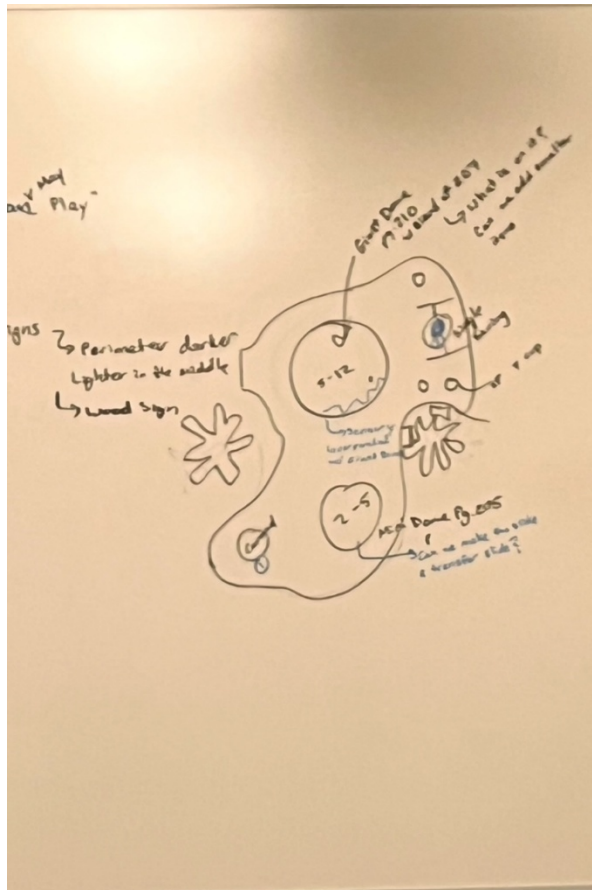
Tuesday, February 18, 2025

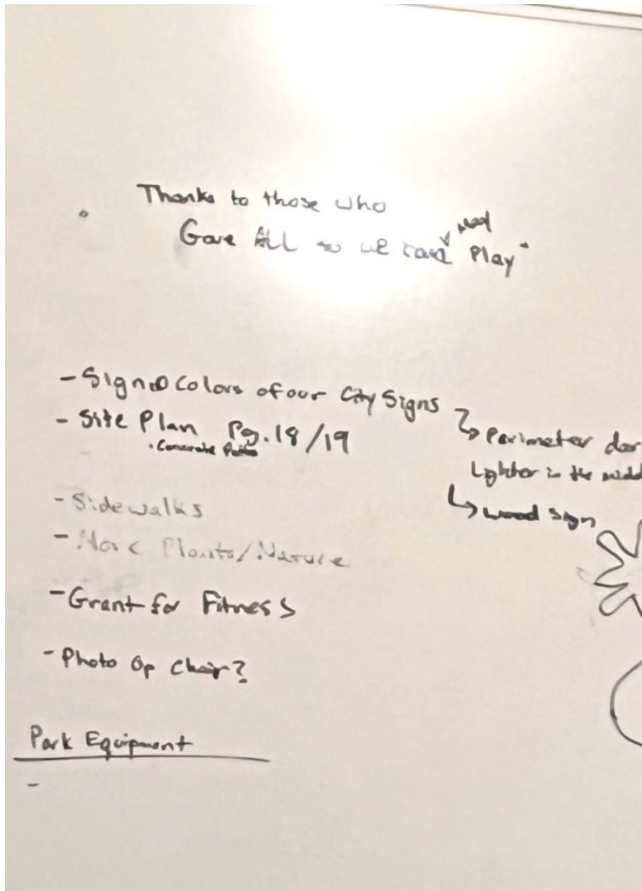
City Hall, Meeting Room 2A

1. **Call to order:** Meeting was called to order by President Adam St. Marie at 6:30 p.m.
2. **Roll Call:** Present: Adam St. Marie, David Quickel (late), Peggy Schneider, Dana Furlo, Julie Mulligan, Jessica Pokorny, Alderperson Cindy Yager
Absent: Craig Lambrecht, Mayor Todd Krause
3. **Approval of Park Board Minutes from January 21, 2025**
Motion to approve by Adam St. Marie
2nd by Dana Furlo; Motion carries
4. **Discussion of Tree Board Minutes**
Alderperson Peg Esposito reported that Jon Forster will be giving a list of trees to Tree Board that the city will be taking down. Arbor Day on April 25, 2025. Tree Board is working with either a schools or the Library to plant at least one tree. The board would like to plant a tree in Hillmoor near the river.
5. **Discussion of Avian Minutes**
Alderperson Yager reported that the program Tuesdays at 2 will be giving a presentation in April about migration and climate change at the museum. Bird backpacks are ready for the hotels (10 bags), and a letter is being drafted to send to the hotels within city limits to determine interest.
6. **Comments from the Public**
Alderperson Mary Jo Fesenmeier reported that Friends of Hillmoor is able to write grants. AARP has grants available for senior-related fitness equipment that could be installed in parks. The May Tuesday at 2 program will be about the Archeologist findings at Hillmoor. The presentation will be at the museum.
