



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

**BOARD OF PARK COMMISSIONERS
TUESDAY, APRIL 8, 2025 - 6:30 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2C (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 March 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/Discussion/Action regarding YMCA Contracts
8. YMCA Quarterly Update
9. Discussion/Action regarding YMCA Request for Field Naming Considerations
10. Discussion/Action regarding Park Row Native Plantings
11. Discussion/Action regarding Vet's Park Playground RFP review and recommendation to send to FLR and City Council
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, March 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, Peggy Schneider, Dana Furlo, Julie Mulligan, Craig Lambrecht, Jessica Pokorny, Alderperson Cindy Yager

Absent: Dave Quickel, Mayor Todd Krause

3. **Approval of Park Board Minutes from February 18, 2025**

Motion to approve by Julie Mulligan

2nd by Dana Furlo; Motion carries

4. **Discussion of Tree Board Minutes**

Alderperson Peg Esposito reported that Arbor Day is on April 25, 2025, but the celebration will be held on April 21, 2025. A tree will be planted in Library Park and the tree will be dedicated to Wendy. She also reported that Jon Forster will start sharing reports on what trees will be removed. The health of the tree generally dictates which trees are being removed.

5. **Discussion of Avian Minutes**

Alderperson Yager reported that the program Tuesdays at 2 will be giving a presentation on April 1, 2025 at the Museum. Three speakers will present on Native Plantings, Migration, and Dark Skies. She also reported that the Birding backpacks are ready for the hotels (10 bags), and a letter has been sent to the hotels within city limits to determine who would like to be involved. Also, we have previously been recognized as a "Bird City". The current application has been completed, received, and are awaiting acceptance.

6. **Comments from the Public**

Alderperson Peg Esposito requested that the board deny or defer Park Row Native Plantings due to no park board input, and there doesn't appear to be a plan.

Alderperson Mary Jo Fesenmeier reported she is pleased that we are looking at the Parks Budget and commented that the agenda states that the Park Row Native Planting is up for discussion only. The Park Board received a quotation, not an actual bid.

Janelle Powers, candidate for Alderperson of District One, introduced herself to the Board.

Motion to move agenda item 8 to 7 by Adam St. Marie

2nd by Craig Lambrecht; Motion carries

7. Discussion regarding Park Row Native Plantings

Adam discussed that he received an email and spoke with Tom Earle, and Alderperson Fesenmaier. We are receiving the \$20,000 itemized quote Motion to continue this item to next month's agenda by Peggy Schneider 2nd by Craig Lambrecht; motion carries

8. Review and discussion of Parks Budget

Reviewed current budget and request to receive impact fees totals. Viewing the budget details allows us to understand the budget and request line items for specific items for the parks.

9. Veteran's Park Update

Adam St. Marie met with City Administrator about using a purchasing agreement for playground equipment. The City Attorney said we are unable to do this, so the request will go through the RFP process. Kompan is working on the suggestions provided.

10. Discussion/ Action regarding YMCA Concession Agreement and Programming Agreement

Need to clarify whether the YMCA wants a 1- or 2-year contract due to inconsistent wording.

YMCA is not listed in the Park's Budget

Motion to continue this item to next month's agenda by Peggy Schneider 2nd by Craid Lambrecht; motion carries

11. Review and Comment of Proposed Park Director Job Description

Discussion ensued about their role and their vision and what is the Parks Board role. Park Board would like to direct the vision.

City Administrator will oversee this position.

Park Director will coordinate with other areas of the city.

Avian and Tree Board want them to be environmentally knowledgeable.

Give Alderperson Yager any comments about this position. Park Board gives Alderperson Yager permission to move forward with the process.

