



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

**PUBLIC WORKS COMMITTEE
MONDAY, MARCH 24, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

Chairperson Mary Jo Fesenmaier, Alderpersons: Shari Straube, Joel Hoiland, Peg Esposito, and Cindy Yager

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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 24, 2025.
5. **Staff Reports:**
 - a. Director of Public Works Report
 - b. Street Superintendent Report
 - c. Parking Manager Report
 - d. Engineer Report
6. Discussion regarding Parking Placards for the Food Pantry on Wisconsin Street. (Ames)
7. Discussion/Recommendation regarding Striping Seminary Park's Parking Lot F. (Parking)
8. Discussion/Recommendation regarding Park Director Job Description (Fesenmaier)
9. Discussion/Recommendation regarding Native Planting(Fesenmaier)
10. Update regarding alley behind George Street (Kapur)
11. Discussion/ Recommendation regarding adding light to an electric pole-alley near Center Street (DPW/Fesenmaier)
12. Discussion/Recommendation regarding Brush Drop Off Saturday Hours (DPW)
13. Discussion/Recommendation regarding removing pedestrian crossing push buttons at Highway 50 and Edwards Boulevard intersection. (Fesenmaier)
14. Discussion/Recommendation regarding passenger car parking spaces in Lot F (Kapur)

15. Discussion regarding pedestrian crossing improvements at the intersection of Broad and Dodge Street. (Ames)
16. Discussion/Recommendation regarding approval of Task Order #43 Citywide Sidewalk Evaluation Phase 2 (Kapur)
17. Surface Transportation Program- Local Grants (DPW)
<https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/stp-local.aspx>
Improvement Program
18. Discussion/Recommendation regarding Approval of Task Order #44 Public Survey for Lake Geneva Blvd. (Kapur)
19. Discussion/Recommendation regarding street bike lanes. (Fesenmaier)
[Parks & Trails | Lake Geneva WI](#)
20. Discussion regarding Main Street potholes (Committee/Public)
21. Discussion/ Recommendation regarding purchase of replacement snow blower for DPW from Equipment Replacement Fund (DPW)
22. Discussion/Recommendation regarding update of Ev Charging Stations (Yager)
23. **Future Meeting Date:** May 26, 2025

Agenda and Packet published on the website: May 21, 2025

24. Future Agenda Items
25. Adjournment

*No official Council action will be taken; however, a quorum of the Council may be present.
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 the appropriate accommodations can be made.*

**CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, FEBRUARY 24, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members: Chairperson Mary Jo Fesenmaier, Alderpersons: Shari Straube, Joel Hoiland, Peg Esposito, and Cindy Yager

Call to Order

Meeting called to order by Chairperson Fesenmaier 4:00pm.

Roll Call

Present: Fesenmaier, Straube, Hoiland, Esposito, Yager

Absent: None

Comments from the public limited to 5 minutes, limited to items on this agenda

There were none.

Approval of the minutes from January 27, 2025

Motion to approve by Esposito, Second by Yager.

Motion Carried 4-0.

No further discussion.

Staff Reports:

Director of Public Works Report

Director of Public Works Tom Earle gave an overview of his report that was included in the report. Earle discusses various topics on committee member's request.

Street Superintendent Report

Public Works Superintendent Neil Waswo gave an overview of his report that was included in the report.

Parking Manager Report

Parking Manager Beth Gehris- Padro discussed the Operations Report that was included in the packet. Committee members and Gehris-Padro further discussed the Seminary Park Parking Lot.

Engineer Report

Noami Rauch of Kapur discussed her memorandum that was included in the packet.

Rauch shared speed study on Highway 50 will begin in March.

Fesenmaier stated speed study is going to be done to potentially lower the speed limit.

Interim Administrator DeAngelis stated there has to be warrants in order to be able to lower the speed limit.

Discussion/Recommendation regarding update of Ev Charging Stations (Yager)

Aldersperson Cindy Yager gave EV Charging Stations information, explained Kwik Trip requirements to install charging stations in certain locations.

Aldersperson Esposito shared the benefits of having charging stations locally.

Fesenmaier explained potentially obtaining a grant to cover Ev charging station equipment.

Discussion/Recommendation regarding parking on North Street (Ames)

Ames spoke regarding eliminating parking on the north side of North Street.

Discussion ensued relative to the benefits of the elimination of parking on North Street and restriction of parking during the Highway 50 project.

Mayor Todd Krause explained traffic movement during the Highway 50 project.

Yager recommended temporary issuance of parking if needed during the project.

Motion by Yager to remove parking and change ordinance language for the north side of North Street between Warren and Madison. Second by Fesenmaier.

Motion carried 4-0.
No further discussion.

Discussion/Recommendation regarding Brush Drop Off (DPW)

Earle informed the committee the brush drop off is not being used properly, and recommended solutions that were included in the packet.

Motion by Hoiland to approve brush solution scenario two, controlled access with limited extended hours. Second, by Alderperson Straube.

Discussion ensued relative to staffing for brush pick up and extending Saturday brush drop off hours for October and through the first Saturday in November.

Motion carried 4-0.

Discussion followed between committee members and Earle regarding littering and dumping ordinances, and solutions for staffing.

Discussion/Recommendation on Citywide Sidewalk Evaluation Phase 2 priorities (Kapur)

Discussion took place regarding Sidewalk Assessment Phase 2 and sidewalk connectivity issues around the City. Rauch explained the procedure for a task order indicating Phase 2 with cost incorporated.

Discussion/Recommendation regarding 2025 Traffic Signal Maintenance Contract (DPW)

Waswo spoke regarding the renewal of the Tapco signal maintenance contract that was included in the packet.

Motion by Hoiland to approve the 2025 Tapco signal maintenance contract, seconded by Yager.

Alderperson Eposito and Fesenmaier spoke on the pedestrian crosswalk button at intersections on Edwards Boulevard.

Waswo explained intersections on Edwards Boulevard would be reconstructed with the highway 120 project. He also explained pedestrian crosswalk buttons can be removed like downtown intersections.