7. **Review and Discussion of previous playground options from Lee and Kompan**
 - Create a park that doesn't exist anywhere else
 - Site plan (Kompan pg 18-19)
 - Organic footprint (not rectangle)
 - Wood Sign colors match our City Signs (Poured in Place rubber surface (PIP) has perimeter darker and lighter in the middle; Kompan pg 18-19)
 - Sidewalks (Incorporate zones of demarcation with concrete paths)
 - More plants/ nature
 - Photo-op chair

PARK EQUIPMENT:

- Swings require a lot of square footage; Would like a swing for multiple people
- Domes provide more openness:
 - Mini dome (Kompan pg 205) possibly make a transfer slide
 - Giant dome (Kompan pg 210)
 - Sensory dome (Kompan pg 207)
 - Corocord Loops (Kompan pg 199)
- Need to have equipment that is wheelchair accessible: carousel
- Sign: Thanks to those who gave (their all) so we can play/ Thanks to those who gave ALL so we can play
- See attached photos for further clarification





8. Discussion/ Action to make final selections and playground requirements to be stipulated in our RFP

Motion to approve selections discussed to be included in the RFP by Adam St. Marie
2nd by Peggy Schneider; Motion carries

Motion to approve adult fitness location at Vet's Park by Peggy Schneider
2nd by Julie Mulligan; Motion carries

Motion to present adult fitness equipment possibilities for AARP grant applications through the Friends of Hillmoor by Adam St. Marie
2nd by Jessica Pokorny; Motion carries