12. Next Meeting Date & Time

April 8, 2025 at 6:30pm in Room 2D

13. Adjournment

Motion to adjourn at 8:06pm by Julie Mulligan

2nd by Craig Lambrecht; motion carries

Respectfully submitted by Peggy Schneider



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 _____



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

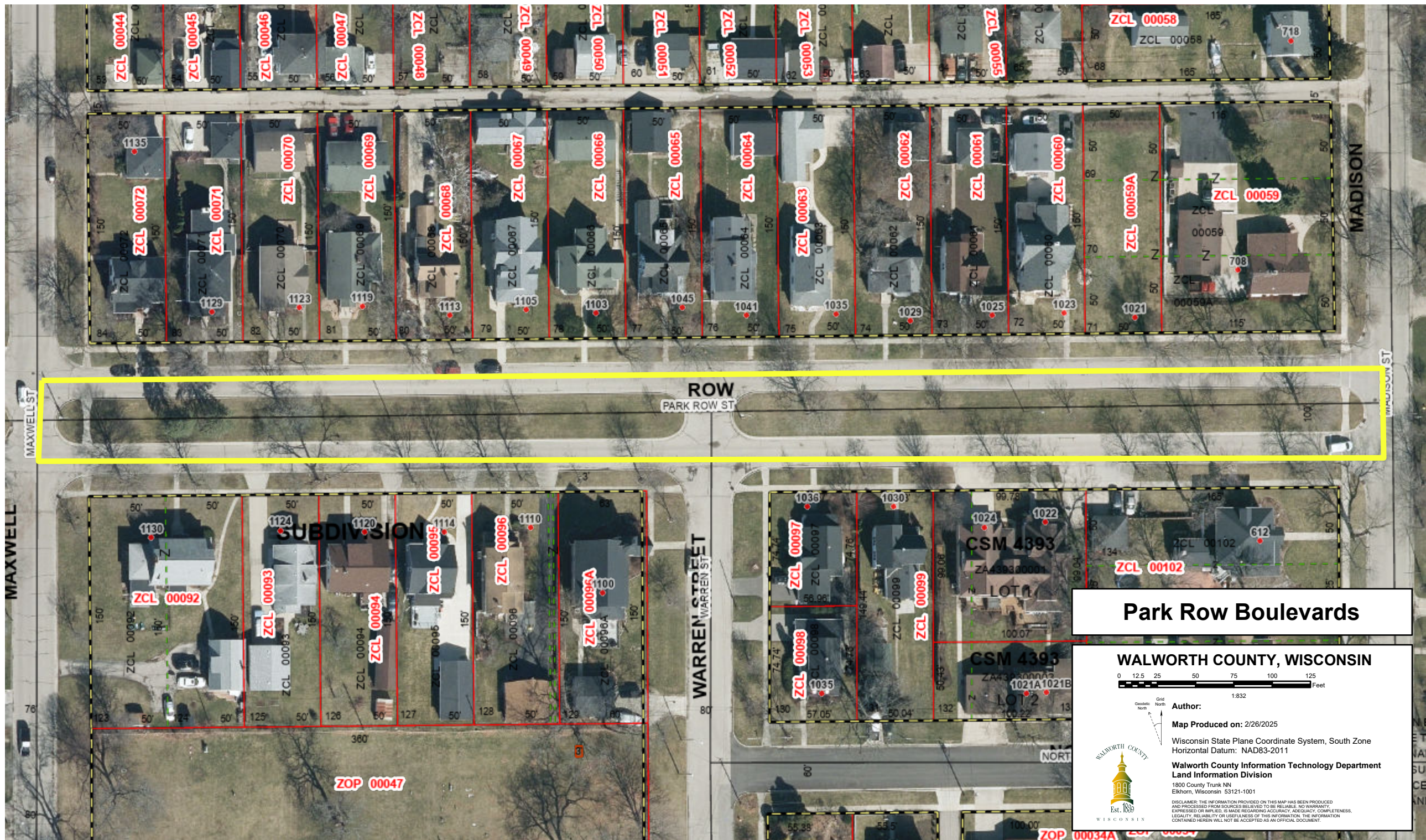


Breezy Hill Nursery and Landscaping
7530 288th Ave
Salem WI 53168
United States

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%



Park Row Boulevards

WALWORTH COUNTY, WISCONSIN



Author:

Map Produced on: 2/26/2025

Wisconsin State Plane Coordinate System, South Zone
Horizontal Datum: NAD83-2011

Walworth County Information Technology Department
Land Information Division

1800 County Trunk NN
Elkhorn, Wisconsin 53121-1001



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