DeAngelis asked whether pedestrian crosswalk buttons on Edwards Blvd were on County traffic light poles or State traffic light poles.

Earle explained traffic light poles on Edwards Blvd are Dept. of Transportation, but by a Memorandum of Understanding between the County and State along with a plowing agreement, the City is responsible for maintenance.

DeAngelis stated if material changes were to be made, approval would be needed.

Motion to approve the 2025 Tapco signal maintenance contract.

Motion carried 4-0.

Discussion/Recommendation regarding purchase of a new wheel loader for DPW from the Equipment Replacement Fund.

Replacement budget balance; \$270,000.

Earle gave an overview of the Wheel Loader quotes that were included in the packet.

Motion by Hoiland to approve the purchase of a New Case 651G Wheel Loader for the amount of \$216,955.00, seconded by Eposito.

Motion carried 4-0.

No further discussion.

Discussion/Recommendation regarding Native Planting(Fesenmaier)

Fesenmaier and Earle spoke about native plantings on Park Row.

Earle reported that native plantings on Park Row are included in the budget.

Fesenmaier requested an update next month.

Discussion regarding Main Street Potholes (DPW)

Waswo spoke about potholes approaching due to frost, warmer weather and rain. He also explained that the Department of Public Works tries to go out at least once a week.

Alderperson Straube reported a sidewalk crack along the lake in Library Park.

Fesenmaier requested a follow-up regarding sidewalk crack.

Discussion/Recommendation regarding Roadway agreement between Linn Township and City Of Lake Geneva for Willow Rd and Willow Blvd.

Earle explained the road maintenance agreement with Linn Township for Willow Rd and Wilmot Blvd. Earle

stated tree maintenance on Wilmot Blvd was added to the agreement.
Committee members and Earle discussed agreement term length and road maintenance on Wilmot Blvd.
Motion by Hoiland to approve the roadway agreement between Linn Township and City of Lake Geneva for a 10-year term starting October 20th, 2024 through October 21st, 2034. Second by Esposito.
Motion Carried 4-0.
No further discussion.

**Discussion regarding pedestrian crossing improvements at the intersection of Broad and Dodge Street.
(Ames)**

Alderperson Sherri Ames explained potential options to improve pedestrian crossing at the intersection of Broad and Dodge Street.
Committee members and Ames further discussed public safety and traffic flow.
Mayor Todd Krause reported the most dangerous crosswalk currently is on Maxwell and Highway 50.
Fesenmaier requested it to be continued until next month with flashing lights, bump outs, and four-way stop information included.
Earle reported that the bump-out option on Broad and Dodge Street would be undesirable due to street width.

Future Meeting Date: March 24, 2025

Agenda and Packet published on the website: March 19, 2025

Fesenmaier gave an overview of next Public Works Committee next month.

Future Agenda Items

- Discussion/Recommendation regarding light pole in alley between Center & Sage Street (Fesenmaier/DPW)
- Discussion/Recommendation regarding update of Ev Charging Stations
- Discussion/ Recommendation regarding adding lights to an electric pole-alley near Center Street
- Discussion regarding Main Street potholes

Adjournment

Motion to adjourn by Yager at 5:33 pm, seconded by Hoiland.
Motion Carried 4-0.
No further discussion.



To: Public Works Committee
From: Tom Earle, Director of Public Works
RE: March. 2025 Director's Report

PUBLIC WORKS OFFICE & ADMINISTRATION

- Discuss Hwy 50 with LGUC and WisDOT several times, ongoing.
- Meet with DOT concerning White River Tunnel, ongoing.
- Research past documents regarding Main St White River crossing.
- Research existing documents regarding Main St construction.
- Discuss with UC Director, Haskins St culvert repair, meet with Ellena Engineering, RFP's opened 15 Jan. Project started, 1 pipe in. Project complete
- Research MOU's with State and County regarding STH 120.
- Meet with WisDOT regarding Hwy 120. Ongoing. Discuss possible signal and walks
- Prepare DPW Safety meeting, complete
- DPW participated in DOT/County info exchange. Ongoing
- DPW continues to work on ADA compliance areas, Main St. area. Grinding (complete) Looking at Resolution areas again in downtown area, weather permitting.
- Accept RFP's for 1070 Carey, siding/tuckpointing.
- (2) 1-ton cab and chassis have been delivered, took to Monroe for upfitting equipment. Awaiting completion. Hopefully September delivery. Not delivered yet... Continued. Trucks delivered, used one week and are now back at Monroe truck with PTO issues. Trucks now back at DPW
- Had 2 heavy plows with emission issues, one with controller issues. Controller issues resolved by mechanic.
- Discuss Riv fountain lighting and Main St pond with BC, contract accepted. Waiting for material, discuss with electrician, looks like spring install
- Meet regarding spillway lighting
- Attend DRT meetings.
- Attend Staff meetings.
- Attend Administrator discussions
- Currently working on ~~13 15 16~~, 10 CIP projects
- Assist City Engineer with multiple projects. Including 2024/25 Street Improvement, sea wall and spillway. WISLR 2025 paving, sealcoating, etc.
- Assisted Harbormaster with pier and wall RFP's
- Winter ops in full swing.
- Oak Hill dump area being addressed, several patches completed. Survey complete. Working on logistics, roadways are a concern with heavy trucks. Cemetery Board aware. Meet with 2 Contractors. Apx 1400 cu/yards were removed by DPW Staff. Balance needs to be landfilled. Ongoing. Attend Cemetery Board in Jan. Updates on project, Kapur working on task order for Cemetery Board
- Assist with sealing at seepage cells, UC, postponed...
- Begin CIP project of remodeling break room for DPW Staff. Floors and ceiling complete
- Meet with Mayor concerning Vets Park buildings, waiting for Alliant Energy, ongoing, waiting for numbers