9. Next Meeting Date and Time

March 18, 2025 at 6:30pm

10. Adjournment

Motion to adjourn at 8:45pm

Respectfully submitted by Peggy Schneider

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
GENERAL FUND						
PARKS						
PARKS						
11-52-00-46740	PARK APPLICATION FEE	.00	.00	.00	.00	.00
11-52-00-46750	PARK USE FEES	175.00	499.44	10,000.00	9,500.56	4.99
11-52-00-48000	SPONSORSHIPS	.00	.00	2,500.00	2,500.00	.00
11-52-00-48500	PARK DONATIONS	4,133.23	4,133.23	5,000.00	866.77	82.66
11-52-00-48510	PARK DONATIONS-YMCA	.00	.00	.00	.00	.00
11-52-00-48600	PARK FUND GRANTS	.00	.00	5,000.00	5,000.00	.00
11-52-00-48910	PARK FUND COLLECTIONS	.00	.00	1,000.00	1,000.00	.00
Total PARKS:		4,308.23	4,632.67	23,500.00	18,867.33	19.71
PARKS						
11-52-00-51000	PARKS DIRECTOR	.00	.00	114,259.00	114,259.00	.00
11-52-00-51100	PARKS/REC SUPERINTENDENT	.00	.00	.00	.00	.00
11-52-00-51200	PARKS WAGES	2,085.52	5,151.68	109,320.00	104,168.32	4.71
11-52-00-51250	PARKS OVERTIME WAGES	264.87	264.87	9,284.00	9,019.13	2.85
11-52-00-51340	PARKS LIFE INSURANCE	8.85	13.25	225.00	211.75	5.89
11-52-00-51345	PARKS HEALTH INSURANCE	1,874.25	3,277.19	49,532.00	46,254.81	6.62
11-52-00-51350	PARKS DENTAL INSURANCE	89.93	150.08	2,120.00	1,969.92	7.08
11-52-00-51355	PARKS VISION INSURANCE	4.65	8.72	225.00	216.28	3.88
11-52-00-51360	PARKS RETIREMENT FUND	163.34	376.45	16,184.00	15,807.55	2.33
11-52-00-51370	PARKS DISABILITY INS	.00	.00	350.00	350.00	.00
11-52-00-51520	PARKS SOCIAL SECURITY	170.49	396.77	17,814.00	17,417.23	2.23
11-52-00-52165	PARK PLAN	.00	.00	50,000.00	50,000.00	.00
11-52-00-52220	PARKS ELECTRICITY	1,302.00	1,302.00	10,000.00	8,698.00	13.02
11-52-00-52240	PARKS GAS HEAT	203.73	203.73	1,500.00	1,296.27	13.58
11-52-00-52260	PARKS WATER & SEWER EXP	.00	.00	6,500.00	6,500.00	.00
11-52-00-52270	FOUNTAINS/STATUES-WATER/SEWER	.00	.00	3,500.00	3,500.00	.00
11-52-00-52410	BLDG MAINT&REPAIR-PARKS	.00	.00	6,500.00	6,500.00	.00
11-52-00-52500	EQUIPMENT REPAIR SERVICES	4,106.88	4,106.88	6,500.00	2,393.12	63.18
11-52-00-53400	PARKS OPERATING SUPPLIES	.00	.00	6,500.00	6,500.00	.00
11-52-00-53500	BLDG MAINT SUPPLIES-PARKS	1,999.60	2,008.78	30,000.00	27,991.22	6.70
11-52-00-53520	GROUND'S MAINT SUPPLIES	175.42	359.41	22,000.00	21,640.59	1.63
11-52-00-53620	GROUND'S FERTILIZER/WEED CONTR	.00	.00	7,500.00	7,500.00	.00
11-52-00-53990	PARKS MISCELLANEOUS EXPENSES	6,453.80	6,453.80	10,000.00	3,546.20	64.54
11-52-00-57360	PARK DONATION PURCHASES	.00	.00	.00	.00	.00
11-52-00-57370	PARK DONATION PURCHASES-YMCA	.00	.00	.00	.00	.00
11-52-00-58400	4 SEASON NATURE PRESERVE	.00	.00	7,500.00	7,500.00	.00
11-52-00-59220	DUNN FIELD ELECTRIC	377.77	377.77	1,800.00	1,422.23	20.99
11-52-00-59500	BLDG MAINT SUPPLIES-RECREATION	.00	.00	.00	.00	.00
11-52-00-59510	EQUIP MAINT SUPPL-RECREATION	.00	.00	3,000.00	3,000.00	.00
Total PARKS:		19,281.10	24,451.38	492,113.00	467,661.62	4.97
VETERANS PARK						
11-52-01-51200	VETS PARKS WAGES	1,390.95	4,360.26	57,921.00	53,560.74	7.53
11-52-01-51250	VETS PARKS OVERTIME	.00	.00	4,500.00	4,500.00	.00
11-52-01-51340	VETS PARK LIFE INSURANCE	.00	2.30	250.00	247.70	.92
11-52-01-51345	VETS PARK HEALTH INSURANCE	.00	1,060.21	19,250.00	18,189.79	5.51
11-52-01-51350	VETS PARK DENTAL INSURANCE	.00	45.46	1,100.00	1,054.54	4.13
11-52-01-51355	VETS PARK VISION INSURANCE	.00	3.08	55.00	51.92	5.60
11-52-01-51360	VETS PARKS RETIREMENT FUND	96.68	303.04	4,338.00	4,034.96	6.99
11-52-01-51370	VETS PARKS DISABILITY INS	.00	.00	165.00	165.00	.00

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
11-52-01-51520	VETS PARKS SOCIAL SECURITY	101.37	324.55	4,775.00	4,450.45	6.80
11-52-01-52220	VETS PARKS ELECTRICITY	799.85	799.85	9,000.00	8,200.15	8.89
11-52-01-52240	VETS PARK GAS HEAT	144.45	323.18	1,000.00	676.82	32.32
11-52-01-52260	VETS PARK WATER & SEWER	.00	.00	2,400.00	2,400.00	.00
11-52-01-53400	VETS PARK OPERATING SUPPLIES	462.99	777.24	6,500.00	5,722.76	11.96
11-52-01-53500	BLDG MAINT & REPAIR	.00	.00	2,000.00	2,000.00	.00
11-52-01-59520	GROUND MAINTENANCE SUPPLIES	.00	.00	5,000.00	5,000.00	.00
Total VETERANS PARK:		2,996.29	7,999.17	118,254.00	110,254.83	6.76
Total PARKS:		26,585.62	37,083.22	633,867.00	596,783.78	5.85
HILLMOOR						
HILLMOOR						
11-62-01-51200	HILLMOOR WAGES	.00	.00	7,500.00	7,500.00	.00
11-62-01-51250	HILLMOOR OVERTIME	.00	.00	300.00	300.00	.00
11-62-01-51340	HILLMOOR LIFE INSURANCE	.00	.00	20.00	20.00	.00
11-62-01-51345	HILLMOOR HEALTH INSURANCE	.00	.00	500.00	500.00	.00
11-62-01-51350	HILLMOOR DENTAL INSURANCE	.00	.00	115.49	115.49	.00
11-62-01-51355	HILLMOOR VISION INSURANCE	.00	.00	10.00	10.00	.00
11-62-01-51360	HILLMOOR RETIREMENT FUND	.00	.00	542.00	542.00	.00
11-62-01-51370	HILLMOOR DISABILITY INS	.00	.00	20.00	20.00	.00
11-62-01-51520	HILLMOOR SOCIAL SECURITY	.00	.00	597.00	597.00	.00
11-62-01-53400	HILLMOOR OPERATING SUPPLIES	.00	.00	5,000.00	5,000.00	.00
11-62-01-53500	BLDG MAINT & REPAIR	.00	.00	.00	.00	.00
11-62-01-59520	GROUND MAINTENANCE SUPPLIES	.00	.00	3,500.00	3,500.00	.00
11-62-01-59900	OTHER PROFESSIONAL SERVICES	3,750.00	3,750.00	25,000.00	21,250.00	15.00
Total HILLMOOR:		3,750.00	3,750.00	43,104.49	39,354.49	8.70
Total HILLMOOR:		3,750.00	3,750.00	43,104.49	39,354.49	8.70
GENERAL FUND Revenue Total:		4,308.23	4,632.67	23,500.00	18,867.33	19.71
GENERAL FUND Expenditure Total:		26,027.39	36,200.55	653,471.49	617,270.94	5.54
Net Total GENERAL FUND:		21,719.16-	31,567.88-	629,971.49-	598,403.61-	5.01
Net Grand Totals:		21,719.16-	31,567.88-	629,971.49-	598,403.61-	5.01



Breezy Hill Nursery and Landscaping
7530 288th Ave
Salem WI 53168
United States

Invoicing Address:

City of Lake Geneva
626 Geneva Street
Lake Geneva WI 53147
United States
☎ 262-248-2311

City of Lake Geneva
626 Geneva Street
Lake Geneva WI 53147
United States
Tax ID: CES 060691

Shipping Address:

City of Lake Geneva, Wrigley Drive Planting
Wrigley Drive
Lake Geneva WI 53147
United States

Quotation # LM25-01441

Quotation Date:

03/11/2025

Expiration:

04/10/2025

Salesperson:

Antonio Dehuma

Payment Term:

Due Upon Receipt

Description	Quantity	Unit Price	Amount
Trucking: Haul In Topsoil & Dispose Debris	1.00 Job	1,000.00	\$ 1,000.00
Remove Existing Vegetation	1,160.00 SqYD	2.65	\$ 3,074.00
Topsoil Pulverized	32.00 cuyd	45.00	\$ 1,440.00
Install - Topsoil (Machine)	32.00 cuyd	16.00	\$ 512.00
Specialty Blend Parkway Native Seed Mix	1.00 Job	1,250.00	\$ 1,250.00
10-10-10 Fertilizer (50 lb)	1.00 Bag/50lb	48.60	\$ 48.60
Install - Broadcast Seed sq yd	1,160.00 SqYD	2.50	\$ 2,900.00
Straw Blanket DS75 Rapid Degra sq yd	1,160.00 Each	0.90	\$ 1,044.00
Install - Erosion Net sq yd	1,160.00 SqYD	0.75	\$ 870.00
Sod Staples 6 in	1,160.00 Each	0.22	\$ 255.20
Shipping & Mobilization	1.00 Job	500.00	\$ 500.00
30 Days Watering & Maintenance	1.00 Job	3,500.00	\$ 3,500.00

262-537-2111 info@breezyhillnursery.com



Breezy Hill Nursery and Landscaping
7530 288th Ave
Salem WI 53168
United States

Untaxed Amount	\$ 16,393.80
Taxes on \$ 16,393.80	\$ 585.41
Total	\$ 16,979.21

Terms & Conditions: <https://www.breezyhill.info/terms>

GRASSES, SEDGES & RUSHES	COMMON NAME	OZ/ACRE	.25 Ac/Oz	COLOR	HT	BLOOM	MOISTURE	SUN	SEEDS/OZ	SEEDS/SF	% OF MIX
Bouteloua curtipendula	Side Oats Grama	36.00	9.00	Green	1-3'	July-Aug	Mesic-Dry	FP	12500	10.33	14.5%
Juncus tenuis	Path Rush	0.40	0.10	Green	1'	May-Aug	Mesic-Dry	FP	1500000	13.77	19.4%
Schizachyrium scoparium	Little Bluestem	28.00	7.00	Green	2-3'	June-Aug	Mesic-Dry	FP	20000	12.86	18.1%
Sporobolus heterolepis	Prairie Dropseed	24.00	6.00	Green	2-3'	July-Aug	Mesic-Dry	FP	16000	8.82	12.4%
GRASSES, SEDGES & RUSHES TOTAL		88.40								45.78	64.4%
WILDFLOWERS	COMMON NAME	OZ/ACRE	.25 Ac/Oz	COLOR	HT	BLOOM	MOISTURE	SUN	SEEDS/OZ	SEEDS/SF	% OF MIX
Achillea millefolium	Native Yarrow	1.00	0.25	White	1-3'	June-July	Mesic-Dry	FP	180000	4.13	5.8%
Aquilegia canadensis	Wild Columbine	5.00	1.25	Red	1-3'	Apr-June	Mesic-Dry	FPS	45000	5.17	7.3%
Asclepias tuberosa	Butterfly Weed	9.00	2.25	Orange	2-3'	June-Sep	Mesic-Dry	FP	4375	0.90	1.3%
Baptisia leucophaea (bracteata)	Cream Wild Indigo	3.00	0.75	Cream	1-2'	May-June	Mesic-Dry	FP	3000	0.21	0.3%
Heuchera richardsonii	Prairie Alum Root	0.35	0.09	Green	1-3'	June-Sep	Mesic-Dry	FP	700000	5.62	7.9%
Penstemon digitalis	Foxglove Beard Tongue	2.50	0.63	White	1-3'	May-July	Mesic-DM	FPS	120000	6.89	9.7%
Liatris aspera	Rough Blazing Star	3.00	0.75	Purple	1-3'	Aug-Oct	Mesic-Dry	F	20000	1.38	1.9%
Helianthus occidentalis	Western Sunflower	3.00	0.75	Yellow	2-3'	Aug-Sep	Mesic-Dry	FP	15000	1.03	1.5%
WILDFLOWERS TOTAL		26.85								25.33	35.6%
OZ/ACRE										SEEDS/SF	% OF MIX
SEED MIX TOTALS		115.25								71.11	100.0%