City of Lake Geneva

Department of Public Works

1065 Carey St.
Lake Geneva, WI 53147
262.248.6644

- Meet with Contractor regarding electrical service for new location of Vets Park storage building. Ongoing, waiting on numbers
- Meet with Alliant concerning Vets Park Storage building, see above Ongoing
- Consult with City Attorney on several issues. Ongoing
- Several issues at Oak Hill are being resolved, ongoing, met with Sexton and several families, ongoing. Cemetery Board action. Continued due to new information received, discuss with cemetery Board Chair
- Address past errors in record keeping at Oak Hill, ongoing.....
- Address raising fees at Oak Hill. Complete
- Address several ADA issues around downtown area, ongoing
- Review ROW permits, no B&Z manager or CE
- DPW Super on leave, perform his duties all month, returned
- Daily activities, signage, roads, salt allocation, salt application seminars, etc.
- Address border road agreement with Linn Twp regarding Willow Rd and Wilmot Blvd. Approved
- Meet with PD on several items
- Meet with several sales execs regarding equipment, ERF, main loader and blower, ongoing, loader in Feb agenda
- Wheel loader approved
- Replacement snowblower specs and proposals in packet. If purchase is postponed we will be looking at increased pricing due to Tariffs.
- Discuss Tier info with Lakeside IH regarding motors on new plows. Several times, one C&C at lakeside, awaiting other.
- Investigate DEF issues on several pieces of equipment. 2 heavy plows. Ongoing, again
- Balcony for fuel delivery, monitoring issue begun, CIP, RFP soon
- Meet with designer/engineer on salt shed addition. Ongoing, scan complete, waiting on plan set
- Look into possible changes in parking on North St, complete.
- Ongoing address issue regarding brush dump. \$8000 repair from concrete in pile. Possible scenarios on PWC Agenda Complete. Currently accepting residents during office hours with photo ID.



DPW March Operational Report

Forestry crew have been trimming trees.

Forestry crew have also been working on some tree removals.

Staff have been doing needed repairs to down equipment along with scheduled maintenance

Working with City Engineer on 2025 street program.

Crews are painting, repairing garbage cans and benches.

The crew were very busy with the Winterfest setting up, maintaining and cleaning up the event.

Staff have been working on the new breakroom in the 1070 building.

Restrooms have been painted in Vets Park by staff.

Floors have been redone at Vets Park restrooms.

Staff have been cleaning and organizing supplies and equipment in DPW buildings.

Have been working on potholes as they present and weather permitting.

Staff are still doing downtown and park garbage pickup Mondays and Fridays.

Crews have started services and PMs on spring and summer equipment.

Making up bid packet for the 2025 crack filling program.

Office is putting the information together for the items to be sold in auction.

Crews have been out replacing signs that have been hit by cars this winter.

Crews went out 5 times for snow operations since March 1st for a total of 17 events.



City of Lake Geneva

Department of Public Works

1065 Carey St.

Lake Geneva, WI 53147

262.248.6644

Parking Operations Report March 2025

Current Parking Permits:

- 5,865 (5,442 Resident – 230 WalCo Resident - 193 Business)
- 28/40 Parking Lot Permits for 2025

2025 Revenue

Month	Parkmobile-App	Flowbird-Kiosks
2025-01	\$ -	\$ 1,016.72
2025-02	\$ 59,369.00	\$ 89,258.76
2025-03	\$ 35,016.00	\$ 51,911.12
Total Q1	\$ 94,385.00	\$ 142,186.60
	Q1 Grand Total	\$ 236,571.60

Information pulled 3/18/2025

2024 Revenue

Month	Parkmobile-App	Flowbird-Kiosks
2024-01	\$ -	\$ 97.00
2024-02	\$ 67,431.00	\$ 126,532.78
2024-03	\$ 60,018.50	\$ 113,719.92
2024-04	\$ 64,882.00	\$ 118,852.59
2024-05	\$ 110,678.50	\$ 199,156.91
2024-06	\$ 153,494.50	\$ 288,422.88
2024-07	\$ 180,583.00	\$ 332,667.45
2024-08	\$ 170,377.00	\$ 321,336.20
2024-09	\$ 117,130.00	\$ 230,428.99
2024-10	\$ 103,868.50	\$ 203,696.06
2024-11	\$ 38,060.50	\$ 52,493.68
2024-12	\$-	\$ 17.70
Total YTD	\$ 1,066,523.50	\$ 1,987,404.46
	Total 2024 YTD	\$ 3,053,927.96

% of Tickets sent to Collections 2024

3,129 Tickets Sent to Collection

Value: \$187,740

2025-Revenue Impact

- Winterfest Jan 29-Feb 2, Impact -\$6,360

Upcoming Events:

- Sunday Parking Placards, Impact -TBD
- YMCA 5k April 26, Impact -\$640
- Art in the Park Aug 8-Aug 10, Impact -\$8,160
- Venetian Festival Aug 12-Aug 18, Impact -\$21,752.00
- Dragon Days, Impact -\$480

2024-Total Impact

- **-\$148,022 of Parking Revenue from Waiver of Parking Fees**

Ongoing Plan for 2025

- Stripe Seminary Park Parking Lot F for Use
- Complete Sunday Parking Program Details
- Order LSV for Department
- Sign Survey
 - Replacement of blue “P” signs with “Pay Here” indication signs
 - Identification of areas requiring more signs or signposts
 - Alley at 150 Center St. -Temporary signs posted
 - Seminary Park -Need to identify how the lot is to be used in future
- Train for Quality of Citations with Integrity

Memo to City of Lake Geneva

To: Tom Earle, Director of Public Works Date: March 19, 2025

From: Naomi Rauch, P.E.
262-758-6032

CC: Kassandra Vina, City of Lake Geneva

Subject: Kapur Updates – March 2025 PWC

Center Street and Interchange North
No Update.

South Street Crosswalks

Preparing final construction plans to be bid out with the 2025 Streets Program. Exhibit for land required for bike path relocation provided to City Attorney to confirm process.

Lake Geneva Blvd Sidewalk

Task Order #44 on agenda for public survey.