CONCESSION AGREEMENT

Concession Agreement made on _____, 2025, between the City of Lake Geneva ("City"), and Geneva Lakes Family YMCA, Inc. ("Concessionaire"),

For valuable consideration, City grants to Concessionaire the privilege of operating a concession stand on park grounds of the City at Veteran' s Park to be located in the concession/bathroom building on the following terms and conditions:

1. Concessionaire agrees to pay the City the amount of \$2,500.00, made in one installment by June 1st
2. Concessionaire agrees to have the concession stand open during the spring and summer season (April 15th through September 15th), or later as mutually agreed upon by both parties. As a minimum, Concessionaire shall establish post and comply with weekend and/or daily hours of business during seasonal organized sports activities.
3. Concessionaire agrees to supply for sale of sufficient vendible articles of a ballpark type and sufficient quantities to satisfy demands of patrons of the park at the times when organized sport activities are conducted until closing at end of each season.
4. Concessionaire shall procure at his or her own costs and expense all necessary licenses and permits necessary for carrying out provisions of this contract.
5. Concessionaire shall provide adequate and appropriate containers which are not unsightly for the temporary storage of trash and garbage and provide, as necessary, for the regular pick up of such trash and garbage, and shall not permit any unattractive or unsanitary accumulation of trash, debris or litter on the premises hereto relevant at all times during which concessions are operated within the park. The piling of boxes, cartons, drums, can or similar items, shall not be permitted outside of designated concession areas. The City shall be responsible for removal of the normal trash and garbage.
6. All notices and orders given to concessionaire shall be sent to Geneva Lakes Family YMCA, Inc.
7. Prior to termination of this Agreement or on or before October 31st of 2025, unless approved specifically by the City, Concessionaire shall remove from the concession stand at Veteran' s Park all personal property, supplies, goods and effects. On his or her failure to do so, City, and/or its employees, officers and agents, may cause such removal to be made and the property, supplies, goods and effects shall be stored at cost and expense of Concessionaire. City may exercise lien rights thereon for cost and expense of such removal and storage.

8. No improvement shall be made to City property without the City's consent. Any permanent on- site improvements made during the course of the Agreement are to revert to the City at termination of the contract. Any City provided improvements shall be operated and properly maintained by the Concessionaire.

9. The Concessionaire shall pay all license fees and taxes that may be imposed by any City, State or Federal authorities.

10. Concessionaire will procure and maintain during the entire term of this Agreement, or any renewal or extension period thereof, a public liability insurance policy which covers liability for the indemnity set forth in paragraph 11, with the City named as an additional insured. Liability insurance shall be provided at all times in a minimum amount of One Million (\$1,000,000) Dollars single limits coverage, per person, and per occurrence, covering death, personal injury and property loss or damage.

11. The Concessionaire shall hold the City harmless from the payment of all claims or demands arising out of this Agreement. The Concessionaire shall indemnify the City from all suits or actions brought against the City or on the account of injury or damages received or sustained by any party or parties by or from the said Concessionaire, his servants or agents, in the exercise of the rights and privileges granted in this Agreement, including all attorney fees incurred by the City in defense of such claims or demands.

12. The City reserves the right to cancel or terminate this Agreement, upon ten (10) days advance written notice.

CONCESSIONAIRE

By: _____

Mike Kramp, CEO

CITY OF LAKE GENEVA

By: _____

Mayor Todd Krause

Attest:

By: _____



PROGRAMMING AGREEMENT

THIS AGREEMENT dated the ____ day of _____, 2025, by and between the City of Lake Geneva (hereinafter "City") and the Geneva Lakes Family YMCA, Inc. (hereinafter "YMCA").