2025 Street Program & 5-year CIP planning

All survey has been completed. We are working on design and coordinating with DPW along the way. Advertisements will run 3/26 and 4/2 with bid opening April 9th for approval at the April 28th Public Works Committee meeting.

HWY 120 / Townline SISF

April deadline. Draft application will be provided to staff for review.



UCC Food Pantry Parking Placards

- Construction of UCC Parking Lot is complete, therefore Food Pantry does not require street parking in future.
- UCC Food Pantry issued 6 permits while the parking lot was under construction. Valid parking on the 700 block of Wisconsin Street ONLY. Parking lot construction is complete.

MEMORANDUM FOR SEMINARY PARK-LOT F

1. Scope of Project: To modify Seminary Park Lot F to vehicle parking. Boat trailer parking would be allowed at Dunn Field Lot E on Sage Street & potentially create boat trailer parking in Lot I off Wells St and on south side of Baker St.
2. Revenue Impact: Boat Launch currently operates at a deficit. Request for preliminary design from Naomi at Kapur indicates a gain of 40-50 vehicle parking spaces in the new Seminary Lot F. Adding 40-50 new parking spaces would add between \$60 to \$136k in revenue for the City.
3. Ordinances for Amendment: submitted to City Attorney
 - a. 90-123 Boat Launching Facility. (d) Number of daily launches. The number of boats to be launched daily from the City controlled and operated boat launching site on Geneva Lake shall not exceed that of available parking spaces in designated areas, which shall be determined by the authorized operator of the launch area. (e) Launching of boat fee. The fees charged for launching boats shall be determined by the City. (f) Enforcement of parking violations and penalties for failure to pay launch ramp fees. Police officers and parking meter personnel are empowered to enforce parking violations at designated boat trailer parking lots, and enforce penalty provisions, as provided for under Section 90-33, for failure to pay established launch ramp fees. It shall be a parking violation under this section for any ~~vehicle other than a motor~~ vehicle connected to a boat trailer to be parked in the City ~~boat launch~~ parking lot F.
 - b. 74-210 Parking Regulations. ~~(c)~~ Boat trailers. The parking of boat trailers or any similar device used for hauling boats, except single chassis vehicles, is prohibited on either side of the entire length of Baker Street or Campbell Street and South Lake Shore Drive and Wrigley Drive and on either side of the 100 block of Center Street. ~~It shall be a violation of this section for any motor vehicle with a trailer or a trailer alone to be parked in the Sage Street parking lot (Parking Lot D) [Amended 5-22-2017 by Ord. No. 17-06]~~
 - c. 74-221 Parking Meters. (2) Five-hour parking station zones. Addition of City-owned parking lot at Seminary Park (Lot F)

- d. 2-49 Standing Committees. (2) Piers, Harbors, and Lakefront Committee. b. All rules and procedures pertaining to City leases, all activities within or surrounding the Riviera piers, buoys, dinghy pads, launching, trailer parking as part of boat launch fee and access road (if any) to piers.
- e. 1-13 Citation. (4) Issuance of Citation. Any law enforcement officer may issue citations authorized under this section. The following City officials and their designated agents, after clearance with the City Attorney, may issue citations with respect to those specified sections which are directly related to their official responsibilities: the Building Inspector, Assistant Building Inspector, Fire Chief, Fire Inspector, City Clerk and Treasurer. With respect to boating and launching violations, boat launch attendants may issue citations. [Amended 5-29-2012 by Ord. No. 12-08; 11-10-2014 by Ord. No. 14-08]

4. Project Tasks:

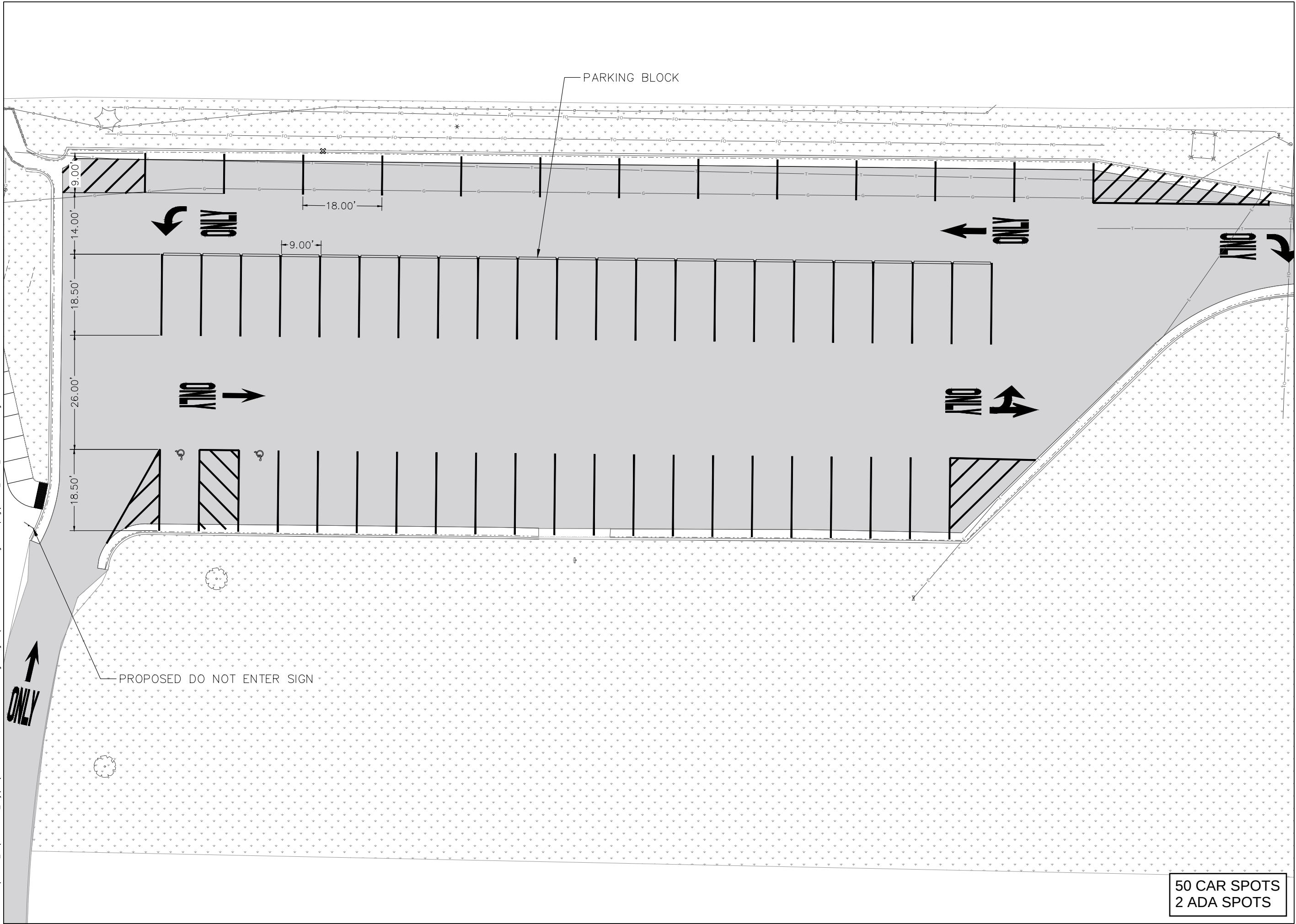
- a. Stripe for Vehicles and Paint No Parking Zones on Lot
- b. New signs ordered & installed for
 - i. Zone/Parkmobile
 - ii. Kiosk location (can post pay by text signs in place of kiosk)
 - iii. Entrance indication and restrictions
 - iv. Boat launch (with map to Sage St)
- c. Redesign of City parking maps to publish and distribute
- d. Order & Install a new kiosk at entrance to sidewalk on West side of Lot
- e. Boat Launch Kiosk reconfiguration, if necessary