WITNESSETH:

WHEREAS, City and YMCA wish to work cooperatively to provide recreational services and utilize athletic fields owned by the City; and

WHEREAS, City and YMCA wish to ensure that recreational facilities and programs are available to as many residents of the City as possible; and

WHEREAS, City and YMCA wish to clarify the relative roles and responsibilities of each party to provide recreational facilities and programs to the residents of the City;

NOW THEREFORE, the mutual covenants contained herein and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged the parties hereto agree as follows:

1. The above recitals are incorporated herein by reference.
2. The term of this agreement shall be for a term of one (1) year commencing on the ____ day of _____, 2025.
3. For the services recited herein, the City shall pay the sum of Sixty-Three Thousand Six Hundred Fifty Four (\$63,654.00) Dollars per year for the term of this agreement. The sum shall be paid in bi-monthly installments.
4. In exchange for the sum provided herein, the YMCA shall do the following:
 - a. Provide no less than 2 written reports to the Board of Park Commissioners. Reports will be provided midseason and end of season and emailed to the City Clerk for distribution.
 - b. Provide recreational programs at Veterans Park as appropriate. List of programs shall include but not be limited to: T-Ball, Baseball, Softball, Travel baseball/ softball, Tournament level baseball/ softball, flag football, volleyball, soccer, Lacrosse, Adult softball, Coed softball, Adult Kickball, Pickleball.
 - c. Coordinate the use of the athletic fields at Veterans Park for use by all groups interested in using said fields in a non-discriminating manner. Ensure that all groups and organizations have equal access to the athletic fields provided by the City.

- d. Prepare the baseball/ softball fields for use by any organization regardless of their affiliation with the YMCA by marking the fields and placing of necessary equipment such as bases or volleyball nets. The YMCA shall be notified a minimum of one week in advance of events to coordinate proper staffing.
- e. Coordinate the use of the fields with the City of Lake Geneva through a shared calendar such as google calendar.
- f. Make books and records available to the City showing revenues received and expenses paid for use of Veterans Park. Submit a written, year-end financial statement directly to the Board of Park Commissioners.
- g. Provide no less than 15% discount rates for City residents participating in activities through the YMCA which are conducted at Veterans Park.
- h. Tournaments and other rentals at Veterans Park will be booked through the YMCA. Net proceeds will be shared equally between the City and the YMCA. A separate rental agreement will be used. See attached agreement.
- i. The YMCA and City of Lake Geneva shall each provide a One Million (\$1,000,000.00) Dollar liability insurance policy naming the other as an additional insured.
- j. Responsibilities and equipment available for use at Veterans Park shall be as follows:

City of Lake Geneva

Mowing

Trash pickup of entire park (except Concession stand and 2nd floor of Lions Den/asphalt area)

Gas for power equipment

Flowerbeds

Clean and maintain bathrooms

Bids out concession stand

City allows YMCA to use the garage for storage of equipment related to these activities (not use of Lions Den)

Owns and maintains regulation size soccer goals and nets

Basketball nets

YMCA

All field work/maintenance

Any field rental agreements

Check oil/filters, wash groomer

Concession Stand and 2nd floor Lion' s Den/asphalt areas/ prep/ cleaning/trash pickup

Equipment purchases for programs

Maintain Batting cages

Owens Volleyball nets

Owens Bases

Owens chalker

Dispense of watering required for baseball game usage (water supplied by City)

Operations of any tournaments run thru the YMCA

Communication with City Clerk on scheduling of park

Repair and maintenance of ball field groomer.

Replacement cost of groomer when needed.

Owner of lawn tractor, push mower, golf cart- do all maintenance

k. The YMCA will ensure that the fields and facilities are used in a reasonable manner by all patrons and invitees of the YMCA.

l. YMCA serves as concessionaire for Veterans Park according to 2- year agreement. See attached agreement.

IN WITNESS WHEREOF, the undersigned have set their hand and seal this _____ of _____, 2025.

CITY OF LAKE GENEVA, a municipal corporation

BY _____

Attest: _____

GENEVA LAKES FAMILY YMCA., Inc.

BY _____



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

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 3rd. 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.

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.



Memo

To: Personnel Committee

From: David De Angelis, Interim Administrator

cc: Mayor Krause

Date: February 24, 2025

Re: Parks Director

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.