5. Possible Changes for Future Focus: Cass Street changes from one-way to two-way traffic to allow for entry to Lot F from East

6. Positive Impact: New lot would offset significant loss of parking during Hwy 50 Project in a favorable location. Addition of spaces would offset the loss of 20 parking spaces following completion of Hwy 50 Project.

7. Negative Impact: Public response to perceived loss of boat trailer parking. Possible DNR response.

FILENAME: D:\Walworth_Co\Lake_Geneva_City\Gov\250257 2025 Lake Geneva General Engineering PW\PHSE 04 Boat Trailer Parking Lot Stripping\240268_DESIGN_PARKING LOT F.dwg



1224 S. Pine Street
Burlington, Wisconsin
53105

kapurinc.com

PROJECT:

PARKING LOT F
MARKING OPTIONS

LOCATION:

CITY OF LAKE
GENEVA,
WALWORTH COUNTY

CLIENT:



RELEASE:

EXHIBITS

REVISIONS:

#	DATE	DESCRIPTION

NORTH ARROW:

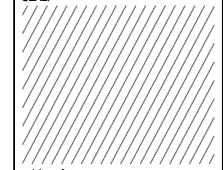


SCALE:



IF NOT ONE INCH ADJUST SCALE
ACCORDINGLY

SEAL:



all in

SHEET:

90° CAR PARKING

PROJECT MANAGER: NR
PROJECT NUMBER: 25.0257.04
DATE: 3/12/2025

SHEET NUMBER:

2.0

50 CAR SPOTS
2 ADA SPOTS



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.



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.

Adding a light to an electric pole-alley near Center Street

- To install a light that is maintained by Alliant Energy is \$43.00 with a monthly fee of \$2-3 dollars a month.

BRUSH DROP OFF SATURDAY HOURS

8 AM-12 PM

Pedestrian crossing improvements at the intersection of Broad and Dodge Street.

- Instillation of an RRFB, which is the same system we just installed by the Bottle Shop. Is \$17,995.00.
- Instillation of a solar LED flashing stop signs and Trombone arms with stop signs is \$31,680.00.

TASK ORDER NUMBER #43 CIVIL ENGINEERING SERVICES

This task order is made as of March 14th, 2025, under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva** (Owner) and **Kapur & Associates, Inc.** (Engineer). This Task Order is made for the following purpose:

Provide civil engineering services for assessment of additional sidewalks, ramps, and other pedestrian infrastructure as outlined in the Field Assessment Manual created under Phase 1. This is the second phase of the sidewalk inventory project which assists City Staff and Officials in making informed choices when creating sidewalk/pedestrian infrastructure replacement plans.

Section A. – Scope of Services

Engineer shall perform the following Services:

Sidewalk Inventory and Field Assessment

For a total of 46,000 LF (approximately 8.7 miles) the following inspection, data collection, and analysis will be performed.

1. Perform a sidewalk inventory of sidewalks, ramps, and ADA compliance within the Public Right of Way throughout the City utilizing the City of Lake Geneva Field Sidewalk Assessment Manual.
2. Perform an inventory of locations within the Public Right of Way throughout the City that currently lack pedestrian infrastructure utilizing the City of Lake Geneva Field Sidewalk Assessment Manual. Data collected will assist in determining the feasibility of adding pedestrian infrastructure at these locations.
3. Analyze and score collected infrastructure data utilizing scoring methods developed for the City of Lake Geneva Field Sidewalk Assessment Manual.
4. Upload data to City GIS for input, analysis, and mapping.
5. Map inspection results on GIS mapping and prepare report for City ADA compliance officer.

Section B. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed eighteen thousand seven hundred twenty-six dollars (\$18,726) payable according to the following terms:





A not-to-exceed amount based on the rates as listed in Attachment A of the Agreement, plus direct expenses. Cost plus services are limited to an agreed maximum figure unless amended.

Engineer may request a change to the billing hours if scope changes, beyond the control of the Engineer, resulting in an extension of the schedule or necessitates a change in personnel.

Compensation for Additional Services (if any) shall be paid by Owner to Engineer according to the hourly billing rates shown in Attachment A of the Agreement.

IN WITNESS WHEREOF, the Owner and Engineer have executed the Task Order.

For: City of Lake Geneva

Engineer: Kapur & Associates, Inc.

By: _____

By: Naomi Rauch

Signature: _____

Signature: 

Title: _____

Title: Project Engineer/Associate

Date: _____

Date: 03-14-2025



Kapur Associates, Inc.
Summary of Staff Hours and Labor Costs for the City of Lake Geneva

TASK ORDER 43										
City of Lake Geneva Citywide Sidewalk Evaluation - Phase 2 - Attachment A										
CLASSIFICATION		Project Engineer II		Staff Engineer II		Technician III			Total Labor	
Average Hourly Wage		\$135.00		\$119.00		\$113.00				
TASK DESCRIPTION	ACT. Code	Hours	Dollars	Hours	Dollars	Hours	Dollars		Hours	Dollars
Sidewalk Evaluation and Field Assessment										
Inspection of sidewalk / curb ramps / Crosswalks and Ped Signals (46000-ft)				96	\$11,424.00				96	\$11,424.00
Prepare GIS map and report of Inspection results						32	\$3,616.00		32	\$3,616.00
QA/QC		8	\$1,080.00	8	\$952.00	8	\$904.00		24	\$2,936.00
TOTALS		8	\$1,080.00	104	\$12,376.00	40	\$4,520.00		128	\$17,976.00
								Expenses:		\$750
								Project Total:		\$18,726

Summary of Expenses	Units	Cost	Total
Estimated Expenses / Mileage (LS)	1	\$750.00	\$750.00
Totals			\$750.00



Surface Transportation Program - Local

Assistance programs

[Bipartisan Infrastructure Law funding](#)

[Road and bridge](#)

[Transit](#)

[Other aid](#)

The [Surface Transportation Program - Local \(STP-L\)](#) allocates federal funds to complete a variety of improvements to off-system roadways functionally classified as a rural minor collector or local road.

The objective of STP-L is to improve non-federal aid roadways outside of urbanized areas. Projects must meet federal and state requirements.

Federal Fiscal Year (FFY) 2025 Program Cycle Awards

- [Supplemental FFY 2025 STP-Local Approved Projects](#)

2024-2029 Program Cycle Awards

- [2024 to 2029 STP-Local Approved Projects](#)

Federal Fiscal Year (FFY) 2025 Program Cycle Documents (Application deadline was April 5, 2024.)

- Instructions
- Application
- See the [STP - Local Eligible Roads map application](#) to assist with identifying eligible roads for this program.

Important Notes:

- Final Applications were due to the Central Office on April 5, 2024.
- Contact the Local Program Manager for information regarding these applications.

This Federal Fiscal Year 2025 STP-Local solicitation is for one year of funding totaling approximately \$2 million for construction only projects. Design activities will be 100% local funded. Projects are capped at \$500,000 federal funds, with a project minimum of \$250,000 federal funds. The selected projects from this solicitation will be simple, non-controversial projects that have no apparent environmental issues. It is anticipated that there will be no right of way, utility or railroad conflicts. This will allow for the PS&E no later than August 1, 2025 and the project let no later than November 11, 2025.

Change Management

- [Local Programs Change Management Policy and Process](#)

Regional local program contacts:

Southwest Region

Brandi Workman

brandi.workman@dot.wi.gov

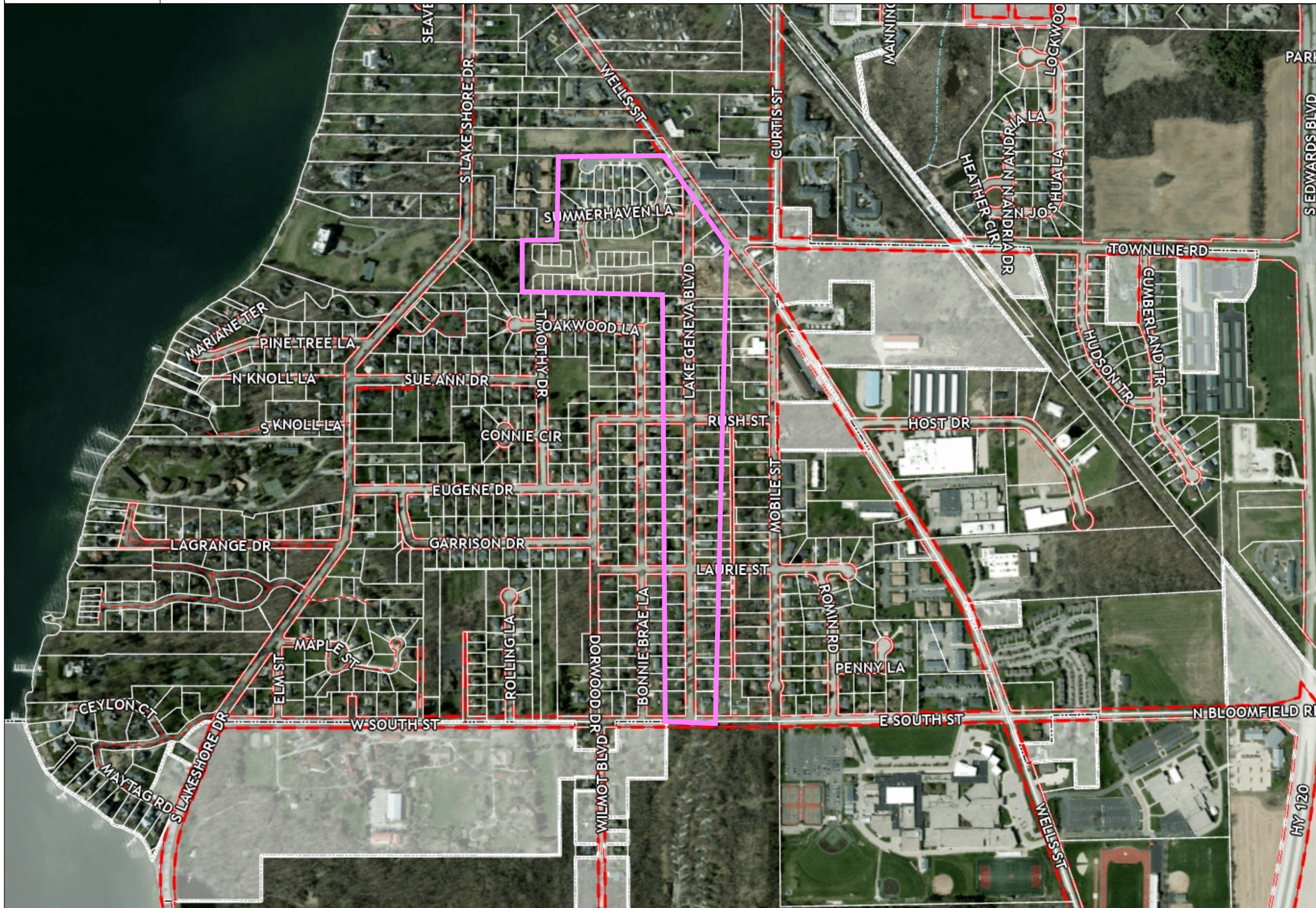
Phone: (608) 785-9047

Fax: (608) 246-3819

Southeast Region

Tyler Beinlich

tyler.beinlich@dot.wi.gov



Legend

- Street Names
- Private Roads
- County Municipalities
- Tax Parcels (Air Photo)
- General Parcels For Documents
- Alley
- Right-Of-Way
- Hydrology
- ETZ
- City Limits
- Imagery_2022
- Red: Band_1
- Green: Band_2
- Blue: Band_3

Survey Area

Data on this map may or may not be accurate, current, or otherwise reliable. For reference only.

Note

0 446.70 893.4
Feet
© Kapur and Associates, Inc. 03/17/2025

TASK ORDER NUMBER #44

CIVIL ENGINEERING SERVICES

This task order is made as of March 17th, 2025, under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva** (Owner) and **Kapur & Associates, Inc.** (Engineer). This Task Order is made for the following purpose:

To provide Public Involvement services for gathering and synthesizing public input on sidewalk improvements along Lake Geneva Boulevard, at the request of the Public Works Committee. Data gathering will be performed for residents within the Summerhaven Subdivision as well as properties along both East and West side of Lake Geneva Boulevard.

Section A. – Scope of Services

Public Information Survey

Kapur shall perform the following services:

1. Our graphic designers and public involvement specialist will prepare survey questions for residents including a flyer for distribution and online survey platform. Approximately 110 properties will be included in the public outreach effort, as shown on the attached exhibit.
2. A public involvement specialist will hand deliver door to door to residents within the survey area and engage in direct conversation to communicate with residents and obtain feedback.
3. Staff will track responses and synthesize the results of the survey for City review.

Section B. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed one thousand one hundred twenty-five dollars (\$1,125) payable according to the following terms:

A not-to-exceed amount based on the rates as listed in Attachment A of the Agreement, plus direct expenses. Cost plus services are limited to an agreed maximum figure unless amended.

Engineer may request a change to the billing hours if scope changes, beyond the control of the Engineer, resulting in an extension of the schedule or necessitates a change in personnel.



Compensation for Additional Services (if any) shall be paid by Owner to Engineer according to the hourly billing rates shown in Attachment A of the Agreement.

IN WITNESS WHEREOF, the Owner and Engineer have executed the Task Order.

For: City of Lake Geneva

Engineer: Kapur & Associates, Inc.

By: _____

By: Naomi Rauch

Signature: _____

Signature:

Title: _____

Title: Project Engineer/Associate

Date: _____

Date: 03-17-2025

Parks & Trails

City of Lake Geneva Parks

- City parks are open year-round, with the exception of Cobb Park and the Riviera Beach
- Restrooms in Flat Iron Park are open year round, all others are open seasonally (generally May 15- to October 15)
- Dunn Field and Maple Park playgrounds are closed to the public during school days
- Grilling is allowed in Seminary Park, Cobb Park, and Samuel Donian Wetland Preserve-only in grills provided or in a suitable device that contains the fire up off the ground
- Alcoholic beverages are prohibited in all parks
- Dogs on leashes are allowed in all parks unless posted

Reservations & Event Permit Applications

- Picnic Shelters can be reserved through the Online Shelter Reservation tool below-Bookings open January 1st each calendar year
- Reservations must be made at least 5 days in advance
- Be sure to review the [Park Shelter Reservation Rules and Guidelines \(PDF\)](#) prior to booking to ensure that your event qualifies as a simple reservation
- If your event plans cannot follow the Rules and Guidelines, or if attendance is expected to exceed the suggested capacity, you will need to submit an [Event Permit Application \(PDF\)](#). Since Event Permit Applications may require final approval by the City Council, they are due at least 45 days prior to the event for processing
- Please call City Staff at 262-248-3673 with questions
- Inquiries for Veteran's Park should be directed to the YMCA.

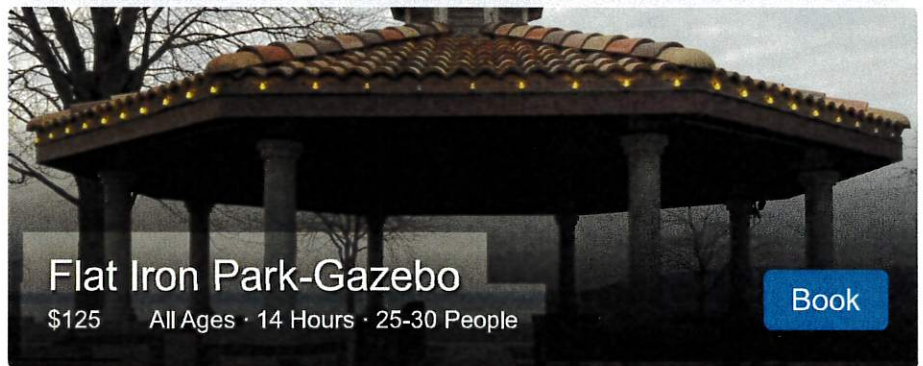
- Mike Coolidge 262-248-6211 ext 15
- [Email Mike Coolidge](#)
- Please note that Veteran's Park has no grilling

0

Checkout



View a full listing of City Parks in the [Facilities Module](#).



Related Documents

Application & Guidelines

- [Event Permit Application \(PDF\)](#)
- [Park Shelter Reservation Rules and Guidelines \(PDF\)](#)

Park Maps

- [Map of City Parks \(PDF\)](#)
- [Big Foot Beach State Park](#)
- [Hillmoor Map \(PDF\)](#)

[View All](#)

Bicycle & Pedestrian Plans

- [Bicycle and Pedestrian Plan \(PDF\)](#)
- [Proposed Bike and Pedestrian Path \(PDF\)](#)

Bike Trail Maps

- [Map of City Bike Trails \(PDF\)](#)
- [Map of City Bike Trails \(Cleared of Snow in Winter\) \(PDF\)](#)

Park & Open Space Plans

- [Park and Open Space Plan 2015-2020 \(PDF\)](#)
- [Park and Open Space Plan 2021-2026 \(PDF\)](#)

Government Websites by [CivicPlus®](#)



Corporate Office:
W250 N6851 Hwy 164
P.O. Box 904
Sussex, WI 53089

Sussex, WI 1-800-242-3115	DeForest, WI 1-800-585-7219	De Pere, WI 1-800-638-7448	Negaunee, MI 1-800-562-9770
Eau Claire, WI 1-800-585-7232	Marathon, WI 1-888-886-4410	Rockford, IL 1-800-585-7231	

Distributors of Equipment and Supplies for ■ Construction ■ Forestry ■ Industry ■ Government

TO: CITY OF LAKE GENEVA DATE: MARCH 10TH, 2025

REFERENCE: WAUSAU PB2000 BLOWER

WE SUBMIT THE FOLLOWING PROPOSAL:

QUANTITY	DESCRIPTION	AMOUNT
1	NEW 2025 WAUSAU PB2000 SNOW BLOWER INCLUDES: HYDROSTATIC DRIVE TRAIN (3) 12" DIAMETER SERRATED, ABRASION RESISTANT AUGERS CHAIN IN OIL BATH W/ SELF ADJUSTING TENSIONER TELESCOPIC TRUCK LOADING CHUTE 12" CHUTE EXTENSION 102" WIDE FRAME EXTENSION CARBIDE MUSHROOM SHOES ADDITIONAL WORK LIGHTS HEATER, BATTERY WRAP ELECTRIC FUEL HEATER WIRELESS CONTROL REMOTE ACS1000 SERIES COUPLER READY 1 YEAR/1500 HOUR FACTORY WARRANTY	
	SALE PRICE.....	\$203,675.00

TERMS: NET DUE UPON RECEIPT OF INVOICE F.O.B.: DELIVERED

DELIVERY: APPROX. 60-90 DAYS

WE THANK YOU FOR THE OPPORTUNITY TO QUOTE ON THIS EQUIPMENT

Miller-Bradford & Risberg, Inc.

SIGNED _____ JAMESON SADOWSKE



Sourcewell 

Awarded Contract

Contract # 062222-JAL & 111522-JAL

Totals	
Larue D40 Plus Options	\$209,000
Freight	\$3,220
Predelivery Inspection	\$985
Delivery and Operator Training	\$850
Sourcewell Discount	(\$10,450)
Equipment Total	\$203,605

Couplers	
501209 ACS Pro-Series 2000 size 30	\$7,900
501279 ACS Pro-Series 2000 size 50	\$7,900
501211 ACS Pro-Series 2000 size 60	\$9,950
501208 ACS Series 1000 TRAM	\$4,200

\$ 203,605.00
4,200.00
\$ 207,805.00

MACQUEEN EQUIPMENT SERVICES:

- ✓ Full service-center located in Menomonee Falls, WI with over \$1,000,000 in parts stocked.
 - 70+ years of experience servicing snow equipment in Wisconsin.
- ✓ 7 factory qualified service technicians including over-the-road service.
- ✓ One of our Product Training Specialists, Travis Fritz or Tim Schell, will fully train operators upon delivery.
 - They can also be scheduled to come back in events such as new hires, turnover, or if operators simply want to refresh knowledge. Fees for non-delivery training sessions should be discussed with Travis and Tim.
 - They are available by phone for questions at any time:
 - Travis' mobile: (920) 263-7272
 - Tim's mobile: (262) 893-3611

Cody Pfennig
Sales | Menomonee Falls, WI

macqueengroup.com

Mobile: (608) 769-9820
cody.pfennig@macqueengroup.com



City of Lake Geneva

Department of Public Works

1065 Carey St.

Lake Geneva, WI 53147

262.248.6644

To; Lake Geneva Public Works Committee

10 March 2025

From; DPW

Re; Equipment Replacement Fund

Last fall the City Council approved \$420,000.00 in the replacement fund for the replacement of a wheel loader and snow blower in 2025. Council approved the wheel loader purchase of \$213,804.00 on 10 March 2025.

Three machines were considered, and we received 2 quotes;

MacQueen Equipment, LaRue D40	\$207,805.00
Miller Bradford & Risberg, Wausau PB2000	\$203,675.00

Fund;	420,000
Loader	- <u>213,804</u>
	= 206,196 balance for snow blower

The Wausau PB2000 is the replacement model for our current 25-year-old Wausau WK800 and is made in Fon Du Lac WI. The LaRue is made in Canada. This is the primary blower for snow removal operations downtown and the current Wausau has outperformed expectations.

DPW recommends approval of the Wausau PB2000 for \$203,675.00 at this time.

Respectfully submitted:


Tom Earle, DPW


Neil Waswo, DPW Superintendent


Brett Behrens, DPW Foreman